

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

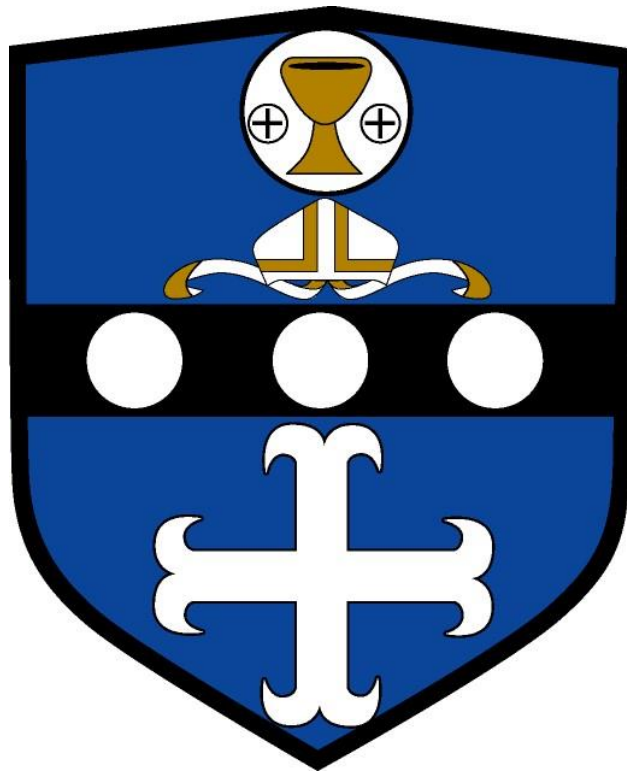


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## **MISSION STATEMENT**

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

## **ADMINISTRATION**

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

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

## **ADMISSION POLICIES**

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

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

Students and parents/guardians who desire an educational experience founded on the Catholic philosophy of education and who fulfill the requirements and conditions for enrollment specified below, are eligible for admission to the Catholic schools in the Diocese of AltoonaJohnstown without discrimination with respect to sex, race, ethnic origin or disability, if

with reasonable accommodation, they can meet the school's requirements, according to the subsequent provisions of this policy.

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

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

### **Kindergarten Admission**

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

Registration is ongoing and continues until class is full.

In Pennsylvania, kindergarten is not a required grade.

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

### **Immunizations**

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

## **Probation Period for all Students**

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

## **ACADEMIC POLICIES**

### **Student Progress**

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

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

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

#### **Grade scale:**

A = 93-100

B = 85-92

C = 76-84

D = 70-75

F = Below 70

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

## **Grade Retention/Promotion**

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

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

## **ATTENDANCE**

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

## **COMMUNICATIONS**

Open communication between home and school is important for student progress and maintaining a healthy school climate. The proper line of communication in discussing any facet of your child's progress is to first contact the teacher directly. This may be done through a written message, e-mail or by telephone. Teachers are unavailable during class hours but will respond within two school days. If a satisfactory solution cannot be reached, the parent/guardian and/or teacher will inform the principal. If the problem remains unsolved, then the parents/guardians may have recourse to the pastor and or diocesan education office. Because of the interruptions in the teaching-learning process, spontaneous visits to the classrooms are not permitted.

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



## **CONFIDENTIALITY**

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

## **SUPPORT SERVICES**

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

## **EMERGENCY OPERATION PLAN**

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

## **CUSTODY**

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

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

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

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

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

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

## **MANDATED REPORTING**

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

## **DISCIPLINE BEHAVIOR MANAGEMENT**

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

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

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

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

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

### **General Overview**

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

## **Authority of the Administration, Faculty, and Staff**

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

## **Classroom-based Expectations and Management**

The following chart illustrates categories of student misbehavior/misconduct:

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

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

### **Parent/Guardian Notification**

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

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

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

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

### **FIELD TRIPS**

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

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

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

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

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

## **EXTRA-CURRICULARS**

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

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

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

## **MEDICATIONS**

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

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

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

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

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

**Parents/Guardians are permitted** to administer their child's prescription and OTC meds during school hours. When your child is ill and unable to finish out the school day, you

will be notified so that you can make a decision on what you think would be the best plan of action for you.

## **PARENT/GUARDIAN COOPERATION**

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

### **Parental/Guardian Rights**

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

### **Parental/Guardian Responsibilities**

- to be a partner with the school in the education and formation of your children;
- to understand and support the Catholic identity of the school;
- to read all communications from the school and to request clarification when necessary;
- to know your children's teachers and to observe parent-teacher conference dates and any special requests for meetings;



- to discuss concerns and problems with the person(s) most directly involved before contacting other authorities;
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible;
- to promote our parish(es) and school and to speak well of them to others;
- to know and support school rules; and
- to appreciate that Catholic education/formation is a privilege that many persons do not have.

