



John F. Kennedy Catholic Elementary School Parent/Student Handbook Addendum

Revised: *August 2025*. Nothing contained in our handbook, or in any other document, custom or practice, is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese or the school. The school reserves the right to amend this Handbook at any time. Parents/guardians will be given notice of any amendment.

PRINCIPAL'S WELCOME

Dear Parents, Guardians, and Students,

Welcome to a new school year! I am excited to partner with you as we work together to provide a nurturing and faith-filled environment where your child can grow academically, socially, physically, and spiritually.

The Diocesan Parent and Student Handbook, along with the JFK Addendum to the Handbook, have been prepared to provide you with important information regarding our school's policies, procedures, and expectations. These documents are essential for the safe and effective operation of our school. We ask that you take time to read both the diocesan handbook and the JFK-specific addendum carefully.

It is important that all families understand and follow the guidelines outlined in these handbooks. Familiarity with this information helps ensure a positive, respectful, and consistent experience for all members of our school community.

Our shared goal is to maintain a safe, orderly, and Christ-centered environment where children thrive. This requires the partnership of school staff, students, and parents. Together, we can foster a strong community that lives out the values and teachings of Jesus.

Please note that the principal, in consultation with and approval from the Superintendent, reserves the right to amend or adjust the handbooks as needed. Should changes occur, parents and guardians will be notified.

We encourage you to print and keep both handbooks in a convenient location at home for easy reference. If you have any questions or concerns, please don't hesitate to contact us—we are always here to support you and your children.

After reviewing both the Diocesan Parent and Student Handbook and the JFK Addendum with your child(ren), please sign and return the "Parent/Student Handbook Verification Form" by Wednesday, September 10th. This form can be found at the end of the handbook.

Wishing you and your family continued blessings in the year ahead!

Blessings,

Kimberly N. Stevenson

Principal

Introduction

School Mission Statement

John F. Kennedy Catholic School, a member of the South Regional Catholic Elementary Schools in the Diocese of Pittsburgh, serves children in Preschool through Eighth Grade. Our mission is to cultivate God's love through our Catholic faith and gospel values while emphasizing service within the community. We strive to provide a quality 21st Century education that empowers students to lead and become lifelong learners.

Belief Statements

- We believe every child can learn and reach their full potential by recognizing individual learning styles and abilities.
- We believe in a partnership with the Church community and the promotion of faith development of our students and their families.
- We believe in a Christ-centered education through scripture study, sacramental preparation, daily prayer, and cross-curricular instruction.
- We believe in providing a safe, positive, and nurturing school environment.
- We believe in effective communication with students, families, and the Church community.
- We believe in serving the local and global communities by demonstrating Gospel values.
- We believe in modeling our Catholic faith through interactions with students and the school community by demonstrating Gospel values. We believe in celebrating student successes.

Profile of a Graduate

A graduate of John F. Kennedy Catholic School will demonstrate success as a 21st Century Learner and academic excellence by continuing to be

- Responsible global citizens
- Creative problem solvers
- Critical thinkers
- Effective communicators
- Resourceful collaborators

A graduate of John F. Kennedy Catholic School will demonstrate spiritual growth by continuing

- Ongoing faith formation and maintaining a personal relationship with God
- To attend Mass and receive the sacraments
- To respect all stages of life
- To model Christ-like behavior
- To evangelize by sharing the Gospel of Jesus Christ
- To prayerfully discern God's plan for future vocation

A graduate of John F. Kennedy Catholic School will demonstrate service to others by continuing

- To model respect and have compassion for the dignity of all individuals
- To be an active contributing member of society
- To take responsibility for their individual actions
- To embrace and welcome ethnic diversity
- To lead with spiritual integrity
- To be mindful of the needs of others

DAILY SCHEDULE

7:45am - 8:00am	Arrival
8:05am - 8:15am	Opening Prayer
8:15am - 8:30am	IXL, Progress Monitoring
8:30am - 9:10am	Period 1
9:10am - 9:40am	Period 2
9:40am - 10:15am	Period 3
10:15am - 11:10am	Period 4
11:10am - 11:50	Period 5 Lunch 6,7,8 & 3.4.5
11:55- 12:40	Period 6 Lunch K & 1 & 2
12:40pm - 1:20pm	Period 7
1:20pm - 2:00pm	Period 8
2:00pm - 2:40pm	Period 9
2:45pm	Dismissal

11:15am	Pre K 3 Dismissal
11:45am	Pre K 4 Half Day Dismissal
2:15pm	Pre K 4 Full Day Dismissal

Cafeteria/Lunch

All students who attend John F. Kennedy Catholic School must bring or purchase lunch during a full day of school. Milk and water are available for purchase. The cost of lunch is \$4.00.

