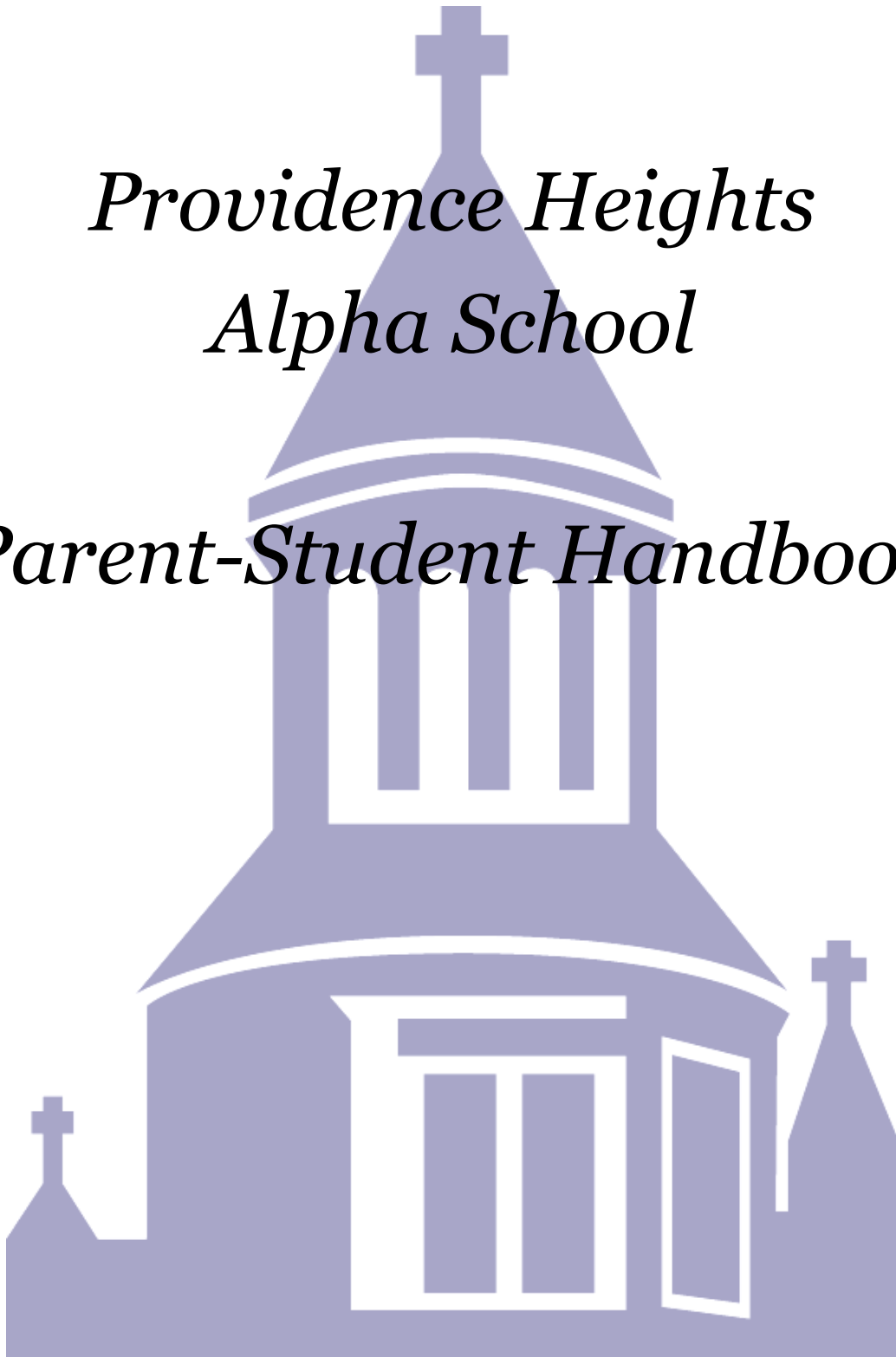


*Providence Heights
Alpha School*

Parent-Student Handbook



Providence Heights Alpha School
9000 Babcock Boulevard
Allison Park, PA 15101
412-366-4455
www.AlphaSchool.org

Revised 8.2023



TRADITION.
INNOVATION.
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INTRODUCTION

Mission Statement

The Mission of Providence Heights Alpha School is to develop servant leaders and innovative thinkers by providing a distinguished Catholic Education. We strive to model Christian values rooted in trust, fostering compassion, leadership, and social justice in a community that welcomes children of all faiths and cultures.

Core Values

While providing quality education in a nurturing environment, the Alpha School ministers to students in Pre-K (four year olds) through eighth grade by maintaining a low student-teacher ratio; using both progressive and traditional methods of teaching; fostering the development of the whole child; and instilling in the students a life-long love of learning.

Affiliation

Providence Heights Alpha School is a private, Catholic school sponsored by the Congregation of the Sisters of Divine Providence. Alpha School works in collaboration with the Diocese of Pittsburgh and continuously exceeds all requirements of the Diocese, as well as the requirements of the Pennsylvania Department of Education.

Middle States Accreditation

Providence Heights Alpha School is accredited by the Middle States Association of Colleges and Schools. Middle States accreditation is an expression of confidence in Alpha's mission; goals and objectives; performance; and resources, while validating publicly the excellence in education. Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After seven years, the school is re-evaluated for continued accreditation.

Nondiscrimination Policy

Providence Heights Alpha School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other



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school-administered programs. Any complaints of discrimination may be filed with the U.S. Department of Health and Human Services' Office of Civil Rights, (OCR) the DHS Bureau of Equal Opportunity (BEO) and/or the Pennsylvania Human Relations Commission (PHRC).

ATTENDANCE

Research indicates that good attendance habits are important for academic success. The benefits of regular classroom instruction are difficult to replicate and, once lost, are often not regained. Please help us to support the academic success of your child by complying with the state attendance laws and the Providence Heights Alpha School attendance policy.

Alpha School tracks attendance and reports it on student report cards. All absences shall be considered unexcused until Alpha School receives a written excuse. If the school does not receive a written excuse within three (3) days of the absence, the absence will remain marked as unexcused.

The School Day: Alpha School opens its doors to receive students at 7:15 am. Students shall go directly to their homeroom and/or locker. Prayer bell rings at 7:40 am. Students are expected to be in their homerooms and engaged in prayer at this time. Any student not in their homeroom at prayer bell will be considered tardy and must report to the office to sign in.

Students are dismissed at 2:30 pm. Students are expected to remain in class until the end of the school day. The APEX program runs from 2:45 pm to 6:00 pm.

Excused Absences: Permissible excused absences from school are:

- Personal illness
- Doctor/dental appointments
- Approved tutorial programs not offered by the school
- Quarantine
- Death in the immediate family
- Traditionally-recognized religious holidays
- Approved educational travel



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- Court appearances
- *Shadow days for 8th grade students to visit high schools (not to exceed 3)
- Other urgent reasons as approved by the Principal

Unexcused Absences: The following constitute unexcused absences:

- Lack of a valid written excuse from the parent/guardian and/or licensed health care provider, where deemed appropriate by the Principal
- Absence because of parental neglect
- Unapproved educational travel
- Oversleeping
- Working at home
- Other reasons not sanctioned under excused absences

PLEASE NOTE: Students absent from school are not permitted to engage in any afterschool activities, sports, or practices on the day of absence without Principal approval.

A daily absentee list will be available to the staff each school day.

Half Day Absences: A student arriving after 10:00 am and remaining until 2:30 pm will receive a half day absence. A student arriving by 7:40 am and leaving before 12:00 pm will receive a half day absence. Any student who does not complete at least 2 hours of class time will receive a half day's absence.

Exceptions: In unusual circumstances a child may not be able to attend school for severe psychological or medical reasons. In such cases, parents/guardians must notify the Principal, provide supporting documentation from a licensed health care provider, and work with school administrators to develop a plan to ensure that the child receives an appropriate education and that the parent/guardian does not violate state attendance laws.

Readmitting Absent and Tardy Students - Excuses: Upon returning from an absence, a parent/guardian's written excuse and/or licensed health care provider, where deemed appropriate by the Principal must be presented to the school within three school days. If the excuse is not given to the school by the third day after return, the absence will be considered unexcused. The excuse must include the following information:

- Full name of student



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- Date of absence
- Reason for absence
- Signature of parent/guardian and/or licensed health care provider, where applicable

Students who miss three consecutive days due to illness must present an excuse from a licensed healthcare provider.

Tardiness: Students who are not inside their assigned homerooms or classrooms when the Prayer bell rings at 7:40 am are considered tardy. Tardiness is considered excused or unexcused for the same reasons as excused or unexcused absences. Students who are not in their assigned homeroom at 7:45 am must report to the main office to sign in.

Parents/guardians of students in grades 1-8 who are arriving late to school must accompany their child to the office in the main building or sign in electronically through the parent portal online electronic attendance system.

Parents/guardians of students in PreK or kindergarten must accompany their child to the main door of the Early Learning Center on the lower level in the back of Ketteler Hall.

Exceptions: Students whose bus arrives late to school are not considered tardy, however they must still report to the main office to sign in.

Early Dismissals: Parents/guardians and students are strongly encouraged to make personal appointments before or after school hours since being dismissed early from school can cause a disruption to the educational process. If possible, advanced notification from the parent/guardian to the main office that includes the reason for the early dismissal is recommended. Students who leave school early for medical or dental appointments must bring documentation from the doctor/dentist when the student returns from the appointment. Early dismissals will be recorded and taken into account when looking at the overall pattern of student attendance.

Class Cuts/Tardiness to Class/Early Dismissals: Students consistently absent from, late to, or dismissed early from a class on a regular basis (consistently tardy from Period 1 or consistently dismissed early from Period 9 for example) are missing



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valuable instructional time that may impact the student's grade. These patterns shall be reviewed and addressed with the parent/guardian and/or student when necessary.

Pre-Approved Absences Including Educational Travel: The school recognizes that students may need to travel with parents/guardians for valid educational or family reasons. In such cases, pre-approval is required. Students requesting permission for such travel with parents/guardians must complete an *Absence Request Form* at least five days in advance of the proposed trip, which when completed, will explain their reason for the request and the duration of the trip. All trips must have some educational or family value for the student in order to be counted as an excused absence. A pre-approved absence is to be no more than five consecutive school days.

The school allows a total of ten pre-approved absences during the entire school year. This includes days and half days before or after regularly scheduled calendar vacation days. Once the maximum allowed ten pre-approved absences has been met, any requests for Pre-Approved Absences will be recorded as unexcused absences and all penalties outlined below will apply.

Make-Up Work: Students are required to make up any class work or tests that are missed during excused, unexcused and pre-approved absences after readmittance to school on a schedule arranged with the teacher. In the case of younger grades, the teacher may need to work with the parent/guardian to arrange a make-up schedule. In the case of Middle School students, it is the responsibility of the student to communicate with their teachers before the absence and again upon their immediate return to arrange a make-up schedule and deadline expectations. The teacher will use their discretion to arrange this in a manner which is most conducive to the classroom, the student, and the teacher. In most cases, the number of days missed is the number of days that the student has to make up work. (For example, if a student missed 5 school days, they have 5 school days to complete and turn in all missing assignments). This does not include assignments that have been assigned in advance.

Make-Up Work due to Pre-Approved Absences: The school wants students and families to enjoy their travel therefore teachers routinely shall not provide work in advance. However, if necessary and if possible, students will be provided with work to take with them which will be due upon their immediate return. Any work turned in after that time will be considered late for partial credit. Any work or tests missed during the course of the absence will be made up according to a schedule arranged



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with the teachers where possible. If a student does not complete work in the allotted time, he/she will miss recess and attend study hall until the work is completed. The work will be marked as late.

The school urges parents/guardians to refrain from scheduling pre-approved absences during the first or last week of the school year or during specified days when standardized tests or semester or final exams are being administered. Approval may be denied during these periods.

Students absent ten or more days of the semester and/or who are regularly tardy or dismissed early may not be approved for further days off. Also, students who, in the opinion of the Principal, with input from professional staff, are performing less than satisfactorily may not be given permission for a pre-approved absence. If the trip is taken without approval, the absence will be treated as an unexcused absence.

PLEASE NOTE: There may arise situations where students will miss projects, activities, labs, quizzes or tests which cannot be re-visited or made up. In some cases, work, tests, or quizzes, may be dependent upon classroom teaching that students missed. It is the understanding of parents/guardians that if they choose to remove their child from school for educational or family reasons, it may impact their child's performance and/or grades.

School-Sanctioned Activities: Students with a good record for on time attendance and grades may be released from school for approved participation in school sponsored field trips, performances, and co-curricular and extracurricular activities as approved by the Principal. The student is responsible for making up the work, quizzes and/or tests during the released time. Students who, with approval, are participating in school sponsored activities are considered present. (This includes the Diocesan Spelling Bee, State PJAS, PRSEF and some group high school shadow days). A Principal may deny requests to attend school sanctioned activities where the Principal, with the input of professional staff, determines that the student's grades and/or attendance record indicate that the request to miss class for the activity should not be granted.

*Please note that some individual shadow dates at high schools are not school sanctioned activities but will be considered an excused absence when accompanied by a written excuse.



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Excessive Absenteeism: Absences, excused or unexcused, beyond five days in a quarter should be cause for having the Principal involved with the student.

- a. ***First Offense:*** When a student has accumulated six days of absence or their equivalent in a quarter as verified by the Principal, the parent/guardian is notified. The First Offense Notice shall advise the parent/guardian (1) of the dates of absences, and (2) that if absence continue to occur in the quarter, the Principal will determine if it is necessary to arrange a conference, and (3) the student will be considered ineligible for High Honor Roll for that quarter.