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

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

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

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

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

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

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

### **Retreats and Service Program**

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

## **TECHNOLOGY & INTERNET**

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

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

## **PERSONAL PROPERTY**

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

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

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

## **USE OF SCHOOL GROUNDS**

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

## **AMENDMENTS TO HANDBOOK**

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

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

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

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

# Appendix

ATTACHMENT 1

## 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 unblocked. Such decisions will be made by those responsible for monitoring the filtering service within the DAJ.

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

## Acceptable Use Policy for Networks, Including the Internet

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

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

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

A responsible network user must be aware that:

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

ATTACHMENT 2

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

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### **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

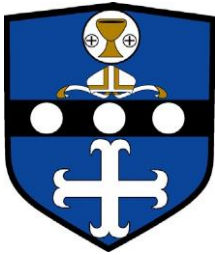
\_\_\_\_\_ School.

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.

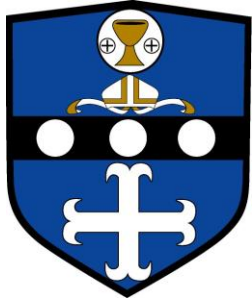
\_\_\_\_\_  
Name of Child (Please Print)

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Date

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



## Diocese of Altoona- Johnstown

### *Education Office*

2713 W Chestnut Avenue  
Altoona, PA 16601

Phone: 814-695-5579 [www.dioceseaj.org](http://www.dioceseaj.org)

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

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

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

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

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Child's Name Printed

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Parent's Name Printed

Parent's Signature

Date

# Saint Benedict School

## Student Handbook



### **PHILOSOPHY OF EDUCATION**

Saint Benedict School is an elementary school presenting the threefold mission of the Church:

to witness the message of Jesus, to build a community with Jesus Christ at the center, and to serve God's people through love, support, and prayer.

Saint Benedict School strives, through the use of National Catholic Standards and the Diocesan curriculum, to enable the students to become informed individuals aware of both the truths and values of the Catholic faith rooted in Benedictine spirituality, the practical applications of learning and participation in extra-curricular activities. The School aims to develop within our students a sense of positive self-awareness and mutual respect by providing a friendly, supportive, and secure environment.

Administration, faculty, parents, and students work collaboratively to provide each child with an individual opportunity to continue to grow and to apply their knowledge. Realizing that the parent is the primary educator of his/her child, we understand that what we teach in the School will be nurtured at home, utilized throughout their educational careers, and displayed throughout life.

## **FACULTY**

Fr. Michael J. Gabler, O.S.B.	Pastor
Mr. Jeffrey F. Maucieri	Principal
Mrs. Michele Forsythe	Secretary
Mrs. Kimberly Lallemand	Grade Eight
Mrs. Kimberly Lallemand	Grade Seven
Mrs. Mary Solnosky	Grade Six
Mrs. Anna Farabaugh	Grade Five
Mrs. Clare Eckenrode	Grade Four
Mrs. Jamie Shovestull	Grade Three
Miss Abigail Montanaro	Grade Two
Miss Betty Ann Bensor	Grade One
Mrs. April Bishop	Kindergarten
Mrs. Kim Smith	Pre-kindergarten
Mrs. Nina Tedeschi	Computer
Sister Diana Polanco, S.S.A.	Spanish
Mrs. Nina Tedeschi	Music
	Physical Education

## **SCHOOL COUNCIL**

Mrs. Megan Koehle	President
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## **HOME SCHOOL ASSOCIATION**

**Jeffrey Maucieri Points/ jmaucieri@benedictpride.org 814 -344-6512 Events**

### **Coordinator**

The Home School Association is a pathway through which the school becomes sensitized to the needs of the child from a home perspective, and through which parents may realize their role in making their child's academic experience a success.

This Association is responsible for organizing social functions and fund-raising activities which produce funds that enable Saint Benedict School to offer a quality Catholic education at a minimal cost to parents. All parents are strongly urged to become active members and to support programs sponsored by this Association.

The regular meeting of the Home School Association will be held in the Church hall. Meeting dates will be announced. At least one parent per family should attend these meetings. Contact information is provided for all officers should you have any questions about the Association's sponsored fundraising events and goals.