A-la-carte items and snacks are available daily for the cost of \$1.25. Student id badges are scanned and the charges can be found in SIS. Go to the family portal and then go to financial where you can see your charges and input funds.

Students can choose between the main entree, an alternate entree, buttered noodles or the salad bar.

Cell Phones and Personal Electronic Devices

To avoid disruption to the learning environment, **cell phones and other personal electronic devices are not to be used during school hours and should be turned off.**

Students are permitted to bring a cell phone to school to be used for contacting parents for pick up for after school activities only. No cell usage is permitted in the Extended Day program or in the classroom unless the class requires using the device.

The following cell phone procedure will occur daily:

Students must keep these devices turned off and stored in their backpacks. If a student removes the phone from the packback, it will be placed in the office safe and a parent or guardian must pick it up.

If the phone is used during the day, the student will not be permitted to bring their phone to school for 2 weeks. After 3 repeated offenses the student will not be permitted to bring the phone to school for the remainder of the school year.

Apple Watches / Electronic Devices

All Apple watches worn at JFK must be placed in School time mode <https://support.apple.com/en-us/105091> Use this link for the directions for placing a phone in School Time Mode.

If a watch or phone is used during the day, the student will not be permitted to wear the watch for 2 weeks. After 3 repeated offenses the students will not be permitted to wear their watch to school for the remainder of the school year.

Emergency Use of Electronics

In case of an emergency, the students are not permitted to answer calls from parents on their watches without the teacher's permission.

Discipline

John F. Kennedy Catholic School is committed to providing a safe, respectful, and Christ-centered environment rooted in Gospel values. Bullying of any kind will not be tolerated. A secure and supportive atmosphere is essential to the academic success, emotional well-being, and social development of all students.

To uphold these standards, the principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Consequences of Misbehavior

School Demerit Form Grades 5th – 8th

In order to create a safe environment at JFK Catholic School, a demerit system will be used to address inappropriate behavior. Listed below are the consequences for negative behaviors and the number of demerits which may be issued by any school employee.

Once a student reaches 5 demerits in a 9 week period, a before or after school detention will be issued.

At the end of each 9 week period, half of the demerits earned carried over to the next 9-week period. If a student earns 10 demerits, they will lose all extracurricular activities including sports for the entire 9 weeks.

Notification of all inappropriate behaviors and demerits issued will be sent through SIS on Facts under students/ behaviors.

Infraction List	Demerits Consequence and
Intentionally physically harms another	5 Detention or suspension
Cheating on a test or intentional plagiarism	5 Detention After school and receives a failing test grade
Fighting (Initiating or participating)	5 Detention After school
Harassment / intimidation / ostracizing of others	4
Disrespect for teachers/staff/students	3
Obscenity (language or gestures)	2

Destruction of school property: classrooms, halls, gym, locker rooms, cafeteria	4 Detention After school
Cheating or copying homework	2
Name calling, teasing, rumors, gossiping	2
Use of Technology school computers for purposes other than schoolwork	3 Detention After school
Dress code violations	1 per violation
Disobedience	1
Class disruption	2
Not prepared for class	1
Chewing gum in school	1
Other behaviors	1-3

Demerit Detention/Reflection Time: Detention will last for 1 hour either before or after school. The student will complete a reflective task at a designated time and location. Parents are responsible for transportation if it is before or after school and will receive written notice at least 24 hours in advance.

Other Consequences

- **Recess Detention:** This is issued after the verbal warning for misbehaviors.
- **Lunch / Recess Detention: In the Principal's office**
- **Extracurricular probation:** Denial of participation in school activities, including sports. **Extracurricular activities are not a valid reason to postpone or cancel a consequence.**
- **In-School Suspension:** The student reports to school but is excluded from classes for the day. They will be given schoolwork and reflective tasks and are ineligible for extracurricular activities that day.

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.

Dress Code

Each of our Catholic elementary schools maintain 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.

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This dress code policy is intended to maintain a standard of dress that is neat, economical, modest and attractive. All students in grades K-8 must follow the school dress code.

Uniforms may be purchased through **Pro3 Services** and **Keystone Custom Apparel** (gym uniforms/sweatshirts).

Students are permitted to wear shorts from the start August - October 31st and again April 1st - June. Shorts are never permitted on mass days.

The administration has the right to contact the parent/ guardian if a student is dressed inappropriately and they will be asked to bring the student's uniform to school. If a parent or guardian can not be reached the student will be given clothes from the Uniform Exchange to wear.

