

Lock Haven Catholic School

"Building on Tradition and Excellence"



Parent and Student

HANDBOOK

311 West Water Street
Lock Haven, PA 17745
570-748-7252
2020



Lock Haven Catholic School

Contact Information:

School Phone: 570-748-7252

Fax: 570-748-1939

Holy Spirit Parish Office: 570-748-4594

School Web Site: www.lhcs.org

Principal E-mail: principal@lhcs.org

Business Manager E-mail: lhcs@lhcs.org

Development Manager E-mail: bfravel@lhcs.org

School Hours:

8:13: Morning Bell

8:20: Students must be in classrooms or marked tardy

2:25: Bus dismissal starts

2:40: Walkers and car rider dismissal

Please do not drop students off before 7:45 and please pick-up students by 3:00. We cannot guarantee that a faculty member will be at the school before or after these times.

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Philosophy of Lock Haven Catholic School

Catholic education at Lock Haven Catholic School serves the mission of the Catholic Church by: spreading the Gospel and our faith's traditions and teachings; fostering intellectual development; and serving others in our community and the world. We are challenged to live our faith by integrating God, education, and service with all aspects of life.

Each student is a unique child of God with special gifts and abilities, created for God's purpose. It is our sacred responsibility to guide, teach, and inspire our students in their spiritual and academic growth.

The process for structuring the total student experience involves regular review and revising to meet and/or exceed current education standards and the demands of our dynamic world culture.

We seek to promote harmony in life through solid education in the Catholic religion, academics, and values. This foundation will serve a lifelong purpose to illuminate the student's journey toward becoming a faithful, respectful, and contributing member of our world community and the Kingdom of God.



The cooperative, interpersonal relationships among and between families, teachers, and students build a productive Catholic school community...one with the spirit of God's family.

The purpose of Lock Haven Catholic School is to provide the environment and the means by which the whole child is developed and nurtured. This wholeness includes spiritual, intellectual, emotional, physical, personal, and social growth.

Mission Statement

Lock Haven Catholic School is dedicated to educating kindergarten through eighth grade students in faith, academics, and Christian values while providing an environment of cooperative, interpersonal relationships among and between families, teachers, staff, and students. This foundation will serve the lifelong purpose of guiding the students' journey in becoming morally responsible and contributing members of an ever-changing global community.

Religion

The grace of God transforms our lives. We can be peaceful in the face of conflict, faith-filled in all aspects of our lives, hopeful in difficulties. Children live in wonder at the God-presence around them. Help them celebrate God's love for them as expressed in the church liturgies. It is important that parents take children to church on weekends. Life lived contrary to what is being taught in school is confusing to the children.

As Christians, we are concerned for the well-being of all people. At LHCS, we promote generous spirits in our students. This prompts our students to be very generous in participating in charitable fundraising events like our "Change for Change" program where students bring in change, to change their clothes for the day (dress down day), to help change the world. All money collected goes to a family in need, foundation, mission, etc.

Catholic students in second grade are prepared for the sacraments of reconciliation and Eucharist.

Accreditation and Goals

Lock Haven Catholic School is accredited by the Middle States Association of Colleges and Schools, Commission on Elementary Schools.

Admission and Registration

- A child must be five years old by August 31st to enroll in kindergarten and six years old by August 31st to enroll in first grade.
- In general, we accept Catholic children of active parish members first and other children if there is room. Siblings of currently enrolled students receive priority.
- Registrations forms can be obtained by calling the school office, 570-748-7252, or by visiting the school web site, www.lhcs.org.

Tuition

Lock Haven Catholic School operates in a sound and prudent financial manner. Its Finance Council creates a realistic budget to keep education affordable while maintaining high quality.

Parents and guardians are encouraged to pay the full tuition cost for their child. This, however, may be unrealistic for some families at this time so help is available for such situations.

Funds are sometimes available through the Simple Tuition Solutions and other grant and scholarship programs. Applications for these programs can be obtained by contacting the school.