### **HOMEROOM PARENTS**

1 <sup>st</sup>	Elizabeth Yeager	ellyr92@verizon.net	814-935-3136
2 <sup>nd</sup>	Patty Miller	patriciamiller2008@gmail.com	814-414-5807
3 <sup>rd</sup>	Shannon Farbaugh	shannonfarabaugh94@gmail.com	814-244-2585
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>	Sarah Greene	saragreene03@yahoo.com	814-937-4511
7 <sup>th</sup> & 8 <sup>th</sup>	Julie Rezk	julbug911@hotmail.com	814-243-9431

Homeroom parents are a valuable resource for other parents of children in that designated grade. They are available to answer your questions about your child's classroom and will assist the school in collecting basket auction items, etc. You are encouraged to contact the school office if you have any questions throughout the school year.

## **SPECIAL SERVICES**

Guidance Counselor - Appalachia Intermediate Unit 8, Brandy Harpster

Remedial Math and Reading - Title I / Cambria Heights School District, Mrs. Mary Ann Leamer

Reading Specialist - Appalachia Intermediate Unit 8, Mrs. Sheila Johnson

School Nurse -Cambria Heights School District, Mrs. Amanda Bender

Speech Services - Appalachia Intermediate Unit 8, Mrs. Dawn Jarvie

## **DAILY SCHEDULE**

Bus students begin to arrive at 7:15 a.m. and will be supervised in the front hallway of the school. Students who walk to School should arrive anytime, but by 7:50 a.m. Please call the School before 8:15 a.m. if your child will be absent. If we do not receive a call, we will call your home.

HOMEROOM	7:55-8:00 A.M.
PRAYERS & ANNOUNCEMENTS	8:00-8:03 A.M.
PERIOD 1	8:05-8:45 A.M.
PERIOD 2	8:47-9:27 A.M.
PERIOD 3	9:29-10:09 A.M.
PERIOD 4	10:11-10:51 A.M.
LUNCH K-8	10:53-11:33 A.M.
PERIOD 6	11:35-12:15 P.M.
PERIOD 7	12:17-12:57 P.M.
PERIOD 8	12:59-1:39 P.M.
PERIOD 9	1:41-2:21 P.M.
HOMEROOM	2:23-2:30 P.M.
DISMISSAL	2:30-2:35 P.M.



## **SAINT BENEDICT SCHOOL PREKINDERGARTEN**

All Prekindergarten students must be of age on or before August 31st to be enrolled in the program.

Three-year-old students attend Tuesday and Thursday afternoon sessions start 11:45 AM until 2:15 PM.

The four-year-old program offers two options for parents. The first session is held from 8:00 AM to 11:00 AM, Monday through Friday. The second group attends Monday, Wednesday, and Friday, from 11:45 PM until 2:15 PM.

Parents must provide transportation to and from school. Birth certificate, immunization record, and social security card must be presented at the time of registration.

The Prekindergarten program is now housed in the Saint Scholastica Center, which is behind the school and beside the Church.

## **RELIGION**

Each day at Saint Benedict School we study, practice, and celebrate the 10 Hallmarks of Benedictine spirituality: Obedience, Stability, Discipline, Humility, Prayer, Stewardship, Hospitality, Community, Conversation and Love of Christ and Neighbor.

The Pocket Catechism for Kids will be integrated into the religion classes in order that the students gain knowledge of the tenets of their faith so they can apply them in their everyday lives. Students in Grades Three through Eight will have their own copy of this book to carry with them to all classes.

Saint Benedict School students use the religion textbook series *Blest Are We* published by RCL Benziger in Grades One through Eight. The series provides the students with a solid development of the teachings of the Catholic Church. It is progressively structured; each year builds upon the previous year's instruction. Kindergarten students use "Faith First" published by RCL Benziger.

Students are involved in weekly liturgy. Each week a different group is responsible for preparing the liturgy. Each day begins and ends with prayer. The rosary is prayed during the months of October and May, and the students attend the Stations of the Cross during each week of Lent. Prayer services are scheduled to celebrate special occasions. The parents and all in the community are always welcome to attend Mass and other services to join us in prayer. Second grade students prepare to receive the sacraments of Reconciliation and Holy Eucharist.

Every student in the Altoona-Johnstown Diocese is enrolled as a member of the Missionary Childhood Association, formerly the Holy Childhood Association. There are no annual dues for this school year. Students participate in many service projects throughout the year to assist the MCA.

## **SERVICE HOURS**

“Whoever wishes to be great among you shall be your servant; whoever wishes to be first among you shall be your slave. Just so, the Son of Man did not come to be served but to serve and to give his life as ransom for many.”

MATTHEW 20:26-28

We are reminded in Matthew’s Gospel that, as Christians, we are called to service. Every individual, regardless of age, has the ability and responsibility to offer some time and energy to the service of others.

Saint Benedict School students will participate in a service program. The program will give the students an opportunity to realize that they can make a difference in the world around them through service.

Primarily, the program will be based on the fulfillment of two expectations: service to Church, and service to Community.

