

**Diocese of Altoona-  
Johnstown  
Catholic Schools**

**Parent/Student  
Handbook**



**Faith**

**Excellence**

**Community**

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## **MISSION STATEMENT**

**As a Catholic school community, our mission is to cultivate a Christ-centered learning environment where every child is given opportunities to excel and is recognized as a child of God.**

## **VISION STATEMENT**

**Our vision is for all children to be life-long learners who live out their faith with conviction, compassion, and commitment to use their God-given talents to make positive contributions to the whole world while building up the Kingdom of God.**



## **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;
- and 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.”

In accordance with the teaching of the Catholic Church, we strive for discipline to have an air of forgiveness and understanding as we are trying to develop thoughtful, caring, and loving individuals. This means we intend our discipline to be caring, fair, consistent, and understanding in the resolution of a situation.

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 and the potential consequences of stated action.

### CONSEQUENCE LEVELS

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Examples</b>	<i>Not following classroom / cafeteria / playground rules; dress code violation; horseplay; off task behaviors; running in hallway; name calling; disruptive; talking when others are talking, no cell phones or unauthorized technology devices, no gum</i>	<i>Bus disturbance; lying/cheating; spitting; noncompliance; profanity/vulgarity, forged note/paper</i>	<i>Fighting/physical aggression; harassment/bullying; throwing dangerous objects; property damage/vandalism; reference in conversation, writing or pictures to weapons or acts of violence; internet/technology misuse / cyberbullying; stealing; skipping class</i>	<i>Possession of alcohol/drugs; weapon use / possession; intentional and severe physical harm to another; insubordination, leaving campus</i>
<b>1<sup>st</sup> Offense</b>	-Verbal Warning	-1:1 private discussion with teacher; -Written reflection (signed by parent)	-Student sent to Principal's office; Principal & Student call parents	-Parent called and asked to come to school for immediate suspension; -Discussion about appropriate placement, potential

				expulsion -Possible probation -Refer to SAP Training
<b>2<sup>nd</sup> Offense</b>	-1:1 private discussion with teacher; -Written reflection (signed by parent) -Written warning	-Parent Contact	-After School Detention; -Potential meeting with Pastor and Parent, referral to counselor	
<b>3<sup>rd</sup> Offense</b>	-Parent Contact	- Detention/Reflection Time	- Parent called and asked to come to school for immediate suspension - Discussion about appropriate placement, potential expulsion -Possible probation -Refer to SAP Training.	
<b>4<sup>th</sup> Offense</b>	-Detention/Reflection Time	- After School Detention; - Potential meeting with Pastor and Parent, referral to counselor		

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

Detention/Reflection Time will take place at a designated time and space in the school at the discretion of the administration. The supervising administrator will give the student a task to reflect on his/her actions to be completed during his/her time. Students will not be allowed to do homework or other school-related activities. If detention takes place after school, the student's parent/guardian is responsible for transportation home.

In-school suspension will take place on a date at the discretion of the administration. The student will report to school as usual but will be excluded from classroom participation for the entirety of the school day. He/she will be and given appropriate assignments (School work and tasks to reflect on his/her actions). The student is ineligible to participate in any extracurricular activities (e.g. athletic competitions, band performances, etc.) on the day of the suspension.

In rare cases, out-of-school suspension will be considered. Out-of-school suspension will take place on a date at the discretion of the administration. On the day of the suspension, the student is not to report to school and is excluded from all school activities. The student is ineligible to participate in any extracurricular activities (e.g. athletic competitions, band performances, etc.) on the day of the suspension. The student is required to make-up missed work.

In extreme cases, expulsion is considered. This will only be done with administrative and pastoral counsel. Expulsion is a permanent status and goes into effect at the time of parental notification. Parents/guardians are responsible for making all necessary arrangements for their child to attend another school, per Pennsylvania law.

\*Extracurricular activities (e.g. athletic competitions, band performances, etc.) are not considered an excuse to postpone or cancel any consequence.

### **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.

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## **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 discipline d 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 cannot 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

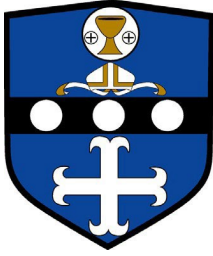
\_\_\_\_\_ School.

