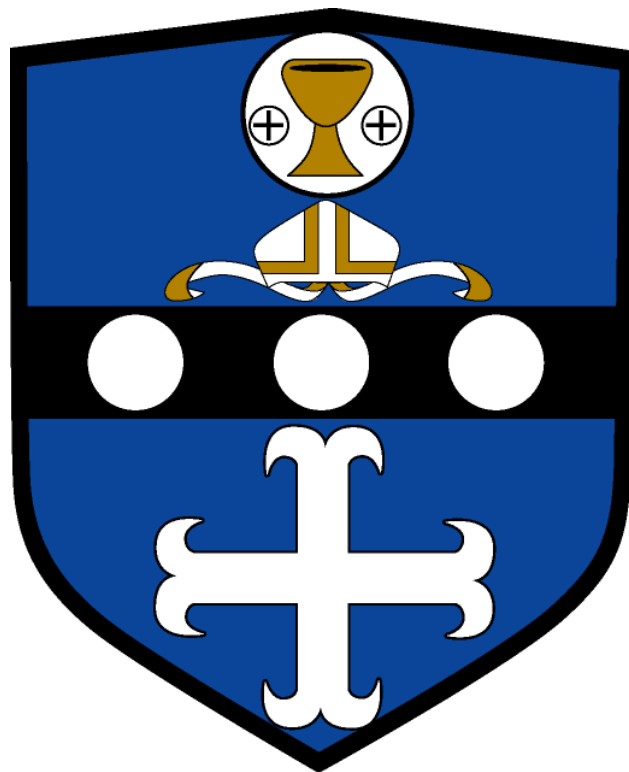


**Diocese of Altoona-  
Johnstown  
Parent/Student  
Handbook**



# Table of Contents

<b>Mission Statement</b> .....	<b>4</b>
<b>Administration</b> .....	<b>5</b>
<b>Admission Policies</b> .....	<b>6</b>
Kindergarten Admission .....	6
Immunizations .....	7
Probation Period for All Students .....	7
<b>Academic Policies</b> .....	<b>7</b>
Student Progress.....	7
Grade Retention/Promotion .....	8
<b>Attendance</b> .....	<b>8</b>
<b>Communications</b> .....	<b>8</b>
<b>Confidentiality</b> .....	<b>9</b>
<b>Support Services</b> .....	<b>9</b>
<b>Emergency Operation Plan</b> .....	<b>9</b>
<b>Custody</b> .....	<b>10</b>
<b>Mandated Reporting</b> .....	<b>11</b>
<b>Discipline Behavior Management</b> .....	<b>11</b>
General Overview .....	12
Authority of Administration, Faculty, and Staff.....	12
Classroom-based Expectations and Management .....	12
Parent/Guardian Notification .....	13
Student Consequences of Misbehavior/Misconduct .....	13
<b>Field Trips</b> .....	<b>14</b>
<b>Extra-Curriculars</b> .....	<b>14</b>
<b>Medications</b> .....	<b>15</b>
<b>Parent/Guardian Cooperation</b> .....	<b>16</b>
Parental/Guardian Rights .....	16
Parental/Guardian Responsibilities.....	16

Family Responsibilities in Cooperation With School .....	17
Parent/Guardian Service Requirements .....	18
Retreats and Service Program .....	18
<b>Technology and Internet.....</b>	<b>18</b>
<b>Personal Property.....</b>	<b>18</b>
<b>Cell Phone and Personal Electronic Devices .....</b>	<b>19</b>
<b>Use of School Grounds.....</b>	<b>19</b>
<b>Amendments to Handbook.....</b>	<b>19</b>
<b>Signature Page.....</b>	<b>20</b>
<b>Appendix .....</b>	<b>21</b>
<b>Student Use of the Internet in School.....</b>	<b>22</b>
<b>School Photo Release Form .....</b>	<b>26</b>
<b>Student Demographic Sharing Form .....</b>	<b>29</b>
<b>Diocesan School Handbook .....</b>	<b>After Appendix</b>

## **MISSION STATEMENT**

**The mission of Catholic schools in the Diocese of Altoona-Johnstown is to empower students to reach their full spiritual, intellectual, physical, social, and moral potential. In this unique Catholic environment, young people are given the opportunity and guidance to grow in their personal relationship with Jesus Christ and his Church; come to understand the role of faith in daily life; and help others to discover the same truth and joy of his Gospel.**

## **ADMINISTRATION**

**Diocesan and parochial schools of the Diocese of Altoona-Johnstown are those which meet all of the following conditions:**

- are recognized as Catholic by the Bishop of Altoona-Johnstown.
- are responsible to the Diocesan Director of Education for such matters as have been determined by the Bishop of Altoona-Johnstown and are subject to the Director's regulations.
- are governed by the Diocesan School Policies and Regulations.
- have written belief and mission statements which identify the school as Catholic.
- have a program of religious education which conforms to the standards determined by the Education Office of Altoona-Johnstown and the Office of Religious Education and Catechesis.
- are recognized by the Commonwealth of Pennsylvania.

## **ADMISSION POLICIES**

### **In accordance with the Diocese of Altoona-Johnstown Policy 5020 Admission:**

Since the formation of students in the Catholic faith heritage and its religious traditions is the primary purpose for which our Catholic schools have been founded, both parents/guardians and students must be willing to abide by the values inherent in our Catholic faith and by our philosophy of Catholic education.

Students and parents/guardians who desire an educational experience founded on the Catholic philosophy of education and who fulfill the requirements and conditions for enrollment specified below, are eligible for admission to the Catholic schools in the Diocese of Altoona-Johnstown without discrimination with respect to sex, race, ethnic origin or disability, if with reasonable accommodation, they can meet the school's requirements, according to the subsequent provisions of this policy.

The request for the admission of students from a public or private school must be carefully reviewed and the reasons for the request examined.

In accordance with diocesan policy, the diocese encourages participation of all children in a kindergarten program prior to entering first grade.

### **Kindergarten Admission**

Those seeking admission to kindergarten must be 5 years of age on or before August 31 of the year of entry.