- b. ***Subsequent Offenses:*** When a student has accumulated a total accumulation of eleven absences or their equivalent, an official notice of absenteeism will be sent home. The purpose of this correspondence is to inform the child's parent (1) of the dates of absences and to notify the parent/guardian that the compulsory attendance policy has been violated, (2) of the student's suspension from afterschool activities, events, competitions, sports, (3) of a date for conference with the Principal to discuss options moving forward and the students return to afterschool or extracurricular activities, including but not limited to Forensics, PRSEF, PJAS, School Play, Athletics, School field trips, High School shadow days, (3) the student will be considered ineligible for High Honor Roll and any year-end awards for the remainder of the school year.

*High Honor Roll only occurs in Middle School, grades 6-8.

Excessive Tardiness and Excessive Early Dismissals: When a student has accumulated a total of six tardies or six early dismissals, whether excused or unexcused in a quarter should be cause for having the Principal involved with the student.

- a. ***First Offense:*** When a student has accumulated six tardies or six early dismissals in a marking period as verified by the Principal, the parent/guardian is notified. The First Offense Notice shall advise the parent/guardian (1) of the dates of tardies or early dismissals and (2) that if tardies or early dismissals continue to occur in the quarter, the



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Principal will determine if it is necessary to arrange a conference, (3) the student will be considered ineligible for High Honor Roll for that quarter.

- b. ***Subsequent Offenses:*** When a student has accumulated a total accumulation of sixteen tardies or sixteen early dismissals an official notice will be sent home. The purpose of this correspondence is to inform the student's parent (1) of the dates of tardies and early dismissal and the school policy (2) of the student's suspension from afterschool activities, events, competitions, sports, (3) of a date for conference with the Principal to discuss options moving forward and the students return to afterschool or extracurricular activities, including but not limited to Forensics, PRSEF, PJAS, School Play, Athletics, School field trips, High School Shadow Days, (3) the student will be considered ineligible for High Honor Roll and any year-end awards for the remainder of the school year.

*High Honor Roll only occurs in Middle School, grades 6-8.

Early Dismissal: Early Dismissals will be subject to the same policies as outlined above for tardiness.

Emergencies

At the beginning of each school year, Alpha School parents/guardians are required to complete a *Student Emergency Card*. This card is used to contact parents/guardians or authorized persons in case of an emergency such as an illness, injury, or emergency situation. It is imperative to keep this information updated, which can be done by contacting the office via telephone (412-366-4455).

Emergency Closings & Delays

In the event of a weather-related closing or delay, or in the event of an emergency closing or delay, Providence Heights Alpha School's closing or delay status will be broadcast on KDKA, WPXI, and WTAE in addition to the OptionC Alert System. Alpha School services a number of school districts; however, even if a student's district is closed or has a delay does not mean that Alpha School will also be closed or delayed. If a student's local district is closed or has a delay, and Alpha School does not,



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and a student takes their local district's bus, parents/guardians are responsible for the transportation of their child. Please be sure to check specifically for Providence Heights Alpha School's alert. Alpha School will also send an email to parents should school be delayed or canceled.

If Alpha School has a two-hour delay, students should arrive at 9:25 am. Alpha does not provide morning care in the event of a delay. If the home district has a two hour delay, and Alpha School does not, those students riding the bus will be excused for a two hour delay.

Emergency Dismissal

In the event of a weather-related or emergency early dismissal, Providence Heights Alpha School's dismissal status will be broadcasted on KDKA, WPXI, and WTAE . An e-mail and/or text message will also be sent to parents/guardians regarding the dismissal status. Alpha School will follow early dismissal procedures as indicated on the *Student Emergency Card* submitted at the beginning of the year.

Arrival

Alpha School student arrival begins at 7:15 am, when the doors open. Staff shall be outside at all the doors to meet, greet, and escort students into the building. Students in Pre-K and Kindergarten shall be dropped off at Ketteler Hall (through the gym doors). Students riding the bus shall enter through the side door (near the playground) of the main building and go directly to their homeroom. Students arriving by car shall enter through both the side and front doors and go directly to their homeroom. When dropping off students, all traffic must follow the proper flow by entering the main drive, and proceeding to your designated drop off location. Traffic will be signaled to pull through to drop off their child by a member of the Alpha School staff to ensure safe conditions. Parking is not permitted around the building or in the Saint Anne's Park circle in front of the school. The morning bell schedule is as follows:

6:45 am Early Arrival by Appointment

7:15 am School Doors Open

7:40 am Morning Prayer Bell/Tardy Bell

7:45 am First Period Bell



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Any student in grades 1 - 8 arriving after 7:40 am should enter through the main door and report to the front office to sign in. Any student in PreK or Kindergarten should be accompanied by their parent/guardian to the main door of the Early Learning Center in the back of the Ketteler Hall on the lower level.

Dismissal

Alpha School requires parents/guardians to inform the main office of the times when their child departs the school each day. This is accomplished through the Parent Portal On-line Electronic Attendance System. Parents/guardians can set a standard dismissal procedure for their child, which will be generated on the dismissal report each day automatically. Parents/guardians then only need to enter any changes to dismissal should a student have alternate dismissal plans. Changes to dismissal must be submitted to the Parent Portal On-line Electronic Attendance System no later than 1:30 pm. After 1:30, parents/guardians must call the main office for any changes to dismissal. If Alpha School encounters any confusion in dismissal plans, the student will be sent to APEX and the parent(s)/guardian(s) will be notified.

The school day at Alpha ends at 2:30 pm, with afternoon prayer and announcements occurring at 2:28 pm. Students are dismissed at intervals, with bus riders dismissing first, walkers, dismissing second, and after-school care/activity students dismissing last. Parents/guardians who are picking up children by car are required to follow the proper traffic flow. Buses and cars should enter the main drive. If picking up Pre-K or Kindergarten without a sibling in the main building, parents/guardians shall proceed straight to Ketteler Center by the gym doors. PreK or Kindergarten students with siblings in the main building shall get picked up at the side door of the main building (near the playground). Cars must not be left unattended at any time as this causes unsafe conditions. Once the buses have been dismissed, cars will be signaled to pull through to pick up their child. Parking is not permitted around the building or in the Saint Anne's Park circle in front of the school during dismissal.

Students attending after-school care (APEX) or an after-school activity are dismissed from the Ketteler Hall or the main building depending on where the activity is located. Staff in charge of those activities shall inform parents/guardians of dismissal procedures.



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To pick up your child from APEX, please park, then call to inform Alpha School staff of your arrival. The staff will prepare your child for pickup. Parents/guardians must come to the main door of the Early Learning Center in the back of the Ketteler Hall on the lower level, buzz in, and sign out their child. This procedure is in accordance with our enhanced security.

Pre-K students under 5 years of age are not eligible for busing. Students must be 5 years old prior to September 1 in order to qualify for bus service depending on their home school districts policies and in accordance with Pennsylvania State law.

COMMUNICATION

General Communication Information

Providence Heights Alpha School's primary method of communication with Alpha School families is e-mail. Parents/guardians will be notified in a weekly email blast of any changes, updates, and other pertinent information each week. In addition, Alpha School distributes a school event calendar and utilizes its website to post upcoming events. Any written documents for updates, forms, flyers, or other pertinent information will be sent home with the youngest child in the family.

Communication regarding your child's progress at school can be obtained through the following sources:

Email with your child's teacher(s)

Teacher's websites in the Parent Portal

Option C Grading System (Grades 1-8)

Parent/Teacher Conferences

Report Cards

Any and all questions regarding your child's progress throughout the year should be first directed to the teacher. A list of teacher contact information is available on the Providence Heights Alpha School website and the Family Directory. Positive communication between the teacher and parent/guardian is vital to Alpha School's total educational program. We encourage communication between teachers, staff, and parents/guardians to ensure each student's success at Alpha School. We do request



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that e-mail be the primary contact method for all communication to teachers and staff, and that parents/guardians please refrain from contacting teachers at their homes or on their personal cell phones, especially during non-school hours and on the weekends.

If at any time parents/guardians have a question or concern that a child's teacher is unable to address, parents/guardians are encouraged to contact the Alpha School administration.

Email

Providence Heights Alpha School's primary method of communication with Alpha School families is e-mail. Parents/guardians will be notified in a weekly email blast of any changes, updates, and other pertinent information each week.

Any and all questions regarding your child's progress throughout the year should be first directed to the teacher. A list of teacher contact information is available on the Providence Heights Alpha School website and the Family Directory. We do request that e-mail be the primary contact method for all communication to teachers and staff, and that parents please refrain from contacting teachers at their homes or on their personal cell phones, especially during non-school hours and on the weekends.

If at any time parents/guardians have a question or concern that a child's teacher is unable to address, parents/guardians are encouraged to contact the Alpha School administration.

Providence Heights Alpha School Website

Providence Heights Alpha School has a website that both parents/guardians and students can use as a resource. The website has updates on upcoming events and information on parent/guardian involvement. Each Alpha School teacher also maintains their own calendar/website on the Parent Portal, which includes updates on class work, homework assignments, test schedules, and other essential class information. Links to these calendars are available by using the Parent Portal Login link on the Alpha School website.



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Option-C

Providence Heights Alpha School uses an online platform called Option-C to track student progress and communicate with parents/guardians. Each new Alpha School student will receive login information before the start of their initial school-year at Alpha School. These log in credentials will be used throughout the student's tenure at Alpha School. From the Option-C platform, parents/guardians can view their child's progress, grades, and other academic-related information for grades 1 through 8.

Parent/Teacher Conferences

Parent-Teacher Conferences are an essential part of communication regarding student progress during the school year. Each Fall, Providence Heights Alpha School schedules parent-teacher conferences for each student. During these meetings, progress of the student shall be reported to his/her parents/guardians. Any issues, problems, or concerns can be discussed along with a plan to address the concern.

Additional conferences for Pre-K through 2nd Grade will be held each Spring. During these meetings, progress of the student will be reported to his/her parents/guardians. Any issues, problems, or concerns can be discussed along with a plan to address the concern.

Conferences can also be scheduled at the parent(s)/guardian(s)' request at any time, or may be scheduled with the parent/guardian if the Alpha School teacher or administrators feel that it is necessary to ensure student success.

Report Cards

Providence Heights Alpha School distributes report cards for PreK through eighth grade each quarter: November, January, March, and June. Updates on students' progress during the year can be viewed on the Option C Gradebook for grades 1 through 8. Parents are also encouraged to attend Parent-Teacher conferences and keep open communication with teachers regarding student progress.

Any and all questions regarding your child's progress throughout the year should be first directed to the teacher. A list of teacher contact information is available on the Providence Heights Alpha School website and the Family Directory. We request that e-mail be the primary contact method for all communication to teachers and that parents/guardians please refrain from contacting teachers at their homes or on their personal cell phones, especially during non-school hours and on the weekends.



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If at any time parents/guardians have a question or concern that a child's teacher is unable to address, parents/guardians are encouraged to contact the Alpha School administration.

Cell Phones

Providence Heights Alpha School acknowledges parental concern for the safety and well-being of their children while they are attending school or school-sponsored activities, and understands the belief that students' possession of cell phones enhances their security and safety; however, the potential misuse of cell phones during the school day may undermine the learning environment, distract students, violate privacy rights of students and staff, and compromise student testing. To maintain the integrity of the academic environment of the school, Alpha School prohibits use of cellular and other personal electronic communication devices during the school day.

While students may possess electronic devices and cell phones on school grounds, they are subject to the following restrictions:

- Students shall not display, use, or activate cell phones during the instructional school day, including the after school care program and during after school activities. (unless permission is granted by staff)
- Cell phones shall be turned off and kept inside backpacks or in lockers until dismissal. Dismissal begins when a student is on the school bus or picked up by a parent/guardian.
- Smart Watches shall be turned off or removed and given to the teacher during tests or academic activities.
- In the event of an emergency, students must be contacted through the school's main office, not on their personal phone.

Violation of the cell phone policy will result in disciplinary action outlined below:



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<p style="text-align: center;">First Offense</p>	<p>Cell phones or personal communication devices will be taken by the teacher and kept in the main office and returned to the student at the end of the school day.</p>
<p style="text-align: center;">Second Offense</p>	<p>Cell phones or personal communication devices will be taken by the teacher and kept in the main office until a parent/guardian comes to retrieve it.</p>
<p style="text-align: center;">Third Offense</p>	<p>Cell phone or personal communication devices will be taken by the teacher and kept in the Principal's office until a parent/guardian comes to retrieve it. The student will be prohibited from having a cell phone or personal communication device in school for one month. Students will receive an after-school detention.</p>
<p style="text-align: center;">Subsequent Offense(s)</p>	<p>Cell phones or personal communication devices will be taken by the teacher and kept in the Principal's Office until a parent/guardian comes to retrieve it. The student will be prohibited from having a cell phone or personal communication device in school for the remainder of the semester. Parents and students shall meet with the Principal to discuss further disciplinary action.</p>



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Telephone Calls

Students are not permitted to use the school telephones during the school day, unless given specific permission by their teacher or a member of the Alpha School staff. Forgotten homework, books, lunch, gym clothes, or changes in afternoon plans are not sufficient reasons to call home. The office personnel will make any necessary calls to home in the case of an emergency. Any messages for students from parents/guardians can be given to the office and will be relayed to the child if received before 1:00 pm.

ACADEMICS

Curriculum Guidelines

Providence Heights Alpha School is a private, Catholic school sponsored by the Congregation of the Sisters of Divine Providence. Alpha School works in collaboration with the Diocese of Pittsburgh and continuously exceeds all curriculum requirements of the Diocese, as well as the requirements of the Pennsylvania Department of Education. While neither the Diocese nor the State of Pennsylvania have adopted Common Core as a mandated requirement of education, Alpha School recognizes the benefits of the Common Core curriculum and has incorporated selective aspects of the Common Core curriculum to supplement the primary Alpha School curriculum, which encourages well-rounded education for its students. Specific questions regarding curriculum should be directed to the Director of Academics.

