

Diocese of Altoona- Johnstown Catholic Schools

Parent/Student Handbook



Faith

Excellence

Community

Legal Disclaimer: Nothing contained in this Handbook, or in any other document, custom or practice, is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese or the school.

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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.

All students, regardless of religious preference, enrolled in Catholic Schools in the Diocese of Altoona-Johnstown must take the prescribed religion courses in the curriculum and attend all religious service offered by the school. Religion classes are held on a daily basis. Services include, but are not limited to Liturgy of the Eucharist (Mass), Sacrament of Reconciliation, Rosary, Stations of the Cross, Penance Services, Prayer Services, Daily and Special Prayers, Adoration. Those who are not of the Catholic religion will not be expected to receive sacraments.

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 .

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
Examples	<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>
1st Offense	-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
2nd Offense	-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	
3rd Offense	-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.	
4th Offense	-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.

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 (2nd 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 21st 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

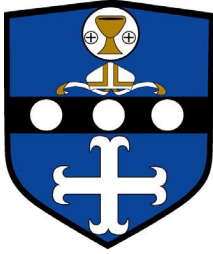
I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

_____ School.

Date Signed: _____

Signature of Parent or Guardian: _____

This program is available only to Pennsylvania residents.



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:

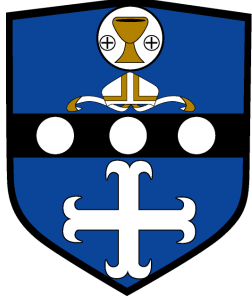
(Above portion must be completed – DO NOT sign if blank.)

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

Name of Child (Please Print) _____ Date of Birth _____

Signature of Parent or Legal Guardian _____ Date _____

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



Diocese of Altoona- Johnstown *Education Office*

2713 W Chestnut Avenue
Altoona, PA 16601
Phone: 814-695-5579
www.dioceseaj.org

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

Saint John the Evangelist Catholic School

Parent / Student Handbook Additions

IMPORTANT NUMBERS

Saint John the Evangelist Catholic School	Office	814-355-7859
	Fax	814-355-2939
	After School Phone	814-876-2432
Saint John the Evangelist Catholic Church Rectory		814-355-3134
Bald Eagle Area School District Transportation Office		814-355-5516
Bellefonte Area School District Transportation Office		814-355-4814
Penns Valley School District Transportation Office		814-422-8814
State College School District Transportation Office		814-231-1033
Central Intermediate Unit #10		1-800-982-3375
Flynn O'Hara, Inc. (school uniforms)		1-800-441-4122 www.flynnohara.com
Land's End (school uniforms)		1-800-469-2222
Preferred School Code #: 9000-3022-2		www.landsend.com/school

ACADEMIC POLICIES

MID-TERM PROGRESS REPORTS

Progress reports will be sent home with all students midway through each marking period. Parents must sign and return the Progress Report Receipt to their child's teacher.

REPORT CARDS

Report cards are distributed four times during the school year. The report card is not to be returned to the school. Parents should sign and return only the Report Card Envelope after the first, second, and third quarters.

HONOR ROLL

Students in the 4th and 5th grades are eligible to be placed on the honor roll.

Honor roll is recognition of those students who meet the following criteria:

High Honors All A's (4.0) with 3's or 4's in every standard.

Honors An average of B+ or higher (3.5 – 3.9) with all 3's or 4's in every standard.

Appropriate participation in all activities outside the regular classroom is also required (library, lunchroom, recess.) **Any inappropriate participation or behavior (1's or 2's) would make a student ineligible for honor roll.**

ST. JOHN CATHOLIC SCHOOL GRADING SCALE

4	3	2	1	INC	N/A
Exceeds Expectations	Meets Expectations	Progressing Toward Expectations	Not Yet Meeting Expectations	Incomplete	Not Applicable This Grading Period
Demonstrates <i>consistent, exceptional</i> performance and <i>in-depth</i> understanding of learning outcomes.	Demonstrates <i>proficient</i> performance and a <i>solid</i> understanding of learning outcomes.	Demonstrates a <i>basic and general</i> understanding of learning outcomes.	Demonstrates <i>inconsistent</i> performance and an <i>inadequate</i> understanding of learning outcomes.	Assessment of these learning outcomes is not able to be completed at this time due to student absences or other events.	Student not yet assessed on learning outcomes.
Demonstrates progress at current level of instruction.	Demonstrates progress at current level of instruction.	Demonstrates progress at current level of instruction.	Demonstrates little progress at current level of instruction.		
Produces high-quality, accurate work on time.	Produces quality, accurate work on time.	Produces acceptable work, but it is not always accurate or on time	Does not produce acceptable work.		
Participates appropriately in activities.	Participates appropriately in activities.	Participates in activities, but not always appropriately.			
Listens to and follows directions.	Listens to and follows directions.	Listens to and follows directions most of the time.			
Is self-motivated.	Is self-motivated.				
Uses time wisely.	Uses time wisely.				
Works independently.	Works independently with minimal guidance.				
Relates new knowledge to other experiences.					
Takes risks in trying new things.					
Reflects on own learning.					

