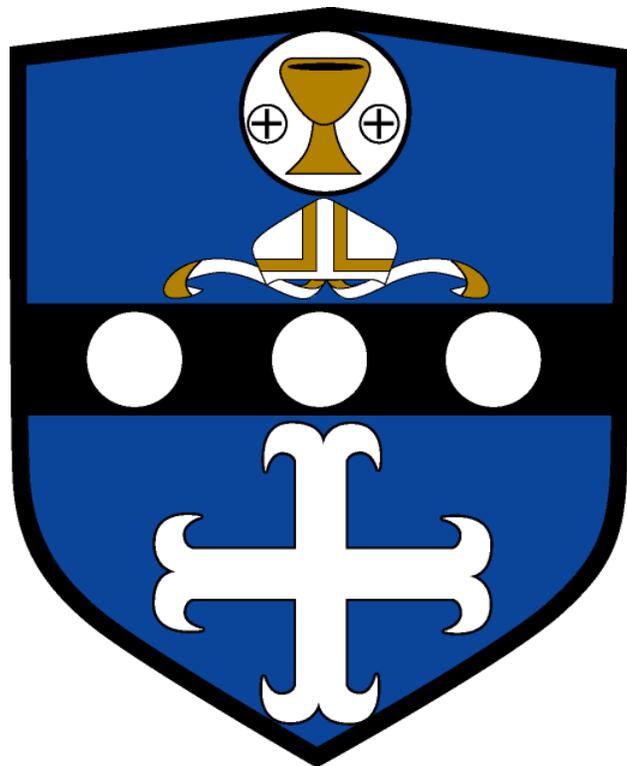


**Diocese of Altoona-  
Johnstown  
Parent/Student  
Handbook**



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## **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<br>Insubordination, Defiant behavior, Verbal harassment, Sexual harassment, Misuse of | Theft, Vandalism<br>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**

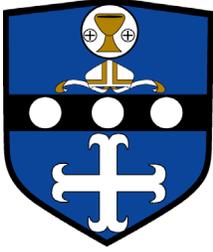
I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

\_\_\_\_\_ 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:

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***(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.

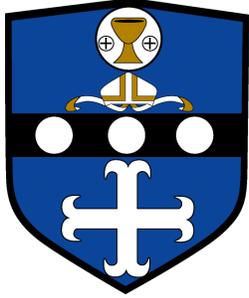
---

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 form 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



# St. Peter School

## Parent / Student Handbook Addendum



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### **St. Peter School Mission Statement:**

The mission of St. Peter School is to first spread the Good News. By providing an educational and spiritual environment rich in knowledge and experiences, students will be empowered to achieve academic, social, physical and spiritual excellence. Our mission is to create life-long learners that are guided by their faith and commitment to “be the good” and “do good” throughout their lives. We model the Master Teacher, Jesus, by encouraging students to challenge themselves academically and to follow their faith in all of their life’s decisions.

### **St. Peter School Belief Statements:**

St. Peter School believes that

- Jesus is at the heart of everything we do.
- Children are a gift from God and are the future of our church, community, nation and world
- Learning is a lifelong process and a collaborative effort between students, parents and teachers
- The primary role of a Catholic School is to pass on the Catholic faith and to teach Gospel values while providing a superior academic education for the whole child.
- Discipline and student management are rooted in developing virtue which generates personal responsibility in behavior and good character.
- Catholic Schools have the obligation to provide a welcoming, safe, and structured environment for students of all backgrounds.
- Catholic School curriculum must be enriched with activities that address the multiple intelligences and wide variety of interests of its students.
- Catholic Schools must utilize techniques and teach skills that prepare students to meet the demands of a 21st century world.
- Catholic Schools must foster a love of learning and provide skills that encourage and enable lifetime learning.

### **St. Peter School Profile of Graduates**

It is our hope and commitment that upon graduating from St. Peter School after the completion of sixth grade, the graduate:

- possesses a foundation of skills and work ethic needed for continued success
- approaches life with an active curiosity to remain a lifelong learner
- embraces the values of the Catholic Faith as a lifelong commitment of serving their community with a strong moral compass
- communicates effectively for a variety of purposes
- thinks critically and creatively using vocab and concepts learned across the curriculum
- assumes responsibility associated with leadership and productive citizenship in our world

## **Accelerated Reader**

Accelerated Reader is part of our Renaissance 360 platform. It requires students to read (or be read to) books close to their Independent Reading Level (IRL) and then take short comprehension tests online to test their knowledge of the book. Students are assessed using the STAR Renaissance online assessments at least twice a year. Individual goals and book levels are recommended from the assessment data. These are discussed in conference with teachers to determine a student's "AR Goal" for each grading period. Goals are revisited mid-year and/or at the end of any grading period. At the end of each grading period, incentive prizes are distributed to students who come close to, attain or exceed their AR Goal. We also have a "100 Point Club" for students who reach 100 points throughout the school year. Regular reading habits are established during students' formative years and these habits directly influence student learning success in all areas.

## **Accidents / Illness / Allergies**

Careful supervision on the part of the St. Peter School staff reduces the number of accidents at school. If a serious accident occurs or any injury involving the head, parents will be duly notified.

Students who become ill during the day and cannot remain in school may be excused. A telephone call will be made to the student's parent/guardian to request the child be picked up as soon as possible. Students will remain in the Isolation Area of the office until they are picked up. Any student with a temperature above 99.9 will be sent home. Anytime a student is sick at home or sent home due to illness, said student is not to return to school until:

- He/she has been "fever - free" without fever-reducing medication for at least 24 hours
- In the event of stomach or intestinal illness, he / she has eaten regularly without incident

Students with chronic or serious health issues are to contact the school prior to the first day of school to discuss any necessary and appropriate accommodations. These accommodations are usually summarized in an "Allergy/Health Response Plan" discussed with the school's Administrative Assistant and the parents and reviewed by the local LEA Nurse.

Some St. Peter School students suffer from moderate to severe allergies. It is the responsibility of the parents / guardians to notify the school of all diagnosed allergies and treatment plans from the child's physical, emergency and otherwise. Once the school is notified, an "Allergy / Health Response Plan" will

be created in consultation with the parents, the school's Administrative Assistant and reviewed by the LEA Nurse. The "Allergy / Response Plan" will outline all allergies, emergency response for that child and any necessary accommodations necessary in the child's classroom. If necessary this could include an "allergy sign" posted outside the child's classroom and limiting nuts / nut products into the classroom. In the event this is necessary, all families of the students in the affected classroom keeping the name of the allergy student confidential.

