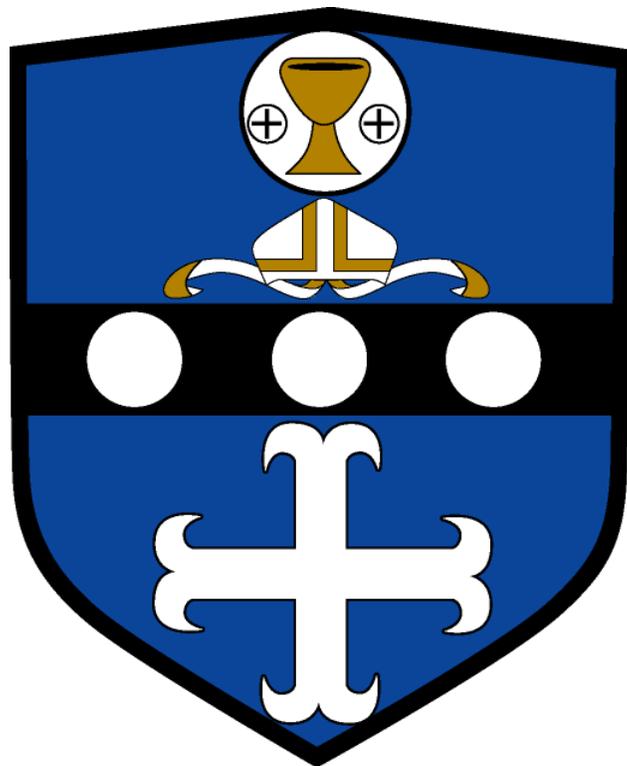


**Diocese of Altoona-  
Johnstown  
Parent/Student  
Handbook**



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## **MISSION STATEMENT**

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

## ADMINISTRATION

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

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

## **ADMISSION POLICIES**

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

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

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

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

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

### **Kindergarten Admission**

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

Registration is ongoing and continues until class is full.

In Pennsylvania, kindergarten is not a required grade.

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

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

### **Immunizations**

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

### **Probation Period for all Students**

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

## **ACADEMIC POLICIES**

### **Student Progress**

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

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

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

**Grade scale:**

A = 93-100

B = 85-92

C = 76-84

D = 70-75

F = Below 70

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

**Grade Retention/Promotion**

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

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

**ATTENDANCE**

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

**COMMUNICATIONS**

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

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

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

### **CONFIDENTIALITY**

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

### **SUPPORT SERVICES**

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

### **EMERGENCY OPERATION PLAN**

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

## **CUSTODY**

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

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

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

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

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

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

## **MANDATED REPORTING**

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

## **DISCIPLINE BEHAVIOR MANAGEMENT**

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

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

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

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

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

## General Overview

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

## Authority of the Administration, Faculty, and Staff

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

## Classroom-based Expectations and Management

The following chart illustrates categories of student misbehavior/misconduct:

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

		conduct (including P.E.)	Technology, Cyberbullying	tobacco products, or abuse of prescription drugs.
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This chart is not considered a complete or exhaustive list of infractions, but serves to give illustrative examples and their categorization. The administration has the final say as to the category to which a student’s specific behavior belongs, as well as the consequences thereof.

**Parent/Guardian Notification**

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

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

**Student Consequences of Misbehavior/Misconduct**

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

## **FIELD TRIPS**

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

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

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

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

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

## **EXTRA-CURRICULARS**

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

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

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

## **MEDICATIONS**

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

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

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

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

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

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

## **PARENT/GUARDIAN COOPERATION**

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

### **Parental/Guardian Rights**

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

### **Parental/Guardian Responsibilities**

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

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

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

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

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

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

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

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

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

### **Retreats and Service Program**

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

## **TECHNOLOGY & INTERNET**

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

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

## **PERSONAL PROPERTY**

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

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

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

## **USE OF SCHOOL GROUNDS**

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

## **AMENDMENTS TO HANDBOOK**

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

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

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

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

# Appendix

## Student Use of the Internet in School

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

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

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

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

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

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

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

## Acceptable Use Policy for Networks, Including the Internet

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

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

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

A responsible network user must be aware that:

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

**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): \_\_\_\_\_

## COVID-19 WAIVER, RELEASE, AND ASSUMPTION OF RISK FORM

<b>School Information</b>	
School Name:	
School Address:	Telephone:
Contact Name:	Facsimile:
<p>Notice to all School Administrators--The COVID-19 Waiver form must be kept on file at the school. If an incident does occur please report all incidents to Matt Stever, Chief Financial Officer, within 24 hours. Contact Matt Stever at (814) 695-5579 or mstever@dioceseaj.org.</p>	
<b>Personal Information</b>	
Student Name:	Date of Birth:
Homeroom Teacher:	Grade:
Parent/Legal Guardian Name:	Telephone:
Home Address:	Email:
Emergency Contact Name:	Telephone:
Emergency Contact Name:	Telephone:
<b>Waiver Authorization</b>	
<b><u>FORM MUST BE COMPLETED IN ALL RESPECTS, SIGNED AND DATED TO AUTHORIZE THE WAIVER.</u></b>	
<p>The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. COVID-19's highly contagious nature means that contact with others, or with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never become symptomatic at all. Because of its highly contagious and sometimes "hidden" nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease.</p> <p>I acknowledge the contagious nature of COVID-19, the fact that it can be difficult to identify in another person, and the inherent risks of exposure to those who may be infected with COVID-19. I voluntarily assume the risk that I/my child/my household members may be exposed to or infected by COVID-19 as a result of or in connection with my child's attendance at school and that such exposure or infection may result in personal injury, illness, permanent disability, and/or even death.</p> <p>I acknowledge that the CDC and many other public health authorities continue to recommend social distancing and other protective measures to prevent the spread of COVID-19, which may be updated at any time. I acknowledge that I/my child/my household members must comply with all set procedures to reduce the spread of COVID-19.</p>	

I understand that the PARISH, SCHOOL, AND DIOCESE OF ALTOONA-JOHNSTOWN has put in place new rules and precautions in order to mitigate the spread of COVID-19, which may be updated at any time. While acknowledging that these rules and precautions may or may not be effective in mitigating the spread of COVID-19, I/my child/my household members agree to comply with such rules and precautions which may include, but are not limited to, wearing a face covering, hand washing, hand sanitizing, and social distancing.