AFTER SCHOOL CARE PROGRAM

After School Care begins on the first full day of school. Childcare is available immediately following the school day until 5:30 p.m. for all of our Kindergarten– 5th grade students. Any child not picked up by 2:30 p.m. will be taken to the After School Care Program and appropriate fees will be assessed. As such, all families are to complete the After School Care contract annually.

ADDITIONAL SAFETY AND SECURITY INFORMATION

- Children who attend the After School Program must adhere to the same rules, regulations, and procedures outlined for regular school hours, especially regarding illness, masks, physical distancing, medications, and behavior.
- Children are expected to show respect to all After School staff members, fellow students, and school property.
- The exterior doors are kept locked at all times for the safety and security of our children and staff.
- In the event of an emergency, parents will be contacted at home or work. If the parent cannot be reached, the emergency contacts listed by the parent on the child(ren)'s emergency card(s) will be contacted.
- In the case of an extreme emergency, 911 will be contacted first.
- In the event of a school evacuation during After School hours, the evacuation policies outlined for regular school hours will be followed.

ATTENDANCE

ABSENCE

Every effort should be made for perfect attendance since each day of absence is a loss of learning. When it is necessary for your child to be absent from school, parents should call the school office before 8:10 AM, or they can choose to email the child's classroom teacher. Please copy Mrs. Wendt if sending an email (twendt@saintjohnsch.net). If leaving a message on the answering machine before school opens, please state the child's name, grade, reason for absence, and any homework requests (send with another child, will be picked up, etc.) Homework will not be available for parent pick-up until the end of the school day (2:30 PM) on the day of an absence. Homework requests cannot be guaranteed if the request is made after 11:00 AM. Teachers need adequate time to prepare materials and send them to the office for pick-up by you or another student. As a safety precaution, calls will be made to the home or place of employment if a parent fails to report an absence by 9:00 AM.

When your child is ill, even though you called the school to report the absence, you must complete either a handwritten note, email, or fax excuse for our attendance files. This excuse must (1) be signed by the parent/guardian, and (2) include the dates of absence and the reason for absence. You may obtain a doctor's excuse in place of the parent-signed excuse.

Parents/guardians may provide up to 10 written, parental excuses each year per student. After ten absences, a written excuse from a doctor must be provided to the school office in order for the excuse to be legal.

Under the law, tardies/absences without excuses are to be reported as unexcused absences. If within three days of the tardy/absence, we have not received an excuse, the tardy/absence becomes unexcused/illegal. After three illegal days, the District Magistrate is to be notified. We will certainly make every attempt to ensure that all of our students' tardies/absences are accompanied by an excuse, but we ask your cooperation as well.

If you are aware that your child will be absent from school for a period of time that exceeds four school days, please send a written notification to the teacher as soon as the anticipated absence is known. (See Educational Field Trip) You should also include a request for advance homework assignments and make-up work for the period of absence. When work is requested due to an absence, it is the expectation of the teacher that the work will be completed upon the child's return to school. It is the parent/guardian's responsibility to ensure that the child completes the work.

ARRIVAL

Saint John Catholic School administration, faculty, and staff are not responsible for students until the supervising staff member opens the auditorium door at 7:30 AM. Students are not to be brought to school and left on the auditorium steps before the doors are opened. Students arriving by bus will enter the school through the auditorium where they will wait with the students walking or arriving by car. All students will remain in the auditorium with the supervising teachers until each classroom teacher arrives to escort their students to their classroom. Students arriving after 8:15 AM each school day will need to come to the main entrance and ring the doorbell for admittance.

Parents are not to escort students into their classrooms. If a parent wishes to speak with the teacher, please leave a message in the office. The teacher will then contact you at their earliest convenience.

