

DIOCESE OF SCRANTON

“They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers. Awe came upon everyone, and many wonders and signs were done through the apostles. All who believed were together and had all things in common; they would sell their property and possessions and divide them among all according to each one’s need. Every day they devoted themselves to meeting together in the temple area and to breaking bread in their homes. They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved.”

Acts 2:42-47

MISSION STATEMENT

“We, the Catholic faithful of the Diocese of Scranton, in union with our Holy Father, the Pope, are called through baptism to share in the mission which Jesus Christ has entrusted to the One, Holy, Catholic and Apostolic Church. Priests, deacons, religious and laity, under the leadership of our Bishop, cooperate to proclaim the Gospel in accordance with the teaching of the Church, to celebrate the sacraments, especially the Eucharist, for the salvation of all, and to witness by grace to the Kingdom of God so as to promote a culture of life, justice and peace.”

CATHOLIC SCHOOLS’ MISSION STATEMENT

“We, the Catholic Schools of the Diocese of Scranton, are committed to educate students and their families in the Catholic faith. We provide a Catholic education that is spiritually sound and academically excellent. We strive to prepare our students to be faith-filled leaders and life-long learners dedicated to serving the church and society.”

Precepts of the Church

- You shall attend Mass on Sundays and on holy days of obligation and rest from servile work.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

THE DIOCESE OF SCRANTON~ CATHOLIC ELEMENTARY SCHOOLS

STUDENT CONTRACT

Each parent and student at the beginning of each new school year agrees to the contract that appears here. Parents and students alike should be familiar with the terms of this agreement.

I UNDERSTAND AND AM WILLING TO ABIDE BY THE FOLLOWING CATHOLIC ELEMENTARY SCHOOL REGULATIONS:

1. Each student/family must be registered members of a parish community. All students/families must be full and active participants of their respective parishes. All students/families must be willing to give of their time, talent and treasure.
2. Students who fail any course at the end of the school year must make up this course work in summer school or with a tutor before being readmitted to following year.
3. Students who fail three or more courses may not be readmitted for the following school term.
4. Students in possession of or under the influence of drugs, including alcohol, in school, on the school bus or during school-related activities whether on or off school property may incur the penalty of expulsion from School.
5. Students who engage in **any** illegal activities at **any time** (including the use of drugs and alcohol) may be subject to school disciplinary actions, including expulsion.
6. Students who accumulate 15 **unexcused** tardies during the course of a school year will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
7. Students who fight or use abusive, demeaning, harassing, profane or threatening language at school or on the bus may be subject to school disciplinary action including expulsion.
8. Students are bound by all the rules of the Student/Parent Handbook.
9. **The registration of a student in The Diocese of Scranton~Catholic Elementary Schools is considered recognition on the part of the student and his or her parents or guardians of compliance with all rules and regulations of the school.**
10. **The school reserves the right to amend all school rules as found in this Handbook. Parents will be given prompt notification of all changes.**

ACADEMIC POLICIES

INTRODUCTION

After education and formation in the Catholic faith, the most important aspect of school is academic studies. Nothing should be allowed to interfere with the student's right to, and desire for, a sound education. Co-curricular activities should always be considered secondary to successful achievement in scholastic requirements.

In addition to time spent in class and study periods in school, it is suggested that students spend an age appropriate amount of time at home in study and preparation for their assignments for the next day. Students are encouraged to ask a teacher outside of class to explain subject matter that was not understood in class. It is the desire of the teacher to help the students to avoid the possibility of failing.

ACCREDITATION

The Middle States Association of Colleges and Secondary Schools accredits the high school. Elementary schools are accredited by Middle States Elementary Commission.

ACADEMIC INTEGRITY

Academic dishonesty demonstrates a lack of integrity and character that is inconsistent with the values of our Catholic educational institution.

Honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his/her academic performance, and most importantly as a moral mandate of our Christian faith. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Education in a Catholic school fosters learning in an environment infused with the values implicit in the Gospel message of Jesus Christ. Stress often propels students to make unethical choices. When students choose to commit academic dishonesty, it may be a symptom of a more serious problem such as inappropriate class placement, over-commitment to extra or co-curricular activities, and/or academic desperation. The compromise of their values through academic dishonesty may lead to a loss of self-esteem, as students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence and academic dishonesty robs students of their opportunity to become competent.

A student can violate academic integrity in two major ways: by committing plagiarism or by violating the rules of an assignment.

1. **Plagiarism** is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. Some common forms of plagiarism are using another person's words as if they were one's own, putting another person's work without documentation, or even presenting someone else's line of thinking in development of a thesis as if it were one's own. Education depends greatly on the exploration of the ideas and writings of others. Many assignments will require a student to research those ideas and writings. Whenever the words, ideas or researches of another are used, the student must acknowledge that use. Teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.

2. **Violating the rules of an assignment:** A student who prepares an assignment in such a way as to “get around” the legitimate purpose of that assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include copying someone else’s homework, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor’s permission. Elementary school is a time of multiple learning experiences. Therefore, unless a teacher has approved submission of a previously submitted paper, the student is required to write a new one. It is the student’s responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising your academic integrity would be:

- A. Copying another student’s answers on tests, quizzes, lab reports, etc.
- B. Discussing answers with other students during the test itself or in between classes when others have not yet taken the exam.
- C. The use of a cheat sheet, copies of tests, or other unauthorized information either during or before the administration of the test.
- D. Re-submission of old work, either your own or someone else’s.
- E. Allowing a parent or friend to do your work and presenting it as your own effort.
- F. Impeding the academic progress of other students, including, for example, taking another student’s text or notebook from his/her locker without permission or stealing or defacing another student’s work.

Penalties for Academic Dishonesty

The penalty for academic dishonesty is normally a failure for the assignment. Serious or chronic violations could be a reason for further penalties and could be reason for a student’s dismissal from school.

COMPUTER NETWORK

The school provides computers in the classrooms, Computer Labs and Libraries (where applicable) for the educational use of our staff and students.

All who choose to use the school computers are bound to observe the rules of use. Violation of the rules will result in disciplinary action.

Computer Use Rules:

- Respect school property
- Respect the Network-do not try to go to restricted areas
- Do not spread viruses- no personal disks may be used unless scanned for viruses
- Do not alter Program Settings
- Respect your storage space within the Network- all Network folders will be emptied each summer
- There will be no access to chat rooms, news groups or web e-mail
- No downloading of files- in special circumstances, permission may be requested
- Respect Copyright laws- do not plagiarize Web pages or graphics, all Web pages must be notated as a reference

- Do not use the Network for personal business
- Do not use the Network inappropriately- do not seek or publish any material that is abusive, profane, sexually offensive or against the faith and morals of the Catholic Church
- Respect State and Federal Laws- regarding pornography as well as the use, selling, and/or the distribution of illegal substance
- Respect school's acceptable use policy

CUSTODY ISSUES

Every Catholic school in the Diocese of Scranton requires that the custodial parent file a court certified copy of the custody section of the divorce decree or a court certified copy of the custody decree with the school. If no such copy is on file, the school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility as to which parent should have physical custody of them on any given day.

