

PARENT/STUDENT HANDBOOK 2020/2021

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CODE OF CHRISTIAN CONDUCT

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth—parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbooks.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels)
- Abusive and/or threatening electronic, written or verbal communication
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property

I. HISTORY

Holy Family Campus

In the late 1950s, the Church of Harrisburg purchased a piece of land where the government had originally planned to build a veterans' hospital. The primary terms of the agreement was that the land was to be used for an educational facility, a place and time for worship were secondary provisions. Perhaps Holy Family is one of the few parishes where the Church was born from the school. Perhaps this also explains why the parish Church and school are so intimately tied.

Holy Family School opened its doors on September 7, 1959, with two hundred and forty-seven students. The Sister Servants of the Immaculate Heart of Mary staffed the school until the close of the 2011-2012 school year. St. Francis School was faced with the painful decision to close its doors in the late 1980s. The students had to choose to either attend Cathedral or Holy Family School. Since the Holy Family enrollment had fallen, the students that chose to come to Holy Family were warmly welcomed.

In the past ten years, Holy Family became a truly culturally integrated school. The ethnic and racial interactions provided opportunities for growth and understanding, as well as an appreciation for all peoples and cultures. This growth has not been without cost and hard work. The teachers and administration see it as part of the mission of this school to prepare their students for life in a world where all people are equal and work together to bring about the Kingdom of God.

Today, Holy Family continues as one of the two campuses of Harrisburg Catholic Elementary School. In this role it is an integral part of the teaching ministry of the Catholic Church in Harrisburg for students in Grades K through 4.

Cathedral Campus

The Cathedral Campus is located at 220 Liberty St. in downtown Harrisburg. The Consolidated Cathedral School of St. Patrick had its root in the historical development of two parishes in the growing Capital City of Harrisburg – the Cathedral Parish of St. Patrick and St. Lawrence Parish.

In 1873, St. Patrick School was opened as St. Patrick's Pro-Cathedral School and staffed by the Sisters of Mercy. In 1882, an eight-room brick school was built, facing Liberty Street. That building remained until it was razed in June 1950, and a new school built on same site, which was dedicated by Bishop George L. Leech in 1951. That building is utilized today.

Also in 1873, St. Lawrence School opened its own school at Fifth & Walnut Street, staffed by lay teachers. In 1875, four Sisters of Christian Charity arrived from Germany to assist with the staffing. In 1910, the Pennsylvania Legislature condemned all St. Lawrence properties to make way for the extension of Capital Park and the eventual construction of the present Forum Building.

In 1916, Bishop John W. Shanahan urged the parish to disband. Parishioners adamantly opposed the idea, choosing a site at State Street and Buttonwood Alley for the church and four classrooms for the school.

The consolidation of the St. Patrick and St. Lawrence schools with other parishes occurred in 1965. The new consolidation served the parishes of Enola, Marysville, and Duncannon on the West Shore, with Cathedral, St. Lawrence and Sacred Heart on the East Shore (Harrisburg).

Thereafter, St. Lawrence housed Grades 1 to 4 with the Sisters of Christian Charity providing a principal. St. Patrick Building housed Grades 5 to 8 with the Sisters of Mercy providing a principal. In 1974, the Sisters of Mercy withdrew and the Sisters of Christian Charity staffed both buildings.

On July 1, 1995, Cathedral Parish of St. Patrick formed. St. Lawrence Church became Cathedral Chapel, and Sacred Heart Church was closed. That same year, the school's By-Laws were re-written to include "assessed parishes" – Cathedral, Harrisburg; Our Lady of Lourdes, Enola; Our Lady of Good Counsel, Marysville; St. Bernadette, Duncannon; and "user parishes" – St. Francis, Harrisburg; Our Lady of the Blessed Sacrament, Harrisburg.

With the change in demographics over the years, the West Shore parish enrollment in the school has been greatly reduced. Cathedral School is now responding to the needs of the present-day immigrants of Spanish, Asian and African background. The multi-cultural thrust of the school has formed a Catholic educational institution well-equipped to serve the needs of the children of the Harrisburg City Capital Area.

Merger

A proposed merger of Cathedral Parish of St. Patrick, St. Francis of Assisi Parish, and Holy Family Parish in 2002 did not occur due to financial concerns. Instead, in 2003, Cathedral School added an Integrated School of the Arts Initiative and its Pre-K – 4 Program began. Although the Integrated School of the Arts Initiative was later discontinued, the Pre-K – 4 Program was later enlarged.

In 2012, the Diocese made the decision to consolidate Holy Family and Cathedral School into Harrisburg Catholic Elementary School with two campuses – one at Holy Family for most of the younger students and one at Cathedral campus for the Pre-K and Grades 5-8.

II. MISSION STATEMENT

Harrisburg Catholic Elementary School, a faith-filled community, is enriched by diverse ethnic cultures. Building upon the teachings of the Catholic Church, we strive to develop the whole child as we encourage students to appreciate each other and share their God-given talents. We challenge students to achieve individual academic success, shared responsibility, and appropriate socialization.

We believe...

- that parent/guardians are the primary educators of their children and that school works in partnership with them.
- that all children can learn and experience success.
- that education be well-rounded, help students discover their talents and equip them to achieve their highest potential.
- that facts alone cannot educate, but equally important are values and example.
- that school should promote not only the acquisition of knowledge, but also the formation of personal values such as self-motivation and discipline, respect for self and others, and responsibility for one's actions.
- that through our appreciation of cultural diversity, our students will come to a greater respect of their cultural heritage and that of others.

A graduate of Harrisburg Catholic Elementary will:

- master basic skills in the core curriculum.
- realize the need for God in his/her daily life through study of Catholic teachings and participation in prayer, service, and faith witnessing.
- be able to contribute to society through his/her development of written and oral communication skills, critical thinking skills, and his/her active participation as an independent contributing member of the school community.

III. ADMISSIONS AND TUITION

Acceptance

Harrisburg Catholic Elementary School does not discriminate with respect to race, sex or ethnic origin. Indeed we celebrate the diversity that enriches our population. Priority will be offered, however, to children who are members of one of the parishes participating in the school, prior to the admission of other students.

After pre-admission testing and an interview with the Principal, providing there is room in our classes and the child has no academic or emotional problem that would hinder his education at this school, the child may be admitted to Harrisburg Catholic Elementary School.

In acceptance, there is nothing therein that is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the Diocese, or school.

Failure to report accurately any learning disabilities or other problems a child may have will result in being required to remove the child from Harrisburg Catholic Elementary.

Class size is established at 24 students per grade in Grades 2 through 8 and 22 students in grades Kindergarten and 1. Pre-K has smaller numbers of students per class.