DISMISSAL

Early bus students are dismissed to the auditorium where a staff member supervises their boarding of the appropriate bus. All students walking or being picked-up by car will be dismissed by the school bell at 2:25 PM. Each teacher will walk their class to the auditorium and proceed outside to dismiss each student to the designated parent/adult from the front steps. For the safety of all children, siblings and students need to be in the care of the parents prior to, during, and after dismissal. Please do not allow children to climb on walls or play in planted areas. All students must be picked up by 2:30 PM (with the exception of late bus students) or they will be placed in the After School Care Program. A fee will be charged for that service. All late bus riders will wait in the auditorium with a supervising staff member until their respective buses arrive.

Reminder: Students will not be sent home with any other adult without prior written permission to do so. Any change to a student's dismissal routine must be submitted in writing to the school office. Please make arrangements for pick-up before the student comes to school. This will alleviate extra calls to the office to inform students and teachers of transportation changes. We recognize that last-minute transportation changes sometimes occur. If there is an emergency or last-minute change to the dismissal routine for your child, please contact the school office. Otherwise, it is not the duty of the

office to notify teachers daily or repeatedly for individual children with irregular schedules. Please provide a written schedule to your child's teacher weekly if your schedule varies.

Our 'out the door' dismissal policy is very regimented due to all of our students dismissing out a single door toward Bishop Street. We require them to be dismissed in an orderly fashion, matching our youngest students with their parent one-to-one.

If you would like to speak to your child's teacher at the end of day, we are asking that you enter the school at the main entrance, go to the office, and ask the staff member in the office to let the teacher know you are there. Once the teacher has dismissed all of their students, they will then meet you at the office, where you can have a private conversation about your child. Be advised, classroom teachers will not use this time to conference with you. If the teacher has an immediate concern to share, you will be contacted by phone or email and asked to meet the teacher after dismissal in the main office.

This process matches our policy of requiring that anyone that enters the building before 3:00 p.m. do so through the main office entrance. This includes all parents picking up children from the After School program. You may see a staff member at the auditorium doors waiting with our late bus students. This person is not to allow anyone into the building, but to direct him or her to the main office. This is not to cause an inconvenience, but to maintain the safety procedures we have in place.

EDUCATIONAL TRIPS

It is necessary that family trips for educational purposes be considered within the context of school purpose and the law. Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Approval of these trips shall be requested, in writing, a minimum of two (2) weeks prior to date of departure and are not to exceed five (5) days per year. In extreme circumstances, the Administration may approve an educational trip for a period longer than five (5) days. An *Educational Trip Request Form* is available in the school office or on our website for families planning a trip during scheduled school days. Forms will not be accepted after the trip.

The formal request will indicate the justification for the educational trip and an explanation as to why the trip cannot be taken during a school vacation or the summer break. The number of absences accumulated prior to the scheduled trip as well as the student's academic progress will be taken into consideration.

If approval is granted before the trip is taken, the student's absence will be excused.

If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. As such, no work missed may be made up for full credit.

All students are responsible for making up schoolwork and tests missed during an approved trip. All work assigned prior to the trip must be returned the first day back or will receive a failing grade unless prior alternate arrangements have been made.

Unapproved trips shall be treated as unexcused absences. As such, no work missed may be made up for full credit.

TARDIES/EARLY DISMISSALS

School begins at 8:10 AM and ends at 2:25 PM.

- All students arriving after 8:15 AM are considered tardy and must be signed in by a parent/guardian at the office.
- Students leaving between 12:30 and 2:15 PM will be marked as an early dismissal and must be signed out by a parent/guardian.
- Any student reporting to school after 10:00 AM or leaving school before 12:30 PM must be signed in or out by a parent/guardian and will be marked as absent for ½ day.
- Any student leaving school before 10:00 AM or arriving after 12:30 PM must be signed in or out by a parent/guardian and will be marked as absent for one full day.

Parents must provide either a medical excuse or a written parent excuse, or they will be required to complete an attendance slip, with reason for the absence, tardiness, or early dismissal.

Children will not be marked tardy if their bus is late.

If your child will be arriving at school after 8:45 AM, they must bring a packed lunch, because our lunch vendor requires notification of lunch count prior to that time.

Excessive tardiness and early dismissals are detrimental to learning and disruptive to the entire class. Please make all attempts to have students at school for the entire school day.

BIRTHDAY PARTIES/CELEBRATIONS

SCHOOL BIRTHDAY CELEBRATIONS

There are many ways that you can celebrate your child's birthday at school. These can include joining them for lunch and/or recess on their special day or sharing an inexpensive and small birthday treat, such as a pencil or stickers. Keep in mind, the children simply love celebrating their birthday and those things are never required or expected. Your child's teacher will also be celebrating them on their day and will provide other options for ways you can celebrate them in their individual classrooms.