## **Altar Servers**

Boys and girls in grades 4-6 may choose to be Altar Servers at school and parish liturgies. Students are usually trained in the spring of their third grade year. With parent consent, children may be assigned to serve school liturgies and volunteer at parish liturgies. Students are encouraged to continue serving even after they leave St. Peter School

## **Arrival / Departure Times / Protocols**

St. Peter's school day hours are 7:45 am - 2:45 pm. Students are to arrive between 7:15 am and 7:45 am. The tardy bell rings at 7:45 am. Any student arriving after 7:45 am must be walked to the front door and signed in. Dismissal begins at 2:42 and all students are to be picked up by 3:00 pm

### **Arrival Protocol:**

- Buses drop off students at the parking lot entrance adjacent to Columbia Avenue. Parent or Staff Morning Duty Monitors observe all students as they walk from the drop-off point to the school entrance.
- Vans and cars are to enter the school parking lot by pulling in the church entrance off of Church Street and proceed carefully behind the church and continue straight, stopping at the Stop sign and then dropping students off just beyond the "island."
- If parents want to walk students to the school entrance, cars are to be parked in the Hall parking lot

### Dismissal Protocol:

- At dismissal van riders from local school districts are dismissed first from the “ramp entrance”
- After “van riders” are on their vans, the Somerset Transfer Bus is dismissed. All SASD bus riders ride the Transfer Bus to the Somerset High School where they board their regular buses home
- After the SASD bus leaves the parking lot, “car rider” students are dismissed from the ramp entrance to their parents who must be physically identified by the principal or staff person coordinating the dismissal.

## Assignment Books

Students in grades K-6 will be issued an Assignment Book at the beginning of the school year. This assignment book is to be kept with the student at all times. Parents should check the book every night for homework assignments or notes from the teacher. A parent signature is required nightly. Students are responsible for purchasing another book from the office if they lose the original. \* COVID-19 Symptom Checklists will be attached to the back cover of Assignment Books for parents to initial each morning as part of the school’s Health and Safety Plan.

## Attendance

**\*\* ATTENDANCE POLICIES MAY BE MODIFIED ON A CASE BY CASE BASIS DUE TO COVID-19 PANDEMIC\*\***

St. Peter School regards attendance as an important part of the learning process; therefore when any student is absent from class, in the building or virtually, they are missing an important part of their education. Repeated or frequent absences make it difficult for a child to maintain academic progress and can be a cause for a child falling behind. The intent of our Attendance Policy is not to punish students but to stress to students and parents their responsibility with regard to attendance. *The following directives are in addition to the Attendance Policies listed in the Parent/Student Handbook for the Altoona-Johnstown Diocese:*

- When a child is home sick, the parent/guardian is to call the school office to report the absence of their child. Calls will be made to the home or place of employment by 9:00 A.M. to check on an unreported absence.

- When the child returns to school after an absence, a written excuse stating the date(s) of and the reason for the absence, with the signature of the parent/guardian, is required within **THREE** days. All excuses are kept for our records for the current academic year.
- We strongly encourage parents to utilize school breaks during the school year or summer for travel. Any “vacation” or “trip” absences beyond 5 Educational Days allotted will be counted as “Unexcused.”

### **Excused Absences**

Student absences will be considered excused for the following reasons:

- Personal illness or serious illness or death in the immediate family
- Emergency medical or dental attention
- Educational Travel/Experience Days – Students may be excused from school for educational travel or experiences for a period of up to 5 school days per year. Parents are to request an Educational Leave form and return it to school at least two days prior to the date(s) of the travel or experience. Students will make up work upon return from educational travel/experience days. Work will not be given out before the absence(s). Any missed days for travel beyond the 5 allotted days will be marked as “unexcused” and could risk consequences (see “Unexcused Absences)
- Suspicion of COVID-19 exposure/symptoms or diagnosis of COVID-19.
- Any quarantine (self or directed) due to school or family exposure, per directives of DOH and CDC officials and mandates.

### **Unexcused Absences**

- All absences other than those defined above are considered unexcused absences.
- If a student is absent, a written excuse, signed by the parent, must be turned into the school within three days of returning to school. After 3 days the absence shall be recorded as unexcused.
- Absences for activities other than those approved by the school will be considered unexcused.
- Students who accumulate 20 total absences (unless under extreme medical circumstances or due to quarantine directives) will be considered for retention and referred to the Child Study Team.

### **Request for Missed Assignments**

If a child is home sick, parents may request missed work or homework. Work will NOT be prepared UNLESS A PARENT requests the work BEFORE 8:30 am. When the parent calls to notify the school of the child’s absence, please request work at that time. Work may be picked up from the office after 2:45

pm barring any special circumstances. By then each teacher has had sufficient time to prepare the child's work and bring into the office.

## **Birthdays**

Parents are welcome (but not required) to provide a small classroom treat on or around the time of the student's birthday. ***These must be store bought and packaged separately by the manufacturer to be handed out a time designated by the teacher.*** Due to increased food allergies and health concerns we highly recommend non-edible treats such as pencils, stickers etc. If a child is in a class with an "at risk" allergy student, parents are to email the teacher prior to treats coming into the school to ensure a treat can be arranged for the "allergy" student. *If a student is planning a birthday party outside of school, birthday party invitations must be mailed to students' homes. All are asked to follow Jesus' example of acceptance and inclusion of all classmates.*

## **Book Covers**

The school is provided with book covers and school folders from J. M. Gaske, Inc. This arrangement has been organized by the Diocesan Education Office. **All hardback books must be covered at all times.** The stretchy fabric book covers are not permitted. We welcome anyone to sponsor an ad on our book covers and folders each year!

## **Cancellations / Delays**

During inclement weather or any other event that would cause the cancellation of school or an early dismissal, parents will be notified via the school's School Messenger call system. These announcements are made by phone and text. St. Peter School normally follows the Somerset Area School District closing/cancellation/delay protocol when weather is the issue. St. Peter School will publicize its delays and cancellations on WJAC TV Channel 6 News and use the School Messenger system. If school is dismissed early, St. Peter will be dismissed 20 minutes before Somerset High School. If school is cancelled, any activities to be held that evening are also cancelled. If school is cancelled or delayed in a student's home district but St. Peter School is not, parents are encouraged to drive students to school themselves; however, students will be excused from school that day since transportation is not available. The same is true for delays due to weather. Parents are responsible for updating the school about any changes in phone numbers or emails to ensure communications are received. We strongly encourage

families to “sign up” for the texting option on their cell phones to have announcements instantaneously in case a call is missed. This information is sent home at the beginning of the school year.

## **Cell Phones / Electronics Policy and Safety**

Parents are reminded to monitor all texting, cell phone use and other forms of picture and texting communications of their children as is their responsibility to do so. Any inappropriate or bullying behaviors or exclusionary actions are to be addressed by the parents or guardians. The school reserves the right to become involved with any issues regarding texting or picture texting IF and ONLY IF these behaviors cause negative outcomes at school or interfere with the learning process. The school cannot and will not police student use of electronics outside of school and encourage parents to stay educated about new technology their children are using and to closely monitor their communications as children at the elementary level are not able to fully understand the consequences of their choices and actions. Any student cell phones are stored in the school’s office during school hours.

## **Communication** *(In addition to Diocesan Communications Dirictives)*

St. Peter School maintains a school website at [www.stpetersschoolsomerset.com](http://www.stpetersschoolsomerset.com) which contains school information. The school also sends out monthly newsletters electronically. The school also has a Facebook page and can be found and followed at: @SaintPeterSchool1 as well as an Instagram account at: saintpeterschool1.

