



PARENT – STUDENT HANDBOOK

2022-2023

PRINCIPAL'S WELCOME

Dear Parents/Guardians and Students,

Welcome to the 2022 – 2023 School year!

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. For schools to operate safely and efficiently, you and your children must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. It is our hope that you find this handbook helpful to you. We encourage you to print it and place it in a convenient place at home, where it can be easily referenced.

Please understand that the goal of this handbook is to maintain an orderly, safe, and nurturing environment, where children can achieve optimum academic, social, physical, and spiritual growth.

We are all partners in this effort – everyone is responsible for their part in making our school community a positive place that promotes teaching, learning, and living as Jesus did.

After reading the handbook with your child(ren), PLEASE SIGN AND RETURN THE “PARENT/STUDENT HANDBOOK VERIFICATION FORM” BY TUESDAY, SEPTEMBER 6th.
This form is found at the end of the handbook.

Continued blessings in the year ahead,

Kimberly N. Stevenson

Kimberly N. Stevenson
Principal

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I. INTRODUCTION

VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS

The Vision for the Department for Catholic Schools is to promote and to sustain Catholic Schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

Philosophy of School

It is the aim of John F. Kennedy Catholic School to provide a Catholic, educational setting in which our students and their families can integrate Gospel values in daily living. We strive to create a climate in which each child can develop spiritually, intellectually, physically, emotionally, and socially, and in turn, enhance the world.

Each child will develop an understanding of Catholic Doctrine, Liturgy, the Sacraments, Sacred Scripture, and Personal Prayer to build a personal relationship with Christ.

All children will be provided with challenging, yet realistic goals to achieve their full potential. Individual learning styles and rates of achievement will be recognized.

Each child will receive guidance in developing sound attitudes and habits for both mental and physical health.

Each child will develop a Christian awareness of responsibility to God, family, parish, community, nation and world.

Mission Statement

John F. Kennedy Catholic School, and educational ministry of Immaculate Conception Parish since 1901, proclaims the values of the Gospel while serving families of the city of Washington and surrounding communities. Focused on meeting the needs of each student placed in our care, we strive to develop their spiritual, emotional, scholastic, and physical well-being. As educators, we spread the good news of Jesus while guiding our students to follow His way when making choices in life. Our mission is to provide an exemplary, Christ-centered educational program rooted in Catholic traditions within a loving and caring environment.

Nondiscrimination Policy

John F. Kennedy Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Catechetics (Religious Education)

Catechetics is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values in the classroom as well as throughout the school. A conscious effort is made to integrate catechetics into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning with simple prayers before and after lunch and at the end of the day.

An introduction each morning briefly sketches the saint or feast of the day or some aspect of the liturgical season. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to the civil holidays that have significance for our children.

Faith experiences are an integral part of catechetics. Opportunities for Eucharistic Liturgies, Reconciliation,

Stations of the Cross, classroom prayer and service to others are to be included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the Pastor and the Director of Religious Education, work with the teachers in the religious development and sacramental preparation of the students. Parent Preparation Programs for Reconciliation, Eucharist, and Confirmation are held during the year. These are parish programs and involve all eligible children and parents of the parish.

INSTRUCTIONAL PROGRAM

CONTINUOUS GROWTH APPROACH TO INSTRUCTION

The Catholic Schools located within the Diocese of Pittsburgh are committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage and the learning of the faith in the light of social teachings of the Church.

The Catholic School offers a strong traditional curriculum. In the "Continuous Growth Program" of the Diocese of Pittsburgh, students advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values.

Research indicates that children will achieve according to the expectancies placed upon them by their teachers and parents. Catholic schoolteachers place high expectation on all children so that all children are encouraged to achieve to the best of their ability.

This is particularly true in the skill areas of Reading and Math. The curricula for these subjects are so designed that students can advance through defined levels of competency according to their needs and abilities. Student achievement is evaluated at the students' grade level.

The goals of the Continuous Growth Program in Language Arts and Math are:

- to recognize and provide for differences in each student's growth patterns
- to provide an environment in reading and math classes that permits and encourages continuous progress
- to adapt the math and reading curriculum to each child so as to challenge maximum individual development
- to encourage students to exert effort so that they may experience success in their encounter with each school situation

ACADEMIC SUPPORT

We strive to be as inclusive as possible in welcoming all students for whom we can provide an appropriate education. Therefore, we implement the Diocesan Academic Support Model to assist students who are struggling academically and/or have been identified as a person with a special need. Parents may request information from the principal or the child's teacher.

CURRICULUM GUIDELINES

In the Catholic schools, quality academic education is dependent on an organized plan of basic content with special attention given to the integration of Gospel values.

Curriculum Guidelines for all subject areas are utilized by all Catholic elementary schools and are aligned to the Common Core Standards. The guidelines endeavor to give continuity to the teaching/learning process and are geared to meet the individual needs of students and to guide the teaching/learning process.

Flexible pacing is an important component of the continuous growth concept. This provision places students at an appropriate instructional level and then allows them to move forward in the curriculum as they achieve mastery of content and skills. Teachers will assess the instructional needs of students and provide differentiation through the use of small flexible groups.

Teachers, recognizing different learning styles, vary their presentation and assignments to provide for the individual needs of each child. Critical thinking skills, problem solving, and research techniques are a part of instruction. Enrichment activities are provided for all students, to broaden lessons presented.

SUBJECT AREAS

Catechetics/Religious Education

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent. In the school, a formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, "Growing in God's Covenant" contain a balance of doctrinal content, scriptural understanding, faith formation, prayer and worship experiences.

Goals and objectives are constant and consistent to enhance the spiritual formation and moral development of all students. A genuine, personal relationship with God and the response of worship and service are ultimate goals of the religious instruction. Liturgical and personal prayer are outcomes of the guidance and religious instruction provided. Opportunities for both communal and personal prayer are a daily priority. Careful planning and programming ensure a broad and deep understanding of authentic Church Doctrine. A variety of materials and resources are used to foster both spiritual growth and moral development.

Parents are encouraged to communicate in words and actions the Church's teaching concerning human sexuality. When adults respond to their sexuality in a love-giving manner they enable their children to integrate the Church's teaching concerning human sexuality into their own lives. The Catholic Vision of Love is the Diocesan Mandated Sexuality Program.

Language Arts

The language arts curriculum presents numerous opportunities for the integration of faith, culture and life by developing an awareness of the Gospel values. The philosophy inherent in the language arts curriculum is one of continuous growth, which recognizes and nurtures the God-given potential and learning style of the individual.

Language, as communication, enables one to become more perceptive through listening, observing and feeling. Language, as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development. An appreciation of literature enriches the student through the experience of skillful authors who vicariously open new worlds to the student.

Mathematics

It is our mission to enable all students to learn the skills, acquire the knowledge, and develop the attitudes in mathematics necessary for them to become morally and socially responsible citizens. The challenge is not only to meet and to exceed grade level expectations but to excite students to explore topics on their own, to develop proof for answers and to learn from one another.

Social Studies

In the Catholic School, Social Studies provides many opportunities for teachers to help students understand, appreciate, and learn how to live Christian social values.

The scope of the social studies curriculum includes elements of anthropology, economics, geography, history,

political science, and sociology, with emphasis on global awareness and values. An integrated interdisciplinary approach helps students develop a sense of relationship among the various social studies disciplines. A clear understanding of current events helps students to integrate the past with the present and prepares them for the future.

The Social Studies curriculum begins in kindergarten with an introduction to community helpers. It progresses in the primary grades to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth-grade level, both United States history through the Civil War and a study of the United States geographical regions are studied. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Social Studies prepares students for the future by instilling the importance of a value-oriented life perspective.

Science

The primary goals of the teaching of science in the Catholic schools in the Diocese of Pittsburgh are to develop a respect for the sacredness of all life, the pursuit of peace and order in the world, and an awareness of the responsibility to be co-creators of life-giving designs and protectors of the environment.

In the LabLearner program, students learn science through a series of inquiry-based, hands-on activities that identify and incorporate national science, math, and ELA standards. An integral part of the LabLearner program is the conversion of a school classroom into a fully functional, in-school teaching laboratory appropriate for physical, earth, and life science activities.