ADMISSIONS

Parents may apply for admission to The Diocese of Scranton~Catholic Elementary Schools for their son or daughter. Application does not guarantee admission.

PROGRESS/DEFICIENCY REPORTS

Progress/Deficiency Reports are sent at the midpoint of each quarter (and where applicable that information is available on *edline*.) These reports are sent to those students in danger of failing, and also to students whose work is below the standards of the school or their own abilities. It is hoped that parents will follow the suggestions indicated on the report. Parents must understand that it is possible for a student to be passing at the midpoint of a quarter but to fail the quarter due to failing grades on later assignments and/or tests. While every effort will be made to notify parents when possible, a lack of notification will not affect the failing grade.

HONOR ROLL

Grades 6-7-8 will be eligible for the honor roll.

High Honors: 92.5%-100% and S in all major subjects.

Honors: 85% or above and S in all major subjects.

If a child receives two I's in a subject area (i.e. music, physical education, art, computers, foreign language), he/she is not eligible for the honor roll. A mark of U will also result in a student being ineligible for the honor roll.

ACADEMICS

- Inattentive
- Unprepared for class
- Incomplete, missing or poorly completed homework/projects
- Lacks disciplined study habits
- Low test scores

ATTENDANCE

- Performance is hindered by absences
- Performance is hindered by tardiness

BEHAVIOR

- Disruptive
- Displays uncooperative behavior
- Displays disrespectful behavior
- At the end of the quarter the honor roll student will receive a certificate.

Marking Code

A: 95-100 B+: 90-94 B: 85-89 C+: 80-84 C: 75-79 D: 70-74 F: 69 Below
Students in grades 1-3 will receive letter grades; students in grades 4-8 will receive numeric grades. Students in grade 1 will receive report cards 3 times a year beginning with the second marking period.

PROMOTION, COURSE FAILURE, SUMMER SCHOOL

It is required that a student passes all courses taken at the school. Arranging for summer school or make-up credits is the responsibility of the parents or guardians in consultation with the Principal. Courses must be made up during the summer following the failure.

Students failing courses during the school year will be given neither credit for the quality point average, nor class rank at the end of the year. Courses failed during the school year may be made up in an accredited summer school system. Documentation of attendance at summer school must be sent to the Principal as soon as summer school is completed. When this transcript is received, the failing grade will be changed to 70.

Students who opt to use a certified private tutor to make up courses failed during the school year must make arrangements with the principal before tutoring begins. The tutor must be certified in the subject area of tutorial work. Documentation must be sent to the Principal office as soon as the work is successfully completed. When the documentation is received, the student may be required to complete an additional assessment or test. If the test is passed, the course grade will be changed to a passing grade and credit will be given. Any student failing to make up courses in summer school may be retained in the previous grade.

ACADEMIC PROBATION

Any student failing two (2) or more subjects at the end of each marking period will be placed on Academic Probation.

Any student failing two (2) or more subjects at the end of the second semester will be placed on Academic Probation for the following year. These students and their parents must meet with the administration before the start of the school year and an Academic Probation Contract may be required.

The Principal and/or Vice Principal will monitor the academic progress of these students during the probation period as defined in the Academic Probation Contract written during the meeting with the student and parents.

EXTRACURRICULAR ACTIVITIES/ ATHLETIC ELIGIBILITY

Catholic schools in the Diocese of Scranton recognize that athletics and extracurricular activities are important parts of the educational experience. Every student has the right to try out for activities and sports and to be evaluated fairly. While as many as possible will be allowed to participate, there is no absolute right to

participate in extracurricular activities or play sports. All students who wish to participate in activities, including athletics, must meet the eligibility requirements set by each school. Specific information will be provided by each school in the addendum and also in the *Elementary Athletics Guidelines* provided to each school every year.

BACK TO SCHOOL NIGHT

Early in the school year, parents are given the opportunity to meet teachers and receive a description of the course, class, homework requirements, and testing and grading policies.

REPORT CARD DISTRIBUTION

At the beginning of the second quarter, an opportunity will be given parents and guardians of the students to visit the teachers individually to discuss the student's progress. Parents are urged to visit the school. They are reminded that they may contact the school at any time regarding the progress of their children.

GUIDANCE AND COUNSELING

Guidance is concerned with the educational, emotional, and social development of all the students in relation to their total school experience. Guidance is a part of the total school program. It is a coordinated effort involving students, faculty, parents, administration and specialists as needed. The counselor implements a plan of guidance, with the cooperation of teachers, parents and administration.

The school counselor follows the professional standards established by the American School Guidance Association, treating each person individually and confidentially. With this in mind, all students should take advantage of this service available to them.

Counselors will keep confidential information shared in counseling sessions unless the student's or another person's health, life and/or safety are at risk or if criminal activity is being contemplated or has occurred. All school staff members have responsibilities towards students and their well-being and towards other people who could be harmed by the student. Additionally, failure to report criminal activity could make the counselor liable to charges of being an accessory to the crime before or after the fact.

PHYSICAL EDUCATION

Physical Education is a **state requirement**. No one may take physical education unless he/she **is in the proper school gym uniform**. To be excused from physical education due to illness, a student must present a note from a medical doctor to the physical education instructor. A student who is consistently unprepared for class may fail Physical Education for the quarter or the entire year. The failure must be made up in summer school. (See Promotion, Course Failure, Summer School).

Students should never leave valuables (i.e. purses, money, watches, etc.) unattended in the Gym. The school cannot be responsible for the loss of unattended personal items.

TEXTBOOKS

Textbooks are the property of either the school or the Commonwealth of Pennsylvania. Textbooks are distributed to students in the beginning of the school year. It is the responsibility of the student to keep the books covered and to return

them at the end of the year in good condition. Lost books and/or damaged books must be replaced by the student at full replacement cost. Payments are made to the Main Office.

TRANSCRIPTS

A transcript is a copy of a student's school record that lists classes taken, grades earned and standardized achievement test scores. An official transcript is signed and sealed by the principal and sent directly to another institution.

All financial obligations must be fulfilled before a transcript will be issued.

REGISTRATION, TUITION AND FINANCIAL AID

Registration begins in February for the upcoming school year. Parents are encouraged to return all registration materials promptly so teaching staff needs can be determined and accurate budgets may be developed for the following school year. A registration fee will be charged. Parents seeking any financial assistance are required to complete the PSAS Financial Aid forms that will be sent to you and are also available from the school's Finance Office and must be returned by the deadline date established.

Students registering for admission to kindergarten must meet the age requirements set by their local public school district of residence.

