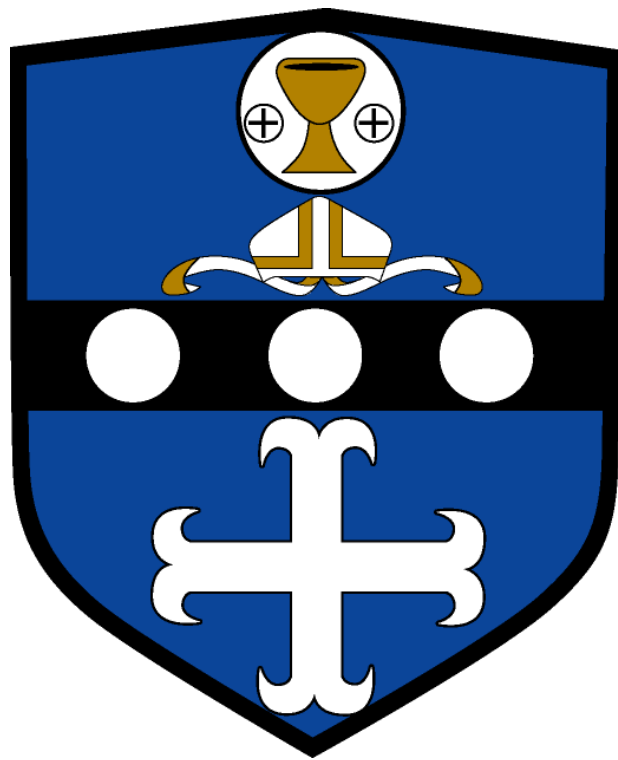


**Diocese of Altoona-  
Johnstown  
Parent/Student  
Handbook**



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

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

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

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

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

### **Retreats and Service Program**

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

## **TECHNOLOGY & INTERNET**

The Diocese of Altoona-Johnstown issues an Internet Usage Policy and a Remote Instruction Policy that requires a parent/guardian and student signature of agreement. Schools also issue a Hardware Use Policy that details the use of devices, acceptable behaviors and financial responsibilities should devices be lost or damaged. The full policy can be found in the Appendix

## **PERSONAL PROPERTY**

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

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

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

## **USE OF SCHOOL GROUNDS**

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

## **AMENDMENTS TO HANDBOOK**

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

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

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

\_\_\_\_\_

Signature

Date

# Appendix



## Student Use of the Internet in School

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

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

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

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

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

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

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

## Acceptable Use Policy for Networks, Including the Internet

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

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

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

A responsible network user must be aware that:

- ❖ Use of the network and e-mail is a PRIVILEGE, not a RIGHT.
- ❖ The DAJ network is to be used only for educational purposes.
- ❖ E-mail is not guaranteed to be private.
- ❖ Identifying photos of students with their first and last names may not be used on a web site.
- ❖ It is important to log off the computer at the end of every session, so another user 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

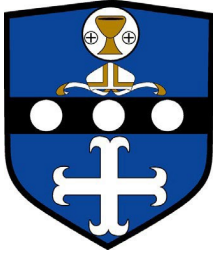
\_\_\_\_\_ School.

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

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*(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– DONOT sign if blank.)***

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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.

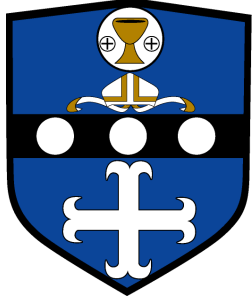
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Name of Child (Please Print)	Date of Birth
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Signature of Parent or Legal Guardian	Date
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*This Authorization Form to be kept on file until the student graduates from High School.*



# Diocese of Altoona- Johnstown

## *Education Office*

2713 W Chestnut Avenue  
Altoona, PA 16601

Phone: 814-695-5579

[www.dioceseaj.org](http://www.dioceseaj.org)

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

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

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

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

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Child's Name Printed

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Parent's Name Printed

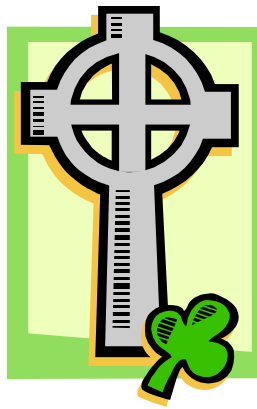
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Parent's Signature

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Date





# **St. Patrick School**

**Empowering young minds through  
Faith.**

**Grades Pre K-8  
731 Patrick Lane  
Newry, PA 16665  
814-695-3819**

## **ADMISSIONS**

St. Patrick School welcomes students of any race, creed, color, sex, nationality, ethnic origin, or religion. It does not discriminate based on race, color, nationality and/or ethnic origin in administration of educational policies, admission policies, tuition assistance, athletics, and other school-administered programs, or in hiring personnel. Students are accepted from three years of age and older. Our school day begins at 8:45a.m. Dismissal is at 3:15 p.m. Students arriving during or after prayers will be marked “tardy” as per state regulations. Business hours are 8:00 a.m. – 4:00 p.m. Preschool students must be 3 years of age on or before September 1. All students must also be out of diapers or pull-ups and be able to perform all personal care routines independently. No exceptions. When registering for school, birth certificate, baptismal certificate (when applicable), and current immunization records must be presented. Since the preschool programs act as a feeder into the elementary program, students who are already in the St. Patrick Preschool programs will receive priority when registering. Siblings of current St. Patrick students will have first choice of placement. Admission of a student to any class or campus is dependent upon space availability.

