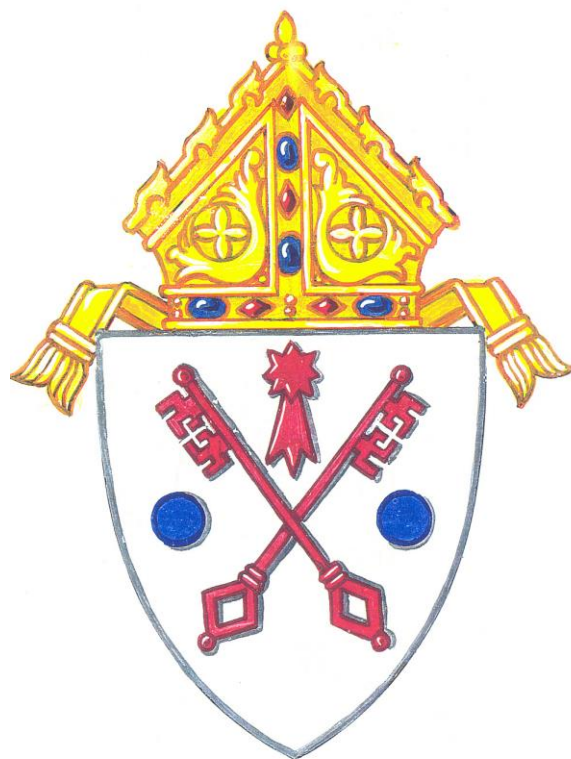


**DIOCESE OF SCRANTON**  
**ELEMENTARY SCHOOL**  
**STUDENT/PARENT**  
**HANDBOOK**



**2023-2024 SCHOOL YEAR**



## **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

### **DIOCESE MISSION STATEMENT**

“We, the Catholic faithful of the Diocese of Scranton, are called through Baptism to imitate the servant leadership of Jesus Christ. In union with our Holy Father, the Pope, we proclaim the Gospel faithfully, celebrate the sacraments joyfully, and boldly promote life, justice and peace in northeast and north central Pennsylvania.”

### **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.”

### **ACCREDITATION**

The Middle States Association of Colleges and Secondary Schools accredits Diocese of Scranton High Schools. Diocese of Scranton Catholic Elementary Schools are accredited by Middle States Elementary Commission.

## **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 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.

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## **I. ADMISSIONS**

Since the formation of students in the Catholic faith and its religious traditions is the primary purpose of Catholic schools, both parents/guardians and students must be willing to abide by the values inherent in our Catholic faith and by our philosophy of Catholic education.

Students and parents/guardians who desire a Catholic education and who fulfill the requirements and conditions for enrollment specified below, are eligible for admission in the Diocese of Scranton Catholic schools without discrimination with respect to sex, race, ethnic origin, or disability, if with reasonable accommodation, they can meet the school's requirements, according to the subsequent provisions of this policy.

The request for the admission of students from a public or private school must be carefully reviewed and the reasons for the request examined.

Parents may apply for admission to the Diocese of Scranton Catholic schools for their son or daughter. Application does not guarantee admission.

### **A. Kindergarten**

Each elementary school in the Diocese of Scranton will follow an admission procedure relating to the Kindergarten age requirements set by the public school district in which the Catholic school is located.

### **B. New Student Probation Period**

All newly enrolled students are subject to a 9-week probation period. The school reserves the right to determine that the school is not a good fit for the student and to require withdrawal of the student. In such a case, any tuition paid will be refunded.

### **C. Child Custody**

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.

### **D. Transfer Students**

Acceptance of students transferring from another school will be considered upon the fulfillment of the following requirements:

1. Submission of a copy of a complete school transcript indicating passing grades in all courses.
2. Clearance by the Dean of Students, Vice Principal for Academics, Guidance Department, DRF, Athletic Director, & Finance Office.
3. Approval by the Principal.

**All transfer students are required to sign a probationary contract before being accepted.**

## **II. FINANCIAL OBLIGATIONS**

### **A. Registration, Tuition, & 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 FACTS Grant and Aid forms that will be posted on the school's Student Information System page when made available. The forms 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.