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

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

This program is available only to Pennsylvania residents.

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## 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 imagers 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.

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

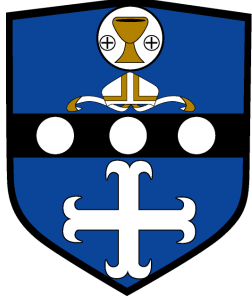
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Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

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

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# 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.

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Child's Name Printed

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Parent's Name Printed

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Parent's Signature

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Date







**ALL SAINTS**  
**Catholic School**  
*Faith, Education & Family*

**All Saints Catholic School**

**2024-2025**

**Parent/Student  
Handbook**

# **All Saints Catholic School Handbook Addition**

All Saints Catholic School is an accredited school through the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS).

**ALL SAINTS CATHOLIC SCHOOL RESERVES THE RIGHT TO AMEND ANY PART OF THIS HANDBOOK FOR JUST CAUSE. PARENTS WILL BE NOTIFIED OF CHANGES PROMPTLY.**

## **School Policies and Regulations**

Regulations are made to ensure the smooth operation of the school and an atmosphere conducive to learning. When a student enrolls in the school, he or she thereby agrees to observe its regulations. It is in the best interest of everyone in the All Saints Catholic School community that we ask all to obey the rules outlined in this handbook. We hope the regulations are observed in this spirit. The administration reserves the right to waive and/or deviate from any of the policies specific to All Saints Catholic School for just cause at their discretion.

## **Admission Policy**

Since we view our preschool as a feeder to our school, please note that students who are already in our Pre-K-4 program will be given a spot in our kindergarten class automatically.

## **Athletics**

ASCS provides an athletic program for the purpose of nurturing the body, spirit, heart, and mind of our students. Athletic programs can help develop a student's emotional, physical, and moral development. We operate a variety of athletic teams. All athletic activities are governed by All Saints Catholic School and the Diocesan Athletic Guidelines. All students/athletes must maintain an average of 70% or higher in all major subjects to participate in athletic programs. All practices and games are automatically canceled if school is canceled due to inclement weather. Students who are absent from school may not participate in practice or games on the day of the school absence without specific permission from the principal.

## Attendance

Regular attendance and punctuality are essential to a student's success in school and to the formation of good habits. Persistent absenteeism creates a genuine hardship for a student.

The State of Pennsylvania mandates 180 days of instruction and the successful completion of course requirements that are necessary in order to grant grade advancement.

All children are expected to be in attendance each day unless they are ill or a family emergency arises. Parents must notify the school office by 9:00 AM when a child is absent. Failure to do so necessitates the school calling the home to verify the absence. Students are required to make up assignments missed through absences. Students must bring a written excuse, within three days of their return to school.

If a student is absent more than 3 consecutive days, the school requires a doctor's excuse upon their return to school. After the tenth (10th) day of absence, a letter of concern is to be sent to the parents/guardians regarding the reason (s) for the absence (s). If a reason does exist, the parents/guardians should return the letter to the school with a written explanation. After the fifteenth (15th) day of absence, the administrator may require a doctor's excuse (medical verification) for each subsequent absence, based on a history of attendance, adjudication or individual circumstances.

The parent and student shall receive written notification indicating the requirement of a doctor's excuse for each subsequent absence by the student. If a medical excuse is not provided, the absence will be considered "illegal". After three unexcused absences parents/guardians will be sent first violation of Compulsory Attendance Requirements. The unexcused absences constitute a violation of compulsory attendance provision of the Public-School Code. As required by law, three unexcused absences constitute a summary offense under Public School Code for which penalties may be imposed against the parents/guardians.

After six unexcused absences the school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) the county children & youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

A student is marked tardy if he/she arrives after 8:05 AM but before 9:40 AM. An AM absence will be marked if the student arrives after 9:40 AM. If the student is excused after 12:20 PM, it will be marked a PM absence.

**Pennsylvania School Law states that “excused” absences include the following:**

- Illness;
- Family emergencies,
- Prearranged and approved doctor and dentist appointments;
- School scheduled student educational trips and authorized school activities.

During excused absences, class work is made up upon the child’s return to school. This work needs to be made up within two days of the absence unless it is an extended absence. In this case special arrangements will be made with the teachers.