John F. Kennedy School Dress Code

Boys Grades K-8th

Bottoms:	Navy blue pants- (no cargo pants or jean material) Navy blue shorts- must be a dress short (April 1-June and August- Oct. 31) Black/Brown belt
Shirts:	White or powder blue polo shirt (embroidered shirt for mass day required) Navy JFK -crew neck sweatshirt Keystone Custom Apparel Navy sweater- cardigan/v-neck (embroidered)
Socks:	Black or navy crew length socks only
Shoes:	Black or brown dress shoe or SOLID BLACK tennis shoe
Gym:	Grey JFK t-shirt, navy mesh JFK shorts/sweatpants, black/white ankle or crew length socks, tennis shoes

Girls Grades K-8th

Bottoms:	Plaid jumper or plaid skort only. Navy shorts are permitted (April 1-June and August- Oct. 31) All skirts, skorts, and shorts should not be more than 3 inches above the knee
Shirts:	Navy pants (no cargo, jean or legging material) White or powder blue polo shirt (embroidered shirt for mass day required except for under the jumper)
Socks:	Navy JFK-crew neck sweatshirt Keystone Custom Apparel Navy sweater- cardigan/v-neck (embroidered)
Shoes:	Navy/white knee socks or tights
Accessories:	Flat black or brown dress shoe or SOLID BLACK tennis shoe only
Gym:	Hair accessories must match the colors in the school uniform. Grey JFK t-shirt, navy mesh JFK shorts/sweatpants, black/white ankle or crew length socks, tennis shoes

Mass Days Girls K-8th Grades:
Plaid uniform or navy pants, embroidered white/powder blue polo shirt

Mass Days Boys K-8th Grades
Navy pants, embroidered white/powder blue shirt

****Dress Down/Up Days****

Clothing should be free of tears or rips. Shorts must be no shorter than the student's finger tips. Leggings must be worn with a shirt that is at least mid-thigh in length. Students may wear sleeveless clothing; however spaghetti straps are prohibited. Open toed shoes are permitted; however all shoes must have backs (no flip flops). Clothing must not have inappropriate sayings or graphics.

**** All students' hair should be of natural color (no bright or unnatural shades)**

JFK Uniform Exchange Program uniforms@jfk.srccs.org

The **Uniform Exchange Program** at **John F. Kennedy Catholic School** is a free service available to all students and families. It's a great way to provide your child with gently used uniform attire at **no cost**.

How It Works:

1. Families donate gently used uniform items their children have outgrown.
2. Each item is **inspected**, **inventoried**, and **cataloged** by school staff.
3. Families submit a **Uniform Exchange Request Form**, and if the requested items are available, they will be sent home with your child within **5 business days**.

Important Notes:

- **No donation is required** to request items, but we encourage families to return or exchange gently used uniforms when possible. This keeps the program going strong and benefits more students.

- The program is **first-come, first-served** based on availability.
- If your requested item is not available, your request will be added to a **"needs list."** You'll receive the item if and when it becomes available.
- If a uniform piece does not fit or meet your needs, please return it to the school to be placed back into the inventory.

How to Request Uniforms:

Please complete the **Uniform Exchange Form** available on our website:

 www.jfkatholic.com

Thank you for supporting the Uniform Exchange and helping our school community thrive!

Emergency Information

At the beginning of each school year, parents/guardians are required to complete Student Emergency Information through FACTS. 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 be sure to notify the office if your contact information changes.

Emergency Dismissals, Closings and Delays

Emergency Dismissal: In the event we would be required to dismiss school early, the information would be sent to you shared through the Parent notification system on FACTS. The school will use the information you filled out on the Emergency Dismissal Plan Google Form. Be sure to keep a copy of your plan. The plan must be enforced for the children's safety. Do not call the school office with dismissal changes during an emergency dismissal.

2 Hour Delay: If inclement weather or some other emergency requires that school be delayed or closed, this information will be announced via the parent notification system, website and on KDKA tv. **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 your local school district does not have a delay, the children will follow their normal bussing schedule. The school will be open to receive them. If a public school has a delay when the school does not, those children may follow the delayed bussing schedule unless the parents chose to bring them in.

Preschool 2 Hour Delays: Both of the preschool classes will begin at 10:00 the same as the school students. Half day Preschool 4 students will dismiss at 12:00pm and the preschool 3 class will dismiss at 12:30pm

Please be aware that our attendance registers serve as legal indicators of a child's presence

during school hours. For this reason, any children who arrive late or are absent due to busing while school is in session will be marked as either Excused Tardy or Excused Absence.

Extended Care

For an additional fee, before and after school programs are available in some schools for parents/guardians who need child care beyond the regular school day. This service may be available on a daily, weekly or yearly basis.