### **B. Student 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.**

## **III. STUDENT LIFE**

### **A. 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.

#### **1. 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 4½ hours of the school day.

***Due to the nature of the COVID-19 virus, the Diocese of Scranton will no longer award recognition for perfect attendance.***

## **2. 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.

## **3. Excessive Absences**

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.

### **For COVID-19 related absences, please contact the building principal.**

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.**

## **4. Absentee Make-Up Work**

A student who, because of a non-COVID-19 related 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 EXTENDED AND/OR CHRONIC illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the school office after the third day of the illness. In turn, the school office will contact the student's respective teacher(s).

### **In cases of COVID-19 related illnesses, please contact the building principal.**

In cases of non-COVID related prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the School Office and the School District of residence. In such cases, each local school district will inform the parent/caregiver of their protocol. 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.

### **5. 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. Please note, distance learning/livestreaming is not provided for students who miss class due to vacation.

### **6. Truancy**

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

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

### **7. 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 grave 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.

### **B. 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.

## C. Student Health

### 1. Immunizations

The Pennsylvania Department of Health promulgates immunization regulations that require parents or guardians of students enrolled in grades K-12 to have their children immunized against various communicable diseases. Records will need to be given to the administrative offices of the diocesan school on or before the fifth day of class.

### 2. Dispensing of Medication

Medication will be dispensed by authorized School personnel only. **Necessary Medication, properly labeled, are to be brought to the school by the student's PARENT OR GUARDIAN only.** All medications will be stored in the School or Health 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.

**Under no circumstances will medications be brought to school in plastic bags, non-prescription plastic containers, envelopes, or foil. The medication will be confiscated. No medication may be transported in on school vehicles.** If your child has an inhaler and you would like them to carry it with them, this requires a Medical Permission slip stating they are able to carry and self-administer; otherwise inhalers are to be sent to School or Health Office in original prescription packaging and will be kept for student use as needed.

Medication forms must be renewed yearly by your physician. It is the parent/guardian's responsibility to pick up unused medications prior to the end of the school year, with the exception of inhalers or EpiPens.

### 3. 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.

**Should a student show symptoms of COVID-19 during the school day, parent/guardian will be contacted to pick up his/her student and follow the protocols for COVID-19 as outlined in guidance.**

### 4. 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.

### 5. Health & Safety

The Sharing Good Health Guidance and Procedures documents, which have been emailed to each family and can be found on our website at <https://www.dioceseofscranton.org/catholic-schools/>. All protocols outlined in this document will be followed.

#### **D. Guidance & 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 Counselor 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.

#### **E. School Uniform 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 uniforms must be purchased through FLYNN & O'HARA.**

#### **1. REQUIRED FOR GIRLS**

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

#### **2. 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.**

Students who are not in complete uniform may be given a detention. It is strongly advised students' names be written with a permanent marker inside all uniform clothing.

**\*Additional specifics for School Uniform Dress Code is located in the Addendum.\***

### 3. Grooming

	<b>Hair</b>	<b>Makeup</b>	<b>Jewelry</b>
<b>GIRLS</b>	Hair must be neat and clean and conservatively styled. There should be no excessive ornamentation (flowers, beads, etc.). Hair coloring, bleaching, highlighting, tinting, or excessive ornamentation is not allowed. Unusual haircuts are not permitted.	No makeup is allowed. No nail polish or artificial nails are allowed. No visible tattoos either permanent or temporary are allowed.	Only one necklace and/or one bracelet may be worn. Watches may be worn. Medical bracelets or medical necklaces may be worn. Piercings (other than one pair of earrings) are not allowed.  <i>Smart watches are not permitted to be worn during school hours.</i>
<b>BOYS</b>	Hair must be conservative in style, short, above the eyes and the collar of the shirt. Excessive hairstyles (Mohawks, faux-hawks, etc.) will not be allowed. Unusual haircuts are not permitted. Hair must be neat and clean and conservatively styled as determined by school personnel. Hair coloring, bleaching, highlighting, and tinting is not allowed. No facial hair. No visible tattoos either permanent or temporary are allowed.	No makeup is allowed.	Boys may not wear earrings, bracelets, or pierced jewelry of any kind. Necklaces with a cross or religious medal on a linked chain may be worn. Medical necklace, medical bracelet, and/or watch are permitted. Hats may not be worn in the building.  <i>Smart watches are not permitted to be worn during school hours.</i>