If a child becomes ill or has an accident during the school day, he/she is brought to the office for assistance. If dismissal is warranted, the parent/guardian is called, and the classroom teacher is notified. No student is permitted to walk home by him/herself anytime during the school day. If parent cannot be reached, we refer to the names listed on the child's Emergency Card.

If a student is to be dismissed early, the parent/guardian must write a note and send it to the office for approval. The date, time and reason for the dismissal must be included on it, as well as the name or the person picking up the student.

The adult who is picking up a child must report to the office to sign out the student. After the Sign-Out Sheet is signed; the student is called to the office for dismissal.

A student returning to school from an appointment must check in at the office upon arrival. When the child returns to school, he/she must report to the office for an admittance slip to be given to the teacher.

Children who miss classes for appointments are required to make up all assignments from the missed class.

Students who participate in or attend interscholastic events or other school-sponsored activities must be present in classes the day of the activity or event. An exception, as a family funeral, may be considered but only with advance approval from the principal. Failure to comply may result in disciplinary action.

Educational tours and trips are considered excused absences if prior approval is requested and granted by the principal and the duration and frequency do not interfere with the student’s educational progress. A request form must be requested from the office and approved prior to the trip. Any educational trip for which prior approval is not obtained may be considered unexcused or unlawful.

The length of time of make-up work should be proportional to the amount of time absent. If schoolwork is not completed in a timely manner, the grading for that subject area will be adjusted accordingly.

It is recommended that students not take vacation during the school year. Family vacations during the school year are not considered a legal absence. This leaves gaps in the child's education. Assignments missed due to family travel will be the responsibility of the student. Teachers do not have to prepare materials in advance to accommodate travel plans.

## **Auxiliary Services**

Auxiliary services are provided to Pennsylvania Non-Public Schools under the direction of the Diocesan Education Department through state/federal programs. These services, provided according to student needs through evaluation and staff recommendation, include:

Reading and Math Remediation, Guidance, Nurse, Testing Services, Psychological Services, Speech, Hearing Services, and Social Services.

## **Books/Devices**

Students are responsible for the care of all books and / or technological devices in his/her possession. Children must have all hardback books covered and in a book bag before leaving or entering the school building. Any damaged or lost devices, texts, or library books must be paid in full. Failure to submit restitution will result in the withholding of student reports and records.

## **Bullying**

As a member of the All Saints Catholic School community, we believe that each person has a right to be treated with respect and dignity. No student has the right to treat another student in any way which will cause physical or emotional pain. Bullying will not be tolerated. ASCS follows the Building Peacemakers policy created for all the elementary schools in the Altoona/Johnstown Diocese. A discipline form will be given to any student who participates in social, emotional or physical bullying. This form will be sent home to be signed by the parent and will be held in the school office. Any time a student is given a form there will be a communication made with the principal and parent.



## Bus Transportation

Bus service is provided to ASCS through McIlwain Bus Lines under the authorization of Penn Cambria School District or our other surrounding school districts. The appropriate school districts provide transportation.

Riding a bus or van is a privilege and requires the students to cooperate with the driver. Misbehavior will not be tolerated. Safety and proper social attitude in bus transportation is a prime concern. Students need to familiarize themselves with the obligation and courtesies of school bus transportation. A pupil who cannot maintain self-discipline while utilizing transportation facilities 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 of the operator and the student must be one of cooperation.

### Bus/Van Guidelines

- While on the bus/van, students should keep all hands inside the bus at all times
- Loud talking and misbehavior diverts the driver's attention and makes safe driving difficult
- Nothing is to be thrown on the bus or out the window
- Students must remain in their seats at all times
- Students are expected to be courteous to fellow students and drivers
- The bus driver will report all violations of the rules in writing to the school office. Each time the parent/guardian will be informed.
- If a student is reported more than once for misconduct on the bus/van, he/she can be suspended from riding the bus/van for 1 week. A third offense may cause the student to be suspended from riding bus for remainder of school year.

**NOTE: Any student attempting to ride the bus during suspension is permanently suspended from the bus.**

Parents are not permitted to send students home with another student by means of the bus. If a child is not riding the bus on a particular day, parents must notify ASCS as soon as possible. No student will be permitted to get on or off at any stop other than their own established stop, unless written consent is obtained from the parent and approved by the school office and the bus company.