## **Discipline**

*A “St. Peter School Specific” Discipline Policy is included in the Appendix and is in addition to the Diocesan Parent/Student Handbook. At the time of printing the Education Office and the diocesan elementary principals are creating a more common Discipline Policy which may be introduced to the school after the start of the year and will be communicated with students and families when it is approved. Signing agreement in the Handbook includes agreement to the Discipline Policy.*

## Dress Code

St. Peter School's Dress Code is included in more detail in the Appendix Section. Students are to follow the school's dress code. Every effort will be made to help students have the appropriate uniform parts as necessary. Disciplinary action for not following the Dress Code may be used if students' refuse to follow the Dress Code repeatedly.

## Homework

Homework plays an important role in students' practice of skills. Homework assignments are definite and within the range of student ability and students should be able to be complete independently.

## Lunch, Hot Lunch & Milk

Students are to pack a healthy lunch each day including a drink if milk is not purchased. ***Soda is not permitted as a drink even as part of a purchased lunch from a restaurant.*** Students in grades K-1 are to pack an extra mid-morning healthy snack as well. Grade 2 will be permitted to bring a snack until mid-year. ***We discourage parents from bringing in purchased lunches unless for a special occasion or due to unforeseen circumstances.*** All lunches **MUST** be at the school by **11:30 am.**

The PTA sponsors a Hot Lunch Program where parent volunteers provide hot lunches on specific days at a minimum price. The children may choose to purchase these meals by the designated dates. If forms & money are not turned in on time, students will need to bring a lunch on the day of Hot Lunch. Hot lunch is usually served in the hall. **FORMS ARE TO BE SIGNED AND RETURNED EVEN IF STUDENTS ARE NOT PURCHASING THE HOT LUNCH.** Milk is available for students to purchase monthly. Forms will be sent home for milk orders each month. Students must turn in the signed milk slip each month to indicate the kind of milk they will be drinking along with correct amount of money in a sealed envelope labeled with child's name. Those eligible for free milk may submit an application at the beginning of the year. ***Beginning with the 22-23 school year, only students who are six years old may purchase chocolate milk per state guidelines.*** Please note this on our new Milk Order Forms. ***Since school milk is subsidized by the state of PA, students must take it and drink it. Other drinks cannot replace the milk. Only a note from a doctor will excuse a child from drinking milk.***

## Mass / Liturgical Events / Sacraments

St. Peter School is a Catholic school and will foster the faith development of students with regular opportunities to attend Mass and other liturgical events. All students will attend Mass every Friday at 11:15 unless otherwise announced. Students are to wear “full uniforms” on any Mass day. Weekly Mass and other liturgical events that students attend:

**\*MASS ATTENDANCE MAY BE MODIFIED DUE TO COVID-19 PANDEMIC\***

- **Weekly & Holy Day Masses:** All students attend Mass every Friday at 11:15 am and on designated Holy Days. Parents are invited to celebrate these liturgies with their children. Parents have the responsibility to see that their children attend Mass or their faith tradition’s service on Sundays.
- **First Reconciliation and Eucharist:** The parent of a child who is preparing for the Sacraments of Reconciliation and Eucharist must attend the required parent sacramental meeting as part of their commitment to their child’s preparation for the sacraments. The date(s) of the meeting will be listed on the school calendar and also in the parish bulletin. These Sacraments are administered in Second Grade. First Reconciliation is usually held during an evening service during Lent and First Eucharist is held on the Saturday morning before Mothers’ Day.
- **Forty Hours & Holy Thursday Procession:** Students participate in two holy processions during the year that honor Jesus in the Blessed Sacrament. The Forty Hours Mass is held in the fall. Holy Thursday Mass & Procession is on the evening of Holy Thursday during Holy Week.
- **Sacrament of Reconciliation:** The sacrament of Reconciliation is offered to the students at certain times throughout the school year. Parents are encouraged to be responsible in seeing that their children go to confession at other times, especially during summer vacation.

## Music Lessons

Instrumental music lessons are offered by a private contractor to students in grades 2-6 and are taught before, after or during school hours. These lessons are contracted with the instructor and all payments are made directly to the instructor. Information about instrumental lessons and age requirements are included in a letter at the beginning of the school year. Instrument teachers are privately contracted by parents and they have all necessary background checks and clearances as mandated.

## **Parent Teacher Association (PTA)**

Parents/guardians of students who attend St. Peter School are members of the PTA. Their main function is to support the school with service and fundraisers. Meetings are held five times a year and announced to the school community.

## **Parent / Teacher / Student Conferences**

All parents are required to attend at least one Parent / Teacher / Student Conference per year. The purpose of these conferences is to:

- Inform parents of student's progress and performance
- Collaboratively discuss ways for students to continue to grow and develop and be successful in the classroom
- Foster a positive relationship between teacher, student and parent(s) / guardian(s)

Students are expected to attend conferences.

## **Parking**

No cars are permitted in the semi-circle in front of the school from 6 am – 3:15 pm. When there is a need to park at the school, please use the designated parking spots on the other side of the semi-circle island or next to the Parish Hall.

## **Physical / Dental Guidelines / Immunization Policy / Health Screenings**

In compliance with Pennsylvania State School Health Laws, all students must submit the following to St. Peter School prior to the first day of Kindergarten:

- Immunization Record
- Report of Physical Exam
- Report of Dental Exam

In addition the following screenings are required:

- Report of Dental Exam prior to Grade 3 and Grade 7

- Report of Physical Exam prior to Grade 6

In addition to the above records, proof of all required immunizations according to PA DOH are all due within five days of the first day of the school year

A nurse from Somerset Area School District is assigned to St. Peter School. He / She conducts yearly screenings for vision, hearing, height and weight. Reports are sent home if there are any concerns. The nurse also oversees all student health records, administers any and all medications (if a family member is not available) and reviews any other student health issues.

## **Power School / Schoology**

All diocesan schools use PowerSchool as its student information system (SIS). Student demographics, attendance and grades are entered into PowerSchool by the school. In the summer of 2020, St. Peter School and all diocesan schools adopted the use of a Learning Management System called Schoology. Schoology provides a safe and versatile environment for students to receive instruction and complete classwork during any remote learning or as an option in the classroom. Parents and students are given access codes/username etc. to access these platforms at the beginning of the school year.

## **Special Services**

The following personnel are provided to our school through state and federal programs or the school district in which the student resides:

- **IU08 Speech Therapist** works with students who have identified speech problems or incorrect language patterns. *A child can be referred for a short Speech Screening by the teacher at any time. If the results of this screening show that the child should be evaluated further, a phone call or letter will follow to parents from the Speech Specialist.*
- **IU08 Act 89 Reading Specialist** works with students functioning below grade level in reading.
- **Title I Math & Reading Teacher** works with students requiring special support services in math or reading.
- **IU08 Guidance Counselor** meets with all classes once a week to present an approved Guidance program and is available for individual sessions as needed or requested.