An important note about edible treats: Edible treats (cupcakes, frozen treats, cookies, etc.) are not permitted. If edible treats are brought to school, they will return home with your child at the end of the day. This is for the safety and inclusion of all our children.

If your child has a weekend, holiday break, or summer birthday, please work with their teacher to plan a different day to celebrate, possibly their half birthday or the anniversary of their Baptism.

INVITATIONS

Parents are asked to send invitations for their child's at-home birthday party by mail. This helps to avoid hurt feelings in the case of a child who is not invited. *Party invitations may only be handed out in school if ALL STUDENTS are invited.*

CHAPERONES

There are limited times when we seek volunteers to serve as chaperones for field trips. As a chaperone, participation is very important. In order to make field trips educational, fun, and a safe learning experience, we have outlined a list of chaperone guidelines.

All parents who attend field trips as a chaperone must have completed the Diocesan Youth Protection Program, Pennsylvania state mandated clearances and have up-to-date paperwork on file in the school office.

Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn, and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.

Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.

Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is, and where the **Field Trip Permission Forms** are located. Keep the cell phone contact number of the teacher and other chaperones available.

No foul language use on the field trip under any circumstances.

No tobacco or drug use on the field trip under any circumstances.

Childcare arrangements are to be made for siblings, as they will not be allowed to attend.

Parents interested in chaperoning are asked to submit their names by a pre-determined date. Chaperones are selected by random draw and reasonable effort is made to allow for different groups of parents to chaperone trips over the years that your child is enrolled.

While most field trips occur at public locations, it is not permissible for parents not selected to chaperone to show up at the location and join in the trip (unless prior notification has been given to all parents.) If you were not chosen for the field trip and show up, you will be asked to leave.

We ask that chaperones acknowledge that their participation is important to the learning experience of the students involved, and that they will follow the above guidelines.

DRESS CODE

Parents are the most important resource to ensure that a student’s dress and appearance are becoming of a Catholic school student. We ask the cooperation of parents to see that their child comes to school properly attired. The Dress Code has been developed with the modesty, safety, and well-being of each student in mind. The Dress Code Policy is in accordance with our mission, philosophy, and traditions at Saint John School. If students are not dressed appropriately, a warning letter will be sent home. Thereafter, parents will be contacted to bring appropriate clothing to school.

GENERAL GUIDELINES

- Uniforms can be purchased through any school uniform retailer, except for the girls’ plaid Mass jumpers and skirts, boys’ plaid Mass ties, and all gym pieces.
 - **Flynn O’Hara** is the only vendor supplying our plaid Mass uniform pieces.
 - All gym pieces must be purchased from **Flynn O’Hara, Lands’ End, or through a school-sponsored clothing sale.**
- Uniforms must be clean, presentable, sized correctly, and worn appropriately.
- Uniform shirts must be tucked into pants, slacks, skirts, shorts, and skorts.
- Clean, well-groomed hair and nails are expected.
- Hairstyles are to be tasteful, and no extreme or unnatural hair dye or color is permitted.
- Nails must be of a safe length and not a danger to self or others during Physical Education and Recess activities.
- No makeup, tattoos, or body piercing are permitted.
- Administration will be the final judge of what is acceptable in matters of student dress and grooming.

	ALL CHILDREN	GIRLS	BOYS
TOPS	<ul style="list-style-type: none"> ● Collared knit polo shirt (long or short-sleeve): White, Light Blue, or Navy ● Knit turtleneck: White, Light Blue, or Navy ● Collared Oxford shirt (long or short-sleeve): White or Light Blue ● V-neck or crew neck sweater (pullover or cardigan); Sweater vest: White or Navy ● Crewneck or hooded school sweatshirt (see Physical Education for specifics) 	<ul style="list-style-type: none"> ● Peter Pan collar blouse (long or short-sleeve): White or Light Blue 	<ul style="list-style-type: none"> ● Neckties: Must be School Plaid

