

**Diocese of Altoona-
Johnstown
Catholic Schools**

**Parent/Student
Handbook**



Faith

Excellence

Community

Table of Contents

Mission Statement	4
Administration	6
Admission Policies	7
Kindergarten Admission.....	7
Immunizations.....	8
Probation Period for All Students.....	8
Academic Policies	8
Student Progress	8
Grade Retention/Promotion	9
Attendance	9
Communications	9
Confidentiality	10
Support Services	10
Emergency Operation Plan	10
Custody	11
Mandate d Re porting	12
Discipline Behavior Management	12
General Overview	13
Authority of Administration, Faculty, and Staff.....	13
Classroom-based Expectations and Management	13
Parent/Guardian Notification.....	15
Student Consequences of Misbehavior/Misconduct.....	16
Field Trips	17
Extra-Curriculars	17
Medications	18
Parent/Guardian Cooperation	19
Parental/Guardian Rights.....	19
Parental/Guardian Responsibilities.....	19

Family Responsibilities in Cooperation With School	20
Parent/Guardian Service Requirements	21
Retreats and Service Program	21
Technology and Internet.....	21
Personal Property.....	21
Cell Phone and Personal Electronic Devices	22
Use of School Grounds	22
Amendments to Handbook.....	22
Signature Page.....	23
Appendix.....	24
Student Use of the Internet in School.....	25
Certificate of Individual Request for Loan of Textbooks.....	28
School Photo Release Form.....	30
Student Demographic Sharing Form.....	33
Diocesan School Handbook.....	After Appendix

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

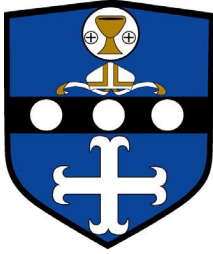
I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

_____ 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

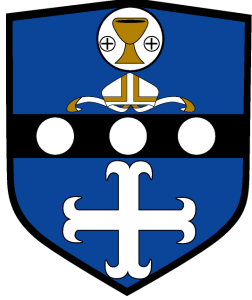
If photographic imagers being used are covering “news” or a specific event, the use of identifiable photographic images is allowed. Examples of this would include sports games/championships, Boy or Girl Scout Jamborees, award services, Youth Ministry Rallies/events, etc.

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.



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

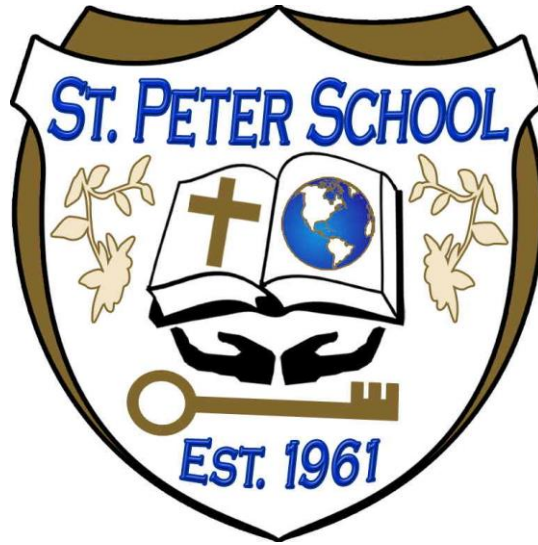
Parent's Name Printed

Parent's Signature

Date

St. Peter School

2024-2025



Parent / Student Handbook Addendum

Table of Contents

Accelerated Reader	4
Accidents, Illness, Allergies	4
Altar Servers	5
Arrival / Departure Times & Protocol	5
Assignment Books	6
Attendance	6
Birthdays	10
Book Covers	11
Cancellations / Delays	11
Cell Phones/Electronics (Student)	11
Communication	12
Discipline (School Specific)	12
Dress Code	13
Homework	13
Lunch / Hot Lunch / Milk Program	14
Mass, Liturgical Events & Sacraments	15
Parent Teacher Association (PTA)	15
Parent / Teacher / Student Conferences	16
Parking	16
Physical/Dental Exam Guidelines/Immunizations/Health Screenings	16
PickUp Patrol	17
PowerSchool / Schoology	17
Special Services	17
Supplies	18
Technology	18

Transportation	18
Tuition	21
Volunteers	21
Youth Protection / Safe Environment Adult & Student Programs ..	21
Appendix	22
St. Peter School Dress Code	23
St. Peter School Dress Code Demerits.....	24
St. Peter School Volunteer Code of Conduct	25
St. Peter School Transportation	29

Accelerated Reader

Accelerated Reader is part of our Renaissance 360 platform. It requires students to read (or be read to) books close to their Independent Reading Level (IRL) and then take short comprehension tests online to test their knowledge of the book. Students are assessed using the STAR Renaissance online assessments at least three times a year. Individual goals and book levels are recommended from the assessment data. These are discussed in conference with teachers to determine a student's "AR Goal" for each grading period. Goals are revisited mid-year and/or at the end of any grading period. At the end of each grading period, incentive prizes are distributed to students who come close to, attain or exceed their AR Goal. We also have a "100 Point Club" for students who reach 100 points throughout the school year. Regular reading habits are established during students' formative years and these habits directly influence student learning success in all areas.

Accidents / Illness / Allergies

Careful supervision on the part of the St. Peter School staff reduces the number of accidents at school. If a serious accident occurs or any injury involving the head, parents will be duly notified.

Students who become ill during the day and cannot remain in school may be excused. A telephone call will be made to the student's parent/guardian to request the child be picked up as soon as possible. Students will remain in the Isolation Area of the office until they are picked up. Any student with a temperature above 99.9 will be sent home. Anytime a student is sick at home or sent home due to illness, said student is not to return to school until:

- He/she has been "fever - free" without fever-reducing medication for at least 24 hours
- In the event of stomach or intestinal illness, he / she has eaten regularly without incident

Students with chronic or serious health issues are to contact the school prior to the first day of school to discuss any necessary and appropriate accommodations. These accommodations are usually summarized in a "Allergy/Health Response Plan" discussed with the school's Administrative Assistant and the parents and reviewed by the local LEA Nurse.

Some St. Peter School students suffer from moderate to severe allergies. It is the responsibility of the parents / guardians to notify the school of all diagnosed allergies and treatment plans from the child's physical, emergency and otherwise. Once the school is notified, an "Allergy / Health Response Plan" will be created in consultation with the parents, the school's Administrative Assistant and reviewed by the LEA Nurse. The "Allergy / Response Plan" will outline all allergies, emergency response for that child and any necessary accommodations necessary in the child's classroom. If necessary, this could include a "allergy sign" posted outside the child's classroom and limiting nuts / nut products into the classroom. In the event this is necessary all families of the students in the affected classroom keeping the name of the allergy student confidential.