Families that are members of a Holy Spirit Parish can also contact the Parish Finance Council to inquire if a parish tuition grant is available.

The obligation of tuition payment is a very serious one for parents. It is essential for the financial vitality and stability of the Lock Haven Catholic School that these payments are made on time and remain current.

Parents with delinquent accounts will be required to meet with representatives from the School Finance Council to discuss the balance on the account before initiating legal proceedings. The School's Finance Council would discuss the situation in a case by case situation. Please avoid legal proceedings, remit your payment on time. Convenient payment options are available to best meet the needs of parents.

Payment Options: Checks and cash can be deposited in the collection box in the Main Office. Credit card transactions (for tuition only) must be handled by Mrs. Sanders during her office hours.

- One-time payment by cash or check by August 15th will receive a 3% discount (this applies only if paying full amount of tuition without a Parish subsidy grant)
- Semi-annual payment paid by August 15th and January 15th (Late fee of \$25 each month)
- 10 month payment option with 1/10 of the total amount due by the 15th of each month with first payment due by August 15th (Late fee of \$25 each month)
- 12 month payment option with 1/12 of the total amount due by the 15th of each month with first payment due by August 15th (Late fee of \$25 each month)

Kindergarten Extended Day Program

Our quality kindergarten program is for a half day running from 8:15 – 11:15. Many parents expressed a need and an interest in keeping their children at the school for the afternoon. The school will determine in the spring of each year if the program will be offered for the upcoming school year. We must have at least 10 students enrolled in the program in order for it to be offered.

An extended day kindergartener's afternoon will be comprised of the following activities with dismissal the same as the other students:

- Lunch in the cafeteria (students may purchase a school lunch or pack)
- Recess
- Quiet Time (shared readings, video, etc.)
- Structured activities reviewing concepts taught
- Participation in afternoon scheduled school activities (assemblies)
- Dismissal

Attendance

When a child is absent from school, a written excuse noting the dates of absence and stating the reason for the absence must be presented to the homeroom teacher when a child returns to school. If you know in advance that a child will be absent, please inform the homeroom teacher.

A child is tardy if he/she arrives at school after attendance is taken. The children are marked tardy on the report card if they are not in the classroom by 8:20 AM. Children will not be marked tardy if the bus arrives late.

Parents must send a written note to the school to request an early dismissal for their child.

PLEASE send a **written note** to school with your child if there is any **change** with your child's **dismissal** for the day.

Communication

Throughout the school year, the school will use various formats to communicate with parents.



- A “White Envelope” with the monthly calendar, newsletter, volunteer list, lunch menu, and other announcements and information will be sent once or twice a month. Families must sign and return the physical “white envelope” the next school day.
- ***SchoolMessenger*** is used to make phone calls that remind families of meetings, inform families of school closings, delays, or dismissals, and/or give general information. It is very important to inform the school of any change to your telephone number.
- Follow us on Twitter, @LHCS311, and Facebook, @lhcs311, for up-to-date announcements.
- The school web site, www.lhcs.org, provides families with the most current information. Families can also find important papers if originals are misplaced.

- Starting in 2020, LHCS will be using Schoology as a Learning Management System. Please see the school website and classroom teachers for more information.

Each teacher will send home correspondences with students as well as sometimes use the school white envelope and email.

Change of Address/Telephone

Please notify the school office **immediately** of any change of address or telephone number. **Up-to-date records are important in handling emergency situations.**



Emergency Closings

If Keystone Central School District schools are closed, delayed, or have an early dismissal because of inclement weather, LHCS will be as well. Watch the television or listen to the radio for delays, closings, or early dismissals. SchoolMessenger will also be used to notify families.

Telephone and Cell Phone Use

The office telephone is for school business and emergencies. Children must have permission from the office staff to use the phone after their teacher approves the call. If you need to speak to your child's teacher, please call before or after school.

Children with cell phones must keep them in their backpacks, and the phones must be turned off. If a child uses a cell phone during the school day, it will be taken and a parent or guardian will have to pick it up from the school office.