Students of Families of Active Parishioners

All families of Active Parishioners sending children to Harrisburg Catholic Elementary are expected to provide appropriate financial support to their parish and to PRACTICE THEIR FAITH BY ATTENDING MASS ON ALL SUNDAYS AND HOLY DAYS OF OBLIGATION (Active Parishioners). We strongly recommend they attend regular devotions such as: Forty Hours and Stations of the Cross. Catholic families failing to meet these obligations may be subject to Inactive Parishioner tuition rates.

Non-Catholic Students

We respect the individual beliefs of all non-Catholic families whose children are enrolled in our school. These students are expected to participate in and respond to our religious activities in Church and classroom with respect and the good manners of a guest. All enrolled students will participate in all aspects of the Religious education program with the exception of the final phases of the sacramental preparation programs. These requirements include the attendance at regularly scheduled classes in religion, fulfillment of other requirements of the subject and attendance at religious functions offered as part of the school's program. All students are expected to attend weekly worship services in their own parishes.

Transfer Students

Students/Probationary Admissions transferring from another parish or from a public school will be accepted on a probationary basis only and will sign a document so stating. The probation period may extend throughout the year.

Special Requirements for Pre-K, Kindergarten and First Grade

In addition to the general admission policies, for admission to Pre-K a student must be four (4) years old on or before September 1, a Kindergarten student must be five (5) years old on or before September 1, and a First Grade student must be six (6) years old by September 1.

Children should have a full year of Kindergarten before entering First Grade. However, if the child is the age for First Grade and has not had a full year of Kindergarten, he/she may be accepted provided he/she passes a readiness test (and all other admission requirements are met).

A Baptismal certificate must be presented by all Catholic registrants, if possible.

Tuition Policy

Tuition rates are published each year before registration. All tuition is non-refundable. The first tuition payment is due by August 1 of the current year or at the time of registration if after May 1. The date of the last payment will vary with the Plan chosen by the family. Rates vary between Active Catholic Parishioners and Inactive Parishioners/Non-Catholics.

***New Admissions are responsible for a non-refundable enrollment fee.**

Tuition Payments

Harrisburg Catholic Elementary School is operated as a faith community, not as a commercial or secular enterprise. Rates will be announced annually, usually before school closes for the year.

Harrisburg Catholic Elementary School provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranties or covenants or contractual obligations on the part of the school. The total cost of operating our school is funded from two sources: the Education Commitment Plan and the general parish fund. Tuition is paid in advance or on a monthly basis for a period of 10 or 11 months, as selected by the parent/guardian. The monthly plan begins in July and ends in April or May depending on payment plan selected.

1. Tuition, minus any allocation of scholarship assistance, shall be prorated over the number of months (ten or eleven) chosen and paid in equal monthly installments whether through Simple Tuition Solutions (STS) or, by prior arrangement, directly to Harrisburg Catholic Elementary School.
2. If any monthly installment is not paid by the established due date, late fees shall be incurred either as levied by Simple Tuition Solutions or Harrisburg Catholic Elementary School for each month a payment is late. Late fees shall be deducted from any future tuition payment prior to the remainder of the payment being applied to the tuition due.
3. If any monthly payment is one month overdue, a notice shall be sent by regular mail to the person or persons responsible for the tuition payment notifying them of the delinquency and the potential consequences thereof. If any monthly payment is two months overdue, the student shall no longer be eligible to attend Harrisburg Catholic Elementary School.
4. **Monthly payments must be on time. In November, if the tuition is not up-to-date, your child(ren) will not be permitted to return until payment is current.**

A second review will be made in January with the same consequence.

A final review will be made at the closing of the STS plan you've chosen.

Families who are having difficulty meeting the financial obligation of the tuition may contact the pastor of their parish for assistance. All such arrangements are strictly confidential.

Permanent records are not issued to a new school for anyone with outstanding tuition.

5. Eighth grade/Kindergarten/Pre School students who are not current with their tuition will not be allowed to participate in Graduation Ceremonies.

The Registration Fee and Tuition are non-refundable.

Financial Aid

Harrisburg Catholic strives to make tuition affordable for all families. Every family is expected to contribute toward the cost of their child/children's education. Application fees for the Neumann Scholarship are paid by the school. Information will be provided upon registration as to how to apply. Families are encouraged to apply for every scholarship available. Assignment of aid and scholarship is based upon funds available and need. Harrisburg Catholic does not discriminate with respect to race, sex or ethnic origin.

IV. ROLE OF PARENT/GUARDIAN

Parents/Guardians as Educators

Parents/Guardians are the primary educators of their children. When children enter school, parents are encouraged to reinforce study habits and skills learned in school. Children learn better if the parents reinforce what is taught in the classroom.

Parents'/Guardians' attitudes toward the school and teachers are reflected in the attitudes of the children and ultimately in their behavior. Children often react publicly to what is said privately in the home. Therefore, parents/guardians are asked to maintain a united front with the school on matters pertaining to school policy and discipline. Obedience and respect cannot be learned at school if it is not taught at home.

Parent/School Communication

It is very important that complete unity in authority between teacher and parent/guardian exists. It is also important to withhold any hasty judgments until all the facts are known. The following sequence is to be followed should any problem or questions arise:

- 1) The classroom teacher is to be contacted FIRST.
- 2) Should a satisfactory understanding not be met with the teacher, then contact the Principal.
- 3) If a satisfactory understanding has still not been met, you may address the problem to the Pastor.

Service Hour Policy

The Parents/Guardians of students enrolled in Harrisburg Catholic Elementary School are expected to provide ten (10) hours of service to the school throughout the scholastic year. At the end of the school year, the families will be billed \$15 per hour for uncompleted hours of service. Recognition certificates will be sent to families who have completed the hours.

Child Custody Matters

A copy of custody court orders must be on file at the school. Our policy is to abide by the determination of the court in these matters. We will work with both parents to create a stable environment for the child within the guidelines of the court.

Home School Communication

At the beginning of each school year, on a special night, teachers present to parents/guardians and families their particular plan of action for the year. It is the responsibility of parents/guardians to attend this meeting to ensure cooperation between home and school.

Parents/guardians are encouraged to meet with the teachers to discuss the progress of their child. Time is set aside for conferences twice a year. However, as the need arises, parents/guardians may make an appointment with a teacher by a telephone call after 3:15 p.m. or a note to the school. Teachers will schedule conferences for a time when they do not have another school duty.

A monthly calendar is sent home to inform parents/guardians of upcoming events. Frequent memos from the principal keep the lines of communication open and current. Information is sent home on Mondays with the oldest child of the family.

V. SACRAMENTAL TRAINING

Sacramental Preparation

Parents/guardians of children scheduled to receive sacraments are required:

1. To have their children attend Mass on all Sundays and Holy Days of Obligation.
2. To attend Parent Training Sessions for these sacraments.

VI. CONDUCT AND DISCIPLINE

Conduct

Students in Harrisburg Catholic Elementary School must conduct themselves in such a fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for administrators, teachers, staff and fellow students and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and discharge them in accordance with school regulations.