Altar Servers

Boys and girls in grades 4-6 are encouraged to be Altar Servers at school and parish liturgies. Students are usually trained in the spring of their third-grade year. With parent consent and training, children may be assigned to serve school liturgies and volunteer at parish liturgies. Students are encouraged to continue serving even after they leave St. Peter School

Arrival / Departure Times / Protocols

St. Peter's school day hours are 7:45 am - 2:45 pm. Students are to arrive between 7:15 am and 7:45 am. The tardy bell rings at 7:45 am. Any student arriving after 7:45 am must be walked to the front door and signed in. Dismissal begins at 2:43 p.m, and all students are to be picked up by 3:00 pm.

Arrival Protocol:

- Buses drop off students at the parking lot entrance adjacent to Columbia Avenue. Parent or Staff Morning Duty Monitors observe all students as they walk from the drop-off point to the school entrance.
- Vans and cars are to enter the school parking lot by pulling in the church entrance off of Church Street and proceed carefully behind the church and continue straight, stopping at the Stop sign and then dropping students off just beyond the "island."
- If parents want to walk students to the school entrance, cars are to be parked in the Hall parking lot

Dismissal Protocol:

- At dismissal van riders from local school districts are dismissed first from the “ramp entrance”
- After van riders are on their vans, the Somerset Buses are dismissed. Students on the SASD Transfer Bus will ride their bus to the Somerset High School where they board their regular buses home
- After the SASD bus leaves the parking lot, “car rider” students are dismissed from the ramp entrance to their parents who must be physically identified by the principal or staff person coordinating the dismissal.
- Students will only be dismissed to those people parents have indicated on their Transportation Form. In matters of custody, arrangements are to be set ahead of time.

Assignment Books

Students in grades K-6 will be issued an Assignment Book at the beginning of the school year. This assignment book is to be kept with the student at all times. Parents should check the book every night for homework assignments or notes from the teacher. A parent signature is required nightly once the homework is appropriate reviewed by parents. Students are responsible for purchasing another book from the office if they lose the original.

Attendance

General Policy

St. Peter School regards attendance as an important part of the learning process; therefore when any student is absent from class, in the building or virtually, they are missing an important part of their education. Repeated or frequent absences make it difficult for a child to maintain academic progress and can be a cause for a child falling behind. The intent of our Attendance Policy is not to punish students but to stress to students and parents their responsibility with regard to attendance. *The following directives are in addition to the Attendance Policies listed in the Parent/Student Handbook for the Altoona-Johnstown Diocese and are further guided by the attendance policies of our local LEA, Somerset Area School District as required:*

- When a child is sick at home and will be absent or arriving late due to illness, the parent/guardian is to enter the absence into their PickUp Patrol account by 8:00 a.m. If a parent has no access to the internet, a call can be placed to the school by 8:00 a.m. If the school receives no notice of an absence/late arrival, we will contact parents. Once parents enter the absence into PickUp Patrol, they will be prompted to answer a question concerning picking up school work for the absent child. Parents can indicate if they will pick up work between 3:00 and 3:15 p.m that day or if they wish for it to be sent home by a sibling. Again, the absence and the request for work are to be submitted in PickUp Patrol by 8:00 am. ***Parents are never to text teachers' personal cell numbers or "message" them using social media***
- When the child returns to school after an absence, a written excuse stating the date(s) of and the reason for the absence and signed by the parent or guardian is required within **THREE** days. All excuses are kept for our records for the current academic year. If the excuse is not received by the third day, the absence will be recorded as unexcused.
- We strongly encourage parents to utilize school breaks or summer for travel during the school year. Any "vacation" or "trip" absences beyond the 5 Educational Days allotted will be counted as "Unexcused."

Excused Absences

Student absences will be considered excused for the following reasons:

- Personal illness. An additional excuse from the child's physician is required when a student is absent for three or more consecutive days and should cover all the absence dates; however, parent excuses may run consecutive with the physician-excused days.
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Pre-Approved Educational Travel/Experience Days – Students may be excused from school for educational travel or experiences for a period of up to 5 school days per year. Parents must submit an Educational Absence Request Form at least one week prior to the date(s) of the travel or experience. Educational Absences are subject to the approval by the principal. Students will make up work upon return from educational travel/experience days. ***Work will not be given prior to the absence(s).*** Any missed days for travel beyond

the 5 allotted days will be marked as “unexcused” and could risk consequences (see “Unexcused Absences) Educational absences will count towards the maximum of 15 absences per student per year.

All other absences will be considered unexcused and unlawful.

Unexcused Absences

- All absences other than those defined above are considered unexcused absences.
- Absences for activities other than those approved by the school will be considered unexcused.
- If a student is absent, a written excuse, signed by the parent, must be turned into the school within three days of returning to school. After 3 days the absence shall be recorded as unexcused.
- After a student has accumulated 5 days or more of unexcused absences, the student’s parents shall be notified and work will no longer be prepared to be picked up at the end of the day the child is absent.
- After a student has accumulated 5 days of unexcused absences, the student and parents will take part in a Child Study Meeting to create a Truancy Elimination Plan, and students may receive a zero for any missed work or tests given that day.

Excessive Absences

- A maximum of 15 cumulative absences are permitted each school year. This includes excused / unexcused and education absences during a school year. Any days missed beyond these 15 will be considered “excessive.”
- Students who accumulate 15 total absences (including the 5 approved “Educational Absences”) will require a physician’s excuse for every subsequent absence or be marked Unexcused. Parents will be notified of this status
- Upon reaching 15 days of cumulative absences, parents will be notified and required to participate in a Child Study Meeting to create a supportive plan to improve attendance.
- For any absence after the maximum 15 cumulative days, work will not be prepared / sent home and students may receive a zero for any missed work / tests administered / work not submitted on time and could face further consequences as listed above.

- Once a child reaches 20 cumulative absences (including excused/unexcused/educational absence) possible outcomes include:
 - Referral to Children and Youth Services and/or referral to local magistrate
- Any student who has accumulated a total of 30 days of either excused or unexcused absences may be retained in the same grade level for the succeeding year at the discretion of the principal. However, in exercising this discretion, the principal shall consider any prolonged medically excused absences if all of the academic assignments have been completed.
- Bereavement days do not count toward the 15 excessive absences but are considered absences.

Request for Missed Assignments

If a child is home sick, parents may request missed work or homework according to the following protocols:

- When parents enter an “absence” for a specific student, they will be prompted to answer a question as to whether or not they will pick up work at 3:00 pm that day. This request must be received by 8:00 a.m.
- Work will not be prepared before a planned Educational Absence
- Work will not be prepared if a child has accumulated 5 unexcused absences for the current school year
- If a child has accumulated 15 total absences (excused or unexcused) for the current school year, work will not be prepared.

Work may only be picked up from the office between 3:00 and 3:30 pm to allow teachers time to prepare the child’s work and bring into the office.

