

**Diocese of Altoona-
Johnstown
Catholic Schools**

**Parent/Student
Handbook**



Faith

Excellence

Community

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MISSION STATEMENT

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

VISION STATEMENT

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

ADMINISTRATION

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

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

ADMISSION POLICIES

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

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

Students and parents/guardians who desire an educational experience founded on the Catholic philosophy of education and who fulfill the requirements and conditions for enrollment specified below, are eligible for admission to the Catholic schools in the Diocese of Altoona-Johnstown without discrimination with respect to sex, race, ethnic origin or disability, if with reasonable accommodation, they can meet the school's requirements, according to the subsequent provisions of this policy.

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

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

Kindergarten Admission

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

Registration is ongoing and continues until class is full.

In Pennsylvania, kindergarten is not a required grade.

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

parent(s)/guardian(s) and the student's physician. This form should be returned to the school prior to the beginning of the school year.

Immunizations

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

Probation Period for all Students

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

ACADEMIC POLICIES

Student Progress

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

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

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

Grade scale :

A = 93-100

B = 85-92

C = 76-84

D = 70-75

F = Below 70

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

Grade Retention/Promotion

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

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

ATTENDANCE

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

COMMUNICATIONS

Open communication between home and school is important for student progress and maintaining a healthy school climate. The proper line of communication in discussing any facet of your child's progress is to first contact the teacher directly. This may be done through a written message, e-mail or by telephone. Teachers are unavailable during class hours but will respond within two school days. If a satisfactory solution cannot be reached, the parent/guardian

and/or teacher will inform the principal. If the problem remains unsolved, then the parents/guardians may have recourse to the pastor and or diocesan education office. Because of the interruptions in the teaching-learning process, spontaneous visits to the classrooms are not permitted.

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

CONFIDENTIALITY

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

SUPPORT SERVICES

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

EMERGENCY OPERATION PLAN

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

CUSTODY

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

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

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

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

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

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

MANDATED REPORTING

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

DISCIPLINE BEHAVIOR MANAGEMENT

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

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

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

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

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

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

General Overview

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

Authority of the Administration, Faculty, and Staff

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

Classroom-based Expectations and Management

The following chart illustrates categories of student misbehavior/misconduct and the potential consequences of stated action.

CONSEQUENCE LEVELS

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

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

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

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

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

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

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

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

Parent/Guardian Notification

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

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

Student Consequences of Misbehavior/Misconduct

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

FIELD TRIPS

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

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

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

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

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

EXTRA-CURRICULARS

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

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

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

MEDICATIONS

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

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

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

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

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

Parents/Guardians are permitted to administer their child's prescription and OTC meds during school hours. When your child is ill and unable to finish out the school day, you will be notified so that you can make a decision on what you think would be the best plan of action for you.

PARENT/GUARDIAN COOPERATION

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

Parental/Guardian Rights

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

Parental/Guardian Responsibilities

- to be a partner with the school in the education and formation of your children;
- to understand and support the Catholic identity of the school;

- to read all communications from the school and to request clarification when necessary;
- to know your children's teachers and to observe parent-teacher conference dates and any special requests for meetings;
- to discuss concerns and problems with the person(s) most directly involved before contacting other authorities;
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible;
- to promote our parish(es) and school and to speak well of them to others;
- to know and support school rules; and
- to appreciate that Catholic education/formation is a privilege that many persons do not have.

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

Family Responsibilities in Cooperation with School

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

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

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

Parent/Guardian Service Requirements

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

Retreats and Service Program

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

TECHNOLOGY & INTERNET

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

PERSONAL PROPERTY

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

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

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

USE OF SCHOOL GROUNDS

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

AMENDMENTS TO HANDBOOK

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

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

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

Signature

Date

Appendix

Student Use of the Internet in School

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

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

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

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

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

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

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

Acceptable Use Policy for Networks, Including the Internet

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

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

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

A responsible network user must be aware that:

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

Acceptable Use Policy for Networks, Including the Internet
Student and Parent/Guardian Signature Page

It is the policy of the Diocese of Altoona-Johnstown School System that students and staff will use all technology to access electronic (“computer”) networks, including the Internet and email, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, disciplinary action under the Code of Ethics for Catholic Schools, or prosecution under federal or state law.