BEFORE-SCHOOL AND AFTER-SCHOOL CARE

Parents who need childcare in the morning and after school can take advantage of the Extended Day Program offered by John F. Kennedy School. The program will start on August 25, 2025. To use the program, each child must complete a registration form and pay a yearly registration fee of \$30.00 for one child or \$40.00 for a family. Sign up using the link aftercare@jfk.srces.org

hours	0.25	0.5	0.75	1	1.25	1.5	1.75	2	2.25	2.5	2.75	3
1 child	\$.175	\$3.50	\$5.25	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
2 or more	\$2.50	\$5.00	\$7.50	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00

The program times are from 3:00 P.M. to 6:00 P.M. Families will be billed monthly on FACTS, and the billing will be done at the beginning of each month for the previous month's services. Your child will be removed from the program for one month if payment is not received. Non-sufficient fund checks will be charged a \$40.00 fee.

Extracurricular Activities: Enhancing Student Development

All students participating in a field trip or school-sponsored extracurricular activity are expected to follow the discipline codes outlined in this handbook. Students should remember that their behavior reflects on their Catholic school and are expected to act accordingly.

To participate in a school-sponsored activity scheduled for a particular day or evening, a student must be in school for at least half a day. Exceptions may be considered but must be approved by the building principal in advance.

Extracurricular activities play a vital role in fostering a well-rounded student experience. They contribute to academic, social, personal, and physical development by strengthening essential skills such as time management, leadership, and communication. Participation in these activities also helps students build self-confidence, form lasting friendships, and develop a sense of community and belonging.

Involvement in extracurriculars can relieve stress, encourage exploration of new interests, and promote lifelong healthy habits. Moreover, these experiences enhance college applications and resumes by showcasing qualities that go beyond academic performance.

Students are offered a wide variety of extracurricular opportunities to enrich their school journey, including:

- **Academic & Creative Clubs:** Math Club, Math Counts, Forensics, Spelling Bee, PJAS, Chess Club, Steam Club, Invention Convention, Lit Fest, Crocheting Club, Fine Arts
- **Leadership & Service:** Student Government, Altar Server
- **Performing Arts:** Band, Choir
- **Athletics:** Basketball (Boys & Girls), Cheerleading (Girls), Cross Country (Boys & Girls), Track & Field (Boys & Girls), Volleyball (Girls)

Field Trips

Field trips are a privilege, not a right. All field trips should be educational and require approval from the principal. Several grades have the opportunity to participate in field trips to the Pittsburgh Theater, Centimark, also to local Catholic high schools.

Fundraising

Current funding of elementary Catholic schools requires each school to have fundraising activities to raise money toward the total operating budget. This enables tuition rates to remain less than the total cost per pupil. School parents/guardians are expected to participate in these fundraising activities to the best of their ability through monetary donations, purchases and/or volunteer work.

The Importance of Fundraising

Fundraising is vital for JFK Catholic School to supplement limited operating budgets, keep tuition affordable for families, and enhance essential resources such as technology, facilities, and provide educational resources. As a Catholic school we do not receive state funding, these efforts are critical to sustaining educational quality and supporting students.

Fundraising also strengthens our school community by encouraging shared goals and active participation in events. These funds are essential in allowing the school to fulfill its educational and spiritual mission.

Family Participation Requirement

All school families are expected to participate in the fundraising activities to the best of their ability. Each family is responsible for generating **\$500.00 in fundraising profit** over the course of the school year.

Fundraising Credit Transfers

Fundraising profits may **not be transferred to another family** unless this is clearly indicated **at the time of the fundraiser**. If you are giving credit to another family, you must write their name on the line labeled *"Family to receive credit."* Please note that transferred profits **will not appear on your own assessment**.

Data Base

The JFK Catholic Goal Tracker is a database used for recording each family's fundraising profits and volunteer hours. You were given a username and password to obtain access to view your reports. You are asked to log in at the end of each 9 weeks to check your progress.

Guidelines for Honor Roll and Honor League

John F. Kennedy Catholic School participated in the Diocese of Pittsburgh Honor League. The purpose of an Honor Roll is to provide student recognition for academic achievement. Honor roll recognition may be given at the end of each marking period and is based on criteria established by each school. The Honor League is an organization that recognizes and encourages academic achievement while fostering Catholic values of service, leadership, character, and citizenship among students. Membership in the Honor League is an honor and a responsibility. Members are expected to uphold high standards in their academics, behavior, and moral decision-making, rooted in the teachings of the Catholic faith.

Mission and Purpose of the Honor League is to:

1. **Recognizing academic excellence** among students.
2. **Promoting Christian values**, including service to others, moral integrity, and responsibility.
3. **Encouraging leadership** and participation in both the school and broader community.
4. **Developing character** based on Catholic teachings of respect, compassion, and justice.
5. **Fostering a spirit of service** through activities that support the community, parish, and those in need.