Late Arrival (Tardy) / Early Dismissal

- If a child arrives at school between 7:45 and 8:45 am he/she will be considered Tardy
- If a child leaves school between 1:45 and 2:45 pm, he/she will be considered an “Early Dismissal”
- The only excused reasons for Tardy Arrival or Early Dismissal will be:

- Doctor or Dental Appointment (verification from doctor that includes day and time of appointment required)
- Illness
- After the fifth cumulative “Tardy” and/or “Early Dismissal” students and parents will receive notification and must attend a Child Study Team meeting to create a plan for improved attendance.
- After the fifth cumulative “Tardy” and/or “Early Dismissal” students will not be permitted to make up any missed work and may receive a zero for any missed work/tests and could receive further consequences.

Half Day AM or PM Protocols

- If a child arrives at school after 8:45 am, he / she will be given a ½ day absence
- If a child leaves school before 1:45 pm, he/she will be given a ½ day absence
- Half days will be combined and be counted towards the 15 total absences (excused or unexcused) for the current school year and will be subject to the same protocols as listed above.
- The only excused reasons for Half Day AM and PM absences will be:
 - Doctor or Dental Appointment (verification from doctor that includes day and time of appointment required upon return)
 - Illness

Birthdays

Parents are welcome (but not required) to provide a small classroom treat on or around the time of the student’s birthday only as follows:

- Parents are to email teachers before the date they will send in treats and have the date and items approved.
- Treats are to be store-bought and **individually packaged by the manufacturer**. For example, ice-cream sandwiches, individual snack cakes, and popsicles. A box of donuts or cupcakes that need to be touched to distribute will no longer be permitted
- Treats will only be given to the birthday student’s class. Due to time and schedule restraints, sharing with siblings/family members/prayer partners/friends in other classrooms will not be permitted. *If families plan a birthday party outside of school,*

birthday party invitations must be mailed to students' homes and are encouraged to follow Jesus' example of acceptance and inclusion of all classmates.

Book Covers

The school is provided with book covers and school folders from J. M. Gaske, Inc. This arrangement has been organized by the Diocesan Education Office. **All hardback books must be covered at all times.** The stretchy fabric book covers are not permitted. We welcome anyone to sponsor an ad on our book covers and folders each year!

Cancellations / Delays

During inclement weather or any other event that would cause the cancellation of school or an early dismissal, parents will be notified via the school's School Messenger call system. These announcements are made by phone, text and email. St. Peter School normally follows the Somerset Area School District closing/cancellation/delay protocol when weather is the issue. St. Peter School will publicize its delays and cancellations on WJAC TV Channel 6 News and use the School Messenger system. We usually also post this information on our Facebook and Instagram accounts. If school is dismissed early, St. Peter will be dismissed 20 minutes before Somerset High School. If school is cancelled, any activities to be held that evening are also cancelled. If school is cancelled or delayed in a student's home district but St. Peter School is not, parents are encouraged to drive students to school themselves; however, students will be excused from school that day since transportation is not available. The same is true for delays due to weather. Parents are responsible for updating the school about any changes in phone numbers or emails to ensure communications are received. We strongly encourage families to "sign up" for the texting option on their cell phones to have announcements instantaneously in case a call is missed. This information is sent home at the beginning of the school year.

Cell Phones / Electronics Policy and Safety

Students are not permitted to have cell phones or any watch devices with communication capabilities during school hours. Parents are reminded to monitor all texting, cell phone and social media use and other forms of picture and texting communications of their children as is their

responsibility to do so. Any inappropriate or bullying behaviors or exclusionary actions are to be addressed by the parents or guardians. The school reserves the right to become involved with any issues regarding texting or picture texting IF and ONLY IF these behaviors cause negative outcomes at school or interfere with the learning process. The school cannot and will not police student use of electronics outside of school and encourage parents to stay educated about new technology their children are using and to closely monitor their communications as children at the elementary level cannot fully understand the consequences of their choices and actions. If a parent requires a student to have a phone or electronic device, a note is to be sent to the principal, and all electronics will be stored in the school's office during school hours.

Communication *(In addition to Diocesan Communications Directives)*

St. Peter School maintains a school website at www.stpetersschoolsomerset.com which contains school information. The school also sends out monthly newsletters electronically. The school also has a Facebook page and can be found and followed at @SaintPeterSchool1 as well as an Instagram account at saintpeterschool1.

Discipline

Discipline is an important aspect of students' daily life. Recognizing the need for the development of the whole child morally, physically, socially and academically, standards of behavior are necessary. Joining with parents, the St. Peter School staff will teach and expect students to observe all school regulations to instill accountability for their choices and how to make better choices going forward. It is our intention that students will gradually become self-disciplined. As their first teachers, student families have a strong influence on students' abilities and attitudes toward respect, discipline, accountability, reconciliation, honesty, and personal responsibility. As with the gift of the sacrament of Reconciliation, students are instructed that after disciplinary actions are completed, each student gets a chance to start over and make better choices in the future. In all matters, any conduct that hinders the learning process, defies the school or classroom expectations, creates unsafe conditions, hurts or insults someone else or otherwise violates the principles of Catholic teaching, or shows disrespect towards teachers, staff, volunteers or other adults or students at any time, is considered "unacceptable conduct" and will result in consequences.

As of the fall of 2023, all the elementary schools in the diocese adopted a common Discipline Policy. This can be found in the Diocesan Parent/Student Handbook printed at the beginning of this document. St. Peter School does maintain specific protocols in addition to the diocesan policy. As stated in the diocesan policy, “every teacher, staff member and administrator have the right to exercise authority as to the conduct and behavior of students in the school during the time they are in attendance.” While examples of student misconduct/misbehavior and potential consequences are listed, the policy further states, “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.” To that effect, St. Peter School will continue to use the “Reflection Room” when “written reflection” or “detention/reflection time” is warranted.

By signing the “Handbook Parent and Student Acknowledgement Page” sent home in the first Family Folder, parents and students are agreeing that they understand and will support the Discipline Policy as stated in the Diocesan Handbook as well as what is stated in the St. Peter School Addendum.

Dress Code

St. Peter School’s Dress Code is included in more detail in the Appendix Section. Students are to follow the school’s dress code. Every effort will be made to help students have the appropriate uniform parts and the Uniform Exchange is always available for parents. Beginning with the 24-25 school year, students will receive demerits for uniform infractions which are listed on the Dress Code addendum. Students are to “bring their best” each day and part of this is how we present ourselves in our attire and physical upkeep.

Homework

Homework plays an important role in students’ practice of skills. Homework assignments are definite and within the range of student ability, and students should be able to complete them independently. If this is not the case, please contact the teacher via email.

Recommended Guidelines for Homework at Each Grade Level:

Kindergarten:	As needed	Grade 3:	30 minutes per night
Grades 1-2:	20 minutes per night	Grades 4-6:	40-50 minutes per night

In addition, students should be reading at least 20 minutes per day.