### 4. Out-of-Uniform Day

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. On days when the students do not have to wear their uniform to school, the following guidelines for appropriate Out-of-Uniform **MUST BE FOLLOWED:**

- No sleeveless or strap style shirts or blouses. No low cut necklines.
- No tight fitting clothing.
- No excessively bagging clothing.
- No low slung pants or short tops that expose the midriff.
- No short skirts or shorts. (maximum of 3 inches above the back of the knee)

- No ripped or torn clothing.
- No inappropriate logos, slogans, or advertising on clothing.
- Only sport or athletic shoes with socks may be worn.
- No open-toed/backless (NO CLOGS) sandals.
- Make-up or jewelry (follow school’s grooming requirements)

**\*\*Same uniform regulations apply for Out-of-Uniform days to boys & girls.\*\***

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.**

### **F. Cafeteria**

A student may purchase lunch where applicable, or bring his/her own. When using the cafeteria, 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.

\*There may be instances in which the school is not using the cafeteria due to COVID. In that instance, the building administration will provide guidance around food outside of the cafeteria.

### **G. 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)

### **H. 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.

### **I. Games & 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.

### **J. 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 PIAA sporting events will be followed and implemented to the fullest extent possible as outlined in the Elementary Athletic Guidelines.

### **1. 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 4½ 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 4½ hours of the school day). This applies to weekend activities following a Friday absence.
- ✓ 15 unexcused tardies accumulated 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.

### **K. Extra-Curricular 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*.

### **L. Fundraising (Class, Club, & Athletic)**

**Any** and **all** fundraising 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.

### **M. 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.

### **N. Textbooks & Technology**

Textbooks and technology are the property of either the school or the Commonwealth of Pennsylvania. Textbooks and/or technology 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 books and/or technology at the end of the year in good condition. Lost and/or damaged books or technology must be replaced by the student at full replacement cost. Payments are made to the school's Main Office.

## **IV. ACADEMIC POLICY - 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.

### **A. Curriculum**

Diocese of Scranton Catholic Schools' curriculum is formulated to a solid commitment of academic excellence in the areas of: religion, language arts (English, spelling, handwriting, phonics, vocabulary development, and composition skills), reading, mathematics, science, social studies, and health/safety. Enrichment is provided through courses in music, art, physical education, foreign language, computer education, and library skills instruction.

Diocesan curriculum committees continually evaluate and update our Catholic schools' curriculum in order to provide for growth and improvement for each academic area.

### **B. Parent/School Communication**

Diocese of Scranton Catholic schools seek to work collaboratively with students and parents to promote student responsibility. By empowering students to be accountable for their own learning, the school seeks to develop within students the traits of independence and responsibility. These traits are nurtured early on with students walking themselves to classes, bringing homework to school, submitting assignments on-time, making up assignments when absent, accepting consequences for behavior, and asking teachers for help when needed. Students are encouraged to discuss their progress directly with their teachers. If a student experiences academic or social difficulty, the first intervention taken by the parent should be to redirect the student back to the teacher. Follow-up action taken by the parent should be one that supports the role of the teacher in the classroom and the student as responsible for his/her own learning.

#### **1. FACTS Student Information System (SIS)**

To foster effective communication between home and school, Diocese of Scranton Catholic Schools utilize FACTS SIS, a web-based school management system. Each family creates a user name and password at the beginning of the school year. This log in access provides pertinent information regarding the following: your child(ren)'s academic progress, attendance, school newsletter, announcements, sports, reminders, list of activities/events, forms, schedule. parent/teacher conferences, download progress reports and/or report cards, and view/print

the school calendar.

It is important parents update their contact information (home/cell/work phone number) and provide the name of their cell phone carrier to ensure they receive text messages sent by the school, including those regarding important or emergency information. Communication is also done via phone, e-mail, and conferences upon request. Through the school website, parents can also access the school calendar, forms, and the Parent/Student Handbook. Teachers are available for meetings with parents by appointment only. Teachers attend required faculty meetings, professional development opportunities, and mandated diocesan teacher in-service days.