## **LUNCH ACCOUNTS**

St. Patrick School offers a catered lunch program. Lunch menus are distributed monthly and applications for free and reduced lunches are available through the school office. All lunches are to be pre-paid by sending a check or cash in an envelope to the office. Students who have a negative lunch account balance of more than \$30.00 will not be eligible to purchase the main entree but will receive a peanut butter and jelly sandwich with sides. Students whose lunch accounts are negative \$45 or more are not eligible to purchase lunch and parents will be notified to bring a packed lunch. Lunch account balances are accessible through Power School.

## **BEFORE SCHOOL/AFTER SCHOOL CARE**

Before and after school care is available for families who are not able to drop-off or pick up students at the designated arrival and dismissal times. Before school care begins at 7:00am and after school care ends at 5:00pm. A fee of \$4.00/hour, charged on the quarter hour, is applicable and will be billed

monthly. If parents are late picking up, a late charge of \$1.00/minute will be accrued. This service is **not** to be used for students to stay after school to play. We ask that you pre-register your child by notifying the office in writing. Parents who do not need this service daily can still utilize before or after school care. Please send written notice or call the office to notify us of the change. Families who are 30 days past due will not be permitted to use this service until account balances are current. In the event of a 2-hour delay, before school care will begin at 9:00am.

## **ATTENDANCE AND PUNCTUALITY**

The State of Pennsylvania mandates 180 days of instruction and the successful completion of course requirements in order to grant grade advancement. Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. If your child arrives in the classroom after 8:50 am, he/she will be marked tardy. Parents are requested to call the school office between 8:00-9:00 a.m. if your child is going to be absent that day. Please contact the school no later than 10:30 a.m., if you request homework Assignments may be picked up between 3:00-4:00pm. Students who are absent more than 18 school days will be referred to their home school district and may be retained.

Pennsylvania School Law requires a written, dated, and signed excuse on the day a student returns from an absence. If this does not occur within THREE days of the absence, it will be recorded as unexcused. After three accumulated unexcused absences from school, the matter will be referred to the principal.

Students absent for more than three consecutive days are required to submit a physician's excuse upon their return to school. Failure to do so will result in those days being recorded as unexcused and the matter will be referred to the principal.

A letter of notification will be sent to parents/guardians of all students who have accumulated ten (10) days of absences, excused or unexcused. A physician's excuse will need to be submitted for each subsequent absence. Failure to submit a physician's excuse after ten days of absence will result in those days being recorded as unexcused and the matter will be referred to the principal.

Parents are asked to call the school no later than 9:00am to report that a child will be absent that day. A message may be left by voicemail. Calls or texts to the teachers will not be accepted as a report of absence. For an extended illness, please call each day your child is absent from school unless you have already informed us of an extended illness. Students may return to school when they are 24 hours fever free without medication.

- **Make-up work**

Students are expected to make-up work for all absences. All previously assigned work must be turned in the day a student returns to school. This includes tests that were announced before the absence occurred. Students are given 3 days to complete assignments for each day absent. Any missed tests or quizzes may only be made up by coordinating a time either before or after school with your child's teacher.

- **Truancy/Unexcused Absences**

Truancy is an UNEXCUSED ABSENCE from school or class. A student is truant if he/she leaves school without signing out in the Main Office, does not report to classes, or is absent from school or class without a lawful excuse. Work missed during an unexcused absence may not be made up. Truancy issues will be documented and reported to the student's home school district.

- **Family vacations**

Family vacations are not encouraged during the school year unless there is no alternative. If it is known that a child will be absent from school for a period that extends three school days or longer, the parents must complete and submit a vacation request form and turn in written notification to the teacher at least one week in advance of the anticipated absence. It is the child's responsibility to obtain homework assignments, complete the work for the period of absence and submit all assigned work on the first day of their return to school. Work that is not submitted immediately upon return will not be accepted and will result in a zero. Any tests that were missed will be made up within 3 days, either before or after school at the convenience of the teacher.

- **Tardiness**

Students who arrive after 8:50am will be considered tardy. Parents must sign their child in at the

office if arriving late. Tardiness issues will be addressed by the principal.

- **Bell Schedule**

7:00am Before School begins.

8:45am First bell: Students report to classrooms.

8:50am Second Bell: Students arriving after this bell are tardy. Morning prayers, Pledge of Allegiance, announcements.

8:55am classes begin.

11:30am-12:45pm Lunch and recess for all grades

12:45pm afternoon classes begin.

3:00pm Pre K and Kindergarten dismissal.

3:10pm Afternoon prayers and dismissal preparations.

3:15pm Dismissal for all bus students and car riders.

5:00pm After care ends.

## **AUXILIARY SERVICES**

Auxiliary Services are provided by Pennsylvania Non-Public Schools Act under the direction of the Diocesan Education Department, IU8 Act 89 reading and math programs, and by the local school districts' Title I programs.