With all of the science equipment and materials necessary to complete investigations in one place, along with a standardized layout throughout the curriculum, it's easy for teachers to focus on what really matters – teaching science. The beauty of this program is that you have all the materials in one location. The teachers all know where to find everything and the program is written in such a way that every teacher is presenting the students with high quality science instruction.

LabLearner was designed to specifically address science, math, technology, engineering, health and language arts standards, and is a 100% hands-on method of teaching science. The program aims to increase student's experience with STEM components and to develop students' cognitive 'tools' as they approach science concepts, critical thinking, and problem solving in a lab environment.

A strong component of the LabLearner Program is on-site professional development provided by LabLearner Staff Scientists. Science and math content as well as effective science teaching strategies appropriate for preK-8 students are delivered in hands-on, engaging sessions. In addition, teachers in preK-8 receive access to a specially designed website (LabLearner Teacher Portal) that includes curriculum updates, videos for laboratory equipment and set-up, tips from other teachers for classroom logistics, and additional content related web resources.

LabLerner will take our school to the next level, allow our students to experience STEAM in a new way and help our hard-working teachers to execute the program effectively.

Students in grades 7-8 submit a science project yearly. The 7th and 8th grade students many take part in Pennsylvania Junior Academy of Science.

Science, Technology, Engineering, Art and Math **STEAM** will be added to the science curriculum. Through STEM education, students learn to become problem solvers, innovators, creators, and collaborators.

World Languages

Because the Church is universal and embraces all people, regardless of race, nationality and financial status,

the Catholic school encourages the study of world languages and other cultures. World language students learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading and writing. A variety of materials and methods are used for instruction. John F. Kennedy Catholic School offers Spanish in grades K-8.

Physical Education

Physical education is a vital component of the curriculum, which assists students in identifying their physical strengths and weaknesses and encourages them to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

Health

The Health for Success curriculum presents information at each level of development to help students make wise, moral decisions with respect for the God given Gift of life. The health curriculum places holistic emphasis on wellness, fitness, behaviors, and skills for healthy, active living. Education and health for children are inextricably intertwined. Students then have the benefit of sustained learning for reducing health-risk behaviors and enhancing health--promoting behaviors.

Fine Arts

In the Fine Arts program, students can deepen their awareness of God's gift of creation and to respond creatively to the beauty and goodness of the world through music, art and drama. Instruction in the Arts contributes to the development of the whole person, promotes individual expression, allows experimentation with diverse materials and elements, enables exploration and appreciation of the works of other students and major artists and musicians, develops an awareness and sensitivity toward the environment, and finally promotes a deeper understanding of heritage and culture.

The Fine Arts curriculum provides a holistic approach to education that incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

Library

The school library exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning where the use of all resources correlates with the school curriculum to intensify and individualize a child's educational experiences. The Library is an integrated part of the total curriculum and is an essential element in the development of lifelong learning skills for students.

The integrated approach permits students to develop library skills as the need for these skills naturally emerge from the curriculum. The librarian (or information specialist) and classroom teacher are partners in the instructional process. They plan and implement these activities so that the goals of both the content area and the library program are achieved.

Our children are living in the "connected age". A primary objective of education is to learn how to identify, locate, organize and share needed information in a clear, concise, and persuasive manner. As technologies change, students need to develop skills to manage and communicate information. The school library (media/technology center) program is the vehicle that provides opportunities for students to achieve these skills and to foster a life-long interest in learning.

The school library is open daily. In the primary grades and intermediate grades books are checked out for one week and a fine of \$.10 a day is charged for overdue books. Lost or damaged books must be paid for or you may purchase that same book.

Technology

Technology instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of

information, and many other aspects of the curriculum.

Since the Continuous Growth Philosophy guides instruction in schools of the Diocese, students are led into phases of computer instruction according to needs and abilities.

Teachers of computer literacy look beyond hardware and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility, and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

Acceptable Technology Use Policy

This guideline is established to ensure understanding and application of John F. Kennedy Catholic School Internet Use Policy. The school reserves the right to amend these guidelines at any time. It is understood that the administration will inform parents/guardians of any changes made in these Guidelines via the school's monthly newsletter. **Students' parents and/or guardians are required to review these guidelines with their child(ren) and complete and return the attached parent/guardian consent form at the back of the Handbook.**

This guideline includes, but is not limited to, the following areas:

- Information and news from a wide variety of sources and research institutions
- Public domain and shareware software of all types
- Discussion groups
- Access to any educational institutions and libraries.

Etiquette

All Students are required to:

- Be polite when sending written messages to others
- Use appropriate language is expected in all messages
- Avoid anything pertaining to illegal activity
- Protect information, personal or otherwise
- Respect others' access to the internet
- Remember that deleted materials can be retrieved.

The following actions, which are not inclusive, are considered unacceptable actions:

- Placing unlawful information on the Internet
- Using the Internet for non-school related activities
- Sending messages that are likely to result in loss of the recipients work or systems
- Using the Internet for commercial purposes
- Using the Internet for political lobbying
- Sending or receiving copyrighted material without permission.
- Plagiarism
- Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
- Circumventing security measures on school or remote computers or networks
- Vandalism
- Falsifying one's identity
- Using the Internet to harass another person.

An Internet Use Agreement must be signed annually.

TESTING PROGRAM

Standardized tests, textbook tests, and teacher-made tests are administered to students throughout the year. These assessments require students to synthesize information, apply what they have learned and demonstrate their understanding of what has been taught.

Achievement Tests

Students in grades 2-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program for grades 2-8 is a cognitive abilities section, which helps compare a student's achievement with other students of the same age, grade, and ability. If a child is absent due to illness, every attempt will be made to enable the child to make-up the tests. However, since the tests must be returned within a two-week period, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, we ask parents not to schedule trips or appointments during the time of standardized testing.

Math CDT Tests

Math CDT Tests are administered 3 times a year to students in Grades 7 & 8. These tests determine if the student is making progress towards grade-level expectation. This test is administered at the end of each 9 week period.

Acadience Math is a screener used to measure the achievement of mathematics skills from kindergarten through sixth grade. This test is administered three times a year (September, January, and May). As part of this commitment, our school has chosen to use an assessment called Acadience™ Math to help us examine how your child is doing in learning important mathematics skills. Acadience Math assesses skills that are necessary for learning mathematics and is made up of short assessments. Each assessment focuses on a different mathematics skill(s) and which assessment is given depends on the grade of your child.

Acadience Math is used only as an indicator of mathematics proficiency. Much like using a thermometer to take a child's temperature as an indicator of overall health, each assessment is an indicator of how well a child is doing in learning a mathematics skill. The scores tell us whether a child is likely to be "on track" for learning mathematics or whether a child may need some additional help in learning important mathematics skills. Your child's teacher will use the information to better help your child. For example, results from an Acadience Math test may tell us that we need to spend more time teaching your child how to perform basic mathematics computation.

Acadience Math is used to identify children who may need extra help to become good mathematicians and to check up on those children while they are receiving extra help to make sure they are making progress. Acadience Math may also be used to make decisions about how well our school's overall mathematics program is working for every child. Acadience Math will not be used to grade your child. We are working hard at school to make sure that every child is on target for success, and we thank you for your efforts at home.

Pennsylvania Keystone Algebra Exam

The Keystone Algebra Exam is end-of-course assessments designed to evaluate proficiency in academic content. Students must demonstrate proficiency on the Algebra I if they are attending a public high school. This test comprised of 2 modules will be administered at the end of May.

Acadience Dibels Reading Assessment

DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills and is comprised of six measures that function as indicators of the essential skills that every child must master to become a proficient reader. The DIBELS measures are used to regularly monitor the development of early literacy and early reading skills. DIBELS was designed for use in identifying children having trouble in the acquisition of basic early literacy skills, to provide support early and prevent the occurrence of later reading difficulties. The test is given to students in grades kindergarten – 6th grade three times a year. (September, January, and May)

AUXILIARY SERVICES

The following services are offered through the Intermediate Unit 1

Remedial Reading and Math (Title I)

The federally funded Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Referrals for the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

Act 89 Services

Intermediate Unit personnel work with and provide support to students in remedial math and reading. These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed.

Speech/Language

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills which directly impact social and academic interactions.