Discipline

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

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

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

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

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

Uniform

Students in grades 1 – 8 are required to wear the school uniform. We have two uniform providers:

- Schoolbelles: www.schoolbelles.com (888-637-3037)
 - plaid jumpers
 - shorts
 - skorts
 - pants

- Lands' End: www.landsend.com (800-963-4816)
 - all levels of gym uniform
 - shorts
 - skorts
 - pants
 - middle school shirts
- **NEW for 2020:** The navy blue t-shirts and crewneck sweatshirts (spirit wear) with the LHCS lion mascot are acceptable choices for gym days. These will be sold periodically throughout the school year by the LHCS School Council.

Elementary (Grades 1-5) Uniform:

Regular School Uniform for Boys –

- Navy blue long uniform pants – no corduroy or cargo pants
- Belt – brown, black, or navy blue
- Navy sweater (without hood or zipper) or vest (without hood or zipper)
- Plain white (there can be no embroidery or color on the outside) long or short sleeve polo shirt or white turtleneck – must be tucked in
- Plain navy or white socks – socks **must** be worn
- Safe and sturdy shoes or sneakers.
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots
 - if rain or snow boots are worn to school they must be changed upon arriving to school

Regular School Uniform for Girls –

- Navy blue long uniform pants – no corduroy or cargo pants or leggings
- Belt – brown, black, or navy blue
- Plaid uniforms
 - V-necked jumper for Grades 1-5

- Plain white short or long sleeves blouse/polo shirt (there can be no embroidery or color on the outside) or white turtleneck – must be tucked in
- Navy or white sweater (without hood or zipper) or vest (without hood or zipper)
- Plain navy or white socks or tights **must** be worn
- Safe and sturdy shoes or sneakers.
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots (Ugg, cowboy, fashion, etc.)
 - If rain or snow boots are worn to school they must be changed upon arriving to school

Physical Education Uniforms (optional) –

- Long navy blue sweatpants – please see Lands’ End for approved style
 - No yoga pants or leggings
- LHCS navy blue logo or mascot t-shirt – must be tucked in
 - Short sleeve or long sleeve
- Long sleeved LHCS crewneck sweatshirt (logo or mascot)
- Sneakers (are not an option, they **MUST** be worn for Phys. Ed. Class)

Summer Uniform Option – (Starts @ Race for Education through September 30th)

- During warmer months, navy blue uniform walking shorts (girls may wear navy blue uniform skort or shorts) may be worn instead of pants or jumpers. Absolutely no soccer shorts, cargo shorts, knit shorts, draw string shorts, or short-shorts may be worn. Belt must be worn with shorts.

Other Uniform notes –

- **Girls:**
 - Acceptable jewelry for girls:

- Small earrings
 - Religious necklace
 - Watch without sound
- No make-up or nail polish
- Hair color must be natural looking
- **Boys:**
 - Acceptable jewelry for boys:
 - Religious necklace
 - Watch without sound
 - Hair color must be natural looking
 - If hair is long enough to be pulled back, **it must be pulled back**
 - Hats may not be worn inside the building

Middle School (Grades 6-8) Uniform:

Regular Uniform for Boys – (Lands’ End)

- Khaki long uniform pants – no corduroy or cargo pants
- Belt – brown or black
- Navy blue polo shirt **with school logo (Lands’ End)**
- Navy cardigan sweater (without hood or zipper)
- Navy sweater or crewneck sweatshirt **with school logo or mascot**
- Plain navy or white socks – socks **must** be worn
- Safe and sturdy shoes or sneakers
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots
 - If rain or snow boots are worn to school they must be changed upon arriving to school

Regular Uniform for Girls – (Lands’ End)

