

SAINT PATRICK SCHOOL

Parent & Student Handbook 2022 - 2023

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**Let it be known to all who enter here
that Christ is the reason for this school,
the unseen, but ever-present Teacher
in its classes, the Model of its faculty,
the Inspiration of its students.**

Table of Contents

Mission Statement.....	4
Core Values & Beliefs.....	4
History of Saint Patrick School.....	5
Philosophy of Education.....	5
Objectives.....	6
Board of Education.....	6
Parents as Educators.....	7
Faculty and Staff.....	7
Policies & Procedures.....	7
Absences & Excuses.....	7
Acceptance.....	8
Accidents.....	8
Address Change.....	8
Admission.....	9
After-School Programs.....	9
Altar Servers.....	9
Annual Fundraiser.....	9
Appointments During School Hours.....	9
Assemblies.....	10
Attendance.....	10
Awards.....	10
Bell Schedule.....	10
Books.....	10
CARES Program.....	10
Child Abuse & Neglect.....	11
Christian Prayer Life.....	11
Class Parties.....	11
Crisis Management.....	12
Damage or Personal Injury.....	12
Definition of Terms.....	12
Development.....	13

Discipline.....	13
Dismissal.....	13
Dress Code.....	13
Emergencies.....	15
Ethical Use of Technology.....	15
Extracurricular Activities Eligibility Policy.....	16
Field Trips.....	19
Grade Eight Graduation.....	19
Harassment and Bully Policy.....	19
Home and School Communication.....	20
Homework.....	20
Honor Roll.....	20
Insurance.....	21
Internet Access.....	21
Kindergarten Program.....	22
Library Education.....	22
Lost and Found.....	22
Lunch Program.....	22
Monies.....	22
Non-Custodial Parent.....	22
Non-Discriminatory Policies.....	23
Parent Messages.....	23
PATS.....	23
Parent/Teacher/Child Conferences.....	23
Permanent Records.....	23
Pictures.....	23
Pre-Kindergarten.....	24
Promotion and Retention.....	24
Registration.....	24
Remedial Reading and Mathematics.....	24
Report Cards.....	24
Restricted Areas.....	24
Sacrament Preparation.....	25

Safety Drills.....	25
Safe Schools Act of 1997.....	25
School Supplies.....	25
School Yard/Cafeteria Supervision.....	25
Search and Seizure.....	26
Services for Special Needs.....	26
Snacks.....	26
Student Lighthouse Team.....	26
Student Security.....	26
Tardiness.....	26
Telephone Use.....	27
Testing Programs and School Tests.....	27
Transfers and Withdrawals.....	27
Tuition.....	27
Volunteer Program.....	28
Website.....	28
Worship Program.....	28
Academic Policies.....	29
Health Services and Regulations.....	32
Sports and Activities.....	35
Transportation Procedures.....	36
SAINT PATRICK SCHOOL PARENT/STUDENT MEMORANDUM OF UNDERSTANDING (THIS FORM MUST BE SIGNED AND RETURNED ON THE FIRST DAY OF SCHOOL).....	38
Appendix I: Student Code of Conduct.....	39
Code of Christian Conduct.....	41
Appendix II: Harassment and Bully Policy.....	42
Appendix III: Saint Patrick School Discipline Policy.....	43
SAINT PATRICK SCHOOL DISCIPLINE POLICY AFFIRMATION STATEMENT (THIS FORM MUST BE SIGNED AND RETURNED ON THE FIRST DAY OF SCHOOL).....	51

Saint Patrick School

MISSION STATEMENT

Saint Patrick School is an educational community with roots in the Roman Catholic faith that teaches Catholic values. We are dedicated to helping the students see God in themselves, each other, and in our global world. It is our mission to educate the whole person - spiritually, intellectually, physically, socially, academically, and emotionally while building and instilling a strong grounding of moral and ethical ideals.

CORE VALUES AND BELIEFS OF SAINT PATRICK SCHOOL:

Together, the administration, faculty, staff, and parents of Saint Patrick School believe...