Educational Psychological Testing

Educational Psychological testing is available through the student's school district by parent request or at the recommendation of the teacher in consultation with the principal. Results are formally reported to parents, principal, and teachers along with a list of recommendations made by the psychologist. **This information is kept confidential** and is not shared with anyone without parent permission.

Counseling

A certified counselor provides individual and small group counseling sessions to children in grades K-8. Children are referred by parents, principal, teacher, and through self-referral. Children may see a counselor once without parent permission or knowledge. After that, individual counseling requires parent permission.

Guidance

The Guidance Curriculum is integrated throughout the curriculum. Its goal is that all children will develop self-understanding and a feeling of self-worth. Teachers, play an important role in helping the student comes to an understanding of his/her personal strengths and weaknesses and in developing self-confidence. The service of a guidance counselor is available on a limited basis. Psychological testing can also be requested. School personnel are aware of mental health agencies located in the neighborhood.

Developmental Guidance Program

At John F. Kennedy Catholic School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Intermediate Unit 1 will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based according to the needs of the classroom.

Student Assistance Program

The Student Assistance Program (E-SAP) was established by the Commonwealth of Pennsylvania by Act 211 of 1990. It is a program of prevention, intervention, and support for students in grades K-12. The members of the team are the principal and faculty members of the school who have received special training through approved agencies.

The program exists in order to promote the growth and development of the child. The team members work with students who are experiencing behavior difficulties which impact their social, emotional, and educational progress.

Referrals for the program are made by faculty and/or parents. Once a referral has been received by the team,

classroom teachers are asked to complete a form which helps identify the behaviors. The team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies.

Team members maintain all information regarding students and their families under **safeguard of privacy and confidentiality**. Access is limited to those who have a legitimate educational interest.

CURRICULAR RELATED

Assemblies

Assemblies are held throughout the school year. The assemblies are planned in conjunction by the principal and faculty with a focus on education.

Field Trips

Every class is permitted one field trips during the year. Each student must have a signed permission slip before he/she is permitted to participate. A fee will be assessed to cover the costs for the field trip and transportation. Field trips are a PRIVILEGE which may be denied to any student at the discretion of the principal and teacher.

Guidelines for both students and chaperones are in effect for each field trip. A copy of the student guidelines will be sent home by the teacher so that the parent may help reinforce the guidelines presented. **Parents must have completed all diocesan requirements to be a chaperone**

Homework

A reasonable amount of homework, according to grade level, is of great educational value and so is assigned every day. Assignments are not always written. Study and memory work are frequently given. Homework is assigned on a regular basis for the following reasons:

- enrich school experiences
- provide practice and review
- develop good study habits
- teach responsibility, and
- foster originality

Parents can assist students with home assignments in the following ways:

- Provide a quiet spot away from the television, telephone, or other distracting elements;
- Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness.
- Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment.
- If the child says there is no homework too often, the parent/s should consult the on-line grading system.

If, for some reason, the child cannot complete an assignment, the parent should inform the teacher by written note stating the reason. Arrangements should be made as soon as possible to make up incomplete assignments. The Diocese recommends the following time schedule for home study:

Primary (Grades K-2)	10-30 minutes
Intermediate (Grades 3-5)	40-60 minutes
Upper Elementary (Grades 6-8)	70-90 minutes

At the discretion of the teacher, homework is not generally assigned on weekends.

DAILY PRACTICES AND POLICIES

ADMISSIONS/REGISTRATION POLICIES

John F. Kennedy Catholic School admits students of any race, gender, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate based on race, gender, or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Students can be admitted with a disability, if with reasonable accommodation, the student can meet program requirements. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.

Official certificates of birth and baptism are required at the time of registration. Students entering Kindergarten are required to take a readiness test and must be five years of age by September 1. Those registering for grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school. A mini battery will be administered to all new students to verify placement. Grade level and academic group determinations are made based on school records.

Immunization records must be complete before any child may enter school. Children in all grades K – 12th grade need the following immunizations for attendance:

- 4 doses of diphtheria, tetanus, and acellular pertussis (MMR) 1 dose on or after 4th birthday
- 3 doses of polio vaccine (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 3 doses of hepatitis B
- 2 doses of measles, mumps, and rubella (MMR) 2 doses of varicella (chicken pox) or evidence of immunity

7th – 12th Grade Additional immunizations requirements for attendance.

- 2 dose of meningococcal conjugate vaccine (MCV)
 - First dose is given at 11 – 15 years of age.
 - Second dose is required at age 16 or entry into 12th grade. If the dose was given at 16 years old, only one dose is required.
- 1 dose of tetanus, diphtheria, and acellular pertussis (Tdap)

ATTENDANCE

Regular attendance at school is a major factor in determining academic success. Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are related to an existing medical condition. Students absent for more than thirty days during the academic year may be denied academic promotion.

Parents should call the school and leave a message on the student call off each day that a child is absent from school. Kindly report your child's absence by 10:00am. Give the child's name, homeroom teacher, and reason for the absence. Homework request can be left here also. Homework requests will not be taken after 9:00 A.M. to give the homeroom teacher ample time to get assignments ready.

Absences from school are defined as either Excused or Unexcused according to guidelines from the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, recognized religious holidays, and urgent reasons, such as a death in the family or a court appearance.

The state guidelines also permit an excused absence for educational trips if a request is sent to the school prior to the dates of the trip. If no prior notice is received, the absence is classified as Unexcused.

A student is responsible for making up work when absent from school and for completing satisfactorily the courses of study prescribed by the State and the Department for Catholic Schools.

Parents must call or email the school office by 9:00am on the first day that a child is absent from school, giving the child's name, homeroom teacher, and reason for absence. Unless the absence will be for an extended period, please make arrangements with another child to have assignments brought home. **A note must be sent to the classroom teacher on the day your child returns to school explaining their reason for the absence and the date which they were not in school. If a note is not received your child will receive an unexcused absence.**

- Students must be in their homeroom by 8:05 or they are considered tardy.
- Students must have a written excuse for every absence or it is unexcused. This is the teacher's responsibility to follow up with the parent if an excuse is not sent in.
- If a student is absent for 3 consecutive days, they must have a doctor's excuse to return.
- If a student has more than 10 absences, they are required to have a doctor's excuse after each absence.
- It is the teachers responsibility to notify the office once a student misses 10 days of school.
- Parents must call their child off and leave a message on the sick child line on the phone. They need to leave the child's name, grade and reason for absence.
- Student attendance, whether present partially in the morning/afternoon, is marked as follows:
- Student in attendance less than 2 hours: ABSENT – FULL Day
- Student in attendance for 2-4 hours: ABSENT – ½ Day
- Student in attendance more than 4 hours and less than 7 – will be marked Tardy (AM) or Early Dismissal (PM) depending on either morning or afternoon arrival/departure.
- A vacation is an excused absence as long as you receive notification prior to the absence
- All daily assignments should be sent to the office before dismissal.

According to the Pennsylvania School Code, Section 1332, "The absence of any pupil who remains out of school with or without his parent's permission and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate."

Upon returning to school from an absence, a student must submit a written excuse to his/her homeroom teacher as required by state law. If this excuse is not submitted within three days following the absence, the absence will be classified as Unexcused.

A written note should be given to the teacher/principal for the following reasons:

- Following an absence
- Excuse from gym class
- Permission for out of school appointments (Child is expected to return as soon as possible.)
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early Dismissal

Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are relating to an existing medical condition.

Vacationing during regular school days is not encouraged. If circumstances make it necessary, a note is to be

sent to the principal and teachers in advance. The principal signs the note and returns it to the teachers. The signature in this regard does not convey approval or permission, but only an acknowledgment of the parents' decision. Teachers are not required to give assignments until the student returns. **Vacations taken during the week of Iowa Testing will result in an unexcused absence for the student.**

Early Dismissals/Early Arrival/Late Pick-up

Parents should make every effort to schedule appointments at a time when school is not in session. Children who leave school before 9:30am will be marked absent for a full day. If a child arrives at school after 9:30am he/she will be considered absent for a ½ day. If a child leaves before 1:00 pm he/she will be considered absent a half day.

Students arriving before the stated time of arrival and/or remain after the time normal supervision ends, will be placed in extended care and their parents will be billed at the standard rate.