I understand and acknowledge that given the unknown nature of COVID-19, it is not possible to fully list each and every individual risk of contracting COVID-19. I understand that the risk of I/my child/a household member becoming exposed to or infected by COVID-19 as a result of or in connection with my child's attendance at school may result from the actions, omissions, or negligence of myself and others, including, but not limited to, priests; parish, school, or diocesan staff; volunteers; students; and other parish, school, or diocesan workers, including their families. I recognize that the PARISH, SCHOOL, AND DIOCESE OF ALTOONA-JOHNSTOWN cannot limit all potential sources of COVID-19 infection and cannot guarantee that I/my child/a household member will not become infected with COVID-19.

I acknowledge that, by sending my child to school, I am/my child/a household member is increasing risk of exposure to COVID-19. I voluntarily assume full responsibility for any and all risks of illness or injury associated with my/my child's/my household members exposure to COVID-19, as well as from use of any protective equipment, including face coverings, that the PARISH, SCHOOL, AND DIOCESE OF ALTOONA-JOHNSTOWN may voluntarily provide to my child.

I attest that:

1. My child is not experiencing any symptoms of illness such as cough, shortness of breath or difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
2. My child has not traveled internationally within the last 14 days.
3. I do not believe my child has been exposed to someone with a suspected and/or confirmed case of COVID-19.
4. My child has not been diagnosed with COVID-19 and not yet cleared as non-contagious by state or local public health authorities.
5. I am following all CDC recommended guidelines and limiting my/my child's exposure to COVID-19.

I understand that it is my responsibility to notify the SCHOOL if any of the aforementioned situations change throughout the year.

I agree that if I am/my child/a household member is exhibiting symptoms of illness such as cough, shortness of breath or difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, I will seek medical attention for me/my child/my household member, remain isolated and self-quarantine until I have/my child/my household member has been cleared by a medical professional.

In consideration for providing my child the opportunity to attend school and any related transportation to and from school, both my child and I voluntarily agree to release and agree to hold PARISH, SCHOOL, AND DIOCESE OF ALTOONA-JOHNSTOWN harmless from, and waive on behalf of myself/my child, my heirs, and any personal representatives, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself/my child that may be caused by any act, or failure to act of the PARISH, SCHOOL, AND DIOCESE OF ALTOONA-JOHNSTOWN or that may otherwise arise in any way in connection with my child's attendance at school to the fullest extent allowed by law.

I understand that this release discharges the PARISH, SCHOOL, AND DIOCESE OF ALTOONA-JOHNSTOWN from any liability or claim that I/my child, my heirs, or any personal representatives may have against the parish/school/diocese with respect to any bodily injury, illness, death, or medical treatment that may arise from, or in connection to, my child's attendance at school.

This liability waiver and release extends to the PARISH, SCHOOL, AND DIOCESE OF ALTOONA-JOHNSTOWN together with its clergy, staff, and volunteers.

I certify and represent that I have the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of myself and the above-named student.

Parent/Legal Guardian Signature:  
(Student must also sign, if student is over 18)

Date Signed:

**Internal Use Only**

Waiver Received By:

Date Received:

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## Classroom and School Library Usage Parent/Guardian Acknowledgment Form

Student Name:	Date of Birth:
Homeroom Teacher:	Grade:

In order to keep “shared” items at a minimum, the usage of the general school library and the individual classroom libraries will be utilized differently this year as we work through the COVID-19 pandemic. Given that our classroom libraries and school libraries are one of the students’ favorite places and a place where students have the opportunity to choose a book and read it cover to cover numerous times, we will make these spaces available to our students again this year with some limitations.

In the general school library, books will be read to the students and the librarian/ teacher will choose a number of books to highlight to each class each time they are in the library. The students will be able to choose a book from those highlighted that week. The books is theirs to take back to their classroom and enjoy. The following week, when the book is returned, it will be returned to a bin marked for returned books where it will sit for the next five to seven days before it sanitized and put back into general circulation. The same will be true in the classroom library where the teacher will highlight books for students to read and books will be returned to a bin where they will sit for five to seven days then be sanitized and put back into circulation.

As always, protocols of safety will be followed which will include:

- Training students to use hand sanitizer before choosing a book.
- Returning books to a “quarantine” bin where they will sit for five to seven days.
- Sanitizing the books before they are returned to the shelf.

Because of the risks associated with the COVID-19 virus we wish to respect every family’s choice and comfort levels when it comes to your child using classroom and school library books. Please complete the form below and return it to the school. Your child will not be able to sign out a book from the classroom or school library until this form is completed and returned to the school.

\_\_\_\_\_ Classroom and School Library Permission – Please choose one:

I give my permission for my child to sign out books from the **classroom and school libraries**.

I give my permission for my child to sign out books from the **classroom library only**.

I give my permission for my child to sign out books from the **school library only**.

I **DO NOT** want my child to sign out books from the classroom and school libraries.

Feel free to contact \_\_\_\_\_ if you have any questions.

My signature below indicates my understanding and acknowledgment of the school and classroom library protocol and acknowledges my choice noted above.

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

Parent/Guardian Name (Please print): \_\_\_\_\_

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

**\*\*Please return this acknowledgement form to your child's school\***

**Diocese of Altoona-Johnstown**  
**Virtual Classroom and Remote Learning Video/Audio Recording**  
**Parent/Guardian Acknowledgment Form**

<b>School Information</b>	
School Name:	
School Address:	Telephone:
Contact Name:	Facsimile:

<b>Personal Information</b>	
Student Name:	Date of Birth:
Homeroom Teacher:	Grade:
Parent/Legal Guardian Name:	Telephone:
Home Address:	Email:
Emergency Contact Name:	Telephone:
Emergency Contact Name:	Telephone:

In order to provide continuity of instruction while schools are closed or working remotely/virtually as a result of the COVID-19 pandemic, the Catholic schools in the Diocese of Altoona-Johnstown will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities should be under the supervision of the parent/guardian, and is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child’s classroom teacher may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Director of Education for the Diocese of Altoona-Johnstown. Please be advised that parents who access a recorded video are only permitted to do so for the purpose of their child’s education and no part of the video/voice recording can be shared on any social media site or in any means outside of their child’s direct educational needs.

Before a classroom teacher begins recording a classroom activity, the teacher will let the students know that the class is going to be recorded. If a student does not want to be identifiable in the recording, the student can turn off their webcam.

If you have questions or need assistance with virtual classroom activities, please contact your child's school.

My signature below indicates my understanding and acknowledgment of the potential for video and audio recording of my child during virtual classroom activities.

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

Parent/Guardian Name (Please print): \_\_\_\_\_

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

**\*\*Please return this acknowledgement form to your child's school\***

SAMPLE

Dear Parent/Guardian:

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

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

Thank you for your continued assistance and cooperation.

Sincerely yours,

Principal

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**Certificate of Individual Request**

**For Loan of Textbooks, Instructional Materials and Equipment**

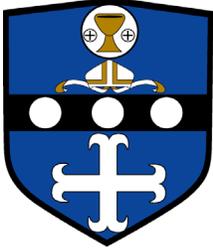
I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

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

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

Signature of Parent or Guardian: \_\_\_\_\_

This program is available only to Pennsylvania residents.



## Diocese of Altoona-Johnstown

### Guidelines for Use of Photographic

#### Images of Children and Youth

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

#### **For children/youth under 13 years of age:**

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

#### **For children/youth between 13 and 18 years of age**

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

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

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

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

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

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

Authorization Form

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

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

I grant permission to

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*(Diocesan Office, Department, Parish, School)*

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

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***(Above portion must be completed – DO NOT sign if blank.)***

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the Diocesan Office, Department, Parish, or School in writing, all references to my child/youth (i.e., name, likeness, and/to photographic image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. [I understand that the Diocesan Office, Department, Parish, or School is not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e., name, likeness, and/or photographic image).] I further understand that my child's/youth's name, likeness, and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

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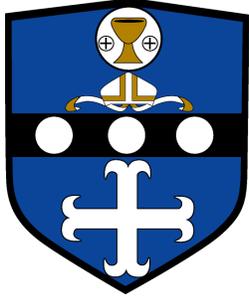
Name of Child (Please Print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

---

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

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

SAMPLE



# Diocese of Altoona- Johnstown *Education Office*

2713 W Chestnut Avenue  
Altoona, PA 16601  
Phone: 814-695-5579  
[www.dioceseaj.org](http://www.dioceseaj.org)

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

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

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

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

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Child's Name Printed

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Parent's Name Printed

---

Parent's Signature

---

Date





**PARENT/STUDENT HANDBOOK**  
**2021 – 2022**



[www.holytrinitycatholic.school](http://www.holytrinitycatholic.school)



**MIDDLE SCHOOL CAMPUS**  
**Grades 5 - 8**

Miss Beth Damiano  
Mrs. Linda Mueller  
Mrs. Lorie Eberwein  
Mr. Mark Raffetto  
Mr. Matt Karabinos  
Mr. Doug Reffner  
Mrs. Melanie Helsel  
Mr. Bill Noye

STREAM  
Music  
Physical Ed.  
Art  
STAR360

Miss Jess Brunner  
Mr. Bradley Scherden  
Mr. Shane Reffner  
Mrs. Tabitha Shimer  
Mrs. Carole Litzinger

**SUPPORT STAFF**

Business Manager

Administrative Assistant

Secretary  
Secretary

IT

Maintenance Staff

Cafeteria Staff:  
Middle School

Altoona  
Hollidaysburg

Ms. Janathyn Crossman

Mrs. Anita Zeth – Middle School

Mrs. Becky Potopa – Altoona Site  
Mrs. Susan Myers – Hollidaysburg Site

Mrs. Andrea Gonsman

Mr. Tyke Dodson  
Mr. Jared Franks

Mrs. Christine Watt  
Mrs. Jamie Noel  
Mrs. Megan Holes  
Mrs.  
Mrs. Dena Haun  
Mrs. Patricia Trexler

**SPECIAL SERVICES**

IU 8 Guidance Counselor  
IU 8 Reading Specialist  
IU 8 Speech Therapist  
Nurse (AASD & HASD)

## **CONTACT INFORMATION:**

Middle School Campus	814.942.7835
Hollidaysburg Campus	814.695.6112
Altoona Campus	814.381.7011

### Email Addresses:

All email addresses = lastname.firstname@holytrinitycatholic.school  
(last name . first name @ holy trinity catholic . school)

HOLY TRINITY CATHOLIC SCHOOL ADMINISTRATION RESERVES THE RIGHT TO AMEND ANY PART OF THIS HANDBOOK ON AN INDIVIDUAL BASIS. PARENTS WILL BE NOTIFIED OF CHANGES.

## **ACCREDITATION**

Holy Trinity Catholic School is an accredited school through the Middle States Association of Colleges and Schools. We successfully completed the accreditation process during the 2018-2019 school year.

## **ABSENCE, ATTENDANCE AND PUNCTUALITY**

- **Parents are required to call the school office between 7:00-9:00am if a student will be absent that day.**
- **Please DO NOT text the homeroom teacher of your son/daughter's absence.**
- **Calls will be made to the home or place of employment if a parent fails to report an absence.**

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits.

- **Students who are absent 10 days during the school year, the parent/guardian will be notified by mail and a doctor's excuse will be required for every missed day after 10.**
- **After three consecutive days a doctor's note must be presented to the teacher.**
- **Students who are absent or late in excess of 20 school days may be retained or required to make up work in summer school.**
  - Participation in 8<sup>th</sup> grade graduation may be put in jeopardy.
- **In cases of communicable diseases, a physician's note is also required. If your child does contract a communicable disease such as strep or measles please call and report to the office so that we may issue a health alert to all parents.**
  - All such reports remain confidential.
- **We encourage dentist, orthodontist and doctor appointments be made for after school hours.**

- Children leaving the classroom not only interrupt their own educational process but cause a disturbance to the entire class. If this is not possible, parents must notify the school before 8:00am the morning of the appointment.
- **The adult who is picking up a child must report to the OFFICE to sign out the student. When the child returns to school, an adult must report to the OFFICE to sign the student back into school.**
- Children who miss classes for appointments are required and are responsible to make up all assignments from the missed class.
- Students coming from a doctor or dentist appointment must bring a note from either one of the above when returning to school.
- **Any days out of school accumulate as days absent. This includes days taken for family vacations.**
- **Extraordinary circumstances will be handled on an individual basis by the building administrator.**

**Excused absences:** Pennsylvania School Law states that “excused” absences include the following: illness, family emergencies, prearranged and approved doctor and dentist appointments, school scheduled student educational trips and authorized school activities. During excused absences, class work is made up upon the child’s return to school. This work needs to be made up within two days of the absence unless it is an extended absence. In this case special arrangements will be made with the building administrator and classroom teacher or teachers.

**Unexcused absences:** All other absences will be considered unexcused unless prior approval has been given by the school principal. Days taken for vacation days are unexcused unless prior approval is given, but these days still accumulate as days absent.

**Tardiness:** A child who is not in the classroom by first bell for opening classes is considered to be tardy. In order to gain admittance to school, the student and their parent/guardian must first report to the office and must sign the child into school. Parents are not permitted to send their child directly to the classroom.

**Accrual of Tardiness:** The office will keep track of all tardiness in order to insure that students complete the required number of days towards graduation.

- The principals of Holy Trinity Catholic School have no power to grant permission to a student to be absent from school for a reason which the Commonwealth does not recognize as legitimate. It is the parents who are answerable to the state authorities for an illegal absence.
- Absence caused by travel is considered anticipated absence. Therefore, family vacations during the school year are not considered a legal absence. As stated above, these days will be counted as days absent and will be included in the accumulated days. Parents are advised not to take vacations during school weeks. This leaves gaps in the child's education. Assignments missed due to family travel during unscheduled vacations will be the responsibility of the student. ***Teachers will not prepare materials in advance to accommodate travel plans.*** The length of time of make-up work should be proportional to the amount of time absent. If schoolwork is not completed in a timely manner, the grading for that subject area will be adjusted accordingly.
- Take your Child to Work Day is a non-school sponsored event; therefore, if you choose to have your child participate in that event, your child will be marked absent. They will be required to make up any work or tests given on that day.
- Upon returning to school, for any absence, the student must present a note signed by the parent/guardian explaining the reason for the absence. If the school does not receive a note, the child will be marked as an unexcused absence. These notes are kept on file for one year.

## ATHLETICS

Holy Trinity Catholic School operates a variety of athletic teams. All athletic activities are governed by the Diocesan Athletic Guidelines.

### Eligibility:

All students/athletes must maintain an average of 70% or higher in all major subjects to participate in athletic programs. This includes the following: Religion, Literature, English, Math, Social Studies and Science.

All practices and games are automatically cancelled if school is cancelled due to inclement weather.

**Students who are absent from school may not participate in practice or game on the day of the school absence without the specific permission from the principal.** These guidelines also apply to students participating in Bishop Guilfoyle Athletics for seventh and eighth grade.

Students may also find themselves to be ineligible due to discipline problems at the discretion of the building principal.

### Early dismissal:

- Students in grades 7 and 8 participating in Bishop Guilfoyle athletics will be dismissed when the travel bus arrives at HTC Middle School.
- Students will not be permitted to change at Holy Trinity.
- If a bus is not provided by BGCHS, students must have a signed permission slip designating who will be transporting them. **This designated person must sign students out in the main office.**
- **All bus policies and expectations for appropriate behavior and actions apply.**
- Any schoolwork missed is the responsibility of the student

## AUXILIARY SERVICES

The following personnel are provided to our school through state/federal programs:

1. Intermediate Unit 08 Reading Specialist is made available to the school. He or she will work with any student not reading at the expected grade level or at the discretion of the building principal and/or the teacher.
2. Intermediate Unit 08 Guidance Counselor provides group guidance as well as individual guidance for students referred by the teacher. Parents and students can also request these services.
3. Intermediate Unit 08 Speech Therapist works with students who have speech problems or incorrect language patterns.
4. Title I Reading is provided by Step by Step.

**CASH/CHECKS POLICY**

Due to the amount of financial transactions, we process, all monies must be sent to the school in **CHECK FORM ONLY**. Checks should be made out to HTCS and sent to school in an envelope clearly marked with its intention.

**CHILD STUDY TEAM**

Each Holy Trinity building site has a Child Study Team. The team is composed of professionals from that particular site. They meet monthly or as needed to discuss the many needs of our students. The Child Study Team can make suggestions, based on many resources, on how to help each student be successful.

**BELL SCHEDULE**

Middle School	Elementary
First bell – 7:30am – Report to Homeroom	First bell – 7:45 A.M – Report to Homeroom
Late Bell – 7:50am	Late Bell - 8:02
Class Begins 7:52am	Class Begins - 8:05
Lunch Periods	Lunch Periods
End of Last Period – 2:10	End of Last Period – 2:25
Bus Bell – 2:15	Bus Bell – 2:28
Dismissal Bell -2:17	Dismissal Bell -2:30

***A student is considered to be tardy at 7:50 A.M. (Middles School) and 8:02 A.M.(Elementary) and must report to the school office with their parent/guardian to be admitted.***

If for any reason your child’s routine of transportation is changed, you must notify the school in writing in advance, or call the school office by 1:00 p.m. that afternoon. **When parents call after 1:00 p.m., we cannot guarantee that the message will get to the student in time.**

Students are directed to go home at dismissal, unless they are staying for a school sponsored activity. **If students are staying at school for an afternoon practice that does not start immediately after school, they will be directed to wait in the After School Care room and appropriate charges will be applied to the family. Students may not leave and come back to After Care.**

If your child’s ride is not here at dismissal, your child must report to After School Care immediately and appropriate charges will be applied to the family. He/she will not be permitted to wait in the foyer or outside. This is for the safety of your child.

## DISCIPLINARY PROCEDURES & CODE OF CONDUCT

### Preschool through 2nd Grade:

Each classroom teacher establishes their individual discipline guidelines and consequences according to the age of the children in their classroom. General rules of respect for each other and school property remain the same across every grade level.

### 3<sup>rd</sup> through 8<sup>th</sup> Grade:

#### Demerits will be issued but are not limited to the following reasons:

- incomplete homework assignments (one per day/per subject)
  - dress code violations
  - disruptive behavior in the classroom (i.e. excessive talking, etc.)
  - disrespectful/defiant behavior toward adults or classmates
  - vulgar language/obscene gestures
  - unsportsmanlike behavior at any time
  - destruction or inappropriate use of school property
  - fighting of any kind
  - inappropriate or unsafe actions or behaviors
  - any action or inaction deemed harmful or inappropriate by a teacher or staff member
- Cheating
- Any student that accumulates 3 demerits for the same offense within a week OR a total accumulation of 5 demerits in two weeks will be required to serve a detention the following week.

Demerits will be collected and counted at the end of every week.

#### Detentions will be issued for but are not limited to the following:

- Any serious infraction could result in an automatic detention at the discretion of any faculty member or by the principal
- Any student that accumulates 3 demerits for the **same offense within** a week **OR a total accumulation of 4 demerits** in two weeks will be required to serve a detention the following week.
  - Students and parents will be informed of the commitment to serve their detention through a letter.
  - Detentions will be scheduled as needed and will run for one hour after school.
  - Students and their parents must make necessary arrangements to be picked up after detention.
- If a student accumulates a total of 3 detentions in a semester, the student will be suspended for one week from all extra-curricular activities at the discretion of the building administrator.\

## **SUSPENSIONS**

- A student may be suspended immediately for but is not limited to any of the following reasons:
- serious physical fighting
- obscene language or gestures
- inappropriate use of the internet
- any behavior considered seriously unacceptable by the building administrator
- bullying
- destruction of property
- In addition to the in-school suspension, a student is placed on disciplinary probation for the remainder of the year.
- If a student is suspended more than once, he/she may be asked to leave the school.

## **PROCEDURES FOR STUDENT SUSPENSIONS:**

These procedures apply to infractions of a serious nature, as determined by the building administrator.

- Parents/Guardians of the student will be informed in writing of the suspension as soon as possible.
- Suspensions will be implemented in school and/or out of school at the discretion of the school administrators.
- Following suspension, the appropriate school administrator will conference with parents or guardians.
- Students removed from the school community will not be readmitted before a parent conference has been conducted and all other conditions for re-admittance have been satisfied.
- Suspended students will understand and agree to assume responsibility for future behavior.
- Where appropriate, a student will be referred to the school counselor and an outside counselor if appropriate
- Signed agreement by parents and a written report of the suspension will be filed in the student's record.

## **EXPULSION**

In extreme cases, immediate expulsion may occur at the discretion of the principal.

### **Weapons:**

Possession or handling of any object/instrument potentially dangerous or harmful to persons represents a serious misunderstanding of the concept of a faith community. Such possessions or handling is strictly forbidden. Persons violating this policy will be liable to severe disciplinary procedures, including the possibility of prosecution under the Pennsylvania Criminal Code.

- The incident will be investigated.
- Parents/Guardians will be notified.
- In accordance with the Pennsylvania Crime Code, sec. 912, the local police will be notified
- The student will be immediately suspended into the custody of a parent or guardian.
- The Diocesan Director of Education will be notified

- As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
- Act 26 Section 1304-A (PA) requires all schools to provide future schools with
  - notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.
- Any incident which even remotely is considered a threat, will result in an immediate expulsion for the student.

### **DRESS CODE:**

We take pride in the appearance of our students. The way you dress reflects the conduct and quality of your work. Failure to comply with the dress code does have disciplinary consequences.

**See appendix A** for complete Uniform Guide.

### **Dress Code Policy:**

- All students must maintain an appropriate level of personal hygiene that is neat, clean, and pleasant.
- Visible tattoos, either permanent or temporary, are forbidden.
- Winter boots: As long as there is snow on the ground students may wear their winter footwear during the school day.

### **Girls:**

- Skirts must be no shorter than 2 inches above the knees
- Respectable hairstyles, no unnatural hair dyes, no excessive make-up, long dangling earrings or excessive jewelry will be permitted.

### **Boys:**

- Length of hair may not extend beyond the top of the shirt collar, no earrings, unnatural hair dye or excessive jewelry

### **SPIRIT DAYS REMINDERS:**

#### **All dress down days are spirit wear days.**

Students are expected to dress in conservative clothing and follow all other rules that apply to our daily dress code. Here are a few additional notes to keep in mind:

- All clothing worn on non-uniform days should be free from holes and rips and be modest as in keeping with the values of our Catholic faith
- **All t-shirts and sweatshirts are to be HTCS apparel.**
- Skirts/shorts must be no shorter than 2 inches above the knees
- Shirts/tops should fit properly
- At no time is it appropriate for students to wear flip-flops or sandals.
- All hats are to be removed upon entering the building

### **DRUGS AND ALCOHOL:**

Holy Trinity Catholic takes the position that the use and abuse of alcohol and/or drugs interferes with the spiritual, educational, emotional and social well-being of the individual student.

Holy Trinity Catholic School will work to educate, prevent and intervene in the use and abuse of all drug and alcohol and tobacco substances by the entire student population.

### **EMERGENCY INFORMATION:**

In case of an emergency, each student is required to have on file in the school office an emergency procedure card. This information is kept in the school office during the current school year and is kept confidential.

### **EMERGENCY CLOSING/DELAYS/EARLY DISMISSAL**

**HOLY TRINITY CATHOLIC SCHOOL (all 3 HTC sites) ~ FOLLOW the Altoona Area School District**

When it is necessary to close school, the announcement will be made by phone through School Messenger and through ParentSquare, along with notification on WTAJ. It is our policy to close school whenever the **Altoona Area School District** is delayed or closed due to severe weather conditions.

In the event that there is an early dismissal due to weather in the Hollidaysburg Area School District, all HT students who ride the HASD busses will be dismissed to ride the bus home with their parent's permission. In the event that the HASD closes and the AASD remains open, all students who use the HASD bussing must provide their own transportation for the day.

### **FAMILY FOLDERS:**

A family folder will be sent home electronically through **ParentSquare** every Thursday. Folders will be used periodically and sent home with the oldest at each campus. It is imperative that you review all information in the folder and in your email. Many times, information is misunderstood and important due dates are missed.

If you can not receive your family folder through ParentSquare – PLEASE call the school office and let us know.

If there is something in the folder that needs to be returned to school, we ask you to try and send it back to school by Monday the following week.

### **FIELD TRIPS:**

The cost of each field trip and transportation is high. For this reason we ask families to contribute toward the cost. The PTO also supports these efforts through fundraising. If you have not made an effort to support HT through regular tuition payments and support of the school fundraisers, participation in these field trips could be suspended.

## **FINANCES**

### **Financial Obligations:**

No student will be permitted to participate in any extracurricular activities if the student's financial account is more than 30 days past due and arrangements have not been made to make the account current. These accounts include but are not limited to Tuition, Fundraising, Lunch and Aftercare. The student will not be able to participate in HTCS/BGCHS sports, field trips, or attend practices. As always, the family is encouraged to contact the school administration to make special arrangements should financial difficulties arise.

## **FUNDRAISING**

Please see and sign the separate Fundraising Handbook. It clearly lists and explains each fundraiser, the importance of fundraising and even gives real family examples of how you can reach your committed goal of your family fundraising profit of \$450.00.

## **HOMEWORK**

Good study habits will be taught and encouraged at all grade levels. Homework, while not required at all times, is an important part of a child's education. Homework reinforces the student's independent study and learning habits. Homework should be completed neatly and on time. Homework will be given at the discretion of the individual teacher.

Diocesan guidelines state the minimum time for homework is:

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

### **Honor Roll & Report Cards:**

The Honor Roll is a special recognition for achievement in grades 5 – 8. It is based upon the students marking period average. Included in our consideration to identify honor students are their work and study habits, as well as personal and social conduct. An unsatisfactory conduct grade would keep a student from the honor roll. Honor roll students will receive their certificate after a weekly school mass, have their name published in the school newsletter and the local newspaper.

<b>High Honor</b>	93% or above in every subject
<b>Honor</b>	92% average with no grade lower than 88%

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

Parents are encouraged and expected to watch and be aware of their child's academic progress using PowerSchool in grades 3-8.

## **PROGRESS REPORTS**

Progress reports are issued midway through each marking period for all students in Grades 1-8, who are deficient in a subject area. However, a teacher may issue a progress report at any time during the marking period if the need arises. The progress report will be sent home in the family folder. It must be signed by the parent and returned to school.

## **REPORT CARDS**

Report cards are issued to students four times each academic year. Parents are asked to discuss the grades with their children.

- **Pre-School** will do an assessment four times a year.
- **Grades K - 8** will have a report card envelope that is to be signed and returned after every marking period. It does not have to be returned after the last marking period of the year.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

## **HEALTH**

- **Refer to Health and Safety Plan for COVID Related Procedures.**
- **STUDENTS MUST BE FREE FROM FEVER and Diarrhea FOR 24 HOURS, WITHOUT MEDICATION, BEFORE RETURNING TO SCHOOL.**  
**This means from the time we call and they are sent home it must be 24 hours after the symptoms are gone. Please do not send them back the next day.**
  1. \* Please do not send your child to school if he/she feels ill.\*
- **ILLNESS AND INJURY** – When a student becomes ill or needs attention, he/she should report to the teacher. If it is necessary to go home, the school office will call the parents to inform them. A parent or someone designated by the parent must accompany the student home. The school nurse will be called for emergencies that the school is not equipped to handle.
- **SCHOOL NURSE** – The school nurse is employed by the Public School District and is not on the premises daily.
- The school nurse takes all heights and weights and does a preliminary sight and hearing exam. Parents are notified if a more thorough exam is necessary.
- **PHYSICAL EXAMS** - Students entering Kindergarten and grade six must have a physical examination. Students entering from out of state must also have a physical examination

**LITURGY:**

The school community gathers to celebrate liturgy at all three campus locations each week under the direction of the students.

Altoona Campus: Wednesdays @ 9:00am - (HTA Holy Days: Mass is at Noon)  
Hollidaysburg Campus: Thursdays @ 8:30 am  
Middle School: Fridays @ 8:30 am

We will also gather to recite the rosary in October and May and the Stations of the Cross during Lent. Parents and parishioners are encouraged to join us. Dates and times will be posted in the monthly calendar and on our website.

Holy Trinity Catholic School will also gather at The Cathedral of the Blessed Sacrament during the school year to celebrate mass together. These will be posted in our monthly calendar.

**LUNCH PROGRAM:**

All Holy Trinity Catholic School Campuses participate in the National School Lunch Program and the [Healthy, Hunger-Free Kids Act of 2010](#).

**\*\*Please note - Lunches are free for all students this year, but we still encourage you to fill out an application for free and reduced if eligible for the additional benefits of 30 days free lunches into the 2022-2023 school year.**

Free and reduced meals are available for eligible students. We encourage you to fill out an application. Paper applications are sent home on the first day of school and you can find the application on our website. Applications can be filled out at any time of the year if your financial situation changes. Once approved, you are approved for the school year, and 30 days into the next school year, no matter if your finances improve. You may fill out an application starting July 1 of a new school year.

**2021-2022**

<b>Student lunch price</b>	<b>FREE</b>
<b>Adult lunch price</b>	<b>\$4.25</b>
<b>Milk (extra)</b>	<b>\$.75</b>

Lunches served at all campuses will be “Offer vs Serve” except for Pre-K.

Pre K lunches are not served by “offer vs. serve” due to the National School lunch program rules. Every component is placed on their tray, even if they don’t want it and WHITE MILK ONLY. Also they cannot purchase chocolate milk.

1st grade through 8<sup>th</sup> grade will be offered lunch items. All lunches consist of 5 components, a grain and a meat/meat alternative, which is usually the entrée, milk, vegetables and variety of fruit in ½ c portions. Students must take 3 components and one of those components must be ½ cup of fruit or ½ c of vegetables to be charged for lunch. If a student refuses to take one of these items, they will be charged ala carte price of \$1.00 an item. \$3.00 for the entrée.

Sign your students up at [www.myschoolaccount](http://www.myschoolaccount). If you have children that go to an **elementary campus and the middle school campus you need to sign up for 2 accounts, one for each campus**. All student **ID's needed for a myschoolaccount are on the lunch account statements**.

Existing **myschoolaccounts** will still be active.

**Note:** If you previously set up an account for a child at one of the elementary buildings and they are now going to the middle school **you must sign them up on myschoolaccount using the middle school as the location.** (student id will be on the lunch account statement)

**Reminder all lunch payments will be towards extras and milk – Lunches are free this year!**

Myschoolaccount website will take payments for lunch, extras and ice cream. You can pay through your checking account or a credit card. (A small fee applies). The website allows you to monitor your student's lunches and allows you to set up reminders that your account is getting low.

We do accept payment by check for lunches, extras and ice cream at all campuses. All processing of checks are done at the middle school campus and may not be reflected on your student's lunch account for up to 10 days. When sending a check, please put the student's name and campus on the memo line, payable to the campus you attend "HTC Middle School" or "HTC Hollidaysburg Campus" or "HTC Altoona Campus", place in envelope. On the outside of the envelope write "Lunch Money" your child's name, and the HT Campus they attend. If you have 2 children at the **same** HT Campus you may write **one** check and note how much to give each child.

**Note:** Due to separate Federal Lunch programs that exist at all three school locations separate checks must be written for each building. One check **cannot** be written for two children at 2 different campus locations. **Two separate checks are required.**

Please remember to include extra money for your children to have those extra entrée's, water and milk. The cafeteria is not responsible for telling your child they are not allowed an extra.

**Parents** are responsible for keeping track of funds in your student's lunch account.

If the balance amount on your lunch account statement has a parenthesis around it ( ), you owe that amount. This would be a negative amount and your bill shows a delinquent total.

### **Delinquent Lunch Policy**

When lunch accounts become negative a statement is sent home via email at the end of the week. The email is under our POS system “[noreply@myschoolaccountnotifications.com](mailto:noreply@myschoolaccountnotifications.com)” with a subject line “Negative lunch balance”. Email statements will continue to be sent until payment is received. After 3 emails of a negative balance statement and you have not contacted us about a payment plan, we will ask you to pack your child’s lunch until payment is received to cover your debt and pre-pay for additional lunches and snacks.

### **Lunch Account Statements**

All lunch account statements are sent via email once a month as a courtesy, and are generated under our Point of Sales system. It will come to you as “[noreply@myschoolaccountnotifications.com](mailto:noreply@myschoolaccountnotifications.com)”. Please check all junk and spam folders if you are not receiving lunch account statements. The email address used is the one you provide the school office at registration time. Our point of sales only allows one email address. If you do not get a lunch statement via email (no paper copies are being sent) at the end of the August please contact Chris Watt at [Watt.christine@holytrinitycatholic.school](mailto:Watt.christine@holytrinitycatholic.school) if you did not receive a statement, she will verify your email address.

### **ALA CARTE Elementary Campuses**

Water, extra milk and ice cream purchases are billed to the lunch account.

Extra entrées may be pre-ordered in the morning for students in 2<sup>nd</sup> – 4<sup>th</sup> grade. Extra entrees are billed to your students lunch account. Extra entrées may be pre-ordered only if your student is buying a school lunch.

After lunch is served, any extra food leftover will be offered as extras for students to buy and charged to their lunch accounts.

Milk- \$.75 Water \$.75 Extra entrée \$1.50 Ice cream \$.75 or \$1.00 charged to the lunch account.

### **ALA CARTE Middle School Campus**

A variety of products are offered for sale. All products are “smart snacks” approved by the National School lunch program guidelines.

Prices vary. Cash and credit sales.

### **EXTRA ENTRÉE’S Middle School Campus**

Extra entrées may be pre-ordered in the morning for students in 5<sup>th</sup>– 8<sup>th</sup> grade. Extra entrees are billed to your students lunch account. Extra entrées may be pre-ordered only if your student is buying a school lunch.

Extra entrée’s will be charged to the student’s lunch account at \$1.50. If a student does not have sufficient amount of money they will be denied an extra entrée in the lunch line.

### **End of Year Lunch Funds**

At the end of the year, a statement will go home. Any child who will not be returning to Holy Trinity can request a refund of any monies (over \$1.00) left in their lunch account (any child that is reduced will have their refund returned). Any money left in those accounts returning to Holy Trinity, will be rolled over into the next school year. Any negative amount will also be rolled over. Delinquent accounts will need paid ASAP.

### **Summer Programs:**

During the summer free meals for students may be available via the Summer Food Service Program. Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre
- Text “MEALPA” to 877877 during the summer months
- Visit the website: [www.fns.usda.gov/summerfoodrocks](http://www.fns.usda.gov/summerfoodrocks)  
(note, this replaces the whyhunger.org website)
- Use the site locator for smartphones - Rangeapp.org

### **Federal Civil Rights Law and U.S. Department of Agriculture**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, ***or*** write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992

Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Parent/Teacher Organization - PTO**

All parents of students who attend HTCS are members of the PTO. Attendance at these meetings is strongly encouraged. The chief function of this organization is fundraising, building school community and sharing information. Parental interest and support of all PTO activities is very important and vital to the strength of our school.

### **PARENT / TEACHER CONFERENCES**

Conferences are scheduled at the end of the first marking period. All parents are expected to be present for these conferences. At times a student may be called in for the conference but is not necessary. During the school year, if any parent or any teacher deems it necessary, they are encouraged to request a conference. All conferences, outside of the yearly conference, must be scheduled in advance with teachers.

### **Safe2Say Something**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it is easy and confidential to report safety concerns to help prevent violence and tragedies. All our students in grades 5 - 8 are yearly trained on using the APP.

### **SEARCH AND SEIZURE**

A principal or designated teacher may conduct a search of a student and/or personal property on school premises or at school functions off school grounds if he/she has reasonable belief that the student has in his/her possession an item, the possession of which is illegal under the laws of this state or a violation of our school policy. Such a search must be justified at its inception by a reasonable suspicion and the scope of the search must be reasonably related to the circumstances which gave rise to it. The search must be made in the presence of an adult third party.

Searches of personal electronic devices:

- A student’s personal electronic device(s) may be searched if a school official has a reasonable belief that the student has an item on the device which violates the law or rules of the school.

Refusal of students to allow search:

- Any student who willfully refuses to cooperate with an authorized searcher is subject to disciplinary action and notification of parent(s)/legal guardian(s) and/or police if the student has been advised of such consequences.

Searches by police:

- Police officers shall conduct searches of students and the school premises in accordance with established policies and procedures consistent with COMAR 13A.08.01.14D. School officials should cooperate with police but not conduct searches themselves if directed by police officers.

### **SERVICE HOUR REQUIREMENTS**

*Through him then let us continually offer up a sacrifice of praise to God, that is, the fruit of lips that acknowledge his name. Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God. Hebrews 13:15-16*

Volunteering one's service for the good of others (without compensation) is beneficial to our spiritual growth and the health of our community. Students should use this service to challenge themselves and to grow spiritually. Opportunities to serve can be close to home (ex. babysitting for family/friends, weeding the garden, etc.) and not a chore/job that is already expected of students. Opportunities to serve can be found in/through our school and in the life of each parish. There are also organizations in the community that could use students' help.

List each day and specific type of service along with the total hours worked. You must have a signature by the person who supervised the service performed. Service hour forms will be included in the Back 2 School packets and also available on our school website [www.holytrinitycatholic.school](http://www.holytrinitycatholic.school) or the school office. Students are encouraged to send them into school as soon as they meet the requirement.

### **SERVICE HOURS REQUIREMENTS**

Grade(s)	Hours Yearly
1	2 hours
2-3	4 hours
4-5	10 hours
6-8	15 hours

### **STUDENT RECORDS**

Student records are confidential data and are not released to unauthorized persons. Parents wishing to see their child's records may schedule an appointment for this purpose. Parents must also sign a release form before records will be transferred to another school.

## **TRAFFIC FLOW**

For the safety of your children please follow the traffic flow patterns for each campus location. Very specific directions and maps are included in the Back 2 School Packet but are also available in every school office.

## **TRANSPORTATION**

The school district in which you live will provide bus and/or van transportation.

Parents request transportation in the spring and are notified of their transportation assignment. Requests can be made at other times through the appropriate school district.

Riding a bus or van is a privilege and requires the students to cooperate with the driver. Misbehavior will not be tolerated. Safety and proper social attitude in bus transportation is a prime concern. Students need to familiarize themselves with the obligation and courtesies of school bus transportation.

## **BUS/VAN GUIDELINES**

- While on the bus/van, students should always keep all hands inside the bus
- Loud talking and misbehavior diverts the driver's attention and makes safe driving difficult
- Nothing is to be thrown on the bus or out the window
- Students must always remain in their seats
- Students are expected to be courteous to fellow students and drivers
- The bus driver will report all violations of the rules in writing to the school office. Each time the parent/guardian will be informed. The school will support the disciplinary actions of the school district transportation office.
- No student will be permitted to get on or off at any stop other than their own established stop, unless written consent is obtained from the parent and approved by the school office and the bus company.

## **VISITORS:**

- Parents are always welcome at Holy Trinity Catholic School.
- All visitors must stop at the school office before going elsewhere in any of our buildings and sign in.
- No one is permitted to go directly to the classrooms.
- Everyone is to go directly to each school office to bring forgotten articles or to relay a message.

## **VOLUNTEERS:**

Holy Trinity Catholic School follows today's best practices to insure a safe environment for all children in our school. First and foremost, it is important that every volunteer understand that as an adult working with our school children, they are mandated to report any child abuse they may observe. This is a great responsibility, and specific training is required.

Every volunteer must complete all required clearances (online) and training (online) listed on our website..

**All volunteers must have completed this process to completion before volunteering in any way for school functions, coaching, and other activities. This includes school field trips and classroom parties.**

### **Clearances:**

#### a. Pennsylvania State Police Clearance (SP\_CRC)

To apply online, please go to <https://epatch.state.pa.us/> and click the yellow button labeled "New Record Check." This will take you to several other screens. Follow instructions to complete the requested information. When the process is completed and you receive your SP\_CRC Certificate, print two copies of it, keep one copy for your records and submit the other to the school where you will be volunteering.

#### b. Child Abuse Clearance

To apply online, please go to <https://www.compass.state.pa.us/cwis/public/home>. This will take you to the Pennsylvania Child Welfare portal. If you are a new user, click on the button labeled "Create Individual Account" and follow the instructions. If you have used the Child Welfare Portal before, click on the button labeled "Individual Log-in" and follow the instructions. When the process is completed and you receive your Child Abuse History Clearance, print two copies of it, keep one copy for your records and submit the other to the school where you will be volunteering.

PLEASE NOTE: The PA State Police and Child Abuse Clearance Fees are waived for volunteers, so you are not required to pay for these two clearances.

#### c. NEW FBI Clearance

FBI required for employees and volunteers ***ONLY*** if a resident less than 10 years in PA

- A. Go to <https://uenroll.identogo.com/>
- B. Applicant will need to have a code
- C. Choose the PA Department of Education option to begin your registration. Follow the instructions carefully.
- D. Fees vary on type of application (code used)
- E. Each county has designated vendors for fingerprinting. You will be given detailed directions on how to obtain your fingerprints at a nearby Altoona location.

When the process is complete, make two copies of your completed form (containing your fingerprints), keep one copy for your records and submit the other to the school where you will be volunteering.

d. PA Dept. of Education Arrest and Conviction Record - Read and sign this form appropriately and turn it in with your paperwork.

## 2. Trainings ONLINE:

1. Youth Protection Awareness Training. Please click on the VIRTUS link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37531](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37531)

## 3. Mandated Reporting Training

This three hour training can be done over a period of time. You can save your work and restart.

**You will need to register and create an account and send in certificate when completed:**

<http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research- programs/act-31-line-training>

*If you are unable to do any of these steps online, please ask for other options. For questions, please contact the Diocese of Altoona-Johnstown, Director of Children and Youth Protection: Cindy O'Connor @ [coconnor@dioceseaj.org](mailto:coconnor@dioceseaj.org) or (814) 695-5579, Ext.2621.*

## Wellness Policy

Please refer to our website for our Wellness Policy @ [www.holytrinitycatholic.school](http://www.holytrinitycatholic.school).

## **Dress Code**

**Mascot:** The “Guardians”

**School Colors:** Purple & Gold

Kindergarten – 8<sup>th</sup> Grade are required uniforms.

Pre-K does not have to wear a uniform.

### **Elementary Dress Code:**

#### ***BOYS***

Boys Shirts: White Polo/Light Blue Polo

Boys Pants: Gray or Navy Blue

Belts: Black or Brown

Socks: White/Gray/Navy Blue/Black (Solid-Neutral)

Shoes: Plain Brown/Plain Black (Solid Colors only)

**Summer Option:** August, September and May

#### **White Polo/Light Blue Polo and Gray or Navy Blue Dress Shorts**

#### ***GIRLS***

Girls Shirts: White Polo/Light Blue Polo

Girls Jumpers: “Blue/Gold” (Plaid Name)

Girls Vests: Navy Blue (this is an optional attire, not mandatory)

Skirts/Skortts: Solid Gray or Solid Navy Blue

Socks: White/Gray/Navy Blue/Black (Solid-Neutral)

Tights: White/Gray/Navy Blue/Black (Solid-Neutral)

Shoes: Plain Brown/Plain Black/Plain Navy Blue (Solid Colors only)

**Summer Option:** August, September and May

**White Polo/Light Blue Polo and Gray or Navy-Blue Dress Shorts**

**\*\*Girls can wear Navy Blue Dress Pants as an additional option\*\***

**Unisex:** Sweaters/Cardigans - Navy Blue

***\*\*LEGGINGS and YOGA PANTS are NOT PERMITTED\*\****

**Middle Dress Code:**

**BOYS**

Boys Shirts: White Oxford/Blue Oxford  
Boys Tie: Solid Navy Blue (Mandatory)  
Boys Pants: Gray or Navy Blue  
Belts: Black or Brown  
Socks: White/Gray/Navy Blue/Black (Solid-Neutral)  
Shoes: Plain Brown or Plain Black (Solid Colors only)

**Summer Option:** August, September and May

**White Polo/Light Blue Polo and Gray or Navy-Blue Dress Shorts**

**GIRLS**

Girls Shirts: White Blouse and Blue Oxford  
Girls Vests or Sweaters: Navy Blue – Buttoned-Style sweater or vest  
(vest or sweater is mandatory)  
Skirts/Skorts: Solid Gray  
Socks: White/Gray/Navy Blue/Black (Solid-Neutral)  
Shoes: Plain Brown/Plain Black/Plain Navy Blue (Solid Colors only)

**Summer Option:** August, September and May

**White Polo/Light Blue Polo and Uniform Skirt, Gray/Navy Blue Dress Shorts.**

**\*\*Middle school girls can wear Navy Blue Dress Pants as an additional option\*\***

**Unisex:** Sweaters/Cardigans - Navy Blue

**\*\**LEGGINGS and YOGA PANTS are NOT PERMITTED*\*\***

**Uniforms, blouses, pants, ties, etc. can be purchased through:**

*THE RAVINE - 814-946-5006*

*610 - 7th Avenue*

*Altoona, PA 16602*

[www.ravineusa.com](http://www.ravineusa.com)

*SCHOOLBELLES 1-800-548-3883*

*www.schoolbelles.com*

*School Code: S2696*

**Parent / Student 2021 – 2022 Handbook**  
**Contract Signature Page**

I have read this handbook and I understand and agree with the content.

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

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

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

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

**\*\*Please return this page to your homeroom teacher by September 9, 2022 \***

**This form is applicable to your time here at Holy Trinity Catholic School.**