- ★ that children are our future
- ★ that the parent is the primary educator of the child and a valued member of the school community
- ★ that the school's primary responsibility is the teaching of our Catholic faith and values, instilling moral and ethical ideals
- ★ that all children are a gift from God
- ★ that all children have a right to education
- ★ that all children should take ownership of, and be accountable for, their own educational success
- ★ that all children are unique with different gifts and talents, and they need to be nurtured intellectually, spiritually, physically, and socially
- ★ that all children come from different backgrounds and should be considered “Children of God”
- ★ that all children need to be taught to be of service to others through community service, thus enabling them to grow to be servant leaders
- ★ that all children need role models: administrators, teachers, and staff need to encourage students to act responsibly and make good decisions by serving as mentors
- ★ that self-respect, personal dignity, and a safe and positive environment are necessary for every student to reach their full potential
- ★ that communication and mutual support between home and school are vital to student success

History of Saint Patrick School

Saint Patrick School has a solid tradition of bringing Catholic education to the Carlisle community. The first Catholic instruction in Carlisle began in 1902 when the visiting Sisters of Saint Joseph taught catechism and academics at the Carlisle Indian School. In 1906, Saint Katharine Drexel assigned Sisters of the Blessed Sacrament to teach students at the Carlisle Indian School and the Select Colored People School. In 1947, Saint Patrick Church started the first Catholic school in Cumberland County. This school, located on Pomfret Street, was staffed by the Sisters of Mercy and later by the Sisters of Saint Francis.

Joining the parish in 1976, Father Andrew J. Fontanella facilitated the development of a Board of Education and the Parent Action Team of the School (PATS), both currently vital organizations. Happily, Saint Patrick School continues to thrive. Student population outgrew the original school site at 100 East Pomfret Street. In 1986, Father Fontanella administered the building of a new school at Marsh Drive. Due to this increased student enrollment, growth in the Parish Religious Education Program, and the popularity of the school's Warrell Social Hall (multipurpose room) for parish functions, another move for expansion was approved in the spring of 1993. The \$1,000,000 building expansion project completed in September 1996 added thirteen classrooms, a parish meeting room, and other space necessary to continue to provide Catholic education to the community. Parish-wide support is the real foundation of the school. This support makes it possible for Saint Patrick School to keep its commitment to provide excellence in Catholic education for the youth of our parish.

Saint Patrick School is accredited by the Middle States Association of Colleges and School Commission on Elementary Schools.

Philosophy Of Education

Saint Patrick School is a community which promotes academic excellence as an integral part of our lived faith experience. The administration, faculty, and staff recognize community and service to be at the heart of Catholic education not simply as concepts to be taught, but as realities to be lived and fostered. The school provides a foundation within the context of the parish for fostering growth and development of family and community values.

Saint Patrick School provides a holistic approach to education and offers the unique opportunity of a quality traditional and contemporary academic program. It combines formal religious instruction with Catholic values which are lived and modeled throughout the school community. The school ministers to the children of Saint Patrick Parish and the surrounding areas. It cultivates the intellectual, emotional, creative, social, spiritual, and physical faculties of its students. The school creates opportunities for children to recognize and use their own talents and gifts. It promotes within its students a positive self-image, self-discipline, leadership, and academic excellence as worthy goals which lead to the service of God and His people.

OBJECTIVES

As dedicated faculty and staff, motivated by the love of Christ, and committed to the pursuit of excellence in the apostolate of Catholic education, we strive to achieve the following objectives:

- To transmit the Christian message and to educate our students so that they develop a mature and personal relationship with Christ.

- To instruct the students in authentic Catholic doctrine and to help each child to integrate religious truths and moral integrity with life in a contemporary society.
- To foster in the students a positive self-image and a spirit of creativity, inquiry, and discovery which will inspire them to attain a competency of curriculum commensurate with their potential.
- To provide the students with fundamental knowledge and skills sufficient to prepare them for life's work, and to develop in them a sensitivity to cultural and moral values.
- To extend the interest and concern of students beyond themselves into the total community, fostering in them a sense of responsible freedom and a desire to acquire those qualities necessary for effective service to others.
- To encourage the faculty and staff to instill Catholic truths and wisdom in a community of faith, creating a climate of concern, mutual respect, and joy.
- To enable the students to acquire a global vision of peace and justice for their brothers and sisters who may be in need at home and throughout the world.
- To ensure the faculty and staff seek professional enrichment and personal growth opportunities.

BOARD OF EDUCATION

The Board of Education is a consultative body established by the pastor to assist him and the principal in governing the school. The Board members are appointed by the pastor.

The Board of Education of a parochial school, unlike that of a public school, is a consultative group. A parochial board has no direct control over, or responsibility for, the administration of the school. Rather, a parochial Board of Education has responsibilities for matters of policy. Policy dictates what is to be done, not how it is to be done.