I have read and understand the Acceptable Use Policy for Diocesan Schools Internet use (Attachment 1). I understand that use of the Internet and e-mail in school is a privilege, not a right. Use of the Internet in school is designed strictly for educational purposes. I also understand that the DAJ is taking measures so that my child does not have access to any material deemed inappropriate, but because no filtering system is perfect, my child might gain access to an inappropriate site. I agree that I will not hold the DAJ responsible for any access by my child of any inappropriate materials acquired on the Internet.

By signing below, I give my child permission to work on the Internet and use e-mail for educational purposes.

By not signing, I understand that my child will not be permitted to work on the Internet and use e-mail in school.

Parent/Guardian Signature: _____ Date: _____

Name (print): _____

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING INTERNET USE:

I understand and agree to adhere to the behaviors outlined in the Diocese of Altoona-Johnstown Acceptable Use Policy. I understand that any violation of this policy may result in the loss of Internet and e-mail privileges, disciplinary action, or prosecution under federal or state law.

I understand that if I do not sign this agreement, I will not be permitted to use the Internet and e-mail in school.

Student Signature: _____ Date: _____

Name (print): _____

Dear Parent/Guardian:

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code, is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the nonpublic or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation. Sincerely
yours,

Principal

Certificate of Individual Request

For Loan of Textbooks, Instructional Materials and Equipment

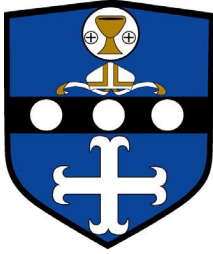
I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

_____ School.

Date Signed: _____

Signature of Parent or Guardian: _____

This program is available only to Pennsylvania residents.



Diocese of Altoona-Johnstown

Guidelines for Use of Photographic

Images of Children and Youth

The following guidelines will be adhered to and authorization form obtained when required, for use of photographic images of children and youth by diocesan Departments, Parishes, Schools, and Agencies.

For children/youth under 13 years of age:

Parent permission (release form) **Must** be obtained for any photographic images of children **under 13 years of age** that are used for publicity, brochures, newsletter, web sites, etc.

For children/youth between 13 and 18 years of age

If photographic imagers being used are covering “news” or a specific event, the use of identifiable photographic images is allowed. Examples of this would include sports games/championships, Boy or Girl Scout Jamborees, award services, Youth Ministry Rallies/events, etc.

If identifiable photographic images are being used as a marketing or development item, permission (release form) must be obtained from the parents to use an identifiable picture. Examples of this would be flyers, brochures, web sites, etc., that would be advertising services, schools, programs, etc. In other words, if the project is “planned,” the youth are being used as “models” and the Photographic images are identifiable, then permission (release form) is needed.

If photographic images on a web site are merely to enhance it and are not being used to report news or specific events, then permission (release form) is needed to use identifiable photographic images.

Parental permission (release form) is needed to include any type of video (VHS or streaming) which shows children in a classroom doing “work” or answering questions – this video is considered an “educational record” and cannot be included without permission of parents.

The safest photographic images to use of youth over 13 for enhancement/marketing are “unidentifiable” photographic images– photographic images taken at a distance, from the side, from the “top”, large group activities, etc.

NOTE: Duplicate this letter on Parish, Diocesan Office Department, or School Letterhead

Authorization Form

For Use of Child/Youth Name, Likeness, and/or Photographic Image

This authorization form shall serve as parental permission for the use of name, likeness, and/or photographic image of a child/youth where such permission is required.

I grant permission to

(Diocesan Office, Department, Parish, School)

to use my child's/youth's name, likeness, and/or photographic image in the production of following:

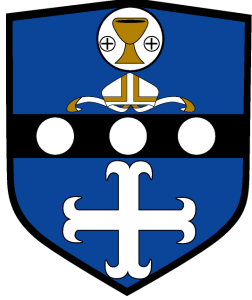
(Above portion must be completed– DONOT sign if blank.)