## **2. Social Media**

All Diocese of Scranton Catholic Schools have an official school Facebook© page with its school website link attached to its Facebook school site. The Diocese of Scranton has strict regulations concerning the use of social media. As such, any links to the school must meet certain requirements and administrator rights must be assigned as specified in the guidelines. If an additional page, for example a Parent/Teacher Group page, is approved and established, that source will be communicated to parents via the monthly newsletter.

Any groups of parents, volunteers, or event chairs who have set up blogs or pages on Facebook©, Twitter©, Instagram©, or other social media sites, have not done so within the guidelines established by the Diocese of Scranton and these should not be considered official school sites. These sites, though helpful to groups of parents or friends, should not be considered sources of any official school information and should not be used to post information about students or staff.

Any postings via photos, texts, e-mails, blogs, on any Internet sites that include defamatory comments or images regarding the school, the students, the faculty, or the students' parents should be reported to the school administration and will be reviewed and handled in the manner most appropriate to the situation and/or offender.

## **3. School Newsletters/School Website**

Because communication is such an important aspect of school and home working together for the good of our children, monthly newsletters, and calendars are prepared and distributed to inform parents of coming events, etc. This may be posted on FACTS SIS. The school's website is also continually updated with information.

## **4. Parent/Teacher Conferences**

At the beginning of the second quarter, parent/teacher conferences are held. This provides parents an opportunity to visit teachers individually to discuss their child's student's academic progress. Parents may contact the school at any time if there is a question concerning their child's progress or behavior. The following procedure is recommended:

- Consult with the teacher first.
- If the problem or concern continues, the parent should bring the matter to the attention of the principal.
- The Catholic Schools Office is the final recourse for unresolved problems.

## **C. Standardized Testing**

The Diocese of Scranton Catholic Schools utilize the NWEA Measurement of Academic Progress (MAP) Growth Assessments for its standardized testing program. This test is administered to students in Kindergarten-8<sup>th</sup> grade in the fall, winter, and spring. Results are distributed to parents during parent/teacher conferences and in students' report cards. Special testing through the public school district or Intermediate Unit may be requested by parents to identify special instructional needs or placement.

## D. Progress/Deficiency Reports

Progress/Deficiency Reports are sent at the midpoint of each quarter (and where applicable that information is available on *Student Information System*.) 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.

## E. Report Cards

Students in grades 1st-3<sup>rd</sup> will receive letter grades; students in grades 4th-8<sup>th</sup> will receive numeric grades.

### Marking Code

A: 95-100

B+: 90-94

B: 85-89

C+: 80-84

C: 75-79

D: 70-74

F: 69 and below

## F. Honor Roll

Grades 6th-7th-8th will be eligible for the honor roll. Major subjects are all subjects other than music, physical education, art, computers, foreign language or library. At the end of the quarter, the honor roll student will receive a certificate

### **Honor Roll Criteria**

**Principal List:** All grades 95 or above in all major subjects; no I's; no negative comments or behavior issues

**High Honors:** Overall average 93 or higher; no grade below 88; no I's

**Honors:** Overall average 88 or higher; no grade below 83; one I permitted.

If a student receives two I's in the subject areas of music, physical education, art, computers, foreign language, or library 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. Negative comments on the report card, may make the student ineligible for the honor roll.

## G. Academic Probation

In addition to policies regarding Promotion and Course Failure:

- 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 Probationary 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.

## H. 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 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 70. Any student failing to make up courses in summer school may be dis-enrolled from the school.

### **I. 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 an 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.

### **J. 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.

## **V. STUDENT BEHAVIOR & CONDUCT**

### **A. 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 invariably 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.

### **B. 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.

### **C. 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 of 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.

### **D. 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.

### **E. Suspension & 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.

#### **F. Types & Terms of Disciplinary Penalties**

1. **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.
2. **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.

#### **G. 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:

- The student will be denied access to the educational program for more than ten (10) days and perhaps permanently.
- 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:

##### **1. Recommendations for Hearing Procedures**

1. Notice of charges against a student should be supplied to the student and parents/guardian as soon as possible.
2. Parents/guardians may 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 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 review committee, within a 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 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 review committee to the Superintendent of Schools, Diocese of Scranton, within five (5) days.