## **Supplies**

In the spring of the school year, each teacher will send home a detailed list of the supplies that students are to bring the first day of the next school year. In addition, students are to have a backpack/book bag and a lunch box, and a good pair of winter boots (easy to slip on and off.) Supplies should be checked and restocked by parents throughout the year. There is a \$10 Supply Fee for each child each year as well towards the cost of learning supplies purchased by the school.

## **Technology / Technology Fee**

St. Peter School provides technology to augment learning in the classroom. This includes one iPad per student. These are also used if and when to facilitate remote learning. Students and parents sign a “User Agreement” at the beginning of the year that outlines the expectations, responsibilities and care of the student iPads. Due to the increased use of technology software and hardware, there will be a \$50 Technology Fee assessed per student each school year to offset the cost of devices, wireless capabilities, software for curriculum as well as security and licensing fees.

## **Transportation**

The safety of every child travelling to and from school each day is of extreme importance. St. Peter Schools dedicates much time each morning confirming each child’s transportation and parent cooperation and communication is vital to accomplish this. We are blessed to have a positive working relationship with local public school districts that provide transportation to those who need it and we will do all we can on our end to ensure continued safety for all students. Due to specific days during the year when St. Peter School is or is not in session and local districts may or may not be in session or dismiss earlier, we have developed some key “transportation categories” including:

- Modified Busing
- Special Busing
- Code Blue Busing

A separate form is sent home to families each August to arrange their child’s transportation and designate who is or is not permitted to pick children up from school. *See Transportation Appendix for full explanation of Transportation Options and Requirements.*

Safety and proper social attitude on bus transportation is of prime concern. Any student who cannot maintain self-discipline while utilizing transportation, forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus and in accordance with the Pennsylvania School Code; he/she has the same authority as a teacher. The relationship between the driver and student is one of cooperation. No pupil will be permitted to get on or off at any stop other than his/her established stop unless written consent is given from the parent/guardian and approved by the school office. Violations of bus regulations are divided into minor and major violations and will receive appropriate disciplinary action. ***St. Peter School also reserves the right to enforce its own disciplinary measures in addition to measures from the bus company when necessary.*** Following are the Discipline guidelines from the bus company:

**MINOR VIOLATIONS:**

1. Trying to distract the bus driver's attention.
2. Discourteous and/or disobedience to driver or other children
3. Refusing to sit in assigned seat
4. Standing or changing seats while the bus is in motion
5. Crowding to the door before the bus stops
7. Pushing and jostling when getting on/off the bus
8. Throwing objects in the bus or out the bus windows
9. Eating food or drinking on the bus

**DISCIPLINARY ACTIONS FOR MINOR VIOLATIONS:**

1. First Offense: Warning only by the bus driver or report by the bus leader
2. Second Offense: Warning and written report by bus driver to school office
3. Third Offense: To be the same as that for a major violation of conduct

**MAJOR VIOLATIONS**

1. Destroying bus property

2. Swearing or using vulgar language
3. Fighting
4. Anything which impairs or endangers the lives of the students and/or bus driver
5. Threats of any kind of harm, physical violence, weaponry or other violent language

DISCIPLINARY ACTIONS FOR MAJOR VIOLATIONS:

1. First Offense: Offender is suspended from bus for five (5) days or until such time as parent/guardian has met with school officials and a pass is presented by the student to the bus driver from school officials
2. Second Offense and Subsequent Offenses: Same procedure as for the first offense except that suspension shall be for one month. Students with repeated violations will be subject to permanent suspension from the bus for the rest of the school year.

## **Tuition**

The cost to educate each child is approximately \$5000. Based on income levels, parents may apply and receive tuition assistance through the Central Pa Scholarship Fund each year using the Simple Tuition Solutions management system. These funds are provided by individuals and businesses that designate their tax credits to St. Peter School through the Earned Income Tax Credit Program (EITC.) Information about how to participate in this program is available to anyone who is interested in helping our school in this way. Families also receive Parish Scholarship resulting in their “Family Participation” amount for each year. Statements explaining tuition / scholarship / family participation / tuition due dates are sent home at the beginning of each school year.

It is noted that the St. Peter’s Parish continues to financially support each student at St. Peter School to keep tuition low. It is expected that all school families will continue to support the church in their weekly contributions and at parish events and fundraisers.

## **Volunteers**

St. Peter School has always been blessed by strong parent and volunteer support. Parents are given the opportunity at the beginning of the year to sign up for various volunteer opportunities. A separate Volunteer Code of Conduct is included in the Appendix of this Handbook. All volunteers must have all required paperwork, clearances, and trainings completed and on file at the school and diocese prior to volunteering at any time.

## **Youth Protection/Safe Environment Adult & Student Programs**

Every volunteer at St. Peter School, family member or non-family member, must complete the Diocesan “Youth Protection” training program and complete all state and diocesan background checks. Students also participate in a “Safe Environment” educational program each year. This program is about personal safety measures and is taught by a designated instructor. Parents/Guardians receive detailed information about these classes prior to the presentations.

# Appendix



## St. Peter School Dress Code

### Boys:

#### EVERYDAY ALL YEAR:

Navy blue pants with belt loops (no “cargo” pants) light blue polo or dress shirts, crew-length socks, appropriate shoes

#### FULL UNIFORMS / MASS:

Navy blue pants with belt loops, light blue dress shirts, navy blue tie, crew-length socks, dress shoes (See SHOES below)

#### SEPTEMBER & MAY:

Knee-length navy blue shorts or pants, light blue polo or dress shirts, crew-length socks, appropriate shoes

#### SWEATERS:

Boys are permitted to wear navy blue pullover sweaters

### Girls:

#### EVERYDAY ALL YEAR:

Plaid jumper or plaid skirt or navy blue uniform pants, white turtleneck, blouse or polo shirt, white, blue or green PLAIN ankle socks, knee socks or tights. (No patterns) Pants are NOT to be tight fitting (legging or jegging material) but are to be “loose-fitting” dress pants that hang loosely around the leg and have belt loops. ***Jumpers and skirt are to fall to the knee or within 1-2” above or below the knee at all times.*** Appropriate shoes required.

#### FULL UNIFORMS / MASS:

Plaid jumper or plaid skirt, white turtleneck, blouse or polo shirt, white, navy blue or dark green ankle socks, knee socks or tights, dress shoes (See SHOES below)

#### SEPTEMBER & MAY:

Navy blue shorts, skirt or pants or plaid jumper or skirt, white polo shirt or blouse, white, navy blue or dark green ankle or knee socks

**SWEATERS:** Girls are permitted to wear navy blue or white cardigans.

### Shoes:

**EVERYDAY ALL YEAR:** Students may wear dress shoes or tennis shoes on any regular day. Shoes should be clean and fit securely at all times. Boots are to be worn to school and shoes brought in a separate bag anytime there is snow on the ground. The following shoes are NOT ACCEPTABLE for school uniforms: booties, “light-up” shoes, wheeled shoes, open toe or high-heeled shoes, sandals, clogs or crocs. “Dude” shoes can be worn on non-Mass days if they stay secured on feet.