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
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Signature of Parent or Legal Guardian	Date
---------------------------------------	------

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



Diocese of Altoona- Johnstown

Education Office

2713 W Chestnut Avenue
Altoona, PA 16601

Phone: 814-695-5579

www.dioceseaj.org

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

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

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

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

Child's Name Printed

Parent's Name Printed

Parent's Signature

Date



Lock Haven
Catholic School

2024-2025

***Parent/Student
Handbook***



Contact Information:

School Phone: 570-748-7252

Fax: 570-748-1939

Holy Spirit Parish Office: 570-748-4594

School Web Site: www.lhcs.org

Principal E-mail: shanson@lhcs.org

Business Manager E-mail: lhcs@lhcs.org

Event Coordinator E-mail: bphoenix@lhcs.org

School Hours:

7:55: Morning Bell

8:05: Students must be in classrooms or marked tardy

2:15: Bus riders, kindergarten and siblings' dismissal starts

2:20: All Students

Please do not drop students off before 7:30 and please pick-up students by 2:45. We cannot guarantee that a faculty member will be at the school before or after these times.

Mission and Vision of Catholic Education in the

Altoona Johnstown Diocese

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

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

Accreditation

Lock Haven Catholic School is accredited by the Middle States Association of Colleges and Schools, Commission on Elementary Schools.

Attendance Policy

When it is necessary for your child to be absent from school, parents/legal guardians must notify the school office by email (lhcs@lhcs.org). If a parent or legal guardian can only call the office to excuse an absence, they must still send in a written notice regarding the absence. The written notice or email must include the student's name, days, reason for absence, and a signature. A doctor's note will also take the place of a signed written notice from parents/legal guardians. Homework requests may be made by 11 am, but homework may not be picked up until after the school day on the day of an absence. Teachers need adequate time to prepare materials to send home.

Under the law, tardies/absences without excuses are to be reported as unexcused absences. If within three days of the tardy/absence, we have not received an excuse or notice, the absence becomes unexcused. After three unexcused absences, a parent/guardian conference will be held. We will make every attempt to ensure that all our students' absences are accompanied by an excuse, but we ask for your cooperation as well.

If you are aware that your child will be absent from school for a period that exceeds four school days, please send a written notification to the office as soon as the anticipated absence is known. It is the parent/legal guardians' responsibility to also notify the classroom teacher to get any classwork that will be missed. It is the expectation that students will have all missing work completed within the amount of time that the absence occurs. For example, if a student is absent for sickness for two days, they have two days upon return to complete the missed work.

Tardy Policy

The first bell rings at 7:55am. The tardy bell rings at 8:05am. Any student that arrives to school after 8:05am will be considered tardy. A student that is tardy must sign in at the front office. When a student is tardy, parents/guardians will be expected to turn in a written notice or physically drop their child off in the front office. If there is no excuse turned in to the office within three days after the unexcused tardy, the tardy will become unlawful/unexcused. If there are three unexcused tardies, a parent conference will be held. If your child rides a bus and the bus is running late, your child will not be marked as tardy.

Tuition

Lock Haven Catholic School operates in a sound and prudent financial manner. Its Finance Council creates a realistic budget to keep education affordable while maintaining high quality.

Simple Tuition Solution applications can be obtained by contacting the school.

Families that are members of a Holy Spirit Parish can also contact the Parish Finance Council to inquire if a parish tuition grant is available. Convenient payment options are available to best meet the needs of parents.

Parents and guardians are encouraged to pay the full tuition cost for their child. This, however, may be unrealistic for some families at this time so help is available for such situations.

Payment Options: Checks and cash can be deposited in the collection box in the Main Office. Credit card transactions (for tuition only) must be handled by Mrs. Sanders during her office hours.

- Full payments for the year may be made.
- Semi-annual payment paid by August 15th and January 15th (Late fee of \$25 each month)
- 10 month payment option with 1/10 of the total amount due by the 15th of each month with first payment due by August 15th (Late fee of \$25 each month)
- 12 month payment option with 1/12 of the total amount due by the 15th of each month with first payment due by August 15th (Late fee of \$25 each month)

Kindergarten Extended Day Program

Our quality kindergarten program is for a half day running from 8:15 – 11:15

An extended day kindergartener's afternoon will be comprised of the following activities with dismissal the same as the other students:

- Lunch in the cafeteria (students may purchase a school lunch or pack)
- Recess
- Quiet Time (shared readings, video, etc.)
- Structured activities reviewing concepts taught
- Participation in afternoon scheduled school activities (assemblies)
- Dismissal

Communication

Throughout the school year, the school will use various formats to communicate with parents.

