

**SAINT JOHN THE EVANGELIST  
CATHOLIC SCHOOL**

**116 East Bishop Street  
Bellefonte, PA 16823**

**Established 1890**

**Accredited By Middle States Association  
Of Colleges & Schools**

**PARENT / STUDENT  
HANDBOOK  
2011 - 2012**



**ST. JOHN THE EVANGELIST CATHOLIC SCHOOL  
ALMA MATER**

**THIS IS ST. JOHN**

by Hermina Boyle

I've found a place  
Where God's embrace  
Is wide and filled with love,  
A place to grow  
And learn and know  
What all dreams are made of! ( R )

I've found a home  
To call my own  
Where everyone's a friend,  
Each life is like  
A rainbow bright  
That shines without an end! ( R )

I've found a dream,  
A sunny beam,  
A hope-filled light of joy,  
That God has blessed  
With holiness  
And no one can destroy! ( R )

**(Refrain)**

**This is St. John;  
This is my school;  
We are a family,  
God bless our school!**

## IMPORTANT PHONE NUMBERS

St. John the Evangelist Catholic School Office	355-7859
School Website	<a href="http://www.saintjohnsch.com">www.saintjohnsch.com</a>
School Fax	355-2939
St. John the Evangelist Catholic Church Rectory	355-3134
Busing:	
Bald Eagle Area School District Transportation Office	355-5516
Bellefonte Area School District Transportation Office	355-4814
Penns Valley School District Transportation Office	422-8814
State College School District Transportation Office	231-1033
Flynn & O'Hara, Inc. (school uniforms)	1-800-441-4122 <a href="http://www.flynnohara.com">www.flynnohara.com</a>
Land's End (school uniforms)	1-800-469-2222 Preferred School Code #: 9000-3022-2 <a href="http://www.landsend.com/school">www.landsend.com/school</a>
Central Intermediate Unit #10	1-800-982-3375

## INTRODUCTION

St. John the Evangelist Catholic School was established in 1890 and opened on September 2<sup>nd</sup>. It provided an elementary through 8<sup>th</sup> grade education for several generations of children before finally evolving into a pre-K through 5<sup>th</sup> grade school. St. John School is affiliated with St. John the Evangelist Catholic Church in Bellefonte, an Altoona-Johnstown Diocese parish. The school is the oldest, continuously operated parochial school in Centre County. The faculty of St. John School has been comprised of lay teachers certified by the Commonwealth of Pennsylvania since the reassignment of the Sisters, Servants of the Immaculate Heart of Mary in 1990.

Dear Students and Parents,

We believe that the best education our students can receive is accomplished through continuous cooperation and communication between student, parent, and school. This cooperation and communication should occur within a framework of mutual respect, trust, support, and active involvement in the education of each child. Common policies and procedures are needed to create a safe and caring learning environment where each student can experience success and feel positive about school.

In order to define the ground rules for this cooperation and communication between students, parents, faculty, and administration, we have designed and produced this handbook. You are expected to know and follow the policies and procedures contained in this handbook. In return, as educators, we intend to build upon the quality of education that the community of Bellefonte and the surrounding areas have been blessed to receive from St. John Catholic School since 1890.

This handbook will give you the information and rules that you need to get the most out of your educational experience. However, what it cannot capture is the shared commitment to teaching, learning, and mutual respect within a Catholic community that defines the St. John spirit and philosophy of education. The administration and staff of St. John Catholic School look forward to your continued support of teaching and learning which is central to our Catholic learning community. We are dedicated to providing you with a quality Catholic education, but we cannot do it alone. In order for your child to grow and develop as a person and as a Christian, we must all work together. This handbook is a first step in defining the standards and requirements for our shared Catholic learning community.

We ask that you read this handbook with or to your child. Please take the time to explain the handbook to your child in understandable terms for their age and maturity level. In addition, we want every parent to be familiar with these policies. If you need any clarification or require any further information, please feel free to contact me at the school.

After you read this handbook with your child, sign the back of the Emergency Card to indicate that you understand and support the rules and procedures contained in this handbook.

Thank you for your support and may God bless you, your family, and the entire St. John community as we share this journey.

The Administration and Faculty of St. John Catholic School  
**Kristina V. Tice** – [ktice@saintjohnsch.com](mailto:ktice@saintjohnsch.com)

Peace

## **MISSION STATEMENT**

**In the tradition of the Sisters, Servants of the Immaculate Heart of Mary, the mission of Saint John the Evangelist Catholic School is to provide a foundation rich in the teachings of the Roman Catholic faith. The school encourages responsibility, academic excellence, individuality, service and, above all, respect.**

## **BELIEF STATEMENT**

**We believe:**

- **Every child is a gift from God made in his image and likeness.**
- **Every child has unique talents and is capable of learning.**
- **Students should experience spiritual, academic, and physical growth each day.**
- **Prayer, service and liturgical experiences are integral to the school.**
- **Instruction and assessment will be of the highest quality and provide for the diverse needs and abilities of our students.**
- **Staff development should be an ongoing process that enhances instruction and increases student achievement.**
- **Faculty and staff will serve as strong Christian role models, guiding our students with love and discipline.**
- **Students, staff and parents will show respect for God, themselves and others.**
- **Parents, parishioners and community play a vital role in the success of our school and the growth of each student.**

## **GOAL 2011-2012**

**St John the Evangelist was the youngest apostle, “the beloved disciple” of Christ, and the one given the care of the Blessed Mother by Jesus as he died on the cross. St. John has told many amazing stories of his time with our Lord through his gospels. Our goal for the 2011-2012 school year is focused on St. John and has three parts:**

- **First, it is important for all students to know the stories written by the namesake of our school, St. John the Evangelist. This year, all students will learn more about St. John through guest lectures by Father Brian, Father Neil and Deacon Tom, reading the Bible, research and classroom lessons and activities.**
- **The second part of this goal is for our students to improve both their public speaking and written communication skills so that they, too, can be evangelists, spreading the word of the Lord.**
- **Finally, to honor St. John, we will live his message of “Love one another” by working together as a school to show God’s love to our school, church and local communities through service.**

## FACULTY AND STAFF

The faculty of St. John School is comprised of qualified and Commonwealth of Pennsylvania certified teachers who are dedicated to the ministry of teaching. Teachers possess a teaching philosophy consistent with the philosophy of our school.

Pastor	Father Neil Dadey
Parochial Vicar	Father Brian Warchola
Deacon	Thomas Boldin
Principal	Mrs. Kristina V. Tice
Financial Administrator	Mrs. Susan Pollick
Office Manager	Mrs. Tina Wendt
Volunteer Secretary	Mrs. Mary Kay Badger
Pre-K Program Director	Mrs. Carol Fisher
Kindergarten	Mrs. Melissa Maggs
Grade One	Mrs. Debbi Miller
Grade Two	Mrs. Michelle Davis
Grade Three	Miss Cara Marchione
Grade Four	Mrs. Denise Martin
Grade Five	Mrs. Mindy Stephens
Music / Library	Mrs. Karen Moore
Physical Education	Mrs. Karen Bossert
Preschool Aides	Mrs. Amy Dawson
	Mrs. Susan Pruss
Kindergarten Aide / Art	Mrs. Susan Zellers
Cafeteria	Mrs. Mildred Watson
	Mrs. Phyllis Austin
After School Care Program Director	Mrs. Kathryn Niemann
After School Care Program Aide	Mrs. Ann Grove
Technology Director	Mr. Jason Long

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## **OPERATING POLICIES**

General school operating policy and procedure is determined and governed by the Education Office of the Altoona-Johnstown Diocese. St. John Catholic School develops and implements specific policy and procedure in accordance with diocesan guidelines and/or diocesan input. Any policy or procedure change that occurs mid-year will be sent home as an addition to this handbook. Please retain these communications for your reference throughout the school year.