Students are expected to conduct themselves inside and outside of school and at school sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Failure to do this may result in disciplinary action including expulsion.

Discipline

All effective discipline is first and foremost learned at home. The duty of teaching their children self-discipline rests primarily with the parents/guardians of the student. Day to day discipline at Harrisburg Catholic Elementary School is the responsibility of the teacher, principal and parent. Parents/guardians share the responsibility to enforce Harrisburg Catholic Elementary School discipline policies. The school can only reinforce what is taught at home.

Even if discipline is not maintained in the home, we expect that our policies regarding discipline will be supported by the parents and guardians of our students. When a student shows poor discipline at school, it must be corrected in one way or another; parents/guardians should support the teacher when correction is justified.

Consistency and fairness are the cornerstones of an effective disciplinary policy. Although each case of disciplinary correction will be judged on its own merits, in light of the student's overall attitude and seriousness of the case, administrators and teachers will endeavor to be consistent, firm, loving and fair, with regard to enforcing the school rules. The standard of fairness includes avoidance of group discipline when all members of the group have not taken part in a rules violation, but rather requires that disciplinary action be taken only against those students whose conduct warrants such action.

The goal of the discipline policy of Harrisburg Catholic Elementary School is to foster respect for God, for others, and for self, to engender students' responsibility and, therefore, encourage students' self-esteem. The school-wide expectations for behavior are:

Respect

Respect yourself: Your life is a wonderful gift from God. Cherish it.

Respect others: Each person is unique and special. Treat them as you would like to be treated.

Respect property: Keep your hands and feet to yourself. No one should touch personal belongings or deface property.

Responsibility

Be prepared: Have homework completed on time, papers signed and returned promptly, and all required materials with you.

Be proud: Show that you are proud to be a student of Harrisburg Catholic Elementary School by wearing the appropriate uniform.

Christian Principles

Be kind in thought, word, and deed.

Be courteous and polite.

Listen when another person is speaking.

Practice reverence.

Participate in acts of service to others.

Act as Jesus would.

Preventive Discipline Policy

The steps outlined below are intended to permit a fair, prompt and orderly response to any school-related problems. In cases where serious disagreement between the school and parents/guardians cannot be resolved amicably, or in cases where the conduct of parents/guardians is deemed to interfere with the educational mission of the school, Harrisburg Catholic Elementary School reserves the right to require parents/guardians to withdraw their child.

To avoid inappropriate behavior the students will:

1. Respect the authority of the administration, faculty, staff and volunteers, as well as the rights of other students.
2. Strive to develop the Christian values of honesty, courtesy, appropriate language, respect for school property and the personal property of others.
3. Strive to develop proper habits of study.
4. Realize their own self-worth and contributions, along with their strengths and limitations.

The guidelines for student behavior are based on the fundamental rights of the God-given human dignity of all persons as created in God's image and likeness. Christian and moral conduct is brought about only by the desire within the individual student. Students are therefore encouraged to develop, according to their age, self-discipline, which will in turn result in actions which show self-respect and respect for others.

General School Rules

The general school rules are as follows:

- Be Responsible
- Be Respectful
- Be Ready

Drugs and Alcohol

The use and/or possession of drugs (legal or illegal) or alcohol on school buses/vans, property or at school functions is forbidden and is a major disciplinary infraction. After duly considering all extenuating circumstances, the penalty for such violations may be suspension or expulsion, depending upon the severity and frequency of the violation. Counseling and referral to appropriate agencies for rehabilitation may also be considered. The seller or pusher of drugs or alcohol is a special case because of his/her evil intent and harm to other students. If there is seemingly solid evidence of guilt and there seems to be no extenuating circumstances, such offenders will be punished by expulsion.

Cell Phone Policy

Although we do not advocate students having cell phones in school, they may be needed for after-school activities. Cell phones are for after-school use only, and must be turned off during the day and turned in to the homeroom teacher. They will be returned at dismissal and may be turned on once the student has left the building or with teacher permission. Violation of this policy will result in the cell phone being turned over to the administration and a parent will need to pick up the cell phone.

Harrisburg Catholic Elementary is not responsible for any lost, stolen or damaged electronic item.

Prohibited Activities

Prohibited activities shall include:

1. Immoral behavior.
2. Disrespect toward teachers, staff or fellow students.
3. Defiance and insubordination.
4. Chronic disobedience.
5. Disturbances in the school or on school grounds.
6. Running through halls and/or on stairways.
7. Any form of violence.
8. Destruction of property.
9. Use of foul language or obscene gestures.
10. Stealing.
11. Cheating.
12. Leaving school property without the Principal's permission.
13. Misconduct on the school grounds.
14. Misconduct on the way to or from school.
15. Chewing gum is not allowed any time at school.
16. Truancy.
17. Littering or defacing school property.
18. Violation of the attire and appearance code.
19. Throwing snowballs.
20. Use of alcohol or drugs (legal or illegal).
21. Falsification of parent signature.
22. Bullying, threats, or harassment of any kind.
23. Bringing weapons or instruments that can be used as weapons to school.
24. Possession or association with alcohol, drugs, cigarettes or other such substances on school property or in any activity connected with the school in any way.

25. Any other activity the prohibition of which is deemed necessary by the Teacher, Principal and/or Pastor.
26. Use of cell phones, texting, tweeting without express permission during the school day.
27. Bringing any weapon onto school buses/vans or premises.
28. Violating any specific policy in this Handbook.

Dress Code Infractions

Parents/guardians will be notified the first time their child violates the attire and appearance standards of Harrisburg Catholic Elementary School. A violation will result in a warning, and continued violations may result in detention.

Consequences for Disregarding the Rules

The consequences of disregarding Harrisburg Catholic Elementary School rules are suited to the seriousness of the offense and/or a continued disregard of the rules. These consequences include social skills training, detention, suspension, and expulsion and will result in the child being given a BeeAttitude referral form (see appendix).

Social Skills Training

In cases of bullying, harassment, threats, etc., students may need social skills training and/or sensitivity training. Repeated instances may result in suspension and/or expulsion.

Detention

Detention will be given at the discretion of the teacher and/or Principal for violations of expected code of conduct; e.g., disrespect, chewing gum, minor fighting, incomplete homework, classroom disruptions, uniform attire and appearance infractions, lateness, etc.

Detentions usually are scheduled. Detention slips, which specify the day, duration, cause and place of detention, will be sent home to be signed and returned to the teacher. Should a student be given a third detention during a school year for the same infraction, a meeting of the parent/guardian with the principal will be necessary. Failure to report to detention at the time and place assigned will result in stronger consequences and contact with the parents/guardians.

Detentions will be held at the discretion of the Principal or teacher, and may be scheduled during a lunch/recess.

Suspension/Expulsion

Any infraction of school rules considered to be of a serious nature could result in suspension and possible expulsion.