Membership Criteria

To be eligible for membership in the Honor League, students must meet the following criteria:

1. Scholarship

- Students must maintain a minimum GPA of **3.5** on a 4.0 scale.
- Grades will be reviewed after each semester to ensure members continue to meet the academic standard.

2. Service

- Demonstrating a **commitment to service** is essential.

- Members must complete at least **15-25 service hours** per year, supporting the school, parish, or community.
- Service must reflect Christian charity and the desire to help others in accordance with Catholic teachings.

3. Leadership

- Students should demonstrate **leadership qualities** in the classroom, extracurricular activities, or parish life.
- Leadership is not limited to holding formal titles but is also reflected in taking initiative and positively influencing others.

4. Character

- Members are expected to uphold the **core values of respect, integrity, and responsibility**.
- Character is evaluated by teachers, counselors, and administrators based on the student's behavior and moral decision-making, both in and out of school.

5. Citizenship

- Members should be actively engaged in their **school and parish communities**, demonstrating good citizenship, respect for authority, and adherence to school policies.

Selection Process

1. **Nomination:** All students in grades **7 and 8** who meet the scholarship requirement will be nominated to apply..
2. **Application:** Nominated students must submit an **application** to be considered, highlighting their leadership, service, and character.
3. **Faculty Review:** A **faculty council** consisting of teachers, administrators, and the school counselor reviews applications and selects students based on the criteria.
4. **Induction:** Selected students are formally inducted into the Honor League.

Responsibilities of Members

As members of the Honor League, students are expected to:

1. **Maintain academic excellence** and meet the minimum GPA requirement.
2. **Complete required service hours** each semester and participate in Honor League-sponsored service projects.
3. **Uphold the Catholic values of integrity, respect, and charity** in their interactions with peers, teachers, and the community.
4. **Attend meetings and participate in activities** that support the mission of the Honor League.

5. **Be role models** for other students, demonstrating leadership, kindness, and a commitment to the community.

The induction ceremony is held in the spring at a the school mass.

Homework

Homework is a way for the students to practice the objectives taught in the classroom. It is important that students practice and complete the homework assigned. The Diocese recommends the following schedule for homework:

- Primary (K-2) 10-30 minutes
- Intermediate (3-5) 40-60 minutes
- Middle School (6-8) 70-90 minutes

Home School Communication

School information is communicated electronically on a regular basis. Some information may also be sent home with the students. A monthly calendar and weekly hot lunch menu are emailed and posted on the school's website.

An automated parent notification system is used for emergencies and other time-sensitive issues.

Positive communication between teacher and parent is vital to our total educational program. Parents/guardians are asked not to call teachers/administrators/staff at their homes, on their personal cell phone, or contact through social media. Any questions concerning a child should be directed to the teacher via email or by calling the school office.

Reporting student progress to parents/guardians is one of the primary responsibilities of the school. Parents/guardians are informed of their student's progress as follows:

- Online grading
- Progress Reports
- Quarterly Report Cards
- Parent/student/teacher conferences
- Conferences on request
- Discipline referrals

Parent-teacher conferences are formally conducted two or three times per year at the administration's discretion.

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, teacher's newsletter and weekly text updates, will be emailed and sent to the families.

Parents are informed of the student's progress and other school information as follows: On-line

grading, Progress Reports, Quarterly Report Cards, Parent/student/teacher, Conferences, Conferences on request, Conduct referrals, Principal's Page, Teacher Newsletter, and PTG information

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 on their cell phones.

Parent Alert System

The school will use the FACTS Parent Alert 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.

FACTS Student Information System

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.accounts.renweb.com or through the link on our school website at www.jfkatholic.com Please take advantage of this educational tool.

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.

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 the Kindergarten class which is issued three times. Parent-teacher conferences are formally conducted twice, once in the fall and once in the spring to go over test results and to discuss any concerns. These conferences should be attended by parents or guardians.

Efforts are made to provide every parent with an opportunity for a conference. Students are dismissed at 11:45 am and conferences are scheduled from 1:00pm – 6:45 pm Classroom teachers will provide the parents with a link to sign up for the conferences.

Parent Teacher - Meetings

Teachers are available on school days between the hours of 8:00 am - 3:00 pm Parents/guardians should contact the teacher via email to set up a meeting. 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 FACTS website. 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.

Health and Safety

School Nurse

A school nurse is assigned to John F. Kennedy Catholic School each year from the Washington School District. She may be available in any emergency situation. The nurse has the following responsibilities:

- Maintain updated health records
- Make sure all immunizations are current
- Conduct vision, hearing, and scoliosis screening
- Assist the school in appropriate health education
- Contact parents/guardians if any health problems arise
- Make arrangements for physical exams and dental exams

It is the responsibility of the parent / guardian to secure proper medical treatment as needed.