Early Dismissal Procedure: If your child has an early dismissal you must send a note to your child's teacher the day before or the morning of the appointment. Your child will be waiting in the office for you. You will sign your child out at the sliding window at the entrance of the school. Just a reminder it is best to schedule appointments after school hours when possible.

Security Reminder: If you are volunteering at the school after signing in at the office, you are asked to report directly to the area designated on the sign in sheet. Please do not stop by your child's classroom or roam the hallways.

If a child is to be excused from school during ANY PART of the regular school session, A WRITTEN NOTE STATING THE REASON IS REQUIRED BEFORE THE REQUESTED ABSENCE. THE NOTE IS TO BE SENT TO THE SCHOOL OFFICE FOR APPROVAL BY THE PRINCIPAL ON OR BEFORE THE DAY OF ABSENCE. After the note is signed a student is released from school ONLY to the parents or OTHER AUTHORIZED persons who meet the child at the office and sign him/her out at the authorized time.

A written excuse should be given to the teacher/principal for the reasons listed below.

Following an absence, vacation, excused from gym class, attending a funeral, Permission for out of school appointments (child is expected to return when possible), change of plans in leaving school (bus, ride or walk), and early dismissal.

DAILY SCHEDULE

7:45 AM	School doors open. All students enter through the main entrance.
8:00 AM	All students must be in classrooms for attendance, lunch count, etc.
8:05 AM	Opening prayer
8:15 AM	AR
8:30 AM	1st Period
11:30 AM	Half day Preschool dismissal
11:45 AM	Half day Kindergarten dismissal
11:15 AM	Lunch: Grades 6-8, 2-3
11:55AM	Lunch: Grades K & 4, 1 & 5 PK
2:15 PM	Full day Preschool dismissal
2:40PM	End of last class (K-8)
2:45 PM	Dismissal

CAFETERIA

John K. Kennedy Catholic School participates in the Meals Plus Lunch Program. The cost of a lunch is \$3.50. Milk, water, apple and orange juice can also be purchased. A-la-carte items are available daily. In the case of a staffing emergency, parents will be notified and told that all students are to bring a bag lunch. Milk and water

will always be available to purchase. All students must bring or buy a lunch. Those bringing a lunch may purchase milk or other available beverages. Students spend 20 minutes in the cafeteria and 20 minutes on the outside playground, weather permitting.

The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

- Remain seated unless disposing of garbage, etc.
- Refrain from abusing food; your own or that of others.
- Always walk while in the cafeteria.
- Refrain from shouting or screaming; enjoy the company of those nearby.
- Be courteous and respectful to all those helping during the lunch period.
- Do not take food from the cafeteria.

DRESS CODE

John F. Kennedy Catholic School is a Catholic elementary school which maintains the right to establish a uniform dress code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This Dress Code was developed for the following reasons:

- promote a Christian atmosphere;
- free children for academic concentration;
- de-emphasize competition among children regarding clothing;
- allow more economical dress for school, and
- provide some choice to accommodate individual differences.

This Dress Code is required of all students in all grades, kindergarten through eighth grade. This policy is intended to maintain a standard of dress that is neat, economical, modest and attractive. The dress code is located at the end of the handbook.

DRESS UP AND DRESS DOWN DAYS

At least once each month John F. Kennedy Catholic has a special dress day. Students are to dress appropriately. Shoulders must be covered. **Jeans must be free of holes, t-shirts must not have inappropriate sayings or graphics, tops worn by girls must not be short waisted or low cut. No leggings in grades 5 -8 unless a long top is worn. No short shorts are permitted. Short length must be at the child's finger tips.** Inappropriate dress on these days will be determined by the principal and student will have to wear the school uniform for the next dress down or up day. After 2 offenses the student will be required to wear their uniform every day.

UNIFORM EXCHANGE PROGRAM

The Uniform Exchange Program is a service that John F. Kennedy School offers to all who attend the school. Using the uniform exchange is a great way to clothe your child in previously worn uniform attire at no cost. Here is a brief overview of how the program is set up to function:

1. Gently used uniforms are turned into the school.
2. All pieces are inspected, inventoried, and cataloged.
3. Requests are made and items will be sent home with your child.

It is not necessary to have an exchange or clothing donation in order to use the Uniform Exchange. All are welcome. We do ask you return or exchange good, outgrown uniform clothing so we can continue to serve as many students as possible. Please use the Uniform Exchange Turn-in Form with your donated items. The Uniform Exchange is located at in the Middle School building, however, it is not necessary for you to come personally to the school.

You may make a uniform request by filling out the Uniform Exchange Request Form and sending it to Attention

Uniform Exchange Volunteer. Items you request will be sent home with your child within 5 business days. If the items do not fit your needs, please return them to the school and they will be placed back in available inventory. You can also bring your child in on the days the Uniform Exchange is open to try on items. The Uniform Exchange operates on a first come/first serve basis. We do our very best; however, we cannot guarantee availability of all items. If an item is not available, your request is placed on a "needs" list. You will be sent the item when and if it becomes available. If you do not receive an item, it is not yet in the Uniform Exchange. There is no limit to the number of request forms that you can submit within the school year. Please use the attached sheet for turn-ins and requests (additional copies are available on school website). All uniform requests must be in writing, please remember to add your e-mail address in the event we might have questions. See Form in back of the Handbook.

BIRTHDAYS/ PARTY INVITATIONS/PARTIES

Please do not send party invitations to school to be distributed for your child's birthday. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl or all students in your child's room are invited. **All treats sent into the school must be healthy and nutritious.** This is a Diocesan policy and it must be followed. If a treat does not follow these guidelines it will be sent home.

Class treats for birthdays should be distributed during lunch or recess. Birthday treats which are healthy and nutritious or nonedible items such as pencils, stickers, bubbles, etc. can be sent in for children in grades **K- 4th**. It is extremely important to acknowledge any food allergies in the classroom. The classroom teacher has the right to withhold treats that cannot be given to every student in the class. All children in grades K-8th may dress out of uniform on their birthday. Please be sure that clothing is within school guidelines. All students in grades 6-8 that have gym class on their birthday, must wear appropriate gym clothing or dress down the day after their birthday. **Treats may be sent in for parties on special occasions during the school year. No other instructional time should be used for parties without the principal's permission.**

BEFORE SCHOOL CARE AND AFTER CARE

John F. Kennedy School offers a Before School program for parents who need childcare in the morning and after school. The program will begin on August 29, 2022. The yearly registration fee for one child is \$25.00 and the family rate is \$35.00. The morning care program is available beginning at 7:00 A.M. and ends at 7:45A.M and the after-school program times are from 3:00 PM to 6:00 PM for a fee. The cost of the program is \$6.00 for the 1st hour, \$4.00 for the 2nd hour and \$3.00 for the last hour.

Each child using the program must complete the Child Health Report form, registration form and pay the registration fee before the program can be used. Families will be billed monthly via email. Families will be billed at the beginning of each month for the prior month's services. Payment is due on the on 15th of each month if not received the balance will be added to your Smart Tuition and your child will be removed from the program for 1 month. Non-sufficient fund checks will be charged a \$40.00 fee.

Please keep a copy of your monthly invoice details which follow you bill on the email for your taxes.

TEXTBOOKS/SCHOOL SUPPLIES

John F. Kennedy Catholic School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious nature. A form requesting permission to have a child use these books must be signed by a parent and kept on file in the school office. Students are responsible for the condition of the books given to them. Students will be required to pay for a book if it is damaged or lost. Books taken to and from school are to be placed in a book bag.

For the convenience of families, supply lists are available each June for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements. Items not easily available elsewhere, such as primary tablets, will be sold at school. A small number of basic items will be available for sale during morning homeroom period.

EMERGENCIES

Emergency Cards

At the beginning of each school year, parents are required to complete a Student Emergency sheet. It is imperative that the school be able to reach a parent in case of illness or an emergency. It is also important to list the names of others who can be contacted should a parent be unavailable. Please keep the card updated by notifying the office of changes.

Emergency Closings and Delays

Emergency Dismissals

In the event we would be required to dismiss school early, this information will be announced on Option C. The school will follow the Emergency Plan form which you submitted to the school office. Be sure to keep a copy of your plan so that you are aware of the plan you created. Plan must be enforced for the children's safety. Do not call the school office with dismissal changes during an emergency dismissal.