Honor Roll

Providence Heights Alpha School's Honor Roll is awarded to Provident students in sixth through eighth grade for all core subjects, which include Religion, English, Literature, Social Studies, Science, Math, and Spanish. Provident, kind behavior is also taken into account when determining student eligibility. Certificates are awarded quarterly and are distributed with report cards. In order to qualify for the honor roll, a student must meet the requirements listed below.



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High Honors	Honors
<p>95% grade average</p> <p>No grades below 80% in any subject</p> <p>No “Needs Improvement” in any subject</p> <p>No “Needs Improvement” in Character Development</p> <p>No conduct referrals, detentions, suspensions, or expulsions</p> <p>No excessive absences or tardies</p>	<p>90% grade average</p> <p>No grades below 80% in any subject</p> <p>No “Needs Improvement” in any subject</p> <p>No “Needs Improvement” in Character Development</p> <p>No conduct referrals, detentions, suspensions, or expulsions</p>

Grading Scale

Providence Heights Alpha School follows a standard grading scale for all assignments and total scores. The grading scale is as follows:

- A 100-93
- B 92-85
- C 84-75
- D 74-70
- E 69-0

Report Cards

Providence Heights Alpha School distributes report cards for Pre-K through eighth grade each quarter: November, January, March, and June. Updates on students’ progress during the year can be viewed on the Option C Gradebook for grades 1 through 8. Parents are also encouraged to attend Parent-Teacher conferences and keep open communication with teachers regarding student progress.

Any and all questions regarding your child’s progress throughout the year should be first directed to the teacher. A list of teacher contact information is available on the Providence Heights Alpha School website and in the Family Directory. We request that e-mail be the primary contact method for all communication to teachers and that



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parents/guardians please refrain from contacting teachers at their homes or on their personal cell phones, especially during non-school hours and on the weekends.

If at any time parents/guardians have a question or concern that a child's teacher is unable to address, parents are encouraged to contact the Alpha School administration.

Testing

Providence Heights Alpha School monitors progress to assess students' academic performance, to quantify student rate of improvement or responsiveness to instruction, and to evaluate the effectiveness of instruction. Progress monitoring assessments are used in reading and math to assess student aptitude of skills and to chart educational growth. Reading fluency and reading comprehension are monitored multiple times throughout the year to ensure student acquisition of grade-level skills. Benchmark testing in math is conducted multiple times per year, as well, to assess and evaluate student acquisition of skills and grade-level expectations. Progress monitoring allows Alpha School to evaluate the instruction to ensure students are learning the skills they need.

In addition, student achievement is monitored by administering the IOWA standardized achievement test each Spring for third through eighth grade. The IOWA tests measure progress in the areas of reading, language arts, math, science, and social studies. Beginning in third through eighth grade, students are tested on all subject areas listed above. The scores of these tests, which are provided to the school typically during the summer months, are measured against the scores in the Diocese of Pittsburgh, and the national normative scores. Alpha School's total test scores are made available to parents/guardians as soon as possible, and parents/guardians may request their child's scores by contacting the Director of Academics.

In addition, teacher-made and textbook tests are the driving force behind grades. All standardized tests, textbook tests, and teacher-made tests are administered to students throughout the year, which require students to synthesize information, apply what they have learned, and demonstrate their understanding of what has been taught. These tests are important as they gauge student academic progress.



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Student Evaluations

Students may be referred for out-of-school evaluations by the school or can be initiated by the parent/guardian for learning disabilities or to gather information that will help determine the student's educational needs. Parents/guardians should coordinate this process with the Director of Academics who will collaborate with the student's core subject area teachers to complete all forms. The completed evaluation forms will be sent directly to the therapist or medical professional.

Once the evaluation is completed, parents/guardians may share the results with the School to determine if changes to instruction and support are needed in order for the student to succeed.

DAILY PRACTICES AND POLICIES

After School Care (APEX)

Providence Heights Alpha School offers an extended school-day program for afterschool care, which is called Alpha's Pursuit of Excellence (APEX). Afternoon, extended days are available on full-days of school from 2:30pm to 6:00pm. and are available to all students in all grades. This service may be scheduled on a daily or weekly basis during the school-year.

Pre-Kindergarten students through eighth grade are all eligible for participating in APEX. Students involved in APEX can enjoy a variety of activities in the Kettler Hall Gallery (after homework has been completed), such as games, puzzles, toys, movies, art, etc. When the weather cooperates, students may go outside to play on the playground and the soccer field. Students shall be provided with a healthy snack during their time at APEX.

Parents/guardians are required to complete additional paperwork for APEX. Parents/guardians may sign up for this service by using the Parent Portal online electronic attendance system, or by phone (412-366-4455).

Cost of the program is \$15.00 an hour for the first child and \$7.50 an hour for each additional sibling. When you arrive to pick up your child, please park, then call to inform Alpha School staff of your arrival. The staff will prepare your child for pickup. Parents/guardians must come to the rear door of the Ketteler Hall (in the back of the building on the lower level under the green and white awning) ring the buzzer and sign out their child. This procedure is in accordance with our enhanced security.



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After School Activities

Students also have the option of participating in after school enrichment classes, such as Book Club, Chess, Mad Scientist, Tennis, STEM, etc. and vary from quarter to quarter. After School Activities are communicated to the Alpha School families via email and require pre-registration.

Before School Care (Morning Care)

Providence Heights Alpha School offers before school care for students arriving before 7:15 am. Before school care begins as early as 6:45am. This service is available on a daily or weekly basis during the school-year. Parents may request for this service by contacting the teacher in charge. Cost is \$7.00 per child.

Cafeteria

Providence Heights Alpha School attempts to instill provident, respectful, and considerate behavior in all students in every environment. Thus, Alpha School requires students to observe the cafeteria rules at all times whether students purchase or pack their lunches. In the cafeteria, students should:

- Remain seated until the end of the lunch period
- Raise their hand to get up and dispose of garbage
- Use appropriate table manners
- Walk while in the cafeteria
- Use inside voices
- Be courteous and respectful to all those helping during the lunch period
- Keep all food and beverages inside the cafeteria
- Keep any and all toys away during the lunch period

All students must either purchase or bring their lunch. For students with food allergies, a special table is reserved in the cafeteria as a precaution against allergic reactions. Lunch menus are available on the Providence Heights Alpha School website and via email blast.



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Classroom Socialization

Providence Heights Alpha School students are encouraged to maintain friendships with their classmates outside of school. For special occasions such as birthdays, which are announced daily during morning announcements, students are invited to celebrate with their class by bringing in birthday treats to school. Students and parents/guardians should always check with the homeroom teacher to arrange treats in order to avoid any allergy related issues.

If a student wishes to pass out invitations for events such as birthday parties or holiday parties to friends, they may do so during their homeroom period with the permission of their teacher. However, as Alpha School encourages provident, polite behavior in a welcoming community, all students in the class must be invited in order for permission to be given for invitations to be distributed in school.

Class Transitions

As with all areas of the school, provident behavior should always be observed and practiced between classes and during all transitions in the hallways, common areas, and between buildings. Students, teachers, faculty, and visitors are required to follow the hallway behavior rules outlined below to ensure safety, display politeness, and show respect and responsibility:

- Always walk—no running
- Use an inside voice—no yelling
- Walk down the hallways and stairs in single file
- Stay to the right
- Always greet adults politely and move to the right side to give them right-of-way

Students will always be supervised during class transitions and a staff member will accompany each class making transitions to the Ketteler Hall or to any other areas outside of the main school building.



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Daily Schedule

Providence Heights Alpha School maintains a standard daily schedule during the school year. The daily schedule is as follows:

Monday—Thursday Schedule		Friday Schedule	
6:45	Morning Care Begins	6:45	Morning Care Begins
7:15	School Doors Open	7:15	School Doors Open
7:40	Homeroom bell, Morning Prayer & Announcements	7:40	Homeroom bell, Morning Prayer & Announcements
7:45	First Period	7:45	First Period
8:30	Second Period	8:25	Second Period
9:15	Third Period	9:05	Third Period
10:00	Fourth Period	9:45	Fourth Period
10:45	Fifth Period	10:25	Fifth Period
11:30	Sixth Period	11:10	Sixth Period
12:15	Seventh Period	11:55	Seventh Period
1:00	Eighth Period	12:40	Eighth Period



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1:45	Ninth Period	1:30	Mass
2:28	Afternoon Prayer & Announcements	2:28	Afternoon Prayer & Announcements
2:30	Bus Dismissal	2:30	Bus Dismissal
2:40	Walker & APEX Dismissal	2:40	Walker & APEX Dismissal

Arrival and Dismissal information can be found in the Transportation Section of the handbook.

Specific class schedules are determined by the grade and section of each student. Student schedules will be distributed on the first day of school to all students.

Field Trips

Alpha School occasionally schedules field trips throughout the school year. Field trips are supplemental to students’ learning in the classroom and can be extremely beneficial to increase student understanding and engagement with a subject.

Field trips are usually taken during the school day and students are typically transported by bus to and from the field trip. Students are required to wear their uniform on all school field trips unless otherwise specified. Alpha School students should display provident behavior on all field trips to any and all persons on the field trip, including tour guides, group leaders, volunteers, teachers, and other students. Alpha School’s Principal reserves the right to deny a field trip to any student whose conduct and grades do not meet the behavior standards and academic standards of Providence Heights Alpha School.

In order for students to be eligible to participate in Alpha School field trips, they must have both a parent/guardian signed permission slip for the particular field trip, as well as an emergency information card on file in the Alpha School front office. If one or both of these documents is not turned in, a student will not be permitted to participate in the field trip. There are times when students may walk to LaRoche University for educational trips, which is still considered a field trip as the students



are leaving school grounds. These trips still require both a parent permission slip with emergency contact information.

Academically, students must sustain a “C” grade average or higher in all core courses to maintain their attendance and participation privileges. Grade-based probation will be evaluated mid-quarter and at the end of each quarter at which time probation will be reestablished or removed.

Homework

Providence Heights Alpha School believes that a reasonable amount of homework, according to grade level, is of great educational value as it gives students the opportunity to practice the skills they learn in class each day, turning them into integral skills for the future. Homework is assigned on a daily basis to enrich the school experience; provide practice and review; develop good study habits; teach responsibility; and foster originality. Homework consists of a combination of written assignments, reading assignments, and projects.

Alpha School recommends that students have a quiet place at home away from television, computer games, telephones, and other distracting elements at which to complete their homework. Parents/guardians can assist their child with homework by checking to see what was accomplished during the homework session; offering a willing ear for their child to explain concepts; offering time to practice spelling, reading, math or other concepts; and by consulting the teacher’s website for daily assignments.

The homework policy at Alpha School is to assign homework to assess a student’s understanding of the materials presented in class, and is generally given with the following time frames in mind:

Primary (grades 1–3): 20–30 minutes

Intermediate (grades 4–5): 40–60 minutes

Middle (grades 6–8): 60–90 minutes



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In case of a student's absence, parents/guardians should contact the child's teacher for missed work, and homework should be made up in a timely manner as determined by the teacher. A Missed Assignment Form is available and will be completed upon request as long as pick up of the Form and classwork materials is scheduled with the Alpha School Office. Late homework will not receive full credit.

Library

The library at Providence Heights Alpha School is open to all students in pre-kindergarten through eighth grade. A library period is scheduled for students in grades PreK through 3rd grade. Books can be checked out for one week, with the option of renewing for an additional week. Students must pay full cost for any lost or damaged books. Student records and report cards will be held at the end of the school year until all library books are returned and/or paid for.

Lockers

Providence Heights Alpha School provides students in grades third through eighth the use of lockers to keep their personal items. These school lockers are the property of Providence Heights Alpha School. The use of lockers is a privilege, not a right. At all times, students must follow the locker policies outlined below:

- Students may decorate their lockers on the inside, as long as lockers are kept neat, clean, and follow the locker policies
 - Adhesive decorations on the inside or outside of locker, such as, but not limited to, stickers, locker wallpaper, decals, bumper stickers, or any items with an adhesive backing, are not permitted
 - Excessive, vulgar, or profane decorations or displays are not permitted
 - Students will not paint, color, or otherwise mark their lockers in any way
 - Lockers must be kept neat and clean at all times, with nothing hanging out of locker
 - Students will be responsible for cleaning out their locker of all materials at the end of the school year
 - Students will not kick, jam, or otherwise tamper with lockers

Any student in violation of these locker policies will be subject to disciplinary action. Students shall have no expectation of privacy therein as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal



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materials in a school locker may result in discipline up to and including expulsion and/or referral to the appropriate law enforcement authorities.

Lost and Found

Providence Heights Alpha School encourages parents/guardians to label items with their child's name or initials for ease of identification should they lose an item. Lost items will be placed in the lost-and-found area, which is located in the cubby area outside of the cafeteria on the bottom floor of the school. Parents/guardians and children are encouraged to look for lost items there. Lost items, such as glasses, watches, purses, or smaller personal items are kept in the main office for security purposes.

Each quarter, the lost and found area is cleaned out. Any items not claimed by the end of each quarter will be donated to charity and uniform items will be donated to the Alpha School's store, The Eagles' Nest.

Playground

As with all Alpha School interactions, students using the playground are to follow the provident behavior outlined in the Provident Person Pledge signed by the students each year in every area of the school. Playground rules are built upon these beliefs and are broken down into areas of the playground, as outlined below:

General Rules

Wait for adult(s) in charge prior to crossing the street

Wear shoes at all times

Use equipment only when dry

Walk on sidewalks

Stay out of mud and rocks

Be kind and include others in games and playground activities



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Track

Walk or jog on track

Stay off the hills surrounding the track

Swings

Swing safely

Sit on swings and hold onto chains with both hands

Do not twist the swings

Stop the swing completely before getting off - no jumping off the swings

Stand clear of swings in use

Take turns with others

Ladders/Slides/Tunnels/Bridge

Go up the steps and ladder only

Go down the slides safely - one at a time feet first

Go down the pole and through the tunnel one at a time

When crossing the bridge, students should keep feet on the bridge and hands on the railing

Enter and exit the bridge properly

Monkey Bars



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Use monkey bars in order (1st, 2nd, 3rd)

Monkey bars for hands only (hand over hand)

Sitting or flipping on bars, or hanging upside down on bars is strictly prohibited

Students who violate the playground rules will be subject to disciplinary action, including, but not limited to, loss of playground/recess privileges. The current playground equipment is licensed for 5-12 year olds.