A student may acquire all service hours over the summer months providing the service is to Church or Community. If this is the case, however, students are encouraged to continue service projects throughout the academic year. If service is given to a member of one’s family, the hours must be served within the marking period. Parents are asked to monitor your child’s participation but should not be the person signing off on the hours served. A service journal will be required from each student.

### **Service hours required per marking period:**

Kindergarten and First Grade	One hour
Second and Third Grade	Two hours
Fourth Grade	Three hours
Fifth and Sixth Grade	Four hours
Seventh and Eighth Grade	Five hours

Failure to submit the service journal each marking period will result in the student being placed on academic probation, that is, they will not participate in recess, extracurricular activities or field trips until the journal is submitted.

## **HOMEWORK(PRACTICE) POLICY**

Good study habits will be taught and encouraged at all grade levels. Homework, while not required at all times, is an important part of a child’s education. Homework reinforces the

student's independent study and learning habits. Homework should be completed neatly and on time. Homework will be given at the discretion of the individual teacher.

**School guidelines state the minimum time for homework is:**

Primary (K-3)	15 – 30 minutes
Intermediate (4-6)	30 – 45 minutes
Junior High (7-8)	60 – 90 minutes

## **REPORT CARDS**

Since our Catholic schools are primarily for “teaching as Jesus taught,” we will stress that each child do his or her best to acquire a well-rounded education. Report cards are issued four times during the academic year.

Progress is determined by the degree to which the child learns subject matter according to ability, accomplishes daily work, participates in class discussion, uses class time effectively, participates in group / class research, develops projects and completes homework assignments.

**Grading System:**

A	93 - 100
B	85 - 92
C	75 - 84
D	70 - 74
F	Below 70
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## **MID-TERM NOTIFICATIONS**

In order to help parents, monitor student progress closely, mid-term notifications will be sent via Power School. Parents are encouraged to take an interest in their child's learning and to feel free to contact the teacher if they see that grades are falling.

If a student is in danger of failing, the parent will be notified immediately.

## **POWER SCHOOL**

Power School is a web solution for all school communication – school and classroom announcements, newsletters, weekly envelopes, school and class calendar, lunch menu, class schedule, teacher pages, online grades, signup sheets etc.

Only parents, teachers, school administrators and students have access to the Power School account of our school. You will need a username and password to login to Power School. Parents will receive their username and password along with instructions in parent office folder.

**HOMEWORK WILL BE POSTED ON SCHOLOGY AND PLANBOOK.COM**

## **PARENT-TEACHER CONFERENCES**

Parent/Teacher conferences will be scheduled for the students in Pre-kindergarten through Grade Three. Parent/Teacher/Student conferences are mandated for students in Grades Four through Eight by the Education Office of the Altoona-Johnstown Diocese. The principal will establish a procedure for the scheduling of parent-teacher conferences. At least one such conference will be held for each student during the school year.

Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents to keep informed about school programs, student progress, and special student activities. Faculty members are always eager to discuss pupil progress with parents. The proper time to confer with teachers is at parent-teacher conferences; however, teachers are available for conferences at other times as well. Give a message with the teacher's name, your name and phone number to the school secretary. The teacher will call to arrange an appointment. Parents are not permitted to disrupt a teacher during class time including homeroom.

## **CHEATING**

When an offense of cheating occurs, detention will be given to the student. No grade will be given to the student until he/she completes a makeup assignment or test. The Principal will be notified in writing by the classroom teacher. The teacher will assume the responsibility of notifying the parents on the day of the incident.

## **DRESS CODE**

A student's appearance, self-respect, and performance complement one another. Therefore, reasonable care and neatness regarding dress and appearance are required of all

students. In the spirit of cooperation, fairness and responsibility, parents and students are to observe the school dress code policy. Please visit the company's web site, school code is S1583.

#### **UNIFORM COMPANY:**

**Shoolbelles**

**4747 W. 160th Street**

**Cleveland, OH 44135-2631**

**[www.schoolbelles.com](http://www.schoolbelles.com)**

**NOT PERMITTED:** No tennis shoes, including all black tennis and athletic shoes. No open toed shoes or open heeled shoes and sandals. No boots, including work boots, mountain boots, and ankle boots. No current trends or styles which would be unsafe or are inappropriate.

#### **DRESS CODE POLICY**

The following action will take place if children come to school disregarding this policy:

- **FIRST VIOLATION**
  - Reminder form will be sent home by the homeroom teacher.
  - Parents are asked to sign and return the form to the teacher. \*Please refer to the Violation Form found in the Addendum of this Handbook.
- **SECOND VIOLATION**
  - Phone calls will be made to the parents by the homeroom teacher.
- **THIRD VIOLATION**
  - A phone call will be made to the parents by the homeroom teacher requesting them to come to school to bring appropriate clothing for their child.
  -

Should a situation arise when a child cannot be in full uniform, a written explanation from the parent or guardian to the teacher and Principal is necessary.