### **ADMISSION / REGISTRATION**

Regardless of race, national origin, sex, color, and disability, all children are eligible for admission to St. John Catholic School. Disabled students will only be denied admission if, with reasonable accommodations, the disabled student couldn't function in the school environment. All newly enrolled students are subject to a six-week probation period.

### **PRE-K PROGRAM**

The Pre-K Program has separate instructional/play space from the elementary grades. A separate Pre-K Parent Handbook outlines this program.

### **KINDERGARTEN PROGRAM**

This program is a full-day program. All children entering Kindergarten must be five years old before September 1<sup>st</sup>. Registration for the following school year begins during Catholic Schools' Week at the end of January, with priority given to those registered by February 15<sup>th</sup>. Registration for Kindergarten requires the completion of an Intent to Enroll Form and payment of the non-refundable registration fee. These Intent to Enroll Forms are registered based on the following priorities:

1. Siblings of students enrolled in St. John School or siblings of graduates;
2. St. John Pre-K students who are parish members;
3. All other students who are parish members;
4. St. John Pre-K students who are not parish members and others on the "waiting list" as space permits.

After February 15<sup>th</sup>, any remaining openings are filled in the order in which registrations are received.

### WAITING LIST / CLASS SIZE POLICY

To insure a quality education for each student, St. John School Council policy limits each class size to 25 students. (Pre-K Program guidelines differ.) A student must have an Intent to Enroll Form on file in the school office to be placed on a waiting list for any grade. If any openings occur, students will be enrolled from the waiting list as follows:

1. Siblings of students currently attending St. John School or siblings of St. John graduates;
2. St. John Parish member;
3. Members of other Catholic parishes;
4. Prior St. John Pre-K enrollment;
5. Others.

In the case where more than one child on the waiting list is eligible to be enrolled, the child whose Intent to Enroll Form was received first will be enrolled.

### WITHDRAWAL / RE-ENROLLMENT

Parents who withdraw a student(s) from school will provide, in writing, the reason(s) for the withdrawal. In the event that the parent wishes to re-enroll their student(s) at St. John School, the administrator will make a determination as to whether appropriate circumstances for re-enrollment exist.

### TRANSFER

Parents must complete an Intent to Enroll Form and submit the non-refundable registration Fee to transfer a student into St. John School. The administrator reserves the right to request release of any and all information from the previous school for any student transferring to St. John School. This information includes, but is not limited to, academic records, standardized test scores, and psychological test results. St. John School policy states that all newly enrolled students are subject to a six-week probation period.

## **FINANCIAL**

### **TUITION**

Tuition rates for the following school year are published in the spring and sent home with the annual tuition contract. Each year, the school calculates the per pupil cost which is the cost to educate a child for the year. However, in order to make Catholic education affordable for all families, St. John the Evangelist Church subsidizes a portion of that per pupil cost for all students. The church subsidizes a greater amount for parishioners and other Catholic students. The school utilizes a sliding tuition scale for families with more than one child enrolled. Please contact the school office for information on actual tuition amounts or for any scholarship opportunities.

Tuition booklets are provided for your convenience. They are sent home on Back-To-School Night in each family's packet. Please contact the Financial Administrator with any tuition questions or concerns. Payments may be mailed to the school, sent to the school with your child in a clearly marked envelope, or dropped off at the school office. Checks should be made payable to St. John Catholic School.

### **TUITION COLLECTION GUIDELINES**

1. Families have the option of tuition payment in one lump sum, two payments (Sept./March), or nine monthly payments. Monthly payments are due the 15<sup>th</sup> of each month.
2. Payments must be kept up to date. Late notices are sent to each family approximately two weeks after the due date.
3. If payment is not received within two weeks of late notice, a follow-up phone call will be made.
4. Families must be current with all tuition payments by the last day of school to receive the end-of-year report card. In addition, for students transferring from or not returning to St. John School, permanent records will not be forwarded to the new school until all tuition is paid in full.
5. If your family's financial situation makes it too difficult to pay the tuition on time, please notify the principal. We will negotiate a payment schedule to fit your family's needs.
6. All unpaid balances will be forwarded to the following school year.

### **INSUFFICIENT FUNDS CHARGE**

There is a \$20.00 fee payable to St. John Catholic School for any checks returned to us for insufficient funds. After two returned checks, only cash will be accepted for all future transactions during that school year.

### SUPPLY / BOOK / TECHNOLOGY FEE

Each student at St. John Catholic School is assessed an annual Supply/Book/Technology Fee. This fee is used to provide various school supplies, consumable workbooks, journals, and other classroom instructional supplies. This fee also assists in maintaining the technology infrastructure of the school. This fee is set in the spring for the following school year. The amount is noted on the annual tuition contract and should be paid on Back-to-School Night or during the first week of school in the fall.

### TRANSPORTATION

#### BUSING

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

Students are expected to obey all bus rules. Rudeness and disobedience will not be tolerated. Failure to obey the bus rules may result in suspension from riding for a designated time period. A child may ride only on the bus assigned to them. They are not to ride other buses when going home with a friend. Other transportation will have to be arranged on those days.

#### STUDENT PICK-UP OR DROP-OFF PARKING

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

## ALTERNATE OR CHANGES IN TRANSPORTATION

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

## ARRIVAL / DISMISSAL / TARDINESS

St. John Catholic School administration, faculty, and staff are not responsible for students until the supervising teacher unlocks the auditorium door at 7:30 AM. Students are not to be brought to school and left on the porch before the doors are unlocked. Students arriving by bus will enter the school through the auditorium where they will wait with the students walking or arriving by car. All students will remain in the auditorium with the supervising teacher until each teacher arrives to escort their students to their classroom. To insure the safety and security of our students and school, the supervising teacher will re-lock the auditorium doors at 8:15 AM each school day except Wednesdays. Doors will be re-locked at 8:00 AM on Wednesdays. Any student arriving after the doors are re-locked will need to come to the main entrance and ring the doorbell for admittance.

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

School begins at 8:10 AM. All students arriving after 8:20 AM must report to the office, accompanied by a parent/guardian to be signed in and receive a tardy slip to give to the teacher. Parents must provide a reason for the tardiness on the form. For every five (5) times a student is tardy, a day of absence will be recorded. Children will not be marked tardy if their bus is late. Any student who does not report to school until after 10:00 AM will be marked as absent for ½ day. Excessive tardiness is detrimental to learning and disruptive to the entire class. Please make all attempts to have students at school on time.