Examples of areas within the purview of the SPS Board of Education include, but are not limited to, the following:

- **PLANNING**—establishes a mission statement, goals, future plans, etc.
- **POLICY DEVELOPMENT**—formulates policies which give general direction for administrative action.
- **FINANCING**—develops and plans the means to finance the educational programs, including tuition, development, fund raising, and monitors the fiscal budget.
- **EDUCATION AND PUBLIC RELATIONS**—communicates with various segments of the public about programs, listens to needs and concerns, recruits students, and promotes the education program.
- **EVALUATION**—determines whether annual goals and plans are accomplished. This does not include the evaluation of individual staff members, administrators, or students. The Board of Education evaluates its own effectiveness.
- **GROUNDS AND MAINTENANCE**—develops and implements a cycle maintenance plan for the school.

PARENTS AS EDUCATORS

Parents have a serious obligation first and foremost of providing and supervising the education of their children. Parents must create a family atmosphere filled with love and respect for God and His people in which a well-rounded personal and social education is fostered. The family is the first school for developing values, attitudes, and love of Christ, self, and others.

The Catholic school is an extension of the education that begins in the home. By the time a child enters school, he/she is not beginning his/her education; the child is continuing his/her

education with the help of parents. Parent attitude toward the school and the teacher is most important because it will be reflected in the attitude of the child.

When conflicts between teachers and students surface, parental judgments should be reserved until a conference with the teacher can be arranged. If disciplinary action toward a student, excluding corporal punishment, is necessary, the school must have the full support of the parents.

FACULTY AND STAFF

The faculty consists of a principal and certified lay teachers, dedicated to providing students with quality Catholic education in accordance with the Office of Catholic Education (Diocese of Harrisburg) and PA State Regulations. Teachers are certified in the Commonwealth of PA and many have earned Master's Degrees. Adult aides assist in the Pre-Kindergarten and Kindergarten classrooms.

Policies & Procedures:

ABSENCES AND EXCUSES: (also see Attendance)

When a child (PreK through 8th grade) is going to be absent from school, a parent must notify the school office and homeroom teacher between 7:30AM and 8:00AM. The school office will call parents for verification of absence when a parent neglects to report an absence. Notify the school by using the following order of contact:

Email: receptionists@spscarlisle.org AND

Email: office@spscarlisle.org (Mrs. Hawkins) AND **include the child's teacher's email.**

Call: the school office at (717) 249-4826

Be sure to state the date, your child's name and homeroom, and the reason for the absence.

Upon his/her return to school, each student must bring a handwritten absence excuse signed by the parent or guardian. The note must state the reason for the absence and the dates of the absence.

Pupils who show symptoms of any communicable disease, sore throats, unusual skin conditions or eye infections may be temporarily excluded from attending school.

A doctor's note is required before readmission to school for the following:

- When a student has been absent because of illness after three consecutive days.
- When a student has a communicable disease. (See medical information)

A parent should email the teacher directly to request class and homework assignments when a student is absent for more than two days due to illness. Assignments will be available for pick-up at the office or sent home with a sibling.

Vacations during the school year are discouraged. If this is unavoidable, school work that is missed must be made up upon return to school. No school assignments will be given prior to an arranged vacation/absence unless a teacher chooses to do so. The mastery of this work is the responsibility of the parent and the student. For prolonged absences special assignment arrangements are made between the teacher and parent.

Excessive absences affect a child's academic performance. Prior principal approval is required for vacations planned on school time. If planning a vacation that must take place when school is

in session, please complete the form entitled “Request for Pre-Planned Trip” (obtained at the office) and forward it to the principal. A response will occur via email. Submission of this form and approval by the principal will serve as the “absence note” for the missed days; there is no need to send in any further documentation for this time period. Parents are asked to plan family vacations during the scheduled breaks from school and not to extend the school’s scheduled breaks by leaving early or returning late. Vacations are not encouraged outside of scheduled breaks and are considered unexcused absences. The 3rd Trimester will end the last day of school and we ask parents to consider this when planning vacations.

A student is not permitted to leave the school before the regular dismissal time except in cases of sickness or similar emergency. In such cases, the student is permitted to wait in the school office until the parent or person authorized by the parent arrives. No student will be permitted to wait outside the building or leave with an individual other than the one who has been designated by the parent. A student will not be dismissed early for reasons other than sickness/medical appointment unless the homeroom teacher and the school office receive a written statement from the parent explaining the reasons for the early dismissal request.