Registration is ongoing and continues until class is full.

In Pennsylvania, kindergarten is not a required grade.

When registering a kindergarten student, the parent(s)/guardian(s) shall present proof of age and (for a Catholic child) a baptismal certificate. A Christian, non-Catholic student shall present a baptismal certificate and note the denomination when possible. Incoming students shall be given a school health examination form, which must be completed by the

parent(s)/guardian(s) and the student's physician. This form should be returned to the school prior to the beginning of the school year.

### **Immunizations**

The Pennsylvania Department of Health promulgates immunization regulations that require parents or guardians of students enrolled in grades K-12 to have their children immunized against various communicable diseases. Records will need to be given to the administrative offices of the diocesan school on or before the fifth day of class.

### **Probation Period for all Students**

All newly enrolled students are subject to a 9 week probation period. The school reserves the right to determine that the school is not a good fit for the student and to require withdrawal of the student. In such a case, any tuition paid will be refunded.

## **ACADEMIC POLICIES**

### **Student Progress**

The school uses the diocesan system (PowerSchool) for reporting pupil progress. This may include progress reports and interim reports which will be based on evidence from multiple assessments which demonstrate a student's understanding of the different academic content standards, teacher observations, or similar feedback, when appropriate.

Standardized Testing is also to be utilized to track student progress. Diocesan curriculum can be found on the Diocese of Altoona-Johnstown website: [www.dioceseaj.org](http://www.dioceseaj.org) .

Honor Roll, Parent Conferencing, and Report Card information will be in the School Section if applicable.

**Grade scale:**

A = 93-100

B = 85-92

C = 76-84

D = 70-75

F = Below 70

Some Schools of the diocese will use a customized standard-based report card. This will be posted in the school section.

**Grade Retention/Promotion**

Satisfactory completion of each grade is to be expected of every student. Absence itself, for a valid reason, is not a reason for retention of a student if the student has completed the required work.

Retention of students is appropriate where it is intended to enable a student to gain future developmental, emotional and/or educational maturity and success.

**ATTENDANCE**

Full day attendance is expected of all students. Information pertaining to your school attendance policy will be posted in the School Section.

**COMMUNICATIONS**

Open communication between home and school is important for student progress and maintaining a healthy school climate. The proper line of communication in discussing any facet of your child's progress is to first contact the teacher directly. This may be done through a written message, e-mail or by telephone. Teachers are unavailable during class hours but will respond within two school days. If a satisfactory solution cannot be reached, the parent/guardian



and/or teacher will inform the principal. If the problem remains unsolved, then the parents/guardians may have recourse to the pastor and or diocesan education office. Because of the interruptions in the teaching-learning process, spontaneous visits to the classrooms are not permitted.

Weather delays/cancellations will be announced via School Messenger, television, and radio by each individual elementary school.

### **CONFIDENTIALITY**

Administrators, counselors, and teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Student progress will only be discussed with parents or legal guardian. Progress cannot be discussed with grandparents, friends, etc. without **written permission** from legal guardian.

### **SUPPORT SERVICES**

Counseling, speech, language, occupational therapy, and other services will be provided through the local Intermediate Units.

### **EMERGENCY OPERATION PLAN**

Diocesan Schools have each developed an Emergency Operation Plan in cooperation with state and local authorities. The plan must be approved by the Education Office of the Altoona-Johnstown Diocese. Parents/Guardians should stay tuned to local media sites for important information.

## CUSTODY

Administrators, counselors and teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. A current physical address, e-mail, and phone number must be provided by the non-custodial parent in order to obtain information.

**If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order dealing with the education/visitation of the child. It is also the parent's responsibility to inform the school of the addresses where the student's records should be sent.**

**Divorced parents must provide the school with a court certified copy of the custody section of the divorce decree. If no such copy is on file, school officials will assume that both parents have custodial rights. Parents/guardians must provide the school with the most current court certified copy of the custody decree.**

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the time/days according to the court custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

**Please note:** The school, its teachers, and administrators cannot become involved in adjudicating marital disputes. Parents, in such cases, should strive to keep their personal issues out of school. The school's responsibility is with the child and his/her welfare.

## **MANDATED REPORTING**

Everyone working with your child is a mandated report. We are not permitted to contact parents if a child is interviewed by Children and Youth Services and/or police.

## **DISCIPLINE BEHAVIOR MANAGEMENT**

Schools will try to develop the art of discovering the good in every person and show respect for one another. In other words, we...

- include everyone.
- are kind in our words and actions.
- stick up for one another.
- support and encourage each other.

Students recite a “Peacekeeper’s Pledge” that helps to remind them what the expectations are at Diocesan Schools. “I am a \_\_\_\_\_ Catholic School Peacekeeper. I promise to be kind in my thoughts, words, and actions. By doing this, I will keep our school a safe place to be as Jesus teaches us, I will do unto others as I would have them do unto me.”

When a child makes a poor choice, teachers will talk to the child and decide what action, if any, is to take place. Depending on the severity and/or frequency of the behavior, the teacher will inform the parents/guardians and/or principal to discuss an appropriate action. Ways to handle poor choices can include (but are not limited to) reflection, discussion, writing, temporary isolation (time-out), loss of privileges, etc.

For certain situations, the school pastor will also be included in the disciplinary action.

## General Overview

A variety of behavior management techniques, strategies, and procedures will be used to the extent necessary to ensure that the learning environment provided is not disrupted by inappropriate student behavior. Corporal punishment and verbal abuse are not permitted.

## Authority of the Administration, Faculty, and Staff

Every teacher, staff member, and administrator has the right to exercise authority as to the conduct and behavior of students in the school during the time they are in attendance.