Suspension: Students may be suspended from school for serious offenses (including but not limited to truancy, bullying, threats, vandalism, insubordination, more serious fighting, and possession of any contraband). Students may be suspended if they have three detentions. Parents/guardians will be notified immediately by phone with written follow-up by letter or email of this suspension and may be required to meet with school authorities before their child will be re-admitted to classes. After two suspensions in a single school year, a student may be expelled for any further infraction of the rules.

Expulsion: Harrisburg Catholic Elementary School attempts to form young people in the ways of Jesus Christ. If a student is unwilling or unable to abide by the rules & regulations and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled. Students may be expelled for any of the following reasons:

1. Proven moral delinquency which has a bad influence on other students.
2. Chronic and incorrigible misbehavior which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule after written notification has been sent to the pupil and /guardians, warning as to the possibility of expulsion if the pupil commits another infraction.
5. Student defiant and disrespectful to a teacher.
6. In accordance with Diocesan policy, no form of harassment, threat or act of violence will be tolerated at Harrisburg Catholic Elementary School. Such a violation may result in the expulsion of a student. These policies may be reviewed in the school office.
7. Weapons or threats of violence - Diocesan Policy 5137.5.
8. Any other reason considered severe enough to merit expulsion.

Plan of Action for School Offense

Some first offenses will be considered serious enough to merit accelerated discipline. However, in the case of more minor infractions, Harrisburg Catholic Elementary School will follow the following steps. These steps may or may not be combined with detention and/or suspension depending on the circumstances.

First School Offense

- STEP 1: Each teacher decides on a classroom discipline plan and what inappropriate behavior will constitute a need for a parent conference. This need for a parent conference constitutes the First School Offense.
- STEP 2: At the conference, certain consequences addressing the inappropriate behavior are determined. These should bring about the needed improvement. At the conference the teacher reviews with the parent this Plan of Action and explains that if the consequences do not bring about the expected improvement, a second conference with the Principal will take place.
- STEP 3: The teacher notifies the Principal of the action taken at the conference.
- STEP 4: The teacher monitors the student's behavior. If the student does not show the expected improvement and improper behavior continues, the teacher notifies the Principal, and together they plan the time and day for the second school conference.

Second School Offense

- STEP 1: A second conference including parents/guardians, teacher and Principal takes place. The student may also be present.
- STEP 2: At the conference, certain consequences are determined which should bring about the needed behavioral improvement. These consequences could include detentions, in-school suspension, psychological evaluation, and/or student-family counseling. The Principal reviews with the student and parent the Plan of Action and the need for compliance with the plan for improved behavior.
- STEP 3: The parent receives a copy of the Plan of Action decided upon at the conference.
- STEP 4: The teacher monitors the student's behavior. If the student does not show the expected improvement and improper behavior continues, the teacher notifies the Principal and together they plan the time and day for the third conference.

Third School Offense

- STEP 1: The Principal contacts the Pastor.
- STEP 2: The Pastor, Principal, teacher, parents/guardians and student meet. A determination on the details of suspension and the need for expulsion or other consequences proper to the needs of the student is made.
- STEP 3: The consequences take place.
- STEP 4: A letter to the parent will be sent by the Principal noting the decisions of the conference.

The Pastors of Harrisburg Catholic Elementary parishes are notified of school rules, infractions of which may result in detention or may warrant suspension or expulsion. Parents/guardians may meet with the Pastors at any point of the disciplinary process to discuss his/her child's disciplinary situation.

Any serious violation of Harrisburg Catholic Elementary School rules warranting suspension or expulsion may result in those consequences being determined without using the earlier steps of the Plan of Action.

Discipline Action Plan

Harrisburg Catholic Elementary School's conduct report will help monitor and discipline student behavior. The form will be sent home explaining the behavior infraction. Every form that is sent home will require a parent/guardian's signature and needs to be returned to school the following day.

Procedure for Expulsion

The Executive Pastor of Harrisburg Catholic Elementary School, after consulting with the Superintendent of Education, may expel a student from Harrisburg Catholic Elementary School. When a student is guilty of an action which merits the punishment of expulsion, the Executive Pastor will arrange a meeting with the parents/guardians, student and other concerned parties. The Third School Offense conference may constitute this meeting provided it conforms with the provisions of this paragraph. At this time the facts of the case will be presented and the decision of the Pastor made known to the parents/guardians. The parents/guardians will be given the opportunity to withdraw their child from the school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the child, the Executive Pastor will inform the parents/guardians in writing that their child is expelled, that they have the right to appeal this decision to the Harrisburg Catholic Elementary Review Board, information making an appeal.

The parent/guardian and student have ten (10) business days within which to request an appeal. The request must be in writing and should be addressed to the chairman of the Review Board. A hearing will be held as soon as conveniently possible for all parties concerned. The Harrisburg Catholic Elementary Review Board will hear both sides of the case – the administration's and the student's – and render an impartial judgment whether or not the proper procedures were followed. Only those persons involved in some pertinent way may be present at the hearing.

The Review Board will let each side present information and ask questions. The Review Board will, in private, discuss their findings and come to a decision. In the event that the Review Board finds proper procedures have not been followed, a recommendation may be made that the Pastor review his decision of expulsion. The expelled student is not eligible to attend school while the appeal is being made.

Discipline Records

Records of all disciplinary counseling, conferences and actions shall be maintained for each student at Harrisburg Catholic Elementary School.

Notice

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

This policy reflects our commitment to the Safe Schools Act of 1977.

VII. GENERAL SCHOOL PROCEDURES

Cathedral Campus:

No student may arrive before 7:30 a.m. Between 7:45 a.m. and 8:00 a.m. students may report to homeroom. Morning Prayer will begin at 8:00 a.m. Students are considered late after 8:00 a.m.

Lunch/Recess Times:

11:45 a.m. – 12:10 p.m. – Pre-K

12:10 p.m. – 1:05 p.m. – Grades 5, 6, 7 and 8

Dismissal Time:

2:30 p.m. – Pre-School

2:45 p.m. – Grades 5 – 8

Early Dismissal Days:

11:45 a.m. – no lunch is served; building closes at 12:15.

Holy Family Campus:

If arriving between 7:00 a.m. and 7:45 a.m. the student must enroll in the Before School program. Between 7:45 a.m. and 8:15 a.m. the student may report to cafeteria. Morning Prayer will begin at 8:15 a.m. Students are considered late after 8:15 a.m.

Lunch/Recess Time:

11:30 – 12:30 p.m.

Dismissal Time:

3:05 p.m.

Early Dismissal Days:

12:00 noon – no lunch is served; no aftercare; building closes at 12:30.

SPECIAL INSTRUCTIONS-Holy Family Campus

Children who ride to school may be dropped off in front of the Holy Family campus building after 8:00 a.m. At dismissal time, parents/guardians who drive their children home are asked to pick up the students in the school yard behind the school. Cars should not be parked in front of the school/church waiting to pick up children for dismissal as this interferes with the bus transportation.