- Khaki long uniform pants – no corduroy or cargo pants
- Khaki skirt or skort
- Belt – brown or black
- Navy blue polo shirt **with school logo (Lands' End)**
- Navy cardigan sweater (without hood or zipper)
- Navy sweater or crewneck sweatshirt **with school logo or mascot**
- Plain navy or white socks or tights – **must** be worn
- Safe and sturdy shoes or sneakers
 - **No:**
 - Sandals or flip flops
 - Light up shoes
 - Roller shoes
 - Boots (Ugg, cowboy, fashion, etc.)
 - If rain or snow boots are worn to school they must be changed upon arriving to school

Physical Education Uniforms (students will be changing)-

- Long navy blue sweatpants *or* uniform gym shorts– **please see Lands' End for approved style**
 - No yoga pants or leggings
- LHCS navy blue logo or mascot t-shirt – must be tucked in
 - Short sleeve or long sleeve
- Long sleeved LHCS crewneck sweatshirt logo or mascot (optional)
- Sneakers (**are not an option**, they must be worn for Phys. Ed. Class)

Summer Uniform Option – (Starts at Race for Education through September 30th)

- During warmer months, khaki **uniform walking shorts** may be worn instead of pants.
 - Absolutely no soccer shorts, cargo shorts, knit shorts, draw string shorts, or short-shorts may be worn.
 - Belt must be worn with shorts.

Other Uniform notes -

- **Girls:**
 - Acceptable jewelry for girls:
 - Earrings
 - For safety reason, please do not wear large hoops or long dangling earrings
 - Religious necklace
 - Watch without sound
 - No make-up
 - Nail polish may be worn
 - Hair color must be natural looking
- **Boys:**
 - Acceptable jewelry for boys:
 - Religious necklace
 - Watch without sound
 - Hair color must be natural looking
 - If hair is long enough to be pulled back, **it must be pulled back**
 - Hats may not be worn inside the building

“Change for Change” and Dress Down Days

At the beginning and the end of the school year, as well as for special occasions, we offer opportunities for students to “dress down” for the day. We also do this once a month through our “Change for Change” program where students can bring in change (money or donation), in order to change their clothes for the day (no uniform), to help change the world (all donations go to a family, organization, mission, etc.)

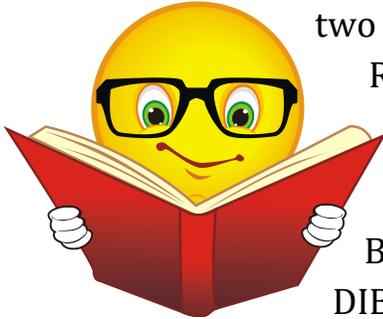
Guidelines for Dress Down/“Change for Change” Days:

- No hats
- No jeans, pants, or clothing with tears.
- No spaghetti straps, tank tops, or sleeveless shirts, high heel shoes

- School appropriate length shorts can only be worn during the “summer uniform” months (please see “Summer Uniform Option” on page 13)
- All words, pictures, emblems, etc. on clothing must be Catholic School appropriate

Academics

The academic year is divided into two semesters, each semester into two quarters, each containing nine weeks (45 school days).



Report cards will be distributed within two weeks of the end of each quarter.

The diocese uses a standardized test, the Iowa Test of Basic Skills, starting in 2nd grade. The school also uses DIBELS for students in kindergarten through third grades to assess language arts development. Students in 8th grade that have taken Algebra 1 will take the Keystone Algebra 1 Exam in the spring of their 8th grade year.

Teacher-made and company-prepared tests and performance projects/assessments on materials taught are regularly used at LHCS.

Homework

Homework is assigned to students in grades 1-8 almost every night. The purpose of the homework is for students to reinforce or expand on work done in class, develop and improve study skills, strengthen work habits, and increase self-reliance. The homework may include review of math concepts, spelling, reading a book, reviewing notes, creative writing, working on projects such as book reports, etc.

If you feel your child is receiving too little or too much homework, please contact your child’s teacher to discuss your concerns.

Library

Our library has an impressive collection of fiction and nonfiction available to meet a student's educational and entertainment needs. The main goal of the library is to foster the love of reading!