- A “White Envelope” with the monthly calendar, newsletter, volunteer list, lunch menu, and other announcements and information will be sent once or twice a month. Families must sign and return the physical “white envelope” within a week.
- ***SchoolMessenger*** is used to make phone calls that remind families of meetings, inform families of school closings, delays, or dismissals, and/or give general information. It is very important to inform the school of any change to your telephone number.
- Follow us on Facebook for up-to-date announcements.

- The school web site, www.lhcs.org, provides families with the most current information. Families can also find important papers if originals are misplaced.
- Please make sure to contact your child's teacher first if you have any questions regarding curriculum, behavior, or classroom activities.

Change of Address/Telephone

Please notify the school office **immediately** of any change of address or telephone number. **Up-to-date records are important in handling emergency situations.**

Emergency Closings

LHCS will follow Keystone Central School District regarding closures, delays, or early dismissal due to inclement weather. Please, watch the television or listen to the radio for delays, closings, or early dismissals. School Messenger will also be used to notify families. Please make sure to contact the school if your contact information has changed so you can be kept informed throughout the school year.

Telephone and Cell Phone Use

The office telephone is for school business and emergencies. Children must have permission from the office staff to use the phone after their teacher approves the call. If you need to speak to your child's teacher, please call before or after school.

Uniform

Students in grades 1 – 8 are required to wear the school uniform. We have two uniform providers:

- Schoolbelles: www.schoolbelles.com (888-637-3037)
 - plaid jumpers
 - shorts
 - skorts
 - chino pants – **not leggings/legging looking with a button or skinny pants**
- Lands' End: www.landsend.com (800-963-4816)
 - all levels of gym uniform
 - shorts
 - skorts
 - chino pants - **not leggings/legging looking with a button or skinny pants**
 - middle school shirts with logo

- Navy blue t-shirts and crewneck sweatshirts (spirit wear) with the LHCS lion mascot are acceptable choices for gym days. These will be sold periodically throughout the school year by the LHCS Student Council.

Elementary (Grades 1-5) Uniform:

Regular School Uniform for Boys –

- Navy blue long uniform chino pants – no corduroy or cargo pants
- Belt – brown, black, or navy blue
- Navy sweater (**without hood or zipper**) or vest (**without hood or zipper**)
- Plain white (there can be no embroidery or color on the outside) long or short sleeve polo shirt or white turtleneck – must be tucked in
- Plain navy, black, or white socks – socks **must** be worn
- Safe and sturdy shoes or sneakers.
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots
 - if rain or snow boots are worn to school, they must be changed upon arriving to school

Regular School Uniform for Girls –

- Navy blue long uniform chino pants –no corduroy or cargo pants or leggings with buttons
 - Navy leggings may only be worn under the jumper.
- Belt – brown, black, or navy blue
- Plaid uniforms
 - V-necked jumper for Grades 1-5
- Plain white short or long sleeves blouse/polo shirt (there can be no embroidery or color on the outside) or white turtleneck – must be tucked in
- Navy or white sweater (**without hood or zipper**) or vest (**without hood or zipper**)
- Plain navy, black, or white socks or tights **must** be worn
- Safe and sturdy shoes or sneakers.
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots (Ugg, cowboy, fashion, etc.)
 - If rain or snow boots are worn to school they must be changed upon arriving to school

Physical Education Uniforms (optional) –

- Navy jersey or cotton shorts that are no shorter than 3 inches above the knee/ 5 inch inseam in the months of August, September, and May -Please see Lands' End for approved style

- Long navy blue sweatpants – please see Lands’ End for approved style
 - No yoga pants or leggings
- LHCS navy blue logo or mascot t-shirt – must be tucked in
 - Short sleeve or long sleeve
- Long sleeved LHCS crewneck sweatshirt (logo or mascot)
- Sneakers (are not an option, they **MUST** be worn for Phys. Ed. Class)

Middle School Physical Education Guidelines

- Uniform is same as above.
- Middle Schoolers **will not be changing at school for PE**. They will come to school in their gym uniforms and keep them on throughout the day. They may bring deodorant to reapply after class.
- Do not bring any cologne, perfumes, or body sprays as it irritates those with allergies.