POLICY ON HARASSMENT, HAZING AND DISCRIMINATION (STUDENT VERSION)

Philosophy

In recognition of the dignity and worth of each individual, this policy promotes an environment in which all persons at our Catholic Elementary School shall be free from all forms of harassment, hazing and discrimination and conduct, which can be considered harassing, hazing, coercive or disruptive. Such behavior undermines Catholic values and jeopardizes the integrity of the relationship that exists among staff members and among students with their peers and with all school personnel.

Definitions

1. **Harassment** is defined as any inappropriate verbal or physical conduct based on *gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance and/or intellectual or motor abilities* made by any member of the school community. The concept of intent is not addressed here, but rather, it is the recipient's reaction that is considered to be the critical variable in making any determination. Any conduct that creates an intimidating, hostile, or offensive environment shall be considered a form of harassment when:
 - *Subjection to such conduct has the purpose or effect of substantially interfering with an individual's academic performance.
 - *Subjection to such conduct is made either explicitly or implicitly a term or condition for one's education;
 - *Subjection to a rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
 - *Subjection to such conduct causes discomfort, physical or emotional harm to the person.

2. Harassment may include, but is not limited to verbal and/or physical harassment or abuse, repeated remarks with demeaning implications and/or explicit or implicit threats concerning one's academic status or participation in co-curricular activities.
3. Hazing occurs when in connection with initiation of members to a particular group, someone knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury. Hazing may include any activity that endangers the physical safety of another person, produces mental or physical discomfort, causes embarrassment, fright, or ridicule, or degrades another individual.
4. Discrimination is the unequal treatment of a person based on a characteristic shared with others. The following are illegal types of discrimination: race, national origin, color, sex, age or disability. [It should be noted that Catholic schools may discriminate on the basis of religion. Nonetheless, there should be no ridiculing of another's religion.]

Responsibilities

1. The Administration is required to ensure adherence to and compliance with this policy and upon being informed of possible harassment, hazing or discrimination is required to take appropriate and timely action. The Administration is further required to publish this policy in the student handbook/calendar.
2. Anyone, including the person affected, a person involved in the incident, faculty/staff, parents, friends, community members may and should report the incident immediately. If you are not sure that the incident clearly falls into one of these categories, report it. The Administration will assess the situation and make the final judgment. If you are concerned, it probably fits the definition.
3. Students are encouraged whether directly or through a third party to notify the alleged harasser that the behavior is offensive and unwelcome. Whenever appropriate, staff members and students are encouraged to report unresolved incidents of harassment, hazing and/or discrimination to a higher authority, or if all else fails, to the Principal.

Confidentiality

To the extent possible, any investigation of alleged harassment, hazing, and/or discrimination by a staff member or by a student will be conducted in a manner to protect the confidentiality of all individuals involved in the incident.

Procedures

1. Whenever possible, the parties involved should attempt to resolve their differences between themselves or with the assistance of a mediator. The first course of action is to inform the offender to stop his/her unacceptable behavior.
 - a. Immediately make a written record of the incident noting the individual(s) involved as well as the date, time and location of the incident, any witnesses present, and the exact nature of the offense.

- b. Promptly report allegations to your parents, a responsible teacher, or the Principal as soon as possible, preferably within ten school days. Delays can make any valid investigation difficult to conduct and document.
- c. If any of these individuals can resolve the incident, the matter should be considered closed to the extent possible.

ALL MATTERS REFERRED TO ONE OF THE ABOVE NAMED PEOPLE MUST ALSO REPORT THE INCIDENT TO THE PRINCIPAL.

2. Serious allegations of harassment, hazing or discrimination should always be referred to the Principal as well as to the other staff members.
3. When required by law, the Principal will report the particular incident to the legal authorities.
4. Both the accused and the student making the allegation will have the right to appeal any decision deemed unsatisfactory to the Principal and/or the Superintendent of Schools.
5. The Principal will present a written report of all the facts and circumstances for the parents in a timely manner, barring special circumstances, within seven days of the initial report. The report will include the recommended remedial action the school plans to take. The parents have the right to support or mediate the recommendations made in the report. The parents also have the right to refer the incident to the legal authorities.

Retaliation

Retaliation, intimidation or threats in response to a complaint will not be tolerated. The retaliation can be direct, indirect, or subtle. If it occurs, it will be dealt with in the same manner as the serious allegations are handled. Suspension and expulsion are possible penalties.

Remediation

Any student found in violation of this policy following a judicious review of the allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, limited suspension from classes, expulsion, or referral to the criminal justice system.

Education and Assessment

This policy should be reviewed and updated regularly. Suggestions may be presented to the Administration by any member of the school community, including staff, students, and parents. Opportunities should be made available to all members of the school community to attend workshops, seminars and other activities in order to raise the level of consciousness concerning those issues raised in this policy statement.

DISCIPLINE POLICY

The Diocese of Scranton~Catholic Elementary Schools subscribe to the belief of the redeemed value of each person. Teachers, as well as administrators, should have faith in the student's ability to want to do the right thing. Such a positive approach, while it can create student trust and faith, can build self-confidence, and can improve morale, it does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is linked invariable with responsibility. A

person who is truly free is one who acts and chooses while fully accepting the consequences of his/her actions. Restrictions should not be looked upon as only negative controls. Restrictions that are placed in keeping with the responsibility needed grant the individual more freedom and as such become rewards.

DETENTION

Detention is a form of corrective action intended to remind students of their agreement to abide by the rules of the school community to which they voluntarily belong.

TEACHER DETENTION

Each teacher is responsible for the environment in his/her classroom. If this environment is disrupted, it is the responsibility of each teacher to issue and proctor a private detention. The Principal should be notified for the purpose of accurate record keeping.

For the safety of the student, the student must be given at least 24 hours notice before serving the detention.

If a teacher has persistent problems with a student, this should be made known to the Principal. A conference may then be set up with the Principal, the teacher and the student. In some instances, parents may be required to be in attendance.

DISCIPLINE CONTRACT

A Discipline Contract is to be used only after all previous disciplinary consequences have failed to alter negative behavior or when a particular infraction is of such a serious nature as to warrant a contract. It is signed by the student, parents, and Principal and is binding on all parties.

SUSPENSION AND EXPULSION

If a student's actions and/or conduct demonstrate a disregard for the welfare of others (classmates, teachers, school property, school officials), or deprives others of their right to pursue their own education, compulsory removal may be necessary. In this event, proper procedures (as outlined below) will be followed.

If the student and his/her parent/guardian choose to contest the facts which led to the disciplinary action, a closed formal hearing is then in order.

TYPES AND TERMS OF DISCIPLINARY PENALTIES

1. Temporary Exclusion- A student is summarily excluded from all classes, the school building, school grounds, and/or all school related activities.
2. Short-Term Suspension- A student is excluded from all classes, the school building, school grounds, and/or school related activities for up to ten (10) days.
3. Long-Term Suspension- The student is excluded from all classes, the school building, school grounds, and or school related activities for ten (10) days or longer.