#### **H. Behavior Outside of School Campus**

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 (Please see below in regards to electronic media).

#### **I. Care of School 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.

#### **J. Drugs & Alcohol**

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; look alike drugs; anabolic steroids; any drug from the five classifications of drugs: inhalants, hallucinogens, narcotics, 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.

#### **K. Electronic Devices/Cell Phones**

Students should not bring their cell phone or any electronic device (including Smartwatches) to school. If he/she does so, then it must be kept in his/her backpack at all times and be turned off. Talking on a cell phone or text messaging during school hours is not permissible. If the student removes the cell phone from his/her backpack at any time while on school campus, the school faculty, staff, or administration may confiscate the phone and place it in the school office. The student's parent will then be responsible for picking up the cell phone from the school office. Diocese of Scranton Catholic Schools are not responsible for any lost, damaged, or stolen cell phone or electronic device.

#### **L. Gum Chewing**

Gum chewing is never permitted in the school building because of the potential damage to the school building.

#### **M. Restricted Areas**

Private property is never to be visited or used for loitering or trespassing by students of this Catholic 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.

#### **N. Smoking/Vaping 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 or vaping at any time. Students found using tobacco or vaping 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/vaping products should seek such help through the Student Assistance Program.

### ***POSSESSION OF ANY TOBACCO/VAPING PRODUCT IS CONSIDERED USE OF THAT PRODUCT.***

#### **O. 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.

#### **P. Student Privacy of Search & Seizure**

Students should not be subjected to arbitrary searches of their persons, possessions, locker, desk, and/or other storage area; however, principals and their designees are authorized to search students if they deem necessary and/or appropriate. The search should be made in the presence of a third party.

## Q. 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 specific elements of the evaluation will be determined by the school. In all cases, 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.

## R. 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/technology to the School Office; (3) Principal will issue the transfer or close the student's record. **No transcripts will be issued until all books/technology 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.

## S. Policy on Harrassment, Hazing, & 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.

**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.

2. **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.
3. **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.]

#### 4. **Responsibilities:**

- a. 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.
- b. 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.
- c. 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.

#### 5. **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.

#### 6. **Procedures:**

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. Complete the "Bullying, Harassment or Intimidation Reporting Form" (Addendum 3) and return to the school Principal.
- 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.**

Serious allegations of harassment, hazing, or discrimination should always be referred to the Principal as well as to the other staff members. When required by law, the Principal will report the particular incident to the legal authorities. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

### **VI. TECHNOLOGY**

The school provides Chrome books and/or computers in the classrooms, computer labs, and libraries (where applicable) for the educational use of our staff and students. Some diocesan schools also permit students to bring their own device for instructional purposes. All who choose to use the school technology and/or use their personal device while at school are bound to observe the Internet, Technology, and Computer Use Rules. Violation of the rules will result in disciplinary action.

#### **A. Internet Use**

Students are responsible for good behavior when utilizing the Internet during the school day. General school rules for behavior and communications apply. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the guidelines outlined in this policy, the school staff will deem what is inappropriate use and their decisions are final. Diocese of Scranton Catholic Schools' administration, faculty, and staff may deny, revoke, or suspend specific user privileges at anytime. The user is expected to abide by the following network rules of etiquette:

1. Internet use will be restricted to accessing instructional and reference material. This may include the use of e-mail.
2. Use appropriate language. Do not swear, use vulgarities, gestures, poses, inappropriate emoji, or any other inappropriate language. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges and disciplinary action.
3. Do not reveal the personal address or phone number of yourself or other students. Do not communicate any credit card number, bank account number, or any other financial information.
4. Do not use the network in such a way that would disrupt the use of the network by others.
5. Students may not download or install any commercial software, shareware or freeware unless they have written permission from school personnel.
6. Students who post inappropriate information, comments, or photos about students, faculty, staff, parents, or volunteers may be subject to the school's disciplinary actions.
7. Students are prohibited from accessing the Internet on any personal device before, during, and after school without permission from school administration, faculty, or staff.