Attendance

Attendance is key to allowing a child to progress academically, socially, and spiritually. The parent/guardian of any student who will be out of school for more than one week should contact the principal.

Absenteeism

When a child is absent **the parent must call the school (Holy Family campus 717-232-2551 and Cathedral campus at 717-234-3797) by 8:30 a.m.** to inform the office personnel that the child will not be present for a school session.

When the student returns he/she **must bring a note signed by the parent** stating when and for what reason the child was absent. This note is required by law and will be kept on file. The excuse form can be found on our web site. Should a student be absent three or more days in succession, a doctor's certificate is required upon return to school.

It is recommended that students stay home for 48 hours following a fever or a bout of vomiting—especially when sent home by the school. These viruses travel through the school fast, and we try to limit the number of children infected by keeping the sick children at home.

Please be sure to adhere to our updated policies in regard to sickness and COVID. These policies were sent home to all families during the summer of 2020 and can be located on the school's website.

Late Arrivals

Any student who arrives after the start of school is considered late. The student must be signed in by the parent/guardian or have a note explaining the lateness and receive a late pass. **If a student is running late, please be sure that you call into one of the school offices by 8:30 AM, in order to identify whether the student will need a school lunch ordered for the day.** If you do not call into the office it is possible your child will not have a school lunch ordered for them that day.

Dismissal Proceedings

After prayers are said at 2:45 p.m. at Cathedral and 3:00 p.m. at Holy Family, the children will be dismissed. When everyone follows the procedures as set up by the school dismissal will be safe for all, orderly, and prompt.

Holy Family

Parents/guardians picking up children in cars should line up in two lines at the rear entrance of the Holy Family school. Students will gather in the designated section with the teachers on duty. Parents/guardians should not leave their cars. The teachers will dismiss the children and assist them in getting safely to their cars. When the teachers ascertain that it is safe they will wave the cars on and then dismiss the next group of students. Cars should not enter the outgoing driveway, even if the buses are in your way. The children waiting for their rides are well chaperoned in the back of the building by teachers who do not mind the couple of extra minutes it may take while you wait for the children to board the bus.

Children who are considered walkers must be picked up by the designated pick up person at the cafeteria doors at dismissal time.

Students at the Holy Family campus must be picked up by 3:15 p.m.

Cathedral

At the Cathedral Campus, car riders will be dismissed from the front door. Parents should remain in their cars until the on duty teacher calls for their children, at which point the children will get into the car and they may pull away. Bus riders will be dismissed from the back doors of the school, where the buses will pick them up on North St.

Students at the Cathedral campus must be picked up by 3:00 p.m.

Early Dismissal Request

Medical appointments should be made so that they do not conflict with school hours. Any exceptions to this rule must be requested in writing to the teacher and approval obtained in advance from the Principal.

If a child must attend a legitimate educational or religious pursuit outside of school during school time, the details must be provided in writing to the teacher at least three days in advance and approval must be obtained from the Principal before a child will be excused.

When a parent or guardian obtains permission for a necessary early dismissal, the parent or guardian must come to the school office to sign the child out.

All requests for early dismissals must be made through the school office. A change of dismissal form, which can be located in the appendix of this handbook or on our web site, should be used. **All requests for early dismissals should be made by noon of the day requested.**

Emergency Early School Dismissals

We would like to remind you that except in the case of an extreme emergency (e.g., a heating or water failure) there are no early dismissals from school without previous notice to parents/guardians. When it is necessary to have early dismissal, other than those previously indicated to you, you will be notified either by a letter, in the monthly calendar, or by a notice in the Sunday bulletin.

Note: Early dismissals necessitated by emergencies over which we have no control require an obligation of the parents/guardians as well as the school. We remind you to make provisions for such cases with a neighbor or relative and to instruct your child/children as to what procedure should be followed in said circumstances.

School Closure

In case of inclement weather, announcements will be made on the local radio/TV stations if school is to be closed or the hours of operation change. In general, Harrisburg Catholic Elementary School will follow the announcement made for the Harrisburg School District. Most of the local radio and TV stations carry the announcements.

Fire Drills

Fire drills are held for the safety of all in the buildings. Specific directions are posted in each room. During drills students are expected to move as quickly as possible in silence. Each teacher is responsible to direct students to the assigned areas outside the school and to carry the Roll Book with her.

Use of School Grounds

Our school grounds are available to our students only during school hours. Loitering or use of the grounds at any other time is not permitted. *Harrisburg Catholic Elementary School* will not be held responsible for any accidents if this rule is disregarded.

Visitors

Parents/guardians are welcome to visit the school with advance approval, unless they would otherwise be prohibited from being around minors by virtue of criminal violations. When visiting for any reason during the school day please report to the school office first. If it is necessary to contact a teacher or student the secretary will make the contact to avoid disturbing the learning experience. All transactions are performed through the school office during school hours. No person is permitted to visit or confer with teachers during school hours unless authorized.

Please be sure to adhere to our updated policies in regard to visitors and COVID. These policies were sent home to all families during the summer of 2020 and can be located on the school's website.

Volunteers

During recent years the use of volunteers in schools has steadily increased in both the public and private school systems. These volunteers assist in area where professional training is NOT necessary. Participation in one or more of the various volunteer programs is encouraged and greatly appreciated by both students and faculty. Parents/grandparents/guardians, senior citizens, and adult parish members are invited to become a part of this important program. Any person interested in participating in the volunteer program may contact the school office for information. All regular volunteers must comply with all Diocesan regulations.

Change of Address/Telephone Number

If during the course of the school year you should move to another address, kindly notify the classroom teacher and the school secretary of your new address and telephone number so that our school records may be kept up to date. We ask your prompt attention to this IMPORTANT MATTER. Also, please notify us of any UNLISTED telephone number in case of an emergency. Remember to also let us know if your cell phone number changes.

Also, it is important for your child's personal safety that they know their address and phone number. Please make sure that they are aware when your number changes as well.

Record Retention

Each child has a permanent file in the school office. Any parent wishing to review this file must request 24 hours in advance in writing.

This school abides by the provisions of the Buckley amendment with respect to the rights of a non-custodial parent. In the absence of a court order to the contrary, we will allow the non-custodial parent access to the academic records and to other school related information regarding his/her child. If you have a court order specifying that there is to be no information given, it is your responsibility to provide us with an official copy of that court order.

Going Green

All families in October will have an opportunity to "opt out" of receiving paper versions of school announcements, calendars, menus from Harrisburg Catholic Elementary School. If a parent/guardian "opts out" of receiving information from the school it will be the responsibility of the parent/guardian to check the school website for all information. The school's website is www.hbgcathelem.org.

Birthday Celebrations

All birthday celebrations must be pre-approved by each child's homeroom teacher. Any snacks or materials that were pre-approved must be brought in by lunchtime. Students may dress down on their birthdays.