EXPULSION

The expulsion of a student is an unusual and rare occurrence. In the event that This action should be necessary; the following procedures will be taken.

1. The student will be denied access to the educational program for more than ten (10) days and perhaps permanently.
2. As a courtesy, the student's pastor is to be notified.
3. The authorization of the Superintendent of Schools will be sought.

If the student and parents/guardian request a hearing, the following procedures will be followed:

RECOMMENDATIONS FOR HEARING PROCEDURES

1. Written notice of charges against a student should be supplied to the student and parents/guardian as soon as possible.
2. Parents/guardian should request a hearing within three (3) days from the date of the disciplinary action.
3. The student will be given an opportunity to relate his/her version of the acts and their implications.
4. The hearing should be conducted by an impartial Diocesan Review Committee designated by the school; the committee will make its determination solely upon the evidence presented at the hearing.
5. A written or taped record should be kept of the hearing.
6. The Diocesan Review committee, within reasonable amount of time after the hearing, should state its judgment regarding the conduct of the student and its decision regarding the disciplinary action.
7. The decision of the Diocesan Review committee will be put in writing and sent to the student and his/her parents/guardian and a copy kept in the school files.
8. The student and his/her parents/guardian will be made aware of the right to appeal the decision of the Diocesan Review committee to the Superintendent of Schools, Diocese of Scranton, within five (5) days.

STUDENT CONDUCT

BEHAVIOR OUTSIDE OF SCHOOL

Students, when enrolled in any Catholic School in the Diocese of Scranton, commit themselves to the policies and philosophy stated in the school guidelines. **At all times their actions and behavior are reflections on the school.** Any actions undertaken by the student which are illegal or which are detrimental to the reputation of the school, the Roman Catholic Church and/or its teachings may be subject to disciplinary action by the administration.

STEALING

Stealing is beneath the dignity of any student and completely contrary to the very purpose of this school. Any student found guilty of such an action will be subject to severe disciplinary action including reporting the incident to the local police authorities and may be subject to dismissal from the school.

WEAPONS POLICY

Anyone in possession of a weapon or weapon-like object or any object used as a weapon in school or at any school sponsored activities is subject to immediate notification of the authorities and severe disciplinary action. Any student found in violation of this policy will be dealt with as follows:

1. The incident will be investigated and the parents will be notified.
2. In accordance with the Pennsylvania Crime code, sec. 912, the local police will be notified and the student will be immediately suspended into the custody of a parent or guardian. The Diocesan Superintendent will also be notified.
3. As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
4. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

Any incident, which even remotely is considered a threat, will result in the immediate suspension of the student. A formal evaluation of the student will be required. The written evaluation provided to the school must state that the student does not pose a threat to him or herself or any member of the school community.

NO SMOKING POLICY

The Safe and Drug Free Schools Act provides civil penalties for anyone using tobacco products in school or within one thousand feet of any school property. Students should not be smoking at any time. Students found using tobacco products will be suspended immediately from all classes and activities and their parents notified of the situation. Legal authorities will also be notified in the event of repeat offenses.

Students who need assistance to quit smoking or using tobacco products should seek such help through the Student Assistance Program.

POSSESSION OF ANY TOBACCO PRODUCT IS CONSIDERED USE OF THAT PRODUCT.

RESTRICTED AREAS

Private property is never to be visited or used for loitering or trespassing by students of any Catholic Elementary School. Good public relations between the students and neighbors demand respect and courtesy. Students should not be gathering near homes, apartment buildings or businesses within the neighborhood.

CARE OF THE BUILDING

Any student found guilty of damaging or defacing school property will be required to pay for the damages. The student and his/her parents/guardians will be required to meet to discuss the damage, the expense, and its method of payment with the school officials. Students guilty of malicious destruction or abuse of school property are liable to dismissal.

GUM CHEWING

Gum chewing is never permitted in the school building or on school grounds because of the potential damage to the school building and property.

ELECTRONIC DEVICES

Scanners, CD players or I-Pods, electronic video games or other such devices

are not permitted inside the school building. If a student is caught with such a device, the following penalties will be implemented. Students are permitted to be in possession of a cell phone, which must not be visible or audible during the school day. Anyone found in violation of this policy will have his/her phone confiscated according to the rules below.

First Offense: The device will be confiscated and returned at the conclusion of the school day. The student will receive a detention.

Second Offense: The device will be confiscated for one week and parents will be notified. The device will be returned when the student pays a \$10 fine (with proceeds going to the Missions.) The student will receive a detention.

Third Offense: The device will be confiscated for two weeks and returned when the student pays a \$20 fine (with proceeds going to the Missions.) The student will be suspended out of school and a parental meeting will be scheduled to discuss chronic infractions.

ATTENDANCE

The Pennsylvania statutes on Education provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. The school is required to keep an accurate record of daily attendance, tardiness, and absence. A teacher or school personnel designated by the Principal will make all entries in the Attendance Record. In order to enforce the law it is reasonable for the school to establish policies and regulations governing school attendance.

The Diocese of Scranton believes regular attendance and participation along with the interaction between student and teacher and among students in class are vital and integral parts of the learning process. Attendance is seen as a means of serving these educational ends.

Frequent absence from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the student is not in school to take advantage of them.

Chronic absences limit accomplishments and reinforce a habit that will hinder the individual in future education or employment. Research indicates there is a close relationship between students' attendance and their academic and disciplinary performance.

ABSENCE PROCEDURES

If a student is ill and cannot come to school, the student's absence is to be reported to the Main Office by phone by his/her parent/guardian. If a phone call is not received, the school may phone the student's home. If no answer is received when the call is made, further investigation will take place.

All students who have been absent from school must present a written excuse from their parent/guardian indicating the reason for absence. Upon their return to school the student should give the note to the Homeroom teacher. These notes will become part of the student's attendance record for the school year.

Once a student arrives on school property, he or she is NOT permitted to leave the grounds. Leaving school grounds once a student has arrived is considered a truancy that may result in disciplinary action.

Students who are absent from school may not participate in any athletic practice, contest, or other co-curricular activities on that day. If an absence occurs on a Friday the student may not participate in any school activities until

he/she returns to school on Monday.

ABSENTEE MAKE-UP WORK

A student who, because of illness or any other reason, is absent from class, is responsible for making up all work missed. This responsibility belongs to the student; class work must be made up no later than FIVE school days after the student has returned to school. The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due.

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the School Office. In such cases the local school district will attempt to provide tutors. The School Office will provide the necessary applications for this special instruction; the parents must provide a physician's certification of illness. The tutor must provide the School with a written summary of work completed with the student as well as a written evaluation of the student's understanding of the material in such a way that the subject teacher will be able to grade the student.

EXCESSIVE ABSENTEEISM

The State of Pennsylvania mandates 180 days of instruction and the successful completion of course requirements are necessary in order to grant credit.

If any student is absent 10 days during the school year, the parent/guardian will be notified by mail and a meeting will be set up to discuss the situation.