	<p>Please note: Only a school uniform sweater, fleece, or sweatshirt can be worn during the school day.</p>		
BOTTOMS	<ul style="list-style-type: none"> ● Twill walking shorts – must be no shorter than one inch above the knee (ONLY permitted from beginning of school until October 31 and April 15 until the end of school): Khaki or Navy ● Twill or corduroy pants/slacks: Khaki or Navy 	<ul style="list-style-type: none"> ● Pleated tunic, jumper, or skirt - must be no shorter than one inch above the knee: School Plaid, Khaki, or Navy (White or Navy leggings may be worn under during cold weather) ● Skorts – must be no shorter than one inch above the knee (may be worn year-round ONLY if they are of the style that is a full skirt with shorts underneath, otherwise, skorts must follow shorts guidelines): Khaki or Navy ● Capris (must follow shorts guidelines): Khaki or Navy 	
FOOTWEAR	<ul style="list-style-type: none"> ● Brown or Black rubber-soled dress shoes and traditional sneakers are the preferred footwear. Heelies, Clogs, Slides (shoes without a back), and Flip Flops are NOT permitted. ● Rubber-soled boots can be worn, but they must fit inside the pants leg. ● When wearing winter boots, a change of shoes must be brought to school. ● ALL shoes must be worn with socks. ● Ankle and knee socks: White, Navy, or Black ● Administration reserves the right to request that children do not wear shoes that do not fit properly and, thus, are a safety concern. 	<ul style="list-style-type: none"> ● Tights: White or Navy ● Absolutely no boots are to be worn with dresses, skirts, or jumpers, except on Dress Down Days. 	
MASS UNIFORM (MUST be worn on all Mass Days,	<ul style="list-style-type: none"> ● Brown or Black rubber-soled dress shoes ● Collared Oxford shirt (long or short-sleeve): White or Light Blue ● V-neck or crew neck sweater (pull over or cardigan); Sweater vest: White, Navy, or Gray 	<ul style="list-style-type: none"> ● Pleated tunic, jumper, or skirt - must be no shorter than one inch above the knee: School Plaid, Khaki or Navy ● Peter Pan collar blouse (long or short-sleeve): White or Light Blue 	<ul style="list-style-type: none"> ● Twill or corduroy pants/slacks/shorts (in season): Khaki or Navy ● Necktie: School Plaid*

<p>unless noted.)</p>	<ul style="list-style-type: none"> • Quarter-zip school fleece: Gray, Navy, or Royal Blue <p>Please Note: School Hoodie Sweatshirts can be worn to school, but are never to be worn to the Church for Mass.</p>		
<p>ALL CHILDREN</p>			
<p>DRESS DOWN DAY</p>	<ul style="list-style-type: none"> • \$1 Dress Down Days are not mandatory, but a \$1 donation for the specified charity is required if the student chooses to dress out of uniform. • All shirts, whether worn alone or under jumpers, must have sleeves. • Clothing, especially jeans, should be neat in appearance and not contain intentional tears or holes. • Leggings cannot be worn alone as pants but can be worn under dresses. • Appropriate and tasteful t-shirts, sweatshirts, sweatpants, jeans, or capris are permitted. If within the allowable days for wearing shorts, any uniform, jean, or other shorts are permitted, if they are no shorter than one inch above the knee. • Fashion boots can be worn outside pants legs or with dresses/skirts on Dress Down Days only. 		
<p>PHYSICAL EDUCATION</p>	<ul style="list-style-type: none"> • T-shirt: Royal blue, Cobalt blue, or Grey • Crewneck or Hooded Sweatshirt: Royal blue, Cobalt blue, or Grey • Sweatpants/Shorts: Royal blue or Cobalt blue • Shoes – sneakers MUST be worn on gym day <p>**All gym uniform pieces must be purchased from Flynn O’Hara, Lands’ End, or school-sponsored clothing order so that they include the authorized Saint John School logo.</p> <p>REMINDER: Gym attire affects grade in Physical Education class.</p>		

EMERGENCY CARDS

Parents are required to complete Emergency Health Cards for each child enrolled at Saint John Catholic School. These are either sent home at the end of the preceding year or mailed prior to the start of school and should be returned either during summer office hours, by mail, or on the first day of school. If you plan to use the After School Care Program on the first day of school, your family’s Emergency Health Cards would have to be returned prior to the start of the school year. Parents should inform the school of any changes that occur during the school year.

EMERGENCY DRILLS

Regularly scheduled emergency drills are conducted to familiarize students with emergency procedures. Students practice exiting the building, maintaining lockdown procedures, and relocating to safe areas in the case where re-entry to the building would be prohibited. Exit routes are posted in the classrooms, cafeteria and auditorium. Students are to maintain silence and proceed quickly and orderly to ensure safety for all.