## **B. Technology & Computer Use Rules:**

- Respect school property
- Respect the School 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 School Network - all School 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 School Network for personal business
- Do not use the School 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

## **C. Electronic Devices**

The widespread ownership of mobile devices among young people nationally requires that all schools, teachers, pupils, parents and guardians take steps to ensure that mobile devices are used responsibly at school. Issues involving mobile devices will be clearly identified and addressed. This will ensure the benefits that such devices provide (such as increased safety) can continue to be enjoyed by our pupils while at the same time ensuring they do not interfere with learning. Schools' protocols for mobile devices also apply to pupils during school trips and extra-curricular activities both on the school site and off-site, unless alternative arrangements have been made.

**If your school allows students to use their own devices for instruction, the student must adhere to the technology and computer use rules, as well as any local school policies.**

Students are permitted to be in possession of a cell phone, 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.

## **D. Online Social Networking**

In our commitment to safeguard the safety of our students, as well as the Catholic Schools of the Diocese of Scranton, their mission, names, reputations, established symbols, nicknames, and logos from misuse through material posted on line and disseminated in a public manner, the following policies have been established and will be enforced.

The Diocese of Scranton, Office of Catholic Schools, defines an online social network as a commercially operated Internet website that allows users to create web pages or profiles that provide information about them and are available to other users by offering a mechanism for communication with other users, through a forum, chat room, email, blogging or instant messenger. Popular online social networks include, but are not limited to, Facebook, Twitter, Instagram, and YouTube.

A student's public Internet conduct, in word or image that is inconsistent with the mission and philosophy of a Catholic school will be viewed as a violation of school policies and therefore, punishable by school authorities. In order to protect schools within the Diocese of Scranton, students are forbidden from using the Diocese of Scranton or the names of any specific diocesan Catholic schools, their images, logos, nicknames or symbols in establishing online sites, links or accounts.

## **VII. GENERAL INFORMATION**

### **A. 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.

### **B. Change of Address, Telephone, Parish**

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

### **C. Crisis Drill Directions**

This will be handled according to definitive procedure established for the safety of the students.

### **D. 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.

### **E. 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)

## **F. Lost & Found**

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

## **G. 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.

## **H. 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.

## **I. Student Insurance**

All students while attending school or while engaged in school sponsored activities including sports, are covered by accident insurance maintained by the Diocesan School System. This insurance is considered the primary coverage up to the first \$100.00 in accident related covered expenses. After the first \$100.00, all accident related expenses would be submitted to the student's parent/guardian medical insurance carrier for payment up to the amounts payable by their insurance coverage. Related accident expenses not covered by the parent/guardian coverage would then be submitted for payment to the school's student accident insurance carrier payable to policy limits. If no other insurance is in force or the student is not covered by any other insurance, the student accident insurance becomes primary and accident related expenses are payable to the limits of the policy in effect. All injuries must be reported to the School Administration and claim forms must be completed and submitted for accident related expenses to be eligible.

## **J. 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.

## **K. Traffic in Corridors & 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.

## **L. 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. All visitors must abide by the health and safety protocols established.

## **M. 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.

Anyone needing further information concerning this program may contact Frank M. Semanski, Diocesan Secretary for Property & Risk Management at 570-558-4310.

**N. NOTICE REGARDING REPORTING SEXUAL ABUSE OF A MINOR**

It is the policy of the Diocese of Scranton to report any allegation of sexual abuse of a minor to law enforcement. If you are a victim of sexual abuse committed by a priest, deacon, religious or lay employee or volunteer of the Diocese of Scranton, you are encouraged to immediately report the matter to law enforcement. If any priest, deacon, religious, lay employee or volunteer of the Diocese of Scranton has cause or reason to suspect that a minor has been subjected to any form of abuse, including child sexual abuse, the matter will be reported to law enforcement.

It is also the policy of the Diocese to adhere to all civil and state regulations. To this end, the Diocese is equally committed to adhering to the norms of the Code of Canon Law and to upholding the tenets of the USSCB Charter for the Protection of Children and Young People, which includes supporting victims of sexual abuse in their pursuit of emotional and spiritual well-being. As such, information regarding an allegation of sexual abuse of a minor should also be reported to the Victim Assistance Coordinator, Mary Beth Pacuska, at (570-862-7551) or to Diocesan officials, including the Vicar General, Father Shantillo, V.G., at (570-207-2269).