Each violation of the Dress Code Policy will result in the loss of a student privilege, ex: participating in the next special dress day.

**THE PRINCIPAL RESERVES THE RIGHT TO DECIDE IF A STUDENT IS IN VIOLATION OF THE SAINT BENEDICT SCHOOL DRESS CODE.**

Parents must place their uniform orders directly through Schoolbelles.

The sale of good used uniforms will be possible through the initiation of a uniform exchange program.

## **SCHOOL BUS POLICY**

Transportation will be provided by the public-school district in which the student resides if the school is within a ten-mile radius of the public-school district's boundary. Questions concerning bus transportation should be addressed to the public school district providing the service. Tri County Transportation.

Students are not permitted to ride a bus other than their assigned bus route or get on or off at a different stop unless a written request is received from the parent or guardian and presented to the bus driver. Students are expected to follow the rules of proper conduct on the bus. The safety of all is the prime consideration. A lack of cooperation of safety rules established by the local public-school district or the transportation provider may result in suspension from riding the bus. Whenever it becomes necessary to refuse a student's transportation, the parents will be notified.

## **HEALTH SERVICES**

The Cambria Heights School District provides health services through the school nurse. Health testing and screening will be administered to the student in accordance with the policies and procedures set by the local public school district.

The Pennsylvania School Code requires all children to have a medical and dental exam upon original entry into school and a medical exam in the 6th grade. Dental exams are also required in the 3rd and 7th grades. Parents will be notified when these exams will be held. Private physical and dental exams completed within one year prior to a student's entry into the grade where an exam is required will be accepted.

Parents, however, may choose to have examinations done by your family physician and dentist who are able to recommend immediate steps for any needed remedial care.

In the event you desire to have examinations done by your family physician and dentist, a form should be secured from the school nurse. (The expense for private examinations is the responsibility of the parents.) In such cases, the examination must be recorded on the proper school district form and filed with the school nurse. In this way, the health records of each child can be kept up to date. Children in grades K, 1, 2, 3, and 7 receive a hearing screening.

**In case of an emergency concerning the health of a student, the school nurse and / or the school Principal will be immediately notified. The school nurse will be primarily**

responsible for rendering medical assistance. If the parent, guardian or person designated on the student's emergency card cannot be timely reached, the school nurse or school Principal will decide whether hospitalization or further treatment at a medical facility is necessary.

## **SCHOOL VISITORS**

All visitors, upon entering the school must FIRST report to the School Office and sign in. Parents are not permitted to go to the classrooms during the school day.

## **SCHOOL ATTENDANCE**

**Excused Absence:** The absence of a pupil for illness, quarantine, death in the immediate family, impassable roads, urgent reasons that would affect the child, or educational trips with the approval of the Principal.

**Unexcused Absence:** The absence of a pupil for parental neglect (visiting, babysitting, oversleeping, etc.)

On the first day of an absence, the parent or guardian must notify the school between 7:30 and 8:30 a.m. with the reason for the absence. If we do not hear from our parents, the secretary will call home. This policy will be enforced for the safety of our children. If the absence lasts longer than three days, parents are to call again on the fourth day.

Upon return to school after an absence, a student must present a dated, written excuse from their parent or guardian stating the reason for the absence. This excuse is given to the homeroom teacher and filed for one year. If an excuse is not presented within three days after the child returns to School, the absence may be considered an unexcused absence.

Medical and dental appointments, if possible, should be made outside of school hours. No child will be released from class unless he or she brings a note signed by parents or guardians. This note must be presented to the homeroom teacher and then sent to the office.

Students have the responsibility for making up work missed during the absence. Any class work, tests, homework, etc., missed as the result of an absence must be made up within the number of school days missed plus one or shall be considered a zero.

Students bear the responsibility for making up work missed during their absence. (See SCHOOL ATTENDANCE.) If a student misses a test or quiz, he / she must take on the responsibility to report to the teacher within two days or a zero will be the result of that test or quiz grade.

Students participating in any extra-curricular activities (including sports) must maintain a passing grade of 70% or higher in each subject. If any student is failing in one or more subject

area, his / her name will be given to the Principal who will notify parents, advisors, and coaches that the student may not participate in that activity until they have earned a passing grade. In this case the student may not report to practice but must attend games in uniform to support their fellow teammates.