Summer Uniform Option – (Starts @ Race for Education through September 30th)

- During warmer months, navy blue uniform walking shorts (girls may wear navy blue uniform skort or shorts) may be worn instead of pants or jumpers. Absolutely no soccer shorts, cargo shorts, knit shorts, draw string shorts, or short-shorts may be worn. Belt must be worn with shorts. All shorts, skorts, or skirts must be no shorter than 3 inches above the knee or a 5 inch inseam.

Other Uniform notes –

- **Girls:**
 - Acceptable jewelry for girls:
 - Small earrings
 - Religious necklace
 - Watch without sound
 - No make-up or nail polish
 - Hair color must be natural looking
 - headbands must be flat
- **Boys:**
 - Acceptable jewelry for boys:
 - Religious necklace
 - Watch without sound
 - Hair color must be natural looking
 - If hair is long enough to be pulled back, **it must be pulled back**
 - Hats may not be worn inside the building

Middle School (Grades 6-8) Uniform:

Regular Uniform for Boys – (Lands’ End)

- Khaki long uniform chino pants – no corduroy or cargo pants
- Belt – brown or black

- Navy blue polo shirt **with school logo (Lands' End)**
- Navy cardigan sweater (without hood or zipper)
- Navy sweater or crewneck sweatshirt **with school logo or mascot**
- Plain navy, black, or white socks – socks **must** be worn
- Safe and sturdy shoes or sneakers
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots
 - If rain or snow boots are worn to school they must be changed upon arriving to school

Regular Uniform for Girls – (Lands' End)

- Khaki long uniform chino pants – no corduroy or cargo pants or leggings with buttons.
- Khaki skirt or skort (no shorter than 3 inches above the knee or 5-inch inseam)
- Belt – brown or black
- Navy blue polo shirt **with school logo (Lands' End)**
- Navy cardigan sweater (**without hood or zipper**)
- Navy sweater or crewneck sweatshirt **with school logo or mascot**
- Plain navy or white socks or tights – **must** be worn
- Safe and sturdy shoes or sneakers
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots (Ugg, cowboy, fashion, etc.)
 - If rain or snow boots are worn to school, they must be changed upon arriving to school

Physical Education Uniforms (students will be changing)–

- Long navy blue sweatpants *or* uniform gym shorts (no shorter than 3 inches above the knee or 5 inch inseam)– **please see Lands' End for approved style**
 - No yoga pants or leggings
- LHCS navy blue logo or mascot t-shirt – must be tucked in
 - Short sleeve or long sleeve
- Long sleeved LHCS crewneck sweatshirt logo or mascot (optional)
- Sneakers **must** be worn for Phys. Ed. Class

Summer Uniform Option – (Starts at Race for Education through October 15th)

- During warmer months, khaki **uniform walking shorts** may be worn instead of pants.

- Absolutely no soccer shorts, cargo shorts, knit shorts, draw string shorts, or short-shorts may be worn. All shorts, skorts, or skirts must be no shorter than 3 inches above the knee or a 5-inch inseam.
- Belt must be worn with shorts.

Other Uniform notes –

- **Girls:**

- Acceptable jewelry for girls:
 - Earrings
 - For safety reason, please do not wear large hoops or long dangling earrings
 - Religious necklace
 - Watch without sound – **NO “smart” watches**
- No make-up
 - Nail polish may be worn
- Hair color must be natural looking
- Flat headbands may be worn

- **Boys:**

- Acceptable jewelry for boys:
 - Religious necklace
 - Watch without sound – **NO “smart” watches**
- Hair color must be natural looking
- If hair is long enough to be pulled back, **it must be pulled back**
- Hats may not be worn inside the building

“Change for Change” and Dress Down Days

Each month LHCS likes to contribute back to our families or community through a service activity called Change for Change. Students bring in a donation (change) for the ability to dress down for the day (change). This will occur once a month and students/parents will be notified as to who/what will be benefitted by this service activity. The date of Change for Change will be scheduled on the monthly calendar sent home in the white envelope.