Lunch, Water Bottles, Hot Lunch & Milk

Students are to pack a healthy lunch each day including a drink if milk is not purchased. *Soda is not permitted as a drink even as part of a purchased lunch from a restaurant.* Students in grades K-1 are to pack an extra mid-morning healthy snack as well. Grade 2 will be permitted to bring a snack until mid-year. *We discourage parents from bringing in purchased lunches unless for a special occasion or due to unforeseen circumstances.* **All lunches MUST be at the school by 11:30 am.**

Students are encouraged to have a water bottle during the day. Only plain water is to be in water bottles at all times, and bottles must have a secure/leakproof spout or straw that can be closed securely when not in use. Screw top lids are not permissible and cups should be no larger than 16 – 20 oz. The school has two cold water refill stations for students to fill water bottles.

The PTA sponsors a Hot Lunch Program where parent volunteers provide hot lunches on specific days for a reasonable price. Students and staff may choose to purchase these meals by the designated dates. If forms & money are not turned in on time, students must bring a lunch on the day of Hot Lunch. **FORMS WILL BE SIGNED AND RETURNED EVEN IF STUDENTS ARE NOT PURCHASING THE HOT LUNCH.** Hot lunch is usually served in the Parish Hall.

Milk is available for students to purchase monthly. Forms will be sent home for milk orders near the end of each month. Students must turn in the signed milk slip each month to indicate the kind of milk they will be drinking, along with the correct amount of money in a sealed envelope labeled with the child's name. Those eligible for free milk may submit an application at the beginning of the year. Per state guidelines, only students who are six years old may purchase chocolate milk. This is noted on Milk Order Forms. *Since school milk is subsidized by the state of PA, students must take it and drink it. Other drinks cannot replace the milk. Only a note from a doctor will excuse a child from drinking milk.*

Mass / Liturgical Events / Sacraments

St. Peter School is a Catholic school and will foster the faith development of students with regular opportunities to attend Mass and other liturgical events. All students will attend Mass every Friday at 11:15 unless otherwise announced. Students are to wear “full uniforms” on Mass days. Weekly Mass and other liturgical events that students attend:

- **Weekly & Holy Day Masses:** All students attend Mass every Friday at 11:15 am and on designated Holy Days. Parents are invited to celebrate these liturgies with us.
- Parents have the responsibility to see that their children attend Mass or their faith tradition’s service on Sundays.
- **First Reconciliation and Eucharist:** The parent of a child who is preparing for the Sacraments of Reconciliation and Eucharist must attend the required parent sacramental meeting and fulfill all parent obligations. These will be communicated to parents in more detail during the year. These Sacraments are administered in Second Grade. First Reconciliation is usually held during an evening service during Lent and First Eucharist is held on the Saturday morning before Mothers’ Day. **PLEASE NOTE: All First Communion students will wear the attire determined by the DRE and Pastor. This includes the flower “crown” wreaths provided by the parish.**
- **Forty Hours & Holy Thursday Procession:** Students participate in two holy Eucharistic Processions during the year that honor Jesus in the Blessed Sacrament. The Forty Hours Mass & Procession is held in the fall. Holy Thursday Mass & Procession is on the evening of Holy Thursday during Holy Week.
- **Sacrament of Reconciliation:** The sacrament of Reconciliation is offered to the students at certain times throughout the school year. Parents are encouraged to be responsible in seeing that their children go to confession at other times, especially during summer vacation.

Parent Teacher Association (PTA)

Parents/guardians of students who attend St. Peter School are members of the PTA. Their main function is to support the school with events and fundraisers. Meetings are held five times a year and announced to the school community.

Parent / Teacher / Student Conferences

All parents are required to attend at least one Parent / Teacher / Student Conference per year. At least one parents and students are to attend conferences. The purpose of these conferences is to:

- Inform parents of student's progress and performance
- Collaboratively discuss ways for students to continue to grow and develop and be successful in the classroom
- Foster a positive relationship between teacher, student and parent(s) / guardian(s)

Parking

No cars are permitted in the semi-circle in front of the school from 6 a.m. to 3:15 p.m. When parking at the school is necessary, please use the designated parking spots on the other side of the semi-circle island or next to the Parish Hall.

Physical / Dental Guidelines / Immunization Policy / Health Screenings

In compliance with Pennsylvania State School Health Laws, all students must submit the following to St. Peter School before the first day of Kindergarten:

- Immunization Record
- Report of Physical Exam
- Report of Dental Exam

In addition, the following screenings are required:

- Report of Dental Exam before Grade 3 and Grade 7
- Report of Physical Exam before Grade 6

In addition to the above records, proof of all required immunizations according to PA DOH are all due within five days of the first day of the school year

A nurse from Somerset Area School District is assigned to St. Peter School. He / She conducts yearly screenings for vision, hearing, height, and weight. Reports are sent home if there are any concerns. The nurse also oversees all student health records, administers any and all medications (if a family member is not available), and reviews any other student health issues.

PickUp Patrol

St. Peter School will use PickUp Patrol as a communication platform for parents to submit information as follows:

- “Default” PM Transportation
- Any & All Transportation Changes (can be done days or weeks ahead; any changes are to be submitted by 10:00 am)
- Reporting a child absent on any day. Absences due to illness are to be entered by 8:00 a.m on that day.

Power School / Schoology

All diocesan schools use PowerSchool as its student information system (SIS). Student demographics, attendance and grades are entered into Power School by teachers and administrators. St. Peter School also utilizes a Learning Management System called Schoology. Schoology provides a safe and versatile environment for students to receive instruction or augment learning using online resources for instruction and assessments. Parents and students are given access codes/usernames etc. to access these platforms at the beginning of the school year.

Special Services

The following personnel are provided to our school through state and federal programs or the school district in which the student resides:

- **IU08 Speech Therapist** works with students who have identified speech problems or incorrect language patterns. *A child can be referred for a short Speech Screening by the teacher at any time. If the results of this screening show that the child should be evaluated further, a phone call or letter will follow to parents from the Speech Specialist.*
- **IU08 Act 89 Reading Specialist** works with students functioning below grade level in reading.
- **Title I Math & Reading Teacher** works with students requiring special support services in math or reading.
- **IU08 Guidance Counselor** meets with all classes once a week to present an approved Guidance program and is available for individual sessions as needed or requested.

Supplies

In the spring of the school year, detailed lists of supplies are sent home with student for the following school year. These supplies are to be brought with students on the first day school of the next school year. In addition, students are to have a backpack/book bag and a lunch box, and a good pair of winter boots (easy to slip on and off.) Supplies should be checked and restocked by parents throughout the year. There is a \$10 Supply Fee for each child each year as well towards the cost of learning supplies purchased by the school.