Upon arrival at the school, the parent must proceed to the school podium in the entry area to sign their student out in the “Student Sign Out” book provided for that purpose.

Saint Patrick School follows the guidelines provided by the Pennsylvania Department of Education. For information on Compulsory School Attendance and Unlawful Absences, please see the following website:

<https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx>

ACCEPTANCE

Families of Saint Patrick Parish and the Carlisle Barracks Community who desire an educational experience founded on the Catholic philosophy of education have equal eligibility for admission to Saint Patrick School. The request for admission of students from Saint Patrick Parish will be carefully reviewed as to the family’s parish registration, coupled with their commitment in church attendance and faithful parish support. After accommodating the eligible families of Saint Patrick Parish and the Carlisle Barracks Community, Saint Patrick School may provide space for other children from other parishes without school, and from families of other faiths.

For Catholic parishioners of Saint Patrick to qualify, the minimal expectation for eligibility is as follows:

- ❖ Proper registration of the family in Saint Patrick Parish;
- ❖ Active practice of the Catholic faith by the family as evidenced in weekly attendance at Mass, participation in the sacramental life of the parish, and involvement in school and parish activities; and
- ❖ Financial support of the parish through the use of weekly church envelopes or other identifiable means.

Families registered in the parish who fail to fulfill the above listed qualifications will be expected to pay the Non-Catholic tuition rate.

ACCIDENTS

In minor cases, authorized school personnel will give first aid. In the event of an emergency requiring additional professional medical assistance, every effort will be made to contact the parent or designated person named on the Emergency Information Form. When a parent or authorized person on the emergency form cannot be reached, the parent signature on the

Emergency Information Form authorizes Saint Patrick School to seek the care needed. If an emergency exists, the students will be taken to the hospital by ambulance and efforts to contact a parent will continue. Parents will be responsible for any expenses incurred.

ADDRESS CHANGE

All changes of address, telephone numbers, and email addresses during the year must be reported promptly to the office, the homeroom teacher, and the school nurse. Be certain the school has a second telephone number to be used when a contact cannot be reached via the main phone number on file.

ADMISSION

Regarding the admission of students, Saint Patrick School will not discriminate on the basis of sex, race, religion, national origin, age, physical handicap or disability. Enrollment shall not exceed 25 students in any class except when approved by the principal and the pastor. For admission to grade one, a child shall be six by September 1 of the school year in question.

The following must be presented upon registration:

- Birth Certificate
- Baptismal Certificate (Catholic members only) - unless baptized at Saint Patrick Church
- Health Data - see Health Services and Regulations page 32

Students may enroll at any time.

All new applicants will move through the application process consisting of:

- Conference with principal
- School Visit
- Completed Registration Packet (required)
- Request for Student Records signed (if applicable)
- Copy of Report Card (if applicable)
- Proof of Parent Custody (where applicable: copy of divorce decree or court ordered separation agreement)

All students presently enrolled at Saint Patrick School must be re-enrolled annually. A re-registration form is required to be submitted by a stated date. An annual re-registration fee per child will be charged at the time of registration.

Once a child is accepted, non-acceptance may be later determined by the following:

- Willful, delinquent tuition
- Lack of cooperation on the part of both parent and student
- Record of unacceptable student behavior or academic performance during the school year

AFTER-SCHOOL PROGRAMS

After-school student interest programs will be established at the beginning of the school year. All programs are authorized by the principal. See the school brochure for current programs.

ALTAR SERVERS

Boys and girls entering the fifth grade who have a desire to minister to the people of Saint Patrick Parish are invited to become altar servers. Information on this program is available through the parish office.

ANNUAL FUNDRAISER

An annual fundraiser takes place in the spring. Each student benefits from this fundraiser; therefore, it is expected that each family fully participates and supports this endeavor. The Parent Action Team of the School (PATs) and the school administration depend upon the support of all families for the fundraiser to be successful. Your participation is crucial and greatly

appreciated by the students, teachers, and staff.