Prayer & Announcements

Providence Heights Alpha School completes prayer and announcements in both the morning during homeroom and in the afternoon prior to dismissal. Alpha School offers each student in grades one through eight the opportunity to practice their public speaking skills by completing the morning prayer and announcements. During morning announcements, students lead the school in community prayer, the Pledge of Allegiance, and announcements, which include important information for the day, the word of the day, along with the list of student, teacher, and staff birthdays.

Morning announcements and prayer are conducted in the Alpha School main office or live streamed. Afternoon announcements communicate any changes to dismissal information for students, and other pertinent information or reminders for the following day or upcoming week.

Student Supplies

For the convenience of Alpha School families, student supply lists are available each June. Student supply lists are updated each year and sent home with the final report cards, as well as posted to the Alpha School website. Students in grades one through eight are to provide their own school supplies, but are expected to comply with individual teacher requirements. The supplies needed by each student vary per grade level and are determined by the needs of the subject. Teachers will inform students if any additional materials are needed during the first week of school. Pre-K and Kindergarten students pay a supply fee and supplies are available to them on the first day.



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Textbooks

Providence Heights Alpha School requires all text books to be covered at all times. Students are responsible for the condition of the books that are given to them at the beginning of the year. Textbooks are numbered and each student is assigned a numbered text. Students will be required to pay full price for any lost or damaged books. Books taken to and from school must be placed in a backpack for transport to protect the book from being dropped or damaged. Student records and report cards will be held at the end of the school year until all textbooks are returned and/or paid for.

Rights of Non-Custodial Parents

Providence Heights Alpha School recognizes that in certain situations, Alpha School students have non-custodial parents. Alpha School considers these individuals as part of the Alpha community and welcomes them to maintain a relationship with the school and volunteer their time alongside other parents/guardians.

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, States' statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Such an order is to be on file in the Alpha School main office and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to notify the non-custodial parent regarding the child(ren)'s report cards and parent-teacher conferences, as well as provide all pertinent information via e-mail communications as outlined in the communications section of the Parent-Student Handbook.

DISCIPLINE

Guidelines

Providence Heights Alpha School administration and faculty are committed to teaching and modeling Christian values that will encourage students to live their lives as a reflection of Christ. We strive to model Christian values rooted in trust, fostering compassion, leadership, and social justice in a community that welcomes children of all faiths and cultures. The philosophy of the school strives to recognize and respect



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the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the social teaching of the Church. Discipline is considered an element of moral guidance for students, not a penalty or punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self-control, and accept consequences for inappropriate behavior. Alpha School sees these situations of inappropriate behavior as teachable moments and strives to communicate to students and their families the reasons behind any disciplinary action. Engaging students in an understanding of their actions is a cooperative effort between Alpha School faculty and parents/guardians. Importance is placed on learning from one's mistakes and correcting the inappropriate behavior so students look toward fixing the issue rather than focusing only on the negative.

A Christ-centered school environment such as Alpha School fosters the following behaviors:

- Recognizing and fostering uniqueness and dignity of each individual
- Nurturing respect in all relationships
- Developing a sense of rights and responsibilities, and a commitment to the community

Students are expected to maintain a provident, respectful attitude throughout the school day and during all Alpha School activities. Providence Heights Alpha School faculty are the people who look after your child during the day, and thus serve as an authority figure in place of a parent. At all times, teachers and administrators strive to use situations of inappropriate behavior as teachable moments to encourage students to develop an understanding of the qualities Alpha School encourages and emulates. Any disciplinary action, therefore, is at the discretion of the teachers and administrators. All aspects of the situation will be taken into account prior to determining disciplinary action.



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Provident People

Providence Heights Alpha School maintains a Provident Person Policy, which is given to students at the beginning of each school year. Provident behavior is taught, modeled, and practiced daily. Alpha School's provident person virtues require students to be polite, prepared, productive, prayerful, and positive. In order to have an environment conducive to educational pursuits and to teach proper conduct, discipline for inappropriate behavior is necessary. The Provident Person rules serve to aid the students in learning self-control and self-discipline in order to enrich the learning environment.

Infractions of school regulations which warrant disciplinary actions include, but are not limited to, bullying, cyber bullying; harassment; fighting; disrespect or disobedience; disruption of the classroom; inappropriate language; theft, destruction, or damage of property; and any physical, emotional, verbal, or intellectual cruelty, or violation of the school's policies and procedures.

Consequences of an infraction or any serious misbehavior may result in one or more of the following:

- Think Sheet
- *Loss of Recess
- Conduct Referrals
- Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Academic, Athletic, and Social Probation
- Involvement of Law Enforcement

Disciplinary action resulting in Conduct Referrals or higher will be communicated to the parents/guardians. Parents/guardians are encouraged to address any infractions or misbehavior with their child in order to reinforce provident behavior, and the child's understanding of the situation as a whole.



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Think Sheets

Providence Heights Alpha School has developed a Think Sheet as a way for students to encourage reflection. This Think Sheet consists of a series of prompts to which a student must respond. Think Sheets engage the student in a constructive analysis of the situation, the negative behavior, and a positive solution. Think Sheets are seen as “teachable moments” are meant to help the student to assume responsibility for their actions, develop self-control, and accept consequences for inappropriate behavior. Engaging students in an understanding of their actions is a cooperative effort between Alpha School faculty and parents/guardians. Importance is placed on learning from one’s mistakes and correcting the inappropriate behavior so students look towards fixing the issue rather than focusing only on the negative.

Think Sheets are given to students at the discretion of the teachers and administrators while your child is at school. All Think Sheets are entered into a database are forwarded to the Principal for follow up. Multiple Think Sheets for the same behavior and in a short period of time, may require further

Conduct Referrals (Pink Slips)

Alpha School uses Conduct Referrals to document a student’s inappropriate behavior, violation of rules, or general misconduct. These referrals are given to the student to take home for their parents to sign, along with a Think Sheet. Upon receipt of a conduct referral, parents/guardians should engage in a discussion with their child regarding the behavior prior to signing the form. A parent(s) /guardian(s) signature on the form serves as recognition of the disciplinary action taken by the school and an engagement in the discussion process to encourage good behavior. Receipt of a conduct referral will eliminate the opportunity for a student to make an honor roll for that quarter. Signed Conduct Referrals should be returned to the issuing teacher, who will forward the Referral to the Principal. Three or more conduct referrals will result in an after-school detention.

Detention

Should a student receive detention for a violation of Alpha School policies or procedures, or any misconduct, the student will serve detention from 2:30–3:30 that day, and parents will be responsible for transportation. Detention is served in the Principal’s office, where a student will engage in a discussion regarding the incident, the behavior, and the solution(s) to the issue. Parents will be notified if their child



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receives detention and will be asked to pick up their child at 3:30. At that time, if further discussion with the student, Principal, and parent(s) is felt to be necessary, an appointment will be made for a future date.

In-School Suspension

Providence Heights Alpha School may determine an in-school suspension as a necessary disciplinary action for a student, which excludes the student from the standard school-day. The student will still receive assignments and all academic materials for their regular classes. Students with in-school suspension are still responsible for all academic assignments. During the term of the in-school suspension, the student will be prohibited from attending or participating in any school activities, including athletics practices or competitions, co-curricular activities, extracurricular activities, musical and dramatic performances, school clubs, dances, commencement exercises, and other ceremonial events whether on or off school property. This term includes weekends and breaks within the suspension period. At the end of the suspension period, student and parent(s) will be required to have a formal meeting with the Principal to discuss the inciting incident and the results of the suspension. State law mandates that all suspensions be reported in a student's permanent record. Providence Heights Alpha School is guided by the Secretariat for Education/Department for Catholic Schools Suspension Policy, which is outlined below:

SUSPENSION POLICY

Secretariat for Education/Department for Catholic Schools

Number 550.02

Purpose:

Provide school authorities with a means to regulate behavior of students who commit serious infraction during the school day.

Applicability:

Administrators of Catholic Schools



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Definitions:

Suspensions: Barring of a student from participation in school class and/or activities.

Policy and Procedure:

A student may be temporarily suspended by the Principal for a serious infraction of school regulations or for repeated infractions. A suspension may vary in length from one to ten days. No prior notice to parents is needed for a suspension.

A.1 The Principal shall meet with the parents and the parents shall receive written Notice of Suspension

A.2 The Notice of Suspension is kept in the Principal's office and a copy is given to the parents. This document will not only explain why the student was suspended but will contain an agreement between the student/parents and the Principal describing the future cooperation in a program designed to resolve the student's problems.

A.3 Suspensions should be held in school, and the student not marked absent, unless the offense is particularly egregious, in which case, out-of-school suspension is the remedy. Out-of-school suspensions follow the same guidelines as in-school suspensions except the student is marked absent and assignments are given in the various subject areas for home study.

A.4 The parents will confer during this period with the Principal and teachers to define expectation upon the student's return.

Out-of-School Suspension

Providence Heights Alpha School may determine an out-of-school suspension as a necessary disciplinary action for a student, which excludes the student from the standard school-day and prohibits student from returning to school property for the term of the suspension. Students with out-of-school suspension are still responsible for all academic assignments. During the term of the out-of-school suspension, the



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student will be prohibited from attending or participating in any school activities including athletics practices or competitions, co-curricular activities, extracurricular activities, musical and dramatic performances, school clubs, dances, commencement exercises, and other ceremonial events whether on or off school property, and are not permitted on school grounds for the duration of their out-of-school suspension, including weekends and breaks within the suspension. At the end of the suspension period, student and parent(s) will be required to have a formal meeting with the Principal to discuss the inciting incident and the results of the suspension. State law mandates that all suspensions be reported in a student's permanent record. Providence Heights Alpha School is guided by the Secretariat for Education/Department for Catholic Schools Suspension Policy, which is outlined below:

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A.4 The parents will confer during this period with the Principal and teachers to define expectation upon the student's return.

Expulsion

In the event of a serious offense or series of offenses, expulsion from Providence Heights Alpha School may be deemed a necessary disciplinary action. Expulsion may be for a specified term or may be permanent depending on the inciting incident(s). Students who are expelled may not attend or participate in any school sponsored activities, including athletic practices or competitions, co-curricular activities, extracurricular activities, musical and dramatic performances, school clubs, dances, commencement exercises, and other ceremonial events whether on or off school property, and are not permitted on school grounds for the duration of their expulsion, including weekends and breaks within the expulsion. At the end of the expulsion period, if expulsion is not permanent, student and parent(s) will be required to have a formal meeting with the Administration to discuss the inciting incident and the results of the expulsion term. State Law mandates that all expulsions must be reported in a student's permanent record. Providence Heights Alpha School is guided by the Secretariat for Education/Department for Catholic Schools expulsion policy, which is outlined below:



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EXPULSION POLICY

Secretariat for Education/Department for Catholic Schools

Number 550.03

Purpose:

To provide Administrators with the means to apply procedures for persistent and willful disregard of school rules and regulations.

Applicability:

Principal, Pastor, Department for Catholic Schools

Definitions:

Expulsion is the temporary or permanent separation of a student from attendance at said school for persistent and willful disregard of school rules.

Persistent and willful disregard of school rule or a single serious incident or event or situation can be defined by the following examples that are illustrative but not exhaustive; chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other student; continued malicious disobedience or disrespect for school authority; or continued refusal by parents and /or student to comply with school policies.

Single serious incident or event or situation is defined as a single serious incident or event or situation involving disregard for or a clear violation of a school rule or regulation. The following examples are illustrative but not exhaustive: selling or using drugs or alcohol, arson, theft, indecent behavior, physical abuse of other students or staff or violation of the Weapons Policy.

Policy and Procedure:

A. An expulsion is a severe punishment and should only be applied in very serious circumstances. Every attempt should be made during earlier offenses, if any, to provide guidance and counseling to the student and parents under the direction of the Principal and pastor.



TRADITION.
INNOVATION.
EXCELLENCE.

A.1 The Principal (or designee) must report the pending expulsion to the Superintendent of Schools prior to any such decision being finalized and communicated to the student or parent. Immediate suspensions are possible in certain circumstances to allow the Principal time to consider an expulsion by gathering the necessary data. Such notification of the pending expulsion should be made at the time of suspension, both through a phone call, and, as follow up, in writing. The Superintendent (or designee) will immediately notify the Secretary for Education of the pending expulsion.

A.2 Through consultation between and among the Diocesan Legal Office, Secretary for Education, Superintendent and Assistant Superintendents and the Principal and Pastor, the expulsion decision will be finalized and formalized. Usually the decision for expulsion will be made within ten (10) school days from the commencement of the suspension. All procedures as outlined in the applicable student handbooks must be followed, including appropriate communications to the student and parents.

A.3 A written report of the expulsion must be completed and forwarded by the Principal to the Superintendent of Schools. The report must include a copy of the letter of expulsion sent to the student and parents, including a statement that any request for further review of the matter must be forwarded to the Superintendent of Catholic Schools within five (5) days from the date of the expulsion.

A.4 If such a request for a review of the expulsion is made by the student's parents, it must be received in writing by the Superintendent of Catholic Schools within five (5) days from the date of the expulsion. The Superintendent will determine who will participate in this review. The review will be made within a reasonable period of time. The decision from this review will be communicated to the secretary for education, who will then communicate the decision to the school's Pastor and Principal. The parents and student will be mailed a written notice of the outcome by the Pastor and Principal.

Note: Although the authority for expulsions rests with the Principal and pastor, consultation with the Department for Catholic Schools is required.



