



**Contact Information:**

**School Phone:** 570-748-7252

**Fax:** 570-748-1939

**Holy Spirit Parish Office:** 570-748-4594

**School Web Site:** [www.lhcs.org](http://www.lhcs.org)

**Principal E-mail:** [principal@lhcs.org](mailto:principal@lhcs.org)

**Business Manager E-mail:** [lhcs@lhcs.org](mailto:lhcs@lhcs.org)

**Event Coordinator E-mail:** [bfravel@lhcs.org](mailto:bfravel@lhcs.org)

**School Hours:**

**7:55:** Morning Bell

**8:05:** Students must be in classrooms or marked tardy

**2:15:** Bus riders, kindergarten and siblings' dismissal starts

**2:20:** All Students

**Please do not drop students off before 7:30 and please pick-up students by 2:45.** We cannot guarantee that a faculty member will be at the school before or after these times.

**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.

### **Accreditation and Goals**

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

### **Attendance Policy**

Every effort should be made for perfect attendance since each day of absence is a loss of learning. When it is necessary for your child to be absent from school, parents/legal guardians must notify the school office by email ([lhcs@lhcs.org](mailto:lhcs@lhcs.org)). If a parent or legal guardian can only call the office to excuse an absence, they must still send in a written notice regarding the absence. The written notice or email must include the student's name, days, reason for absence, and a signature. A doctor's note will also take the place of a signed written notice from parents/legal

guardians. Homework requests may be made by 11am, but homework may not be picked up until after the school day on the day of an absence. Teachers need adequate time to prepare materials to send home.

Under the law, tardies/absences without excuses are to be reported as unexcused absences. If within three days of the tardy/absence, we have not received an excuse or notice, the absence becomes unexcused. After three unexcused absences, a parent/guardian conference will be held. We will make every attempt to ensure that all our students' absences are accompanied by an excuse, but we ask for your cooperation as well.

If you are aware that your child will be absent from school for a period that exceeds four school days, please send a written notification to the office as soon as the anticipated absence is known. It is the parent/legal guardians' responsibility to also notify the classroom teacher to get any classwork that will be missed. It is the expectation that students will have all missing work completed upon the return to school.

### **Tardy Policy**

The first bell rings at 7:55am. The tardy bell rings at 8:05am. Any student that arrives to school after 8:05am will be considered tardy. A student that is tardy must sign in at the front office and receive a tardy pass to give to their classroom teacher. When a student is tardy, parents/guardians will be expected to turn in a written notice or physically drop their child off in the front office. If there is no excuse turned in to the office within three days after the unexcused tardy, the tardy will become unlawful/unexcused. If there are three unexcused tardies, a parent conference will be held. If your child rides a bus and the bus is running late, your child will not be marked as tardy.

### **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 15<sup>th</sup> 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 15<sup>th</sup> and January 15<sup>th</sup> (Late fee of \$25 each month)
- 10 month payment option with 1/10 of the total amount due by the 15<sup>th</sup> of each month with first payment due by August 15<sup>th</sup> (Late fee of \$25 each month)
- 12 month payment option with 1/12 of the total amount due by the 15<sup>th</sup> of each month with first payment due by August 15<sup>th</sup> (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

## **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 Facebook for up-to-date announcements.
- The school web site, [www.lhcs.org](http://www.lhcs.org), provides families with the most current information. Families can also find important papers if originals are misplaced.
- LHCS will be using Schoology as a Learning Management System. Please see the school website and classroom teachers for more information.

## **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. School Messenger 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 and “smart” watches must keep them in their backpacks in their lockers, and the phones and “smart” watches 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.

## Uniform

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

- Schoolbelles: [www.schoolbelles.com](http://www.schoolbelles.com) (888-637-3037)
  - plaid jumpers
  - shorts
  - skorts
  - pants
  
- Lands' End: [www.landsend.com](http://www.landsend.com) (800-963-4816)
  - all levels of gym uniform
  - shorts
  - skorts
  - pants
  - middle school shirts
  
- 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 Student 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) –**

- Navy jersey or cotton shorts that are fingertip appropriate in the months of August, September, and May -Please see Lands’ End for approved style
- 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 30<sup>th</sup>)**

- 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 30<sup>th</sup>)

- 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 “smart” watches**
  - No make-up
    - Nail polish may be worn
  - Hair color must be natural looking
- **Boys:**
  - Acceptable jewelry for boys:
    - Religious necklace
    - Watch without sound – **NO “smart” watches**
  - 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.)

“Change for Change” days will occur on **certain** Fridays starting in September. “Change for Change” days might be moved to Thursday in the event of a no school day. “Change for Change” days will not take place on days that mass is being held. Please refer to the school calendar for updates on “Change for Change” days.

### **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

If a student violates the “Change for Change” dress code, parents will be called to bring in appropriate attire for their child.

### **Grading**

In kindergarten through 5<sup>th</sup> grades, LHCS uses a standards-based grading system with the following scale:

- 4: Exceeds
- 3: Proficient
- 2: Basic
- 1: Below Basic
- +: distinguished in sub-skill
- Chk: proficient in sub-skill
- -: basic in sub-skill

The Diocese of Altoona-Johnstown’s grading scale is used for middle school students.

### **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 twice a year 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.

Please put money or check, made out to LHCS, in an envelope that has clearly marked the child's. The money will then be put into an account to purchase lunch, milk/water, or a la carte items (3<sup>rd</sup> – 8<sup>th</sup> grade students).

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 are 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.

### **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.

### **Arrival**

LHCS administration, faculty, and staff are not responsible for students until the supervising teacher allows the students to enter their classroom at 7:45am. Students will be allowed in the building prior to 7:45am only during times of inclement weather or if previous arrangements have been made with the classroom teacher.

### **Dismissal**

The last bell rings at 2:30pm. Students are expected to leave or be picked up no later than 2:45pm. If your child is still on the LHCS campus after 2:45pm, they will be escorted to the office and a parent/guardian will be notified. Students may then be picked up in the front office to go home for the day. Teachers are not on duty after 2:45pm. We want to ensure the safety and wellbeing of all students.

**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.

- 11:10 – Kindergarten students and siblings
- 11:15 – All students

**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.

- 2:15 – Kindergarten students and siblings/All bus riders
- 2:20 – All Students

**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. Lunches will be served on early dismissal days except with notified ahead of time.

- 11:40 – Kindergarten students and siblings/All bus riders
- 11:45 –All Students
- PLEASE NOTE THAT TIMES ARE SUBJECT TO CHANGE BASED ON KCSD TRANSPORTATION. PARENTS WILL BE NOTIFIED IF PICK-UP TIMES CHANGE.

### 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.
- Food brought to school must be store bought or made by a certified food service provider, like Wal-Mart, Weis, certified bakery/restaurant, 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 in the classroom

lockers. 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 required 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.

During the schoolyear teachers and students will practice a reunification drill. This drill is to practice if there is a time where LHCS needs to evacuate the building in the event of an emergency. The drill will happen one to two times a year. LHCS teachers and staff will walk to the reunification site, which is located off LHCS property, and back to LHCS. Parents will receive an email the week the drill will occur.

I give my child(ren) permission to participate in the walking reunification drill that will happen one to two times during the 2023-24 schoolyear.

Names of child(ren) that attend LHCS:

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Parent Name:

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Parent Signature:

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Date:

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