**FULL UNIFORMS / MASS:** Students are expected to wear dress shoes on any days there is Mass. *Boys dress shoes are to be black or brown. Girls dress shoes should be plain (no sparkles or glitter or patterns) and should be black, brown, navy or dark green and should fit securely on feet. No “Dude” shoes on Mass days.*

**GYM DAYS:** Students are to wear tennis shoes (no “Dude” shoes) on Gym Days (or bring if weather requires boots)

**Gym Uniforms:** Students are to wear their gym uniforms on the designated Gym Day.

#### BOYS AND GIRLS GYM UNIFORMS:

*Gym uniforms are to be purchased at the school.* Royal blue St. Peter sweatpants and sweatshirts or St. Peter “hoodies,” St. Peter t-shirt. All are to be purchased at school. T-shirts from St. Peter’s Bible Camp or Winter Carnivals are also acceptable or any t-shirt that says “St. Peter School.” Tennis shoes are also required.

**SEPTEMBER & MAY:** Students may choose to wear navy blue uniform shorts in place of gym sweatpants.

#### Boys & Girls Other Uniform Guidelines:

**HAIR AND HEADWEAR:** Caps, bandanas, dyed hair or gaudy hair ornaments are not permitted. *Girls’ hair bows are not to exceed 4” from end to end or in length on any day of the week.* Parents should use good judgment with students’ hair length so that it does not become a distraction. Hair may not cover the eyes and boys’ hair length must be above the shirt collar and above the eyebrow. Hair is not to be colored, *or be cut or styled in any “nontraditional” way including mohawks*

**JEWELRY, NAILPOLISH, OTHER:** Body piercings other than earrings for girls are not allowed. No ear or other piercings for boys. Girls are only permitted to wear clear or pale pink nail polish. No artificial nails or nail tips are permitted and nails for boys and girls should be clean and trimmed. Students are not to have any visible tattoos.

**DRESS DOWN DAY / FILED TRIP / PICTURE DAY DRESS PROTOCOL:** No sleeveless shirts or any clothing that expose the shoulder; ripped or torn clothing, or any clothing that has excessive or inappropriate, suggestive or disrespectful words or graphics including weaponry. *If parents choose a sleeveless dress for pictures or a top/ dress that shows the shoulders, students are to wear a sweater before and after picture is taken.* Girls are not to wear leggings or tight-fitting yoga pants.

**ANY SHORTS WORN TO SCHOOL FOR ANY REASON ARE TO BE KNEE-LENGTH**



## **ST. PETER SCHOOL DISCIPLINE POLICY**

Rev. 8/21

Discipline is an important aspect of the students' daily life. Recognizing the need for the development of the whole child spiritually, morally, physically, socially and academically, standards of behavior are necessary. Together as parents and St. Peter School faculty we will teach and expect our students to observe all school regulations. The joint effort will instill in our students accountability for one's own decisions and actions and the responsibility to accept the consequences, two very essential life skills.

It is our intention that the students will gradually become self-disciplined. With a focus on personal choices, we aim to help students realize the negative choices they make in their behaviors and help them realize more positive choices they could have made instead. Part of this approach is the need for students to take responsibility for their choices, admit their fault, apologize for their offense, bear whatever disciplinary consequences there are and then move on in a positive manner. As their first teacher, the family has a strong influence in aiding our students to respect and honor our discipline policy as it a strong example of what our faith teaches us about reconciliation and personal responsibility and humility. When there is a concern about discipline policies, parents are encouraged to talk with the teacher involved first to have a full account of the incident. As with the gift of reconciliation, students are instructed that after disciplinary incidents are over and consequences are completed, each student gets a chance to start over and make better choices in the future.

### **UNACCEPTABLE CONDUCT**

Any conduct that hinders the learning process, defies the stated policy of the school or classroom teachers, creates an unsafe condition or otherwise violates the principles of Catholic teaching is punishable, whether it occurs in the school building, on the church grounds, or during school- sponsored activities off school property.

#### **Be respectful:**

- Students will show respect to teachers, parents, volunteers, and fellow students through words, gestures, tone of voice and facial expression.
- Students are expected to use good Christian behaviors in their interactions with friends and peers during class and recess including and not limited to: refraining from gossip or talking behind someone's back, being sure to include any student in play or activities, not telling secrets, using words that "build up" and don't "tear down"
- Students will follow instructions the first time.
- Students will participate in the learning process without talking out, disturbing others, leaving his/her seat, or sharpening pencils during instructional time.
- Students will display reverent behavior in church and participate in responses, prayers and song.
- Students will not chew gum on school property or on the bus.
- Students will not eat snacks of any kind at inappropriate times.
- Students will use appropriate language everywhere including the playground.
- Students will follow the Altoona Johnstown Diocesan "Building Peacemakers" policy.

- Students will limit artwork to appropriate topics and places.
- Students will dress according to the school dress code.
- Students will not bring cell phones, ipods, or electronic devices of any kind to school.

#### **Be Prepared:**

- Students will write all assignments in the assignment book.
- Students will complete all assignments.
- Students will submit all assignments on time.
- Students will have a parent or guardian sign the assignment book nightly.
- Students will have all materials ready for class - pencils, notebook, scissors, etc.
- Students will have a parent or guardian sign all tests and return them.
- Students will have their Library Books in Library class each week.

### **DISCIPLINARY MEASURES**

A student whose conduct is in any way unacceptable will be subject to the following procedure.

#### **Kindergarten**

The Kindergarten discipline policies will be sent home with parents at the beginning of the year. They are to be reviewed by parents. By signing the agreement sheet at the end of this policy, parents and students are agreeing to uphold the above rules and the Kindergarten classroom management policy as well.

#### **Primary Grades 1-3**

##### **Verbal Warning**

Upon the first offense, the teacher will discuss the matter with the student and give the student the opportunity to correct the behavior or deficiency.

##### **Second Verbal Warning**

Upon the second offense, the teacher will discuss the matter with the student. The warning will be logged in the Assignment Book so parents will be notified of the second verbal warning. It is the parent's responsibility to maintain communication with the classroom teacher and the school administration by daily reviewing and signing the assignment notebook.

##### **Written Warning**

Upon the third offense, the teacher will issue Reflection Room and the student will spend 10 min. during recess in the Reflection Room. The student will fill out a Reflection Form which will be signed by the teacher giving the reflection, the teacher on duty and then sent home for the

parent's signature. These forms must be returned the next day or subsequent reflection will be given. The parent will receive written notice of the punishment in the student's homework notebook and a log is maintained. It is the parent's responsibility to maintain communication with the classroom teacher and the school administration by daily reviewing and signing the assignment notebook.

### **Second Written Warning**

Upon the fourth offense, the student will spend the entire recess time in the Reflection Room. The student will fill out a Reflection Form as stated above.

### **Phone Call**

Upon the third visit to the Reflection Room in one month, the parent will be called to discuss the behavioral or work concerns indicated by the repeated offenses. A conference may be scheduled with the teacher/student/parent/principal at this time. Parents are alerted that the next offense will result in after school detention.