The school must be notified by the parent/guardian if there are any changes in a child's dismissal procedure (change in bus or bus vs walking, etc.). Otherwise, the child will be sent home by procedure set at the beginning of the school year.

## **Child Abuse Policy**

The protection and welfare of the children entrusted to us is a primary concern for the school. This is especially true in the sensitive area of actual or suspected child abuse. The school maintains a tactful manner of acting with regard to cases of suspected child abuse. As mandatory reporters, symptoms of physical, emotional, sexual or mental abuse will be reported in accord with the Child Protective Services Law of the Commonwealth of PA.

## **Communication**

As part of our PowerSchool system, ASCS uses the School Messenger system as an automated telephone parent notification system. The school uses this system to notify parents of emergencies, school delays or cancellations, upcoming events, etc. Please use the instructions that are sent home at the beginning of the school year to make sure your contact information is correct, and you are receiving school messages in the appropriate manner. (email, voice and/or text).

On Tuesdays, an email containing ASCS Knightly News is sent to the email addresses provided by parents for this purpose at the beginning of each school year. Also, on Tuesdays, "Take Home" folders with school information, graded papers, and classroom information are sent home with students. It is the responsibility of the parent/guardian to check the "Tuesday Take Home Folders" each week for schoolwork and communications from the school.

All Saints School attempts to keep the school calendar as similar to other schools in our area as close as possible. In the case of inclement weather, a school-wide message will be sent to parents/guardians via our school messenger system. Parents are advised to listen to local (Altoona/Johnstown area) radio/TV stations for school cancellations and delays. Unless otherwise stated, ASCS follows the same schedule as Penn Cambria.

The use of the office phone is restricted to official school business. In an attempt to develop student responsibility, children are not permitted to use the phone unless they are ill or have forgotten their lunch. Students are not called to the phone, and only messages of a serious nature are delivered to a student.

Cell Phones: Students are not permitted to use cell phones, pagers, or other telecommunication devices in school. If it is necessary to bring one to school, it must be kept in

the school office during school hours. Any cell phone confiscated by school personnel will be kept in the office to be picked up by a parent/guardian.

## **Dress Code**

All Saints Catholic School is a private, Catholic school, and as such maintains the right to establish a policy of dress for its students. The uniform is intended to maintain a standard of dress that is neat, economical, modest, and simply attractive. We expect and encourage parents to assist in the students' compliance and cooperation with the uniform. In all cases, the administration reserves the right to determine standards and curtail unacceptable hairstyles and articles of dress.

School uniforms may be ordered by the current school uniform provider, Schoolbelles. Our school code is S2247. Uniforms can also be purchased elsewhere as long as the dress code is followed. Gently used uniforms may be obtained free of charge at our uniform exchange in the preschool building.

### **Boys and Girls:**

No makeup, facial or body piercing, facial hair, or visible tattoos.

No extravagant hairstyles. Dyed hair should be natural hair colors. Boys' hair may not extend over the collar, bottom of the ears, or eye.

**Kindergarten** students do not need to wear a uniform. They may wear comfortable clothes following the dress -down day guidelines.

### **Girls**

\* Grades 1-4: Plaid jumper

\* Grades 5-8: Option of jumper or skirt (no shorter than 3 inches above the knee)

\* Grades 1-8 Option of Navy blue or khaki dress slacks (no sport pants, jeans or jean type fabric may be worn. Painter pants, pants with external pockets and/or zippers on the pockets are not allowed)

**With the skirt or dress pants, wear an option of:**

- A navy-blue uniform vest
- navy blue knit sweater vest
- ASCS quarter zip
- Solid white, navy, dark green, brown, black or gray cardigan/pullover sweater (no Logo)

- \* Shirt Options: Solid white, navy, or light blue cotton blouse with round or button-down (Oxford) collar, collared polo shirt, or turtleneck (long or short sleeved)
- \* Only plain white t-shirts or undergarments without printing
- \* Solid color socks or tights (black, gray, navy, dark green, or white, tan, or khaki)
- \* No logo
- \* Dark & solid colored dress shoes with total heel no higher than 2 inches which are safe and practical for school. **No** sneakers, moccasins, army type boots, tennis shoes, work boots, gym or sport shoes, or open backs.
- \* Students who wear boots to school in the winter must bring dress shoes to wear during the school day.
- \* Small earrings (no large hoops or dangles)