- Reading (Title I and IU8)
- Math (Title I)
- Guidance (IU8)
- Speech (IU8)

Contact your building administration regarding any academic, social, or emotional concerns.

## **BOOKS**

Students are responsible for the care of all textbooks and library books. All hard-backed books must be covered. Book socks or St. Patrick book covers are available free of charge at the school, or you can purchase book socks for use. Students are to have all papers and books in a book bag before



leaving school. Any damaged or lost texts or library books must be paid for at the replacement cost. Teachers will be tracking all classroom texts; the library tracks all library books.

## **ARRIVAL/DISMISSAL**

The safety of our children is most important at St. Patrick. Please note the following:

- Building access is limited. The main entrance, located in the back of the school building, will be used for both arrival and dismissal.
- All parents must use the drop-off and pick-up line.
- Parents/guardians will not be permitted to enter the building with their child/children, nor will they walk to the classroom with their child. If the parent has office business, s/he should report directly to the office.

### **Morning Drop Off**

Parents are to enter the parking lot at a slow speed and drive around so the passenger door is closest to the building. If you need to assist your child out of the car, please do so quickly. Our goal is to keep vehicles moving while maintaining safety for our students. A staff member will be at the door to greet your child. Please note that buses have the right of way at this time. You must yield to the buses. Students should arrive to the school no later than 8:50am at which time the door will be closed and locked. If you arrive later than 8:50am, you will need to come into the office and sign your child in and h/she will be marked *tardy*.

### **Afternoon Pick-Up**

\*Pre-K and Kindergarten students who do not ride a bus, have older siblings, or are in after school care are dismissed at 3:00pm. Parents/guardians are to line up in their cars with the passenger side closest to the building, beginning at the door. Teachers will escort your child to the car. Teachers are not permitted to fasten children into car/booster seats.

All other parents should line up on the far end of the parking lot under the basketball hoops and wait for the younger students to be dismissed. At that time, parents may proceed to the door to wait for

your child to be dismissed at 3:15pm by the faculty. Please note that buses have the right of way and the bus riders will be dismissed upon arrival of their bus.

All parents must remain in their cars while waiting for your child. If you need to access the school, please park in the last row of parking spaces and wait until all students are dismissed to enter the building.

If there is any change in a student's routine regarding pick-up, parents must provide a written note or call the office no later than 2:30pm. This dismissal policy is strictly held. If the student does not have a note or a phone call was not received, s/he will not be allowed a change in transportation. The school **will not** honor a student's oral instruction. Your child will be placed on the bus if a note or phone call is not received. Please refrain from calling the school after 2:30pm for transportation changes, unless it is an emergency.

### **Vacation**

Family vacations are not encouraged during the school year unless there is no alternative. If it is known that a child will be absent from school for vacation, parents must complete and submit a vacation request form and turn in written notification to the teacher/s at least one week in advance of the anticipated absence. It is the child's responsibility to obtain homework assignments, complete the work for the period of absence and submit all assigned work the day of return to school.

### **Weather Delays and Cancellations**

In the event of inclement weather, St. Patrick School will follow Hollidaysburg School District's decision. Parents will receive a recorded School Messenger phone announcement as well as an alert through Parent Square. These are the first lines of communication. The school will also utilize the St. Patrick School Facebook page to post announcements. In addition, WTAJ-TV and WJAC-TV will run delays or cancellations. If a child is bused to school by a district that has cancelled classes yet we are not cancelled, buses will not be available for those St. Patrick students either in the morning or in the afternoon. Parents are welcome to transport children to and from school on these days, weather permitting.

## **BUS TRANSPORTATION**

Bus transportation provided to students in grades K-8 is a **privilege**. Failure to obey rules, exhibiting lack of respect for the driver, or endangerment of passengers is grounds for suspension of riding privileges. The driver has the authority to issue conduct slips for improper behavior on the bus. Drivers have legal responsibility and authority for supervision of riders. They may withhold bus privileges from children who do not abide by bus rules. The school will follow-up with proper consequences for students who disregard expectations. It is up to the students, faculty and parents to work together to build a reputation of good behavior. Students may not deviate from this daily routine of transportation without written or verbal notification from a parent/guardian.

In the unlikely event of a school bus accident, parents will be notified via school personnel through Parent Square. In that event, parents should not rush to the scene of the accident, rather await information or call the school for details about the current situation. They will receive information regarding where the children are to be taken for treatment if needed or when they will be transported to a pick-up location and where that location will be.

## **CAFETERIA**

Catered lunch is available for students to purchase. The cost of individual lunch will be announced yearly. Applications for free and reduced meals are provided through the school office. All students are expected to bring nourishing lunches to school when they do not participate in the provided catered lunch program. Students are not permitted to bring soda and should refrain from sugary fruit drinks. Water, low sugar or 100% fruit juice drinks are recommended.

Students are expected to observe table manners and proper etiquette in the cafeteria, just as they would at home or in a restaurant. Students are also encouraged to assist in keeping their eating area clean after lunch. Students who fail to adhere to rules will be removed from the lunch tables.