Dismissal begins at 2:20 PM. Early bus students are dismissed to the auditorium where a teacher supervises their boarding of the bus. This bus transports all early bus students to Bellefonte Elementary to make their various bus connections. All students walking or being picked-up by car will be dismissed at 2:25 PM. Each teacher walks their class to the auditorium and proceeds outside to dismiss each student to the designated

parent/adult from the front steps. **For the safety of all children, siblings and students need to be in the care of the parents prior to, during and after dismissal. Please do not allow children to climb on walls or play in planted areas.** All students must be picked up by 2:25 PM (with the exception of late bus students) or they will be placed in the After School Care Program. A fee will be charged for that service. All late bus riders will wait in the auditorium with a supervising teacher until their respective buses arrive.

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

### **WEATHER DELAY / EARLY DISMISSAL / CANCELLATION**

St. John Catholic School follows the Bellefonte Area School District regarding weather delays, early dismissals, and cancellations. When the Bellefonte Area School District alters its schedule, St. John Catholic School does the same. Announcements will be made on our SchoolReach telephone broadcast system, local radio stations, and TV cable Channel 4. Please have an action plan in place for your child to follow in case of weather delays, early dismissals, and cancellations. Also please see the SchoolReach section for more information.

### **ATTENDANCE**

#### **ATTENDANCE POLICY**

Pennsylvania State law requires students to be in school during all days the school is in session and to be punctual for all classes. Repeated or frequent absences make it difficult for a child to maintain any academic standard. This law also requires that students who are absent, for any reason, must submit a written excuse. This excuse must be signed by the parent/guardian

and include the dates of absence and the reason for absence. If your child has been seen by your family physician, please state this on the note. You may even obtain a doctor's excuse in place of the parent-signed excuse. This excuse must be submitted to the classroom teacher within three days of the student's return to school or the student's absence will be considered illegal. After three illegal days, the District Magistrate will be notified. Excuses may be sent via handwritten note or email to teacher or Mrs. Wendt, or fax to Mrs. Wendt.

A maximum of fifteen (15) days for students in Kindergarten through 3<sup>rd</sup> grade and ten (10) days for students in 4<sup>th</sup> and 5<sup>th</sup> grades of cumulative lawful absences verified by parental notification may be permitted during a school year (excluding educational trips or family emergencies.) All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. If absences are excessive, the school will seriously consider if that child will be retained in the upcoming school year.

Alerting the staff and teacher of a condition or illness already being treated may prevent unnecessary phone calls to parents at home or work. All information regarding health concerns is strictly confidential.

In addition to regular school days, St. John Catholic School also requires attendance at the Christmas Program.

### ABSENCE

Every effort should be made for perfect attendance since each day of absence is a loss of learning. When it is necessary for your child to be absent from school, parents should call the school office between 8:00 and 9:00 AM. State the child's name, grade, reason for absence, and any homework requests (send with another child, will be picked up, etc.) Homework requests cannot be guaranteed if the request is made after 11:00 AM. Teachers need adequate time to prepare materials and send them to the office for pick-up by you or another student. Calls will be made to the home or place of employment if a parent fails to report an absence by 9:00 AM.

If you are aware that your child will be absent from school for a period of time that exceeds four school days, send a written notification to the teacher as soon as the anticipated absence is known. You should also include a request for advance homework assignments and make-up work for the period of absence. It is the parent/guardian's responsibility to ensure that the child completes the work.

**CONTAGIOUS HEALTH PROBLEMS** -- Students who have contagious health problems (colds, flu, head lice, etc.) should not be in school. Students who come to school with ongoing, contagious health problems may be denied admittance at the discretion of the school administrator. Conditions where your child should be kept home and possibly seek evaluation by your family physician or will be sent home if symptoms develop at school are not limited to, but include the following:

- **fever 100 degrees F. or greater within past 24 hours**
- **vomiting or diarrhea within past 24 hours**
- **rash on face, arms, chest, or legs**
- **blisters or open lesions around mouth and/or nose**
- **red, watery eye accompanied by itching, burning, or crusting discharge**
- **yellow or green nasal discharge, with or without a cough**

If your child was treated for head lice, please review our Pediculosis (Head Lice) Policy in this handbook.

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

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

**FAMILY TRIPS** -- An Educational Trip Request Form is available in the school office or on our website for families planning a trip during scheduled school days. This form must be completed and returned to the school office five days prior to the planned trip.

## DRESS CODE

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

### GENERAL GUIDELINES

- Uniforms must be clean and presentable.
- Uniforms must be sized correctly and worn appropriately.
- Uniform shirts must be tucked into pants / slacks / skirts / shorts / skorts.
- Baggy, oversized, flared-leg, cargo or drawstring pants / slacks are not permitted.
- Uniforms can be purchased through Flynn & O'Hara, Lands' End, J.C. Penney, or any other retailer selling school uniforms.
- Lands' End will embroider or heat transfer the school logo / name on any item for an additional fee.
- No clothing logo other than St. John School logo is permitted.
- Clean, well-groomed hair and nails are expected. Hairstyles are to be tasteful and not represent an extreme fashion trend. No extreme hair dyeing or coloring is allowed.
- Boys are not permitted to wear earrings or nail polish. Girls may wear post-type earrings only and nail polish that is tasteful and not extreme.
- No make-up, tattoos or body piercing are permitted.
- Extreme fashion trends, such as hair, nails, shoes, tattoos, etc. are distracting to the learning process.
- Administration reserves the right to be the final judge of what is acceptable in matters of student dress and grooming.

### DRESS DOWN DAY/ JEANS DAY

- Dress Down Day is typically the first Friday of each month, unless it must be changed due to a schedule conflict. The actual date is always noted on the monthly calendar.
- Jeans Days are specially scheduled dates, also noted on the monthly calendar, but require a \$0.50 donation for the specified charity to be able to dress casually.
- If within the allowable days for wearing shorts, school uniform shorts must be worn.
- A Jeans Day donation is required for charity even if a student wears uniform shorts, but chooses to wear a shirt other than a uniform shirt.
- Appropriate tasteful T-shirts, sweatshirts, and jeans or capris will be permitted. No sweatpants or running suits are permitted. **Jean shorts are never permitted.**

<b>ALL CHILDREN</b>	
<b>PHYSICAL EDUCATION</b>	<ul style="list-style-type: none"> <li>• T-shirt: <i>Plain Royal Blue</i> or <i>Logo Royal Blue</i>**</li> <li>• Zip-up or Crewneck Sweatshirts: <i>Plain Royal Blue</i>, <i>Logo Royal Blue</i>** or <i>Navy</i></li> <li>• Sweatpants/Running Pants: <i>Plain Royal Blue</i> or <i>Navy</i> (simple white stripe down the leg is allowable)</li> <li>• Shorts – <b>must be no shorter than one inch above the knee. If worn between Oct. 31 and April 15, sweatpants must be worn over shorts when not in gym class:</b> <i>Plain Royal Blue</i>, or <i>Navy</i> (simple white stripe down the leg is allowable)</li> <li>• Shoes – sneakers MUST be worn on gym day</li> </ul> <p>**St. John School T-shirts are provided at the start of school by the Home &amp; School Association. Additional t-shirts can be purchased mid-year from the school.</p> <p>REMINDER: Gym attire affects grade in Physical Education class.</p>