Technology / Technology Fee

St. Peter School provides technology to augment learning in the classroom. This includes one iPad per student. These are also used if and when to facilitate remote learning. Students and parents sign a “User Agreement” at the beginning of the year that outlines the expectations, responsibilities, and care of the student iPads. Due to the increased use of technology software and hardware, there will be a \$50 Technology Fee assessed per student each school year to offset the cost of devices, wireless capabilities, software for curriculum as well as security and licensing fees.

Transportation

The safety of every child travelling to and from school each day is of extreme importance. We maintain a positive working relationship with the transportation offices of local school districts that provide daily bus and van transportation to those families who choose to use it. Parent cooperation and communication are of utmost importance. Students should have a clear understanding from their parents/families of their daily transportation before coming to school, and parents should also clearly communicate any transportation changes with the school office.

St. Peter School will use the PickUp Patrol platform for all transportation arrangements and changes and for reporting student absences. In August 2025, families will submit an initial Transportation Form as usual. The school will enter all “default” transportation information. Parents will receive information about how to set up their PickUp Patrol account and we will transition to using PickUp Patrol during the month of September 2024. Written notes will still

be accepted during this time. As of October 1, 2024, all changes for transportation and reporting absences will be done using PickUp Patrol.

Due to specific days during the year when St. Peter School is in session and Somerset School District is not or if Somerset is dismissing early, we have developed some key “transportation categories,” including:

- **Modified Busing:** Somerset School District dismisses two hours early and St. Peter School remains in school a full day. Specific routes are set up for Somerset students to have bus transportation at the regular time on these days. Any changes to Modified Bus assignments must be made via Pick-Up Patrol by the Monday prior to the Modified Busing Day. Vans from other districts run as usual.
- **Special Busing:** Somerset School District does not have school and St. Peter School is in session. Specific routes are set up for Somerset students for the morning and the afternoon. Vans from other districts run as usual.

“Modified” and “Special” Busing Days are clearly marked on the school calendar for planning purposes.

A separate form is sent home to families each August to arrange their child’s transportation and designate who is or is not permitted to pick children up from school. *See the Transportation Appendix for a full explanation of Transportation Options and Requirements.*

Safety and proper social attitude on bus transportation are very important. Any student who cannot maintain self-discipline while utilizing transportation forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus and following the Pennsylvania School Code; he/she has the same authority as a teacher. The relationship between the driver and student is one of cooperation. No pupil will be permitted to get on or off at any stop other than his/her established stop unless written consent is given from the parent/guardian and approved by the school office. Violations of bus regulations are divided into minor and major violations and will receive appropriate disciplinary action. ***St. Peter School also reserves the right to enforce its own disciplinary measures if there are bus behavior violations.*** Following are the Discipline guidelines from the bus company:

MINOR VIOLATIONS:

1. Trying to distract the bus driver's attention.
2. Discourteous and/or disobedience to driver or other children
3. Refusing to sit in assigned seat
4. Standing or changing seats while the bus is in motion
5. Crowding to the door before the bus stops
7. Pushing and jostling when getting on/off the bus
8. Throwing objects in the bus or out the bus windows
9. Eating food or drinking on the bus

DISCIPLINARY ACTIONS FOR MINOR VIOLATIONS:

1. First Offense: Warning only by the bus driver or report by the bus leader
2. Second Offense: Warning and written report by bus driver to school office
3. Third Offense: To be the same as that for a major violation of conduct

MAJOR VIOLATIONS

1. Destroying bus property
2. Swearing or using vulgar language
3. Fighting
4. Anything which impairs or endangers the lives of the students and/or bus driver
5. Threats of any kind of harm, physical violence, weaponry, or other violent language

DISCIPLINARY ACTIONS FOR MAJOR VIOLATIONS:

1. First Offense: The offender is suspended from the bus for five (5) days or until such time as the parent/guardian has met with school officials and a pass is presented by the student to the bus driver from school officials
2. Second Offense and Subsequent Offenses: Same procedure as for the first offense except that suspension shall be for one month. Students with repeated violations will be subject to permanent suspension from the bus for the rest of the school year.

Tuition

The cost to educate each child is approximately \$5300. Families pay significantly less than this each year thanks to the generosity and ongoing mission of St. Peter's Parish. All families receive a "Parish Scholarship," and some qualify for further scholarship funds from the Central Pa. Scholarship Fund. These funds are made possible by individuals and businesses participating in the EITC program. All families must apply for Second Century and St. Peter's Parish Scholarship Funds through the STS (Simple Tuition Solutions) site before receiving any parish or CPSF scholarship funds. Any family that does not apply will be asked to participate in the EITC program as a donor or choose to pay the "cost to educate" for each of their children. Tuition statements are sent home in the first Family Folder reflecting any and all scholarship awards and the amount of "Family Participation" that families are to pay in full by June 1st of the upcoming school year.

It is further noted that St. Peter's Parish continues to financially support each student at St. Peter School to keep costs low. All school families are expected to continue supporting *the church in their weekly contributions and at parish events and fundraisers.*

Volunteers

St. Peter School has always been blessed by strong parent and volunteer support. At the beginning of the year, parents are given the opportunity to sign up for various volunteer opportunities. A separate Volunteer Code of Conduct is included in the Appendix of this Handbook. All volunteers must have all required paperwork, clearances, and training completed and on file at the school and diocese prior to volunteering at any time.

All families are required to volunteer at least 10 hours at various school events and/or parish fundraisers as a condition of receiving the Parish Scholarship.

Youth Protection/Safe Environment Adult & Student Programs

Every volunteer at St. Peter School, family member or non-family member, must complete the Diocesan "Youth Protection" training program and complete all state and diocesan background checks. Students also participate in a "Safe Environment" educational program each year. This program is about personal safety measures and is taught by a designated instructor. Parents/Guardians receive detailed information about these classes before the presentations.

Appendix



St. Peter School Dress Code 2024-2025

Boys:

EVERYDAY ALL YEAR:

Navy blue pants with belt loops (no “cargo” pants) light blue polo or dress shirts, crew-length socks, appropriate shoes

FULL UNIFORMS / MASS:

Navy blue pants with belt loops, light blue dress shirts, navy blue tie, crew-length socks, dress shoes (See SHOES below)

SEPTEMBER & MAY:

Knee-length navy blue shorts or pants, light blue polo or dress shirts, crew-length socks, appropriate shoes

SWEATERS:

Boys are permitted to wear navy blue sweaters

Girls:

EVERYDAY ALL YEAR:

Plaid jumper or plaid skirt or navy-blue uniform pants, white turtleneck, blouse or polo shirt, white, blue or green PLAIN ankle socks, knee socks or tights. (No patterns) Pants are NOT to be tight fitting (legging or jegging material) but are to be “loose-fitting” dress pants that hang loosely around the leg and have belt loops. *Jumpers and skirts are to fall to the knee or within 1” above the knee or 2-3” below the knee at all times.* Appropriate shoes are required.