**ADDENDUM 1**  
**DIOCESE OF SCRANTON OFFICE OF CATHOLIC SCHOOLS**

**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.
3. Guests must abide by the health and safety protocols established.

Date of Visit: \_\_\_\_\_

Name of \_\_\_\_\_ Student \_\_\_\_\_

Parent Signature \_\_\_\_\_

Name of Guest \_\_\_\_\_

Reason for Visit \_\_\_\_\_

Parent Signature \_\_\_\_\_

Teacher Acknowledgment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDENDUM 2**  
**DIOCESE OF SCRANTON OFFICE OF CATHOLIC SCHOOLS**

**FIELD TRIP FORM**

**PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

Participant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_ Parent Cell Number \_\_\_\_\_

I, (Parent/Guardian) \_\_\_\_\_ grant permission to my child, (Child's Name) \_\_\_\_\_ to participate in this school sponsored event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of school employees and/or volunteers from \_\_\_\_\_.

(Name of School)

A brief description of the activity follows:

Type of event and purpose of trip \_\_\_\_\_

Location of event: \_\_\_\_\_ Date: \_\_\_\_\_

Individual(s) in charge: \_\_\_\_\_

Estimated time of departure: \_\_\_\_\_ Return: \_\_\_\_\_

Mode of transportation to and from event: \_\_\_\_\_

Cost (if any):\$ \_\_\_\_\_

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor participant.

I agree on behalf of myself, my child named herein, or our heirs, successors and assigns, to hold harmless and defend (Name of School) \_\_\_\_\_ its officers, directors and agents, and the Diocese of Scranton, and the Bishop of Scranton, or representatives associated with the event, from any and all actions, claims, demands, damages, costs, expenses and all consequential damage arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, and the Corporation of the Bishop of Scranton, chaperones, or representatives associated with the event for reasonable attorney's fees and expenses arising therewith.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN TO: \_\_\_\_\_ BY \_\_\_\_\_

**OVER....**



**ADDENDUM 2**

continued...

**MEDICAL MATTERS:**

I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

**EMERGENCY MEDICAL TREATMENT:**

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency and you are unable to reach me at the above numbers, contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Health Plan Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

**SPECIFIC MEDICAL INFORMATION:** The school will take reasonable care to see that the following information will be held in confidence:

Allergic reactions (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations-Date of last tetanus/diphtheria immunization \_\_\_\_\_

Does child have a medically prescribed diet? \_\_\_\_\_

Any physical limitations? \_\_\_\_\_

You should be aware of these special medical conditions of my child: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ADDENDUM 3**  
**DIocese of SCRANTON OFFICE of CATHOLIC SCHOOLS**  
*updated - April, 2021*

**BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM**

Directions: Bullying (including harassment, intimidation and hazing) is a serious negative behavior and will not be tolerated. This form is to be used to report such alleged incidents perpetrated by either an individual student or group of students that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school (including cyberbullying), in the current school year. If you are a student victim, the parent/guardian of a student victim or a close adult relative of a student victim, and wish to report an incident of alleged bullying, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

***Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation to a level that is intimidating or threatening and affects the learning and school environments. If the bully is threatening to harm you or others, please tell a teacher or the principal immediately.***

Date: \_\_\_\_\_

School: \_\_\_\_\_

Person Reporting Incident (Name): \_\_\_\_\_

Best time of day to contact: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*(Please check one:)*

Student                       Parent/Guardian                       Other \_\_\_\_\_

1. Name of student victim: \_\_\_\_\_ Age and/or Grade: \_\_\_\_\_  
*(Please Print)*

2. Names(s) of alleged offender(s) if known	Age	School	Student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

*(Please Print)*

3. On what date(s) did the incident happen? \_\_\_\_\_  
*(Month/Day/Year)* *(Month/Day/Year)* *(Month/Day/Year)*

4. Where did the incident(s) happen? Describe the location.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Describe what happened during the incident(s). Please include any physical manifestations, verbal messages and non-verbal cues from the alleged offender.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Describe your relationship, if any, with the alleged offender. Have you had any interactions with one another in the past?