## **Intermediate Grades 4-6**

**\*Due to grades 4-6 switching classes, behavior logs will travel from class to class with the students.\***

### **First Offense - Verbal Warning**

Upon the first offense, the teacher will discuss the matter with the student and give the student the opportunity to correct the behavior or deficiency. If the child is committing the same offense repeatedly, a teacher may forego the Verbal Warning and directly give a Written Warning and Reflection Room upon the first offense in one month.

### **Second Offense - Written Warning**

The second incident will result in the students spending 15 min in the Reflection Room during recess. The student will fill out a Reflection Form which will be signed by the teacher giving the reflection, the teacher on duty and then sent home for the parent's signature. These forms must be returned the next day or subsequent reflection will be given. The parent will receive written notice of the punishment in the student's homework notebook and a log is maintained.

### **Third Offense - Written Warning**

Upon the third incident the student will spend the entire recess time in the Reflection Room. The student will fill out a Reflection Form as stated above.

#### **Fourth Offense - Written Warning with Phone Call**

Upon the fourth incident in one month, (third visit to the Reflection Room) the student will spend the entire recess time in the Reflection Room. The student will fill out a Reflection Form as stated above and a phone call will be placed to the parents. A conference will be held, either on the phone or in the school. Strategies will be discussed on how the parents and faculty may work together at home and at school to improve the student's behavior. Parents and student will be advised that the next offense in that month will result in After School Detention.

Grades 1-6 Further Disciplinary Actions:

#### **After School Detention**

**After a child has been sent to the Reflection Room three times in one month, the next offense will result in After School Detention as assigned by a teacher, the principal, or pastor. Parents will be notified of the date and they are responsible for the student's transportation home. After-school reflection is held after school from 3:15 p.m. to 4:15 p.m. Students will be picked up promptly at the front entrance of the school. At this stage privileges such as field trips, and/or special presentations, may be taken away.**

#### **Suspension**

An in-school suspension (in which the student comes to school and works isolated from others) can be imposed when repeated interventions have failed to improve behavior. Suspension will be imposed at the discretion of the principal. The student will be readmitted to class only after a conference with parent, teacher, student and principal.

#### **Immediate Suspension for Serious Offenses**

Any student who uses or possesses drugs, alcohol, or tobacco, commits a serious act of vandalism, seriously inflicts or threatens physical harm upon another student or teacher, or brings a weapon to school will be immediately suspended. The suspended student will not be permitted to enter the school until the parents, teacher, principal and student have agreed upon a course of action intended to correct such misconduct.

#### **Expulsion**

Repeating the same or another serious offense may lead to a student's expulsion from school after the principal has had a conference with the student's teacher, parent or guardian, and pastor. In accordance with Act 26 any student bringing a weapon onto school property or to a school program or school-sponsored activity may be expelled for not less than one year.

## **Other**

Any other disciplinary action will be decided on a case-by-case recommendation by the principal.

With the “Successful School” program, misbehaviors are tallied by offense. These tallies are maintained by every teacher in the building, not necessarily the student’s homeroom teacher. This enables us to monitor behavior problem areas in order to bring about change. Positive behaviors are rewarded within each classroom and school-wide. Each month the student has a chance to begin again with a new start. It is the parent’s responsibility to maintain communication with the classroom teacher and the school administration by daily reviewing and signing the assignment notebook. In this way written warnings will not be missed.

***The Principal and teacher (with the approval of the Principal) reserves the right to bypass warnings if it is felt there was disregard for the rules or the offense was a serious nature.***

*At the time of printing the Education Office and the diocesan elementary principals are creating a more common Discipline Policy which may be introduced to the school after the start of the year and will be communicated with students and families when it is approved. Signing agreement in the Handbook includes agreement to the Discipline Policy*



# ST. PETER SCHOOL

433 WEST CHURCH STREET | SOMERSET, PA. 15501 | 814-445-6662

## St. Peter School Volunteer Code of Conduct 2022-2023

8/21

Volunteers are a wonderful and necessary part of our school. We appreciate and respect all adults who take time to volunteer in any way during the year. With the COVID19 pandemic, sadly many of our volunteer opportunities have been modified or suspended as outlined in our Health and Safety Plan. The following guidelines are in place for all volunteers still able to help out in the given parameters at this time. St. Peter School students are taught to be respectful of themselves and their school but most importantly to each other and adults. Therefore, each volunteer is to be respected as though he or she were a faculty member. We ask that volunteers read the following guidelines concerning their responsibilities and school expectations, and then sign and return the second page to the school.

### **CLEARANCES**

All volunteers must have all current state and diocesan clearances, paperwork and trainings complete and on file at the school office and diocese prior to volunteering the first time

### **CELL PHONES / PICTURES**

The safety of our students and the expected privacy for all families is our primary concern. ***Volunteers are not permitted to use cell phones while volunteering in the school, or during Recess or Lunch Duty. This includes texting, phone calls or taking pictures or videos and being on social media.*** If a phone call must be made, please excuse yourself to the office. When volunteers are responsible for monitoring students, this requires a great deal of focused attention to keep all students safe. We also respect each family's privacy and are ***obligated to ensure that pictures of students are not taken during school time OR SCHOOL EVENTS / FIELD TRIPS or pictures posted on social media without explicit permission from parents.*** Volunteers ignoring this directive will not be permitted to volunteer or help with school events. We appreciate your cooperation. **No pictures are to be taken of any students, even your own, while serving as a school volunteer.**

### **CONFIDENTIALITY, CHAPERONES & VOLUNTEERS**

Volunteers have ***the responsibility of maintaining confidentiality in regard to students and teachers and interactions within the classroom.*** While we respect and appreciate our volunteers, it is important that

volunteers refrain from discussing information about students and/or teachers that they may be privy to while volunteering in or outside the school. This includes times when volunteers are in the classroom or school, during Hot Lunch or at any other school function. All field trip chaperones MUST ride the bus transportation with students as this is part of the chaperoning responsibilities. Only extreme medical situations will warrant a parent driving him or herself to a field trip and these must be pre-approved by the office.

### **YOUNGER CHILDREN/SIBLINGS**

Siblings are permitted to accompany parents for Morning / Recess Duty as long as parents can maintain their responsibility to monitor students at all times. Siblings are never permitted to accompany parents who serve as field trip chaperones. The school reserves the right to limit sibling accompanying parents at any time due to COVID restrictions or other health and safety reasons.

### **FOOD ALLERGIES**

Due to students enrolled at St. Peter School with severe food allergies, parents and volunteers are NOT to bring in any food to share with their child or other children in the morning, or during recess duty. ***Parents are also not to eat any nuts or foods with nuts while volunteering or chaperoning at any time.***

### **CLASSROOM PARTIES**

*At this time, it is unclear if we will have Classroom Parties this year due to COVID19.*

There is a limited amount of time allotted for parties. ***Party foods should be healthy and drinks are to be caffeine free.*** Please limit the amount of food served since we want to limit waste. The “Party Planner” is selected at the beginning of the year from interested family members. The “Party Planner” is in charge of organizing the class party and should make every effort ***to include all parents who are interested*** in helping with parties. We will make every effort to be fair and allowing different parents serve as “Party Planner” each year.