EVACUATION

In the event of an extended evacuation of Saint John Catholic School for any reason, all students will be walked to a designated area or building not less than one block from school. A representative from the Diocese of Altoona-Johnstown Education Office will handle all media information. Information for parents will be available through our SchoolMessenger telephone broadcast system and/or media announcements.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is optional. Parents and students are reminded that although these activities are not always a part of the regular school day, all behavioral expectations of these students are consistent with school/classroom rules, procedures, and guidelines. The principal and/or coordinator of these activities retain the right to exclude students from any or all activities due to non-compliance of established behavioral expectations.

ALTAR SERVERS

At the beginning of Grade 4, interested students will be trained to assist the Priest in Liturgical celebrations. Please contact the school or rectory office for more information.

CHOIR

Students in Grades 3, 4 and 5 may choose to join the Saint John Catholic School Choir under the direction of the music teacher. Choir meets in the music room during school hours. Choir sings at weekly school Masses and the Spring Recital. A larger school choir comprised of all grades is often organized to sing at the Bellefonte Victorian Christmas Opening Ceremonies.

BELL CHOIR

Students in Grades 4 and 5 may choose to join the Saint John Catholic School Bell Choir under the direction of the music teacher. Bell Choir meets in the music room during school hours. Bell Choir performs at our annual Christmas Concert.

DRAMA CLUB

Students in Grades 4 and 5 may choose to join the Saint John Catholic School Drama Club. Drama Club meets after school hours and typically presents two performances of the same production on a weekend in the spring.

INSTRUMENTAL MUSIC/BAND

Students in Grades 4 and 5 may choose to receive instrumental instructions from the music teacher. Individual lessons are scheduled at the convenience of the teacher and the student. In addition to lessons, students will have the opportunity to play together as a band. The Saint John Catholic School Band will be under the direction of the music teacher and will meet during school hours. This group will perform at the Spring Recital which showcases the musical talents of all Saint John Catholic School students who take lessons at school or from other outside music

teachers. Participation is required for all students who take lessons at school, but optional for those who take lessons elsewhere. Please contact the music teacher for more information regarding instrumental lessons.

FINANCIAL

TUITION

Tuition rates for the following school year are published in the spring and sent home with the annual tuition contract. Each year, the school calculates the per pupil cost, which is the cost to educate a child for the year. However, to make Catholic education affordable for all families, Saint John the Evangelist Church offers to subsidize a portion of that per pupil cost for all students through a General Scholarship Fund. Families need to either apply for financial aid through Simple Tuition Solutions and/or participate in the EITC program to be eligible for the parish subsidy. The church subsidizes additional monies through the General Scholarship Fund for parishioners and other Catholic students that return a Memorandum of Understanding signed by the pastor.

The school utilizes a sliding tuition scale for families with more than one child enrolled. Please contact the school office for information on actual tuition amounts or for any scholarship opportunities.

TUITION COLLECTION GUIDELINES

Saint John School uses Simple Tuition Solutions for tuition collection. Families have the following tuition payment options: annual sum, semi-annual payments, quarterly payments, or ten monthly payments. All payments are due on the 10th of the month.

Families must be current with all tuition payments by the last day of school. Registration for the following school year will not be finalized until payment is complete. Incomplete payments could also result in failure to receive the end-of-year report card. In addition, for students transferring from or not returning to Saint John Catholic School, permanent records will not be forwarded to the new school until all accounts are paid in full.

If your family's financial situation makes it too difficult to pay the tuition on time, please notify the principal. We will negotiate a payment schedule to fit your family's needs.

TUITION ASSISTANCE APPLICATION

The obligation of a tuition payment is a very serious one for parents. It is essential for the financial vitality and stability of Saint John Catholic School that these payments are made on time and remain current. If you find your family in a situation that makes tuition payment difficult, please contact the Principal for a Confidential Tuition Assistance Application.

STUDENT TRANSFER OR WITHDRAWAL

Students who leave school prior to April 1st may receive a pro-rated refund if they have fully paid tuition in advance of the transfer. Scholarships, grant awards and discounts may also be prorated upon withdrawal. If there is a balance due after adjusting the charges, there is no refund, and the balance must be paid before official transcripts can be released. Tuition is prorated based on month of withdrawal. Tuition refunds are not provided for withdrawals after March 31st. The amount of your refund will also depend upon other fees due and the amount paid to date.

INSUFFICIENT FUNDS CHARGE

There is a \$30.00 fee payable to Saint John Catholic School for any checks returned to us for insufficient funds. After two returned checks, only cash could be accepted for all future transactions during that school year.