	ALL CHILDREN	GIRLS	BOYS
TOPS	<ul style="list-style-type: none"> <li>• Knit polo shirt (long / short sleeved): <u>White, Light Blue or Navy</u></li> <li>• Knit turtle neck: <u>White, Light Blue or Navy</u></li> <li>• Oxford shirt (long / short sleeved): <u>White or Light Blue</u></li> <li>• V-neck / crew neck pullover or cardigan sweater; sweater vest: <u>White or Navy</u></li> </ul> <p>*With the exception of turtlenecks, all shirts must have a collar.</p>	<ul style="list-style-type: none"> <li>• Peter Pan collar blouse: (long / short sleeved): <u>White or Light Blue</u></li> </ul>	<ul style="list-style-type: none"> <li>• Neckties: <u>School Plaid* or Navy</u></li> </ul>
BOTTOMS	<ul style="list-style-type: none"> <li>• Twill walking shorts – <b>must be no shorter than one inch above the knee</b> (ONLY permitted from beginning of school until October 31 and April 15 until the end of school): <u>Khaki or Navy</u></li> <li>• Twill or corduroy pants/slacks: <u>Khaki or Navy</u></li> </ul>	<ul style="list-style-type: none"> <li>• Pleated tunic, jumper or skirt: <u>School Plaid*, Khaki or Navy</u></li> <li>• Skorts – must be no shorter than one inch above the knee (Skorts may be worn year-round ONLY if they are of the style that is a full skirt with shorts underneath, otherwise they must follow the same guidelines as shorts.): <u>Khaki or Navy</u></li> <li>• Capris (same guidelines as shorts): <u>Khaki or Navy</u></li> <li>•</li> </ul>	
FOOTWEAR	<ul style="list-style-type: none"> <li>• Brown or Black rubber-soled dress shoes and traditional sneakers are the preferred footwear.</li> <li>• When wearing winter boots, a change of shoes must be brought to school.</li> <li>• ALL shoes must be worn with socks.</li> <li>• Heelies, Clogs, Slides (shoes without a back) and flip flops are NOT permitted.</li> <li>• Administration reserves the right to request that children do not wear shoes that do not fit properly and, thus, are a safety concern.</li> </ul>	<ul style="list-style-type: none"> <li>• Tights / knee socks: <u>White or Navy</u></li> <li>• Boots of the UGG variety may only be worn if they are appropriately fitted.</li> </ul>	
MASS UNIFORM (MUST be worn on all Mass Days, unless noted.)	<ul style="list-style-type: none"> <li>• V-neck / crew neck pullover or cardigan sweater; sweater vest: <u>White or Navy</u></li> </ul>	<ul style="list-style-type: none"> <li>• Pleated tunic, jumper or skirt: <u>School Plaid*, Khaki or Navy</u></li> <li>• Oxford or Peter Pan collar blouse (long / short sleeved): <u>White or Light Blue</u></li> </ul>	<ul style="list-style-type: none"> <li>• Twill or corduroy pants/slacks: <u>Khaki or Navy</u></li> <li>• Oxford shirt (long / short sleeved): <u>White or Light Blue</u></li> <li>• Necktie: <u>School Plaid* or Navy</u></li> </ul>

\*School Plaid is ONLY available from Flynn & O’Hara

## MEDICAL INFORMATION

### MEDICATIONS

If your child requires prescription or “over-the-counter” medication during the school day, an order signed by your doctor must be presented to the school. **NO MEDICATION WILL BE GIVEN WITHOUT A DOCTOR’S SIGNED NOTE.** This includes cough drops, cough syrup, Tylenol, and ibuprofen. Children are not permitted to keep any medication with them in school. All medication, in its original container with name and directions for use, is to be kept in the school office. Any child requiring medication will report to the office at the appropriate time for medication administration. Please send the appropriate measuring syringe or spoon if it is a liquid medication.

### MEDICAL / DENTAL EXAMINATIONS / SCREENINGS

Pennsylvania State School Health Law requires:

1. Physical examination upon entry into school and for students transferring from outside Pennsylvania. This exam will be given to our Kindergarten students at some time during the school year. If your child routinely receives a physical exam from your family doctor, you should obtain a physical form from the school office for your family doctor to complete. This would exempt your child from the in-school exam and fulfill the state obligation.
2. Immunization against the following diseases is required as a condition of enrollment: Tetanus/Diphtheria (4 doses), Polio (3 doses), Measles/Mumps (2 doses), Rubella (1 dose), Hepatitis-B (3 doses), Varicella (chicken pox) (2 doses or history of the disease)
3. Height, weight, and vision screening completed annually by school nurse.
4. Hearing test for Grades K, 1, 2 and 3 by school nurse.
5. Dental examination upon entry into school, Grade 3, and for students transferring from outside Pennsylvania. This exam will be given to our Kindergarten and Grade 3 students at some during the school year. If your child routinely receives a dental exam from your family dentist, you should obtain a dental form from the school office for your dentist to complete. This would exempt your child from the in-school exam and fulfill the state obligation.

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

School health services are intended as a supplement to, not as a substitute for, the health care which parents provide for their child. A school nurse is provided by the Bellefonte Area School District for required screenings and emergency issues. The school must be informed if a child has any special health problems or allergies. It is very important that all emergency information be accurate and up-to-date. Parents are responsible for notifying the school if any emergency or medical information changes throughout the school year.

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

## **MEDICAL POLICIES**

### **AIDS POLICY**

St. John Catholic School follows the Altoona-Johnstown Diocesan Policy regarding guidelines for prevention of disease transmission and for addressing the issue of AIDS in schools. A copy of the AIDS policy is available in the school office.

### **PEDICULOSIS (Head Lice) POLICY**

If a child is found to have head lice or nits, the child will be sent home and will not be readmitted until treated effectively and the infestation eliminated; this includes the removal of nits (lice eggs.) Siblings and classmates of infected children will be screened immediately. Children with confirmed cases will also be asked if they attended a sleepover or play date with other children in the school or attended our After School program. These students may also be screened for head lice. Parents will be informed via letter that a case of head lice has been confirmed in their child's classroom. Parents of children in classrooms where a case has been confirmed should begin periodic checks of their child's hair.

To help prevent an outbreak of head lice, parents are asked to regularly check their child's hair. **Parents are to report cases of head lice that are discovered at home. This is extremely important information for the school to have to effectively work toward ending the infestation.**

Regardless of whether the lice were initially discovered by the parent or the school, the child must be nit-free for re-admission.

Other strategies that will be implemented include placing coats, hats, bookbags, etc. in a sealed plastic bag upon arrival, keeping long hair secured in a pony tail or braids, and frequent re-checks of students with previously confirmed cases of head lice. Children should be encouraged to avoid head-to-head contact and should never share combs, brushes, and hats.

If your child was treated for pediculosis, a parent is required to accompany the child on return to school to be examined by the school nurse or trained staff of the school before returning to the classroom.

### RESPIRATORY PATHOGEN POLICY

St. John Catholic School, as recommended by the Pennsylvania Department of Health-division of School Health, monitors on a daily basis absenteeism for any reason and the occurrence of respiratory illness among students and staff. Since there is no way to distinguish seasonal influenza from swine influenza, multiple cases of any respiratory illness or any rise in absenteeism will be reported to our local health department for evaluation and further recommendation.