FULL UNIFORMS / MASS:

Plaid jumper or plaid skirt, white turtleneck, blouse or polo shirt, white, navy blue or dark green ankle socks, knee socks or tights, dress shoes (See SHOES below)

SEPTEMBER & MAY:

Navy blue shorts, skirt or pants, plaid jumper or skirt, white polo shirt or blouse, white, navy blue or dark green ankle or knee socks

SWEATERS: Girls are permitted to wear navy blue or white cardigan sweaters.

Shoes:

EVERYDAY ALL YEAR: Students may wear dress shoes or tennis shoes on any regular day. Shoes should be clean and fit securely at all times. Boots are to be worn to school and shoes brought in a separate bag anytime there is snow on the ground.

The following shoes are NOT ACCEPTABLE at any time: booties, “light-up” shoes, wheeled shoes, open-toe or high-heeled shoes, sandals, clogs, or crocs. *“Dude shoes” are no longer permitted for school on any day due to safety.*

FULL UNIFORMS / MASS: Students are expected to wear dress shoes on any day there is Mass. Boys' dress shoes are to be black or brown. Girls' dress shoes should be plain (no sparkles, glitter, or patterns), black, brown, navy, or dark green, and fit securely on feet.

GYM DAYS: Students are to wear athletic tennis shoes (no “Dude” shoes) on Gym Days (or bring tennis shoes if weather

Gym Uniforms: Students are to wear their gym uniforms on the designated Gym Day.

BOYS AND GIRLS GYM UNIFORMS:

Gym uniforms are to be purchased at the school. Royal blue or gray St. Peter sweatpants and sweatshirts or St. Peter “hoodies,” St. Peter t-shirt. All are to be purchased at school. T-shirts from St. Peter’s Bible Camp or Winter Carnivals are also acceptable or any t-shirt that says “St. Peter School.” Tennis shoes are also required.

SEPTEMBER & MAY: Students may choose to wear navy blue uniform shorts in place of gym sweatpants. Beginning with the 24-25 school year we will also provide for purchase a light-weight gym short for September and May.

Boys & Girls Other Uniform Guidelines:

HAIR AND HEADWEAR: Caps, bandanas, dyed hair, or gaudy hair ornaments are not permitted. *Girls’ hair bows are not to exceed 4” from end to end or in length on any day of the week.* Excessively large/bulky ornate headbands are also not appropriate for Mass. Parents should use good judgment with students’ hair length so that it does not become a distraction. Hair may not cover the eyes, and boys’ hair length must be above the shirt collar and above the eyebrow. Hair should not be colored, *cut, or styled in any “nontraditional” way, including mohawks.*

JEWELRY, NAIL POLISH, OTHER: Body piercings other than earrings for girls are not allowed. No ear or other piercings for boys. Girls are only permitted to wear clear or pale pink nail polish. No artificial nails or nail tips are permitted, and nails for boys and girls should be clean and trimmed. Students are not to have any visible tattoos.

DRESS DOWN DAY / FILED TRIP / PICTURE DAY DRESS PROTOCOL: No sleeveless shirts or any clothing that exposes the shoulder are permitted. Ripped or torn clothing, or any clothing with excessive or inappropriate, suggestive, or disrespectful words or graphics, including weaponry, is never permitted. Girls are not to wear leggings or tight-fitting yoga pants unless worn with a dress or top that comes to the knees. **All shorts, dresses, and skirts worn to school for any reason must be knee-length.**

Rev. 8/024

St. Peter School Uniform Demerit Protocols

As part of our commitment to maintaining high standards and a respectful learning environment, we are implementing a demerit system for uniform infractions. This system will help ensure that all students adhere to our uniform policy, which is an important aspect of our school's identity and discipline. Our Dress Code is in place to help students bring their best both in mind and appearance each day by:

- Promoting focus with fewer distractions
- Encouraging discipline and responsibility
- Enhancing school identity with a sense of belonging and positive school spirit
- Prepares students for future professionalism

As of the fall of 2024, St. Peter School will have a “demerit” system in place for uniform infractions. The school’s Dress Code is laid out in detail in the school’s handbook, and students and parents agree to follow the Dress Code by signing off on the Parent/Student Handbook at the beginning of each year. St. Peter School provides a Uniform. Exchange throughout the year for parents to access uniform articles are needed.

The Uniform Demerit protocols will be as follows:

Verbal Warnings:

Students will be given a verbal warning if a teacher or the principal observes them not following the Dress Code. This will be done privately, and the student will receive an explanation about which part of the Dress Code is involved.

Parent Warning

Further Dress Code infractions will result in parents receiving an email or other communication about the Dress Code issue.

Uniform Demerit

If subsequent infractions are observed after the verbal warning and parent notification, students will receive a written Uniform Demerit notification in their Assignment Books, and parents will need to sign the demerit by the following day.

Principal Consultation / Reflection Room

Upon the fifth Uniform Demerit, students are referred to the principal to discuss any extenuating circumstances that may be causing the Dress Code violations. Parents are contacted to explore how the school can help resolve the issue. If the student is not in compliance with the Dress Code after these interventions, Reflection Room may be given. Students may be referred to the Child Study Team if further guidance is needed.



ST. PETER SCHOOL

433 WEST CHURCH STREET | SOMERSET, PA. 15501 | 814-445-6662

St. Peter School Volunteer Code of Conduct 2024-2025

8/24

Volunteers are a wonderful and necessary part of our school. We appreciate and respect all adults who take the time to volunteer in any way during the year. The following guidelines are in place for all volunteers able to help. St. Peter School students are taught to respect themselves and their school, but most importantly, to each other and adults. Therefore, each volunteer is to be respected as though he or she were a faculty member. We ask that volunteers read the following guidelines concerning their responsibilities and school expectations and then sign and return the second page to the school.

CLEARANCES

All volunteers must have all current state and diocesan clearances, paperwork, and training completed and on file at the school office and diocese prior to volunteering for the first time.

CELL PHONES / PICTURES

The safety of our students and the expected privacy of all families is our primary concern. ***Volunteers are not permitted to use cell phones while volunteering in the school, or during Recess or Lunch Duty. This includes texting, phone calls or taking pictures or videos, and being on social media.*** If a phone call must be made, please excuse yourself to the office. When volunteers are responsible for monitoring students, this requires a great deal of focused attention to keep all students safe. We also respect each family's privacy and must ***ensure that pictures of students are not taken during school time OR SCHOOL EVENTS / FIELD TRIPS or pictures posted on social media without explicit permission from parents.*** Volunteers ignoring this directive will not be permitted to volunteer or help with school events. We appreciate your cooperation. **No pictures are to be taken of any students, even your own while serving as a school volunteer.**

CONFIDENTIALITY, CHAPERONES & VOLUNTEERS

Volunteers have ***the responsibility of maintaining confidentiality in regard to students and teachers and interactions within the classroom.*** While we respect and appreciate our volunteers, it is important that volunteers refrain from discussing information about students and/or teachers that they may be privy to while volunteering in or outside the school. This includes times when volunteers are in the classroom or school, during Hot Lunch or at any other school function. All field trip chaperones MUST ride the bus transportation with students as this is part of the chaperoning responsibilities. Only extreme medical situations will warrant a parent driving him or herself to a field trip and these must be pre-approved by the office.