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. Your child must be kept home from school until the temperature has remained normal (below 100°) for 24 hours. 24 hours are also required for diarrhea/vomiting, strep throat, or evidence of lice.

Medication Administration/Self-Administration

In case of an emergency, teachers may need to administer medication, such as an Epi-Pen, or provide CPR. Teachers should be familiar with the medical needs of their students. The school will provide a list of students with medical needs to teachers on a need-to-know basis. The list should be kept in a confidential file but in an easily accessible location.

Safety Issues

Safety Drills

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 requirements of each drill.

 SRP-K12-2021-Parent-Handout_EN.pdf

Safe Environment

Safe Environment Program

Safe Environment Policy

The purpose of the Safe Environment Policy 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 the school must be compliant in the requirements of the safe environment policy:

All School Volunteers must complete the following steps by visiting the following website:

<https://diopitt.org/school-volunteers>

- Safe Environment Database
- PA State Police Clearance
- Code of Pastoral Conduct
- Child Protective Services Law
- Child Abuse History Clearance
- Protecting God's Children
- Mandated Reporter Training
- FBI Clearance (lived outside of Pennsylvania within 10 years) OR
FBI Clearance Waiver (if Pennsylvania resident for 10 years or more)

Security/Visitors

All doors to the school will be closed and locked during school hours. Parents/guardians and visitors should use the school door by the flag pole to gain entrance to the building.

For security reasons, anyone entering the school has to print a visitor's badge and then report to the office immediately regardless of the purpose for the visit. The visitor's badge must be worn.

Parents/guardians are not permitted to visit classrooms unannounced. Any articles or items to be left for a student will be held in the school office.

Personal Property

The school is **not responsible** for any personal property brought in by a student, including electronic devices.

Recess

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and/or volunteer monitors. If inclement weather makes it necessary to stay indoors at lunchtime, indoor recess rules are to be observed. These are determined by the supervising teacher/monitor.

Recess monitors have the responsibility of enforcing rules. Students are never to leave

the recess area without the knowledge of the recess monitor. In case of illness or accident, the student will be sent to the school office by the recess monitor.

Registration, Enrollment, and Admission 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. Grade level and academic group determinations are made based on school records.

ACADEMIC & BEHAVIORAL TRIAL PERIOD

All students who are newly enrolled in grades Preschool through 8th at SRCES are admitted on a three-month trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences.

Tuition Assistance

All families are encouraged to apply for financial aid through the FACTS Financial Aid link on our website to be considered for assistance. Aid is available through several programs, including EITC, OSTC, and WCCF, which are income-based, as well as the Bishop Education Fund and our Regional Angel Funds. Additional opportunities include Central Pa Scholarship Fund, Teach the Truth Scholarship, JFK Scholarship, Kremer Foundation, Antonia Lampel Scholarship Fund, Sts Thomas and Anne, The Latino Scholarship, and St Carlos Acutis Scholarship

Technology & Internet

- The Diocese of Pittsburgh has an **Internet Usage Policy**
- This policy requires a signature of agreement from both a parent/guardian and the student.

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.

Chrome Book Policy

Chromebooks are the property of John F. Kennedy Catholic School. All middle school students are responsible for taking their chromebooks home nightly to charge them and use them for their assignments.

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 \$80.00.

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.

Textbooks/School Supplies

Pennsylvania's Act 195/90 is a program 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. Most textbooks are used for multiple years and should be covered and taken to and from school in a book bag. Students are responsible for the condition of the books given to them and may be required to pay for a book if it is damaged or lost.

Students provide their own school supplies, but are expected to comply with individual teacher requirements.

The supply lists are sent home at the end of the school year for the upcoming year. All new students enrolling at JFK receive their list upon completion of the enrollment process.

Transportation

Arrival and Dismissal Procedures

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

Morning Drop-Off & Dismissal Procedures

At JFK Catholic School, your child's safety is our greatest concern. We understand that life can

be extremely busy, but ensuring the safety of every child is non-negotiable. Please support our efforts by closely following the procedures below:

Morning Drop-Off Procedures

- Morning Care Drop-Off (6:45 AM – 7:45 AM)
 - Drop-off begins at 7:00 AM for students using morning care.
 - A monitor will be at the door to let your child into the building.
- Bus Drop-Off (7:30 AM – 8:00 AM)
 - Students transported by bus will arrive between 7:30 AM and 8:00 AM.
 - A school employee will let students into the building.
 - Students will report to the library until the 7:45 AM bell rings.