Please be sure to adhere to our updated policies in regard to snacks and COVID. These policies were sent home to all families during the summer of 2020 and can be located on the school's website.

VII. HOMEWORK

Homework is an essential part of the study program and is required of all students in order to reinforce and expand class instruction. Therefore, it is expected that each child spend time reading, reviewing and studying material covered in class, as well as completing work that teachers assign.

Study and Homework

A reasonable amount of time each evening should be spent in preparing for class. Homework is a helpful educational tool which reinforces the study skills presented in class, teaches the student to work independently and gives the student time to complete certain projects that require individual and creative effort. Parents are urged to see that their children have a place to study that is conducive to learning and that distractions are kept to a minimum. The amount of homework each night – study, written work, reading, research or memorization – is left to the discretion of the teacher. Time allotments suggested are as follows: Grades 1 and 2, 10-20 minutes; Grades 3 and 4, 20-40 minutes; Grades 5 and 6, 40-60 minutes; and Grades 7 and 8, 60-90 minutes.

Basic to all successful homework is the attitude of parents. When parents show interest and concern the child will also show interest. Supervision and guidance in homework are encouraged, especially in the lower grades.

All students in Grades 1 through 8 will have an assignment book in which homework should be recorded daily. Parents are asked to sign this book nightly in order to monitor the student's progress.

VIII. ATTIRE, APPEARANCE AND UNIFORMS

Attire and Appearance

The appearance and attire of our students is of utmost importance. It is a fact that student behavior, attitudes, and effective learning all improve when students are dressed appropriately. School is not primarily social and fashionable in nature, and students need to see their school wardrobe as different and more “professional” than their “play” clothes. Students are expected to present a neat and clean appearance. All shirt tails are to be tucked into the waist of the pants or kilts.

Hair/Tattoos/Piercings

- Hair should be kept neat and clean and in a conservative style appropriate for school. It may not be shaved to such an extent that the scalp is exposed, nor shall any coloration be permitted. Severe tapers, spikes, tails, new wave, white walls, large Afros and extensions which do not match natural hair color will not be permitted. No dyeing of the hair is permitted. In addition, boys’ hair may not fall below the eyebrow nor over the collar.
- Writing or drawing on the body (including temporary or permanent tattoos) is inappropriate. Kerchiefs, bandanas, or sweat bands may not be worn in school.
- A single ear piercing is permitted for girls. Boys whose ears are pierced may not wear earrings during the school day. Hoop earrings are to be no larger than the size of a dime. No “dangling” earrings are permitted. No exceptions will be made, even on Dress Down Days.

Other

- Only clear nail polish may be worn. No artificial nails will be permitted.
- Make-up may not be worn.
- No facial hair for boys.

Jewelry

- Only one bracelet or necklace may be worn as long as the piece of jewelry is no more than ½ inch in width.

General Uniform Guidelines

The dress code has been explicitly devised to help parents/guardians and students avoid any confusion about what is to be worn at school. Students are required to wear the complete uniform at all times, unless otherwise directed by the principal. If for some reason a student is not in proper uniform attire, a note must accompany the student explaining why the child is not in compliance with the dress code policy. Families must explain how the situation will be remedied in a timely manner.

UNIFORM REQUIREMENTS (Grades K – 8)

Boys

Navy Twill Pants

Belt must be worn (black or brown)

White or Sky Blue Polo Shirt – HCE Logo ONLY (Grades K – 4)

White Button Down Collar Shirt (Grades 5 – 8)

Navy Tie (Grades 5 – 8)

Navy Blue Socks

Dress Shoes - Black or Brown (may be purchased from Flynn & O’Hara). These must be a plain shoe with a non-skid sole. This does not include any of the following: boots (of any type), clogs, sandals, backless shoes, sneakers, canvas shoes, or anything else that is not deemed appropriate. Laces must match shoes and must be tied at all times.

Boys - Optional

Navy Cardigan or Pullover Sweater (not black, not blue.)

Navy Blue Twill Walking Shorts (Grades K – 4 ONLY – fall through 10/15 and spring after 4/15)

White or Sky Blue Polo Shirt - HCE Logo ONLY (Grades 5 – 8 fall through 10/15 and spring after 4/15)

Girls

Navy Gold & White Plaid Drop Waist Jumper (Grades K – 4)

White Short/Long Sleeve Peter Pan Collar Blouse (Grades K – 4)

Navy Gold & White Plaid Wrap around Kilt (Grades 5 – 8)

White or Sky Blue Polo Shirt – HCE Logo Only (Grades 5 – 8)

Navy Blue or White knee high socks / tights

Dress Shoes - Black, Brown, or Blue (may be purchased from Flynn & O’Hara)

These must be a plain shoe with a non-skid sole. This does not include any of the following: boots (of any type), clogs, sandals, backless shoes, sneakers, canvas shoes, or anything else that is not deemed appropriate. Heels on shoes may not exceed 1 inch in height. Laces must match shoes and must be tied at all times.

Girls - Optional

Navy Cardigan or Pullover Sweater (not black, not blue)

Khaki Flat Front Mid Rise Slacks (Grades 5 – 8 ONLY) from Flynn & O’Hara (They must be regular fit, no skinny jeans or leggings)

Gym - Both Boys and Girls (Must be purchased at Flynn & O’Hara)

Light Steel Gym Tee Shirt – With HCE logo

Choice of Navy Polyester/Cotton or Micromesh Nylon Gym Shorts

Navy Heavy Weight Sweatshirt

Navy Heavy Weight Sweatpants (worn between 10/15 – 4/15)

Sneakers are permitted ONLY on gym days.

Flynn & O’Hara Uniform Company is the official provider for Harrisburg Catholic Elementary –
A store is located at:

Flynn & O’Hara Uniform Company
869 Eisenhower Blvd.
Harrisburg, PA 17111
Phone: 717-939-5600
Website: www.flynnohara.com

Pre K-4

No uniform is required, but all children should:

- Wear comfortable, washable play clothes.
- Not wear spaghetti-style tank tops. Straps should be two fingers wide.
- Not wear jeans.
- Wear sturdy closed-toe shoes with socks.
- Not wear nail polish or any type of tattoo.
- Girls with pierced ears may wear stud earrings only, for safety.

Dress Down Days

Occasionally, Dress Down Days are declared, where students may come to school in clothes other than their uniforms. “Dress Down” means casual and comfortable, but not revealing or sloppy.

- Jeans are acceptable, but not with holes or tears; no ‘jeggings.’
- Leggings are acceptable under a dress only.
- No sleeveless shirts and blouses, or short tops. Stomachs must be covered.
- No low-cut tops, front or back.
- Sneakers are acceptable, but no sandals, slides, or flip flops due to safety concerns.
- Shorts and skirts are permitted—must be at the knee or below.
- Small headbands and barrettes may be worn for the purpose of restraining hair. Hats, sunglasses, bandannas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned “Hat Days.”)