TRADITION.
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Academic, Athletic, and Social Probation

At Alpha School, probation is used as a disciplinary action for a two-fold purpose: to encourage students to consider their inappropriate actions and how they can be rectified, and to ensure student success. Restriction from school sponsored events (i.e. Academic, Athletic, and Social Probation) prohibits students from attending any school sponsored activities, including athletic practices or competitions, co-curricular activities, extracurricular activities, musical and dramatic performances, school clubs, dances, commencement exercises, and other ceremonial events whether on or off school property. This restriction may be assigned to students as disciplinary action for a violation of Alpha School policies or procedures. Academically, students must sustain a “C” grade average or higher in all core courses to maintain their attendance and participation privileges. Grade-based probation will be evaluated mid-quarter and at the end of each quarter at which time probation will be reestablished or removed.

Bullying/Cyber Bullying

Bullying and cyberbullying are not tolerated in any capacity at Providence Heights Alpha School. Students, parents/guardians, faculty, and staff are required to follow the Anti-bullying Policy and the Acceptable Use Policy when on school property, during the school day, during any school event, and when using any school device. Students should read both policies and return the signature page to the Alpha School front office to be kept in the student file.

Alpha School’s Anti-bullying Policy should be followed at all times, and the Acceptable Use Policy should be followed by any person using any and all electronic devices including computers, iPads, and other school electronic devices. Bullying/cyber bullying includes any manner of unwanted, aggressive behavior that involves real or perceived power imbalance between and among any persons. Bullying behavior includes not only physical aggression, but also emotional harassment and social alienation. Each of these major types of bullying—physical, emotional, and social—can be further split into verbal and nonverbal behaviors. Each of the six categories exists along a continuum from low-level violence to more severe violence. To clarify these concepts, Alpha School has developed the following No-Bullying Chart to show the range and scope of bullying behaviors that can occur at school.



**TRADITION.
INNOVATION.
EXCELLENCE.**

PHYSICAL	
Harm to another's body or property	
VERBAL	NONVERBAL
<ul style="list-style-type: none"> · Taunting · Expressing physical superiority · Threatening physical harm · Blaming targeted student · Making repeated and/or graphic threats · Practicing Extortion · Making threats to secure silence: "If you tell, I will..." 	<ul style="list-style-type: none"> · Making threatening gestures · Defacing property · Pushing/shoving · Taking small items from others · Damaging Property · Stealing · Initiating fights · Scratching · Tripping or causing a fall · Assaulting · Destroying Property · Biting · Physical cruelty · Making repeated, violent, threatening gestures · Assaulting with a weapon



TRADITION.
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EMOTIONAL

Harm to another's self-worth

VERBAL	NONVERBAL
<ul style="list-style-type: none">· Insulting remarks· Calling names· Teasing about possessions, clothes· Saying someone has germs or is unclean· Insulting family· Harassing with phone calls· Insulting intelligence, athletic ability, etc.· Frightening with comments· Challenging in public	<ul style="list-style-type: none">· Giving dirty looks· Holding nose or other insulting gestures· Defacing schoolwork· Falsifying Schoolwork· Defacing personal property, clothing, etc.· Ostracizing· Destroying personal property or clothing

SOCIAL

Harm to another's group acceptance

VERBAL	NONVERBAL
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<ul style="list-style-type: none"> · Gossiping · Starting/spreading rumors · Teasing publicly about clothes, looks, etc. · Insulting race, gender · Increasing gossip/rumors · Undermining other relationships · Threatening total group exclusion 	<ul style="list-style-type: none"> · Passively not including in group · Playing mean tricks · Making someone look foolish · Excluding from the group · Arranging public humiliation · Total group rejection or ostracizing
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EMOTIONAL Harm to another's self-worth	
VERBAL	NONVERBAL



TRADITION.
 INNOVATION.
 EXCELLENCE.

<ul style="list-style-type: none"> · Insulting remarks · Calling names · Teasing about possessions, clothes · Saying someone has germs or is unclean · Insulting family · Harassing with phone calls · Insulting intelligence, athletic ability, etc. · Frightening with comments · Challenging in public 	<ul style="list-style-type: none"> · Giving dirty looks · Holding nose or other insulting gestures · Defacing schoolwork · Falsifying Schoolwork · Defacing personal property, clothing, etc. · Ostracizing · Destroying personal property or clothing
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SOCIAL	
Harm to another's group acceptance	
VERBAL	NONVERBAL

<ul style="list-style-type: none"> · Gossiping · Starting/spreading rumors · Teasing publicly about clothes, looks, etc. · Insulting race, gender · Increasing gossip/rumors · Undermining other relationships · Threatening total group exclusion 	<ul style="list-style-type: none"> · Passively not including in group · Playing mean tricks · Making someone look foolish · Excluding from the group · Arranging public humiliation · Total group rejection or ostracizing
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Anyone engaging in any type of bullying or cyberbullying, which includes social, emotional, physical, and/or intellectual intimidation, persecution, or oppression through the use of force, threat, or coercion of another person(s) will be subject to disciplinary action. Providence Heights Alpha School is also guided by the Secretariat for Education/Department for Catholic Schools Anti-Bullying policy, which is outlined below:

ANTI-BULLYING POLICY

Secretariat for Education/Department for Catholic Schools

Number 550.14

Purpose:

All members of the Catholic School Community are expected to use Non-Violent means to resolve conflict as reflected in the Gospel Values.



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Applicability:

- Bullying behaviors contradict Gospel Values, which are centered in the Teachings of Christ.
- Bullying may contribute to short-term problems for the victims (i.e. a change in behavior, drop in grades, frequent absences).
- Persistent bullying may cause long-term psychological problems (i.e. depression, dropping out, suicide ideation).
- Bullying may contribute to involvement in other antisocial activities (i.e. alcohol/drug abuse, gangs) and threatens the physical safety of others.
- Bullying may contribute to a negative school climate, which interferes with spiritual development, academic learning, and social responsibility.

Definitions:

Bullying shall mean an intentional electronic, written, verbal, or physical act, or a series of acts directed at another student or any school community member

- Which occurs in or negatively impacts a school setting
- That is severe, persistent or pervasive; and
- That has the effect of doing any of the following:
 - i.Substantially interfering with a student’s education
 - ii.Creating a threatening environment; or
 - iii.Substantially disrupting the orderly operation of a school
- “School Setting”: shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.
- A school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition of bullying.

Cyber bullying includes but is not limited to the following misuses of technology:

- Harassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs, tweets, etc.).



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•All forms of cyberbullying are unacceptable and to the extent such actions are disruptive of the educational process of the school, offenders shall be subject to appropriate consequences.

Policy and Procedure:

A.Catholic Schools and Staff are expected to:

- Provide a supportive environment that upholds Gospel Values and encourages positive relationships between students, staff and parents/guardians.
- Increase awareness and understanding of the dynamics of bullying and develop a plan to implement anti-bullying strategies within their schools.
- Maintain an environment where bullying will be addressed age appropriately in a manner characterized by respect and civility.
- Use resources that will assist in developing appropriate social skills, positive relationships and discourage bullying as unacceptable behaviors.
- Encourage students to report incidents of bullying and support them in dealing with conflict resolution.
- Support, monitor and act upon all reported incidents of bullying to ensure the safety of all students.
- Model appropriate language and actions for students.
- Emphasize intervention strategies that are preventative in nature.
- Recognize that some bullying behaviors may be more serious and require more comprehensive intervention.
- Keep open lines of communication between the home, school and parish.

B.Students are expected to:

- Promote a positive and caring environment for all by developing an awareness of bully issues
- Refuse to bullying others or to be a bystander to acts of bullying
- Report all acts of bullying that they may experience or observe to appropriate school personnel
- Assist and co-operate in the implementation of school-wide anti-bullying initiatives.



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C. Parents/Visitors are expected to:

- Promote a positive and caring environment for all by developing an awareness of bullying issues.
- Inform the school if bullying is suspected
- Encourage students to discuss any incidents of bullying and reinforce the need to speak out.
- Support the school when resolving identified incidents of bullying

D. All schools are required to develop a local discipline policy to be placed in Student Handbooks and classrooms in each elementary and high school in the Diocese of Pittsburgh.

a) Each school will establish written procedures for:

- i. Reporting instances to the appropriate personnel
- ii. Investigating bullying behaviors
- iii. Consequences for such behaviors

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct which may include:

- Counseling within the Intermediate Unit or school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of the Intermediate Unit school
- Referral to law enforcement officials



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Harassment

Harassment covers a wide range of behaviors of an offensive nature. Alpha School defines harassment as behavior intended to disturb or upset a person or persons socially, emotionally, physically, and/or intellectually. Harassment at Alpha School when on school property, during the school day, during any school event, and when using any school device by anyone is strictly prohibited and will not be tolerated. Anyone engaging in any form of harassment, including bullying; cyberbullying; fighting; disrespecting or disobeying authority; disrupting the classroom; using inappropriate language; stealing, destroying, or damaging property; or any other types of cruelty will be subject to disciplinary action and local law enforcement authorities will be involved if it is deemed necessary to notify them.

Fighting

Providence Heights Alpha School does not condone fighting, whether verbal or physical, when on school property, during the school day, or at school events. Conflicts between peers should be resolved in a manner in which both parties discuss the issue and come to a peaceful resolution. Students and parents/guardians are encouraged to approach a teacher or member of the Alpha School staff to assist in conflict resolution. Anyone engaged in fighting—violence, combat, conflict, or aggression, whether physical or verbal— when on school property, during the school day, or at school will be subject to disciplinary action and may be subject to disciplinary action from local law enforcement authorities if it is deemed necessary to notify them.

Disrespect/Disobedience

Providence Heights Alpha School faculty models provident behavior for students and parents/guardians, and expects Alpha families to reflect this provident behavior in their actions to their peers, teachers, and others while in school and during school sponsored events. Anyone who displays disrespect—a lack of respect or courtesy—or who is disobedient/noncompliant—failure or refusal to obey rules of someone in authority—will be subject to disciplinary action.



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Disruption of the Classroom

Providence Heights Alpha School strives to provide a safe, productive learning environment for all students. Any disruptions to the classroom environment are not tolerated, whatever the nature of the disruption may be: bullying; cyberbullying; harassment; fighting; disrespect; disobedience; using inappropriate language; stealing, destroying, or damaging property; and/or physical, emotional, verbal or intellectual cruelty. Any student engaging in these behaviors to cause a disruption to the standard operation of the classroom environment will be subject to disciplinary action.

Inappropriate Language

Providence Heights Alpha School strives to create an environment of caring and mutual respect. As such, anyone using inappropriate language, which includes disrespectful, violent, or angry language; derogatory language towards race, culture, gender, religion, etc.; curse words or swear words; and other language not suitable for the classroom environment will be subject to disciplinary action. Parents/guardians are encouraged to proactively teach their child how to express their feelings in a constructive way using appropriate language and to sensitize their child to understand the meaning of the words they are using.

Theft, Destruction, or Damage of Property

Teachers and administration at Alpha School strive to instill a sense of responsibility for personal belongings and public property. Theft, destruction, or damage of property, whether the student's personal property, another student's personal property, the school's property, or public property, is not tolerated. Anyone engaging in the act of stealing, damaging, or destroying property will be subject to disciplinary action and may also be subject to disciplinary action by local law enforcement authorities if it is deemed necessary to notify them.



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Cheating/Plagiarism

The Providence Heights Alpha School's expectation is that students complete their own work. The Cheating/Plagiarism policy is designed to enrich and enhance the academic and ethical education of Alpha School's students. Plagiarism and cheating include:

- Directly copying the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.
- Paraphrasing the ideas of another person without using all of the following: (1) proper credit immediately following the quote, and (2) listing any sources on the "works cited" page at the end of the assignment.
- Using and failing to properly credit any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
- Recycling previously submitted work. Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
- Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.
 - Using AI, such as ChatGPT, to complete assignments

Any Alpha School student in violation of this policy will be subject to the following disciplinary actions at the discretion of the teacher and administrator in whole or in part:

- A failing grade on the assignment
- Notification of parent/guardian via a conduct referral
- A mandatory meeting with the principal and parents/guardians
- Detention
- In-school suspension



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Substance Abuse Policy

At Providence Heights Alpha School, the possession, use, sale, distribution, and/or intent of distribution of any illegal or controlled substance is strictly prohibited on school property and at any school sponsored event. Alpha School has a zero-tolerance policy and any violation of this policy may result in the following action:

- Notification of parent/guardian
- Notification of local law enforcement authorities
- Expulsion from school
- Referral of student to appropriate substance abuse agency

These consequences are in place to protect the students and maintain the learning environment at Alpha School.

Weapons Policy

Providence Heights Alpha School is required by law to follow the state and federal school regulations and criminal statutes for the safety and welfare of its students, faculty, and staff. At no point in time may any weapon be brought onto Alpha School property, except by law enforcement personnel. A weapon constitutes any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Alpha School has a zero-tolerance policy and any violation of this policy will result in disciplinary action.



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DRESS CODE

(revised August 2023)

General Information

Providence Heights Alpha School is a private Catholic elementary school, which maintains the right to establish a uniform dress code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This dress code was developed:

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

The dress code is required of all students in kindergarten through eighth grade. This policy is intended to maintain a standard of dress that is neat, economical, modest, and attractive.

The general requirements are outlined below, along with detailed information regarding weather-related, chapel day, shoe, outerwear, and non-uniform day requirements, as well as specifics on vendor information.

For PreK Students

Pre-kindergarten students should dress in comfortable play clothes that promote independent movement. For Pre-K students, visible, athletic shoes are required, especially on gym days. Tennis shoes with Velcro straps are recommended. Please no sandals or open toed shoes. Simple hair accessories and jewelry are permitted. Please avoid large and excessive jewelry.

Should you have any questions regarding the school's dress code, these questions may be directed to your child's homeroom teacher.