FUNDRAISERS

Saint John Catholic School and Saint John Home & School Association conduct various fundraisers throughout the year. While these fundraisers are vital to the day-to-day operation of our school, they are not mandatory. If it is your desire to have your child excluded from a fundraiser, please send in a note stating that you are opting out of that particular fundraiser. This will ensure that your child's class is not penalized in the case of any class rewards. We do not encourage door-to-door sales. If your child wishes to sell items door-to-door, we request that an adult accompany them at all times.

LIBRARY

Library time will be used to return and check out books, read stories, and learn library skills. All students are responsible for returning borrowed books in good condition and on time. Most library books circulate for one week and may be renewed if another student is not on a waiting list for the book. When a student has not returned a book, they will not be permitted to check out another book until all obligations are met. Payment must be made for any lost or damaged library book either with replacement of the same book title or money to cover the cost of a new book.

LOST AND FOUND

The Lost and Found is located in the hallway near the school office. Please label all students' sweatshirts, sweaters, coats, hats, and gloves. Unclaimed items will periodically be donated to a charitable organization.

LUNCH PROGRAM

Saint John Catholic School serves hot lunches daily. Milk (one percent white or non-fat chocolate) is served as the beverage with each hot lunch purchase. Milk is also available to purchase separately with a packed lunch. Lunch menus are sent home monthly with the school calendar.

Although Saint John Catholic School does not participate in the National School Lunch Program (NSLP), the lunches meet nutritional standards set by the NSLP. Families may apply for reduced cost lunches for their children. Confidential applications, with income guidelines, can be requested through the school

office. Children who receive reduced price meal benefits are treated the same as children who pay for meals.

LUNCH/DRINK PURCHASE

The cost of lunch (milk included) and individual drinks are noted on the monthly school menu. Please do not combine these purchases with other school payments. Payment, cash or check, should be sent to school with the student in an envelope noting child's name, grade and order. We ask that purchases for the entire week, or one month at a time, be made on the first attended school day of the week or month.

If a student orders lunch and realizes after the order has been placed that they have a packed lunch, the student will be charged for the ordered lunch.

PACKED LUNCH

Students bringing a packed lunch must have their names clearly marked on the lunch container. If your child will be arriving at school after 8:45 a.m., they must bring a packed lunch, because our lunch vendor requires notification of lunch count prior to that time.

LUNCH PERIOD

Kindergarten / Grade 1	11:15 AM – 11:45 AM
Grade 2 / Grade 3	11:45 AM – 12:15 PM
Grade 4 / Grade 5	12:15 PM – 12:45 PM

PARENT-TO-LUNCH INFORMATION

We believe that allowing parents to join their children once a year for lunch is a valuable experience for both parent and child.

Each parent is permitted to join their child for lunch one day during the school year.

- Please provide the school office 48 hours written notice. Parents will not be permitted to stay for lunch without prior written notice. This form can be found under the "Backpack" tab on the school website.
- Please submit lunch payment at time of request.
- Visiting parents will be required to sign in at the main office. They will be permitted to arrive early and join their student for recess, if they choose.
- This will not be a time for visiting in classrooms or conferencing with teachers.
- Parents with multiple children can choose different days for each child.

MEDICAL

CONTAGIOUS HEALTH PROBLEMS

Students who have contagious health problems (colds, flu, head lice, etc.) should not be in school. Students who come to school with ongoing, contagious health problems may be denied admittance at the discretion of the school administrator. Conditions where your child should be kept home and

possibly seek evaluation by your family physician or will be sent home if symptoms develop at school are not limited to, but include the following:

- fever 100.4 degrees F. or greater within past 24 hours
- vomiting or diarrhea within past 24 hours
- rash on face, arms, chest, or legs
- blisters or open lesions around mouth and/or nose
- red, watery eye accompanied by itching, burning, or crusting discharge
- yellow or green nasal discharge, with or without a cough

DOCTOR/DENTIST APPOINTMENTS

Whenever possible, parents/guardians should try to schedule routine doctor and dental appointments outside school hours. If this is not possible, students should bring a note from the parent/guardian stating the time the student is to be dismissed and for what reason. Students must be signed out and in at the school office by the parent/guardian. Students are not permitted to leave the school building during the school day unless accompanied by a parent/guardian.