If inclement weather or some other emergency requires that school be delayed or closed, this information will be announced via parent notification system, radio, and/or television. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

In the event the school has a two-hour delay, all children should report to school at 10:00am. If a district does not have a delay, the children from that district will follow their normal bussing schedule. If a public school has a delay when the school does not, those children may follow the delayed bussing schedule unless the parent/s can bring them.

PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

Modified Kindergarten Schedule

When John F. Kennedy Catholic School has a two hour delay all half and full day students will report to school by 10:00 A.M. At 12:30 PM the half day students will be dismissed. You will pick up your child at the car rider doors as usual. The full day students will report to the cafeteria at 12:30 PM for lunch and be dismissed at the regular time of 2:35 PM.

11:30 A.M. Dismissal for a Two-Hour Delay

In the event of a two-hour delay on a day in which we have an 11:30 AM the dismissal scheduled for a faculty meeting the following procedure will occur. The students will arrive at 10:00 AM and will be dismissed at 2:45 PM. The faculty meeting will be cancelled.

If you do not receive a call that JFK is delayed or cancelled, but the name your public-school district which provides your child's transportation is, only those children should follow the delay or cancellation. Children who ride the buses of other districts who are not delayed or who are driven should arrive at the normal time. PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

TRANSPORTATION

It is important that the school know the ordinary means by which each child arrives and departs daily. A note is to be sent when a change is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus.

Bus

Students who live more than a 10-mile radius from John F. Kennedy Catholic School are eligible to be bused to the school. Those who live along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. Students are expected to remain in their seats at all times. This ensures their safety and the safety of others.

If improper conduct occurs, the driver prepares a report which is sent home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently. This will result in the student's losing bus privileges. The parent will be responsible to make other arrangements for transportation.

Transportation is provided for the student by the school district in which they reside. They cannot ride on another school districts bus. However, a child can go home with a friend as long as they reside in the same district and send in a note from the parent to the school office.

The following bus rules are to be obeyed:

- Use only the bus and bus stop assigned. Only the Department of Transportation can authorize changes.
- Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored
- Keep head, hands and feet inside the bus. Do not put anything out the window of the bus.
- In vehicles where seat belts are available, use them properly.
- Observe the same conduct as in the classroom. Quiet, respectful talking is permitted. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
- Keep the bus clean; do not eat, drink, or chew gum on the bus.
- Cooperate with the driver. Any directives of the bus driver in addition to the above are to be followed.

CAR RIDERS Drop- off & Pick-up Procedures

Car Rider Drop-Off: Morning Drop Off: Students in Kindergarten – 8th grade may begin entering the building through the main entrance door at 7:45am. Children must be inside the school by 8:00 am to avoid being tardy.

Preschool parents should report to the door no earlier than 7:45am. The classroom aides will be at the door until 8:00am to admit students. Parents of kindergarten and preschool children can walk their children to their classroom for the 1st week of school after that you will kiss them goodbye at the car rider doors.

Dismissal: Students in kindergarten – eighth grade will be dismissed at 2:45pm and preschool children will be dismissed at 2:15pm through the playground door.

Car Rider Procedures: At John F Kennedy Catholic School, your child's safety is our greatest concern. We recognize that life is extremely busy, but we also know that putting a child at risk is never excusable. To ensure all children's safety, please help us by adhering to the following procedures.

Drop Off:

- Please form two lines and pull up to the crosswalk.
- A staff member will be on duty to ensure the line moves quickly and that your child safely enters the building.
- Do not use the drop off location as a parking spot or for communication.
- Children need to be ready to disembark. You may, however, park your car in the parking lot and escort your child into the building if they are in Preschool.
- It is important to remember to park only in the designated parking spaces. Do not create your own.
- Having a 15-minute window for drop off you cannot wait until the last minute to arrive because there will be a line. The doors will close promptly at 8:00am for grades kindergarten – eighth grade students. After 8:00 you will need to walk your child in through the main door and sign your child in. Preschool parents should begin student drop off at 8:00am – 8:10 am.

Car Rider Pick Up: Please use the map for the daily dismissal traffic pattern. Please use the map for the pickup area according to your child's last name.

- Do not exit the vehicle. The teacher will load your child(ren) into the car.

STUDENT ACTIVITIES

Assemblies: Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the principal and faculty with a focus on education.

Athletics

Most sports are offered at all levels, beginning with instructional teams in the primary grades and continuing with separate boys' and girls' developmental, junior varsity and varsity teams at upper levels. Fund raising for all teams is provided almost entirely through refreshments sold at games and during the summer programs and tournaments. The Athletic Association holds organizational meeting several times during the school year.

Basketball, wrestling, volleyball, cheerleading, track and cross country teams are school sponsored and involve students from John F. Kennedy School. All sports programs are the responsibility of the Principal. The President of the Athletic Association is accountable to the Principal. Coaches are selected by the Athletic Association, approved by the Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic School Sports Programs guide the policies. Bylaws of the Athletic Association are made available to all parents on our website.

Instrumental Music:

Band:

Band instruction is available for a fee for interested students from grades 4-8. The Diocesan Program dictates the monthly fee annually. The instruments are rented with the option to buy. Small group

lessons are provided one period a week and practice is held once a week. The periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested children and their parents.

Fine Arts:

Students in 3rd through 8th grades have the opportunity to participate in the school musical.

Student Council:

The Student Council serves as an experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, acts as a clearing house for student activities, and seeks to interest students in school affairs. The council is made up of representatives from grades 4-8. Student Council members must be willing to attend 7:00 meeting prepare and participate fully in Student Council projects such as Catholic Schools Week, Spaghetti Dinner, and other community events.

HEALTH AND SAFETY**HEALTH ISSUES****School Nurse/Nurse Practitioner**

A part-time school nurse is assigned to John F. Kennedy Catholic School each year from the Washington School District and is present in the building as time allows. She is available in any emergency situations. The nurse has the following responsibilities:

- Maintain updated health records
- Make sure all immunizations are current
- Conduct vision screening
- Conduct scoliosis screening
- Work in conjunction with the speech therapist for hearing and speech screening
- Assist the school in appropriate health education
- Contact parents/guardians if any health problems arise
- Make arrangements for physical exams for 6th graders

It is the parents'/guardians' responsibility to secure proper medical treatment, as it is needed.

Dentist/Dental Hygienist

The Dentist/Dental Hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3rd and 7th. These grades were selected because they represent critical periods of growth and development in a child's life.

We recommend that your family dentist do these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the previous six months. These forms are given out to the students before school ends so that appointments can be scheduled over the summer.

Illness

It is often difficult to decide if a child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for 24 hours.

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Parents are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

Accident and Injury

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child's safety and comfort, as well as the effective operation of the office, which emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported immediately.

Medication

Whenever possible, medicine is to be given at home, and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours.

If medicine must be administered at school, the following guidelines apply:

- The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
- Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
- Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

SAFETY ISSUES

Asbestos Notice

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the PA Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the school office.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff have received two (2) hours of Awareness Training and conduct a periodic surveillance twice a year, in December and June.

Fire Drills

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No one—teacher, student or other personnel—may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal. Misbehavior during fire drills is a very serious offense and will be dealt with immediately.

Weather Emergency Drills

Weather emergency drills are practiced yearly. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Staff assists handicapped students.

Emergency Drills

Lockdown, evacuation, reverse evacuation drill will be practiced for on a monthly rotating basis. Students must follow the requirement of each drill.

School Locker Searches School lockers are the property of John F. Kennedy Catholic School. The use of lockers is a privilege, not a right. Students shall have no expectation of privacy therein as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities.

Safe Environment Program

The purpose of the Safe Environment Program (SEP) of the Diocese of Pittsburgh is to take reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children. Adults (18 or older) volunteering with children at John F. Kennedy Catholic School must be compliant in the requirements of the safe environment policy. You cannot volunteer in way at the school without these clearances. A complete set of instructions can be found in the back of the Handbook.

Security/Visitors

All doors to the school will be closed and locked during school hours. Parents and visitors should use the buzzer on the main school door to gain entrance to the building. For security reasons, anyone entering John F. Kennedy Catholic School is to report to the office regardless of the purpose of the visit. For the safety of all students, a visitor's badge must be worn. Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school.