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Uniform Vendors

Providence Heights Alpha School uses two vendors for uniforms, [Lands' End](#) and [Schoolbelles](#).

Lands' End offers online purchases, or phone purchases. Returns for Lands' End items are accepted at the local Sears store at Ross Park Mall. The preferred school number for Lands' End is: 9001-6209-0

Schoolbelles offers online purchases or phone purchases. Schoolbelles also has a physical store located at 4721 McKnight Road, Pittsburgh, PA 15237. The local store phone number is (412) 630-8480. When ordering at Schoolbelles, the preferred school number is: S2127

Catalogs for both vendors can be obtained at the Alpha School front office.

Providence Heights Alpha School also has a school store called the Eagles' Nest, which is located at the bottom of the steps at the main door entrance of the school. Here, gently worn uniform items may be purchased at a discount.

Dress Code Requirements: Boys, Grades K-8

Tops	Colors	<i>Combinations of uniform clothing are as follows:</i> <ul style="list-style-type: none"> · Navy pants/shorts with a white shirt or polo only · Khaki pants/shorts with white or navy shirt or polo
Oxford shirt with Alpha logo –short or long sleeves	White	
Polo style knit shirt with Alpha logo – short or long sleeves	White or Navy	
Bottoms	Colors	



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Pants	Navy or khaki (no cargo pants)	<p style="text-align: center;"><i>Chapel Day Requirements</i></p> <ul style="list-style-type: none"> · Oxford White shirt · Mass tie to be worn all day · No outerwear may be worn in the chapel
Shorts (<i>Aug-Oct 31 & April 1-June</i>)	Navy or khaki (no cargo shorts)	
Accessories	Colors	
Mass tie REQUIRED on Mass Days	Navy, Alpha plaid, or green & navy stripe	
Belt -optional	Solid navy, black, or brown	
Shoes	Colors	
Non-athletic “looking” – low cut dress, casual leather, or canvas. NO CONVERSE	Solid navy, black, brown, white or neutral	
Socks - knee high, crew, ankle (<i>must be worn with all shoe types</i>)		
Boots (<i>Nov 1 – Mar 31</i>)	Solid navy, black, brown, or neutral	
Gym Uniform	Colors	
Gym shirt with Alpha logo (<i>for gym days only</i>)	Gray	
Gym shorts with Alpha logo	Navy	



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(for gym days only Aug-Oct 31 & April 1-June)		
Gym sweatpants with Alpha logo (for gym days only)	Navy	
Athleticshoes and socks (for gym days only)	Any color	
Outerwear		
<p>Various items available. If worn in the building... Must be embroidered with Alpha School logo Must be purchased through Lands End or Schoolbelles No Spirit outerwear is permitted to be worn in the classroom unless it is a specified dress down Spirit Day.</p>		

General Dress Code Requirements: Boys, Grades K-8

- Shirts are to be tucked in and worn neatly. **(Untucked shirts will be a dress code violation)**
- Pants, shorts, and sweatpants are to be worn at the natural waistline or slightly below. Clothing may not be rolled at the waist line or worn below the hip line.
- Socks are required and no show socks are not permitted.
- Spirit wear, athletic coats, and winter jackets are **only** permitted to be worn during recess and transitions between buildings. **Only outerwear with the Alpha School logo may be worn in the school building.**
- Hair color should be natural and hair styles are to be neat and conservative and should not cover the eyes as to obstruct a student’s vision. (Purple, green, blue, pink hair color is not permitted)



Not Permitted:

- Earrings of any kind.
- Hats, bandanas, tattoos and body piercing

Dress Code Requirements: Girls, Grades K-3

Tops	Colors	<p><i>Combinations of uniform clothing are as follows:</i></p> <ul style="list-style-type: none"> • Plaid jumper with white blouse, or white or navy polo shirt • Navy jumper with a white blouse or polo only • Navy pants/shorts with a white polo only • Khaki pants/shorts with white or navy polo
Blouse – short or long sleeves	White	
Polo style knit shirt with Alpha logo – short or long sleeves	White or Navy	
Bottoms	Colors	
Jumper (<i>only sold at Schoolbelles</i>)	Navy or plaid	
Pants	Navy or khaki	
Shorts (<i>Aug-Oct 31 & April 1-June</i>)	Navy or khaki	
Biker shorts (<i>for under jumper</i>)	Solid navy or black	
Accessories	Colors	
Tights or Leggings	Solid navy or black	



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Mass tie – criss cross REQUIRED on Mass day	Navy	<p style="text-align: center;"><i>Chapel Day Requirements</i></p> <ul style="list-style-type: none"> • White shirt • Mass tie to be worn all day • No outerwear may be worn in the chapel
Belt -optional	Solid navy, black, or brown	
Shoes/Socks	Colors	
Non-athletic “looking” – low cut dress, casual leather, or canvas. NO CONVERSE	Solid navy, black, brown, white, or neutral	
Socks - knee-high, crew, ankle, peds - no show socks are not permitted <i>(Must be worn with all shoe types)</i>	Solid navy, black, brown, white, or neutral	
Boots <i>(Nov 1 – Mar 31)</i>	Solid navy, black, brown, or neutral	
Gym Uniform	Colors	
Gym shirt with Alpha logo <i>(for gym days only)</i>	Gray	
Gym shorts with Alpha logo <i>(for gym days only Aug-Oct 31 & April 1-June)</i>	Navy	
Gym sweatpants with Alpha logo <i>(for gym days only)</i>	Navy	
Athletic shoes/socks <i>(for gym days only)</i>	Any color	



TRADITION.
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Outerwear	
<p>Various items available. If worn in the building...</p> <ul style="list-style-type: none"> Must be embroidered with Alpha School logo Must be purchased through Lands End or Schoolbelles No Spirit outerwear is permitted to be worn in the classroom unless it is a specified dress down Spirit Day. 	

General Dress Code Requirements: Girls, Grades K-3

- Blouses and shirts are to be tucked in and worn neatly.
- Pants, shorts, skirts, and sweatpants are to be worn at the natural waistline or slightly below. Clothing may not be rolled at the waistline or worn below the hip line.
- Shorts, skirts, and jumpers must be worn in a conservative fashion, not greater than three inches above the knee.
- Socks are required (and must be seen). No show socks are not permitted.
- Spirit wear, athletic coats, and winter jackets are **only** permitted to be worn during recess and transitions between buildings. **Only outerwear with the Alpha School logo may be worn in the school building.**
- Hair color should be natural and hair styles are to be neat and conservative and should not cover the eyes as to obstruct the student's vision (Purple, green, pink, blue, hair color is not permitted).
- * Simple hair accessories are permitted (No cat ears, unicorn horns, etc)
- Girls are permitted to wear nail polish and small earrings in a conservative manner.

Not Permitted:

- Large or dangling earrings or excessive amount of jewelry or makeup
- Hats, bandanas, tattoos and body piercing



TRADITION.
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Dress Code Requirements: Girls, Grades 4-8

Tops	Colors	<p><i>Combinations of uniform clothing are as follows:</i></p> <ul style="list-style-type: none"> · Plaid skirt with white blouse, or white or navy polo shirt · Navy pants/shorts/skirt with a white polo only · Khaki pants/shorts with white or navy polo <p style="text-align: right; color: red;"><i>Chapel Day Requirements</i></p>
Blouse with Alpha logo – short or long sleeves	White	
Polo style knit shirt with Alpha logo – short or long sleeves	White or Navy	
Bottoms	Colors	
Skirts	Navy, khaki, or plaid	
Pants	Navy or khaki (no cargo pants)	
Shorts (<i>Aug-Oct 31 & April 1-June</i>)	Navy or khaki (no cargo shorts)	
Biker shorts (<i>for under skirt</i>)	Solid navy or black	
Accessories	Colors	
Tights or Leggings	Solid navy or black or white	
Mass tie – criss-cross REQUIRED on Mass days	Navy	
Belt -optional	Navy, black, or brown	



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Shoes/Socks	Colors	<ul style="list-style-type: none"> • White shirt • Mass tie to be worn all day • No outerwear may be worn in the chapel
Non-athletic – low cut dress, casual leather, or canvas. NO CONVERSE	Solid navy, black, brown, white, or neutral	
Socks – knee-high, crew, ankle or peds <i>(Must be worn with all shoe types)</i>	Solid navy, black, or white	
Boots <i>(Nov 1 – Mar 31)</i>	Solid navy, black, brown, or neutral	
Gym Uniforms	Colors	
Gym shirt with Alpha logo <i>(for gym days only)</i>	Gray	
Gym shorts with Alpha logo <i>(for gym days only Aug-Oct 31 & April 1-June)</i>	Navy	
Gym sweatpants with Alpha logo <i>(for gym days only)</i>	Navy	
Athletic shoes and socks <i>(for gym days only)</i>	Any color	
Outerwear		
Various items available. If worn in the building... Must be embroidered with Alpha School logo Must be purchased through Lands End or Schoolbelles		



TRADITION.
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No Spirit outerwear is permitted to be worn in the classroom unless it is a specified dress down Spirit Day.

General Dress Code Requirements: Girls, Grades 4-8

- Blouses and shirts are to be tucked in and worn neatly.
- Pants, shorts, skirts, and sweatpants are to be worn at the natural waistline or slightly below. Clothing may not be rolled at the waist line or worn below the hip line.
(Clothes worn below the hip line will be a dress code violation)
- Shorts, skirts, and jumpers must be worn in a conservative fashion, not greater than three inches above the knee. ***(Short skirts will be a dress code violation)***
- Socks are required (and must be seen). No show socks are not permitted.
- Spirit wear, athletic coats, and winter jackets are only permitted to be worn during recess and transitions between buildings. **Only outerwear with the Alpha School logo may be worn in the school building.**
- Hair color should be **natural** and hair styles are to be neat and conservative and should not cover the eyes as to obstruct the student's vision (Purple, green, pink, blue, hair color is not permitted).
- *Simple hair accessories are permitted. (No cat ears, unicorn horns, etc.)
- Girls are permitted to wear nail polish and small earrings in a conservative manner.

Not Permitted:

- Large or dangling earrings or excessive amount of jewelry or makeup
- Hats, bandanas, tattoos and body piercing

Non-Uniform Days/Dress Down Days

Alpha School has several dress down days throughout the school year (i.e., holiday celebrations, spirit days, and Wacky Wednesdays). Non-uniform day attire must reflect the theme of the event/follow the spirit of the dress code or students may choose to wear their uniform. On these days, students are permitted to wear jeans, sweat pants, or track pants. Athletic shoes are permitted on non-uniform/dress down



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days. Students are NOT permitted to wear sandals, flip-flops, slip ons, high heels, etc for safety reasons. Students are also not permitted to wear short shorts, tank tops, spaghetti straps, clothes with offensive logos, jeans or shirts with holes, lounge pants, PJ pants, etc. If tight fitting pants, yoga pants, leggings are worn, they must be accompanied by a long top shirt that covers the buttocks.

Uniform Violations

Uniform violations shall be taken seriously and begin with a verbal reminder to adhere to the dress code policy.

Dress Code Violations include not wearing your tie all day on Mass days, shirts being untucked, short skirts, wearing shoes without socks.

Clothes from the Eagle's Nest will be used to correct dress code infractions immediately when possible.

If a student "forgets" to wear his/her tie on Friday for Mss, the student will be required to wear a tie everyday the following week.

For other dress code violations that are more difficult to correct immediately - shoes, hair color, etc., parents still are notified and asked to rectify the situation.

Homeroom teachers will complete a dress code check on each student upon arrival and send the student to the office to correct the dress code violation. Homeroom teachers will also be responsible for informing parents/guardians via email regarding the dress code violation. Classroom teachers throughout the school day can and should document any dress code violations, especially untucked shirts.

Continued and/or flagrant disregard of the dress code may result in in-school suspension until the dress code is adhered to or a plan is developed.

HEALTH AND SAFETY

Accident and Injury

Providence Heights Alpha School understands the importance of wellness for its students. For the safety and comfort of your child, as well as for the effective operation of the Alpha School office, all students are required to have an up-to-date Emergency Contact Form. In the event of an accident or injury, basic first aid will be provided and parents/guardians will be contacted. In order for medication to be administered,



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including over-the-counter pain medication, a Medication Form and Indemnity Agreement must be filled out and filed with the Alpha School office. In the event of a serious accident or injury, Providence Heights Alpha School has access to UPMC Passavant Hospital, and will follow the emergency plan as outlined on the Emergency Contact Form.

Allergies

All Providence Heights Alpha School students with severe allergies are required to have an up-to-date Student Allergy Form on file in the office, along with a Medication Form and Indemnity Agreement. The Student Allergy Form indicates any serious food or substance allergy where emergency administration of allergy medication, such as Epinephrine or other medication, would be needed in the case of an allergic reaction. While Providence Heights Alpha School takes precautions for students with severe allergies, the emergency plan as indicated on the Student Allergy Form is necessary in the event of a student allergic reaction. Alpha School teachers and staff are provided training in the administration of epinephrine and emergency allergy medications for the safety of the students.

Illness

Alpha School understands the difficult decision whether or not to keep a child at home when complaining of an illness. An objective sign is an elevated temperature. Alpha School recommends that when a child has a temperature, he/she be kept at home until the temperature has remained normal for at least 24 hours without medication.

During the school day, if a student has a temperature of 100° or more, signs of illness such as skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the parent(s)/guardian(s) will be contacted and the student will be sent home. Parents/guardians are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the office if your child becomes sick with a contagious or communicable illness, such as pink eye or impetigo.

Head Lice

Pediculosis, or head lice outbreaks, are not uncommon among school children and at Alpha School, we do all that we can to ensure that lice outbreaks are handled promptly and efficiently. In the event that the school is notified of a head lice outbreak, an email



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shall be sent to parents/guardians informing them of the issue. Classrooms and staff shall also be notified via e-mail of the lice identification to ensure proper precautions are being taken.