APPOINTMENTS DURING SCHOOL HOURS

(Medical/Dental)

Appointments for medical or dental services during the school day are discouraged. If there is an urgent need for an appointment during school hours, the teacher and the office must be notified beforehand by email or handwritten note. A written note from a parent or an appointment card from the doctor will be honored upon return from the appointment. A student leaving school for an appointment will be summoned to the office by office staff. Parents or guardians may not go directly to their child's room. Students may only be signed in and out of the building by a parent or guardian.

ASSEMBLIES

Assembly programs are held from time to time throughout the school year. Parents are cordially invited to attend many of these programs. At times, school assemblies are not made available to families or the public but are promoted on our Facebook page.

ATTENDANCE

Students are expected to be in their classrooms by 7:50 am. When a student arrives for school after 8:00 AM, he/she is required to report to the school office to obtain a late slip and is expected to have a written parent excuse or doctor's note for the classroom teacher. A pattern of lateness will necessitate a conference with a parent. **A parent or guardian is required to accompany the child to the entry area and sign in if they arrive after 8:00 AM. Students MAY NOT sign themselves in.**

Excused absences from school are absences that the student and guardians had no control over preventing. Excused absences are given to students who have appointments or arrangements that are necessary or unavoidable. Documentation is requested.

Absences will be excused for the following reasons after verified contact with the parent or guardian, to include a written explanation of the absence:

- student illness
- medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours
- student participation in school-sponsored activities taking place during school hours (no note necessary)
- death in the immediate family

Absences other than those mentioned above, or any absences without a written explanation from parents, will be considered unexcused. Absent work policies are applied at the principal's discretion for unexcused absences.

Excused Absent Work Policies:

- Work will not be provided in advance of the absence.
- Teachers will not instruct again.
- Project/long-term assignments that are due within the time the student is gone, must be turned in before they are absent.
- The number of days absent are the number of days given to complete the missed work (ex. If a child is absent for three days, s/he has three days to complete the work).
- Assignments NOT turned in by the required date will be given a grade of zero.

- Make-up assignments are the student’s responsibility upon returning to school.

Unexcused Absent Work Policies:

- Work will not be provided in advance of the absence.
- Teachers will not instruct again.
- The number of days absent are the number of days given to complete the missed work (ex. If a child is absent for three days, he has three days to complete the work).
- These assignments will be marked in Rediker with a “0” until assignments are complete.
- Assignments NOT turned in by the required date will be given a grade of zero.
- Make-up assignments are the student’s responsibility upon returning to school.

AWARDS

Since praise motivates students and instills a positive self-concept, the teachers and administration present students with awards throughout the year for special accomplishments, outstanding behavior, excellence in schoolwork, commendable effort, good citizenship, and any other special area deemed praiseworthy.

BELL SCHEDULE

The daily schedule will be within the required number of instructional days and minutes as directed by the State of Pennsylvania and the Diocese of Harrisburg.

Kindergarten through Grade 8:

8:00 am Classes Begin

2:20 pm Dismissal

Clovers Pre Kindergarten (four year olds)

7:45 am - 11:30 am; Optional Extended day 11:30 am—2:20 pm

Shamrocks PreSchool (three year olds)

7:45 am - 10:30 am

BOOKS/TECHNOLOGY DEVICES AND THEIR CARE

Students and parents are responsible for all books and computer devices (and technology accessories, i.e. chargers) issued to the student such as textbooks, workbooks, library books, and Chrome books/IPADS. All hard backed textbooks must be covered with school book covers or as directed by the teacher. Student workbooks and copybooks must reflect his/her pride in their work. Proper formation of letters and neatness are required. Writing on the cover or on the pages of textbooks is unacceptable. All students must use a school bag to carry books to and from school. Rolling backpacks are acceptable for use by students in grades 3 through 5. Full payment must be given for lost or damaged books/computer devices (i.e., iPads, ChromeBook, textbooks, workbooks, library books.)

CARES PROGRAM (Children Are Receiving Extended Services)

The Saint Patrick School CARES Program is the school’s before and after school program for students enrolled at Saint Patrick School. It is designed to develop the social, intellectual, emotional, physical, and spiritual dimensions of the children entrusted to its care. The quality of the program is enhanced by the personnel who direct and staff the program. The CARES Program provides care for children in Preschool through grade eight and is an integral part of Saint Patrick School. This program extends the school’s philosophy, mission, and spirit. It allows children to experience a rich diversity of growth activities within a Catholic environment, through activities planned to complement the philosophy and value systems of the school family. Arts and crafts, games, recreation and snack times are just a few of the growth activities planned.