Car Rider Drop-Off (7:45 AM – 8:00 AM)

- Staff will be stationed at:
 - The main entrance by the flagpole
 - The courtyard entrance
- After 8:00 AM:
 - You must sign your child in at the office.
 - Your child will be marked tardy.
- Drop-Off Location:
 - Cars must line up in a single file on the left-hand side of W. Spruce Street in front of the elementary building.
 - Pull your car up to the sidewalk, allow your child to exit the vehicle promptly, and pull away safely.
 - If your child is young and needs assistance, you may exit the vehicle to help them out of their car seat.

Dismissal Procedures

Buses and vans line up first.

Do not arrive for car pick-up before 2:30 PM.

Use Ruple Street to approach the school.

Families must line up according to the dismissal map (emailed to all families):

- The map indicates designated areas for each group based on the first letter of your child's last name.
- Line up on the left or right side of the street as directed.

Remain in your vehicle:

- A teacher will open your car door and help your child inside.
- Ensure your child is buckled in before driving away carefully.

Important Reminders

- Do not park in the Tylerdale Doctors Office lot.
- If you are walking to pick up your child, please go to the designated dismissal area for the first letter of your child's last name.

Use of School Grounds

The school is only responsible for students during the hours school is in session. Children are not to be on school grounds unattended at any other times.

Volunteers

The help of volunteers is always appreciated at our schools and during school-sponsored events. We encourage families to consider donating their time and talents to help enhance our programs.

Parents and guardians play an integral role in their children's education through organizations and roles such as the PTG, School Advisory Councils, athletics, fundraising events, homeroom parents, cafeteria/recess monitors, and field trip chaperones. This partnership is invaluable to the success of our school.

All volunteers must be approved through the Diocesan Safe Environment Procedure.

Website and Social Media Access and Content Management Policy

Purpose

To ensure that the Regional Catholic Elementary School websites and social media accounts are secure, accurate, and reflective of the school's mission, this policy establishes guidelines for access, content approval, and management responsibilities for both platforms.

Scope

This policy applies to all the Regional Catholic Elementary Schools, including administrators, faculty, staff, volunteers, and third parties involved in managing or updating school websites or social media accounts.

Policy Guidelines

- **Authorized Personnel for Website Access**
 - Only designated school employees (e.g., administrators, advancement directors, or appointed faculty/staff) may have administrative access to update or manage school website content.
 - Parents/guardians, volunteers, or external individuals are not permitted to have administrative access to school websites, including content management systems (CMS), unless explicitly approved by the school principal and the regional office for a specific, time-limited purpose.
 - Third-party vendors managing website platforms must sign a confidentiality agreement and comply with this policy.
- **Authorized Personnel for Social Media Access**
 - Only designated school employees may have administrative access (e.g., full control, including account settings, user management, or deletion privileges) to school social media accounts.
 - Volunteers or parents/guardians may be granted limited posting access to social media accounts (e.g., the ability to create posts or upload approved content) but must not have administrative privileges.
 - All individuals with social media access, including volunteers, must be approved by the school principal and complete training on this policy.
 - The school principal or Advancement director must oversee all social media activity and ensure compliance with this policy.
- **Content Approval Process**
 - **Website Content:** All website content, including letters, announcements, forms, photos, or event details, must be approved by the school principal or

their designated representative (e.g., athletic director for sports-related content, Regional Cafeteria Manager for dining-related content) before posting.

- **Social Media Content:** All social media posts, including text, images, or videos, must be approved by the advancement staff or school principal before posting, except for pre-approved recurring content (e.g., weekly event reminders). Volunteers with posting access must submit content for approval unless explicitly authorized to post directly.
- Content submitted for either platform must be sent to the designated approver in writing (e.g., email or form submission) with a clear description of the material and its purpose.
- Unauthorized content posted without approval on either platform must be removed immediately upon discovery, and the incident must be reported to the school principal and the regional office.
- **Management Responsibilities**
 - Each school must designate a **Website Coordinator** and a **Social Media Coordinator** (both school employees) responsible for:
 - Managing access to the respective platforms (website, CMS, or social media accounts).
 - Ensuring all content complies with school and regional policies.
 - Maintaining an up-to-date list of individuals with access credentials or posting privileges.
 - Training authorized personnel and volunteers on proper management procedures.
 - Coordinators must report to the school principal and liaise with the regional office for technical or policy-related issues.
 - Access credentials (e.g., usernames, passwords) for both platforms must be unique to each authorized user, securely stored, and changed at least annually or upon staff/volunteer turnover.
 - These duties may fall under and/or be included in the job duties of the Advancement Director
- **Security and Accountability**
 - All website and social media activity (e.g., logins, content changes, posts) must be logged and auditable to ensure accountability.
 - Schools must use secure, password-protected platforms and enable two-factor authentication (2FA) where available for both websites and social media accounts.
 - Social media accounts must be configured to restrict administrative access to employees only, with volunteers assigned roles that allow posting but not account management.

