



# **Harrisburg Catholic Elementary School**

## **PARENT / STUDENT HANDBOOK 2024 - 2025**

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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 dis-enroll 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

***Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.***

## I. HISTORY

### **Holy Family School**

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. Families had to choose to send their children to either Cathedral or Holy Family School.

### **Cathedral School**

The Consolidated Cathedral School of St. Patrick had its root in two parishes in the 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 was razed in June 1950 with a new school built on the same site; that building is still utilized today.

Also in 1873, St. Lawrence School opened its own school at Fifth & Walnut Streets, staffed by lay teachers and later by four Sisters of Christian Charity. In 1910, the Pennsylvania Legislature condemned all St. Lawrence properties to make way for the extension of Capital Park.

In 1916, Bishop John W. Shanahan urged the St. Lawrence 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. St. Lawrence housed Grades 1 to 4 with the Sisters of Christian Charity providing a principal and the 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.

### **Merger**

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 students in Kindergarten through 4<sup>th</sup> Grade and one at Cathedral campus for the Pre-K and Grades 5-8.

On May 26, 2021 ground was broken for the new home of Harrisburg Catholic Elementary School, which is located in the newly constructed Cathedral Education Center, behind the Cathedral of Saint Patrick. Beginning with the 2023 – 2024 school year, all Harrisburg Catholic Elementary students, faculty and staff are under one roof, one building.

The teachers and administration see Harrisburg Catholic Elementary School’s cultural diversity as part of the mission of this school. We strive to prepare students for life in a world where all people are equal and work together in a Christ-focused light. 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.

## 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 in accordance with the individual student's abilities.
- 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 unlawfully 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 concern that would hinder his/her education at this school, the child may be admitted on a probationary basis 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 issues a child may have will result in being required to remove the child from Harrisburg Catholic Elementary. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Generally, class size is capped at 22 students in grades Kindergarten and 1; 24 students per class in Grades 2 through 4; 25 students per class in Grades 5 through 8. Pre-K has smaller number of students per class. Some exceptions may be made at any grade level.

#### **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 EVERY WEEKEND, AS WELL AS HOLY DAYS OF OBLIGATION** (Active Parishioners). We strongly recommend they attend regular devotions such as: Forty Hours and Stations of the Cross. A Baptismal certificate must be presented by all Catholic registrants.

#### **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 extends 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).

### **Tuition Policy**

Harrisburg Catholic Elementary is operated as a faith community, and not as a commercial or secular enterprise. The school provides the opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parent(s) that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any level of educational services or to provide such services involuntarily.

Tuition rates are published each year for the following school year. All tuition is non-refundable. The first tuition payment is due during the month of July 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.

Both re-registering families and new admissions are responsible for paying 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 11 months, as selected by the parent/guardian. The monthly plan begins in July and ends in May.

1. Tuition, minus any allocation of scholarship assistance, shall be prorated over the number of months (eleven) 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.**

**Permanent records are not issued to a new school for anyone with outstanding tuition, any other balance, or non-replacement of technology if applicable.**

5. Eighth grade/Kindergarten/Pre-K 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 for financial aid. 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 Executive 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 school year. At the end of the school year, the families will be billed \$15 per hour for uncompleted hours of service.

### **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.

In addition, 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 3:00 p.m., email 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. Please be sure to read all information sent home with your children. Any papers that must be signed and returned should be done as quickly as possible.

## 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.

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; parents/guardians should support the school administration when correction is necessary.

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, all 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. All technology/electronic devices must be turned off and put away (pocket, backpack) upon entering the building, then turned in to the homeroom teacher upon arrival at the homeroom. They will be returned at dismissal. Violation of this policy will result in the technology being turned over to the administration and a parent /guardian will need to pick up the device(s).

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. Forms of plagiarism.
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 snow.
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 Executive 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. Write-ups must be signed by a parent/guardian and returned the next school day.

### **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, classroom disruptions, uniform attire and appearance infractions, lateness, etc. Upon a student earning a third write-up for misconduct of any type, the student and parent/guardian will be reminded that detention has been given. Write ups count towards detention even if they are not signed by a parent. Parent/guardian signatures indicate acknowledgement, not necessarily agreement of the written report.

Detentions 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. Detentions will be served whether or not the form has been signed and returned. If a student is absent on the day that detention is scheduled to be served, the detention will be rescheduled. Students given multiple detentions will need to meet with a parent/guardian and the principal. Failure to report to detention at the time and place assigned will result in stronger consequences.

Detentions will be held Tuesdays and Thursdays, after school from 3:00 until 4:15. Transportation will be the responsibility of the parent/guardian. Any student in detention not picked up by 4:15 will be charged the after-school program fees.

Detention is given for behavioral issues, not academic concerns. The principal reserves the right to determine the issuance of detention, as well as any other consequences for inappropriate behavior. In addition, the principal reserves the right to modify the plan as necessary.