### **Boys**

- \* Grades 1-8: Pants: Navy blue, khaki, or dark gray dress pants (no sport pants, jeans or jean type fabric may be worn. Painter pants, pants with external pockets and/or zippers on the pockets are not allowed).
- \* Shirt Options: Solid white, navy, or light blue collared dress, polo shirt, or turtleneck (long or short sleeved, must be worn tucked in pants, and have no emblem or logo) only plain white t-shirts without printing are permitted under shirts.

Optional:

- \* Solid white, navy, dark green, black or gray sweaters/sweater vests
- \* Ties with dress shirts are optional for grades 1-8 any time

### **Mass-**

- \* In order to highlight that significance and understand the value of Mass, boys in grades 5-8 will be required to wear pants, a dress shirt and a tie for Mass. It is optional for grades 1-4.
  - \* Solid navy blue, gray, black, white, tan, or khaki socks
  - \* Dark & solid colored dress shoes which are safe and practical for school
- No** sneakers, moccasins, army type boots, tennis shoes, work boots, gym or sport shoes, or open backs. Students who wear boots to school in the winter must bring dress shoes to wear during the school day.

\* No earrings

### **Warm Weather**

During August, September, May, and June, students may wear Navy blue or khaki *dress* shorts and sneakers. Shorts must be knee-length dress shorts and may not be cargo-type shorts with exterior pockets. Female students will not be required to wear vests, sweaters or quarter zips during those months.

### **Physical Education**

All students in grades one through eight will be required to purchase and wear a gym uniform. Students will wear their gym uniforms to school on their designated gym day. They are available in the school store throughout the school year. The gym uniform consists of an All Saints T-shirt or sweatshirt, shorts or sweatpants, and sneakers. Any shirt purchased through All Saints School can be worn as part of the gym uniform. Gym pants/ shorts must be purchased through the school or picked up at the Uniform Exchange. No other clothing may be worn for phys. ed. class. Students may not participate in class without the proper uniform and procedures will be in effect for students who are not prepared for class. If purchasing a gym uniform is a problem, please contact the office.

### **Dress Down Days**

Dress down days also have a dress code that requires students to be in school appropriate clothing. Messages on T-shirts must be age and school appropriate. No flip flops or sandals. Shoes must be closed. No tank tops, spaghetti straps, or revealing tops. Shorts that are knee length may be worn in August, September, May, and June. Makeup may not be worn. As in the past, students may dress down on their birthdays or the day the teacher designates as a birthday celebration.

In all cases, school administration reserves the right to determine and curtail unacceptable articles of dress and hair style.

### **Emergency Information**

In case of an emergency, each student is required to have on file in the school office an emergency procedure card. This information is kept in the school office during the current school year and is kept confidential.

## **Finances**

Cash/Check Policy- For any school-related transaction over \$20.00, checks will be the only form of payment accepted. Cash is accepted for payments under \$20.00. If this policy is a hardship for you, please contact the school office. Please write separate checks for fees to the school (Art, Tuition, Lunch, etc.) These are deposited into separate accounts, but they can be made payable to All Saints Catholic School. All money/checks must be sent in envelopes with the child's name and grade and labeled so that it will be given to the proper person.

Financial Obligations-Statements are sent home monthly with the exception of summer payments. Payments are due monthly. Please be prompt as our bills are due monthly, also. Anyone who cannot meet this payment schedule must make an appointment with the principal to make other arrangements for payment. In the event that tuition payments are not current at the time of registration, parents may not re-register their child/children for the following school year. No student records will be transferred to another school until all tuition is paid. The family is encouraged to contact the school administration to make special arrangements should financial difficulties arise.

## **Health**

Illness and Injury- When a student becomes ill or needs attention, he/she should report to the teacher. If it is necessary to go home, the school office will call the parents to inform them. A parent or someone designated by the parent must accompany the student home. The school nurse will be called for emergencies that the school is not equipped to handle.