YOUNGER CHILDREN/SIBLINGS

Younger siblings are permitted to accompany parents for Morning / Recess Duty as long as parents can maintain their responsibility to monitor students at all times. School-age family members are not to accompany volunteers. Siblings are never permitted to accompany parents who serve as field trip chaperones. The school reserves the right to limit siblings accompanying parents at any time.

FOOD ALLERGIES

Due to students enrolled at St. Peter School with severe food allergies, parents and volunteers are NOT to bring in any food to share with their child or other children in the morning, or during recess duty. ***Parents are also not to eat any nuts or foods with nuts while volunteering or chaperoning at any time.***

CLASSROOM PARTIES

There is a limited amount of time allotted for parties. *Party foods should be healthy, and drinks should be caffeine-free.* Please limit the amount of food served since we want to limit waste. The “Party Planner” is selected at the beginning of the year from interested family members. The “Party Planner” is in charge of organizing the class party and should make every effort to *include all parents who are interested* in helping with parties. We will make every effort to be fair and allow different parents to serve as “Party Planners” each year.

MORNING DUTY

- Please be in the school By 7:10 am and depart after the 7:45 am Tardy Bell.
- If at the ramp door, please step outside when buses are unloading along Columbia Ave. and watch until students are safely on the closer side of semi-circle. Please open the door for students and help staff with monitoring students as they have their temperatures checked and proceed to homerooms.
- Students will be dismissed directly upon entering the school after washing hands.
- Volunteers will continue to monitor the doors till the Tardy Bell at 7:45 am to assure safety of all students arriving and opening doors for them.
- If you cannot make it on your assigned day, please try to get a substitute, or call the school.
- Any child walking in the door after the Tardy Bell is to be reported to the office

RECESS SUPERVISION

- Parents are necessary to help monitor recess inside and outside.
- Recess Duty Volunteers will walk the hallway as students eat their lunches and ensure students are behaving, eating and generally calm. One staff person usually monitors the office during lunch.
- Recess Duty Volunteers are to exit the building before students if recess is outside.
 - Outside Recess: Grades 1-3 play out front and grades 4-6 play across the creek
 - Out Back Recess: All grades play out back; Swings/Playground are assigned one class per day
- Across the bridge, one staff /volunteer is to be standing at parking lot entrance along Columbia Avenue and the other walking around at all times to monitor students.
- In front of the school, one staff / volunteer is to be standing on either side of the “island” where traffic comes
- At all times, volunteers / staff are to be monitoring students and scanning the surrounding areas for strangers, loose dogs/animals and bringing any concerns to the staff person on
- If a stranger approaches any student play areas, a staff / volunteer is expected to approach them cautiously and ask their purpose and advise that while school is in session they are not permitted in student
- During recess, students are not to be touching each other in any way.
- All injuries / disciplinary situation are to be immediately referred to the teacher on duty
- Teachers and parent volunteers will have a walkie talkie during recess

- Staff and volunteers are to refrain from using recess time for conversations or playing games with students so we can assure that all students are being monitored and everyone is alert to any dangers at all times.
- In the event that danger is imminent, the office is to be notified that the bell should be rung for all students to immediately enter the building.
- Along with monitoring students for safety issues, staff and volunteers are to be watching and listening for any words or behaviors that could be excluding others. If this occurs, the staff on duty are to be alerted
- Staff and volunteers are asked to not retrieve balls from the creek. Maintenance will do this after recess
- Students are not permitted to use hula hoops or jump ropes for anything other than their purpose
- Student play is never to include physical contact
- Be sure that an adult is always the last one to enter the building (Students are not to bounce or throw balls after the bell rings to return to school but carry them in.
- Volunteer and staff are not to use cell phones (unless it is an emergency) during recess nor should volunteers or staff be taking pictures unless a staff person is doing so for the school's use.

Final Reminders:

RECESS OUT BACK

Students are to play in the back yard or on the sidewalk or basketball court. Students are not to jump rope or play on the pavement outside of the shed garage. Tackle football is never allowed along with pushing, shoving, or piling onto the ball. The ball is automatically confiscated if a verbal warning is not heeded. Volunteers are encouraged to have football players take a timeout for rough play. Students are NEVER permitted to go into the creek to retrieve a ball.

RECESS OUT FRONT

Football, basketballs and soccer balls are not permitted when recess is out front. Students are not to be in the gazebo or on the grass excessively. Always be alert for traffic.

***PLEASE MAKE EVERY EFFORT TO BE PRESENT FOR RECESS DUTY AND, IF POSSIBLE, NOTIFY THE SCHOOL OR FIND A REPLACEMENT IF YOU ARE UNABLE TO BE HERE ON YOUR DAY. IF WE DO NOT HAVE ENOUGH RECESS DUTY VOLUNTEERS ON ANY GIVEN DAY, RECESS WILL BE HELD INSIDE.
THANK YOU!***

After reading the Volunteer Code of Conduct, please sign the acknowledgment sheet below and tear off and return that sheet only to the school. Please keep the Code of Conduct information for your reference. If both parents plan to volunteer, both should sign. Thank you.

(If there are any other family members – grandparents, aunts/uncles – who volunteer from your family, please request an additional packet from the office as they will need to sign an Agreement as well. Thank you.)



Volunteer Code of Conduct Agreement Form

I have read and understood the Volunteer Code of Conduct for the 2024/2025 school year. As a volunteer at St. Peter School, I agree to uphold all the rules and guidelines.

Volunteer Name _____

Signature _____

Date _____

Volunteer Name _____

Signature _____

Date _____



St. Peter School Transportation Form

The safety of students traveling to and from school daily is extremely important and the school staff devotes a great deal of time and attention to the daily transportation details of each student. Parent cooperation and communication, as well as a close working relationship with area public school districts is vital to ensure students' daily safety. As of the fall of 2024, St. Peter School will use PickUp Patrol, an online communication platform, for all transportation details and changes as well as reporting daily student absences. Due to specific days during the year when St. Peter School is in session and local districts may or may not be in session, or dismissed earlier, we have developed some key "transportation categories." **For the safety of all children, ALL PARENTS ARE TO READ THE INFORMATION BELOW AND THEN COMPLETE THE ATTACHED FORM AND RETURN TO SCHOOL BY Thursday, August 14th, 2024. Please keep this Information Page for reference throughout the year.**

"Regular Transportation"

Regular everyday transportation to and from school is in effect. We will often refer to "regular transportation" if school is delayed due to weather. This means that whatever your child's transportation is normally will be in effect. You will indicate your preferences for "Regular Daily Transportation" on the attached form and when you set up your PickUp Patrol account.