Any articles or items that a student forgot, should be left in the school office. This will eliminate any unnecessary interruptions to classes and instruction.

Playground

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and volunteer monitors. Organized play is encouraged. Rough games are not permitted.

Students are never to leave the playground area without the permission of the principal and the

knowledge of the playground monitor. In case of illness or accident, the student is to report to the school office.

Lunch monitors have the responsibility of enforcing rules. They are to be obeyed and treated respectfully. When the bell rings to end the playground session, the students will be met by their homeroom teacher and taken to their classrooms in silence.

It is very important that the students are being physically active every day. Outdoor recess will occur if the temperature is 32 degrees or above and dry. Please be sure to dress your children appropriately.

The following rules are to be observed on the playground:

- Not to re-enter the building unless for an emergency
- Display good sportsmanship and exercise self-control
- Play in assigned areas.
- Stay on school grounds (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly.
- Stop playing at once when the first bell rings and walk quietly to line when the second bell rings.

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed:

- Stay in seat.
- Engage in quiet activities.

DISCIPLINE

John F. Kennedy Catholic School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance, not a form of punishment.

Every teacher and staff member share the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self-control, and accept responsibility and consequences for inappropriate behavior.

A Christ-centered school environment fosters the following behaviors:

- Recognizing and fostering the uniqueness and dignity of each individual
- Nurturing respect in all relationships involving school and parish community
- Developing a sense of rights and responsibilities and commitment to the entire school and parish community.

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

Guiding Principles

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth.
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

Expectations

As a matter of safety, students are expected to behave in the following manner:

Before school

- dress according to the school dress code
- gather in the designated area
- engage in quiet conversation
- line up quietly when the school bell rings

In school

- walk quietly through the halls
- use proper language at all times
- follow the dress code for school days and dress up/down days
- respect school property and the property of other students
- have a note from their parent/guardian if they change their mode of school transportation

In the classroom

- follow the classroom rules of each teacher
- be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- have a respectful attitude toward teachers and one another
- be responsible for appropriate supplies
- be honest in all communications
- use computers and school equipment appropriately
- refrain from chewing gum
- leave or do not enter a classroom at any time without a teacher or designated adult present

During recess

- refrain from reentering the building unless for an emergency
- display good sportsmanship and exercise self-control
- include all classmates in play activities
- play in assigned areas only
- stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds).

- use equipment properly
- avoid throwing harmful objects
- obey the directives of playground monitors, courteously and promptly.
- stop playing at the first bell and walk quietly to the designated area when the second bell rings

During lunch

- remain seated until finished eating and the "recess" bell rings
- clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- obey cafeteria monitors at all times
- speak in a conversational tone
- walk at all times

After school

- follow dismissal procedures
- walk to assigned place to wait until bus or car ride arrives
- avoid running or playing games on the school grounds
- leave the school grounds immediately
- sign in at the extended care program if not picked up by 3:00 p.m.

At athletic events and assemblies

- practice good sportsmanship as spectators and participants
- show respect towards coaches, referees, and visiting teams
- maintain an appropriate silence during special performances

Outside school

- to behave responsibly off school property
- (If the principal is made aware of misconduct off school property of a child recognized to be a student in John F. Kennedy Catholic School, parents may be contacted; however, it is important to note that the school is not responsible for students' actions that occur off school property.)
- Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver

Bus

- use only the bus and bus stop assigned
- remain seated while the bus in motion
- talk quietly and make no unnecessary noise
- refrain from talking to the driver unless it is necessary
- refrain from placing objects or body parts outside the windows
- refrain from littering inside the bus or from throwing anything out the window

*Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. Continual infraction of rules will result in loss of bus transportation privileges.

Fire Drill

- walk quickly in a single file
- keep arms at sides
- observe silence

Any staff member will correct students who do not follow expectations.

Consequences

Please be aware that inappropriate behavior will be addressed. The severity or repetition of non-compliance will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

- Teacher/student conference to develop a plan for remediation
- Loss of recess
- Notification to parents
- Detention
- Administrative referral
- Referral to the E-SAP Team
- Denial of participation in school activities, including sports
- School probation, or
- Suspension.

Should the student receive a detention, the parent/guardian will receive a written notice with at least a 24-hour notice. It is in the best interest of the student that home and school work together for the child's academic and social development.

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

Athletic Eligibility Rules

Participating in the John F. Kennedy Catholic School athletic program is a privilege, not a right. Students earn the privilege of participating through hard work, dedication, desire, and self-discipline. The school, in cooperation with the students and parents, will make a reasonable effort to hold participating students to personal, academic, and discipline standards. Students, athletes, spectators, coaches, and instructors represent the school, and they are expected to be worthy representatives. Academic Eligibility Academics are a priority at John F. Kennedy Catholic School.

This includes all Behavior Eligibility when students choose to become an JFK athlete, they must accept responsibility for their behaviors. If a student receives 5 demerits during a 9-week period, he or she will not be able to participate in games for a period of two weeks and will receive an after school detention. Weekly monitoring of behavior will occur during the time of the ineligibility. The student must remain demerit free during this period. The student may attend practice during this time. If a student earns 10 demerits during a 9-week period, they will be removed from the team.

School Attendance

A student who is absent from school for illness or who leaves during the school day for illness may not participate in the day's athletic practice or games.

A copy of this form can be found in the back of the Handbook.

Elastic Clause

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy.

The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

PARENTS

The basic principles of the philosophy of a Catholic School flow from the obligation of parents to be the primary educators of their children. To fulfill this responsibility, the parent must become the educational partner with the school.

To help the parents' partnership in education become a reality, the school endeavors to help parents to:

- have a clear understanding of the philosophy of a Catholic School
- have a working knowledge and a commitment to the philosophy of the local Catholic school
- establish cooperation concerning all aspects of their child's education
- provide home experiences that will complement, reinforce, and extend the formal religious and academic instruction received in school

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences if requested by the non-custodial parent and not prohibited by the court.

PARENT ORGANIZATIONS

School Advisory Council

John F. Kennedy Catholic School plans to create a School Advisory Council which serves as an advisory group to the pastor and principal. Information will be added once it has been finalized.

Parent/Teacher Organization

The Parent Organization, as an advisory body, is intended to provide opportunities for parents to fulfill their God-given role as educators and to give mutual support through collaboration with the school.

The membership of the parent organization consists of the parents/guardians, principal, and the faculty of the school. The board will consist of a president, vice president, secretary, treasurer and 12 board members.

The objectives of the organization are the following:

- offer opportunities for parents to understand the Catholic Philosophy of education and the Diocesan School Program(s);
- publicize through an ongoing and effective public relations marketing campaign the contributions of the school to the parish and the broader Church and civic communities;
- maximize financial resources available to the school through well-planned fundraising activities, volunteer services, and contributions from the business community.

Athletic Association

All sport programs are the responsibility of the Regional Administrator and Principal. The Athletic Director is accountable to the Pastor/Principal. Coaches are selected by the Athletic Director and approved by Pastor/Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guide the policies. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program, but all school associations and advisory boards are under the supervision of the principal.

Social Activities

The Homeroom parents will sponsor social activities for special occasions during the school year. Most of these activities are held in the evening and weekends. No other instructional time should be used for these events without the principal's permission.

6th – 8th GRADE SCHOOL DANCES

The students in grades 6th - 8th will have several dances each year. The dances are organized by the Student Council with the approval of the principal. All dances will occur on either a Friday or a Saturday evening. These events are for current JFK students only. Each child attending must complete the school permission slip.

LOST AND FOUND

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is in the elementary school. Parents and children are encouraged to look for lost clothing items there. Other lost items, such as glasses, watches and purses, if found, are to be turned in to the office. Items that are not claimed by the end of each school year are donated to charity.

FINANCIAL INFORMATION

Scholarship Monies

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used and assessed by an independent evaluator. The same application is used for Scholastic Opportunities Scholarships, Bishop's Education Fund and must be filed by March 15th. Application forms are available through FACTS. After April 1st all applications must be sent to the Catholic Schools Office.

Tuition

Parents who register a student in the school enter into a contractual obligation with the school. The first tuition payment is due on 10th or 25th of the upcoming academic year; subsequent payments are due the tenth of each month, with the full payment due by last day of school. Parents are reminded

that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance.