Teachers and the Principal shall have the final right of refusal for any apparel. Parents may be called to replace an offending choice.

Dress Up Days

On picture days, students are allowed to Dress Up. All above rules apply, except no jeans, no sneakers, and no casual wear.

IX. ACHIEVEMENT TESTING

The Diocese of Harrisburg requires that all students in grades Kindergarten through 8 will take STAR testing by Renaissance at least three times during the school year, within a testing window assigned by the Diocese. These tests will assist the teacher in planning for each individual student. They will only take approximately 20 minutes per test.

Report Cards/Progress Reports

The Harrisburg Diocese uses electronic report cards. This formal reporting document is only one piece of the complete system which assists in communicating knowledge of a student's learning progress to parents and those charged with the care of the student.

A formal reporting document (report card) will be distributed three times during the school year. Each trimester will be comprised of approximately 12 weeks of instruction. Parents may continually monitor their child's academic progress through the use of the Rediker parent portal.

Kindergarten and Primary (Grades K, 1, 2, 3)

The marking code for all areas will be:

“E” for *Exceeded Expectation* or

“P” for *Proficient* or

“I” for *In Progress* or

“N” for *content was not taught during the trimester*

Intermediate (Grades 4 through 8)

Marks for subjects will be graded as:

“A” for Excellent (*grades of 100 through 93*)

“B” for Above Average (*grades of 92 through 85*)

“C” for Average (*grades 75 through 84*)

“D” for Progressing (*grades 70 through 74*)

“F” for Not Meeting Curriculum (*below 70*)

Promotion and Retention

If a student in Grades 4 through 8 fails one or two major subjects, he/she must attend an approved summer program at the expense of the parent. If these subjects are not made up, the student will not be assigned to the next grade. If there are three or more failures, the student must repeat the grade, summer programs are not acceptable, nor is retention always an option. Retention decisions are made on an individual case decision. Students in the primary grades are evaluated for promotion based on academic progress as well as emotional and social readiness. A student may not repeat eighth grade at Harrisburg Catholic.

X. SECURITY AND INSURANCE

Student Security

A follow up system is utilized to verify student absences. Parents/guardians are required to call the school office by 8:30 a.m. if their child will be absent that day. When an absence is not reported by the parent or guardian by 8:30 a.m., the school office will attempt to contact the parents/guardians and/or persons designated on the emergency card.

Parents/guardians must give advance notice to the school office regarding changes in student transportation. This includes “car riders,” “bus riders,” and “walkers.”

To insure our students’ safety, we expect all visitors to our school, including parents/guardians, to stop by the office for a visitor’s pass. Thank You!

School Insurance

School insurance is mandatory by the Diocesan Office. Every child attending Harrisburg Catholic Elementary must be protected by adequate insurance; this may be the low cost student accident policy or the parents/guardians’ own insurance.

Emergency Lockdown

In extreme circumstances, an emergency lockdown may be used by the school or ordered by local authorities.

During a school-wide lockdown, parents/guardians will not be permitted to enter the school building or to remove a child from a school building until the situation is resolved.

XI. HEALTH AND WELLNESS

Health

Medical, dental and eye examinations are conducted according to the Pennsylvania State Health Law. Appropriate notices are given in ample time concerning this program. Weather permitting, the children will spend recess time outdoors. If, for reasons of health, your child is not to be outside, a doctor's note should be presented to the teacher. During cold weather, children should be dressed accordingly. Parents/guardians will be notified by telephone if their child becomes ill during the course of the school day; please report to the main office as soon as possible to sign your child out of school.

Health/Wellness

The Commonwealth of Pennsylvania and the Diocese of Harrisburg have mandated that all schools follow a health/wellness program as outlined by the PA Department of Education.

Physical activity is also encouraged at lunchtime, between classes, and at other appropriate times. Keeping students in at lunch time is highly discouraged, as it limits the amount of physical activity needed by students.

Snacks

In keeping with the Health & Wellness Policy, only healthy snacks are permitted. Fresh fruit and vegetables are always encouraged. Other suggested treats include: popcorn, crackers, cheese, breadsticks, pizza bites, applesauce, trail mix, pepperoni, dried fruit, fruit pizza, mini bagels, soft pretzels, pretzels, granola bars, sugar-free pudding/Jell-O, popsicles made with fruit juice. Soft drinks and other carbonated drinks are not permitted. Bottled water is permitted in the classroom at the teacher's discretion. The privilege of having a snack time is also at the discretion of the teacher. If personal snacks are allowed, they should be limited to one-serving size package.

Please be sure to adhere to our updated policies in regard to snacks and COVID. These policies were sent home to all families during the summer of 2020 and can be located on the school's website.

Breakfast/Lunch Program

Students are permitted to bring a healthy lunch to school. Lunches will be kept in the classroom until lunch time. Milk will be sold for those who wish to purchase it. Soft drinks and other carbonated drinks are not permitted. Students also have the option to participate in the Federal Breakfast/Lunch Program.

Proper and adequate supervision of students during the breakfast/lunch period is of utmost importance in order to insure the safety of the students and to maintain order and discipline. Parents/guardians wishing to volunteer in supervising children during lunchtime are welcome, but they must have the necessary clearances. Please notify the Principal of your intent.

Immunizations

Harrisburg Catholic Elementary School must follow the mandates of Pennsylvania law regarding immunizations. We note that these requirements change from time to time.

For added convenience, we have listed the immunizations that we are aware of below:

Every child, prior to admission to school in any grade or program, must have the following immunizations:

- 4 doses of tetanus * (1 dose on or after the 4th birthday)
- 4 doses of diphtheria and acellular pertussis * (1 dose on or after the 4th birthday)
- 4 doses of polio
- 2 doses of measles **
- 2 doses of mumps **
- 2 dose of rubella (German measles) **
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

* Usually given as DTP or DTaP or DT or Td

** Usually given as MMR

These requirements allow for exceptions for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Medication

No medications of any kind may be given by the teacher. No student is permitted to keep medication in the classroom.

1. Medication (prescription and over-the-counter) may be given to a student during school only if all of the following criteria are met:
 - the medication is brought to the office by a parent/guardian in its original container
 - a note from the doctor is provided stating the name of the medication, dosage and permission for the student to take it
 - the diocesan medication waiver must be signed by the parent, giving school personnel permission to dispense the medication
2. Medication (prescription and over-the-counter) **MAY NOT** be:
 - given to the teacher to be kept in the classroom
 - dispensed by the teacher
 - carried by students during school

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

Nursing Services

The Harrisburg School District provides nursing services to Harrisburg Catholic Elementary School from time to time for a variety of evaluations and other services, but our school is not required to have, and does not have, a full-time nurse available to the students.

Special Needs/Reasonable Accommodation

Through the use of State and Federal funds, Harrisburg Catholic Elementary School shares in certain services provided for all non-public schools under Act 89 and Title I. Capital Area Intermediate Unit provides the following:

- Speech and Language Therapy
- Remedial Reading and Math
- Counseling and Psychological Services

Services are provided under Title 1.