## Classroom-based Expectations and Management

The following chart illustrates categories of student misbehavior/misconduct:

	<b>Example of Infraction Category</b>			
	<b>Bus-specific</b>	<b>Minor</b>	<b>Serious</b>	<b>Major</b>
Includes, but not limited to:	Out of seat, shouting, throwing objects, fighting, etc.	Dress code violation, Classroom misconduct, Profanity, Horseplay, Loitering, Cafeteria misconduct, Repetitive playground offense, unsportsmanlike	Fighting Insubordination, Defiant behavior, Verbal harassment, Sexual harassment, Misuse of	Theft, Vandalism Possession/misuse of lighters, matches, Possession of weapons and/or “look-a-likes”, Assault on staff, Under the influence of or in possession of alcohol, non-prescription drugs,

		conduct (including P.E.)	Technology, Cyberbullying	tobacco products, or abuse of prescription drugs.
--	--	--------------------------	---------------------------	---

This chart is not considered a complete or exhaustive list of infractions, but serves to give illustrative examples and their categorization. The administration has the final say as to the category to which a student's specific behavior belongs, as well as the consequences thereof.

### **Parent/Guardian Notification**

Depending on the severity of the infraction, if a student commits an infraction, the teacher/administrator may contact the parents/guardians about the situation and meet with the student (and parents/guardians, if applicable) to discuss the consequences. A pattern of continuous infractions will result in a Parent/Guardian Conference.

If a student commits an infraction while riding district-provided transportation (school bus/van), the driver will fill out a referral form and give it to the school office. The administration is responsible for contacting the parents/guardians about the incident and taking any disciplinary action with the student.

### **Student Consequences of Misbehavior/Misconduct**

Each school will maintain a Conduct Record on each student. Each Diocesan Catholic School teacher and/or designated learning support expert maintains his/her own classroom behavior expectations and management procedures. These expectations and procedures are discussed with the students during the first week of classes. Written outlines of classroom expectations and procedures are available upon request. If at any time a student is unwilling or unable to meet the expectations of classroom behavior, he/she may be referred to the administration. Student Conduct Records will be maintained in the school administration office.

## **FIELD TRIPS**

A standard permission form must be signed and returned to the school prior to the scheduled field trip for the student to participate in the trip.

A student who fails to submit a standard permission form prior to the trip will not be permitted to participate. Only the STANDARD PERMISSION FORMS obtained from the school office/published online are acceptable. Notes from parents or legal guardians giving permission are not acceptable.

Field trips must be educational and must be approved by the principal in consultation with Diocesan Education Office

Field trips are a privilege. No student has an absolute right to a field trip. A student may be denied participation if he/she demonstrates inappropriate behavior, or does not meet academic standards including grades, class assignments, and homework. Parents/Guardians have the right to refuse their child's participation in a field trip. However, the child must report to school the day of the field trip or be marked absent.

Participation in field trips is restricted to those students in the class for which the trip is scheduled. Siblings or other children are not permitted to attend field trips. All designated chaperones are required to have completed the diocesan youth protection requirements.

## **EXTRA-CURRICULARS**

Every Student who does participate in a field trip/school sponsored extra-curricular activity is expected to obey all discipline codes as outlined in this handbook.

Students who participate in an extra-curricular activity should behave as if they are representing their Catholic School and should behave accordingly.

Attendance at school is required to participate in school sponsored extra-curricular activities scheduled that day or evening. The Student must be in school for at least half a day to participate. Exceptions may be considered but building principal must be consulted in advance.

## **MEDICATIONS**

A policy implemented by the Pennsylvania Department of Health, regulates the administration of prescription and over the counter medication (OTC) to students throughout the school day. The directives are as follows:

1. **No one except a licensed professional** can dispense prescription or over the counter (OTC) medication in a school. **The office personnel will not dispense Ibuprofen, Acetaminophen, Tums, cough drops, or prescription medications.**
2. In the absence of a licensed professional, neither the secretary nor the principal can administer OTC meds or those prescribed by a doctor **UNLESS** it is an emergency medication (**epinephrine or asthma inhaler**).

A **doctor's order** must accompany **prescription or OTC** medications to be dispensed only by a licensed professional (school nurse). Again, even with a doctor's order, **office personnel are NOT PERMITTED** to dispense any prescription or OTC medications.

For example, if cough medicine is brought to school it cannot be given unless the doctor has signed an order to be administered during school hours and **ONLY IF THE NURSE IS PRESENT** to dispense the ordered dosage.

3. In the event your child is on a maintenance medication, for example Insulin, arrangements can be made with our district school nurse to administer the medication on the contingency that a doctor's order has been issued and is on file with our office.
4. All medications must be delivered to the office by an adult. Students may not transport medications.

**Parents/Guardians are permitted** to administer their child's prescription and OTC meds during school hours. When your child is ill and unable to finish out the school day, you will be notified so that you can make a decision on what you think would be the best plan of action for you.

## **PARENT/GUARDIAN COOPERATION**

The education of a student is a partnership between the parent(s)/guardian(s) and the school. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **Parental/Guardian Rights**

- to have your children's safety be a priority;
- to have your children receive an authentic, Catholic education in a Catholic environment;
- to have your child's learning needs met if the program can reasonably accommodate them;
- to have your children taught by competent teachers who respect and care for them;
- to talk with personnel and to have requests for meetings answered in a timely manner;
- to have your children "try out" for all program activities and teams;
- to review records and respond;
- to participate in the life of the school and parish.

### **Parental/Guardian Responsibilities**

- to be a partner with the school in the education and formation of your children;
- to understand and support the Catholic identity of the school;



- to read all communications from the school and to request clarification when necessary;
- to know your children's teachers and to observe parent-teacher conference dates and any special requests for meetings;
- to discuss concerns and problems with the person(s) most directly involved before contacting other authorities;
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible;
- to promote our parish(es) and school and to speak well of them to others;
- to know and support school rules; and
- to appreciate that Catholic education/formation is a privilege that many persons do not have.

--adapted from Volunteers in Catholic Education: An Administrator's Guide to Legal Considerations (2<sup>nd</sup> ed.) by Mary Angela Shaughnessy, SCN (NCEA, 2007.)