"Modified Busing"

When SOMERSET AREA SCHOOL DISTRICT (SASD) has a scheduled "early out," and St. Peter School has a full day of school, you will see a school bus symbol on the calendar and a reference to "Modified Busing." Somerset bus routes are modified to provide transportation for ONLY our students at our regular dismissal time. (see calendar for dates) Students board buses here and then go directly home. Vans run as usual on these dates. You will be asked to designate your child's "Modified Busing" on the attached form for the year and in your PickUp Patrol account. Any changes for a MODIFIED BUSING day must be made in the PickUp Patrol platform by the MONDAY prior to the Modified Busing Day.

"Special Busing AM/PM"

Throughout the school year there are days that St. Peter School is in session for a regular school day and Somerset Area School District (and possibly other surrounding districts) does not have school at all. We try very hard to limit these days as they can inconvenience families with students in multiple schools. This means that we may go to school on some of the days that other schools do not to ensure 180 days of instruction. Transportation for these days will be set up separately throughout the year. Bus and van transportation will be provided; however, Somerset buses will run alternate routes for just our students in the morning and afternoon. More information will be sent home well in advance of these dates and they are on the school calendar. All families will be required to return a "Special Busing" form each time these days occur during the year indicating how your child(ren) will travel to and from school on these days. This includes car and van riders.

Transportation Changes

To ensure the utmost safety of our students during their daily commute, we have established a rigorous protocol for any changes to their transportation. This protocol, unless in the case of an extreme emergency, is to be strictly adhered to.

- Parents will manage all changes to regular daily PM transportation with ease using the PickUp Patrol platform. Handwritten notes will be accepted until September 30, 2024 to help families transition to the use of PickUp Patrol solely beginning October 1, 2024. If notes are written, they are to be handwritten, signed and dated, and attached to Assignment Books 1 per student the morning of the day the change is requested.
- Transportation changes can be made in advance in PickUp Patrol. Until October 1st 2024, we will still accept written notes for changes and they must be turned in to teachers during Homeroom each day.
- Transportation changes in PickUp Patrol are to be entered by 10:00 am.
- We cannot accept emails or phone calls for transportation changes without an unforeseen emergency. On any given day, the school secretary could be out, or the email service could be down.
- Please DO NOT tell your child about any potential changes to their regular transportation or fail to communicate with our office using the procedure outlined above. Often, students come to the office feeling worried or upset because they are unsure if their parent or guardian contacted us during the day. This uncertainty can cause emotional distress, leading to symptoms such as tummy aches or headaches, difficulty focusing during learning, and potential delays during dismissal, affecting everyone at the end of the day. (OVER)



Other Transportation Information

- Arrival times: arrival times for all students are as follows:
 - Student Drop Off Times: 7:15 am - 7:45 am.** *Students are not to arrive at school before 7:15 am. If this is a serious hardship for any family due to work schedules, please email Mrs. Harris or call the school by August 14th.*
 - Tardy Bell: 7:45 am.** *If children are dropped off after 7:45 am , a parent must accompany children to the door and sign them if as "tardy." Doors will be locked and students will be unattended at the door if parents do not walk them in.*
- Please note that anytime a bus or van drops off students after the tardy bell, students are never marked "tardy"***
- Students are only permitted to ride their assigned bus or van home and cannot ride alternate buses or vans for any reason unless specifically approved by St. Peter School and the local school district. The only change permitted for a bus or van rider is changing to a car rider at the end of the day, which will be entered into PickUp Patrol by 10:00 a.m. on the day of the change.
- For any custodial situations, the school must have notification from both parents if at any time the scheduled transportation arrangements change from one parent to another.
- Modified and Special Busing routes are meticulously planned out for our students, including the times they arrive at school and home. Last-minute changes are not permitted to ensure that ALL students arrive home close to the designated times, as changing one student can affect other students' arrival times.
- If a district closes or delays school due to weather, and St. Peter School does not, transportation follows the home district. We will communicate with these families directly when this occurs.
- If a student is being picked up by someone NOT on his or her Approved Pickup List, that will need indicated in PickUp Patrol and the person picking up will need to show an ID at dismissal.
- If your child is going home with a friend or with anyone else who is not a regular "pick-up person," the school must receive notification via PickUp Patrol from both children's parents to ensure consent from both parties.
- Please indicate on the following form all of your child's transportation information including their regular transportation, your selection of transportation arrangements for Modified Busing Days and the names of those people you give permission to pick up your child(ren.)
- Further information will be sent home to guide parents in setting up their accounts and how to make daily updates.



ST. PETER SCHOOL TRANSPORTATION INFORMATION FORM 2024-2025

ALL FAMILIES please fill in St. Peter School student(s)' names and complete Parts 1, 2 and 3. All Transportation Forms are due in the school by Wednesday, August 14, 2024.

Parent(s) Name _____ Parent Signature _____

Student Name _____ Grade ____ Student Name _____ Grade ____

Student Name _____ Grade ____ Student Name _____ Grade ____

Part 1 Regular Daily Transportation

Please check the appropriate response and **complete the transportation information.**

IN THE MORNING my child(ren): (Please check one)

- _____ is/are always a car rider
- _____ usually or always rides a bus to school. Bus # if known _____
- _____ is/are sometimes a car rider and sometimes an SASD bus rider. Bus # if known _____
- _____ is/are provided transportation from another school district which is _____

AFTER SCHOOL my child(ren): (Please check one)

- _____ is/are always a car rider(s)
- _____ is/are assigned a bus but will be a car rider most of the time. Bus # if known _____
- _____ usually or always rides an SASD bus from school. Bus # if known _____
- _____ usually or always rides a van provided by another school district which is _____

Part 2 Modified Busing (see explanation on previous page)

Do you want your child(ren) to be assigned to a SASD bus on these "Modified" days throughout the year? (The first Modified Busing Friday will be October 11th) Students riding vans from neighboring school districts will be dismissed at normal times and require no Modified Busing Arrangements.

_____ **Yes, I need my child(ren) assigned a SASD bus in the afternoon of Modified Busing days. They are to be dropped off at** _____

(Address)

_____ **No, I will not need my child(ren) assigned a bus for the Modified Busing days as I will either pick up my child(ren) or they ride another district van.**

Reminder any changes to these Modified Busing arrangements throughout the year must be made in written form and submitted on the Monday PRIOR to the Modified Busing Day. THANK YOU!

ONLY the following people have permission to pick up my child: Also in the event of an emergency dismissal and/ or if normal transportation is not available and parents cannot be reached my child may be released to the following people at the discretion of school personnel: _____