Parents who register a student enter into a contractual obligation with the school. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance. It is Diocesan policy that no student be readmitted to a new school year if there is an outstanding tuition from the previous year.

Fundraising

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate 12% of their total operating budget. School parents are expected to participate in these fundraising activities to the best of their ability. Each family is responsible for selling \$500.00 in profit for the school year.

Your volunteer hours will be available for you to view online. Please note that you will have 2 weeks from end of each nine-week period to review the fundraising report and to inform the school of any errors. After this time your report will not be changed.

Fundraising profits cannot be transferred to another family unless noted at the time of the fundraiser on the line that reads Family to receive credit. You must list the person's name that you are giving the credit to. These profits will not appear on your assessment.

SCHOOL COMMUNICATIONS

There are various avenues for information from the school office and the teachers to reach the parents and students. The Monthly Principal's Information Packet, and teacher's newsletter and weekly Comet updates, will be emailed to the parents, phone calls from school office or teacher, website (johnfkennedycatholic.com), PTG meetings, parent teacher conferences. Please be sure to keep your email address updated in the school office.

School Messenger Phone System

The school will use the Option C Instant Phone System to notify parents for cancellations, 2 hour delays and unplanned events. This automated system will notify parents quickly and efficiently in the event of a change or emergency.

Monthly Email Information Packet

The Monthly Information Packet will be emailed each month. This packet will include the Principal's Page, monthly calendar and the lunch menu. Any additional information for the month can be found on the school's website www.jfkatholic.com. You can print only the information which you will need and the online materials give you immediate access to all forms.

Weekly Comet Email Blasts

This service includes website updates, activity related information, reminders of upcoming activities, events, jean days, school delays or closings, lunch menu changes and school information in general. The Comet will be emailed to parents on Thursdays.

Option C Parent School Data Base

John F. Kennedy Catholic School has an online grade book system. Parents will receive an ID number and password in order to check their child's academic progress via the Internet. Access to the online grade book may be found at www.optionc.com or through the link on our school website at www.johnfkennedycatholic.com Please take advantage for this educational tool.

Homework

John F. Kennedy Catholic School homework can be found on Google classroom.

JFK Catholic Goal Tracker:

The JFK Goal Tracker site is a way for parents to view their volunteer hours and fundraising assessments. This site should be visited at the end of each of the nine-week period to ensure the information had been correctly placed in the system. You will receive a password at the beginning of the school year.

Any questions concerning your child should be directed to the teacher before contacting the principal. Please call the school office and the teacher will be notified to contact you or contact the teacher directly by email. Positive communication between teacher and parent is vital to our total educational program. Parents are asked not to call teachers at their homes.

Reports and Conferences

Reporting student progress to parents is one of the primary responsibilities of the school. In addition to posting grades on-line, the school combines parent conferences with written reports of a student's progress. Written reports are issued four times a year, with the exception of Kindergarten which is issued three times. Parent-teacher conferences are formally conducted twice, once in the fall mandatory and once in the spring to go over test results and to discuss any concerns. This is

Parent teacher conferences have the following goals:

- enable home and school to meet the needs of the student more effectively;
- establish a working relationship with parents in the interest of the student;
- interpret to parents their child's academic growth and progress;
- suggest ways parents can help students succeed in school.

Efforts are made to provide every parent with an opportunity for a conference. Students may be dismissed early to facilitate meeting with parents. Evening conferences may be scheduled.

Parent Teacher Conferences - Meetings

Teachers are available on school days between the hours of 8:00 am - 3:00 pm Parents/guardians may call to make an appointment for a conference or to discuss any matter or concern relating to their child or to the school. Difficulties arising between a teacher and student should ALWAYS be handled FIRST with the teacher THEN, if necessary, with the principal.

Parent Principal Conferences

The principal is available on school days between the hours of 8:00 am - 3:00 pm Parents/guardians may call to make an appointment for a conference or to discuss any matter or concern relating to their child or to the school. Difficulties arising between a teacher and student should ALWAYS be handled FIRST with the teacher THEN, if necessary, with the principal.

Report Cards

Report cards are available 4 times a year on a 9-week basis on the Option C site. The first report card is distributed during Parent Teacher Conferences. These reports are important because they provide information to the parents of the progress or failure of the student. All grades K through 8 use the Diocesan grading system.

Technology and Internet

Teachers use a variety of technological devices during instruction. Students are expected to handle all equipment with great care. If any equipment should be damaged through carelessness or mischievous activities, the student and his/her family will be held financially responsible for any repair or replacement required.

Individual use of the Internet is limited and monitored carefully. If any student deliberately logs onto an inappropriate site or passes on an address for an inappropriate site to another individual, appropriate consequences will follow. These consequences may include, but are not limited to, suspension from computer class and/or the computer lab for an extended period of time.

Damage to Computers

In order to provide a working computer lab in which all students can benefit, we would like to emphasize that any damage to a computer, CPU, monitor, keyboard or mouse will result in a disciplinary action and the student will be responsible for replacing the damaged part.

Chromebooks

Chromebooks are also available to all students and are the property of John F. Kennedy Catholic School. The Chromebook is an educational resource issued to the student just as is a textbook. It is an important part of students' academic life and must be handled appropriately. Inappropriate handling or use of the Chromebook may result in a loss of network access and disciplinary action. John F. Kennedy Catholic School reserves the right to recall a Chromebook at any time.

When the school is made aware of a damaged or missing Chromebook not reported by the student, communication will be initiated with the family to determine the best solution. If the situation is not rectified within 30 days, \$50, \$80, \$300 will be added to the family's school tuition account. When the balance has been resolved, the student will be issued a Chromebook.

Transfers

When a student transfers to another school, parents should notify the school office as soon as possible.

Telephone

No child is permitted to use a telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient cause to call home. In an emergency, the office will call the parent.

Cell Phones

Students are permitted to bring a cell phone to school to be used for after school activities only. The following cell phone procedure will occur daily. The students turn in their cell phone to their homeroom teacher upon entering the classroom in the morning. Students are not permitted to use the cell phones in After Care or to take pictures on the bus. Noncompliance will result in confiscation of the cell phone. Parents must pick up the phone in the school office.

VOLUNTEERS

Volunteer Hours

The help of volunteers is always needed in the school and at school sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At John F. Kennedy Catholic parents play an integral role in the education of their children through the Parent Teacher Guild athletics, fund-raising activities, homeroom parents, and playground/lunchroom monitors. This partnership is invaluable to the success of our school.

Every family is asked to volunteer 30 hours during the school year. It is extremely important that we have recess and cafeteria help every day. Please consider allocating volunteer hours for this.

Please note that you will have 2 weeks from the date that the nine-week volunteer and fundraising report is received to inform the school of any errors. After this time your report will not be changed. Volunteers cannot be transferred to another parent. If you are working the hours for someone else, you must note that at the time of the event. These hours will not appear on your assessment.

The help of volunteers is always appreciated in the school and at school-sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At John F. Kennedy Catholic School parents play an integral role in the education of their children through the Parent Teacher Guild, Parent Advisory Council, athletics, fund-raising activities, homeroom parents, playground/lunchroom monitors and field trip chaperones. This partnership is invaluable to the success of our school.

The Safe Environment Program (SEP) of the Diocese of Pittsburgh takes reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children. You must be in compliance with the Diocesan requirements to volunteer at school events.

FORMS

1. Handbook Agreement Must be signed and returned.
2. Chrome Book Policy
3. Technology Acceptable Use Policy
4. John F. Kennedy Catholic School Athletic Eligibility Rules Grade 4 - 8

JOHN F. KENNEDY SCHOOL PARENT- STUDENT HANDBOOK AGREEMENT

The Parent – Student Handbook can be found on the school website at www.jfkatholic.com. Please read the handbook and return this form to school by September 6, 2022.

It is important that parents/guardians, students and staff know the policies and procedures of John F. Kennedy Catholic School. To ensure that the process of communication is complete, please review the revised Parent/Student Handbook with your children.

When you have reviewed the contents, please sign and return this form to the school office via your child's homeroom teacher.