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7. Did a physical injury result from this incident? *(Please check one of the following)*

No  Yes, no medical attention required  Yes, medical attention required

8. Was the student victim absent from school as a result of the incident?

No  Yes If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

9. Did the student victim seek psychological help as a result of this incident?

No  Yes, psychological services/counseling have been sought  
 Yes, but the psychological services/counseling have not yet been established

10. Had steps been taken prior to this report to resolve said incident?

No  Yes, please describe what steps were taken in the space provided:

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11. Is there any additional information you would like to provide?

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*(Attach a separate sheet if necessary)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*(For Office Use Only)*

Received by: \_\_\_\_\_

*(School Personnel Name and Position)*

Date: \_\_\_\_\_

**ADDENDUM 4**  
**DIOCESE OF SCRANTON OFFICE OF CATHOLIC SCHOOLS**

**DELINQUENT TUITION AND FEES POLICY**

*ADOPTED - JANUARY, 2015*

**RATIONALE:**

The success of Diocese of Scranton Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in the education of their child(ren).
- Make their tuition and fees payment(s) on a timely basis.

The Diocese of Scranton Catholic Schools have annual budgets which are dependent upon the income received from parish assessments and tuition/fees from the Diocesan school families. The school relies upon tuition and fees for a substantial portion of the operational budget. The school must have the appropriate funds to meet its financial obligations (i.e. salaries, benefits, maintenance, etc...), as well as the funds necessary to operate excellent spiritual and educational programs.

When payments are not made in the manner agreed upon in the parent/guardian's registration/tuition agreement form the following steps will be taken:

**POLICY:**

1. At the time of re-registration for the following academic year, families who are financially delinquent will have their forms and registration fees returned. They will not be officially registered for the following year until all delinquent financial matters are addressed.
2. If the delinquent tuition balance at the time of re-registration exceeds one thousand dollars (\$1,000), the family must address this matter, in writing, to the Diocesan Secretary of Catholic Education or Superintendent of Schools. This correspondence must contain a detailed timeline and plan for bringing the account current.
3. In the event of a Diocesan School family's financial delinquency, where the responsible parent/guardian demonstrates a lack of cooperation in regards to the agreed upon plan, the student(s) will not be permitted to re-register at the same school, or at another Catholic school within the Diocese of Scranton.
4. At the end of the school year, if a family with a tuition balance greater than one thousand dollars (\$1,000) requests the tuition balance be "rolled-over" to the following year, that request must be approved by the Diocesan Secretary of Catholic Education or Superintendent of Schools. The request must be submitted in writing, and should contain an explanation of the delinquency as well as a detailed plan for punctual future payments.
5. If a family owes a tuition balance and leaves the Diocese of Scranton Catholic Schools for any reason, they must pay that balance. Failure to do so may result in the delinquent balance being turned over to a collection agency.
6. All financial obligations must be fulfilled before a transcript will be issued.

This policy is not meant to be punitive; however, in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The Diocese of Scranton Catholic Schools have a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved plan.



## THE DIOCESE OF SCRANTON CATHOLIC ELEMENTARY SCHOOLS STUDENT CONTRACT SIGNATURE PAGE

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 Catholic 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 the 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.**



## **PARENTS/GUARDIANS CONTRACT SIGNATURE PAGE**

*Please read the Student Parent Handbook, which can be accessed electronically on the school's FACTS SIS homepage,*

***PLEASE PRINT AND SIGN THIS RELEASE FOR EACH STUDENT ATTENDING A DIOCESE OF SCRANTON CATHOLIC SCHOOL.***

The Diocese of Scranton Catholic Schools developed rules, regulations, and procedures in conjunction with policies stated in the

### **SCHOOL POLICY MANUAL, HANDBOOK FOR STUDENTS AND PARENTS.**

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STUDENT NAME

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PARENT(S)/GUARDIAN(S) NAME

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PARENT(S)/GUARDIAN(S) SIGNATURE

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DATE

I/We have read and agree to abide by the agreement for the use of computers and Internet access.

\_\_\_\_\_ Yes          \_\_\_\_\_ No