Books can be taken out every week during scheduled library time or at a time convenient to the homeroom teacher and librarian. Books and media checked out must be returned or renewed within a week.

Every student, kindergarten through sixth grade, will attend class in the library. Younger students will participate in story time and activities while older students will be taught library methods, research, and writing skills. Middle school students have ample access to the resources in the library.

Computers/Technology

LHCS tries to stay up-to-date with the latest technology. Students have access to computers in classrooms and the computer lab. All students will receive instruction in the computer lab at least once a week. This instruction time is coordinated between the technology instructor and homeroom teacher. If a student uses technology contrary to the teachers' directions, he/she will not be allowed to use technology at LHCS. Starting in third grade, students will receive a "Technology" grade on their report card.

Unfortunately, issues that might occur at home during the use of technology, might follow students to school, in particular unsupervised use of chat rooms on the internet. In order to help with this, please supervise your child's computer use at home in order to keep children safe and respectful.

Federal and State Programs

The Central Intermediate Unit under Act 89 provides LHCS students that qualify additional academic support. The programs available are:

- Speech
- Guidance
- Remedial Math
- Enrichment
- Occupational Therapy

LHCS also has Equitable Participation funds available to use for students with learning disabilities. The amount available varies from year to year. When available, a learning support teacher is hired to work with students that qualify.

LHCS utilizes a Title 1 reading teacher employed by Keystone Central School District. This teacher is at the school for half a day five days a week.

Lunch/Recess

Students need to eat a healthy, complete lunch in order to function throughout the afternoon. In order to do that, you might want to consider:

- If your child packs, get his/her input on what goes in the lunch, but also help to guide him/her in order to make some healthy choices.
- Even though it is convenient to have your child buy lunch, if your child does not like the meal being offered that day, consider packing a lunch for your child.



Considering these things will not only make your child happier, but it will also help them to stay healthier.

Students may purchase tickets for hot lunch (which includes milk) or for just milk (if they pack a lunch without a drink) at the beginning of each school week. Please put money or check, made out to LHCS, in an envelope that has clearly marked the child's name and the number of lunch and milk tickets that need to be purchased.

If a student is packing a lunch, please put it in a lunchbox or bag with the child's name written on it. Please do not include items in the lunch that need

to be heated. The cafeteria personnel is very busy serving the hot lunches and will not have time to heat packed lunches. Anything in a glass container and soda are not permitted.

During recess (or anytime) weapons and inappropriate toys are forbidden. Students should not bring toys, electronics, or other distracting items to school without getting approval from teacher first.

Health and Safety

A nurse is provided by Keystone Central School District. The nurse keeps accurate medical records for each of the students. If your child has a change in his/her medical history, please notify the school nurse immediately.



All medication must be taken directly to the office.

Students are not permitted to transport medicine of any type (prescription or over the counter) on the bus. A parent/physician medication administration form must be completed in order for any medication to be dispensed. This also includes over the counter medication.

If your child has a fever or is sick and not able to function at school, keep your child home. If you are able to pick up work and feel your child will be able to complete the work, call the school to make arrangements to have work prepared. If your child becomes ill at school, the school will use the emergency care card in order to make arrangements for your child to be picked up.

Conferences

Parent/Teacher conferences are conducted school wide in November. If you need to speak to the principal or a teacher before or after November, please call the school and make an appointment.



Transportation/Parking

Keystone Central School District and Jersey Shore Area School District provide transportation to LHCS. Parents may choose to have their children ride the bus or they may drive them to school or let them walk. Transportation questions can be answered by calling the school district in which you reside.

When dropping students off in the school parking lot, please drive slowly and watch for students. **DO NOT** pass go around a car in the pick-up/drop-off line unless told to do so by school personnel.