If a student is absent 15 days or more during the first semester, the student will be placed on Attendance Probation.

The Principal can stop this action if he/she determines that:

1. Illness has been verified by a physician's excuse.
2. Absence resulted from a death in the student's immediate family.
3. Absence was caused by a verified medical emergency within the immediate family.
4. An unusual circumstance exists.

EARLY DISMISSAL

Parents are asked to refrain from requesting that their children be excused before the end of the school day for appointments, i.e., dental, medical, etc. A WRITTEN REQUEST for early dismissal should include the reason for the request and a telephone number where the parent/guardian can be reached during school hours as well as the name and phone number of the doctor, dentist, etc. When the student returns to school after the appointment, he/she should return with a medical excuse provided by the doctor's office.

For the protection of our students and families, no student will be allowed to leave school on the strength of a telephone call, no matter what the urgency. If a valid emergency exists, a member of the immediate family must come in person to the school office to request the student's early dismissal. Exceptions are granted only for very greave reasons. The Administration is able to make an exception to this rule.

An early dismissal is never a reason to miss a scheduled test/quiz or to not hand in work due during that day. Students are expected to complete their responsibilities for the day before being dismissed early.

ILLNESS AT SCHOOL

A student who becomes ill during the day is not to leave school until he/she receives the proper permission from the School Office. Students who have been absent from school or who have gone home because of illness may not participate in any athletic practice or contest or in any school activity that same day unless they are present for more than four and one-half hours of the school day.

If a student is sick or absent on Friday, this rule applies to all weekend games or activities as well.

LATE ARRIVAL

Students who are not present for the beginning of the school day and morning prayers will be marked tardy. A note must explain tardiness for any reason other than Bus Delays from the parents/guardians. All students must report to the School Office upon late arrival to obtain a late slip for entry into the classroom.

Students who accumulate 15 unexcused tardies during the course of a school year will be ineligible to participate in any social, co-curricular or extra-curricular activities including athletics.

- A student who is late to school three (3) times without proper documentation is liable to detention. Except for extraordinary circumstances, a student should not accumulate more than three excused tardies per marking period.
- Students who abuse this policy may be subject to further disciplinary action.
- **Tardy-** students who arrive after the school day has begun and is less than 2 hours late.
- **Half Day-** students will be marked absent for a ½ day if they arrive at school more than 2 hours late, but less than 4 hours late.
- **Absent-** students will be marked absent if they are not present in school or if they are not present from more than 4 1/2 hours of the school day.

FIELD TRIPS

Participation in field trips is a privilege, not a right. Properly signed permission forms are required for the student to participate. The school accepts no liability for INJURY TO students participating in field trips. Parents have a right to refuse permission to participate; however, the student is still obliged to attend school on that day. The Administration reserves the right to determine the number of Field Trip approvals for each grade. (See Addendum)

HOSPITALIZATION

Hospitalization of a student is a serious event that needs the attention of the school so that academic progress can be combined with recovery of the student in a beneficial manner. Parents should contact the Administration immediately so that the school can make appropriate arrangements.

VACATIONS

It is the expectation that students and parents follow the school calendar. Students are to be present on all school days, even when there is a shortened or irregular schedule.

Parents are discouraged from planning a vacation during the school year. Students who are taken out of school against this directive must notify the Principal and teachers two weeks in advance. **The student assumes full responsibility for the schoolwork missed.** He/she must make arrangements with the teacher for making up

work and tests at the teacher's convenience. The teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on vacation.

TRUANCY

Students who are truant from school or from individual classes will be dealt with in the following manner:

1. The school will inform parents of the truancy.
2. Students will be informed that any work (homework, quizzes, class work) missed while they were truant will be recorded as a zero. Students may be permitted to make up tests.
3. Continued violations in this regard may result in expulsion from the school.

WITHDRAWALS FROM SCHOOL

Students desiring to transfer from the school must have parents or guardians consult with school authorities. The following procedure is to be followed by all students who are withdrawing from the school: (1) make an appointment to see a member of the Administration who will conduct an exit interview; (2) return all books to the School Office; (3) Principal will issue the transfer or close the student's record.

No transcripts will be issued until all books are returned and all financial obligations discharged.

Students who voluntarily withdraw from the school, or are dismissed for academic or disciplinary reason, will ordinarily not be re-admitted at any subsequent date.

DRUGS/ALCOHOL

DRUGS AND ALCOHOLIC BEVERAGES

The possession or use of drugs, alcoholic beverages, or firecrackers, is a violation of the law. Any student who violates the law is **LIABLE TO DISCIPLINARY ACTION INCLUDING DISMISSAL** from school and criminal prosecution **whether or not the action takes place in school or at a school sponsored event.** The school will follow the Scranton Diocesan Policy concerning drugs. For the purpose of this policy, the term drug shall include alcohol or any malt beverage inclusive of wine coolers; any drug defined by law as a controlled substance; designer drug/s; any over-the-counter or prescription drug not registered with and approved by the School's Health Office; stimulants and depressants; any volatile solvents or inhalants such as but not limited to glue, varnish, remover, etc.; any chemical or abused substance; any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrite; tobacco and tobacco products such as cigarettes, chew/snuff, etc. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

DRESS CODE

A reasonable dress code supports the goal of self-esteem, neatness and good grooming. Evidence is available which shows that young people are apt to succeed more when their self-esteem is uplifted by a good personal appearance.

There are also other practical considerations. Students behave better, are spared unnecessary peer competition in dress, and are saved from the indecision of

wondering what to wear each day when there is a fair dress code in effect.

The school has attempted to provide a dress code that is both flexible and suitable to our purposes. Parents are expected to assist the school in encouraging their son/daughter to abide by the dress code.

SCHOOL UNIFORM

The school uniform must be purchased through FLYNN & O'HARA.

REQUIRED FOR GIRLS

***Information will be provided by local school in the addendum.**

REQUIRED FOR BOYS

***Information will be provided by local school in the addendum.**

Nothing may be worn over the boy's shirt or the girl's blouse except the school uniform sweater or sport coat (where applicable.) No other sweater may be worn.

In addition the following dress code will be applied:

1. Boys must be clean-shaven, their hair must be clean, neatly combed, and cut above the collar and behind the ears and eyebrows must be visible.
2. Girls may not wear make up or excessive jewelry. Piercings (other than traditional earrings) are not permitted. Boys may not wear any unusual jewelry- no earrings or necklaces (which are visible). Boys may not wear pierced jewelry of any kind. Hats may not be worn in the building.
3. Unusual haircuts and/or hair color are not permitted for boys or girls.
4. Students who are not in complete uniform may be given a detention.
5. It is advised that all students should have their names put on all parts of their uniforms.

*Additional specifics for the Uniform Code will be found in the addendum.

OUT OF UNIFORM DAYS

Out-of-Uniform days are an occasional privilege. Like all privileges, their beneficial effects can be forfeited because of the irresponsibility of a few. Out-of-Uniform days are time to show school spirit, wear the school colors, dress up or just enjoy a change of pace. Out-of-Uniform means a relaxed attitude toward dress, which does not result in extremes.