## **COMMUNICATION**

Family folders will be sent home every Thursday. These folders include a weekly letter from the principal outlining upcoming events, meetings, schedule changes etc. It is essential that you look over everything that is included and return the folder on Friday.

Our platform for daily communication is Parent Square. Parents will receive important posts and messages through this app. You will also be able to communicate with faculty and staff via text message. Please note that teachers are not permitted to share personal phone numbers with students and parents and all correspondence is to be done through Parent Square. Teachers are not available to respond to messages during the school day as they are teaching. If you have a message that needs immediate attention, you must call the school office. We will not be held responsible for missed information that was sent directly to a teacher during instructional hours.

Students are not permitted to use personal cell phones or the office telephone without a legitimate reason. Forgotten items (homework, lunch, etc.) do not constitute a serious reason. St. Patrick School would like to develop a sense of responsibility among all students. Parents may email the teachers at their school email address (first initial last [name@stpatsnewry.org](mailto:name@stpatsnewry.org)) or send a message via Parent Square. When a parent has a question or concern, the protocol to follow is:

1. Contact the child's teacher.
2. Contact the office/principal.
3. Request a conference with either or both.
4. Meet with the guidance counselor if appropriate.

Please refrain from gossip or negative talk. Go straight to the source for correct information.

## **CONFERENCES**

Parent/teacher conferences will be held in November. Request forms will be sent home at least 2 weeks prior to conferences and will be scheduled by the office. Students are not required to attend; however, teachers may request that s/he be present. Conferences with the principal are always welcome. Optional spring conferences may be offered.

## **CURRICULUM**

St. Patrick School follows the recommended curriculum of the Altoona-Johnstown Diocese in all subject areas regarding content and time allotments. Preschool through Grade 4 are self-contained; Graded 5-8 are semi-departmentalized.

## **DETENTION**

Detention may be assigned to students in grades 3 through 8. A form will be sent home stating the reason, day, and time of the detention. A parent or guardian must sign this form and indicate the means of transportation the student will use following detention.

## **DISCIPLINE POLICY**

St. Patrick School exists to provide a Catholic education which will help each student grow in his or her awareness of God, self and others. St. Pat's also strives to develop a student to his/her full potential spiritually, academically, and socially. These objectives provide the standard of judgment and the guide for action in the area of student behavior.

### **Student Behavior Expectations**

The following behaviors are expected at all times, in all places, from all students, staff, and volunteers:

- Treat yourself, adults, peers and property with respect.
- Use school-appropriate language and tone of voice at all times.
- Follow directions given by a person in authority.
- While classes are in session, walk quietly while inside the building.
- Keep hands, feet and objects to yourself.

### **Behavior in Classrooms**

- Respect all adults and fellow students.
- Enter a classroom only when a teacher is present.

- If a teacher is not present, line up against the wall outside of the classroom.
- Take pride in your classroom by keeping it neat and clean.

### Behavior in Halls

- Students walk on the right side of the hallway and in stairwells.
- When classes are in session, walk quietly and in an orderly manner.
- Keep hands and feet to yourself.
- Take care to keep the walls and halls clean, free from pencil marks, crayons, deliberate scuff marks, etc.
- Cubbies and lockers must be kept clean and orderly throughout the year.

### Behavior in the Restrooms

- Wash hands with soap after flushing the toilet.
- Be aware of waste of soap and paper towels.
- Remain quiet in the restroom.
- Dispose of paper products properly

### Behavior in the Cafeteria

- Do not leave the cafeteria without a teacher's permission.
- You may only purchase food for yourself, not others.
- Practice good table manners.
- Do not share or trade food.
- Use inside voices when talking.
- Students must clean their table and floor area before being dismissed.
- Refrain from walking around in the cafeteria. Limit your trips to the wastebasket; visit only with children at your table.

### Behavior on the Playground

- Stay within the playground boundaries
- Listen to and cooperate with adults in charge.
- Be thoughtful and considerate of others.
- Use equipment in a safe way. Do not jump from swings and do not climb on the outside of

the slides. This is a safety precaution.

- Games like tackle football and other contact activities are not permitted.
- Language and gestures need to be appropriate to the school setting.

#### Behavior in Church

- Genuflect upon entering your pew, facing the Tabernacle.
- Stand respectfully when answering questions in church.
- Fold hands reverently and bow before receiving Holy Communion.
- Participate fully in all prayers and hymns.
- Refrain from standing on the kneelers.

#### Behavior on Field Trips

- Students are expected to follow all school and bus rules while on fieldtrips.

#### Behavior on the Bus

• Follow all directions given by the bus driver. The bus driver will have the final word in all matters and may assign students to specific seats.

- Remain seated at all times.
- Talk quietly.
- Use only appropriate school language on the bus.
- Keep all body parts inside the bus at all times.
- Do not throw objects on or out of the bus.
- Stay in your seat while the bus is moving.

### **Consequences of Misbehavior**

Since learning that consequences result from harmful behavior is important, failure to conform to school expectations, will result in the behavior penalties recommended by the Diocese of Altoona-Johnstown. Consequences are listed and consideration will be given to permit the consequence to fit the particular violation and student's history. The degree of consequence will be determined by the administration.