Children should not be in school when they are ill or when they are not well enough to participate in class. If your child has a temperature of 100°F or higher they must stay home for 24 hours. They can return when they are fever-free for 24 hours without the aid of medication. If your child has vomiting, diarrhea, or a severe cough your child should remain home for 24 hours. Please report any diagnosed communicable disease (such as Strep throat, chicken pox, Measles, COVID-19, etc.) to the administration immediately. Children should not return to school until treatment has occurred or there is documentation that the child is free of communicable disease/ excuse stating able to return to school.

School Nurse - A Penn Cambria school nurse is assigned to cover ASCS. The school nurse is employed by the Penn Cambria School District and is not on the premises on a daily basis. The nurse is responsible for ensuring our students fulfill the required PA Dept. of Health requirements for immunizations, physical examinations, and dental examinations. Parents/guardians are responsible for submitting the required information to the school nurse.

The school nurse records required heights, weights, and preliminary sight and hearing exams. Parents are notified if a more thorough exam is necessary.

## **Home-School Association**

The ASCS Home-School Association has as its goal to promote the general welfare and provide moral and financial support to All Saints School. All parents/guardians of All Saints Catholic School students are members of the association and are strongly encouraged to take part in meetings and activities.

## **Homework**

Homework is the extension of the learning that takes place in school. Its purpose is to strengthen skills, stimulate learning, and develop a sense of responsibility. Homework should be completed neatly and on time. Homework will be given at the discretion of the individual teacher.

## **Liturgy**

The school community gathers to celebrate liturgy each week with students' participation on Fridays at 9 AM Mass at Saint Francis Xavier Church. We also gather for other prayer services throughout the school year. Parents and parishioners are encouraged to join us.

## **Lost And Found**

All articles belonging to a student should be properly labeled and identified. Many lost and found articles are brought to the office, but they are infrequently sought after or claimed. Please remind your children to notify the office and check for their lost objects immediately.

## **Lunch Program**

All Saints Catholic School participates in the National School Lunch Program. Children are approved for free or reduced lunches on the basis of income eligibility according to federal guidelines. A family must apply and be approved in order to be eligible to receive this service. Parents must keep the school informed of any changes in family income.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

Lunches offered by ASCS cafeteria are hot, nourishing, and full of variety. The students can choose a main entrée, a salad, or a peanut butter and/or jelly sandwich. Students who bring lunches to school are also expected to eat nourishing lunches.

Breakfast is served from 7:15-7:40 AM for early arrival students. A cold breakfast consisting of cereal or a breakfast bar, fruit, fruit juice, and milk costs \$1.50. Lunches are \$2.65. Milk and water can be purchased separately. Milk - 40 cents Water -50 cents.

**LUNCH TIMES: Grades K-4 11:00 Grades 5-8 : 11:40**

Lunch money should be sent to school in an envelope marked with your child (ren)'s name and # of lunches/breakfast/milk you are paying for. Lunches may be paid for on a daily, weekly, or monthly basis. Please make checks payable to "All Saints Catholic School", place in an envelope marked "Lunch Money" and label the envelope with your child's name on it. If you are placing money in more than one child's account, please record how much each child should be credited with.

All school lunches should be pre-paid, not charged. Parents are responsible for keeping track and having money in your children's accounts. As a courtesy, the office will send a reminder bill home in the family folder if your child's account is negative.



Menus are sent home in the family folder each month and will also be available on the school website.

## **Parent-Teacher Conferences**

Parent/Teacher Conferences are scheduled at the end of the first marking period. All parents are expected to be present for these conferences. At times a student may be called in for the conference. During the school year, any parent or teacher may request a conference if needed. All conferences, outside of the yearly conference, must be scheduled in advance with teachers.

## **Report Cards And Grading System**

As Catholic schools are established primarily for "teaching as Jesus taught," All Saints School stresses that every student does his/her best to acquire a well-rounded education. Teachers are encouraged to employ a variety of authentic assessment techniques that are student-centered and provide a true picture of student performance.

PowerSchool is an online grading /reporting tool used by ASCS. Parents have access to student grades via a password given to them upon enrollment.

Report cards are issued to students four times each academic year. Parents are asked to discuss the grades with their children.