### **Family Responsibilities in Cooperation With School**

Parents/Guardians must be the first to foster a loving and disciplined atmosphere at home. The school provides a setting for learning, but can only operate effectively with the cooperation of the family. To achieve a harmonious relationship parents/guardians are expected to:

- Provide for the spiritual, physical and mental development and well-being of the child.
- Be supportive toward the school and education in word and deeds and in social media outlets.
- Help the child develop into a positive, productive member of society and the church, taking seriously their baptismal promises to fulfill the spiritual upbringing of their children including regular mass attendance.
- Cooperate with and respect school policies and school personnel both in word and deed and in social media outlets.
- Be responsible for any financial obligations incurred by the child in school.
- Know and adhere to school philosophy and policy.

The Family Educational Rights and Privacy Act gives parents/guardians the right to inspect their child's educational records, and to have a school official explain the records if requested. Any parent/guardian who wishes to see his/her child's records should contact the school principal for an appointment

### **Parent/Guardian Service Requirements**

**If the Diocesan School requires service and/or fundraising, details are provided in the individual school section.**

### **Retreats and Service Program**

**If the Diocesan School offers retreat and service programs, details are provided in the individual school section.**

## **TECHNOLOGY & INTERNET**

The Diocese of Altoona-Johnstown issues an Internet Usage Policy and a Remote Instruction Policy that requires a parent/guardian and student signature of agreement. Schools also issue a

Hardware Use Policy that details the use of devices, acceptable behaviors and financial responsibilities should devices be lost or damaged. The full policy can be found in the Appendix

## **PERSONAL PROPERTY**

The school is not responsible for any personal property brought into the school by the student including electronic devices.

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Cell phones, smartwatches, and other personal electronic devices **are not** to be used during school hours. If used, the device will be taken by the student to the administrative office and can be picked up at the end of the day. The location of the device pick up will be determined by each school.

## **USE OF SCHOOL GROUNDS**

Schools are responsible for students only during posted school hours. Hours should be posted in the Individual School Section. Children are not to be on school grounds unattended at any other times.

## **AMENDMENTS TO HANDBOOK**

**The school reserves the right to amend this handbook. Parents/Guardians will be given prompt notice of any amendments.**

**Prior to the first day of school, parents/guardians must sign and return this agreement either in person or submit electronically:**

In consideration of \_\_\_\_\_ School's provision of a Catholic education for my/our children, I/we, \_\_\_\_\_ the parent(s)/guardian(s) of \_\_\_\_\_, have read and agree to be governed by this handbook and to pay all required tuition and fees.

\_\_\_\_\_

Signature

Date

# Appendix

## Student Use of the Internet in School

The Diocese of Altoona-Johnstown (DAJ) is fortunate to have a connection to the Internet to supplement the other educational resources already available to staff and students. Through the Internet, your child will have the entire world at his or her fingertips and be able to explore it.

This wonderful resource brings with it additional responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources available on the Internet that may not be found elsewhere. There are also many sites that can be considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that, at all times while in a Diocesan School, the Internet is being used only for educational purposes. When using the Internet, students will be supervised by Diocesan School Staff. However, due to the nature of the Internet and evolving technology, even with supervision, students may get to an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher and return to the educational topic assigned.

***As part of our internet safety policy, schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. This is required by the Protecting Children in the 21<sup>st</sup> Century Act.***

The following Acceptable Use Policy (AUP) should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet in their school. The Acceptable Use Policy was developed to ensure the safety of all users.

The DAJ uses a filtering system designed to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect, and we cannot guarantee that students will not have access to inappropriate sites.

Parents should be aware that DAJ educators can request that a specific site be blocked or un-blocked. Such decisions will be made by those responsible for monitoring the filtering service within the DAJ.

It is important that you and your children understand that any violation of the AUP may result in the loss of Internet and e-mail privileges or other disciplinary action. We ask that you work with your children in reinforcing the behaviors associated with the AUP and the attached student contract. Please also note that our filtering system allows us to track and monitor all computer use on the network.

## Acceptable Use Policy for Networks, Including the Internet

It is the policy of the Diocese of Altoona-Johnstown that all technology used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network and e-mail privileges for the user.

Individual users of the network—students and adults—are responsible for their use of the network. The use of the network must be in support of education and research and must be consistent with academic actions of the Diocese of Altoona-Johnstown School System and will be under the supervision of Diocesan Staff. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

- ❖ A responsible network user will:
- ❖ Use language that is considered appropriate.
- ❖ Be polite.
- ❖ Send information that other users will not find offensive.
- ❖ Conform with copyright laws and always give credit to the author of the material used.
- ❖ Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- ❖ Neither tamper with the system nor alter, delete or destroy any files or data that are not yours.

A responsible network user must be aware that:

- ❖ Use of the network and e-mail is a PRIVILEGE, not a RIGHT.
- ❖ The DAJ network is to be used only for educational purposes.
- ❖ E-mail is not guaranteed to be private.
- ❖ Identifying photos of students with their first and last names may not be used on a web site.
- ❖ It is important to log off the computer at the end of every session, so another user can not use your password.
- ❖ Violation of this policy will result in the possible loss of Internet privileges and/or disciplinary action pursuant to the Code of Ethics for Catholic Schools and/or prosecution under state and federal law.
- ❖ Persons issued an account are responsible for its use at all times.

**Acceptable Use Policy for Networks, Including the Internet**  
**Student and Parent/Guardian Signature Page**

It is the policy of the Diocese of Altoona-Johnstown School System that students and staff will use all technology to access electronic (“computer”) networks, including the Internet and email, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, disciplinary action under the Code of Ethics for Catholic Schools, or prosecution under federal or state law.

I have read and understand the Acceptable Use Policy for Diocesan Schools Internet use (Attachment 1). I understand that use of the Internet and e-mail in school is a privilege, not a right. Use of the Internet in school is designed strictly for educational purposes. I also understand that the DAJ is taking measures so that my child does not have access to any material deemed inappropriate, but because no filtering system is perfect, my child might gain access to an inappropriate site. I agree that I will not hold the DAJ responsible for any access by my child of any inappropriate materials acquired on the Internet.

By signing below, I give my child permission to work on the Internet and use e-mail for educational purposes.