## **DRESS CODE POLICY**

Kindergarten – 8th Grade are required to wear uniforms, failure to comply with uniform policy will result in disciplinary consequences. Pre-K does not have to wear a uniform, but clothing must be age and school appropriate.

### **BOYS – Kindergarten -8th Grade.**

Boys Shirt: Light Blue Polo

Boys Pants: Navy Blue Dress Slacks

Socks: White/Gray/Navy Blue/ Black – Solid no logos

Shoes: Solid Brown or Black dress shoes – NO sneakers

### Additional information:

\*Shirts – May be short or long sleeved, must be tucked into pants, and have no emblem or logo. Only plain white T-shirts without printing are permitted under shirts.

\*Pants –No sport pants, jeans or jean type fabric may be worn. Painter pants, pants with external pockets or zippers on the pocket are not allowed.

\*Socks – Ankle socks or crew socks must be worn. No-show socks are not permitted.

\*Sweaters – Solid Navy blue or dark green sweaters/sweater vests are permitted. Zip-up jackets and hoodies are permitted only if they have the official St. Patrick School logo.

\*Shoes – NO sneakers, moccasins, boots, tennis shoes, work boots, gym or sports shoes, no canvas deck shoes or open backs. Students who wear boots to school in the winter must bring dress shoes to change into during the school day. Shoes must be safe and practical for school.

\*Hair – Extravagant hairstyles are not allowed (teased, rat tails, punk, sculpted). Dyed hair must be natural hair colors. Bangs cannot extend below the eyebrows and hair must not extend over the collar.

\*Belts are optional and must be brown or black in color.

\*Jewelry – No jewelry permitted with the exception of blessed medal necklaces which must be worn inside the shirt.

\*No visible tattoos (permanent or temporary).

\*Must be clean shaven at all times.

\*Uniform should be wrinkle free.



## **GIRLS – Kindergarten-4th Grade**

Girls Shirt - White Polo

Girls Jumper - Green Plaid (Schoolbelles.com)

Socks/Tights - White/Gray/Navy Blue/ Black – Solid no logos

Shoes - Solid Brown/Black/Navy Blue dress shoes – NO Sneakers

## **GIRLS – Grades 5th-8<sup>th</sup> Grade**

Girls Shirt - White Polo

Girls Vest - Navy Blue

Girls Skirt - Navy Blue (Green plaid will be permitted but will be phased out)

Socks/Tights - White/Gray/Navy Blue/ Black – Solid no logos

Shoes - Solid Brown/Black/Navy Blue dress shoes – NO sneakers

### Additional Information:

\*Shirts – may be short or long sleeved, have no emblem or logo. Only plain white T-shirts without printing are permitted under shirts.

\*Vest – All girls grades 5th-8th grade must wear a navy-blue vest overtop of their white polo at all times.

\*Jumpers – Grades K-4th grade must be in a green plaid jumper only, no navy-blue skirts permitted.

\*Skirts – Grades 5th-8th must wear a navy-blue skirt that is no more than 2 inches above the knee. The green plaid skirts will still be permitted but will be phased out.

\*Socks/Tights – Ankle socks, knee socks or tights must be worn. No-show socks are not permitted.

\*Pants – Navy blue dress pants may be worn as an additional option. No sport pants, jeans or jean type fabric may be worn. Painter pants or pants with external pockets or zippers on the pocket are not allowed. No form fitting pants such as; jeggings, leggings, yoga pants, stretch pants or skinny legged pants.

\*Sweaters/Cardigans – Solid navy blue/dark green/white sweaters or cardigans are permitted. Zip up jackets and hoodies are permitted only if they have the official St. Patrick School logo.

\*Shoes – NO sneakers, moccasins, boots, tennis shoes, work boots, gym or sports shoes, no canvas deck shoes or open backs. Students who wear boots to school in the winter must bring dress shoes to change into during the school day. Shoes must be safe and practical for school.

\*Hair – Extravagant hairstyles are not allowed (teased, rat tails, punk, sculpted). Dyed hair must be natural hair colors. Bangs cannot extend below the eyebrows.

\*Jewelry – Small earrings (no hoops or dangles), no more than 2 piercings per ear permitted. No body piercings or bracelets. Necklaces are not permitted with the exception of blessed medals, which must be worn inside the shirt.

\*Undergarments must be white or pale in color.

\*No makeup is permitted.

\*No visible tattoos (permanent or temporary).

\*Nail polish must be clear or neutral in color.

\*Uniform should be wrinkle free.

## **WARM WEATHER**

Navy blue dress shorts may be worn by students only during the months of August, September, May and June. Shorts must be no more than 2 inches above the knee and may not be cargo type shorts with exterior pockets.

## **PHYSICAL EDUCATION**

All students in grades Kindergarten-8th will be required to purchase and wear a gym uniform on designated gym days.

Gym Shirt - Green t-shirt with St. Patrick School logo

Gym shorts/pants – Navy blue knee length shorts or navy-blue sweatpants (St. Patrick School logo preferred)

Shoes - Any type of athletic shoe may be worn.

Socks - Grey/White/Black – Solid no logos

### Additional Information:

\*Pants – Must be sweatpants or gym style shorts no shorter than 2 inches above the knee. No leggings or form fitting pants/shorts will be permitted.