As a parent/guardian, you can help Alpha School prevent lice outbreaks by regularly checking your child and notifying the school immediately if a presence of lice is discovered. Please do not send your child to school until you have completed proper treatment and your child has been inspected by the Nurse, or until you can provide documentation that your child has been cleared by a physician. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs cannot. Below are the steps you should be taking if your child has pediculosis:

WHAT TO LOOK FOR AT HOME:

1. Tiny white eggs/nits on the base of the hairs.
2. Crawling lice - about 1/8" long.
3. Intense itching in the affected area, especially around the nape of the neck and behind the ears.

WHAT TO DO:

1. Notify the school if you confirm lice or eggs/nits.
2. If members of your family become infested, you should treat them with an over-the-counter product or you may prefer to contact your physician. Remember to read directions thoroughly on any product used.
3. Wash all personal clothing (including jackets and backpacks), bedding (sheets, blankets, pillowcases) of your child, and any other infested family members' in hot water (at least 130 degrees F) or by dry cleaning. Vacuum the mattress.
4. Thoroughly wash combs and brushes in hot water to disinfect.
5. Thoroughly vacuum overstuffed furniture, rugs, and car interiors.



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6. Place all stuffed toys in a plastic bag for two weeks.
7. Ask your child not to borrow his/her friend's comb, brush, or hat.
8. You do not need to treat your pets as lice only affect humans.

Following treatment (the use of a pediculicidal agent and nit removal), the Nurse will examine the student's head prior to readmission to school. Proof of treatment must be provided to the School Nurse, such as the box of pediculicidal agent or prescription packaging. The school's goals are for head lice to have minimal disruption to students' educational experiences and minimize the stigmatization impact on students and families.

Medication

Alpha School can administer medication for your child only if the appropriate Medication Form and Indemnity Agreement are filled out and filed with the main office; however, whenever possible, medication is to be given at home and parents/guardians should request that their physician adjust the schedule for administering medication so that it can be given before and after school hours. If medicine must be administered at school, the following procedures should be taken:

- Fill out the Medication Form and file with the main office
- Any medication must be delivered to the school office by the parent/guardian with a written physician's request for distribution by school personnel
- When bringing medication, it must be in a container labeled by the pharmacist or physician that states the student's name, the name of the physician, the name of the medication, the date of the prescription, the dosage, and frequency of administration
- Parents/guardians must sign an Indemnity Agreement, which has been prepared by the Legal Office and is distributed through the school office.

Please note: All these forms can be accessed on the school website under Forms, Forms, Forms.

In the case of an allergic reaction, Alpha School teachers and staff who are trained in the use of the Epi-pen can administer medication for students who have severe allergies that may cause anaphylaxis or severe reactions.



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School Nurse

Each year, North Allegheny School District assigns a school nurse for Providence Heights Alpha School. Typically, the nurse works one morning per week. In an emergency, Alpha School has access to UPMC Passavant Hospital. The responsibilities of the school nurse include:

- Keeping updated health records for all students
- Screening students for hearing (grades K–3 and 7)
- Assuring the completion of a physical examination (before entrance to the school and in the sixth grade)
- Annually screening students for vision (grades K–8)
- Scoliosis screening (grades 6–8)
- Annually recording height and weight for students
- Recording required immunizations

Dental Exams

Alpha School is required to have on file Dental Examination Forms for students entering kindergarten, third, and seventh grade according to the Pennsylvania School Health Law. These grades were selected as they represent critical periods of growth and development in a child's life.

Alpha School recommends that your family dentist do these examinations. Students are required to furnish proof of a private dental examination within the previous six months prior to enrollment. Dental Forms are given to students before the school-year ends so that appointments can be scheduled over the summer. Incoming kindergarten parents/guardians will receive the appropriate forms via email.



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Physical Exams

Alpha School is required to have on file Physical Examination Forms for students entering kindergarten and sixth grade according to the Pennsylvania School Health Law. These grades were selected as they represent critical periods of growth and development in a child's life.

Alpha School recommends that your family physician do these examinations. Students are required to furnish proof of a private physical examination within the previous six months prior to enrollment. Physical forms are given to students before the school-year ends so that appointments can be scheduled over the summer. Incoming kindergarten parents/guardians will receive the appropriate forms via email.

Immunizations

In accordance with the Allegheny County Health Department, the immunization guidelines for students are listed below. Enrollment requirements include documentation of completed age/grade appropriate immunizations. Students are required to furnish proof of immunization history prior to enrollment. Below is a list of the immunizations required for students entering Alpha School:

Entering Grade Pre-K–8	
4 doses	Tetanus (1 dose after 4 th birthday)
4 doses	Diphtheria (1 dose after 4 th birthday)
3 doses	Polio
2 doses	Measles
2 doses	Mumps
1 dose	Rubella
3 doses	Hepatitis B



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2 doses	Varicella
<i>*(or written statement from physician/designee indicating month and year of disease or serologic proof of immunity)</i>	

Entering Grade 7–8	<i>(In addition to those listed above)</i>
1 dose	Tetanus/diphtheria/pertussis (Tdap)
1 dose	Meningitis vaccine (MCV)

Security

Providence Heights Alpha School is committed to the safety and security of its students, faculty, staff, and visitors. Therefore, all doors to the school will be closed and locked at all times. Parents/guardians and visitors must use the buzzer on the main door of the school to gain access to the building. Once in the building, all visitors must report to the office, sign in, and receive a visitor’s badge.

Searches

Providence Heights Alpha School provides students in grades Pre-K and kindergarten with cubbies, students in first and second grade with desks, and students in grades three through eight the use of lockers to keep their personal items. These school desks and lockers are the property of Providence Heights Alpha School. The use of desks and lockers for storage is a privilege, not a right. Students shall have no expectation of privacy therein as the school retains the right to conduct both announced and unannounced searches. Discovery of illegal materials in a school desk or locker may result in discipline up to and including expulsion and/or referral to appropriate law enforcement authorities.



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Visitors

Another security measure that Alpha School enforces is the registration of any and all visitors to the school building. Anyone entering Alpha School is to report to the office immediately, regardless of the purpose of the visit. For the safety of all students, a visitors badge must be worn in a visible place on the clothing at all times while in the building. Communication with teachers and students will be handled by the school office and will be done in a manner that will not disrupt the educational process of the school.

In order to maintain a safe environment, items left at school or homework can be picked up after school at the main office. This ensures the elimination of unnecessary disruptions to classes and instruction.

Clearances

At Alpha School, we require that all faculty, staff, and volunteers in the school have copies of several clearances on file in the school office. These clearances include:

- Pennsylvania Act 151 Child Abuse Clearance
- Act 153 Fingerprinting
- Pennsylvania Act 34 State Police Criminal Record Check
- Mandated Reporter Training
- Protecting God's Children Workshop Certificate
- Initial Report in Diocesan Database
- Signature Confirmation of Receipt/Review of Pastoral Code of Conduct Booklet
- Signature Confirmation of Receipt/Review of Reporting Child Abuse Booklet

In addition, faculty and staff are required to attend Mandated Reporter Training. While this is not required for volunteers, we recommend that volunteers for Alpha School look into and take the training course if they so desire.

Instructions and Clearance Paperwork can be found in the Volunteer Clearance Requirement Packet available through the Alpha School main office.



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Fire Drills/Emergency Drills

Providence Heights Alpha School requires fire drills be held once per month throughout the school year, and one emergency drill per year. Practicing these drills allows students, teachers, and faculty to ensure their knowledge of safety procedures in the event of a true emergency.

When students hear the alarm for the drill, they are to leave the room quickly and quietly in single file, following the exit instructions, which are posted in prominent places in each room. No one—not teachers, students, or staff—may remain in the building during a fire drill. Students must remain outside until instructed to re-enter the building during a fire drill.

Alpha School requires that all students remain silent during all drills to ensure directions be heard clearly. Misconduct of any nature will be reported and the student(s) in violation of the fire/emergency drill conduct will be subject to disciplinary action.

In addition, the School Emergency Operation Plan (EOP) identifies the level of action to be taken during the four phases of an emergency: prevention, preparedness, response and recovery. The EOP is reviewed and updated regularly and reviewed with faculty at least yearly.

PARENT INVOLVEMENT AND SUPPORT

Alpha Athletic Association (AAA)

The Alpha Athletic Association welcomes parent/guardian volunteers to assist them in the management and coaching of the student athletics throughout the year. The primary responsibilities of the AAA are to finance, schedule, and coach the athletic programs. Parent/guardian interest and willingness to serve on the AAA are vital to the continued success of the program.

Coaching opportunities may be available and inquiries about openings should be directed to the President of the Athletic Association. All coaches are selected by the Executive Committee and are approved by the Principal. While students do pay a minimal fee for participation in athletics, the coaches are on a volunteer basis.



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All coaches and volunteers on the AAA must follow the Alpha School Guidelines and the Diocesan Guidelines for Elementary Catholic Schools Sports Programs. The Athletic Association by-laws outline the specifics of the program and the guidelines for parent participation.

Alpha Parent-Teacher Association (APTA)

The Alpha Parent-Teacher Association (APTA) serves to promote partnerships between Alpha families, Alpha administration, and Alpha faculty. All families are encouraged to pay the APTA dues. Because of these dues, the APTA is able to provide numerous activities, events, and fundraisers to develop and expand innovative programs and teacher-based activities that benefit students. Meetings are held on a regular basis. Questions regarding the APTA should be directed to the APTA President. The APTA by-laws outline the specifics of the organization and the guidelines for parent participation.

Volunteers

At Providence Heights Alpha School, parents/guardians play an integral role in the education of their children through the numerous volunteer opportunities. Parents/guardians, grandparents, and family members of Alpha School students have many opportunities to volunteer throughout the year. The help of volunteers is always welcome in the school and at school-sponsored events. Some of the volunteer opportunities include:

- Back to School Social*
- Scholastic Book Fair*
- Gala*
- Thanksgiving Feast
- Santa/Vendor Sale
- Baby Jesus Birthday*
- School Play Committee*
- Arts At Alpha*
- Teacher Appreciation*



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- Field Day
- APEX Aide
- Eagles' Nest*
- Forensics Club(5-8)
- Homeroom Parent*
- Library Aide
- Lunchroom Aide
- Sports Coach
- Swimming Aide

*Denotes Working Parent Volunteer Opportunity

At Alpha School, we require that all faculty, staff, and volunteers in the school have copies of several clearances on file in the school office. These clearances include:

- Pennsylvania Act 151 Child Abuse Clearance
- Act 153 Fingerprinting
- Pennsylvania Act 34 State Police Criminal Record Check
- Mandated Reporter Training
- Protecting God's Children Workshop Certificate
- Initial Report in Diocesan Database
- Signature Confirmation of Receipt/Review of Pastoral Code of Conduct Booklet
- Signature Confirmation of Receipt/Review of Reporting Child Abuse Booklet

In addition, faculty and staff are required to attend Mandated Reporter Training. While this is not required for volunteers, we recommend that volunteers for Alpha School look into and take the training course if they so desire.

Instructions and Clearance Paperwork can be found in the Volunteer Clearance Requirement Packet available through the Alpha School front office.



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Boxtops for Education

Providence Heights Alpha School encourages families to save Boxtops for Education labels that are found on many grocery products. These labels, along with Campbell Soup labels and Tyson Chicken labels, may be dropped off in the Alpha School front office. Once the box tops are collected, parent volunteers count and submit the labels to the Boxtops for Education foundation, which earns educational materials or financial support for the school.

Gift Card Program

Providence Heights Alpha School participates in a gift card program, RaiseRight, that allows you to purchase gift cards at more than 750 retailers. Alpha School will receive a rebate for each gift you purchase and we'll split the earnings with you in the form of a cash rebate or tuition credit.

There are two ways to participate in the RaiseRight Program:

Online

1. Register online by going to <https://www.raiseright.com>
2. Click the *Start a New Program* program.
3. Click *Join a Program* under the “Join an existing program” box and enter our *enrollment code*: [Need to insert new code, but not post on website].
4. Complete the required information and click *Register*.

Cell Phone App

1. Download the RaiseRight app through Apple or Google.
2. Enter the *enrollment code*: [Need to insert new code, but not post on website].
3. Click the *Get Started* button.
4. Complete the required fields.
5. Link your account and you're ready to purchase both physical and e-gift cards from your phone.

Additional Ways to Support Alpha School

Several opportunities to offer financial assistance to Providence Heights Alpha School are available through various events and programs. Available opportunities are:

- Alpha's Annual Appeal
- Educational Improvement Tax Credit (EITC) for personal and businesses



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- Alpha's Annual Gala
- Target Red Card
- United Way

More information on these opportunities can be found on the Alpha School website.

SPORTS PROGRAMS

Sports

Providence Heights Alpha School is proud to have its own sports facilities on campus. Sports are offered throughout the year with support from the Alpha Athletic Association (AAA). Developmental teams are offered for the younger grades to help develop their skills and techniques for the sports, whereas older students are encouraged to join the competitive team, which competes with other Catholic schools in the area. The sports offerings at Alpha School are:

- Soccer (Co-ed; Fall and Spring; Developmental and Competitive)
- Basketball (Co-ed; Winter; Developmental and Competitive)
- Cross country (Co-ed; Fall and Spring; Developmental and Competitive)
- Girls' Volleyball (Girls only; Winter; Developmental and Competitive)
- Track (Co-ed; Spring)

Alpha School students interested in signing up for a sport or sports should contact the President of the Alpha Athletic Association.

Eligibility for Participation in Sports

While Alpha School encourages its students to participate in sports programs, students must meet the eligibility requirements to ensure safety and academic success. For a student to be eligible to participate in sports, a Student Sports Release must be completed by the family's physician and filed in Alpha's front office, along with the Emergency Information Form, no later than one day prior to the beginning of the sport's first practice. Students must also have their registration forms turned in



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and all Alpha Athletic Association fees paid prior to the start of the sport's first practice.