### **MORNING DUTY**

- Please be in the school BEFORE 7:15 am and depart after the 7:45 am Tardy Bell. Volunteers are required to wear masks in the building and while on school grounds. Younger children cannot accompany adults while volunteering during the COVID19 epidemic.
- A faculty or staff member may also be on duty at both entrances for health screenings at the beginning of the year.
- If at the ramp door, please step outside when buses are unloading along Columbia Ave. and watch until students are safely on the closer side of semi-circle. Please open the door for students and help staff with monitoring students as they have their temperatures checked and proceed to homerooms.
- Students will be dismissed directly upon entering the school after washing hands

- Volunteers will continue to monitor the doors till the Tardy Bell at 7:45 am to assure safety of all students arriving and opening doors for them.
- Doors should not be propped open for long periods of time.
- If you cannot make it on your assigned day, please try to get a substitute, or call the school.

## **RECESS SUPERVISION**

- Parents will be permitted to monitor recess inside and outside. This could change given any COVID or health related situations.
- When recess is staggered, volunteers will remain outside for recess A and B. Recess concludes at 12:40pm
- If any mask mandates are in place, parents may be required to wear masks for recess Duty.
- Out front recess locations: (When staggered)
  - Recess A: Grade 2 plays across the bridge and Grade 1 plays in front of the school
  - Recess B: Grades 3 & 4 play in front of the school; Grades 5 & 6 play across the bridge
- Out Back recess locations:
  - Students will take turns by grade level on days permitted on swings and/or playground
- During recess, students are not to be touching each other in any way.
- All injuries / disciplinary situation are to be immediately referred to the teacher on duty
- At least one two school staff will serve at every recess along with
- Across the bridge, one staff /volunteer is to be standing at parking lot entrance along Columbia Avenue and the other walking around at all times to monitor students.
- In front of the school, one staff / volunteer is to be standing on either side of the “island” where traffic comes
- At all times, volunteers / staff are to be monitoring students and scanning the surrounding areas for strangers, loose dogs/animals and bringing any concerns to the staff person on
- If a stranger approaches any student play areas, a staff / volunteer is expected to approach them cautiously and ask their purpose and advise that while school is in session they are not permitted in student
- Staff and volunteers are to refrain from using recess time for conversations or playing games with students so we can assure that all students are being monitored and everyone is alert to any dangers at all times.
- In the event that danger is imminent, the office is to be notified that the bell should be rung for all students to immediately enter the building.
- Along with monitoring students for safety issues, staff and volunteers are to be watching and listening or any words or behaviors that could be excluding others. If this occurs, the staff on duty are to be alerted
- Staff and volunteers are asked to not retrieve balls from the creek. Maintenance will do this after recess
- Students are not permitted to use hula hoops or jumprobes for anything other than their purpose
- Student play is never to include physical
- Be sure that and adult is always the last one to enter the

- Volunteer and staff are not to use cell phones (unless it is an emergency) during recess nor should volunteers or staff be taking pictures unless a staff person is doing so for the school's use.

Final Reminders:

**RECESS OUT BACK**

Only students with jump-ropes are permitted on the concrete in front of the shed when playing out back. No students are permitted around the back of the garage, the charcoal pit, or near the creek area. Tackle football is never allowed along with pushing, shoving, or piling onto the ball. The ball is automatically confiscated if a verbal warning is not heeded. Volunteers are encouraged to have football players take a timeout for rough play. Students are NEVER permitted to go into the creek to retrieve a ball.

**RECESS OUT FRONT**

Football and basketballs are not permitted when recess is out front. Students are not to be in the gazebo or on the grass excessively. Always be alert for traffic.

***PLEASE MAKE EVERY EFFORT TO BE PRESENT FOR RECESS DUTY AND IF POSSIBLE NOTIFY THE SCHOOL OR FIND A REPLACEMENT IF YOU ARE UNABLE TO BE HERE ON YOUR DAY. IF WE DO NOT HAVE ENOUGH RECESS DUTY VOLUNTEERS ON ANY GIVEN DAY, RECESS WILL BE HELD INSIDE. THANK YOU!***

After reading the Volunteer Code of Conduct, please sign the acknowledgment sheet below and tear off and return that sheet only to the school. Please keep the Code of Conduct information for your reference. If both parents plan to volunteer, both should sign. Thank you.

(If there are any other family members – grandparents, aunts/uncles – who volunteer from your family, please request an additional packet from the office as they will need to sign an Agreement as well. Thank you.)

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### Volunteer Code of Conduct Agreement Form

I have read and understand the **Volunteer Code of Conduct** for the 2022/2023 school year. I agree to uphold all the rules and guidelines as a volunteer of St. Peter School.

Volunteer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Volunteer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## St. Peter School Transportation Form

The safety of each child travelling to school and home each day is of extreme importance to us. We spend a great deal of time each day confirming each child's transportation and parent cooperation and communication is vital to accomplish this. We are blessed to have a positive working relationship with local public school districts that provide transportation to those who need it and we will do all we can on our end to ensure continued safety for all students. Due to specific days during the year when St. Peter School is or is not in session and local districts may or may not be in session or dismiss earlier, we have developed some key "transportation categories." *For the safety of all children, **ALL PARENTS ARE TO READ THE INFORMATION BELOW AND THEN COMPLETE THE ATTACHED FORM AND RETURN TO SCHOOL BY WED., APRIL 18<sup>TH</sup>.** Please keep this Information Page for reference throughout the year.*

### **Regular Transportation**

Regular everyday transportation, morning drop off and dismissal transportation is in effect. We will often refer to "regular transportation" if school is delayed due to weather. This means that whatever your child's transportation is normally will be in effect. You will indicate your preferences for "Regular Daily Transportation" on the attached form.

### **Modified Busing**

When SOMERSET AREA SCHOOL DISTRICT (SASD) has a scheduled "early out" and St. Peter School has a full day of school, you will see a school bus symbol on the calendar and a reference to "Modified Busing." Somerset bus routes are modified to provide transportation for ONLY our students at our regular dismissal time. (see calendar for dates) Students board buses here and then go directly home. Vans run as usual on these dates. You will be asked to designate your child's "Modified Busing" on the attached form for the year. Any changes for a MODIFIED BUSING day must be made with a hand-written note received the MONDAY prior to the Modified Busing Day.

### **Code Blue Busing**

SASD is closed due to UNPLANNED closure (Pandemic related); These are not on the school calendar and could occur on any day. These lists will be set up ahead of time and only minimum changes can be made last minute. Changes for students who ride different days due to parent custody issues will be honored.