Clothes worn on Out-of-Uniform days must be modest in all circumstances.

Explicitly excluded as suitable wear on any Out-of-Uniform days are shorts, skorts or culottes, mini skirts, sleeveless shirts, tank, tube, or midriff tops, torn ripped or patched clothes, or sweat pants. Both girls and boys should wear shoes and socks. No student will be permitted to wear open-toed/backless (NO CLOGS) sandals. Violators will be sent home to change and will lose the privilege of being Out-of Uniform.

NOTE: The Administration reserves the right to determine what is appropriate for the Dress Code.

ASSEMBLIES

Assemblies are scheduled periodically throughout the school year for full and partial student body involvement and are intended to be a valuable part of the educational and spiritual process.

Included under the designation “assemblies” are liturgies, educational programs, and pep rallies/Spirit Week.

In any assembly, courtesy and respect are an absolute must. Once the assembly has begun, students are to be silent. The general rule for proper behavior is this: no one is to be talking when the leader of the assembly is communicating.

When the assembly has concluded, the entire student body is to await orderly dismissal by first sitting down. An administrator will then dismiss classes.

CAFETERIA

A student may purchase lunch or bring his/her own. Students are expected to cooperate in maintaining cleanliness and order in the cafeteria and in practicing good table manners. No food of any kind is to be taken outside the cafeteria at any time during the school day. Students may not leave the cafeteria without the permission of the proctor. Lavatory permission is restricted. Access to other parts of the building is permitted only in cases of necessity and with an appropriate permission. No outside food may be delivered during the school day including the lunch periods.

TRAFFIC IN CORRIDORS AND STAIRWAYS

Students should behave appropriately in the hallways and on the stairways; students are to move quickly without waiting for or consulting their classmates. Students should be especially careful of each other and all others on the stairs.

Students who are excused from class are to move in a quiet, subdued manner to avoid distracting classes that are in session.

FIRE DRILLS

In accordance with prescribed laws, it is necessary that fire drills be conducted periodically in the school. The following procedure is to be observed in such cases:

1. All members of the school community should be familiar with the fire signals, the directions posted in all rooms, and the routes to be taken to the exits.
2. All members of the school community are to walk quickly in a compact group. Absolute silence is to be observed throughout the evacuation, while waiting in the designated areas and during the return to the building. No one is to return to the building until the signal has been given.
3. Books are to be left in the rooms. Only valuables (pens, purses, etc.) are to be taken. Under no circumstances are students to go to their lockers.
4. No students, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill. Provisions will be made to provide assistance to any member of the community who is in need.

CRISIS DRILL DIRECTIONS will be handled according to definitive procedure established for the safety of the students.

GAMES AND DANCES

Students are expected to conduct themselves as ladies and gentlemen at all times, particularly at functions sponsored by the school, alone or in conjunction with other schools.

At dances, students are restricted to the designated area and students are not permitted to leave until the dance is over. If a student leaves at any time during the dance, he/she is not allowed to return.

TELEPHONE

In an emergency, a phone is provided in the Main Office for use by students. Students will not be allowed to take any incoming calls. Telephone messages will be delivered to students only in case of an emergency.

LOST AND FOUND

All articles found on the school premises are to be taken to the School Office. Any person who has lost an article should inquire at this office.

POSTING MATERIALS

Permission to post material must be received from the administration. No materials are to be posted on chalkboards, walls, windows, etc. It is understood that all signs will be taken down immediately after the event is over.

ATHLETICS

It is the belief of this school that an adequate, well-balanced athletic program is not based on the concept of winning as an end in itself. Rather, in The Diocese of Scranton-Catholic Elementary Schools, athletics are founded on the ideals of good sportsmanship, teamwork, character growth, emotional control, and responsibility to the group. Any student who feels his/her individual self-gratification is more important than his/her commitment to the total program should be discouraged from entering any competition as a member of a team/activity.

Athletes in all fields, because they represent us all, are expected at all times to exemplify the highest of moral, social and personal standards.

All Catholic Elementary School athletes will be responsible to all of the rules and policies outlined in the Student Handbook. Every player will be expected to control any display of negative emotions and attitudes on and off the field of athletic competition. In addition the rules governing all P.I.A.A. sporting events will be followed and implemented to the fullest as outlined in the Elementary Athletic Guidelines.

INTERSCHOLASTIC ATHLETIC SCHOOL POLICY

Athletic programs are an integral part of the total school experience for a student. The following rules govern The Diocese of Scranton~Catholic Elementary Schools:

- The maintenance of academic standards in all subjects.
- The regulations for Junior High basketball are governed by the State Catholic Youth Organization and are outlined in the Diocesan Elementary Athletic Guidelines. Also, where applicable adherence to eligibility standards and regulations set down by the Pennsylvania Interscholastic Athletic Association (PIAA).
- **Students must be present in school more than 4 ½ hours in order to participate in after school activities or athletic contests.**
- Regular attendance at school (Students may not participate in an athletic practice or contest if they are not present in school for at least 4 ½ hours of the school day). This applies to weekend activities following a Friday absence.
- Accumulate 15 unexcused tardies during the course of a school year will render a student ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
- Proper adherence to the discipline code of conduct at the Catholic Elementary

School (See STUDENT CONDUCT-BEHAVIOR OUTSIDE OF SCHOOL).

- Attendance at all practices is required of all athletes. If an athlete is going to be late or expects to miss a practice session, parents/guardians must notify the coach in advance.
- All athletes should understand that athletic contests and practices do not take precedence over detentions or school suspensions. All school/team dress code regulations are to be followed at all times.

CLASS, CLUB AND ATHLETIC FUND RAISING

Any and all fund raising must have the permission of the Principal with proper requisition forms filed. All class, club, and athletic organization and activity funds are to be deposited in the Finance Office. The funds will be credited to the proper account. When funds are needed, the Moderator/Coach is to request a check using the proper requisition form from the School Office.

MISCELLANEOUS

CHANGE OF ADDRESS, TELEPHONE NUMBER, PARISH

Change of address, telephone number, or parish must be reported immediately to the Main Office.

TRANSPORTATION

BUS SERVICE

- Students are personally responsible for registering for bus service either in the Main Office or at the office of the School District in which they live.
- Good rules of safety should be observed in walking to and from the bus stop. When a student must walk some distance along traveled highways, he/she should walk facing traffic and remain off the traveled portion of the road.
- Students who wait for buses on private property should exercise respect for the property.
- While waiting for the bus, students should remain off the traveled portion of the roadway. Students should stay in place until the bus has come to a complete stop and then board the bus in single file.