To maintain eligibility, students must sustain a "C" grade average or higher in all core subjects for attendance and participation privileges. Students and parents are also required to practice good sportsmanship as spectators and participants; show respect towards coaches, referees, and visiting teams; and maintain an appropriate silence during special performances. Students must be present in school for the full day in order to participate in any activity, sport, or event. Any violation of these policies, or other Alpha School policies, may result in probation.

At Alpha School, Probation is used as a disciplinary action for a two-fold purpose: to encourage students to consider their inappropriate actions and how they can be rectified, and to ensure student success. Restriction from school sponsored events (i.e. Academic, Athletic, and Social Probation) prohibits students from attending any school sponsored activities, including athletic practices or competitions, co-curricular activities, extracurricular activities, musical and dramatic performances, school clubs, dances, commencement exercises, and other ceremonial events whether on or off school property. This restriction may be assigned to students as disciplinary action for a violation of Alpha School policies or procedures. Academically, students must sustain a "C" grade average or higher in all core courses to maintain their attendance and participation privileges. Grade-based probation will be evaluated mid-quarter and at the end of each quarter at which time probation will be reestablished or removed.

STUDENT ACTIVITIES

Extracurricular and After-School Activities

Extracurricular and after-school activities are a great way for Alpha School students to broaden their horizons and engage in the subjects they enjoy. Availability of extracurricular and after-school activities depend on availability and schedules of the instructors, thus the list of available activities for students varies from year to year. The most updated list of activities will be available on the Alpha School website, but the list below is a list of after-school and extracurricular activities that Alpha School has offered:



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- *Altar Server
- Book Club
- *Chess
- Forensics
- Geography Bee
- Girl Scouts
- Instructional Tennis
- *Mad Science
- Math Club
- Pennsylvania Junior Academy of Science (PJAS)
- Piano
- Pittsburgh Regional Science and Engineering Fair (PRSEF)
- Spelling Bee
- Student Council

Afterschool activities are dismissed from the Ketteler Hall or the main building depending on where the activity is held. The staff facilitating the activity will provide information regarding pick up.

Altar Servers

Providence Heights Alpha School offers students to volunteer as altar servers for the weekly mass. Eligible students in fifth through eighth grade can sign up to have the privilege of serving at Mass. Students who choose this privilege are expected to be timely and to fulfill assigned responsibilities as dictated by the Altar Server director and the visiting priest. Altar servers are always expected to follow the Alpha School policies. Servers are generally called fifteen minutes prior to the Liturgical service to allow time to arrive and prepare. Parents/guardians must give consent for their child to be an Altar Server.



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Eligibility for Participation in Student Activities

While Alpha School encourages its students to participate in activities, students must meet the eligibility requirements to ensure safety and academic success. For a student to be eligible to participate in an activity, an Emergency Information Form must be filed in the Alpha School front office no later than one day prior to the beginning of the activity. Students must also have their registration forms turned in and all fees paid prior to the start of the activity.

To maintain eligibility, students must sustain a “C” grade average or higher in all core courses for attendance and participation privileges. Students must also be present in school for the full day in order to participate in any activity, sport, or event. Students are always expected to follow Alpha School’s Provident Person policy and other policies to maintain their eligibility for participation privileges. Any violation of Alpha School policies may result in Probation.

At Alpha School, Probation is used as a disciplinary action for a two-fold purpose: to encourage students to consider their inappropriate actions and how they can be rectified, and to ensure student success. Restriction from school sponsored events (i.e. Academic, Athletic, and Social Probation) prohibits students from attending any school sponsored activities, including athletic practices or competitions, co-curricular activities, extracurricular activities, musical and dramatic performances, school clubs, dances, commencement exercises, and other ceremonial events whether on or off school property. This restriction may be assigned to students as disciplinary action for a violation of Alpha School policies or procedures. Academically, students must sustain a “C” grade average or higher in all core courses to maintain their attendance and participation privileges. Grade-based probation will be evaluated mid-quarter and at the end of each quarter at which time probation will be reestablished or removed.

TRANSPORTATION

Parent Portal On-line Electronic Attendance System

Alpha School requires parents/guardians to inform the main office of the times when their child departs the school each day. This is accomplished through the Parent Portal online electronic attendance system. If a student will be tardy, absent(whether excused or unexcused), or dismissed early, parents/guardians must notify the school no later than 7:30 am on the day of the change in regular attendance.



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Parents/guardians can also set a standard dismissal procedure for their child, which will be generated on the dismissal report each day automatically. Parents/guardians would then only need to enter any changes to dismissal should a student have alternate dismissal plans. Dismissal options are:

- Bus
- APEX
- Activity
- Walker

All changes to dismissal must be entered into the system no later than 1:30pm. After that time, all changes in dismissal need to be called into Alpha School's main office. For safety and insurance reasons, each child must ride his/her own bus. If any student misses the bus, is not picked up on time, or otherwise remains at the school for a reason other than afterschool care or activities, they will be escorted to the after school care program (APEX) until a parent/guardian can be contacted to arrange for transportation.

Arrival

Alpha School student arrival begins at 7:15 am, when the doors open. Staff shall be outside at all the doors to meet, greet, and escort students into the building. Students in Pre-K and Kindergarten shall be dropped off at Ketteler Hall (through the gym doors). Students riding the bus shall enter through the side door (near the playground) and go directly to their homeroom. Students arriving by car shall enter through both the side and front doors and go directly to their homeroom. When dropping off students, all traffic must follow the proper flow by entering the main drive, and proceeding to your designated drop off location. Traffic will be signaled to pull through to drop off their child by a member of the Alpha School staff to ensure safe conditions. Parking is not permitted around the building or in the Saint Anne's Park circle in front of the School. The morning bell schedule is as follows:

6:45 am Early Arrival by Appointment

7:15 am School Doors Open



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7:40 am Morning Prayer Bell/Tardy Bell

7:45 am First Period Bell

Any student in grades 1 - 8 arriving after 7:40 am should enter through the main door and report to the front office to sign in. Any student in PreK or Kindergarten should be accompanied by their parent/guardian to the main door of the Early Learning Center in the back of the Ketteler Hall on the lower level.

Dismissal

Alpha School requires parents/guardians to inform the main office of the times when their child departs the school each day. This is accomplished through the Parent Portal online Electronic Attendance System. Parents/guardians can set a standard dismissal procedure for their child, which will be generated on the dismissal report each day automatically. Parents/guardians then only need to enter any changes to dismissal should a student have alternate dismissal plans. Changes to dismissal must be submitted to the Parent Portal online Electronic Attendance System no later than 1:30 pm. After 1:30, parents/guardians must call the main office for any changes to dismissal. If Alpha School encounters any confusion in dismissal plans, the student will be sent to APEX and the parent(s) will be notified.

The school-day at Alpha ends at 2:30 pm, with afternoon prayer and announcements occurring at 2:28 pm. Students are dismissed at intervals, with bus riders dismissing first, walkers, dismissing second, and after-school care/activity students dismissing last. Parents/guardians who are picking up children by car are required to follow the proper traffic flow. Buses and cars should enter the main drive. If picking up Pre-K or Kindergarten without a sibling in the main building, parents/guardians shall proceed straight to Ketteler Center by the gym doors. PreK or Kindergarten students with siblings in the main building shall get picked up at the side door of the main building (near the playground). Cars must not be left unattended at any time as this causes unsafe conditions. Once the buses have been dismissed, cars will be signaled to pull through to pick up their child. Parking is not permitted around the building or in the Saint Anne's Park circle in front of the School.



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Students attending after-school care (APEX) or an after-school activity are dismissed from the Ketteler Hall or the Main Building depending on where the activity is located. Staff in charge of those activities shall inform parents/guardians of dismissal procedures.

To pick up your child from APEX, please park, then call to inform Alpha staff of your arrival. The staff will prepare your child for pickup. Parents must come to the rear door of Ketteler, buzz in, and sign out their child. This procedure is in accordance with our enhanced security.

Pre-Kindergarten students under 5 years of age are not eligible for busing. Students must be 5 years old prior to September 1 in order to qualify for bus service depending on their home school districts policies and in accordance with Pennsylvania State law.

Bus

Bus transportation may be available for students at Providence Heights Alpha School. Eligible students must be 5 years old by September 1, and live outside of the 1.5 mile radius from the school and/or those who live on a road that has been deemed “hazardous” by the Pennsylvania Board of Education Transportation.

Pre-Kindergarten students are not eligible for busing.

Bus transportation is run through the school district in which the student resides. Parents will also need to contact their local school district to arrange for bus transportation. Once transportation is arranged, parents must provide Alpha School with the bus transportation information. Parents can do this by filling out the Bus Information Sheet.

Each school district maintains its own student transportation policies and procedures, which Alpha School students are also subject to. For instance, a school district may not create a new stop for a kindergarten student, but will pick up the child if the parent transports the child to the nearest bus stop; however, they may create a new stop for a first grader.

Alpha School students are expected to maintain appropriate behavior while on route on the bus. If a bus company or driver recommends a student be removed or suspended from the bus, the Principal will support it, which will result in the student losing bus privileges. In these cases, the parent/guardian becomes responsible for making alternate transportation arrangements.



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In the Fall, a School Bus Orientation is held at Alpha School for students who are new to riding the bus, or who want to refresh their bus riding skills. The following rules are outlined at that time for Alpha Students who will be riding the bus:

- Remain seated at all times until the correct stop has been reached
- If the driver has assigned seats, these seat assignments are to be honored
- Keep head, hands, and feet inside the bus at all times
- In vehicles where seat belts are available, use them properly
- Requesting to ride a bus other than the one to which you have been assigned is strictly prohibited
- Requesting that the driver to let you off at another stop is strictly prohibited
- Quiet talking is permitted; however loud talking, yelling, or screaming is not permitted and may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals of emergency vehicles
- Food, drinks, and/or gum on the bus is strictly prohibited
- Keep the bus clean
- Cooperate with the driver
- Putting anything out of the windows of the bus is strictly prohibited
- Respect all people and property
- Obey the rules of the bus driver
- Bullying other riders is strictly prohibited
- Observe the same conduct as in the classroom

Students are expected to use provident behavior at all times. Students who violate these policies or engage in serious misbehavior will be subject to Alpha School's Discipline Policies.

Walkers

Providence Heights Alpha School students who are picked up by a parent/guardian after school are referred to as walkers. At dismissal, students who are walkers are dismissed shortly after the bus riders. Parents/guardians who are picking up children by car shall arrive on campus @ 2:30. Cars must not be left unattended in this lane at



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any time as this causes unsafe conditions. Once the buses have been dismissed, cars will be signaled to pull through to pick up their child.

Parking

There is a designated parking lot for Providence Heights Alpha School's faculty, staff, and visitors. The parking lot is located at the back of the building and is clearly marked. Alpha School faculty, staff, and visitors are asked NOT to park in the Sisters' of Divine Providence parking lot. The area around St. Anne's Park (the circular drive in front of the main doors of the school) is not for parking and is used for service vehicles only.

Overflow parking is available at La Roche University.

TUITION

Tuition Policy

Parents/guardians who register a student in Providence Heights Alpha School enter into a contractual obligation with Alpha School. Tuition payments and deadlines are indicated on the tuition contract, and are generally due no later than March 15. Parents/guardians are reminded that the operational budget of the school is dependent on the timely fulfillment of this obligation. Monies not received negatively impact the functionality of the school and limit the opportunities Alpha School can regularly offer. Payment plans are available, and inquiries regarding tuition or plans should be directed to the Finance Office.

Parents/guardians whose tuition or other school expenses that are unpaid will receive a notice indicating the past due amount each month. Providence Heights Alpha School follows the diocesan policy that no student shall be registered for a new school year, no grades will be released, nor will academic records be transferred if monies are owed for tuition or other school fees.



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Financial Aid

Providence Heights Alpha School has a limited amount of tuition aid available through the Bishop's Education Fund, the Pennsylvania Education Improvement Tax Credit (EITC) Program, and the Scholastic Opportunity Scholarship (SOS) Plan. The BEF funds are allocated based on applicant's needs, applied for through the FACTS website on or before March 15, and are distributed from the Diocese of Pittsburgh. The EITC and SOS financial aid funds are allocated based on applicant's needs and are distributed based on the decisions of the financial aid committee's review of applications received on or before March 15.

Applicants must be current students of Providence Heights Alpha School in good financial standing in order to qualify, and have all materials submitted no later than March 15. All interested families should submit a completed Financial Aid Application Form. Applications can be submitted to Alpha School via e-mail or can be mailed to:

Providence Heights Alpha School
Attn: Financial Aid Office
9000 Babcock Boulevard
Allison Park, PA 15101

With this application, applicants should also submit:

- A photocopy of each page of your current, signed Federal Income Tax Return, including all schedules, W-2 forms, and 1099 forms
- A completed IRS Form 4506 if applicable
- A Business/Farm statement if one or more parent is self-employed if applicable
- An IRS 1120S form if self-employment is under an S Corporation if applicable
- A FACTS Management Application to the Diocese of Pittsburgh (BEF) and Providence Heights Alpha School (EITC & SOS)

Non-custodial parents/guardians should also submit:

- A photocopy of each page of your current, signed Federal Income Tax Return, including all schedules, W-2 forms, and 1099 forms



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- A completed IRS Form 4506 if applicable
- A Business/Farm statement if one or more parent is self-employed if applicable
- An IRS 1120S form if self-employment is under an S Corporation if applicable
- A FACTS Management Application to the Diocese of Pittsburgh (BEF) and Providence Heights Alpha School (EITC & SOS)
- Financial statements for parents/guardians who are separated or divorced or have never been married

It is essential that all the required information be on file in the finance office no later than March 15. The financial aid committee reviews and considers all facets of the family's financial profile balancing net worth against family expenditure.

For families already receiving financial aid, financial materials must be resubmitted each year aid is needed. Financial aid is based upon the new financial data received each year.



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