### **Special Busing AM/PM**

Throughout the school year there are days that St. Peter School is in session for a regular school day and Somerset Area School District (and possibly other surrounding districts) does not have school at all. We try very hard to limit these days as they can be inconvenient to families with students in multiple schools. Recent changes to state laws concerning non-public schools and Professional Development Days or Act 80 Days have decreased the number of days we are permitted to have each year. This means that we may go to school on some of the days that other schools do not to ensure 180 days of instruction. Transportation for these days will be set up separately throughout the year. Bus and van transportation will be provided; however Somerset buses will run alternate routes for just our students in the morning and afternoon. More information will be sent home well in advance of these dates and they are on the school calendar. All families will be required to return a "Special Busing" form each time these days occur during the year indicating how your child(ren) will travel to and from school on these days.



### **Transportation Changes**

On a daily basis we are responsible for ensuring the safe arrival of students to school and their arrival home at the end of the day. To this end, we have a very tight protocol concerning daily transportation and any changes that need to be made. Unless there is an extreme emergency, all transportation notes are to be turned in as follows:

- All notes are to be HANDWRITTEN, SIGNED AND DATED and sent in 1 PER STUDENT and state the date of the change.
- All notes for changes to transportation that day are to be turned into the office by 9am. WE HIGHLY RECOMMEND STAPLING TRANSPORTATION NOTES TO THE ASSIGNMENT BOOK PAGE SO STUDENTS DO NOT MISPLACE AND NOTES ARE SEEN FIRST THING IN THE MORNING. We often have to search book bags for post-it notes so thank you for your cooperation.
- We cannot accept emails or phone calls unless there is an unforeseen emergency circumstance. On any given day, the school secretary could be out or email service can be down.
- Please DO NOT tell your child you may or may not change their regular transportation that day or neglect to communicate with our office about any changes using the above protocol. So often students come to the office very worried or upset asking if their mom or dad called during the day or they panic at dismissal if they think their dismissal is different because of something that was said at home. This causes them emotional turmoil including tummy aches or headaches, loss of focus during learning and possibly dismissal being delayed for everyone at the end of the day when there is this confusion.

### Other Transportation Information

- Arrival times: arrival times for all students are as follows:  
**Student Drop Off Times: 7:15 am - 7:45 am.** *Students are not to arrive at school before 7:15am. If this is a serious hardship for any family due to work schedules, please email Mrs. Harris or call the school by August 18<sup>th</sup>.*  
**Tardy Bell: 7:45 am.** *If children are dropped off after 7:45 am , a parent must accompany children to the door and sign them if as "tardy." Doors will be locked and students will be unattended at the door if parents do not walk them in.*  
**Please note that anytime a bus or van drops off students after the tardy bell, students are never marked "tardy"**
- Any COVID protocols or procedures related to social distancing, masks and/or cleaning of district buses or vans will be set by each district and therefore any questions concerning this are to be directed to the local school district transportation office that provides your transportation.
- Students are only permitted to ride their assigned bus or van home and cannot ride alternate buses or vans for any reason unless specifically approved by St. Peter School and the local school district. The only change permitted for a bus or van rider is changing to a car rider at the end of the day which requires a written note by 9 am on the same day. Emergency situations will be decided by the principal and transportation office(s).
- Modified and Special Busing routes are planned out meticulously for our students including times students arrive to and from school. Last minute changes are not permitted to ensure that ALL students arrive home at close to the designated times as changing one student can affect other students arrival time.
- If a district closes or delays school due to weather, and St. Peter School does not, transportation follows the district and may not be available. We will communicate with these families directly when this occurs.
- Students (especially students in Kindergarten and the primary grades) who will or POSSIBLY or only OCCASIONALLY ride a school bus during the upcoming school year, are encouraged to ride that transportation the first day and week of school. There are many additional staff and safeguards in place at this time that will not be available later in the year.
- Students are to abide by all transportation rules and behavior guidelines set forth by the local district. Any student that is written up by the transportation office will also have consequences here at school. We expect our students to represent our school with their best behavior and good manners at all times.
- Please indicate at the bottom of the attached form any and all approved "pickup" persons that can pick up your child on any day they are a scheduled car rider. Only those people on the list will be permitted to pick up your child. ***It is helpful to alert the office when someone new on your list is picking up a student for the first time. Identification may be required.***
- If at any time someone NOT on your child's Approved Pickup List is going to pick your child up after school, please send in a written note. That person will have to show ID at dismissal.
- If your child is going home with a friend or with anyone else that is not a regular "pick up person," we must receive a note from both children's parents to be sure there is consent from both parties.



## ST. PETER SCHOOL TRANSPORTATION INFORMATION FORM 2022-2023

**ALL FAMILIES please fill in St. Peter School student(s)' names and complete Parts 1, 2 and 3. All Transportation Forms are due in the school by Thursday, August 18, 2022.**

Parent(s) Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_

### **Part 1 Regular Daily Transportation**

Please check the appropriate response and **complete the transportation information.**

**IN THE MORNING** my child(ren): (Please check one)

- \_\_\_\_\_ is/are always a car rider
- \_\_\_\_\_ usually or always rides a bus to school. Bus # if known \_\_\_\_\_
- \_\_\_\_\_ is/are sometimes a car rider and sometimes an SASD bus rider. Bus # if known \_\_\_\_\_
- \_\_\_\_\_ is/are provided transportation from another school district which is \_\_\_\_\_

**AFTER SCHOOL** my child(ren): (Please check one)

- \_\_\_\_\_ is/are always a car rider(s)
- \_\_\_\_\_ is/are assigned a bus but will be a car rider most of the time. Bus # if known \_\_\_\_\_
- \_\_\_\_\_ usually or always rides an SASD bus from school. Bus # if known \_\_\_\_\_
- \_\_\_\_\_ usually or always rides a van provided by another school district which is \_\_\_\_\_

### **Part 2 Modified Busing** (see explanation on previous page)

Do you want your child(ren) to be assigned to a SASD bus on these "Modified" days throughout the year? (The first Modified Busing Friday will be October 8<sup>th</sup>) Other districts' van transportation students will be dismissed at normal times and require no Modified Busing Arrangements.

\_\_\_\_\_ **Yes, I need my child(ren) assigned a SASD bus in the afternoon of Modified Busing days. They are to be dropped off at** \_\_\_\_\_

(Address)

\_\_\_\_\_ **No, I will not need my child(ren) assigned a bus for the Modified Busing days as I will either pick up my child(ren) or they ride another district van.**

*Reminder any changes to these Modified Busing arrangements throughout the year must be made in written form and submitted on the Monday PRIOR to the Modified Busing Day. THANK YOU!*

**Part 3 Code Blue Busing** (see explanation on previous page)

Do you want your child(ren) to be assigned to a bus on these “Code Blue” days throughout the year?

Van transportation students will be dismissed at the same time as normal and on the same time schedule as all buses.

**Yes, I need my child(ren) assigned a bus in the afternoon of Code Blue Busing days. They are to be dropped off at \_\_\_\_\_**  
(Address)

***ONLY the following people have permission to pick up my child when accompanied by a note*** sent to the office that day. Also in the event of an emergency dismissal and/ or if normal transportation is not available and parents cannot be reached my child may be released to the following people at the discretion of school personnel: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_