Guidelines for Dress Down/”Change for Change” Days:

- No hats
- No jeans, pants, or clothing with tears.
- No spaghetti straps, tank tops, or sleeveless shirts, high heel shoes
- School appropriate length shorts can only be worn during the “summer uniform” months (please see “Summer Uniform Option” on page 13)
- All words, pictures, emblems, etc. on clothing must be Catholic School appropriate

If a student violates the “Change for Change” dress code, parents will be called to bring in appropriate attire for their child.

Grading

In kindergarten through 5th grades, LHCS uses a standards-based grading system with the following scale:

- 4: Exceeds
- 3: Proficient
- 2: Basic
- 1: Below Basic
- +: distinguished in sub-skill
- Chk: proficient in sub-skill
- - : basic in sub-skill

The Diocese of Altoona-Johnstown’s grading scale is used for middle school students.

Homework

Homework is assigned to students in grades 1-8 almost every night. The purpose of the homework is for students to reinforce or expand on work done in class, develop and improve study skills, strengthen work habits, and increase self-reliance. The homework may include review of math concepts, spelling, reading a book, reviewing notes, creative writing, working on projects such as book reports, etc.

Library

Our library has an impressive collection of fiction and nonfiction available to meet a student’s educational and entertainment needs. The main goal of the library is to foster the love of reading!

Books can be taken out every week during scheduled library time or at a time convenient to the homeroom teacher and librarian. Books and media checked out must be returned or renewed within a week.

The library will be used as a place to find a plethora of genres that will meet the needs and preference of the students. They will be allotted time to exchange books at least once a week. The library will open to use outside of scheduled class times.

Computers/Technology

LHCS tries to use technology in appropriate areas without overuse. Students have access to computers in classrooms and the computer lab. All students will have access to the lab at least once a week. This time is coordinated by homeroom teacher. If a student uses technology contrary to the teachers’ directions, he/she will not be allowed to use technology at LHCS. Technology is integrated throughout the curriculum in various ways. This integration allows teachers to use it as they deem necessary within their curriculum.

Unfortunately, issues that might occur at home during the use of technology might follow students to school, in particular unsupervised use of social media on the internet. In order to help with this, please supervise your child's computer use at home in order to keep children safe and respectful.

Federal and State Programs

The Central Intermediate Unit under Act 89 provides LHCS students that qualify additional academic support. The programs available are:

- Speech
- Guidance
- Remedial Math
- Enrichment
- Occupational Therapy

LHCS utilizes a Title 1 reading teacher employed by Keystone Central School District. This teacher is at the school for half a day five days a week.

Lunch/Recess

Lunch is offered every day for all students. To purchase lunches, please put in an envelope with the child's name and grade money or check, made out to LHCS. The money will then be put into an account to purchase lunch, milk/water, or al la carte items (3rd – 8th grade students). Please talk with your children about what they may purchase with their lunch money. Any extras outside of the standard issued lunch will not be permitted with those who have a negative balance on their lunch account. Parents will be notified when a lunch account has used its available funds.

If a student is packing a lunch, please put it in a lunchbox or bag with the child's name written on it. Please do not include items in the lunch that need to be heated. The cafeteria personnel are very busy serving the hot lunches and will not have time to heat packed lunches. Anything in a glass container and carbonated drinks are not permitted.

Typically, students will have a recess period after their lunch time. If weather impedes outside recess time, students will have organized play time in the classroom. If behaviors hinder learning in the classroom, this recess time may become a time that is structured movement time. In this case students will be active but within certain parameters given by the teacher or principal.

Conferences

Parent/Teacher conferences are conducted school wide in November. If you need to speak to the principal or a teacher before or after November, please call the school and make an appointment.

Transportation/Parking

Keystone Central School District and Jersey Shore Area School District provide transportation to LHCS. Parents may choose to have their children ride the bus or they may drive them to school or let them walk. Transportation questions can be answered by calling the school district in which you reside.

When dropping students off in the school parking lot, please drive slowly and watch for students. **DO NOT** pass go around a car in the pick-up/drop-off line unless told to do so by school personnel.