Time is set aside for all students in grades 3 through 8 to attend a Homework Room where homework can be completed. Students registered and attending CARES must remain there until signed out by a parent or guardian, they may not roam throughout the school unattended.

The CARES staff works together to help each child grow in maturity and self-respect. They maintain an atmosphere where children must show respect and understanding for each other. The program strives to provide individual attention, security, consistency and caring treatment for children of working parents. CARES staff can be reached at 717-248-4826.

CARES Hours:

CARES operates between the hours of 6:45 am and 5:30 pm each school day. This extension program provides professional care, supervision, recreation, and enrichment activities. It serves working families who desire both school education and supplementary before and/or after school care in a Catholic environment for children enrolled at Saint Patrick School. The program does operate on the days when school dismisses at 11:15 am. Any child remaining at school after 2:40 pm (after carline) will be checked into the CARES program. This policy will alleviate any stress parents may experience due to an unexpected delay in picking up their child at dismissal time.

CARES Rate:

The rate schedule for CARES is available at the school office. Parents may choose to utilize CARES on a “Drop In” basis, or those needing CARES on a regular basis may choose to sign up for our long-term “weekly” rate. This is generally a year-long commitment offering a discounted rate.

CHILD ABUSE AND NEGLECT

It is the policy of Saint Patrick School, as well as all the Catholic Schools in the Diocese of Harrisburg, to take reasonable action to prevent and reduce incidents of child abuse and neglect. Saint Patrick School cooperates with the Pennsylvania Child Protective Services and law enforcement officials. It is mandatory for all staff to complete Safe Environment Training at regular intervals. Staff is obligated to report suspected cases of child abuse to the police and/or the Department of Children/Youth Services. Volunteers who interact with students are also obligated to complete Safe Environment Training.

CHRISTIAN PRAYER LIFE

The whole atmosphere of Saint Patrick School reflects the spirit of Christian life and learning. The building of a faith community in which the students can experience the living of the Gospel is paramount. The rite and ritual of worship permeates each child’s life. Attendance at weekly Mass allows students the opportunity to listen to God’s Word in Scripture and to strengthen their personal lives through the reception of the Eucharist. Children have an active role at Mass, as lectors, altar servers, gift-bearers, and greeters. The students have the opportunity to experience the Father’s love and forgiveness in the Sacrament of Reconciliation, which is scheduled twice a year. Prayer becomes a lived experience each day as students develop their understanding of prayer. Informal spontaneous prayer helps each student form a relationship with God and provides a way to bring people, needs, and situations of the world to the Lord. Non-Catholic students participate in all aspects of the religious education program with the exception of receiving any of the sacraments.

CLASS PARTIES

Ordinarily, parties are scheduled during the school year celebrating Halloween, Christmas, Valentine’s Day, etc. The classroom teachers with parent assistants are responsible for the planning and execution of these parties. All celebrations must have the prior approval of the school principal. Parties are to be contained within the classroom and must not interfere with

other school functions. Students are not permitted to distribute personal party invitations in the classroom unless the entire class is invited, or **all** the boys or **all** the girls. **No shared edible birthday treats** are allowed to be brought into school due to allergies and sanitary guidelines. Edible treats will be allowed during class parties where teachers/parents can monitor the situation.

CRISIS MANAGEMENT

In order to provide an environment that is safe and responsive to all children, the components of a designed Crisis Management Plan are on file in the school office. The plan contains emergency procedures for natural disasters, biological terror, bomb threats, bus accidents, weapons offenses, and hazardous materials emergencies. All faculty and staff personnel have been trained to execute the components of this plan.

DAMAGE OR PERSONAL INJURY

Parents are liable for any damage caused by their child. Personal injury caused by another student may result in medical and/or legal fees assessed to parents.

DEFINITION OF TERMS

In-School Suspension/ Detention: The exclusion of a student from class for a specified period of time, usually lasting from one to five days. The students eat and do all the school assignments in a school room provided by the principal.

Suspension: The removal of a student from school for a specified period of time.

Expulsion: The permanent dismissal of a student by the decision of the principal in consultation with the pastor.

Detention:

For policy or procedures violations, students may be detained by a designated adult during lunch recess or after school. Advanced notice of an after-school detention will be given to the student. It is the student's responsibility to notify their parents when served with an after-school detention. Parents have the responsibility for arranging transportation home following an after-school detention.