The Centers for Disease Control and Prevention stipulates that a student or a staff member with the flu will need to stay home until they are fever-free for at least 24 hours without the use of fever-reducing medications (Tylenol, Motrin, etc.) This will assist in the prevention of spreading illness to others.

St. John Catholic School has hand-sanitizing dispensers and encourages frequent handwashing. Surfaces that are frequently touched or handled are regularly cleaned and disinfected. We will remind children to cover their nose and mouth with a tissue when they cough or sneeze, and then to wash their hands with soap and water. We ask that you reinforce this at home.

Your child's health and education are very important, and we hope to partner with you during the school year to assure that both are achieved at the highest levels.

## **LUNCH PROGRAM**

St. John Catholic School serves hot lunches daily. Milk (choice of two percent, skim, or chocolate) is served as the beverage with each hot lunch purchase. Milk is also available to purchase separately with a packed lunch or for kindergarten snacks. Lunch menus are sent home at the end of each month with the calendar and newsletter for the following month.

St. John Catholic School participates in the free and reduced lunch program. Families are encouraged to apply for free or reduced lunch for their children. Applications are given to all families in the Back-to-School packets at the beginning of each school year. Families with children enrolled in more than one school must submit separate applications to each school. In the operation of child feeding programs, children who receive free or reduced price meal benefits are treated the same as children who pay for meals. No child will be discriminated against because of race, sex, color, national origin, age, or disability. If you believe that you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C., 20250.

## **TICKET PURCHASE**

The cost of lunch (milk included), individual milk purchases, and extra entrée items are noted on the monthly school menu sent home with the monthly school calendar. Please do not combine lunch and milk ticket purchases with other school payments. Payment, cash or check, should be sent to school with the student in an envelope noting child's name, grade, and order. We ask that all lunch tickets be purchased for the entire week on the first attended school day of the week before 9:00 AM. Too many children come out of class to purchase tickets and miss valuable learning time. Students should borrow tickets from the office only, not from another student.

Students who forget their packed lunch will be encouraged to purchase hot lunch for the day. If they decline that choice, someone from the office will call home for a lunch. If a bagged lunch cannot be provided for that day, the student will be required to purchase a hot lunch.

## **PACKED LUNCH**

Students bringing a packed lunch must have their names clearly marked on the lunch container.

### LUNCH ROOM RULES

All students must obey cafeteria supervisors, volunteers, and the rules posted in the cafeteria. Good behavior is expected. Cafeteria rules are noted in the Discipline section of this handbook.

### LUNCH PERIOD

Kindergarten / Grade 1	11:00 – 11:25 AM
Grade 2 / Grade 3	11:30 – 11:50 AM
Grade 4 / Grade 5	11:55 AM – 12:15 PM

### PLAYGROUND AND RECESS POLICIES

#### OUTSIDE RECESS

All students will participate in outdoor recess, weather permitting. At the discretion of the faculty member(s) supervising recess, students may be instructed to participate in inside recess due to inclement weather or lack of adequate volunteers for playground supervision. Proper outer clothing and shoes are required. Students not dressed properly for the weather (coats, hat, mittens, boots) will be directed to remain inside during recess. Parents are encouraged to send children to school with appropriate recess attire.

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

#### INSIDE RECESS

As stated above, students will have inside recess in the event of inclement weather or lack of adequate volunteers for playground supervision. This may be held in classrooms or in the gymnasium.

#### RECESS RULES

All students must obey recess supervisors and volunteers. Good behavior is expected. Recess rules are noted in the Discipline section of this handbook.

#### RECESS PERIOD

Kindergarten / Grade 1	11:25 – 11:50 AM
Grade 2 / Grade 3	11:50 AM – 12:15 PM
Grade 4 / Grade 5	12:15 – 12:40 PM

## **AFTER SCHOOL CARE PROGRAM**

Childcare is available immediately following the school day for students enrolled in our school or afternoon Pre-K program on days when school is in session, beginning after Labor Day in September. No After School Care is available for any August school days. The After School Care Program is also closed on scheduled early dismissal days, early dismissal for inclement weather, and snow days. We are pleased to be able to provide this program for the convenience of our parents. Children who attend the After School Program must adhere to the same rules, regulations, and procedures outlined for regular school hours, especially in regard to illness, medications, and behavior. Children are expected to show respect to all After School staff members, fellow students, and school property. Children are provided with opportunities for playtime, crafts, games, stories, and movies. Donations of paper products, coloring books, crayons, paints, chalk, markers, jump ropes, books, or gently used toys are always appreciated. The program utilizes the gymnasium, playground, and After School Room. Parents must provide a nutritious snack and beverage for their child. Snack time is from 2:30 – 2:50 PM. Parents must complete the After School Care Enrollment Form before their child attends this program. Forms are provided in the Back-to-School packets each fall or are available in the school office. Children may be picked up anytime between 2:30 and 5:30 PM. Parents must sign out their child from the After School Program every day of attendance. Children will only be released to designated persons. Parents must communicate in writing to the school any changes or conditions of a child's pick-up that occurs after completion of the enrollment forms. Any last minute or emergency changes must be called into the school office before 3:00 PM. The After School staff has the right to require identification of anyone not known to them who is picking up a child. If any question arises regarding the release of a child, the After School Care staff will call the parent.

Any parent needing to contact an After School staff member during other than After School hours should contact the school office to leave a message.

In the event of an emergency, parents will be contacted at home or work. If the parent cannot be reached, the emergency contacts listed by the parent on the child's emergency card will be contacted. In the case of an extreme emergency, 911 will be contacted first. In the event of a school evacuation during After School hours, the evacuation policies outlined for regular school hours will be followed.

Fees and payment information are noted on the After School Enrollment Form. Please call the office for further information.

### **EVACUATION**

In the event of an extended evacuation of St. John Catholic School for any reason, all students will be walked to a designated area or building not less than one block from school. Students will be taken to the Bellefonte YMCA and/or Lambert Hall at Hyde Park on Blanchard Street. A representative from the Education Office of the Altoona-Johnstown Diocese will handle all media information. Information for parents will be available through our SchoolReach telephone broadcast system and/or media announcements.

### **GRIEVANCE POLICY**

Parents, parish members, or others who have a grievance regarding St. John Catholic School should try to resolve the problem through dialogue with the school personnel involved. If the problem cannot be resolved in this manner, the griever may ask for the pastor/principal to join in subsequent dialogues. The pastor/principal has ten school days to meet with the parties involved. If all of the above options fail to resolve the issue, grievances must be put in writing to initiate assistance from St. John Catholic School Council.

## **GENERAL INFORMATION**

### **BACK-TO-SCHOOL NIGHT**

Parents and students are encouraged to attend the annual Back-to-School Night in late August. This is typically held during the week before the students return to school. Teachers are available to assist children with obtaining the school-supplied items noted on the supply list. Children are also able to bring the family-provided school supplies with them that they were required to have obtained elsewhere, as noted on the supply list. A supply list is sent home at the end of a school year for the following year. Extra lists are available in the school office. Parents are able to pay their Supply/Book/Technology Fee on this night or during the first week of school. Additional information regarding the Supply/Book/Technology Fee is provided in the Operating Procedures section of this handbook.