## **ABSENTEE POLICY**

10 Absent Days - The homeroom teacher will notify the principal and the parents will receive written notification.

15 Absent Days - A parent conference will be held with teachers and Principal to understand the situation. After the 15th day a doctor's slip must be turned in for each absentee.

25 Absent Days - A meeting will be scheduled with parents, Principal, teacher, and the student, to ensure an understanding that all credits for courses may be forfeited depending on the reasons for the absenteeism and the course grades. The final decision lies with the Principal. The student may be retained in the same grade for the next school year. The next offense of absence will be served a warrant by an alderman, magistrate, or justice of the peace.

## **TARDINESS**

A student is tardy if he or she is not in the School by 7:55 a.m. A student arriving after the first bell must report to the Secretary's Office to SIGN-IN on the register. Any incident of tardiness more than one hour, both a.m. and p.m. shall be considered one-half day absence. After the third tardy offense, the Principal will issue a letter to the parents about the importance of being at school on time. At the fourth tardy offense and every offense afterwards, the child will serve an after-school detention for thirty minutes. Incidents of tardiness will affect Attendance Awards.

## **DISMISSALS**

A student may obtain permission for an early dismissal only for serious reasons. Requests for an early dismissal must be made in writing by parents / guardians to the principal.

If a child becomes ill, parents / guardians will be notified, and the child will be released from the school only with the permission of the administrator into the custody of authorized persons. No teacher may release a child to anyone without authorization from the principal.

Therefore, all students being dismissed early must come to the Office to be dismissed. Parents must report to the office.



**NO STUDENT is ever permitted to leave the school grounds without consent from the Principal.**

## **ARRIVAL AND DISMISSAL PROCEDURES**

All individuals are required to comply with the following procedures during School hours.

- Church Street is a bus lane during arrival and dismissal of students.
- The area immediately across from the School and Rectory is a “No Parking” zone during school hours. Be cautious of illegal parking zones as these areas will be closely monitored by the police.
- All students riding a bus to school must board and disembark from the bus immediately in front of the School building.
- All parents who drive their child / children to school must enter the Church parking lot from Main Street only. Upon arrival, students should be dropped off between the Rectory and the School building (near the sidewalk on Church Street). No student should be dropped off in front of the School building at any time of the school day. Students should immediately enter the building through the main entrance. Drivers must exit the parking lot via the Church Street exit. This applies to all parents and visitors to the School.
- All students who walk to school should enter the building through the main entrance. As students are dismissed at the end of the school day, all students who walk to school and dismissed from the main entrance of the School at 2:40 p.m. Students that are pick up from their parents, are to wait for their child/children in the parking lot by their car. These students will be dismissed by families at rear of the school building.
- Prekindergarten parents must enter the Church parking lot from Main Street only. Parents may park in the Church parking lot and walk their child into the Saint Scholastica Center.
- Prekindergarten children will be dismissed directly from the teacher to the parent/caregiver in the classroom.
- Students will be always in sight of the dismissal teachers and may only go with their parents or other caregivers.
- The safety of our students is the number one priority. Please familiarize yourself with this procedure and be patient as we work out any problems. Thank you for your cooperation!

## **DISCIPLINE**

The Saint Benedict School community is proud of our tradition of offering a Catholic education which is centered on the growth of each child. Both academic and spiritual growths are important in building a solid foundation for our children.

Most children in our school are cooperative regarding these goals. Some students, however, struggle with these expectations. As we begin the school year, we will be implementing the following detailed discipline policy.

This policy will benefit our students and their parents who sacrifice to provide their children with a Catholic education. Our teachers will not lose valuable instructional time correcting those who interrupt their teaching.

All teachers, the pastor, and the principal have agreed to implement and enforce the following disciplinary steps.

## **BEHAVIOR CODE**

Saint Benedict School Behavior Code is based on the belief that young people must learn to deal with each other and with adults in a manner consistent with Christian teaching. This means that everyone is entitled to respect and that the behavior in school and surrounding area should reflect our love of God, our neighbor and ourselves.

## **IN CHURCH**

When in Church, children are expected to actively participate in liturgical services by singing responses and hymns and reciting prayers. Respect for the presence of God in the Tabernacle requires that students do not talk, during and after the service.

## **POSSESSION OF WEAPONS**

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 Pa. C.S.912. A tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or is intended for such use.

## **DRUG AND ALCOHOL POLICY**

A student who, on school grounds during a school session or anywhere at a school sponsored activity, sells, uses, possesses or aides in the procurement of alcohol, narcotics or restricted drugs, including but not limited to: marijuana or anabolic steroids or other materials purported to be such restricted drugs, or look-a-like drugs, shall be subject to disciplinary action up to and including expulsion. In addition, students may not smoke or have in possession matches, tobacco, or cigarettes.