\*Shirts – Only green T-shirts will be permitted as part of the gym uniform

\*Official navy-blue crew neck/zipper/hooded sweatshirt may be worn over the green t-shirt.

## **DRESS DOWN POLICY**

Students must be in school appropriate clothing on dress down days. Messages on clothing must be age and school appropriate. No flip flops or sandals. Shoes must be closed toe. No Tank tops, spaghetti strap, halter tops or exposed midriffs. Shorts may be worn during warm weather months and must be no shorter than 2 inches above the knee. Skirts also must be no shorter than 2 inches above the knee.

Administration reserves the right to determine unacceptable articles of clothing and hair styles.

## **EITC SCHOLARSHIP**

In order to be considered for scholarship, all families, regardless of income, must enroll in Simple Tuition Solutions (STS),

Eligible students need not be of the Catholic faith to receive scholarships. The EITC Scholarship Fund receives financial support from interested individual and corporate donors who are committed to making a positive impact in the lives of worthy young students in the region. Please consider how a tax-deductible gift can help make the schools in the diocese an option for more and more interested families. These funds will make a quality, faith-based education a more affordable choice for years to come. A large percentage of contributions comes from businesses and corporations that make gifts through the Educational Improvement Tax Credit (EITC) and Pre-Kindergarten Tax Credit (PKTC) programs coordinated by the Pennsylvania Department of Economic Development. However, gifts from individuals and families also play an important role in providing grants.

If you are interested or know someone who may be interested, please contact the office for more information.

## **GUIDANCE**

Appalachia IU08 provides a guidance counselor through the IU8 non-public programs. Students need to inform the office, their teacher or the guidance counselor of their desire to meet individually with the counselor. The guidance counselor also provides developmental guidance with the whole class on a biweekly basis.

## **HOMEWORK PRACTICE**

Homework is essential for the full scholastic development of the child. Children are expected to do a reasonable amount of home study, and it is the responsibility of the parent to supervise this work. Homework may consist of written work, reading, study for review, memorization, or work on special projects. Parents are encouraged to set aside a period of time for study every day, even when written homework is not assigned. Failure to complete homework hinders learning as the review of material is necessary for mastery; therefore, if homework is not completed, it will detrimentally reflect in your child's progress report. St. Patrick School expects and requires every student to be aware of his/her personal responsibility for ensuring and maintaining complete integrity in all academic work. Cheating, plagiarism, forgery, and other forms of academic dishonesty are serious offenses, subject to prompt action by the administration.

## **HONOR ROLL**

Students in grades 2-6 may qualify for academic honors at the end of each marking period. The following are the guidelines for honor roll:

High Honor (All A's) 93% and higher in all subjects. Acceptable conduct/performance in all subjects is also required.

Honor (All A's and B's) 85 - 92% and/or 93 - 100% in all. Acceptable conduct/performance in all subjects is also required.

## **LIBRARY**

All students are permitted and encouraged to borrow books from the library, subject to established library rules. Students will pay the cost for replacement of any lost or damaged book. We are fortunate to have volunteers to assist students in selecting books. New volunteers are welcome!

## **LUNCH ACCOUNTS**

Lunches are to be pre-paid by a separate check or cash in an envelope marked "Lunch". All payments will be applied to your student's lunch account. Lunch account balances can be found on Power School. Students whose account is negative \$15.00 will not receive the main entrée for the day but will receive a peanut butter and jelly sandwich with the side dishes. Students whose accounts are negative \$30.00 or more will not be served lunch and will need to pack until the account is brought current.

## **LOCKERS**

Students in grades 5-8 will be assigned a locker. Students are responsible for the proper care of the lockers. Lockers are available for the express purpose of housing books, jackets and book bags. Due to the size of the lockers, wheeled book bags are not permitted. The only things to be placed in the locker are books, jackets, sweaters, book bags, and lunches. For safety reasons, students may not climb in or on the lockers. Decorations may not be placed on the outside of the locker. However, there are many “cool” magnets that students may use to decorate the inside door of the lockers. Please, no tape, no stickers, no writing on lockers. Inappropriate photos and other materials will be removed. There will not be room for any additional shelving inside the locker. Finally, no locks will be permitted on locker doors. Valuables may be kept in the office, if necessary. School lockers are the property St. Patrick School. Students DO NOT have a constitutional right to a private locker. Students should be aware that lockers may be searched randomly and periodically without regard to articulated suspicion or alleged infraction of school rules. School officials determine what action to take if inappropriate or illegal substances are found.

## **NO BULLYING POLICY a.k.a ST. PATRICK SCHOOL PEACEKEEPERS PROGRAM**

In determining incidents of bullying, staff, students, and parents should refer to the following definition of bullying.

- Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and has the effect of doing any of the following:
  1. Substantial interference with a student’s education.
  2. Creation of a threatening environment.
  3. Substantial disruption of the orderly operation of the school. Such acts can take place either within a school setting and/or outside of school boundaries.

Bullying, as defined here, includes cyberbullying. School Setting, as defined here, means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

A person is being bullied when he/she is exposed repeatedly, and over time, to negative actions on the part of one or more other persons. Bullying happens when someone with more power unfairly hurts someone with less power over and over again. However, it is not bullying when someone is teased in a friendly manner. Additionally, it is not bullying when two students of approximately equal strength, ability, or advantage fight or argue. Such events are “classified” as misbehaviors, not bullying.