### **BIRTHDAY PARTIES/CELEBRATIONS**

#### **SCHOOL BIRTHDAY CELEBRATIONS**

Children may bring treats to share with their class to celebrate their birthdays. Birthday treats should be simple and healthy. It is the celebration of the child, not the snack that is important. Children are not to bring favors for their class. Prior arrangements must be made with the teacher in regards to the date and best time that day to share their treats.

#### **INVITATIONS**

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

### **BOOKS**

Many textbooks are the property of the Commonwealth of Pennsylvania. All students are expected to take care of their textbooks and workbooks. Each teacher will instruct students as to their policy on the covering of textbooks. Books are to be carried to and from school in some type of book bag. Students are expected to pay for all books that have been defaced or lost.

## **CONFIDENTIALITY**

Confidentiality means that an individual will not pass on any private information that has been given to them. School faculty and staff will keep information given to them by parents or the school in confidence. This information could be related to health, family situations, income, or school situations. If any person believes their confidentiality has been breached, please contact the principal for an appointment.

## **EMERGENCY CARDS**

Parents are required to complete Emergency Health Cards for each child enrolled at St. John School. These are included in the Back-to-School Night packets and should be returned on the first day of school. Parents should inform the school of any changes that occur during the school year.

## **EMERGENCY DRILLS**

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

## **FAMILY MEALS**

Each class has a family potluck meal each school year. This is a wonderful time to meet and visit with the families of students in your child's class. Each family is asked to bring an entrée, a salad, or a dessert to share. Depending on the size of a particular class, you may be asked to share two items. Beverages and table service are provided. Dinner is at 6:00 PM in the cafeteria. Specific information is circulated prior to the scheduled date.

## FUNDRAISERS

St. John Catholic School and St. John Home & School Association conduct various fundraisers throughout the year. While these fundraisers are vital to the day-to-day operation of our school, they are not mandatory. If it is your desire to have your child excluded from a fundraiser, please send in a note stating that you are opting out of that particular fundraiser. This will insure that your child's class is not penalized in the case of any class rewards. We request that an adult accompany students who sell items door-to-door. Below are listed our continuous fundraisers.

### SCRIP SHOPPING CARD PROGRAM

The Scrip Program is one of the main fundraisers for St. John Catholic School. Scrip certificates are gift certificates/gift cards that you purchase from our school to be used at Weis Markets, Giant, Bonfatto's, Brother's, Pizza Mia and Bellefonte Wok. The money that you would normally spend at these stores just needs to be spent as gift certificates rather than by cash or check. Every time your family shops at one of these stores using our gift cards, the school receives a percentage of your purchase from the merchant, ranging from 5% to 15%...**at no extra cost to you!** Information is sent home at the beginning of each school year detailing this program. **Your support of this fundraiser is very important.**

We also offer Scrip certificates from national merchants during the months of October through May. Information about this seasonal opportunity to support Scrip and St. John Catholic School is available in the office.

### OFFICE DEPOT / 5% BACK TO SCHOOL

St. John Catholic School receives 5% of qualifying purchases when you shop at Office Depot. Please request that your purchase be designated to St. John Catholic School or use our **Program ID# - 70085033**.

### TARGET TAKE CHARGE OF EDUCATION / VISA CARD

St. John Catholic School receives one percent of all purchases you make anywhere using the Target Visa card. You can call 1-800-316-6142 or visit [target.com/tcoe](http://target.com/tcoe) to enroll or find out more about this program.

### GIANT A+ PROGRAM

During the school year, Giant customers can help our school earn cash each time they shop using their BONUSCARD. Our school will be credited 1% of each customer's shopping order when they checkout using a registered BONUSCARD. Contact the office for details on how to register.

### INK / LASER JET CARTRIDGE and CELL PHONE RECYCLING

St. John Catholic School collects used HP, Lexmark, Dell, Cannon, and Sharp ink cartridges to recycle for cash. Cartridges cannot be damaged, remanufactured, or refilled. Cartridges must include the print head to be recyclable. We also recycle any brand used cell phones. Please include the battery and cover if you have them. Please send these cartridges and cell phones to school with your child or place them on the table in the vestibule of the church.

### BOX TOPS FOR EDUCATION

St. John Catholic School receives cash for every Box Top for Education label clipped from General Mills products. Please send these labels to school with your child or place them in the collection containers in the school office or the church vestibule.

### CAMPBELL'S LABELS FOR EDUCATION

St. John Catholic School earns points for every Campbell's for Education label removed from Campbell's products. These points can be redeemed for various school materials. Please send these labels to school with your child or place them in the collection containers in the school office or the church vestibule.

### GOODSEARCH

St. John Catholic School can earn a donation every time you search the Internet and shop online. Search the web with Yahoo-powered GoodSearch.com and they'll donate about a penny to our school each time you search. Shop at more than 1,300 GoodShop.com merchants including Amazon, Best Buy, Toys R Us, and others, and a percentage of each purchase will come back to Saint John School.

### LIBRARY

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

### **LOST AND FOUND**

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

### **OPEN HOUSE**

Parents are invited to attend an annual Open House in the fall. The date will be noted on the monthly calendar after school begins in the fall. Teachers are available to explain their classroom plans and yearly programs. Open House is not the appropriate time for a conference. If you wish to speak to your child's teacher regarding your child's progress or behavior, please contact the teacher for a conference. If you have concerns about school programs or policies, please contact the principal for an appointment.

### **PERSONAL PROPERTY / TOYS**

Toys brought to school must be appropriate for the age of the students. Students must also be willing to share with others. Students are permitted to have toys when waiting before school in the auditorium, at recess, and at the teacher's specific request. St. John School is not responsible for items that are damaged or lost. **No electronic games, music devices, cell phones, cameras, or aggression-provoking toys (play weapons, etc.) are permitted.**

The only exception will be for those students in our After School Care Program. They may bring an electronic game or music player that will be handed over to the office in the morning for safe keeping. It will be returned to them at the end of the school day for use in After School. This exception for After School students is only for electronic games or music players that do NOT have the capability of taking photos.

### **PESTICIDE SPRAYING**

On the occasion that any pesticide treatments would need to be done in the school, the treatment will take place when the students are not in school. Notices will be posted on the main entrance and by the areas that are treated. IF YOU WISH TO BE PERSONALLY INFORMED WHEN SUCH TREATMENTS OCCUR, PLEASE SEND A WRITTEN REQUEST TO THE SCHOOL OFFICE.

## **PHONE CALLS**

Phone calls to and from students are disruptive to the educational process of the school day. Use of the telephone by students is restricted to emergencies only. Students must obtain permission from their teacher to report to the office for emergency phone use.

Parents may call the school office and request a message be given to a teacher for a return phone call. Teachers are typically available to take calls after the school day until 3:00PM.

## **PICTURES / PUBLICITY**

### **SCHOOL PICTURES**

School pictures are taken in the fall and in the spring. Parents are provided with all necessary information in advance of picture days.

### **PUBLICITY**

Periodically, pictures of students are sent for publication in newspapers or videotaping occurs. If you have any objections to your child being photographed, videotaped, or having their picture sent to the newspaper, please send written notification to the school office by the first day of the school year.

## **SCHOOL CALENDAR**

St. John Catholic School has a 180-day school year, in accordance with Diocesan guidelines. The annual school calendar for the following school year is sent home in the report card packet on the last day of school. Monthly calendars, menus, and newsletters are sent home at the end of the preceding month with the oldest or only child in each family.