**By not signing, I understand that my child will not be permitted to work on the Internet and use e-mail in school.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

**STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING INTERNET USE:**

I understand and agree to adhere to the behaviors outlined in the Diocese of Altoona-Johnstown Acceptable Use Policy. I understand that any violation of this policy may result in the loss of Internet and e-mail privileges, disciplinary action, or prosecution under federal or state law.

**I understand that if I do not sign this agreement, I will not be permitted to use the Internet and e-mail in school.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_



Dear Parent/Guardian:

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code, is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the nonpublic or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Sincerely yours,

Principal

---

### **Certificate of Individual Request**

#### **For Loan of Textbooks, Instructional Materials and Equipment**

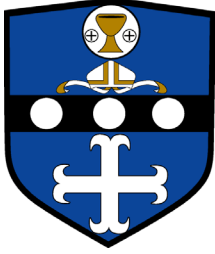
I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

\_\_\_\_\_ School.

Date Signed: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

This program is available only to Pennsylvania residents.



## Diocese of Altoona-Johnstown

### Guidelines for Use of Photographic

#### Images of Children and Youth

**The following guidelines will be adhered to and authorization form obtained when required, for use of photographic images of children and youth by diocesan Departments, Parishes, Schools, and Agencies.**

#### **For children/youth under 13 years of age:**

Parent permission (release form) **Must** be obtained for any photographic images of children **under 13 years of age** that are used for publicity, brochures, newsletter, web sites, etc.

#### **For children/youth between 13 and 18 years of age**

If photographic images being used are covering “news” or a specific event, the use of identifiable photographic images is allowed. Examples of this would include sports games/championships, Boy or Girl Scout Jamborees, award services, Youth Ministry Rallies/events, etc.

If identifiable photographic images are being used as a marketing or development item, permission (release form) must be obtained from the parents to use an identifiable picture. Examples of this would be flyers, brochures, web sites, etc., that would be advertising services, schools, programs, etc. In other words, if the project is “planned,” the youth are being used as “models” and the Photographic images are identifiable, then permission (release form) is needed.

If photographic images on a web site are merely to enhance it and are not being used to report news or specific events, then permission (release form) is needed to use identifiable photographic images.

Parental permission (release form) is needed to include any type of video (VHS or streaming) which shows children in a classroom doing “work” or answering questions – this video is considered an “educational record” and cannot be included without permission of parents.

The safest photographic images to use of youth over 13 for enhancement/marketing are “unidentifiable” photographic images – photographic images taken at a distance, from the side, from the “top”, large group activities, etc.

**NOTE: Duplicate this letter on Parish, Diocesan Office Department, or School Letterhead**

Authorization Form  
For Use of Child/Youth Name, Likeness, and/or Photographic Image

**This authorization form shall serve as parental permission for the use of name, likeness, and/or photographic image of a child/youth where such permission is required.**

I grant permission to

---

*(Diocesan Office, Department, Parish, School)*

to use my child's/youth's name, likeness, and/or photographic image in the production of following:

---

---

***(Above portion must be completed – DO NOT sign if blank.)***

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the Diocesan Office, Department, Parish, or School in writing, all references to my child/youth (i.e., name, likeness, and/to photographic image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. [I understand that the Diocesan Office, Department, Parish, or School is not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e., name, likeness, and/or photographic image).] I further understand that my child's/youth's name, likeness, and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

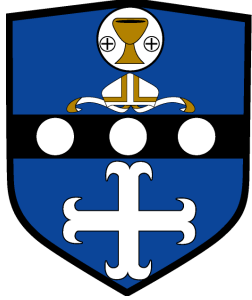
---

Name of Child (Please Print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

---

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

*This Authorization Form to be kept on file until the student graduates from High School.*



# Diocese of Altoona- Johnstown

## *Education Office*

2713 W Chestnut Avenue  
Altoona, PA 16601  
Phone: 814-695-5579  
[www.dioceseaj.org](http://www.dioceseaj.org)

I give my consent for my child's Diocesan Elementary School to share the following information with a Diocese of Altoona-Johnstown Catholic High Schools:

- student name,
- parent/guardian name(s),
- address, telephone number(s),
- email address(es), and
- grade level

This information will be shared for the purposes of enhancing programming. I understand that this information will be treated as confidential and not be released to any other parties except those stated. I understand that participation in sharing this information is voluntary.

I am the parent or legal guardian of the student named and hereby fully release and discharge all Diocesan Schools, and their administrators, employees, and agents, from all liabilities arising out of or in connection with the above described demographic data sharing relative to the above stated organizations. I reserve the right to withdraw my consent at any time by submitting written notification to school administration.

\_\_\_\_\_  
Child's Name Printed

\_\_\_\_\_  
Parent's Name Printed

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



**View us online at:  
holynameschool.net**

**Find us on Facebook at:  
The Official Holy Name School**

# **Parent and Student Handbook**



## **Holy Name School**

**215 West Horner Street**

**Ebensburg, PA 15931**

**(814) 472-8817**

**Accredited by The Middle States Association of Colleges and Schools**

**Member of the National Catholic Education Association**

**Holy Name School**  
**Our Mission Statement**

Holy Name is a Catholic school community rooted in the traditions of our religion and broad educational opportunities. Our ultimate mission is to form students to become disciples of Jesus, so to prepare them for the challenges of living in a global society.

**Belief Statements**

We believe that effective education develops life-long learners who desire to grow spiritually, intellectually, emotionally, socially, and physically.

We believe that reverence, respect and responsibility are integral values in the growth and success of every individual, both within the school and within the community.

We believe, as a faith based community with immersive faith experiences, that our students will develop a passion for service and exhibit virtuous citizenship and a respect for diversity.

We believe that our progressive academic curriculum prepares students to be leaders in a digital global society and inspires them to strive for personal excellence.

We believe as disciples of Jesus that we empathize with others and strive to meet their needs in a life of service.





## **Holy Name School Profile of Graduates**

**It is the aim of Holy Name School that as a result of a student's educational experience, a graduate will:**

### ***REVERENCE, RESPECT & RESPONSIBILITY***

- Recognize and respond to the need for God in daily life by listening to God's voice through an active prayer life.
- Respect cultural and social differences by valuing the God-given uniqueness of every individual.
- Conduct oneself with integrity and honor as a functional, self-sufficient contributor to society.