All incidents will be investigated and documented. All students involved will report to teacher and/or the office. Documentation will include date, description of incident, reaction, and consequences.

## **NO BULLYING POLICY**

Consequences Students who violate this policy shall be subject to appropriate disciplinary action consistent with the student behavioral expectations (discipline code), which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another classroom, bus, or school
5. Exclusion from school sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials

## **RELIGIOUS FUNCTIONS**

All students, regardless of religious preference, will be instructed in and expected to participate in, the Roman Catholic faith, with the exception of reception of the sacraments. Religion classes are held daily. Mass is scheduled weekly, and family and friends are always welcome to join us in prayer.

Religious activities include:

- Liturgy of the Eucharist
- Sacrament of Reconciliation
- Rosary
- Stations of the Cross
- Penance Services
- Prayer Services
- Daily and special prayers
- Adoration

## **SCHOOL MESSENGER AND PARENT SQUARE**

The St. Patrick School's outreach via telephone, is a service of School Messenger and text email alerts through Parent Square. These programs link with PowerSchool daily to keep information up to date. Parents are asked to keep the school current with their address, phone and/or cell phone, and email information. Parents will receive alerts in emergency situations, weather delays, and announcements/reminders via School Messenger and Parent Square.

## SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. As loyal Irish, we stand by Bishop Guilfoyle, St. Patrick School, and Holy Trinity Catholic School, do our best to keep scholastic, co-curricular, athletic, and moral standards at the highest level, and encourage all other students to do the same.

School Spirit includes:

**Courtesy**—toward teachers, staff, fellow students, competitors, fans, and officials at athletic and scholastic events.

**Pride**—in the school appearance and everything we endeavor to do.

**Sportsmanship**—the ability to gain victory and accept defeat with dignity and graciousness.

## SERVICE

Service is part of living out the Baptismal call of Catholic Christians. All have been called to follow in the footsteps of Jesus Christ. Jesus reached out to people who needed His love and care, especially those who were poor, sick and unwanted. It is essential that St. Patrick students, staff, and families use their God-given gifts, talents, and interests to love others and help them in times of need.

Students at St. Patrick School learn from the earliest age that one is never too young to help make the world a better place. The importance of giving back is taught from preschool through eighth grade in the form of support for the school, church, community and world.

Our service program is part of the Religious Education curriculum, designed to help students develop a Christian social conscience. It is intended as a supplement to the classroom religious education. It is designed to give students a hands-on experience in understanding and responding to the needs of others.

- Service hours must be the result of students FREELY giving time and talent. Students may NOT accept money.
- Students must submit a completed and signed Service Hour form for each service performed.
- All service hour forms must be submitted prior to May 1<sup>st</sup> each school year. This will be part of students' final Religion grade. Failure to turn in forms will result in a zero and participation in extracurricular activities, field trips and 8<sup>th</sup> grade graduation may be withheld.

*Service hour requirements as follows:*

Kindergarten-1st grade	2 hours
Grades 2-4	6 hours
Grades 5-8	10 hours

## **STUDENT ACTIVITIES**

Student activities include, but are not limited to: Forensics, Sports, Cheerleading, Band, , Spelling Bee, Newspaper, and Multi Media. New clubs and activities are always welcome.

Students who are involved in any school sanctioned activities must maintain passing grades in all classes or will be deemed ineligible until passing.

## **TUITION**

Parents are required to sign a Tuition Agreement Form indicating their payment plan choice. Payments can be made in one, two, or nine payments. All payments can be made in the office by either check or cash. We do not accept credit cards. Tuition is due on the first day of each month. Payments received after the 15<sup>th</sup> of the month may be subject to a late fee.

Accounts 30 days past due can result in up to and including: assessed late fees, withholding student report cards or academic records, disallowing student's participation in school activities or school sanctioned sporting events, denial of participation in field trips, and refusal of participation in 8<sup>th</sup> grade graduation. The school reserves the right, at its sole discretion, to deny admission or dismiss from school any student whose tuition payments are not current.

In the event the student withdraws from the school, tuition will be pro-rated based on 180 student days. All balances owed to the school will then be due immediately. If there has been an overpayment, the amount of the overpayment will be refunded to the parent(s)/guardians(s) named below. Please note that any financial aid that has been awarded is non-refundable.

## **VISITORS**

Visitors must check in at the school office upon entering the building. Friends of the students may not be brought to school without the prior permission of the principal.

Out of respect for the learning process, no one may proceed to a classroom without prior approval of the principal or office staff. Only authorized persons who have the permission from the office may meet with students once the children have reported to school.

Due to State and Diocesan guidelines, family members may not enter other areas of the school while in session including the cafeteria (lunch time) and playground (recess). Parents are encouraged to become lunch room volunteers by completing approved clearances and the Diocesan Youth Protection Program. Volunteers are required to report to the office to sign in.