DISPENSING OF MEDICATION

Medication will be dispensed by authorized School personnel only. Necessary medication-properly labeled should be brought to the school by the student's PARENT OR GUARDIAN and will be stored in the School office. Provided that a permission letter is on file, the student may obtain the medication during the day as needed. When a physician has provided specific written instructions, medication may be kept with the teacher in the classroom or with the student when developmentally or age appropriate.

STUDENT INSURANCE

All students, whether or not they play sports (including football), are covered by a blanket policy held by The Diocese of Scranton~Catholic Elementary School. This policy is primary for the first \$100.00 which means that if a student's bill exceeds \$100.00, the outstanding balance will be submitted to the parent's carrier for payment. Amounts not covered by the parents' carrier will then be paid by the school's policy subject to policy minimum. If the parents are not insured or covered

for athletic or any school-related injury, then the school's insurance firm becomes the first carrier and all claims will be submitted for payment.

INCLEMENT WEATHER- SCHOOL CLOSING

Students and parents will be informed of a school closing for inclement weather or emergency using the local media. Students and parents are encouraged to tune to the local TV stations for information regarding delay or closing.

If a student's local school district calls a delay or cancellation, the bus students will follow the time schedule for bus transportation set forth by the local district. (A two hour delay means the bus will arrive two hours later than normal).

PERSONAL PROPERTY

Students are personally responsible for their own books, clothing, and other personal property. Books should be covered and books and other personal items should be clearly marked with the students' name. The school cannot be responsible for missing personal property.

VISITORS

Visitors who have legitimate business to conduct at any diocesan school will be admitted with a Visitor's Pass. All guests, regardless of their business, must first report to the main office. Parents are always welcome.

Asbestos Hazardous Emergency Response Policy

In accordance with the Asbestos Hazardous Emergency Response Act (AHERA) of 1986 (40 CFR Part 763), this information will serve as notification to all parties concerning the possibility of suspected/known asbestos containing materials located in the Educational Facilities throughout the Diocese of Scranton.

A comprehensive inventory of the suspected/known asbestos containing materials in each facility has been compiled and is available for review by contacting the individual Educational Facilities Administrative Office or the Administrative Offices of the Diocese of Scranton. Included in this information is the EPA approved Operations and Management Plan along with past inspections and correspondence pertaining to the program. This information is also used for monitoring the condition of inventoried materials following an approved management plan. Monitoring is done to ensure asbestos related health hazards do not exist within the Educational Facilities.

Addendum 1

Request to Have a Guest Visit

We are grateful for your interest in our School and are pleased to welcome you for a day in our school community.

If you know one of our students, you are welcome to accompany him/her for the day. If you do not know a present student, an escort will be assigned to you. We are sure you realize that on the day you visit, the school will be in class session. As our guest, you are welcome to participate in any class work or class discussions and we ask that you act appropriately as well.

1. Both parents/guardians are requested to sign below to acknowledge the visit.
2. Guests are reminded to dress appropriately. Guests are requested not to wear jeans, t-shirts, sneakers, other inappropriate clothing, or any body jewelry and boys are also requested not to wear earrings.

Date of Visit: _____

Name of _____ Student _____

Parent Signature _____

Name of Guest _____

Reason for Visit _____

Parent Signature _____

Teacher Acknowledgement _____

Addendum 2

The Diocese of Scranton ~ Catholic Elementary Schools
Request to Participate
Permission Slip

School Name _____ class/grade _____ under the
direction of member(s) of the Faculty _____ are planning a
Field Trip to: _____.

The educational purpose is: _____
_____.

The students will be leaving _____ School at _____ and
return at approximately _____. The dress code is _____
_____.

Cost: _____

Additional instructions/information: _____
_____.

Please detach and return the bottom portion

We the parents of _____ request that
(School Name) _____ permit our
son/daughter to participate in the _____ Field Trip at
_____.

On _____

The student will be leaving at _____ and returning at
approximately _____.

The dress code is _____

Additional instructions/information _____

**We hereby release and save harmless The Diocese of Scranton~Catholic
Elementary Schools and any and all of its employees from any liability for
any and all harm arising to my son/daughter as a result of this participation.**

Parent's signature _____

Date _____

**Phone number(s) where parent can be reached during the Field
Trip** _____

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MESSAGE TO PARENTS:

You have been called to an enormous responsibility to raise your children in a Christ-centered environment. The Lord has chosen you to be the primary educators of your children. Your strong belief in a Catholic education is evident by your child's presence at Msgr. McHugh School. We are grateful for your trust in our staff and the education we deliver.

To guarantee a quality education we ask you to join in a collaborative effort by reading the following directives. We have expectations for your child in order to guarantee an educational environment of respect for person and property, socially approved behavior and an enthusiasm to learn.

ABSENCE PROCEDURES:

When a child is absent, parents should call the school between 7:45a.m. and 8:10a.m. to report the absence. Students must bring in a written excuse signed by a parent, stating the reason for the absence. If a child is absent for more than three days, a doctor's statement is required as well as a certification that a child may return to school following an illness. The student is responsible for any make-up work from the teachers. Parents may call the office for a student's homework and will be able to pick up the work after 1:30p.m.

ACADEMIC PROGRAM:

Students at Msgr. McHugh School follow the guidelines from the Diocese of Scranton and adhere to the state standards for our academic program. Religion is our primary subject and is taught everyday. Students in Kindergarten, Grades One, Two and Three are basically self-contained. Students in Grades Four and Five have a modified departmental program. Students in Grades Six, Seven and Eight are in a complete departmental program. All students have Art, Computer, Music and Physical Education once or twice a week. Spanish is presented to Grades 6-7-8 twice a week.

The colonial Northampton Intermediate Unit #20 provides the following services to our school:

1. Guidance Counselor- Two half days a week, available in an emergency.
2. Psychologist- Is present for IST Meetings.
3. Remedial Math Program- For students who qualify for needed help.

The Pocono Mountain School District provides Chapter 1 Reading Support Services to those students who are recommended and qualify.

BUS/CAR TRANSPORTATION

Students are expected to abide by the rules of the district providing transportation. Students can only ride the bus that is assigned to them at the beginning of the year. Students being transported by car to and from school must use the concourse doors. Car riders need to be dropped off at 7:45a.m.

*A written note is required each time there is a change in a student's regular dismissal procedure. If a child does not have a note, he/she will go home the usual way.

CAFETERIA:

We are pleased to have a hot lunch program for those students who wish to have a hot lunch. The cost per lunch is \$2.50. Students purchase tickets in the morning before school begins. Students will not be able to purchase tickets during their lunch time. Menus are given in the family envelope.

Students may bring in their own lunches. We ask that families be concerned with healthy meals for their children. Drinks and snacks are available.

If for some reason a child forgets his/her lunch, the parent will be called or a lunch from the cafeteria will be given and the family billed.

DETENTION

Students and parents will be notified of detention to be held after school each Wednesday. Parents will have a twenty-four hour notice of a child's detention. Detention begins at 2:30 and ends at 3:00p.m. If a student misses detention or cannot make that detention he/she will have to make two detentions. Parents need to have someone available to pick their child up if they cannot do so.