The parent/guardian of the student will be contacted immediately in the event of any such occurrence. A recommendation will be made to the parents that the student is taken to a physician or health care provider for a complete examination and will be requested to notify the school of the results of any such examination. The principal shall also give immediate notice to the police of the incident for possible legal action and for the purpose of identification of the substance.

## **SEXUAL HARASSMENT**

It is the policy of Saint Benedict School that students enjoy a learning environment free from all forms of discrimination including sexual harassment. All forms of sexual harassment in any learning area, activity area, or any other place under the permanent or temporary control of Saint Benedict School toward any student is strictly prohibited.

Any student who feels that he or she is or has been a victim of sexual harassment should bring the matter to the attention of any teacher, administrator, counselor, parish priest or to the Education Office of the Altoona/Johnstown Diocese. All reports of alleged sexual harassment will be investigated in as confidential a manner as possible. Upon the findings, recommendations, and conclusions as to the accuracy of the charges alleged. In all cases where the investigation has verified the allegations and a decision has been made to take disciplinary action against the accused, the complaining student and his or her parents/guardians will be advised of such action.

If it is determined that a student has intentionally falsely accused another student or school employee in engaging in sexual harassment, the student may be subject to appropriate disciplinary action.

## **DISCIPLINARY PROCEDURES**

Classroom management and discipline will be handled by the individual teachers. At the beginning of the school year, classroom rules are developed by teachers and students based upon our discipline policy. Parental cooperation in matters of discipline is essential in serving the needs of each child.

If reverence, respect and/or responsibility are not shown, the following course of action will be taken.

### **3 REFERRALS = DETENTION**

**A detention and mentions that referrals would be given for Level 1 and level 2 offenses in the Diocesan Handbook. Then serious Infraction = Detention, Level 3 offense is what is seen as a serious infraction section detailing information about the detention.**

All involved will work together to set up an improvement Plan that will assist the student to change his/her behavior. The Improvement Plan may include the deferment of students' attendance at certain school activities and functions.

**EXPULSION:** Expulsion is a severe punishment which is used as a last resort and after serious deliberation or when circumstances otherwise warrant.

- Detentions are not served until the parents/guardians are notified.
- Detention will be held on Tuesdays, Wednesdays, and Thursdays of each week of the school year from 2:35 PM till 3:45 PM and will be monitored by faculty members. Room assignment will be stated on the Detention Notice.
- Detention will be an Academic Study Hall for the students. He/she will be assigned schoolwork during this structured time. This work may include the completion of homework assignments.
- When a detention is issued, students are to return the Detention Notice, signed by a parent, on the next school day. Failure to return the signed slip will result in another referral. Failure to serve the assigned detention will result in another detention.
- Parents are responsible for providing transportation to and from detention. Please be prompt.
- Students attending detention will be dismissed at 3:45 PM from the main entrance of the school.
- The principal is the final recourse in all disciplinary situations and has the right to add or waive any disciplinary rule or consequence for just cause at her discretion.

Our students are expected to put forth their best effort and to always conduct themselves in a manner that will promote a safe, orderly learning environment. Discipline is the key to good conduct and proper consideration for other people.

## **BUILDING PEACEMAKERS**

Saint Benedict School maintains a Building Peacemakers Program. Faculty members have attended workshops and Diocesan in-services where policy and procedures were reviewed. This program is an approach to maintain a peaceable atmosphere within our school system.

The Peacekeeper Promise is displayed in each classroom. Every day, after morning prayers and the Pledge of Allegiance, the Promise is recited by the students, faculty, and staff of Saint Benedict School. A Diocesan Peacekeepers Program kickoff is mandated by the Education Office of the Altoona-Johnstown Diocese during the month of September.

Teachers spend fifteen minutes a week on lessons and class discussions. This program will provide resources to develop peacekeepers and eliminate the effect bullies have on others. It has been updated to emphasize character education and address new trends in technology. The school guidance counselor reinforces lessons during guidance classes. Students are very aware that the adults of the school community are concerned about the school atmosphere.

Bullying happens when someone uses their power to hurt someone repeatedly and unfairly. It isn't just physical power, but the use of emotional and social power. Bullying Behavior Report Forms are utilized and documented. Issues of bullying that are reported to school personnel will be handled according to established consequences. Five Report Forms issued to a student will result in a Referral.

Student bullying will be controlled here at Saint Benedict School. The topic of bullying is not hidden. It is open for discussion for the safety and well-being of each individual student.

## **LUNCH PROCEDURES**

**The School lunch schedule is as follows:**

10:53 - 11:33 Lunch Period – Grades K- 8

1. Students will be accompanied to the cafeteria by their homeroom teacher.
2. Students must remain seated at the lunch tables until the prayer is said and the students are dismissed.
3. Students will always conduct themselves in an orderly and Christian manner.