### **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, fighting, and possession of any contraband). Students may be suspended if they have three detentions. Parents/guardians will be notified immediately by phone followed by written communication 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. The principal has the right to suspend a student when warranted without following the aforementioned steps.

*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 and 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 parent/guardian, warning as to the possibility of expulsion if the pupil commits another infraction.
5. Student behaving defiantly 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.

### **Procedure for Expulsion**

If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

The parent/guardian and student have ten (10) business days within which to request an appeal. The request must be in writing and is to be addressed to the principal who will advise the appropriate officials that an appeal has been made. A hearing will be held as soon as conveniently possible for all parties concerned. Only those persons involved in some pertinent way may be present at the hearing. Legal counsel or other support personnel are not admitted to an appeal. 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.

Parents/guardians should be reminded that the Memorandum of Understanding applies to their behavior as well. Verbal abuse of school staff by anyone (adult or student) may lead to the student being removed from the school. Behaviors from both students and parents/guardians is to be in concert with the teachings of the Catholic Church.

### **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

The school day at Harrisburg Catholic Elementary begins at 8:00 am for students in Kindergarten through 8<sup>th</sup> Grade. Pre-K students begin at 8:15 am. Any students who arrive after 8:00 am are considered late and must be signed in by a parent/guardian. All students who arrive by 8:00 am will enter the building and report directly to the cafeteria in St. Joseph's Hall.

No student may arrive before 7:00 a.m. Between 7:00 a.m. and 7:30 a.m. only students who have been registered for Before Care may enter the building. All other students may begin arriving at 7:30 am. Students in SJH beginning at 7:30 am will be served breakfast. Morning Prayer will begin at 8:00 a.m.

Dismissal Time:

2:30 p.m. – Pre-K

3:00 p.m. – Kindergarten through 8<sup>th</sup> Grades

Early Dismissal Days:

11:45 a.m. – all students must be picked up by 11:45 am

No lunch is served and there is no aftercare.

### **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 an extended time should contact the principal.

### **Absenteeism**

When a child is absent **the parent must call the school 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 the date(s) and for what reason the child was absent. This note is required by law and will be kept on file. Should a student be absent three or more days in succession, a doctor's note 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 quickly, and we try to limit the number of children infected by keeping sick children at home.

### **Late Arrivals**

*Any student who arrives after the start of school is considered late.*

The student must be signed in by the parent/guardian and receive a late pass. Parents/guardians must park in the school lot or pay to park at a meter on the street, then come to the Church Street entrance to sign in your child. No one may park illegally on the street or in front of the neighbor's houses or garages; police will be notified. Please make every effort to

get your child to school on time.

**If a student is running late, please be sure that you call the school office by 8:30 a.m. 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 that day.

### **Dismissal Proceedings**

After prayers are said at the close of the day, students will be dismissed at 3:00 p.m. When everyone follows the procedures as set up by the school, dismissal will be safe for all, orderly, and prompt.

All students are given a bus assignment by the local/home school district. Example: If you live in Harrisburg School District, their transportation department provides a bus stop and time for your child. If you live in Central Dauphin School District, their transportation department provides a bus stop and time. Bus stop locations and times are set by home district transportation departments, not by Harrisburg Catholic Elementary School.

All families are encouraged to have your child (Kindergarten through 8<sup>th</sup> Grades) ride the bus. The bus drop off location in the morning and pick up location in the afternoon is on North Street, at the end of our school building. Students walk down the sidewalk, a few steps to the Church Street entrance. At dismissal time, the buses line up on North Street and students walk with teachers to their bus.

Car Riders will be dismissed from the Parking Lot entrance of the school. Parents should enter the school property from North Street, turning into our driveway between our school and Home 231 Restaurant. Pull forward through the parking lot, almost to the exit, **FORMING 2 LANES OF CARS**. It is essential that everyone enter this zone and proceed carefully. Do NOT come to pick up your child prior to 3:00 pm. Our Pre-K parents will be picking up their children from this same area; we have Pre-K dismissing at 2:30 so those parents can safely get their children in the car and exit the parking area before other parents start lining up. We must keep everyone safe!

Parents of Kindergarten through 8<sup>th</sup> Graders who sit in our lot early and therefore block traffic will be told to leave the lot to allow Pre-K parents through. You will not be saving yourself a spot in line, so please be respectful. Cars that are blocking North Street, or any other streets surrounding the school, will be reported to the police. Please do your part, report to school for 3:00 pm dismissal, pull into the driveway from North Street, make 2 lanes of cars, and we will do our best to get all children out as quickly – and safely – as possible. Once you are able to move through the parking lot, exit the lot turning left onto Liberty Street.

### **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. 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.

When a child needs to be picked up 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. **All requests for early dismissals should be made by 2:00 pm of the day requested.** Please do not call the school office after 2:00 pm to request a child be a car rider than a bus rider, as we are unable to accommodate last-minute changes.