Suspension:

The diocesan policy states that this action shall be imposed for serious misbehavior. A student may be suspended for behavior that includes,

- Absence without parent knowledge
- Stealing
- Smoking in the building or on school grounds
- Leaving school or classroom without permission
- Fighting, physically or verbally
- Using profane language and actions
- Vandalism or marking school property
- Carrying weapons to do bodily harm
- Carrying or using drugs, including alcoholic beverages
- Verbal and non-verbal disrespect for authority

The principal may also temporarily suspend a pupil because of disobedience or misconduct. Prior to such suspension, the principal and teacher will have explored with parents appropriate remedies for the pupil's behavior. The parents will be informed when suspension is necessary. The principal, teacher, parents, and student will sign a written record of suspension. This record

will be kept on file in the principal's office.

The condition of reinstatement is dependent upon the offense committed and at the discretion of the principal.

Expulsion:

Expulsion will be a last resort and after consultation with all parties concerned.

- Ordinarily, the student has been suspended at least once during the school year.
- Conference with the parents, pastor, principal and the teacher has been held in order to resolve the problem.
- The pastor and principal are in consultation with the Office for Catholic Schools as the final decision is made. When a student is expelled, the principal will attempt to facilitate further arrangements for the student's education.

Saint Patrick School reserves the right to enforce its regulations in a manner best suited to the individual situation and in accordance with the Office for Catholic Schools, Diocese of Harrisburg Policies and Procedures.

DEVELOPMENT

Saint Patrick School depends upon three sources to generate income for its operational expenses: subsidy from the parish, tuition, and fundraisers. An annual increase in tuition is often necessary.

DISCIPLINE

***SEE APPENDIX III**

DISMISSAL AT THE END OF DAY

At dismissal, parents who will be picking their children up in the carline must enter the driveway and continue around the playground and proceed to the carline where a teacher will be on duty to radio for your child. Students must be picked up by a parent/guardian unless otherwise indicated with a note presented to both the office **and** the student's teacher. When you are unable to pick up your child on time, it will be necessary for your child to be checked into CARES and be charged accordingly. School dismisses at 2:20 pm. All children must be picked up by 2:40 pm or be registered into the CARES program. For the safety of all students, children may not be picked up at the office at the end of the day unless arrangements have been made by noon (for special appointments or emergencies only). **Parents may not enter the school building at dismissal time.** Changes in routine transportation arrangements can only be made via a written note or email from a parent or guardian to the front office (receptionists@spscarlisle.org) **and** the teacher. In an emergency, you may telephone the office. No transportation changes may be made after 12:00PM to ensure student safety. NOTE: The SPEED LIMIT on school property is 5 mph.

DRESS CODE

Our uniform is a trademark of Saint Patrick School. It encourages neatness and good grooming and serves as an equalizer among our students, allowing them to focus on academics rather than appearance. Students are expected to present a neat and clean appearance. The dress code has been devised to help parents and students avoid confusion about what is to be worn to school. Each student is required to wear the complete uniform on the first day of school and thereafter, unless otherwise directed by the principal. When a student is not in uniform attire, the parent should send a note explaining the reason. Children in Preschool and Pre-kindergarten are not required to wear uniforms. They are to wear neat, comfortable and clean play clothes.

Dress Uniform:

Neatness and cleanliness in personal attire are very much a part of a child's education and the responsibility of both the child and the parent.

The Saint Patrick School uniform is worn in Kindergarten through grade eight. There is a summer and a winter uniform. Fall/spring uniforms are worn on the first day of school until October 31; and April 1 through the end of the year. Winter uniforms are worn from November 1 through March 31. The winter uniform includes a sweater. SPS provides a Uniform Exchange Program that offers gently used uniforms. Repeated failure to wear proper uniform may result in an after-school detention. Middle school students who are not following the dress code will be given an infraction notice and it will be indicated on their Rediker account.

Shoe: The standard shoe, for all students, K-8, is a saddle shoe or a black oxford. An option for middle school is the Sperry. The shoes must be purchased from Flynn & O'Hara. All Pre-K students should wear closed toe shoes.

Uniforms are available at Flynn & O'Hara Uniform Company, 869 Eisenhower Blvd., Harrisburg. Call (717) 939-5600 or 1-800-441-4122. You may also order online at www.fando.net. A complete list with photos can be found on our website.