Monies allocated through Acts 195 and 90 are used for the purchase of secular texts.

Harrisburg Catholic Elementary School will attempt to reasonably accommodate students when possible. Parents/Guardians should be aware, however, that the Cathedral campus is ***not*** wheelchair accessible, and that one-on-one assistance for students is not currently available.

Students with HIV/AIDS or Related Diseases

Students who are HIV-infected or have AIDS or other related diseases and desire to attend Harrisburg Catholic Elementary School will not be denied admission to or be discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co-extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons for health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

XII. SPECIAL PROGRAMS

Activities

Any group wishing to sponsor any activity involving the school children must submit a written request to the School Board at least one month prior to the planned activity. The planned activity is to be outlined in full. The Board will make final disposition of these requests.

Extracurricular Activities

Students are expected to comply with rules stated for extracurricular activities. Participation in such activities may be terminated for repeated disregard of Harrisburg Catholic Elementary School rules, extracurricular activity rules or if a student is on suspension. A school suspension may result in the removal from a student the right to participate in any extracurricular activities until such time as the administration deems it appropriate to restore that right. When a student is absent from class, he/she may not participate in the activity scheduled for that day.

Field Trips

Field trips are privileges afforded to students; no student has absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Students not attending a field trip are expected to come to school at the regular time, unless otherwise notified.

Class visits to places of cultural or educational significance give enrichment to classroom instruction. The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform parents/guardians of the following:

1. Name, location and date(s) of the event;
2. Cost to the student, if any;
3. Mode of transportation to be used;
4. Name of supervisor overseeing the activity;
5. Parent's/Guardian's responsibility, including any need for special accommodations.

No student may participate in a field trip unless a signed parent permission slip for the specific event is on file with the Principal.

Please be sure to adhere to our updated policies in regard to Field Trips and COVID. These policies were sent home to all families during the summer of 2020 and can be located on the school's website.

XIII. ORGANIZATIONS

School Board

The purpose of this body is to continue, maintain and manage the Harrisburg Catholic Elementary School in order to provide education in accord with Catholic principles, to maintain the school in proper physical condition, and to see that the school is conducted in accordance with the policies of the Diocesan Board of Education under the Bishop of Harrisburg.

It consists of all pastors, two members of all sustaining parishes, the Executive Director and Principal, with the possibility of four at-large members.

All meetings are open. However, any non-members wishing to address the Board must submit a petition to be approved for the agenda. **Only ten minutes** shall be designated for such non-member participation.

XIV. BUSING MATTERS

Busing Regulations

On December 29, 1972, Governor Shapp signed the nonpublic school bus bill into law (Act 372). This legislation is still in effect. The bill provides free transportation of any resident pupil to and from school a distance within or outside the public school district up to but not exceeding 10 miles.

A PUPIL SHALL BECOME INELIGIBLE FOR TRANSPORTATION WHEN HIS/HER BEHAVIOR IS SUCH AS TO CREATE A PROBLEM ON THE SCHOOL BUS, OR WHEN HE/SHE DISOBEYS RULES AND REGULATIONS PERTAINING TO SCHOOL BUS TRANSPORTATION.

The school bus driver is the authority on the school bus and shall be obeyed promptly. It is the duty of the school bus driver to report to the school principal all violations of rules and regulations.

The following rules and regulations shall be obeyed:

- Pupils shall not stand in the street while waiting for the school bus.
- Pupils shall not extend hands, arms, legs, feet or heads out of the bus windows at any time.
- Pupils shall remain seated while the bus is in motion.
- Pupils shall not push or run while getting on or off the bus.
- Pupils shall look for traffic in both directions before crossing the street.
- Pupils are not permitted to stand in the street to direct traffic.
- Pupils shall keep the aisle clear of lunch boxes, musical instruments, and other items. All items are to be held on laps.
- No animals, weapons, dangerous or objectionable items may be brought on the school bus.
- Pupils may not get off the bus at any place other than the assigned bus stop without written permission of the Principal.
- Vulgarity and boisterous conduct shall not be permitted.
- Eating or drinking on the bus is prohibited.
- Pupils shall not damage or deface any part of the bus.
- Pupils may not tamper with the operating mechanism of the emergency door.
- No smoking or other use of tobacco, nor use or possession of controlled substances shall be permitted on the bus. If apprehended, the pupil will be subject to PERMANENT LOSS OF RIDING PRIVILEGES.
- Students may not ride on buses from another school district.

Do You Know Your Bus Safety Rules?

1. Leave plenty of time to get to the bus stop. When you rush, you may not follow traffic safety rules.
2. Walk on the sidewalks, where available.
3. Remain alert at all times; don't listen to your MP3 players, text, talk on your cell phone or play handheld video games, because you won't be aware of what's happening around you.
4. Also be careful when wearing your hood up; it makes it difficult for you to see.
5. When waiting for the bus, stay away from the street. And don't play around—so you are aware of traffic and can follow safety rules.
6. Make sure the driver can see you at all times by staying ten giant steps away from the outside of the bus.
7. Wait for the bus to stop completely before you approach it to get on or before you stand up to get off.
8. Clothes or backpacks should not have drawstrings, toggles or key chains. They can get caught on bus handrails and doors.
9. Hold the handrail so you don't trip on the stairs.
10. Find a seat and sit down immediately.
11. Know your driver's name and bus number to be sure you are boarding the right bus.
12. Be courteous and respectful to your driver.

XV. THANK YOU TO OUR PARENTS/GUARDIANS

We thank you for the sacrifices you make to allow your children to attend Harrisburg Catholic Elementary School, and thank you for entrusting them to our care.

XVI. RIGHT TO MODIFY

Right to Modify

This handbook is intended to be a guide to the school policies and procedures for the benefit of the school and its students. It is not a contract and is not intended to guarantee any particular rights. Harrisburg Catholic Elementary School reserves the right to deviate from literal compliance with these terms where the pastor and/or principal deem it necessary in the interest of the school and the students or to change or modify the application of the matter discussed herein with or without notice in advance of the change.

The School Administration of Harrisburg Catholic Elementary School, in consultation with the Pastor and the Harrisburg Catholic Elementary School Board of Education, reserves the right to amend this handbook when circumstances warrant it, with or without advance notice to parents/guardians, students and faculty.



XVII. PARENT/GUARDIAN/STUDENT AGREEMENT

**PARENT/GUARDIAN/STUDENT AGREEMENT
(2020/2021 Edition)**

You and your child(ren) are asked to read this handbook carefully and sign below. After doing so, please return the form to school.

We have read this handbook and agree to obey all the rules and regulations contained in it.

(Parent/Guardian Name)

Please list child(ren)'s name(s)/grade here:

(Parent/Guardian Signature)

Date