Family Name _____

Children's Name(s): _____

I have reviewed and understand the contents of the Parent-Student Handbook of School.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

John F. Kennedy Catholic School Athletic Eligibility Rules Grade 4 – 8

2022-2023

Participating in the John F. Kennedy Catholic School athletic program is a privilege, not a right. Students earn the privilege of participating through hard work, dedication, desire, and self-discipline. The school, in cooperation with the students and parents, will make a reasonable effort to hold participating students to personal, academic, and discipline standards. Students, athletes, spectators, coaches, and instructors represent the school, and they are expected to be worthy representatives.

Academic Eligibility

Academics are a priority at JFK School. Students must maintain a C or above grade in each subject. This includes all specials.

If a student has below a C, that student will be given a warning and will have one week or until the next evaluation day to bring that grade up to a passing grade. While a student is on a warning, they may go to practices and games.

If the student's grades are not brought up to a C or above by the next evaluation day, they will not be able to attend practices or games until the next evaluation day and the grade is a C or above.

Behavior Eligibility

When students choose to become an JFK athlete, they have to accept responsibility for their behaviors.

If a student receives 5 demerits during a 9-week period, he or she will not be able to participate in games for a period of two weeks and will receive an after school detention. Weekly monitoring of behavior will occur during the time of the ineligibility. The student must remain demerit free during this period. The student may attend practice during this time.

If a student earns 10 demerits during a 9-week period, they will be removed from the team.

School Attendance

A student who is absent from school for illness or who leaves during the school day for illness may not participate in the day's athletic practice or games.

Please sign and return to the school office.

I, the athlete _____, understand the eligibility rules and responsibilities of the Athletic Program.

We, the parents _____ and _____, understand the eligibility rules and responsibilities of the Athletic Program.



JOHN F. KENNEDY

CATHOLIC SCHOOL

John F. Kennedy Catholic School Chromebook Policy

Chromebooks are the property of John F. Kennedy Catholic School.

The Chromebook is an educational resource issued to the student just as is a textbook. It is an important part of students' academic life and must be handled appropriately. Inappropriate handling or use of the Chromebook may result in a loss of network access and disciplinary action. John F. Kennedy Catholic School reserves the right to recall a Chromebook at any time. Replacements for lost or damaged Chromebooks must be ordered through John F. Kennedy Catholic School. The cost of the Chromebook is \$300.00. Screen replacement is \$80.

Each student will be issued a protective case that must be kept on the Chromebook at all times. The only item that should be placed in the interior compartment of the case is the Chromebook. Books and binders place pressure on the unit's casing and may cause a screen fracture. For this reason, Chromebooks should not be placed in backpacks for transport. The Chromebook casing and protective case may not be decorated or written on. Failure to properly use the Chromebook case will result in a disciplinary infraction. Replacements for lost or damaged cases must be ordered through John F. Kennedy Catholic School. The cost of the case is \$50.00.

Students are responsible for keeping their Chromebooks safe and secure. Unattended Chromebooks or those found will be given to the office for safekeeping. Loaning a Chromebook to another student, removing school identification information, sharing password information, creating new passwords, or adding additional accounts to the unit is prohibited. Avoid using the Chromebook around food or drink. A spilled drink on the unit may cause permanent hardware failure.

If a student's Chromebook is damaged, lost or stolen, the repair or replacement is the responsibility of the student's family. Personal laptop insurance may be independently purchased by families to cover damages, loss or theft. Homeowner and renter insurance policies may also include an electronics rider that the family may use to cover damage or loss. Damage or loss of a Chromebook is not an excuse for missing school work. Chrome may be downloaded for free on any internet enabled device. Personal electronic devices may not be brought to school and attached to the school network.

Any damage, loss or theft must be reported by the student to the school office, and the damaged unit should be presented for assessment. Students will be eligible for a loaner Chromebook when an approved replacement or repair claim from a repair facility is presented to the office. All Chromebook policies also cover the loaner units. Student families are responsible for any damage, loss or theft of the loaner units, and loaner units may be recalled at any time.

When a family elects to purchase a new Chromebook for their student, the unit must be ordered through John F. Kennedy Catholic School. Chromebooks purchased from retailers do not have an educational license and will not attach to our network. The school office can provide updated cost information and place an order for a new Chromebook.

When the school is made aware of a damaged or missing Chromebook not reported by the student, communication will be initiated with the family to determine the best solution. If the situation is not rectified within 30 days, \$50, \$80, \$300 will be added to the family's school tuition account. When the balance has been resolved, the student will be issued a Chromebook.

Student (print name and sign) _____ Date: _____

Parent (print name and sign) _____ Date: _____



John F. Kennedy Catholic School
Technology Acceptable Use Policy
111 W. Spruce Street Washington, PA 15301

Access to technology and the internet is available to students at John F. Kennedy Catholic School. The goal for providing students with these services (including their own personal devices) is to encourage technological advances in resource sharing, innovation, and communication among students and staff based on educational value and in accordance with the Roman Catholic Church. These guidelines outlined below are to ensure the safety of the students and to teach them the proper responsibility required to use technology within the school. Using technology in the school is a privilege and if students do not adhere to the following rules below, this privilege will be revoked of his or her privileges.

- 1. Student responsibilities and obligations:** I understand the privilege of working with technology in the school environment. I accept all of the terms outlined below. If I see any misuse of these terms outlined, I will report the information the proper authorities:
 - a. I respect the rights and works of others including students and teachers, as well as documents online, and will not copy, delete, or alter any of these said files.
 - b. I will respect the rights of my own personal privacy, which includes not sharing passwords of my own with my peers.
 - c. I will respect the right of the school's property including the use of all electronics given permission to use by the school
 - d. I will respect the rights of language by not using inappropriate language dubbed by the school and the Roman Catholic Church.
 - e. I will only use technology and programs made available to me by the proper authorities and school personnel.
 - f. I will use technology, including personal electronics, wisely and as given permission by school personnel and not allow the use of electronics distract me from my schoolwork.
- 2. Permissible actions:** I understand my rights and will use the internet safely without breaking the rules outlined in the contract below:
 - a. I will respect my privacy and not share personal information on the internet, such as my phone number, address, school, or name.
 - b. I will not agree to meet up with anyone without my parental or school personnel's permission.
 - c. I will respect the privacy of others by not sharing their personal information on the internet, such as their phone number, address, school, or name.
 - d. I will only download sites or access sites approved by teachers in my classroom setting.
 - e. I will report any unusual subjects or suspicious behavior that pop up on my devices to the proper school personnel and authorities.

3. Consequences for Violation:

- a. I students do not meet these standards of acceptable use after signing the document, they will not have access to such services and will be subject to disciplinary action as outlined by the principal dependent upon which task was violated.

4. Supervision and Monitoring:

- a. Teachers reserve the right to monitor any and all devices that students come in to contact to use.
- b. Teachers and administration will monitor student work and online access through the acceptable use policy regulations.
- c. Administration can search the technological devices at any time if there is suspicious behavior.
- d. Teachers must monitor students' uses while in their classrooms and report suspicious behavior to the administration of the school.

5. Advice to parents to discuss: I understand the rights of my child outlined above and I will review these tasks and rules with my child prior to signing this contract. I understand that my child will be trusted using technology in the classroom, but rules must be reinforced at home, as well. Here are a few tips in order to help your child with digital citizenship and acceptable use:

- a. Be polite. Use the golden rule. Treat others the way that you would like to be treated on the internet. The internet is not a place to hide behind a screen and use inappropriate language towards others.
- b. Use appropriate language. Do not use language that is deemed inappropriate at school, including swear or vulgar terms, as well as language deemed inappropriate by the Roman Catholic Church.
- c. Respect the privacy of others, as well as yourself. Do not share any personal information about yourself or others on the internet.
- d. Be safe. Teach your child the safety precautions one takes while using the internet. It is a great resource and you can learn many different subjects on the internet, but use it wisely and ask an adult if you are unsure.

References:

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

I understand and will comply with the acceptable use policy contract of John F. Kennedy Catholic School. I understand that if my child violates any of the outlined above tasks and rules of the acceptable use policy, access to this information service will be denied and he or she will be subject to disciplinary action. Both student and parent must sign and return this form to John F. Kennedy Catholic School by September 6, 2022 to continue using electronic devices at John F. Kennedy Catholic School.

Student Name: _____ Grade: ____ Homeroom: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____