## **VOLUNTEER AGREEMENT**

At St. Patrick School, parents are an important and integral part of the school atmosphere. As our partners in education, parents/guardians are required to provide a minimum of thirty (30) volunteer hours per year towards the development of our children and our school. Any family member may volunteer for credit towards your commitment.

In addition to our three main fundraisers, ***Bingo, Lenten Seafood Buffet***, and the ***Festival Under the Shade***, there are numerous opportunities to volunteer throughout the school year. If you sign up to volunteer and do not show up or do not find a replacement, you will be charged a no-show fee of \$50.00.

For each unfulfilled hour you will be charged \$20.00 at the end of the school year for a total fee up to \$600.00, or you may choose to “buy out” of participating at a rate of \$500.00

## **WELLNESS POLICY**

### ***Nutrition Guidelines:***

*Promote healthy food choices by specifying nutrition standards for school meals and snacks, following national guidelines.*

*Limit the availability of sugary drinks, candy, and unhealthy snacks on school premises.  
Encourage the consumption of fruits, vegetables, whole grains, and low-fat dairy products.*

*Address food allergies and provide alternatives for students with dietary restrictions.*

### ***Physical Activity:***

*Provide opportunities for physical activity during the school day.  
Encourage teachers to incorporate movement into their lessons and minimize sedentary activities.  
Ensure access to safe and age-appropriate playground equipment.*

### ***Health Education:***

*Include comprehensive health education in the curriculum, covering topics such as nutrition, physical activity, hygiene, mental health, and healthy relationships.  
Teach students about the importance of making healthy choices and developing lifelong habits.*

### ***Wellness Promotion:***

*Create a supportive environment that fosters positive mental health and emotional well-being.*

*Offer resources and programs that address stress management, resilience, and social-emotional learning.*

### ***Staff Involvement:***

*Encourage staff members to be role models for healthy behaviors by participating in wellness activities and promoting healthy habits.*

*Provide professional development opportunities to enhance staff knowledge about nutrition, physical activity, and wellness.*

***Bullying Prevention***

*Implement anti-bullying policies that educate students about bullying, its consequences, and prevention strategies*

*Encourage reporting of bullying incidents and ensure appropriate disciplinary measures are in place*

***Policy Implementation and Evaluation:***

*Designate a wellness coordinator or committee responsible for implementing and monitoring the wellness policy.*

*Regularly assess the effectiveness of the policy, collect feedback from stakeholders, and make necessary adjustments.*

## **Parent / Student Handbook Signature Page**

I have read this handbook and reviewed it with my child(ren). I understand and agree to the content.

Family Name: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

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

\*\*Please return this page to your homeroom teacher by September 10. Parents of students in the same family may use one form for all children.



## St. Patrick School Tuition agreement 2022/2023

**Parent/Guardian Name:**

I/we hereby accept full responsibility for payment of tuition and fees for:

**Please list student's last name if different from family name:**

**NAME**

**GRADE**

- 1.
- 2.
- 3.

I/we promise to pay **St. Patrick School**, the amount the amounts indicated at the scheduled due dates according to the payment plan selected by us.

Accounts 30 days past due can result in up to and including: assessed late fees, withholding student report cards or academic records, disallowing student's participation in school activities or school sanctioned sporting events, denial of participation in field trips, and refusal of participation in 8<sup>th</sup> grade graduation. The school reserves the right, at its sole discretion, to deny admission or dismiss from school any student whose tuition payments are not current.

In the event the student withdraws from the school, tuition will be pro-rated based on 180 student days. All balances owed to the school will then be due immediately. If there has been an overpayment, the amount of the overpayment will be refunded to the parent(s)/guardians(s) named below. Please note that any financial aid that has been awarded is non-refundable

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**PAYMENT PLAN CHOICE**

1 payment due  
9/1/22

2 payments due  
9/1/22 & 1/3/23

9 payments due the  
1<sup>st</sup> of each month

St. Patrick School

## Memorandum of Understanding

As a parent/guardian of a student in St. Patrick School, I understand, affirm and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church.
3. Attending Catholic school is a privilege, not a right.
4. While academic excellence is important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this Memorandum of Understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student name

St. Patrick School  
Volunteer Agreement  
2022-2023

At St. Patrick School, parents are an important and integral part of the school atmosphere. As our partners in education, parents/guardians are required to provide a minimum of thirty (30) volunteer hours per year towards the development of our children and our school. Any family member may volunteer for credit towards your commitment. In addition to our three main fundraisers, **Bingo**, **Lenten Seafood Buffet**, and the **Festival Under the Shade**, there are numerous opportunities to volunteer throughout the school year. \* If you sign up to volunteer and do not show up or do not find a replacement, you will be charged a no-show fee of \$50.00. For each unfulfilled hour you will be charged \$20.00 at the end of the school year for a total fee up to \$600.00, or you may choose to “buy out” of participating at a rate of \$500.00.

\*Working directly with students requires proper clearances. Contact the office for more information.

Please choose one of the following:

1. I understand as a parent or guardian that my commitment to St. Patrick School includes 30 volunteer hours. If I do not fulfill these hours, I agree to be charged a fee of \$20 per unfulfilled hour at the end of the school year.

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

2. I prefer to not volunteer and “buy out” of participating. I have enclosed a check for \$500.

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