### ***GROWTH***

- Ensure commitment to faith by passing on, through word and example, the tradition of Catholic faith to future generations.
- Develop disciplined work habits and study skills needed for success on a life-long journey of learning, personal growth, and fulfillment.
- Demonstrate and apply concepts learned in all curriculum areas to become a productive member of society.

### ***PASSION FOR SERVICE AND VIRTUOUS CITIZENSHIP***

- Take an active role in service to God and community by going beyond what is required and empowering others to do the same.
- Make decisions based on Catholic values and accept the outcome of those decisions.
- Develop a broad world view and understanding of interdependence as global citizens.

## TUITION

Tuition is charged to families who attend Holy Name School. Tuition cost is announced on a yearly basis. Tuition is to be paid according to the selected tuition plan. Four options are available.

1. Full year in advance – payment by September 15<sup>th</sup>.
2. Full semester in advance – payment by September 15<sup>th</sup> and February 15<sup>th</sup>.
3. Monthly payments – payments due by the 15<sup>th</sup> of each month.
4. Simple Tuition Solutions – must apply to be eligible for Angel Fund consideration
5. Application for Angel Fund Scholarship - as arranged with the pastor.

Statements of delinquent payments are sent after the 15th of each month.

No child is denied a Catholic education due to finances. Option four needs to be utilized when finances are a determining factor.

Simple Tuition Solutions offers families who meet set qualifications the opportunity to apply for tuition assistance.

The diocesan tuition policy is followed when a student from outside Holy Name Parish registers at Holy Name School.

Tuition agreement cards, sent home yearly, serve as the registration form for the following year. They are to be completed and returned to school within two weeks.

**All tuition and fees are to be paid in full before final report cards are given, records transferred, or any eighth grade student participates in graduation activities.**

## FUND RAISING

**Parents will have the choice of Scrip Buyout at \$150.00 or \$2,500.00 Scrip purchase per family for the school year.** Parents and students will be asked to participate in projects that help raise funds to support charitable projects and the school itself. Involvement in these projects is the students' financial contribution to the parish and their education. The principal must approve all fund raisers/collections.

## **KID WATCH**

**Kid Watch**, a before and after school program, is available for children who arrive before 8:00 AM or depart after 3:05 PM. A notice of hourly rate and registration form is sent home prior to the opening of school. Parents are to inform the homeroom teacher when the child is attending an afternoon session. The morning hours are 7:00 AM – 8:00 AM. After school hours are

3:05 PM – 5:30 PM. Adult supervision is provided. Students who are attending a sports practice or extracurricular activity meeting in the school before Kid Watch must sign in with the Kid Watch supervisor at 3:05 PM and then may report to their activity. In the event of a weather delay, the hours for **Kid Watch** will coincide with the delay. (Example – a 2-hour school delay means **Kid Watch** will begin at 9:00 AM). The hourly charge will be doubled if a student is not picked up by 5:30 PM; habitual abuse will lead to termination of the service.

## **PARENTS AND VISITORS**

Parents are welcomed and encouraged to visit Holy Name School. However, to assure the safety of the students, parents and visitors are required to press the buzzer at the front entrance. The office will ask you to state your name before admitting you into the waiting area. If permitted, you will enter the building. The security officer will greet you upon entering. You will sign in with the office.

When picking up a student during school hours, you or the person you have designated are required to sign the student out. Office personnel will send for the student. Parents and other adults who regularly pick up a student at dismissal time are requested to wait outside the building for the student to exit with their teacher. Parents may not take another student home without the written permission of that child's parent/guardian.

## **VOLUNTEERS**

Volunteering time and talent to the school community by parents and parishioners is welcomed and encouraged. Contact the Holy Name School office for details about various volunteer activities, which

include helping in the library, cafeteria, and office and with special projects. **All volunteers are required to complete the clearances that are required.** The clearance records for every volunteer are maintained by both Holy Name School and Holy Name Parish. Call the Holy Name School office for updated Clearance Requirements as it is updated as required by the Diocese of Altoona-Johnstown.

## **PARKING**

Parents and other adults are not permitted to drive past the cones and onto the school parking lot between 7:30 AM and 4:00 PM. **This is for the safety of all children.** Use the parking lot across the street from the church. Parking is not permitted on N. Julian Street between Horner Street and Alton Street from 2:45 PM until 4:00 PM. This is school bus parking only. On early dismissal days, no parking is permitted in this area beginning one half hour before the scheduled dismissal time.

## **CRISIS RESPONSE / FIRE DRILL / EMERGENCIES**

Holy Name School has developed Emergency Operation Plans and procedures in collaboration with law enforcement and other emergency personnel. Students are made fully aware of proper procedures for fire drill, weather emergencies, sheltering-in-place and lockdown. Students are expected to comply with all regulations.

**Fire Drills** occur monthly. Students are taught the exit procedure for their classroom and other locations within the school.

**Weather Emergency Drills** occur twice a year. Students are taught the procedure for their classroom and other locations within the school.

**Shelter-in-place** is typically used when there is a hazard to health or life threatening situation in the area outside of the school building. School personnel will determine if it is safe to allow anyone to enter or leave the school building. Therefore, parents *may not be able* to pick up children from the school.

**Lockdown** is used when there is an imminent danger in or near the school building. This means that students and staff are locked in their classrooms and no one enters or leaves the school building except for authorized emergency personnel. Parents *will not be able* to pick up children from school.

## DAILY SCHEDULE

Warning Bell	8:25
Homeroom/Tardy Bell	8:30
Classes Begin	8:40
Lunch 4-5-6	11:20
Lunch Kindergarten	11:30
Lunch 1-2-3	11:40
Lunch 7-8	12:05
Dismissal Early Buses	2:45
Dismissal	3:05

## ATTENDANCE / ABSENCES / MAKE-UP WORK

Every student registered is required to be present at daily class unless legitimately excused. Regular and punctual attendance is expected of all students. School attendance is closely related to achievement and success in school. Repeated and frequent absence or tardiness significantly impacts learning and makes it difficult for a child to maintain any academic standard. Excused absence is accepted in cases of illness, death in the family, and other reasonable circumstances. Unexcused absence is truancy, parental neglect, or a cause not defined as excused. When a serious attendance problem occurs, the school social worker may be contacted. Retention will be considered when a student's absence exceeds 25 days.