ILLNESS AT SCHOOL

If a child becomes ill during school, they will be directed to the office. A parent/guardian will be notified of the student's illness. Parents taking an ill child home must sign the child out at the school office. Any student leaving school before 10:00 AM for illness will be marked as absent for the entire day. Any student leaving school between 10:00 AM and 12:30 PM for illness will be marked as absent for ½ day.

MEDICAL / DENTAL EXAMINATIONS / SCREENINGS

Height, weight, and vision screenings are completed annually by school nurse.

Hearing test for Grades K, 1, 2, and 3 by school nurse.

Dental examinations are completed in Kindergarten and Grade 3, and for students transferring from outside Pennsylvania. This exam will be given to our Kindergarten and Grade 3 students at some point during the school year. If your child routinely receives a dental exam from your family dentist, you should obtain a dental form from the school office for your dentist to complete. This would exempt your child from the in-school exam and fulfill the state obligation.

*Anyone requesting exemptions from any of the previous medical/dental requirements for medical, religious, moral, or ethical reasons must submit a written request to the school nurse for consideration.

School health services are intended as a supplement to, not as a substitute for, the health care which parents provide for their child. A school nurse is provided by the Bellefonte Area School District for required screenings and emergency issues. The school must be informed if a child has any special health

problems or allergies. It is very important that all emergency information be accurate and up-to-date. Parents are responsible for notifying the school if any emergency or medical information changes throughout the school year.

A doctor and dentist assigned to our school by the Bellefonte Area School District are available on dates determined by the district to provide the required examinations.

RECESS

OUTSIDE RECESS

All students will participate in outdoor recess, weather permitting. Proper outer clothing and shoes are required. Parents are encouraged to send children to school with appropriate recess attire.

If a student is not to go outside for recess due to illness or injury, a note signed by the parent stating the reason that inside recess is required must be sent to the teacher.

INSIDE RECESS

At the discretion of the faculty member(s) supervising recess, students may be instructed to participate in inside recess due to inclement weather or lack of adequate volunteers for playground supervision. This may be held in classrooms or in the gymnasium.

RECESS PERIOD

Kindergarten/ Grade 1	10:45 AM – 11:15 AM
Grade 2 / Grade 3	11:15 AM – 11:45 AM
Grade 4 / Grade 5	11:45 AM – 12:15 PM

TRANSPORTATION

BUSING

Bellefonte Area School District, Bald Eagle Area School District, Penns Valley School District, and State College School District all provide bus transportation to Saint John Catholic School for students living in their districts. Parents should contact the transportation department of the school district where they reside to make busing arrangements. Busing is also provided on days when our school calendar differs from the public school calendar. Saint John Catholic School office will contact each family to see if they are interested in special busing on those days. If you are uncertain about your child's eligibility to obtain bus transportation, please contact the school office.

Students are expected to obey all bus rules. Rudeness and disobedience will not be tolerated. Failure to obey the bus rules may result in suspension from bus privileges for a designated time period.

A child may ride only on the bus assigned to them. They are not to ride other buses when going home with a friend. Other transportation must be arranged on those days.

CHANGES IN TRANSPORTATION

Any changes to a student's dismissal routine must be submitted in writing to the school office. Students will not be sent home with any other adult without prior permission to do so.

STUDENT PICK-UP OR DROP-OFF PARKING

The church parking lot and the parking stalls directly in front of the school are available if you will be leaving your car during pick-up or drop-off. If using the stalls in front of the school, cars must have flashers on during school hours, and during arrival and dismissal. The Bellefonte Police Department has requested that we remind parents that parking is never allowed along areas marked with a yellow curb, as it is in front of our church. The police enforce these regulations and tickets could be issued. Please do not block the school or church driveways at any time. Also, please do not park in front of the Undine Fire Station.

VISITORS/PARENTS/GUARDIANS TO SCHOOL

All exterior doors are kept locked. ALL visitors, including parents and volunteers, must report to the office upon entering the building and sign in with office personnel. This policy includes any time you escort your child to school in the morning if you will be in any part of the school besides the Auditorium and/or returning your child to school following an appointment. All visitors must ring for admittance at the main door during school hours. Only main office personnel are permitted to open the doors for visitors. Unknown visitors may be required to show personal identification or to wait outside until verification of reason for admittance is made. Visitors may be denied admittance if there was no scheduled appointment. No teacher or student may be disturbed during the school day except in the case of an emergency or scheduled appointment. These regulations were developed to safeguard the security of our school and students.

Messages or forgotten items such as lunches, band instruments, etc. should be brought to the office, and the staff will deliver them to the student at the appropriate time.