## **LUNCH PRICES**

Full price lunch                      5 credits                      \$16.25 OR

Full price lunch                      paid daily w / cash                      \$ 3.25

Saint Benedict School, as part of the Federal National School Lunch Program, offers free and reduced benefits based on an approved benefit application. Applications will be provided to you at the start of the school year.

Reduced price lunch    5 credits

\$ 2.00

Reduced price lunch    paid daily.

\$ .40

Milk (all types) 8 oz.

\$ .60

Snack items sold daily - prices posted in cafeteria.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities based on race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 7206382 (TDD).

USDA is an equal opportunity provider and employer.

## **EMERGENCY SCHOOL CLOSINGS**

If School is to be closed for any emergency reason, we will follow the Cambria Heights School schedule. Parents will be notified through the School Messaging system. After a two hour delay school will start at 10:00 a.m.

In the event of a morning delay, there will be no morning Pre-kindergarten class or if too many delays happen, then PreK will begin at 9:30 a.m.

## **FIRE DRILL PROCEDURE**

### **SAINT SCHOLASTICA CENTER:**

S101            Proceed out to the main entrance to the rectory.

S102            Proceed out the emergency exit to the rectory.

### **SAINT BENEDICT SCHOOL BUILDING:**

#### **BACK DOOR EMERGENCY EXIT**

Room 104            Single file to the rectory.

Room 205            Proceed down the back stairs across the parking lot to the rectory.

Room 202            Proceed down back stairs to area near rectory.

Room 002            Up the back stairs to the area near the rectory.

#### **MAIN DOOR EXIT**

Room 102            Exit main entrance, turn left, proceed to the far side of rectory

Room 101            Exit main entrances; turn right, across the road to the cemetery

Room 203            Exit main stairs, keeping right, out main entrance, to cemetery

Room 204            Exit main stairs, keeping left, out main entrance, to the cemetery.

Room 001            Exit main stairs, out the front entrance, to far side of rectory

#### **FRONT EMERGENCY EXIT**

Room 103            Exit side door, proceed to the right, cross to cemetery

Room 201            Exit side door, proceed to the right, cross to cemetery

**GYM CLASS:**            If outside for class, line up near playground area

#### **GENERAL DIRECTIONS**

- The teacher will take a class list and Lesson Plan Book. (Report to Principal if all students are accounted for.)
- The teacher with the class (music, computer, Spanish, etc.) must take the attendance and check if all students are accounted for.
- Move quietly and rapidly to the designated exit.

- Close all doors, turn out all lights, shut the fire doors at the exits.
- Wait in silence for the signal to reenter the School.

## **Tuition**

### **Kindergarten through Grade 8**

\$40 nonrefundable registration fee

First Child:

- \$2400
- +\$40 Computer Lab Fee,
- +\$30 Science Fee
- +\$10 Supply Fee

Each Additional Child:

- \$1900
- +\$40 Computer Lab Fee,
- +\$30 Science Fee
- +\$10 Supply Fee

Students from Non-Feeder Parishes / Non-Catholics:

- \$7900
- +\$40 Computer Lab Fee,
- +\$30 Science Fee
- +\$10 Supply Fee

Prekindergarten	\$40 Nonrefundable registration fee
PRK 3	\$1200 + \$10.00 Supply Fee
PK4 (M-F EXT)	\$2100 + \$10.00 Supply Fee
PRK (MWF)	\$1500 + \$10.00 Supply Fee

Monthly payment book will be issued.

**PAYMENTS ARE REQUIRED BY 15TH OF EACH MONTH AUGUST TO MAY.**



Those who cannot pay the required amount are to make an appointment with their Pastor. The figure at which they and their Pastor agree upon is kept confidential by both School and the family.

Tuition must be paid in full for children in Prekindergarten, Kindergarten, and Grade Eight before a child can participate in graduation exercises.

If tuition is not taken care of by the end of the school year, report cards and transfer records will be withheld until payment is received. A letter will be sent to the family requesting payment by June 15th. If no attempt to make payment is made, these student names will be taken from the list registered for the following fall term.

**Payments may be mailed to:**

**Saint Benedict School 119 South Church Street**

**P.O. Box 596**

**Carrolltown, PA 15722**

### **POLICY FOR DELINQUENT TUITION PAYMENTS**

**FIRST NOTICE:** A request for payment by phone call and letter.

**SECOND NOTICE:** A request for payment sent via registered mail stating that persons involved must meet with the Pastor and Principal within 10 days or the child/children will be in danger of being withdrawn from the School.