**Parents are to call the Holy Name School office (472-8817) by 8:30 AM to report a student absent and request homework. The school office will call your home at 9:00 AM if you have not called to report your child absent.** Homework can be picked up in the office at 3:05 PM. Students who were absent are required to make up work. For extraordinary reasons, students may be excused from completing missed work with the approval of the principal.

Following an absence, a written excuse must be signed by the parent or legal guardian and presented to the school upon return. Written excuses must contain: a) name of student; b) date(s) the student was absent; and c) the reason for the absence. Failure to present a written excuse constitutes an illegal absence. In case of an extended absence of three or more consecutive days, a doctor's excuse is required.

Any student Kindergarten through 8<sup>th</sup> grade (other than bus students) who arrives at school prior to 8:00 AM will be sent to **Kid Watch** where adult supervision is provided. There is a charge for this service.

Any student arriving in the homeroom after the 8:30 AM tardy bell will be marked tardy in the attendance register. Any incident of tardiness in excess of one class period, morning or afternoon, will constitute a one half-day absence. Accumulation of tardiness, not accompanied with a doctor's excuse, may result in serving an after school detention.

A student may obtain permission for an early dismissal for a legitimate reason. Students leaving before 2:05 PM will be marked one-half day absent.

A written excuse requesting dismissal must be presented at the Holy Name School office. The excuse must state who is picking up the child. This person is required to sign the student out. If a student is walking to an appointment, it must be stated in the excuse. No student will be permitted to walk to an appointment unless it is stated in the excuse.

When parents call to have a student excused, a written excuse must still be presented. If someone other than the parent is picking up the child, it must be stated on the phone or in the excuse. **Parents must notify the Holy Name School office by phone or in writing if there is a change in the child's dismissal arrangements.**

## **VACATION TRIPS**

Vacation trips are not looked upon favorably because of the amount of instructional time lost. If extended trips are necessary, the principal and all of your child's teachers must be notified one week in advance. All work must be made up when the student returns to school.

## ACADEMIC EVALUATION

Approximately every nine weeks' students receive report cards. Grades are an indication of a student's progress in school. Class participation, completion and quality of class work and homework, test results, appropriate use of time, following directions, and attitude all determine a student's grades. The type of grade (letter or percentage) may vary with subject area and grade level. When a percentage grade is given, it can be viewed as the percentage of material the student has mastered in that particular subject for that marking period. A student who is in danger of failing a subject will receive a progress report, which is to be signed by the parent, and returned to the school. Progress reports may be sent at the mid-point of the marking period or any time the teacher deems it necessary. Students who do not complete the required work for a marking period will receive an Incomplete on their report card for that subject. The Incomplete remains until the assigned work is completed if it is not completed the next report card will print a failing grade for that subject.

### **Letter Grades**

**E** Excellent (93-100)

**S+** (85-92)

**P** Pass

**S** Satisfactory (80-84)

**S-** (70-79)

**F** Fail (below 70)

**U** Unsatisfactory (below 70)

**I** Incomplete

### **Percentage Grades 0-100**

### Grades 1-2-3

**Letter Grades**

**Percentage Grades**

Christian Doctrine	Music	Language Arts
Grammar & Writing (Grades 2 - 3)	Art	Mathematics
Social Studies	Penmanship	Spelling
Science	Physical Education	
Technology		
Spanish		

**Grades 4-8**

**Letter Grades**

**Percentage Grades**

Christian Doctrine (Grades 4-5)		Christian Doctrine (Grades 6-8)	
Music	Technology	Language Arts	Science
Physical Education	Spanish	Grammar & Writing	Social Studies
Penmanship	Art	Mathematics or Algebra	Conduct
		Vocabulary	

**Kindergarten:** Kindergarten receives a specially designed and graded report card.

**Honor Roll**

Students in grades 4 through 8 attain the honor roll			
when <b>all</b> report card grades fall within the ranges indicated below.			
	<b>High Honor</b>	<b>Honor</b>	<b>Achievement</b>
Percentage Grades:	93 – 100	85-92	80-84
Letter Grades:	E	S+ P	S P

**Physical Education:** Law mandates that students shall attend and participate in the physical education program. Medical certificates of limitations must indicate the area of the program in which a student may not participate.



## TELEPHONE USE

The use of the Holy Name School office telephone is limited. Students may not use the phone to call home for items that they are responsible for on a regular basis (i.e. gym clothes, books, homework, lunch).

When a student's lunch is forgotten at home, he/she will need to purchase a school lunch on credit.

## BIRTHDAY CELEBRATIONS

Students are permitted to bring a simple, birthday trinket to school. These trinkets are for the students in the child's homeroom ONLY.

Party invitations may be submitted to the teacher and then distributed at school if the following is true:

- 1) Every child in the homeroom/grade receives an invitation
- 2) All the girls/boys in a child's homeroom/grade receive an invitation.

Birthday balloons or flowers are not to be delivered to the child at school.

**Birthday Book Club:** Holy Name School Library sponsors a Birthday Book club to honor students and help the library grow. For a fee, students select a book and a bookplate is placed in the front of the book with their name and their birth date. The students will be the first to check out the new book and then the book becomes part of the regular selection.

## **BICYCLES / SKATEBOARDS**

It is strongly recommended that bicycles remain at home, and the students use the bus or walk to school. Should the case arise where it is necessary for a student to bring a bicycle to Holy Name School, the following needs to be noted:

- The bike should be parked in an area where it can be secured with a lock. Bicycle racks are not available.
- The school is not responsible for damage or theft while the bicycle is parked on Holy Name School or parish property.
- The student does not have permission to use the bicycle during school hours. Students must walk their bicycles while on school property. Bike riding is not permitted on Holy Name School property.
- Skateboards are not permitted at any time on Holy Name School or parish property.