- Any suspected unauthorized access, breach, or inappropriate posting must be reported immediately to the school principal and the regional office for investigation.
- **Training and Compliance**
 - All employees and volunteers with website or social media access must complete training on this policy and platform-specific protocols.
 - Failure to comply (e.g., posting unapproved content, sharing credentials, or misusing access) may result in disciplinary action, including revocation of access, removal from volunteer roles, or termination, depending on the severity of the violation.
- **Parental and Volunteer Contributions**
 - Parents/guardians or volunteers may contribute content ideas or materials (e.g., event photos, newsletter drafts, social media post drafts). Still, they must submit them to the advancement director for review and approval.
 - Volunteers with social media posting access must adhere to pre-approved guidelines and cannot modify account settings or access administrative functions.
 - Parents/guardians or volunteers may not directly access or edit the website unless employed by the school in an official capacity and approved under this policy.

Implementation and Oversight

- Each school principal is responsible for implementing this policy and ensuring compliance at their school.
- The South Regional Catholic Schools office will conduct annual audits of website and social media access and content management practices to ensure consistency and adherence to this policy.

Reporting Violations

- Concerns about unauthorized postings, access, or other issues related to websites or social media should be reported to the school principal and the regional office immediately.

Review and Updates

This policy will be reviewed annually by the Regional Catholic Schools office to ensure it remains effective and aligned with best practices. Updates will be communicated to all schools promptly.

[Website and Social Media Access and Content Management Policy](#)

Miscellaneous Information

PARENT ORGANIZATIONS

School Advisory Council

John F. Kennedy Catholic School has a School Advisory Council, which serves as an advisory group to the principal. The Council consists of a president, vice president, secretary, appointed members and one faculty representative. The Council has 3 areas of focus which are Finance Development and Fundraising, Marketing, and Facilities. Parents committed to helping JFK continue its tradition of excellence are invited to serve on the SAC.

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 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.

BIRTHDAYS/ PARTY INVITATIONS/PARTIES

Please note that when sending out party invitations for your child's birthday, it is important to invite the entire class. The only exception is if it is a boys-only or girls-only party and all the boys or girls are invited. Additionally, please consider sending in healthy and nutritious treats or non-edible items such as pencils, stickers, bubbles, etc. for children in grades K-4. It is crucial to take into account any food allergies in the classroom, and the classroom teacher has the right to withhold treats that cannot be given to every student.

All students are permitted to dress out of uniform on their birthday, but clothing should still be within school guidelines. For students in grades 6-8 who have gym class on their birthday, appropriate gym clothing must be worn, or they can dress down the day after their birthday. If your child's birthday falls on a mass day, they may dress up for mass, or dress down on another day.

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 9 week period will be donated to charity.

Request for Excused Absence for Students Taking Non-School Educational Tour or Trip with Family or Other Approved Adult Sponsor

Criteria/Guidelines

Regulations of the state of Pennsylvania provide that, upon written request from the parents/guardians/guardians of the student involved, a student may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the superintendent as educational, and if the adult supervision is acceptable to both the superintendent and the student's parents/guardians/guardians. The building principal has been designated by the superintendent to make the initial decision, based on the information provided.

In order to provide guidance to parents/guardians, the following procedure for non-school educational trips/tours has been established:

1. This form must be submitted to the principal a minimum of ten (10) school days prior to the trip (except in an emergency). parents/guardians will be notified in any case in which the request is denied.

2. Requests will be approved only if it can be determined that the trip/tour is of educational value to the student.

3. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be made to each child's principal if the children attend separate schools.

4. No more than five (5) school days per student will be approved for educational trip/tour requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of the requested dates for absence.)

5. Unless there are unusual or emergency circumstances, such requests will NOT be approved for the first ten (10) school days of the year, during periods of standardized assessments, when a student has accumulated an excessive number of unexcused absences, or when a student is in academic jeopardy. Please consult the district website, school calendar, or contact your building principal for specific assessment dates.

6. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school. Failure to complete schoolwork will result in a lack of evidence toward learning targets and will negatively impact a student's characteristics of a successful learner/citizenship/employability skills score.

7. Days that are not approved for an educational trip are unexcused and may therefore result in any or all of the following actions:

First legal notice

1. School Attendance Improvement and Truancy plan
2. Citation from district court

****Be advised that if the family trip combined with the total number of absences to date exceeds 10 days, you will be required to provide a doctor's note for each subsequent absence.**



It is important that parents/guardians/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 read and agree to be governed by the Parent/Student Handbook of John F. Kennedy Catholic School.

Signature: _____

Date: _____

Signature: _____

Date: _____