- The parking lot will be used only for drop-off during the hours of 7:30 AM – 8:30 AM, and for pick-up from 2:00 PM – 3:00 PM. If there is a delay or early dismissal, please adjust those times accordingly. **Please do not park in the lot during these time periods.**
- The **exception** to this will be **school personnel** that will be arriving and parking for the day and will not be pulling back out into the moving traffic pattern.
- If you need to walk your student to or from the school, please park in the church parking lot and walk him/her across the street.
- This should keep the flow of drop-off and pick-up running smoother and keep the students safe from cars pulling out of parking spaces.

First and Last Day of School Dismissal: Please see notes above. Please do not arrive early, or you will need to exit the parking lot go around the block and re-enter.

- 11:15 – Kindergarten students and siblings
- 11:25 – Students with last names beginning with A – K
- 11:35 – Students with last names beginning with L – Z

Full Day of School Dismissal: Please see notes above. Please do not arrive early, or you will need to exit the parking lot go around the block and re-enter.

- 2:30 – Students with last names beginning with A – K
- 2:40 – Students with last names beginning with L – Z

Early Dismissal: This is for a scheduled early dismissals. If we need to get out of school early, this schedule will work with a 2 ½ early dismissal. Please see notes above. Please do not arrive early, or you will need to exit the parking lot go around the block and re-enter.

- 12:00 – Students with last names beginning with A – K
- 12:10 – Students with last names beginning with L – Z

General Information

- **Athletics:** LHCS does not sponsor an extracurricular athletic program at the elementary level. Many of our students participate in community sponsored teams. Middle school athletic information will be provided to eligible students.
 - LHCS has a Middle School Cross Country team
 - LHCS has a “Cooperative Agreement” with KCSD for other middle school sports
- **Birthdays:** If your child is planning a birthday party, invitations which include the entire class may be distributed before children are dismissed. Children having parties inviting only some of the students will not be able to deliver invitations at school. Celebrations for the students in individual homerooms should be arranged with the teacher. Food brought to school must be store bought or made by a certified food service provider, like Wal-Mart, Weis, etc.



- **Books and supplies:** Each homeroom teacher provides a list of supplies a student will need for the school year. Please purchase only what is on the list due to space limitations. All hard-covered books must be covered all year long. Families will be charged for damaged or lost books.
- **Calendar:** A calendar with specific LHCS information is distributed monthly in the “white envelope”. Our annual calendar is created to match Keystone Central School District’s calendar as closely as possible.
- **Electronics:** Personal cell phones, earphones, mp3 players, iPods, iPads, etc. are not to be used during the school day. We are aware students may have to use them after school or on the bus, so if brought to school, they must stay in backpacks. Use of e-readers for reading purposes is up to the discretion of each homeroom teacher. Electronics used or heard during the school day will be confiscated and parents will need to pick them up in the office. Lock Haven Catholic School is not responsible for the loss or destruction of electronics devices.
- **Visitors:** Visitors are welcome and are asked to stop by the office to sign in. Messages or articles to be delivered to a student or staff member must be taken to the office, and office personnel will deliver items to the classrooms.

Volunteers

Volunteers are welcomed and are needed at the school. **All** volunteers must complete all the requirements found on our school web site before working with the children. Completed paperwork must be turned in to the school office **at least one month prior** to volunteering at school. For example, if you would like to volunteer for a field trip on May 15th, volunteer requirements and paperwork must be completed and submitted to the school office by April 15th. Please consider volunteering in some way.

There are many ways you can volunteer...

- PTO (Parent Teacher Organization)
- School Council representative
- Playground supervisor
- Lunchroom supervisor
- Room parent
- Field trip chaperone
- Classroom volunteer
- Fundraising chairperson
- Maintenance projects on school and grounds
- Much, much more



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MEMORANDUM OF UNDERSTANDING

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of

Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) or the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e. sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this Memorandum of Understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

Handbook Verification

Please sign and return this portion:

My child and I have taken the time to read and discuss the Lock Haven Catholic School Handbook together. We understand the content expressed in the handbook and will do our best to follow the guidelines within it. Please have each child attending the school sign.

Signatures:

Student: _____

Student: _____

Student: _____

Student: _____

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

Date: _____