## **SCHOOLREACH**

St. John Catholic School uses a telephone broadcast system, provided by SchoolReach, a company that specializes in school-to-parent communications. It enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. Unfortunately, this system can not be utilized if there is a loss of power due to the weather. We do follow the Bellefonte Area School District schedule for weather delays and closings. So, if you hear that the Bellefonte Area School District will be on a delay or that they will not be in session due to the weather, that is also true for St. John Catholic School. You will be notified of those situations through our SchoolReach system, unless there is a power outage that would prevent our use of the system. The service may also be used from time-to-time to communicate general announcements or reminders.

## **VISITORS/PARENTS/GUARDIANS TO SCHOOL**

All exterior doors are kept locked. Diocesan regulations state that ALL visitors, including parents and volunteers, must report to the office upon entering the building and sign in with office personnel. This policy includes any time you escort your child to school in the morning if you will be in any part of the school besides the Auditorium and/or returning your child to school following an appointment. All visitors must ring for admittance at the main door during school hours. No teacher or student may be disturbed during the school day except in the case of an emergency or scheduled appointment. These regulations were developed to safeguard the security of our school and students.

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

## **ACADEMIC POLICIES**

St. John Catholic School follows the Education Office of the Altoona-Johnstown Diocese and the Pennsylvania Department of Education guidelines for curriculum. The Education Office develops curriculum guidelines to provide continuity and stability to the teaching-learning process while assisting in the growth of its students. Diocesan time schedules are followed for all subjects, and all textbooks are in accordance with Diocesan guidelines. School faculty under the leadership of the principal and pastor determines curriculum content. Any policy or procedure change that occurs mid-year will be sent home as an addition to this handbook. Please retain these communications for your reference throughout the school year.

### **ACCESS TO RECORDS**

Only parents, guardians, and authorized persons will have access to a student's permanent files. The Family Educational Rights and Privacy Act grants parents/guardians the right of access to their child's records. If a parent/guardian wishes to view their child's records, a request should be made in writing with 48 hours notice to the principal.

### **CURRICULUM**

An integrated approach to teaching and learning provides an understanding of the interrelationship of various subjects. Religious values are of the utmost importance in our curriculum and they form the underlying foundation for the complete school program. Our religion program is sequential, teaching religion concepts to children at the levels of growth and development where they can best be assimilated successfully.

- Language Arts skills, including Reading, Spelling, English, Creative Writing, and Penmanship, are given a large block of time in our schedule using a variety of groupings according to need.
- Math, Science, Religion, and Social Studies are also emphasized as major subject areas and are taught in groups whenever necessary.
- Health, Art, Music, Physical Education, Computer Literacy, and Library Classes are taught in shorter periods and are less frequent than the major subject areas.

## **CONFERENCES**

Parent–Teacher Conferences are scheduled at the end of the first quarter. Refer to the school calendar for specific dates. Conference schedules will be sent home prior to the conference dates. If a parent wishes a conference in addition to the scheduled date, please do not hesitate to call the school office to make an appointment with the teacher. Teachers are not available during school hours without a prior appointment. Teachers may also schedule additional conferences as needed.

## **HOMEWORK**

Homework is an important part of the learning process and reinforces what has been taught in the classroom. In order to develop independent study habits, homework must be completed regularly. It is our expectation that all assigned work will be completed. When work is assigned for home study, parents are urged to ensure that their child completes the assignment in the designated time period. Rarely should there be an excuse for incomplete homework assignments. Students are expected to budget homework time to prepare for tests and projects which are assigned in advance of the due date. The Diocesan Guidelines for homework time limits are:

Primary grades -- Approximately 20-30 minutes

Intermediate grades ( 4<sup>th</sup>, 5<sup>th</sup>) -- Approximately 45 – 60 minutes

Incomplete class work could be assigned for completion at home. This would be in addition to the above guidelines.

Reminder: Please make any homework requests for ill students by 11:00 AM. This guarantees that the teacher has adequate time to prepare materials and send them to the office for pick-up by you or another student.

## **MID-TERM PROGRESS REPORTS**

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

## **REPORT CARDS**

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



## **FIELD TRIPS**

Field trips are to be part of the educational process and are scheduled to enhance and supplement classroom learning. No student will be permitted to participate in a field trip without returning the signed parental permission form. Students will not be permitted to call home on the day of the field trip for the form. Students will be transported to school sponsored field trips by bus. Students will never be transported on field trips by private cars. Any parent requesting to transport their child to or from a field trip will be required to make a written request to the principal for approval. This request must be submitted with adequate time for the principal to approve and notify the supervising teacher of the change in transportation. Parent chaperones cannot bring siblings or other children on a school-sponsored field trip.

Field trips are privileges for students, not absolute rights. Students can be denied participation if they fail to meet academic or behavior requirements.

## **INTERNET USE**

Use of the Internet provides numerous educational benefits for students. Unfortunately, some accessible materials may contain items that are illegal, defamatory, or potentially offensive to students and contrary to the religious beliefs and moral values of the Catholic Church. The Internet Acceptable Use Policy must be read and signed by the student, parent/guardian, and principal. Students are responsible for good behavior on the Internet, just as they are in school. Use of the Internet will be allowed only for education and research. The use of the Internet is a privilege, not a right. Inappropriate use will result in loss of this privilege.

## **SUPPORT PROGRAMS**

### **READING**

A supplemental program is available to students beginning in Grade 1 who meet criteria established by the Central Intermediate Unit 10, Act 89. The reading specialist provides additional instruction for children with particular reading difficulties. The principal or teacher may recommend a child be evaluated for possible enrollment in this program. Parental consent is necessary for the child to be evaluated and to participate.

## MATH

A supplemental program is available to students beginning in Grade 2 who meet criteria established by the Central Intermediate Unit 10, Act 89. The math teacher provides additional instruction for children with specific difficulties in this area. The principal or teacher may recommend a child be evaluated for possible enrollment in this program. Parental consent is necessary for the child to be evaluated and to participate.

## COUNSELING

The services of a guidance counselor, provided by the Central Intermediate Unit 10, Act 89, are available to our school. The principal, parent/guardian, or teacher may refer students. Parental consent is necessary for the child to receive counseling.

The Parent Assistance/Student Support Program (P.A.S.S.), through Catholic Charities, is available to all students, offering a variety of resources. Each student participates in a social skills discussion group aimed at reinforcing the Catholic teachings of the school. Individual counseling and parent consultation meetings designed to help each student be the best that they can be are also available. Ongoing counseling is also available at the Bellefonte offices of Catholic Charities.

## PSYCHOLOGIST

A school psychologist is available on an as-needed basis to identify learning disabilities and other educational concerns that may affect a child's academic progress. Students are referred for testing by the principal. Parent must submit a written request/permission for testing.

## SPEECH & HEARING

A speech and/or hearing therapist is provided on an as-needed basis for students requiring these services.

## TITLE 1 - READING

This remedial program is federally funded and available to students beginning in Grade 1. Students are referred by the teacher for enrollment in this program. Students qualify based on criteria established by the Bellefonte Area School District.