## **KINDERGARTEN DRESS CODE**

All Kindergarten students are required to wear the HN gray polo shirt on Holy Name School Mass days. Most school Masses occur every Friday. HN gray polo shirts and HN gray quarter zip sweatshirts are purchased through the Holy Name School office.

Kindergarten students are asked to wear clothes appropriate for a Catholic school atmosphere. Students are expected to dress appropriately for the weather. Casual clothes and sneakers are permitted. Socks are required at all times. Shorts are permitted during warm weather.

## **DRESS REGULATIONS FOR STUDENTS IN GRADES 1 THROUGH 8**

### **GIRLS**

The uniform consists of a skirt or jumper, HN gray polo shirt, sweater or HN gray quarter zip sweatshirt, socks and shoes as described below:

- The length of uniform skirts and jumpers is to be modest, touching the top of the knee.

- Navy blue or black dress slacks may be worn from **November 1 to May 1**. If belt loops are present, a belt (black, brown, or navy) must be worn. “Dress slacks,” means slacks that are designed to hang straight. Dress slacks are not designed to hug the contours of the body. Dress slacks do not have rivets, external patches, or oversized pockets. No cargo pants are to be worn. The dress pants should not have bell bottoms or be ragged on the bottom. Faded slacks, corduroys, stretch pants, and jeans are not permitted. Pants are to be worn at the waist.
- Uniform blue shorts may be worn during the months of August, September, and May. These shorts are available through SchoolBelles.
- HN gray polo shirts and HN gray quarter zip sweatshirts are purchased through the Holy Name School office.
- Sweaters and vests are to be solid navy blue, white, gray or burgundy (not red). They may be cardigan or pullover style, without hoods.
- Dress crew type or knee socks are to be solid navy blue, black, white, gray or burgundy. Low cut sports socks are not appropriate with the uniform skirt or jumper. Socks must be free of designs including company logos. Argyle socks are not permitted.
- Solid, dark colored shoes, which are practical and safe for the school environment, are to be worn. Solid, dark color boat shoes and sketcher type walking shoes are permitted. They may not be open backed or have a measurement of more than two inches in combined height of sole and heel. Students who wear boots to school in the winter must bring dress shoes to wear during the school day. Students are not permitted to wear the following: Toms, Ugg-like shoes, moccasins, slippers, and sneakers.
- Make up and body glitters are not permitted.
- Solid color nail polish is acceptable. **False nails are not permitted.**
- Hair accessories should be simple and match the school uniform.
- Earrings should be small and no more than two pairs may be worn. Ear clips/ cartilage piercing earrings are not permitted.
- No more than one necklace and one ring may be worn. Chokers are not permitted.
- Hairstyle is expected to be reasonable. If a style is deemed inappropriate for a Catholic school student, parents will be notified with the expectation that it be changed. Hair coloring which distracts from a uniform appearance is not appropriate. Students are to keep their hair its natural color.
- Sneakers are needed for gym class. For safety purposes, zippered sneakers should not be worn. Shorts or jogging pants, and t-shirts or sweatshirts are to be worn. Girls should not wear jewelry to gym. No aerosol cans, scented products, or cologne are permitted.

## BOYS

The uniform consists of navy blue or black slacks, belt, HN gray polo shirt, sweater or HN gray quarter zip sweatshirt, socks and shoes as described below:

- Dress slacks must be navy blue or black. If belt loops are present, a belt (black, brown, or navy) must be worn. “Dress slacks” means that no sport pants, jeans, or jean type fabric may be worn. Painter pants, cargo pants with external pockets and/or zippers on the pockets are not allowed. Ragged bottoms, faded slacks, or corduroys are not acceptable. Pants should properly fit the

student and not be worn hanging below the waistline or sitting on the hips. Excessive bagginess is unacceptable.

- Uniform blue shorts may be worn during the months of August, September, and May. These shorts are available through SchoolBelles.
- HN gray polo shirts and HN gray quarter zip sweatshirts are purchased through the Holy Name School office.
- Sweaters and vests are to be solid navy blue, white, gray or burgundy (not red). They may be cardigan or pullover style, without hoods.
- Dress crew type socks or low cut socks are to be solid navy blue, black, white, gray or burgundy. Socks must be free of designs including company logos. Argyle socks are not permitted.
- Solid, dark colored shoes, which are practical and safe for the school environment, are to be worn. Solid, dark color boat shoes and sketcher type walking shoes are permitted. Sneakers, army type boots, tennis shoes, work boots, gym or sports shoes, are not permitted. Students who wear boots to school in the winter must bring shoes to wear during the school day. Students are not permitted to wear the following: Toms, Ugg-like shoes, moccasins, slippers, and sneakers.
- Earrings, jewelry, and polished nails are not permitted.
- Hairstyle is expected to be reasonable and should not cover the eyes or shirt collar. If a style is deemed inappropriate for a Catholic school student, parents will be notified with the expectation that it be changed. Hair coloring which distracts from a uniform appearance is not appropriate. Students are to keep their hair its natural color.
- Sneakers are needed for gym class. For safety purposes, zippered sneakers should not be worn. Shorts or jogging pants, and t-shirts or sweatshirts are to be worn. No aerosol cans, scented products, or cologne are permitted.

### **UNIFORM COMPLIANCE**

Parents are expected and encouraged to assist in the student's full compliance and cooperation with the dress code. Parents will be notified of dress code infractions. Repeated violations of the dress regulations will result in the loss of conduct points.

The principal reserves the right to determine if clothes and hair are in accordance with the dress regulations. The principal reserves the right to request that clothing deemed inappropriate not be worn to school.

### **JEANS DAY DRESS CODE**

The following is the dress code for special days when students are permitted to wear jeans:

- Jeans or casual slacks. Sweatpants, wind pants, and shorts are **not permitted**.
- Shirts should be neat and appropriate for school. Bare midriffs, spaghetti straps, tank tops, and fishnet shirts are **not permitted**.
- Sneakers may be worn. Socks are required. Sandals or flip-flops or backless slippers/shoes are **not permitted**.