- The parking lot will be used only for drop-off during the hours of 7:30 AM – 8:30 AM, and for pick-up from 2:00 PM – 3:00 PM. If there is a delay or early dismissal, please adjust those times accordingly. **Please do not park in the lot during these time periods.**
- The **exception** to this will be **school personnel** that will be arriving and parking for the day and will not be pulling back out into the moving traffic pattern.
- If you need to walk your student to or from the school, please park in the church parking lot and walk him/her across the street.
- This should keep the flow of drop-off and pick-up running smoother and keep the students safe from cars pulling out of parking spaces.

Arrival

LHCS administration, faculty, and staff are not responsible for students until the supervising teacher allows the students to enter their classroom at 7:45am. Students will be allowed in the building prior to 7:45am only during times of inclement weather or if previous arrangements have been made with the classroom teacher.

Dismissal

The last bell rings at 2:30pm. Students are expected to leave or be picked up no later than 2:45pm. If your child is still on the LHCS campus after 2:45pm, they will be escorted to the office and a parent/guardian will be notified. Students may then be picked up in the front office to go home for the day. Teachers are not on duty after 2:45pm. We want to ensure the safety and wellbeing of all students.

First and Last Day of School Dismissal: Please see notes above. Please do not arrive early, or you will need to exit the parking lot go around the block and re-enter.

- 11:10 – Kindergarten students and siblings
- 11:15 – All students

Full Day of School Dismissal: Please see notes above. Please do not arrive early, or you will need to exit the parking lot go around the block and re-enter.

- 2:15 – Kindergarten students and siblings/All bus riders
- 2:20 – All Students

Early Dismissal: This is for a scheduled early dismissal. If we need to get out of school early, this schedule will work with a 2 ½ early dismissal. Please see notes above. Please do not arrive early, or you will need to exit the parking lot, go around the block and re-enter.

- 11:40 – Kindergarten students and siblings/All bus riders
- 11:45 –All Students
- PLEASE NOTE THAT TIMES ARE SUBJECT TO CHANGE BASED ON KCSD TRANSPORTATION. PARENTS WILL BE NOTIFIED IF PICK-UP TIMES CHANGE.

General Information

- **Athletics:** LHCS does not sponsor an extracurricular athletic program at the elementary level. Many of our students participate in community sponsored teams. Middle school athletic information will be provided to eligible students.
 - LHCS has a Middle School Cross Country team
 - LHCS has a “Cooperative Agreement” with KCSD for other middle school sports
- **Birthdays:** If your child is planning a birthday party, invitations which include the entire class may be distributed before children are dismissed. Children having parties inviting only some of the students will not be able to deliver invitations at school.
- Food brought to school must be store bought or made by a certified food service provider, like Wal-Mart, Weis, certified bakery/restaurant, etc. Please include utensils and paper products if needed for the treat/snack.
- **Books and supplies:** Each homeroom teacher provides a list of supplies a student will need for the school year. Please purchase only what is on the list due to space limitations. All hard-covered books must be covered all year long. Families will be charged for damaged or lost books.
- **Calendar:** A calendar with specific LHCS information is distributed monthly in the “white envelope”. Our annual calendar is created to match Keystone Central School District’s calendar as closely as possible.
- **Electronics:** Personal cell phones, earphones, mp3 players, iPods, iPads, etc. are not to be used during the school day. We are aware students may have to use them after school or on the bus, so if brought to school, they must stay in backpacks in the classroom lockers. Use of e-readers for reading purposes is up to the discretion of each homeroom teacher. Electronics used or heard during the school day will be confiscated and parents will need to pick them up in the office. Lock Haven Catholic School is not responsible for the loss or destruction of electronics devices.
- **Visitors:** Visitors are welcome and are required to stop by the office to sign in. Messages or articles to be delivered to a student or staff member must be taken to the office, and office personnel will deliver items to the classrooms.

Security/Safety Walking Practice

During the school year teachers and students will practice a safety drill. This drill is to practice if there is a time where LHCS needs to evacuate the building in the event of an emergency. The drill will happen one to two times a year. LHCS teachers and staff will walk to the safe site, which is located off LHCS property, and back to LHCS. Parents will receive an email the week the drill will occur.

I give my child(ren) permission to participate in the walking safety drill that will happen one to two times during the 2023-24 school year.

Names of child(ren) that attend LHCS:

Parent Name:

Parent Signature:

Date:
