

# Saint Benedict School

Student Handbook

2018 - 2019



## PHILOSOPHY OF EDUCATION

*Saint Benedict School is an elementary school presenting the threefold mission of the Church: to witness the message of Jesus, to build a community with Jesus Christ at the center, and to serve God's people through love, support, and prayer.*

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

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

## **FACULTY**

Fr. Jude W. Brady, O.S.B.	Pastor
Mr. Jeffrey F. Maucieri	Principal
Mrs. Michele Forsythe	Secretary
Mrs. Kimberly Lallemand	Grade Eight
	Grade Seven
	Grade Six
Mrs. Mary Solnosky	Grade Five
Mrs. Paige Cortese	Grade Four
Mrs. Clare Eckenrode	Grade Three
Miss Jessica Bence	Grade Two
Br. Michael Miller, O.S.B.	Grade One
Ms. Betty Ann Bensor	Kindergarten
Mrs. April Bishop	Pre-kindergarten
Mrs. Gloria Demi	Computer / PE
Mrs. Nancy Yauneridge	Spanish
Sister Diana Polanco, S.S.A.	Music
Mrs. Nina Tedeschi	

## **SCHOOL COUNCIL**

Mrs. Monica Farabaugh	President
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## **HOME SCHOOL ASSOCIATION**

Jeffrey Maucieri	Points/ Events Coordinator	<a href="mailto:Jmaucieri@benedictpride.org">Jmaucieri@benedictpride.org</a>	(814) 344-6512
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The Home School Association is a pathway through which the School becomes sensitized to the needs of the child from a home perspective, and through which parents may realize their role in making their child's academic experience a success.

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

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

## HOMEROOM PARENTS FOR 2018-2019

K			
1st	Julie Rezk	<a href="mailto:julbug911@hotmail.com">julbug911@hotmail.com</a>	(814) 243-9431
2nd	Heather McNulty	<a href="mailto:SpiritedConscience@gmail.com">SpiritedConscience@gmail.com</a>	(814) 619-6911
3rd	Mandy O'Leary	<a href="mailto:olearyroses575@gmail.com">olearyroses575@gmail.com</a>	(814) 322-8523
4th	Laura Lamb	<a href="mailto:lau@gmail.com">lau@gmail.com</a>	(814) 951-0261
5th	Jessica Bradley	<a href="mailto:jessifarabaugh@yahoo.com">jessifarabaugh@yahoo.com</a>	(814) 344-8199
6th	Teresa Hilyer	<a href="mailto:thilyer@atlanticbb.net">thilyer@atlanticbb.net</a>	(814) 674-8691
7th	Vicki Conner	<a href="mailto:vlrconner@verizon.net">vlrconner@verizon.net</a>	(814) 247-6278
8th	Pam Snedden	<a href="mailto:pamsnedden@yahoo.com">pamsnedden@yahoo.com</a>	(814) 215-1684

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

## SPECIAL SERVICES

Guidance Counselor	Appalachia Intermediate Unit 8, Mrs. Monica Neri-Hamer
Remedial Math and Reading	Title I / Cambria Heights School District, Mrs. Mary Ann Leamer
Reading Specialist	Appalachia Intermediate Unit 8, Mrs. Sheila Johnson
School Nurse	Cambria Heights School District, Mrs. Jacqueline Deckard
Speech Services	Appalachia Intermediate Unit 8, Mrs. Janet Simanski
Math Specialist	Appalachia Intermediate Unit 8, Mrs. Heather Hrivnak

## DAILY SCHEDULE

Bus students begin to arrive at 7:15 a.m. and will be supervised in the front hallway of the school. Students who walk to School should arrive no earlier than 7:50 a.m. Please call the School before 8:15 a.m. if your child will be absent. If we do not receive a call, we will call your home.

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

## SAINT BENEDICT SCHOOL PREKINDERGARTEN

**All Prekindergarten students must be of age on or before September 1 to be enrolled in the program.**

Three year old students attend Tuesday and Thursday afternoons. This session begins at 11:45 PM and ends at 2:15 PM.

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

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

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

## CURRICULUM AND METHODS

Saint Benedict School adheres to the curriculum guidelines developed by the Education Office of the Altoona-Johnstown Diocese. The National Catholic Standards (and Pennsylvania State Standards) are utilized in developing lessons for the classroom. These resources provide teachers with an organized plan of basic content to be followed within the framework of a Christian community.

The Catholic School is required to create a community in which young people may come to understand the *“Gospel spirit of freedom and charity. An atmosphere must be created which will lead to the development of each student’s own personality, to be matched by the growth of that new creation which he / she became by baptism.*

## RELIGION

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

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

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

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

Second grade students prepare to receive the sacraments of Reconciliation and Holy Eucharist.

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

### SERVICE HOURS

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

MATTHEW 20:26-28

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

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

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

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

Service hours required per marking period:

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

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

### LANGUAGE ARTS

The main purpose of language arts courses is that the students use their language effectively in communicating with others. Students need to express their thoughts, feelings, ideas, etc. leading them to praise - *“May the people praise you, O God. . .”* (PSALM 67:3)

The language arts curriculum at Saint Benedict School consists of reading (literature-based), English, spelling, handwriting, and library skills in Kindergarten through Grade Eight.

“. The “Wonders” series from McGraw-Hill will be used in grades K.1.2 3,4,5. These programs entails a Reading Strand, Language Arts Strand and a Literature Strand.

Students in Grades Six, Seven and Eight will utilize the newly adopted *Prentice Hall Literature* with award winning digital resources that bring together literature and 21st Century digital learning tools.

In English, students expand their skills in grammar usage and creative writing each year. Previously taught skills are reinforced and new material is introduced. Kindergarten, First, and Second Grades will use “Wonders” Grades Three and Four will use the Language Arts strand of “Wonders.” Grades Five, Six, Seven, and Eight will use “Voyages in English” published by Loyola Press.

### **ACCELERATED READING PROGRAM**

Students in Kindergarten through Grade Eight are involved in the Accelerated Reading Program. This program was founded on scientifically based research that partners library books and technology to motivate and monitor students’ reading practices. Research has proven that the Accelerated Reading Program to help all students (average, gifted, and remedial) become successful readers.

Point requirements are as follows:

8 <sup>th</sup> Grade: 48 points	3 <sup>rd</sup> Grade: 20 points
7 <sup>th</sup> Grade: 48 points	2 <sup>nd</sup> Grade: 16 points
6 <sup>th</sup> Grade: 48 points	1 <sup>st</sup> Grade: 12 points
5 <sup>th</sup> Grade: 30 points	Kindergarten: 10 points
4 <sup>th</sup> Grade: 24 points	

Students are required to have one fourth of their points by the end of the 1<sup>st</sup> marking period, one half by the end of the 2<sup>nd</sup> marking period, three fourths by the 3<sup>rd</sup> marking period, and all points by the final marking period. Students not meeting these milestones will be on “academic probation” and will NOT be permitted to participate in extracurricular activities and events or recess until the requirements are met. All points may be earned before school begins, if desired. However, students should be encouraged to read throughout the school year.

### **SPANISH**

Spanish is taught as a second language in Kindergarten through Grade Eight to help students with communication skills and to develop an appreciation for another culture. Every class begins with a prayer in Spanish. Age appropriate skills are taught and developed.

### **MATHEMATICS**

Math education is part of the human endeavor to seek meaning in life. Students are to be given sufficient experience in basic skills to be able to apply these skills in problem solving, therefore reflecting on “*Great and mighty is the Lord; His wisdom cannot be measured.*” (PSALM 147:5)

The mathematics curriculum at Saint Benedict School incorporates the Diocesan curriculum requirements along with the standards of the National Council of Teachers of Mathematics, and the National Catholic Standards.

In the lower grades, mastery of all basic skills is achieved through the use of hands-on activities and manipulatives. Math In Focus has been adopted in Kindergarten through Grade Eight.

Students in the upper grades expand on the strong foundation of basic skills while pre-algebra, algebra, geometry and problem solving skills are introduced. Manipulatives are also used to transfer thinking skills from the concrete to the abstract and to high order reasoning. Application of

mathematics to everyday life is stressed at every level, culminating with a consumer math / check and balances unit in Grade Eight. Problem solving is yet another important facet of our mathematics program.

## **SCIENCE & HEALTH**

Basic skills of science provide the desire and competence for discovery of the mystery of the created world. Using their ability to interpret the present, make judgments of the past, and discover the future, our students will proclaim, *“How plainly it shows what he has done...”* (PSALM 191)

Delta Education Science Curriculum Discovery Kits are being implemented in Pre-Kindergarten. The Macmillan/McGraw-Hill integrated science series is utilized in Kindergarten through Grade Five. The Glencoe integrated science series is used in Grades, Six, Seven, and Eight. Each of these textbook series is enhanced by textbook websites along with online research and activities, supplemental materials, FOSS Kits, Smart Board, and the use of hands-on activities. A wide variety of teaching styles help reinforce the scientific concepts.

Students in Grades Four through Eight have daily classes in the Science Lab with an eighty minute lab period scheduled each week. Science process skills will continuously be broadened through inquiry, analysis, and the understanding of the scientific method.

Each student in Grades Four through Eight will be required to participate in the Saint Benedict School Science Fair which will be conducted in the spring of the school year. Criteria for this project will be displayed on School Speak. This science project will be incorporated into the science grade average.

The Macmillan/McGraw-Hill Health & Wellness series is utilized in Kindergarten through Grade Fifth. The Glencoe Teen Health Series Course one, two and three in Grades Six, Seven and Eight. Each of these textbook series is enhanced by textbook websites along with online research and activities, supplemental materials, Smart Board, and the use of hands-on activities. A wide variety of teaching styles help reinforce the health & wellness concepts.

## **SOCIAL STUDIES**

Social studies should give students the skills to interpret wisely the progress of human society and an opportunity to enrich and give destiny to the lives of men and nations. Students should proclaim, *“Come and see what the Lord has done, see what amazing things he has done for the earth.”* (PSALM 46:8-9)

The Macmillan – McGraw Hill Social Studies program has been adopted in Kindergarten through Grade Five with the exception of Grade Four which studies Pennsylvania history. Textbooks designed by Glencoe will be used in Grades Six, Seven studying World History and Grade 8 studying American History from 1877 to present.

## **COMPUTERS**

Saint Benedict School’s state of the art Computer Lab houses 25 student computers and various peripheral devices including digital cameras, scanners, an LCD projector and printers. The Lab is networked with computers in the classrooms and the School Office. All computers have Internet access. Twenty – five wireless laptop computers further enhance the technology program at the School. The school is also equipped with SmartBoards, Mobis and Examview “clickers.” Students in

Kindergarten through Grade Eight have the opportunity to benefit from this technology.  
We use Ipads in all grades.

### FINE ARTS

Creative processes in both music and art should allow the students to integrate the fine arts in religion, liturgy, literature, drama, etc. Therefore, our program will show the students how to “*Sing a new song to the Lord.*” (PSALM 33:3)

The fine arts program includes studies in art, music and Choir.

### EDUCATIONAL FIELD TRIPS

In accordance with Diocesan policies, only buses and other properly insured vehicles may be used for transporting students to and from field trips. A certificate from the carrier must be filed in the School Office as a proof of proper insurance. All field trips must be authorized by the Principal and be of an educational nature. Each student must have a written permission form signed by the parent or guardian. All field trips are educational and are used to enhance the curriculum.

### HOMEWORK(PRACTICE) POLICY

The purpose of homework (practice) is to strengthen skills, stimulate learning, and develop a sense of responsibility. It is an extension of School work that requires further practice or research.

The amount of time each student spends on homework will be affected by his / her natural ability and grade level.

There are two types of homework (practice) assignments: short-term and long-term. A short-term assignment is given for one or two consecutive nights. A long-term assignment allows for more than two nights of preparation and may require the student to use organizational skills so the assignment is completed in steps over a period of time.

The teachers at Saint Benedict School will strive to use discretion and good professional judgment in the length and frequency of their assignments.

Parents can be great assets in the academic success of students. In helping the students develop a structure method for doing homework, we suggest the following:

1. Plan family after-school schedules to allow ample time for study and provide a place conducive to study.
2. Consider the attention span of the individual when setting up a study schedule.
3. Be aware of the student’s needs to adjust to new learning levels, new subjects and various teaching styles.
4. Be patient and positive with your child. They will develop a better perspective of his / her responsibilities.
5. **Parents are requested to check homework (practice) every evening to see that it is complete and neatly done. Assignment books must be signed by at least one parent. The parent’s signature will indicate to the teacher that the parent approves of the manner in which the child has completed the assignment. Each morning the student is to place the planner on his / her desk to be checked by the homeroom teacher.**

**Approximate Homework (practice) Times:**

- Kindergarten . . . . . 10 – 20 minutes
- Grades 1 - 3 . . . . . 20 - 30 minutes
- Grades 4 - 5 . . . . . 30 - 45 minutes
- Grades 6 - 8 . . . . . 60 - 90 minutes

Homework (written or study) is a regular part of all classes especially in Grades Four through Eight. Homework, when given, must be completed. The following will result if a student reports to class without a homework assignment:

- That student will have the next day to turn the late assignment in to the respective teacher.
- If the assignment is not turned in to the teacher that next day, the students will receive an academic detention after school until 4 p.m..
- Students will be held accountable for completing all assignments and turning them in to the respective teacher.
- Late assignments will be recorded by the teacher in the student’s assignment book. **The assignment book will be a direct line of communication for teacher and parent.** Students must carry their assignment book to each class.
- If a student continuously does not complete and turn in his / her homework practice assignments, that student will be referred to the SBS Child Study Team after a phone call home to the parent has been made. A meeting will be set up with parents, teachers, guidance counselor, and the Principal to discuss concerns.

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

Students participating in any extra-curricular activities (including sports) must maintain a passing grade of 70% or higher in each subject. If any student is failing in one or more subject area, his / her name will be given to the Principal who will notify parents, advisors and coaches that student may not participate in that activity until they have earned a passing grade. In this case the student may not report to practice, but must attend games in uniform to support their fellow teammates.

**REPORT CARDS**

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

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

**Grading System:**

- A 93 - 100
- B 85 - 92
- C 75 - 84
- D 70 - 74
- F Below 70
- E Excellent
- S Satisfactory

N Needs Improvement  
U Unsatisfactory

### **MID-TERM NOTIFICATIONS**

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

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

### **POWER SCHOOL**

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

Only parents, teachers, school administrators and students have access to the Power School account of our school. You will need a user name and password to login to Power School. Parents will receive their user name and password in the mail with instructions.

### **PARENT-TEACHER CONFERENCES**

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

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

### **TESTING**

#### **DIBELS Next**

Teachers will administer DIBELS Next test to students in Kindergarten through Grade 4. These tests are brief, standardized repeatable indicators of Basic Early Literacy Skills. These tests are research-based and required by the Diocese. They are used for universal screening, benchmark assessment, and progress monitoring and systems evaluation.

These tests will be administered at the beginning, middle and end of each year. Parents will receive a report reflecting their child's performance.

### **Iowa Tests of Basic Skills**

All Catholic schools in the Altoona-Johnstown Diocese administer the ITBS each academic year for grades 2-8.

The results of these tests may be used in three ways:

1. to describe each student's development level within a test area,
2. to identify student's and group's area of relative strengths and weaknesses in certain subject areas,
3. to monitor year to year growth of a student's basic skills.

Faculty and administration will review results each academic year and will highlight area of weaknesses to be focused on within the curriculum, as well as areas of strength to be recognized.

Grades 2 - 8 . . . . . Iowa Tests of Basic Skills  
Grades 4 and 7 . . . . .CogAT (Cognitive Tests)

### **CHEATING**

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

### **DRESS CODE**

A student's appearance, self-respect and performance complement one another. Therefore, reasonable care and neatness in regard to dress and appearance are required of all students. In the spirit of cooperation, fairness and responsibility, parents and students are to observe the school dress code policy.

### **Girls' Uniform** **Schoolbelles**

UNIFORM COMPANY      Schoolbelles  
4747 W. 160<sup>th</sup> Street  
Cleveland, OH 44135-2631  
[www.schoolbelles.com](http://www.schoolbelles.com)

Grades K- 4: V-Neck Pleated Jumper or Tunic Style Jumper  
Grades 5 - 8: Pleated Skirt, 2-Kick Pleat Skirt, Wrap Kilt Skirt, Skort with flat front  
PLAID/ GREEN  
All Girls: Pleated Front Slacks, Mid-Rise Slacks, Plain Front Slacks all in  
NAVY OR KHAKI

**JUMPERS, SKIRTS AND SKORTS ARE TO BE NO MORE THAN TWO INCHES ABOVE THE KNEE.**

**ALL PLAID ITEMS MUST BE PURCHASED FROM SCHOOLBELLES  
NAVY BLUE OR KHAKI DRESS SLACKS OR SHORTS  
MAY BE PURCHASED FROM SCHOOLBELLES OR J C PENNEY'S**

Hip or Waist Length Vest NAVY  
Pleated Front Twill slacks, Polyester Slacks, or  
Pleated Front Walking Shorts NAVY and KHAKI

**WALKING SHORTS ARE TO BE NO MORE THAN TWO INCHES ABOVE THE KNEE.**

**Schoolbelles or J C Penney's  
Uniform Sweaters**

4 styles: Cardigan - Crew Neck, V-Neck, Pullover - Crew Neck, V-Neck  
in WHITE or NAVY

*Check out the new monogrammed sweater.*

Peter Pan Collar, Pointed Collar Blouse, Oxford Cloth Blouse, or Turtleneck in WHITE. **No Polo Shirts. Shirrtails must be tucked in at all times.**

Knee Socks, Crew Socks or Leotards in WHITE or NAVY must be worn at all times. **No Ankle Cut Socks are permitted.**

**DRESS SHIRTS, SOCKS, AND OTHER ACCESSORIES  
MAY BE PURCHASED FROM ANY RETAILER**

**Boys' Uniform  
Schoolbelles or J C Penney's**

Plain Front Dress, Pleated Front Dress, Relaxed Fit Trousers or Boys' Pleated Front  
Walking Shorts NAVY

**NAVY BLUE OR KHAKI DRESS SLACKS OR SHORTS  
MAY BE PURCHASED FROM SCHOOLBELLES OR J C PENNEY'S**

Oxford Cloth Shirt, Broadcloth Dress Shirt, or Turtleneck. All shirts must be white. **No polo shirts. Shirrtails must be tucked in at all times.**

**Schoolbelles or J C Penney's  
Uniform Sweaters:**

3 styles: Cardigan - V-Neck  
Pullover - Crew Neck, V-Neck  
WHITE or NAVY

*Check out the new monogrammed sweater.*

**BOYS IN KINDERGARTEN THROUGH GRADE 8 MUST WEAR A PLAID OR NAVY  
BLUE TIE ON DAYS THAT THE SCHOOL COMMUNITY WILL ATTEND THE  
LITURGY. TIES MAY BE PURCHASED THROUGH SCHOOLBELLES**

NAVY or BLACK socks must be worn. **No ankle cut socks are permitted.**

**DRESS SHIRTS, SOCKS, AND OTHER ACCESSORIES  
MAY BE PURCHASED FROM ANY RETAILER**

**NOTE: Girls may wear slacks from November 1<sup>st</sup> through March 31. Walking shorts may be worn by boys and girls from the first day of school until September 30<sup>th</sup> and from May 1<sup>st</sup> until the last day of school. These dates may be changed due to weather conditions.**

**Schoolbelles Spirit Wear Sweatshirts**

Students may wear a Schoolbelles sweatshirt as part of their school uniform. Sweatshirts not purchased from Schoolbelles are not permitted.

**Shoes**

**APPROVED:** Closed dress shoes with safety soles (skid resistant which are not of the athletic variety. These include: loafers, oxfords, dockers, leather walking shoes (tie and slip on shoes are permitted.) Shoe laces should be the color of the shoe.

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

**Jewelry**

Only stud earrings for girls are permitted. **Large earrings or long dangling earrings will not be permitted. More than two earrings per ear are not permitted.**

The plaid barrette, headband and ponytail holders may be purchased from Schoolbelles at the discretion of the parents. **Headbands, barrettes and other ponytail holders which complement the uniform may be worn. Bandanas are not permitted.**

**In Kindergarten through Grade Four no bracelets or rings are permitted. Necklaces bearing a cross, crucifix or a religious medal may be worn under a blouse or shirt.**

**Students in Grades 5 through 8 may wear an appropriate bracelet, ring or necklace. Excessive jewelry is not permitted. This will be at the Principal's discretion.**

**No makeup .**

**ONLY clear (NO COLOR) nail polish.**

**Hair**

Hair should be neat and well-groomed. No exaggerated hair styles for both boys and girls, i.e.: dyed hair or shaved heads. **Boys' hair should not touch their shirt collar.**

### **Gym Classes**

Students in Kindergarten through Grade Eight may wear Graphic Connections Gymwear to school as their uniform on the day physical education classes are scheduled. Tennis shoes may be worn as well.

**ALL GYMWEAR ITEMS MUST BE PURCHASED FROM GRAPHIC CONNECTIONS.**

### **Gymwear:**

- T-shirt with School Logo
- Sweat Shirt with School Logo
- Sweat Pant with School Logo
- Sweat Pant with School Logo Open Leg
- Micromesh Gym Short with School Logo
- Jersey Knit Gym shorts with School Logo

**SHORTS MAY BE WORN FROM THE FIRST DAY OF SCHOOL UNTIL OCTOBER 30<sup>TH</sup> AND FROM MAY 1<sup>ST</sup> UNTIL THE LAST DAY OF SCHOOL.**

### **Special Jeans Days**

These days will be announced in advance. On a jeans day, students may wear jeans and tennis shoes. Girls may wear capri pants. Tee shirts may be worn but may have no inappropriate phrases or pictures. No Jeggings or Leggings are to be worn. Sleeveless shirts are not permitted. Girls' blouses / shirts must cover their mid-section. Shorts are not to be worn unless otherwise directed. Students should not wear sandals, clogs or other open-back shoes. Shoes should have no more than a 1 ½ inch heel.

### **Special Dress Up Days**

These days will be announced in advance. On these days, students are to wear clothing suitable to a school situation. Jeans, tennis shoes, shorts and tee shirts are not permitted. Capri pants (not jeans) are permitted. Girls' dresses or skirts may be no more than 2 inches above the knee. Clothing should not be form-fitting. **BOYS AND GIRLS SHOULD DRESS MODESTLY.** Jewelry may be worn - not in excess. This will be at the teacher's discretion.

## **DRESS CODE POLICY**

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

FIRST VIOLATION

Reminder form will be sent home by the homeroom teacher.  
Parents are asked to sign and return the form to the teacher.

\*Please refer to the Violation Form found in the Addendum of this Handbook.

SECOND VIOLATION Phone call will be made to the parents by the homeroom teacher.

THIRD VIOLATION A phone call will be made to the parents by the homeroom teacher requesting them to come to school to bring appropriate clothing for their child.

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

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

**Parents must place their uniform orders directly through Schoolbelles.**

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

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

### **SCHOOL BUS POLICY**

Transportation will be provided by the public school district in which the student resides if the school is within a ten-mile radius of the public school district's boundary. Questions concerning bus transportation should be addressed to the public school district providing the service. Bus schedules are posted in the local libraries prior to the first day of school.

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

### **PRESCRIPTION / DAILY MEDICATION**

Every effort should be made to administer medication at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These are necessary for the protection of both the student and the school personnel. Our medication policy is implemented in collaboration with Cambria Heights School District which provides our health services.

1. Only essential medication will be given at school, with parent / guardian taking full responsibility for any medication sent to school.

2. Prescription medicines cannot be administered unless a MEDICATION PERMISSION FORM is completed along with written instructions from the prescribing physician. Permission forms can be obtained from the School Office.
3. Parents must provide the exact dosage needed. The school will store the medication in the office and monitor the child while he or she takes the medication. However school personnel may not legally measure or directly give pills or liquid medicine to students.
4. **No over-the-counter medicine such as aspirin, Tylenol, etc. will be dispensed.**
5. If there is a special situation or need, including the use of an inhaler for asthma, notify the school for the necessary form to sign.
6. When the school nurse is not available, the administrator or the school secretary is designated to supervise the student in the administration of medication.

### HEALTH SERVICES

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

#### Children in ALL GRADES need the following:

- 4 doses of tetanus\* ( 1 dose on or after the 4<sup>th</sup> birthday)
  - 4 doses of diphtheria\* (1 dose on or after the 4<sup>th</sup> birthday)
  - 4 doses of polio, 3 doses if third is given on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given.
  - 2 doses of measles\*\*
  - 2 doses of mumps\*\*
  - 2 doses of rubella (German measles)\*\*
  - 3 doses of hepatitis B
  - 2 doses of varicella (chickenpox) vaccine or history of disease
- \*Usually given as DTP or DtaP or DT or Td  
\*\*Usually given as MMR

#### Children ENTERING 7<sup>th</sup> grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

These requirements allow for medical reasons and religious beliefs.

If your child is exempt from immunizations,  
He/she may be removed from school during an outbreak.

#### Health Examinations:

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

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

In the event you desire to have examinations done by your family physician and dentist, a form should be secured from the school nurse. (The expense for private examinations is the responsibility of

the parents.) In such cases, the examination must be recorded on the proper school district form and filed with the school nurse. In this way, health records of each child can be kept up to date.

Children in grades K, 1, 2, 3, and 7 receive a hearing screening.

In case of an emergency concerning the health of a student, the school nurse and / or the school Principal will be immediately notified. The school nurse will be primarily responsible for rendering medical assistance. If the parent, guardian or person designated on the student's emergency card cannot be timely reached, the school nurse or school Principal will decide whether hospitalization or further treatment at a medical facility is necessary.

### **SCHOOL VISITORS**

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

### **SCHOOL ATTENDANCE**

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

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

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

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

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

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

### **ABSENTEE POLICY**

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

15 Absent Days - A parent conference will be held with teachers and Principal to understand the situation. After the 15<sup>th</sup> day a Doctors must be turned in for each absentees.

25 Absent Days - A meeting will be scheduled with parents, Principal, teacher and the student, to insure an understanding that all credits for courses may be forfeited depending on the reasons for the absenteeism and the course grades. The final decision lies with the Principal. The student maybe

retained in the same grade for the next school year. The next offense of absence will be served a warrant by an alderman, magistrate or justice of the peace.

### **TARDINESS**

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

### **DISMISSALS**

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

If a child becomes ill, parents / guardians will be notified and the child will be released from the School only with the permission of the administrator into the custody of authorized persons. No teacher may release a child to anyone without authorization from the Principal. Therefore, all students being dismissed early must come to the Office to be dismissed. **Parents must report to the Office and SIGN-OUT the student in the register.**

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

### **ARRIVAL AND DISMISSAL PROCEDURES**

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

- Church Street is a bus lane during arrival and dismissal of students.
- **The area immediately across from the School and Rectory is a "No Parking" zone during school hours.** Be cautious of illegal parking zones as these areas will be closely monitored by the police.
- All students riding a bus to school must board and disembark from the bus immediately in front of the School building.
- All parents who drive their child / children to school must enter the Church parking lot from Main Street only. Upon arrival, students should be dropped off between the Rectory and the School building (near the sidewalk on Church Street). **No student should be dropped off in front of the School building at any time of the school day.** Students should immediately enter the building through the main entrance. Drivers must exit the parking lot via the Church Street exit. This applies to all parents and visitors to the School.
- All students who walk to school should enter the building through the main entrance. As students are dismissed at the end of the school day, all students who walk to school and those who are transported by parents will be dismissed from the main entrance of the School at 2:40 p.m. Parents, however, are to wait for their child/children in the parking lot.

- Prekindergarten parents must enter the Church parking lot from Main Street only. Parents may park in the Church parking lot and walk their child into the Saint Scholastica Center. Prekindergarten children will be dismissed directly from the teacher to the parent/care-giver in the classroom.
- Students will be in sight of the dismissal teachers at all times and may only go with their parents or other care-giver.
- **The safety of our students is number one priority. Please familiarize yourself with this procedure and be patient as we work out any problems. Thank you for your cooperation!**

### DISCIPLINE

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

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

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

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

### BEHAVIOR CODE

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

### IN CHURCH

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

### IN GENERAL

Students are expected to:

- walk, never run, through corridors, up and down steps or anywhere in the building.
- no talking in the halls so that other classes in session will not be disturbed.
- use proper language at all times.
- respect the property of the school and the property of other students.
- refrain from chewing gum and eating candy.
- refrain from rough behavior.

### **IN THE CLASSROOM**

Students are expected to:

- observe the classroom rules as presented by each teacher.
- be responsible for submitting homework on time and in good condition.
- maintain a respectful attitude toward teachers and one another.

### **IN THE CAFETERIA**

Students are expected to:

- exercise good table manners; this means showing consideration for others.
- give cafeteria personnel and volunteers respectful behavior.
- keep the cafeteria area clean: the table, the chair, and the floor. Pick up the food or paper dropped on the floor.

### **AT ASSEMBLIES**

Students are expected to:

- maintain a respectful silence when others are speaking or performing.

### **ON THE BUS**

Students are expected to:

- never run or push while boarding or exiting the bus.
- remain seated at all times.
- keep book bag on the lap. Bags are not permitted in the aisle or on the floor.
- respect the bus driver and every passenger.
- talk in a low tone of voice.
- never eat, drink or chew gum while on the bus.
- never throw anything on the bus.
- observe safety rules at all times.
- respect each other and their belongs

### **ON THE PLAYGROUND**

Students are expected to:

- play safe games.
- stay in assigned area.
- respect teacher and volunteers on duty.
- be kind, considerate and helpful while at play.
- remain outside until the bell rings.
- be quiet when bell rings to reenter the building.

### **POSSESSION OF WEAPONS**

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 Pa. C.S.912. A tool, firearm, shotgun, rifle and

any other tool, instrument or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or is intended for such use.

### **DRUG AND ALCOHOL POLICY**

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

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

### **SEXUAL HARASSMENT**

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

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

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

### **DISCIPLINARY PROCEDURES**

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

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

3 REFERRALS = DETENTION

Written referrals will be issued when necessary to alert parents of improper behavior. Each referral will result in the deduction of seven (7) points from a student's conduct grade. The accumulation of any three referrals will result in detention. \* Please refer to the Referral Form in the Addendum of this Handbook.

SERIOUS INFRACTION = DETENTION

While three referrals result in a detention, detentions will be issued immediately for certain infractions.

2 DETENTIONS = IN-SCHOOL SUSPENSION  
PRINCIPAL / TEACHER / PARENT / STUDENT  
CONFERENCE

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

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

- Detentions are not served until the parents/guardians are notified.
- Detention will be held on Saturday of each week of the school year from 8:00 a.m. until 10:00 a.m. and will be monitored by two faculty members. Room assignment will be stated on the Detention Notice.
- Detention will be an Academic Study Hall for the student. He/she will be assigned school work during this structured time. This work may include the completion of homework assignments.
- When a detention is issued, students are to return the Detention Notice, signed by a parent, on the next school day. Failure to return the signed slip will result in another referral. Failure to serve the assigned detention will result in another detention.
- Parents are responsible for providing transportation to and from detention. Please be prompt.
- Students attending detention will be dismissed at 10:00 a.m. from the main entrance of the School.
- The principal is the final recourse in all disciplinary situations and has the right to add or waive any disciplinary rule or consequence for just cause at her discretion.

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

Reasons for which a student may be subject to detention, suspension or expulsion from school include, but are not limited to:

1. Infractions of school regulations, or the disciplinary codes applicable to the school.
2. Continued malicious disobedience or disrespect for authority.
3. Possession, use or transporting of any weapon or look-a-like weapon.
4. Possession, use, sale and/or conveyance of any controlled substance, drug, look-a-like drug, alcohol or anabolic steroid.
5. Assault or battery of a fellow student, teacher, administrator or and employee of the school.
6. Bomb threats.
7. False alarms.
8. Use of vulgar or obscene language or possession of obscene books, tapes or other lewd materials.
9. Possession of recording devices such as walkman, tape recorders, cd players, beepers, cellular phones in school or on buses.
10. Excessive absence or tardiness.
11. Fighting.
12. Disrespect toward the school in work or action.
13. Other inappropriate conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

In the event of an expulsion, the following procedure shall be used:

1. A time of suspension will first be imposed during which there will be private consultations of parents with pastor, principal, guidance counselor and teachers.
2. The final decisions concerning expulsion will rest with the principal. Before such administrative decision, the principal must consult with the pastor, appropriate local authorities and the Education Office of the Altoona-Johnstown Diocese.
3. A written report of the expulsion will be submitted to the Education Office.
4. The parent/guardian may within five school days of the decision of the principal to expel the student, appeal to the Education Office of the Altoona-Johnstown Diocese whose decision will be final.

### **BUILDING PEACEMAKERS**

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

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

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

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

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

### **COMMUNICATION PROCEDURES**

Communication among parents, teachers and administrators is important for student progress and for maintaining a healthy school climate.

**The proper line of communication in discussing any facet of your child's progress is to contact the teacher directly.** This may be done through a written message or by telephone. Teachers, who are unavailable during class hours, will return your call as soon as their schedule permits. Parents are always encouraged to contact the teachers before discussing situations with the Principal. If a satisfactory solution cannot be reached, the parents have recourse to the Pastor. Because of the interruptions in the teaching-learning process, spontaneous visits to the classrooms are not permitted.

Both home and school often depend on the student for faithfully carrying messages to and from school. The OLDEST child in each family will be responsible for carrying the communication folder home on a weekly basis. Parents are asked to sign the communication folder to indicate that the information (parent bulletin, calendar, menu, etc.) was received and read. The folder is to be returned to the homeroom teacher the next school day.

## **LUNCH PROCEDURES**

The School lunch schedule is as follows:

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

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

## **LUNCH PRICES**

Full price lunch	5 credits	\$15.00
	OR	
Full price lunch	paid daily w / cash	\$ 3.00

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

Reduced price lunch	5 credits	\$ 2.50
Reduced price lunch	paid daily w / cash	\$ .50
Milk (all types) 8 oz.		\$ .50

Snack items sold daily - prices posted in cafeteria.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD).

USDA is an equal opportunity provider and employer.

## **EMERGENCY SCHOOL CLOSINGS**

In the event that School is to be closed for any emergency reason, we will follow the Cambria Heights School schedule. Parents will be notified through the School Messaging system. On a two

hour delay school will start at 10:00 a.m.

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

### **MEDIA CENTER POLICY FOR STUDENTS**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Catholic Church. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should expect that files will be subject to review by appropriate school officials without prior notice.
3. The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violating copyright laws
  - Using another's password
  - Trespassing in another's folders, work, files or E-Mail
  - Games are prohibited unless assigned by a teacher for educational purposes
  - Intentionally wasting limited resources including the use of "chain letters" and messages broadcasted to mailing lists or individuals
  - Employing the network for commercial purposes
  - Revealing the personal address or phone number of yourself or any other person without permission from your teacher
  - Use of "chat" rooms which are morally inappropriate and violate Catholic doctrinal or moral teaching

**Violations may result in a loss of access as well as other disciplinary or legal action.**

**Saint Benedict School adheres to policies and procedures developed and enforce by the IS/IT team of the Altoona-Johnstown Diocese. Every student and employee of the School must complete the necessary forms prior to accessing technology at the School.**

## FIRE DRILL PROCEDURE

### SAINT SCHOLASTICA CENTER

S101 Proceed out the main entrance to the far side of soccer field  
 S102 Proceed out the emergency exit to the far side of soccer field

### SAINT BENEDICT SCHOOL BUILDING

#### BACK DOOR EMERGENCY EXIT

Room 104 Single file across the road to the cemetery  
 Room 205 Proceed down back stairs across the road to the cemetery  
 Room 202 Proceed down back stairs to area near rectory  
 Room 002 Up the back stairs to the area near the rectory

#### MAIN DOOR EXIT

Room 102 Exit main entrance, turn left, proceed to the far side of rectory  
 Room 101 Exit main entrances; turn right, across the road to the cemetery  
 Room 203 Exit main stairs, keeping right, out main entrance, to cemetery  
 Room 204 Exit main stairs, keeping left, out main entrance, to far side of rectory  
 Room 001 Exit main stairs, out the front entrance, to far side of rectory

#### FRONT EMERGENCY EXIT

Room 103 Exit side door, proceed to the right, cross to cemetery  
 Room 201 Exit side door, proceed to the right, cross to cemetery

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

#### GENERAL DIRECTIONS

- The teacher will take a class list and Lesson Plan Book. (Report to Principal if all students are accounted for.)
- The teacher with the class (music, computer, Spanish, etc.) must take the attendance and check if all students are accounted for.
- Move quietly and rapidly to the designated exit.
- Close all doors, turn out all lights, shut the fire doors at the exits.
- Wait in silence for the signal to reenter the School.

## TUITION

***Tuition: Kindergarten through Grade 8***  
***\$30 nonrefundable registration fee***

First Child	\$1700	+\$35 Computer Lab Fee, +\$25 Science Fee +\$10 Supply Fee
Each Additional Child	\$ 1200	+\$35 Computer Lab Fee, +\$25 Science Fee +\$10 Supply Fee
Students from Non-Feeder Parishes / Non-Catholics	\$5700	+\$35 Computer Lab Fee, +\$25 Science Fee

		+\$10 Supply Fee
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<b>Prekindergarten</b>	<b>\$30 Nonrefundable registration fee</b>
PK4 (M-F)	\$ 190 Monthly
PK4 (M-W-F)	\$ 118 Monthly
PK3	\$ 100 Monthly

**Monthly payment book will be issued.**

**PAYMENTS ARE REQUIRED BY 15<sup>TH</sup> OF EACH MONTH AUGUST TO MAY.** Those who cannot pay the required amount are to make an appointment with their Pastor. The figure at which they and their Pastor agree upon is kept confidential by both School and the family.

**In keeping with Diocesan policy, all tuition accounts must be current in order for students to participate in field trips sponsored by the School. Also, the family's Power School account will be disabled until payment is current. Tuition must be paid in full in order for children in Prekindergarten, Kindergarten, and Grade Eight before a child can participate in graduation exercises.**

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

Payments may be mailed to:  
 Saint Benedict School  
 119 South Church Street  
 P.O. Box 596  
 Carrolltown, PA 15722

**POLICY FOR DELINQUENT TUITION PAYMENTS**

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

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

**PARENT / STUDENT HANDBOOK**

**ACADEMIC YEAR 2018 - 2019**

**I have read and understand all policies and procedures in this handbook and agree to adhere to them throughout the upcoming academic year.**

\_\_\_\_\_  
**(Parent Signature)**

\_\_\_\_\_ **(Student Signature)**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Student Signature)**

**This form will be kept on file in the School Office for one year.**