### **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 an early dismissal, other than those previously indicated to you, you will be notified either by written notice (email or text) or in the monthly calendar. This is also a reminder to keep your cell phone number and email addresses current with school records.

**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. **It is most important that the school has current and working phone numbers for you and all emergency contacts for your child.**

### **School Closure**

In case of inclement weather, announcements will be made on the local radio/TV stations if school is to be closed, the hours of operation change, or if the school implements our synchronous learning plan. 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; any students who misbehave or cause a disruption during an emergency drill will face consequences.

### **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 all visitors are required to register as a visitor in the school office. 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.

### **Volunteers**

The use of volunteers in schools has is an important component in both the public and private school systems. These volunteers assist in areas 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, please notify the school of your new address and telephone number so that our school records may be kept current. We ask your prompt attention to this IMPORTANT MATTER. 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.

### **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 and are encouraged to be individually packaged treats. A Student may dress down on his/her birthday.

## 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 school, 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, 60-75 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, no designs shaved into the scalp, 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 or coloring of the hair is permitted.** Hair should not fall below the eyebrows. In addition, boys' hair that extends on or below the shirt collar must be neatly tied back. Final determination of hair style appropriateness will be made by Harrisburg Catholic Elementary administration.
- 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 for safety reasons. No exceptions will be made, even on Dress Down Days.

### Other

- Only clear nail polish may be worn. No artificial/acrylic/gel 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.

A grace period may be offered by the principal, allowing the student and parents time to remove the hair coloring, have the child's hair cut to the appropriate length or other repair to infractions. Failure to comply with all uniform and appearance requirements will result in disciplinary action.

### **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 or other shades of 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 or Skort (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)

School shoes 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 or other shades of 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. Items may be ordered online or at the local store.

Flynn & O’Hara Uniform Company

869 Eisenhower Blvd.

Harrisburg, PA 17111

Phone: 717-939-5600

Website: [www.flynnohara.com](http://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. This includes birthday dress down days.

- 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, or other such designated “Dress Up 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. SAFETY AND INSURANCE

### **Student Safety**

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 list.

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

### **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, pretzels, applesauce, trail mix, dried fruit, granola bars, sugar-free pudding/Jell-O. Soft drinks, soda and other carbonated drinks are not permitted. The privilege of having a snack time is at the discretion of the teacher. If personal snacks are allowed, they should be limited to individual-serving size package. Students are encouraged to bring their own refillable water bottle to school each day. Please be sure your child's name is on his/her water bottle. Students may refill their water bottles at our refill stations.

### **Breakfast/Lunch Program**

Students are permitted to bring a **healthy** lunch to school. No fast-food may be dropped off for a child's lunch. On occasion a child may forget his/her packed lunch, or may be returning to school after a medical appointment; however, fast-food lunches and beverages are not to be brought into / dropped off at the school. 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. All Harrisburg Catholic Elementary students are eligible to receive free breakfast and lunch every school day.

### **Immunizations**

Harrisburg Catholic Elementary School must follow the mandates of Pennsylvania law regarding immunizations. We note that these requirements change from time to time. We have listed below the immunizations that are current as of this printing:

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
3. Over-the-counter items such as cough drops, stomach relief pills and the like are considered medication and may not be given by school staff, nor kept in a student's possession.

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 I.

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.

### **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.

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 at least one month prior to the planned activity. The planned activity is to be outlined in full. Each request will be considered individually.

### **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 an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

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.*

## 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 accordance 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 principal has the right to revoke bus privileges.

The following rules and regulations shall be obeyed:

- Pupils shall not stand in the street while waiting for the school bus or to direct traffic.
- 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 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.
- Vulgarity and boisterous conduct will 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 only ride their assigned bus and must get off the bus only at the stop assigned to them by the home school's transportation department.
- No items may be thrown out the windows of the bus.
- The driver is the responsible authority on the bus and must be respected at all times.  
If a driver issues a written warning, the family is notified of the warning. A second warning constitutes consultation with the parent/guardian. A third warning removes bus privileges for five school days and parents must provide transportation for their child.

## XV. 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 executive 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 Executive 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.

XVI. PARENT/GUARDIAN/STUDENT AGREEMENT

**PARENT/GUARDIAN/STUDENT AGREEMENT  
(2024 - 2025 Edition)**

The 2024 – 2025 HCE Parent/Student Handbook is available on the school website. Hbgcathalem.org then click Downloads

You and your child(ren) are to read the handbook carefully. Once you have read the handbook, you/you're your child(ren) should sign below and return this form to the school.

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

***I understand and agree that I am responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.  
I understand that the handbook does not create any contractual obligations, express or implied, on the part of the diocese or the school.***

***I understand that any amendment of the handbook will always govern and supersede any prior versions.***

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Parent Signature

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Parent Signature

-----  
Student Signature and Grade

-----  
Student Signature and Grade

-----  
Student Signature and Grade

-----  
Student Signature and Grade

-----  
Date