DISMISSAL:

Bus riders are dismissed first at the end of the day. Buses are called as they arrive. Students come out in a line and board their buses with the help of a teacher supervisor. After all of the buses have left the parking lot, the car riders will be called. Teachers will lead the children out to the sidewalk and then parents will come for their children. No car will be allowed to leave the parking lot until all children are in their cars. Please follow the directions of the person in charge of the parking lot. It is always for the safety of your children. If a parent is late, the child will be brought to the main office to wait for the parent to arrive.

DRESS CODE:

All school uniforms must be purchased from the Flynn & O'Hara Uniform Company. Boys- Navy or Khaki dress slacks, a white oxford shirt or a school monogrammed white golf shirt is worn. Students may purchase a long sleeved monogrammed white turtle neck for the cold weather. Students in Kindergarten thru Grade Five may purchase navy blue or Khaki walking shorts. These are worn between the opening of school to October 15th and May 1st until the last day of school.

Girls- Plaid jumper (K-5); plaid skirt or skort (6-8). A school monogrammed white shirt, or long sleeved white monogrammed turtle neck. Navy blue or Khaki dress slacks may be worn.

Only uniform sweaters can be worn in class. Gym sweatshirts are worn with gym uniform on gym day only along with sneakers. No MMS basketball/soccer team sweatshirts or tee shirts may be worn. Shirts for both girls and boys must be tucked in fully.

UNIFORM SOCKS

BOYS White, navy blue, tan (solid colors only).

GIRLS Knee highs (white, navy blue or green). Tights (white, navy blue or green)

*No prints, argyles, designs or logos, sneaker socks, anklets or pantyhose.

UNIFORM SHOES

Solid navy black or brown. Leather, nubuck or suede. Tie, buckle or Velcro. Leather loafers. One inch heel or smaller. No type of tennis shoe, half backs or clogs.

GROOMING ACCESSORIES FOR GIRLS

Make up or anything on the face is not permitted. Hair must be neatly groomed. Unnatural hair coloring or styles, including multi-colors is not permitted. Girls may wear post earrings, small in size. A watch and religious medal may be worn, no bracelets, leather or rope jewelry. Clear or light nail polish is permitted, no dark colors.

UNIFORM LENGTH FOR GIRLS SKIRTS OR SKORTS MUST BE AT THE MIDDLE OF THE KNEE.

GROOMING ACCESSORIES FOR BOYS

Hair is neatly groomed, cut above the collar and behind the ears and eyebrows must be visible. Hair styles with significant contrast of longer or shorter, those involved with dye, design or architecture are not allowed. Earrings, leather ropes, bracelets are not permitted. Boys may wear a watch and religious medal.

EARLY DISMISSALS, CLOSINGS OR DELAYS

Msgr. McHugh follows the Pocono Mountain School District announcements since we fall in that district. Early dismissals, closings or a delayed opening will be announced on the following:

WBRE-TV28 WNEP-TV16 WYOU-TV22
WSBG-93.5FM WVPO-840AM

Hot lunch will not be available on a day with a two hour delay. Students must bring in their own lunch.

*In the event of an early dismissal only families of children in Pre-School, Kindergarten and grade one will be called. Parents need to instruct children the procedure they must follow.

EXTRA-CURRICULAR ACTIVITIES/ATHLETIC ELIGIBILITY

Families having students participating in our athletic programs will be required to pay a fee. This fee contributes to the continual restoration of sports uniforms and equipment.

Basketball, soccer, and cheerleading are open to all students from Grades Three to Eight. All students participating in sports of any kind must have a doctor's permission form and proof of family insurance coverage.

We follow the rules and guideline of the Diocese of Scranton.

During the month of May, golf lessons are available for students in Kindergarten through Grade Eight at Wild Pines Gold Course.

HEALTH SERVICES

Our school receives the services of a nurse for four full days provided by the Pocono Mountain School District.

The medication policy for the district is:

1. All medicines must be accompanied by written permission from the parent and a written order from the doctor. Permission forms are available in the Health Room.
2. All medicines must be taken to the Health Room.
3. Medicines should be in a sturdy container, clearly marked with name, amount of time and dosages.

HONOR ROLL:

Students in Grades Six, Seven and Eight will be eligible for the honor roll.

High Honors: 92.5%-110% and S in all major subjects.

Honors: 85%-92.4% and S in all major subjects.

*If a student received two I's in any subject area, he/she is not eligible for the honor roll.

*If any one of the following comments is on the report card the student would be ineligible for the honor roll.

- Performance is hindered by absence.
- Performance is hindered by tardiness.
- Needs to improve work and/or study habits.
- Is inattentive.
- Does not respect property.
- Is disruptive during class.
- Is not prepared for class.
- Incomplete or missing homework/projects.
- Low test scores.

The student will receive a certificate at the end of each quarter.

LIBRARY

Our school library is fully automated. Students have library period once a week. They may use the library for research. The library is well stocked with reading material for the students.

PHYSICAL EDUCATION

All students in Kindergarten through Grade Eight must wear gym uniforms. Both girls and boys must wear the MMS tee shirt with blue shorts or sweatpants. They may be purchased from the school store.

The student may wear their gym outfits to school the day they have gym.

REPORT CARDS

Report cards are given out four times a year. Students in Kindergarten and Grade One will receive their first report card in January. The first Parent-Teacher Conference is held after the first report card.

PARENT ENVELOPE:

Each Thursday a parent envelope will be sent home with a news letter from the principal concerning any pertinent news. Teachers will also include test papers to be signed. The envelope must be brought back to school the next day.

SAFETY

The student's safety is of utmost importance to us. Therefore, all of the doors to the school are locked throughout the day. All visitors and parents are asked to come to the front door to be allowed into the school. Students are never allowed to open the doors for anyone.

VISITORS

All visitors must use the front doors and report to the front desk. They must sign-in and out. No one is permitted to go through the building unless permission is given by the principal.

Students from high school visiting on school holidays are welcomed back to MMS. They must sign in and are not allowed to visit classrooms. They may meet students and staff in the cafeteria and share social time.

VOLUNTEERS

All parents of students at MMS are required a set number of volunteer hours. This is a very special service to our school and we are very grateful for all help. Many areas of the school are in need of volunteers, (library, kitchen, cafeteria, playground supervision, extra curricular activities, etc.).

VIRTUS TRAINING

The Diocese of Scranton has mandated that anyone who is in any way has something to do with the Catholic School must receive the Virtus Training. This is a wonderful program that helps us to protect our children from physical and sexual abuse. All parents who intend to volunteer and work with our children must attend the workshop. They are also required to have their Criminal Record Clearance and Child Abuse Record Clearance. All three steps have to be taken before a parent is allowed to work in the school.

*Please note that we adhere to all of the policies listed in the Handbook from the Diocese of Scranton as well as those listed here for Msgr. McHugh School.