Honor Roll is a special recognition for achievement in grades 5–8. Included in our consideration to identify honor students are their work and study habits, as well as personal and social conduct. High Honors are given to students attaining all A's. Students who make all A's and B's receive Honors status. Achievement Certificates are awarded to students improving a grade by at least five points, with an A or B in Conduct. In addition, any student in Grades 3-8 can earn the Christian Conduct Award, which is given to those who earn an A in Conduct.

## **Schedule**

**First bell** - 7:55 AM – Report to Homeroom Late Bell –8:05 AM

**Class Begins** - 8:15 AM Lunch/Recess

**First Lunch** - 11:00 - 11:40 (grades K-4)

**Second Lunch** - 11:40-12:20 (grades 5-8)

**End of Last Period** - 2:20

**Announcements**-2:25 PM **followed by dismissal** at 2:30 PM

## Arrival and Dismissal From School

- Bus students report directly to the cafeteria through the front left cafeteria door.
- Walkers and car riders enter the main lobby at 7:45 AM. If they arrive earlier than 7:45 AM, they should enter the cafeteria door.
- Dismissal for walkers and car riders is 2:30 PM. Students are dismissed out of the lower-level back cafeteria door. No vehicles can be parked in front of the school (school bus zone). Parents are asked to walk to the back of the school and escort their child to the car.
- If there is a change in your child's schedule or dismissal procedure, the school must be notified before 1:30 PM. Otherwise, the child will be sent home by procedure set at the beginning of the school year.
- All parents must come to the office to sign students in (or out) for special appointments if they don't coincide with the school arrival and dismissal times.

## Service Hours

Since the Philosophy of All Saints Catholic School includes service to others, we include a service grade as part of our Religion curriculum. It will be averaged into the student's grade in Religion each marking period.

### SERVICE HOURS REQUIRED PER MARKING PERIOD:

**First Grade:** One Hour    **Second and Third Grade:** Two Hours

**Fourth, Fifth, and Sixth Grade:** Three Hours        **Seventh and Eighth Grade:** Four Hours

Parents and/or persons for whom the service has been done should complete the form by stating what the service was, how long the service was rendered, and by signing the form.

## Smoking/Vaping

Smoking and chewing tobacco are injurious to health and annoying to others, therefore, students may not smoke a "lighted" object, chew tobacco, have possession of or carry cigarettes or other forms of tobacco on their person on school property, at school-sponsored functions, or in the areas surrounding the school. No Vaping or electronic smoking devices. Tobacco is defined as: a lighted or unlighted cigarette, cigar, pipe, or other smoking product, and smokeless tobacco in any form.

## **Supplies**

A list of classroom supplies is available at the school and posted on the school website.

## **Transfer Of Students**

A parent/guardian must notify the school office when a child is being withdrawn from the school. Written permission to transfer academic records is needed in order to transfer records. Health records are only transferable within the confines of the Commonwealth of Pennsylvania. No records will be transferred if a family has an unreconciled tuition balance.

## **Tuition**

Once the budget is established and enrollment is projected for the coming year, the per pupil cost for all students attending ASCS is determined. All tuition agreements are confidential.

There are several options available. Your obligation to meet the terms of this contract is a serious matter and failure to do so places our school in financial jeopardy. Report cards and awards may not be issued to any student whose tuition is not up to date. Any family failing to meet their tuition is required to meet with the pastor and principal.

## **Volunteer Program**

Recognizing the fact that volunteering is a hallmark of Catholic institutions, All Saints Catholic

School accepts service from parents, parishioners, and the community in the following areas: cafeteria/playground monitors, fund-raising, homeroom help, library aides, sports coaching, tutoring, classroom aides, and professional services, etc.

ASCS follows today's best practices to insure a safe environment for all children in our school. All volunteers must comply with PA state and Altoona Johnstown Diocese regulations regarding volunteers.

The diocesan Youth Protection Program is available on diocesan website <https://youthprotection.dioceseaj.org/>. The law dictates that all volunteers must be in compliance prior to the commencement of service and must have all clearances and trainings before they can be approved to volunteer.

Parents/Guardians must read this Parent/Student Handbook thoroughly and must indicate their understanding and acceptance of all school policies by signing below.

Please sign below and return this page only to ASCS upon completion of reading the Parent/Student Handbook.

I have read the All Saints Catholic School Parent/Student Handbook and agree to be governed by the policies stated therein.

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

Student(s) Name: \_\_\_\_\_

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