## **DISCIPLINARY POLICIES**

St. John Catholic School has developed a Discipline Plan that affords every student the opportunity to manage his/her own behavior. We believe that this is important because lifelong success depends on self-discipline. As students develop self-control, they learn that they can be responsible for their actions, they have choices, and that they need to consider possible consequences of their behaviors before acting. We utilize a positive approach in dealing with student behavior issues as we guide their growth in academic skills and Christian values. Any policy or procedure change that occurs mid-year will be sent home as an addition to this handbook. Please retain these communications for your reference throughout the school year.

A Classroom Discipline Plan is sent home at the beginning of each school year. This plan will be followed throughout the entire year.

### GENERAL GUIDELINES –

- Students are to have a respectful attitude toward others and to express themselves respectfully (courteous language, raise hand for permission to speak, no saving places in line, no cutting in line, keep hands to self.)
- Students are to be respectful of school property and the personal property of others.
- Students will be recognized and rewarded for appropriate behavior.
- Each teacher has the right to teach, and each student has the right to learn without disruption in the classroom.
- Any inappropriate conduct will result in consequences at the school. Punishment for a rule infraction or behavior problem is intended to discourage repetition of the action.
- Some infractions are more serious than others; therefore, some punishments will be more serious.

## **DISCIPLINE POLICY**

Inappropriate conduct and consequences for this behavior are outlined in a Classroom Discipline plan. Consequences for serious or repetitive behaviors include but are not limited to: meeting with the Pastor, community service, probation, and expulsion. In cases of chronic, serious inappropriate behavior(s) on the part of a student and in instances where the parent has been previously made aware of the problem, the classroom teacher will notify the parent by a form letter that describes the inappropriate behavior(s) and the steps that will be taken. If this letter is not signed and returned on the next school day, a restricted registered letter will be sent. This must be signed and returned within one week. Students may be placed on probation and/or expelled from St. John Catholic School for chronic, consistent, inappropriate behavior(s). Any student expelled from St. John Catholic School is responsible for making up any missed schoolwork. A student who has been suspended or expelled from school must be accompanied by a parent/guardian to be readmitted to school.

Parents will be notified anytime that a student is excluded from the classroom for inappropriate behavior(s). Anyone with concerns or information regarding consistent or serious inappropriate behavior that is occurring at school should contact the principal immediately.

Corporal punishment and verbal abuse are not permitted at St. John Catholic School.

Reminder: All newly enrolled students are subject to a six-week probation period.

## **FIRE ALARM INTENTIONAL MISUSE POLICY**

In the event that the fire alarm system is intentionally falsely activated by an adult or student using the facility, the responsible person or that person's parent/guardian would be notified by the principal and required to pay the fee incurred by the activation of emergency personnel and/or vehicles.

### **CAFETERIA RULES**

1. Follow directions of cafeteria aides/supervisors.
2. Once seated, you must stay at that seat.
3. **No talking for the first five minutes that you are in your seat.** This ensures students have time to eat their lunch.
4. When permitted to talk, speak in conversational tones with those at your table. No yelling or loud talking across the cafeteria.
5. Please keep eating area clean. Check under your chair and table for anything dropped onto the floor.
6. Stay in your seat until you are told to bring up your tray and/or trash.
7. Please form a centerline between the two rows of tables when bringing up tray and/or trash.
8. Stop talking and remain quiet when the bell is rung or the lights are turned down.

### **RECESS RULES**

1. Follow directions of recess supervisors.
2. Stay within playground boundaries.
3. Permission must be obtained to enter the building.
4. Share all equipment with others
5. Fair and honest play will be enforced in all areas.
6. Respect others and what they are doing.
7. Make smart, safe decisions.
8. Return all equipment and line up promptly when the whistle is blown.
9. Enter school quietly.

## **PARENTAL INVOLVEMENT**

### **VOLUNTEER PROGRAM**

Parent volunteers are an important part of St. John Catholic School. Each family with a child enrolled in the school is automatically a member of our Volunteer Program. Any contribution of your time and talents is valued and appreciated. Parent volunteers are welcome and necessary in many activities and programs. A volunteer application, listing the many volunteer opportunities at our school, is distributed to each family at the beginning of a new school year. This form must be completed and returned to the school so that parents can be assigned to volunteer activities that they would most enjoy. **All volunteers are required by law and the Diocese to obtain criminal and child background checks if their volunteer time will be in the school and in contact with children.** Volunteers are also required to participate in a “Protecting God’s Children” training sponsored by the Altoona-Johnstown Diocese. Please contact the school office for details on the necessary clearances and training.

### **ST. JOHN HOME & SCHOOL ASSOCIATION**

This organization allows for the involvement of parents with our school and to foster closer relationships between the administration, faculty, and parents. The Home & School Association is instrumental in developing fundraising programs which benefit our school and students. St. John Home & School information is distributed to each family at the beginning of each new school year. Home & School meeting dates are noted on the monthly school calendar.

### **ST. JOHN CATHOLIC SCHOOL COUNCIL**

The mission of St. John the Evangelist Catholic School Council is to promote the discovery of St. John School as a place where the Good News in Catholic education provides parents with a choice for the education of their children and to provide the support and guidance that is vital for St. John School to grow in becoming a school in which you can believe.

The purpose of the Council is to assist the Pastor in fulfilling the mission of the Church through the education program of the school. The Council is a consultative body which, in fulfilling this mission, cooperates with and is

guided by any legal or Diocesan directives or policies which regulate the conduct of Catholic education on the elementary level.

The School Council assists the Pastor in developing and recommending appropriate policies by which the school's program is designed, implemented, and evaluated. Meetings are held the first Tuesday of each month except July and December. St. John Catholic School Council meeting dates are noted on the monthly school calendar. Parents/guardians/parishioners are encouraged to consider serving on the Council.

## **EXTRACURRICULAR ACTIVITIES**

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

### **ALTAR SERVERS**

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

### **CHOIR**

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

### **BELL CHOIR**

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

### **INSTRUMENTAL MUSIC**

Students in Grades 4 and 5 may choose to receive instrumental instructions from the music teacher. Individual lessons are scheduled at the convenience of the teacher and the student. A Spring Recital showcases the musical talents of all St. John Catholic School students who take lessons at school or from other outside music teachers. Participation is required for all students who take lessons at school, but optional for those who take lessons elsewhere. Please contact the music teacher for more information regarding instrumental lessons.

### **NEWSPAPER**

Students in Grade 5 write, edit, publish, and distribute several editions of our school newspaper each year. The newspaper is supervised by the fifth grade teacher and is an in-school activity. Students may be required to complete some article writing as homework. All students are welcome to purchase newspapers with the proceeds benefiting various charitable organizations.

### **READING COMPETITION**

Students in Grades 4 and 5 are welcome to join the St. John Catholic School Reading Competition Team. This activity requires extracurricular reading and reinforces reading comprehension skills. Teams are usually selected in late fall and meet after school occasionally through late winter. Teams begin meeting and practicing weekly as the spring competition approaches. A regional competition is hosted by the local Intermediate Unit and held at one of the participating schools.

### **YEARBOOK CLUB**

Students in Grade 5 write, layout, edit, and distribute our annual yearbook. Orders are taken during the school year with delivery at the end of the school year. All students are welcome to purchase a yearbook. One or more parent volunteers supervise this club which meets immediately after school.