GIRL ATTIRE:

- Green/navy plaid drop-waist jumper, white Peter Pan collar with long or short sleeves (Grades K-4) No polo shirts underneath the jumper.
- Green/navy plaid skirt no more than two inch above the knee, with white or grey (may be banded) polo shirt (Grades 5-8). Grey polo shirts must be purchased from Flynn & O'Hara.
- Knee socks, tights must be one of the following solid colors: green, black, white, or navy. Sheer or patterned socks are not acceptable.
- Navy dress slacks or walking shorts purchased from the Flynn and O'Hara Uniform Company or the Uniform Exchange Program. A brown or black belt must be worn.
- Hats, caps, scarves or bandanas must not be worn inside the building.
- Small, simple earrings may be worn, one per ear lobe—dangling or hoop earrings are not permitted.
- No other body piercings are acceptable.
- No foundation, eye makeup, lip color, or colored nail polish is permitted.

GIRL ATTIRE (winter additions):

- Green cardigan sweater with logo (Grades K-4) / Green V-neck pullover or sweater vest with logo (Grades 5-8). Sweaters must be purchased from the Flynn and O'Hara Uniform Company or the Uniform Exchange Program. A white button down Oxford (long or short sleeve) is also required to be worn underneath the sweater.

BOY ATTIRE:

- Navy dress slacks (neatly hemmed) or navy walking shorts purchased from the Flynn and O'Hara Uniform Company or the Uniform Exchange Program. (Grades K-8)
- White or grey knit polo shirt—with long or short sleeves. Shirts are to be tucked in. Brown or black belts must be worn. Belts are not required in Kindergarten or 1st Grade. Grey polo shirts must be purchased from Flynn & O'Hara.
- Solid colored professional dress (calf) socks (not sports socks). Socks must be above the ankle in one of the following solid colors: black, white, or navy. (no ped-like / "no-show" socks)

- Earrings or other piercings may not be worn in the building during the school day or when representing Saint Patrick School.
- Hats, caps, scarves or bandanas must not be worn inside the building.

BOY ATTIRE (winter additions)

- White oxford style shirt with green v-neck pullover or sweater vest with logo (Grades K-8). Students in Grades 5-8 must wear a tie. These may be a clip-on tie. Sweaters and ties must be purchased from the Flynn and O’Hara Uniform Company or the Uniform Exchange Program.

Phys Ed Uniform:

- The gym uniform is worn to school only on the student’s scheduled Phys Ed day. This uniform consists of a gray T-shirt with school logo purchased at Flynn & O’Hara, or any SPS activity/sport t-shirt (for example, track, drama, chess club,) green athletic shorts, green sweatpants with school logo and tennis shoes with non-marking soles. The PE shorts are also to be purchased from the uniform company. During the winter months, students may wear the SPS sweatpants, sweatshirts or spiritwear, which must be purchased through Flynn & O’Hara or SPS. PE sports socks must be black, blue or white that are visible above the shoe (“no show” socks are not permitted) or socks purchased through SPS spiritwear.

Hair style and other uniform issues:

- Cleanliness and neatness are an important part in developing personal health habits and are a must for the well being of students and the school community. Hairstyles are to be shaped and trimmed, not long and shaggy. Boys’ hair should not reach below the collar or over the ears. They are to be clean-cut at all times. No girl or boy bangs may hang below the eyebrows. Exaggerated sideburns are prohibited. Faddish and non-traditional hairstyles, including shaving areas of the head or coloring of hair, are not permitted. Hair should maintain a natural, professional look. The second violation of grooming and attire regulations will result in a detention. After repeated violations the student may be sent home to correct the violation.
- **Non-PE days:** Students are not permitted to wear sweatshirts, sweatpants, pajama bottoms or other clothing over the school uniform while in the building. Students will be asked to remove such items.
- **Dress Out-of-uniform days:** Students may dress out of uniform on days specified by the principal, or when individually excused. Jeans with rips or holes and baggy jeans are not permitted. Modesty should be taken into account. There should be no bra straps or undergarments showing. There are no tank tops or sleeveless shirts allowed.

EMERGENCIES:

An Emergency Information Form must be properly completed, signed, and updated as needed throughout the school year. Any change in name, address, phone number, or emergency contacts should be forwarded to the school office, nurse, and homeroom teacher.

EMERGENCY SCHOOL CLOSING

When weather or some other emergency causes a delayed opening, closing, or early dismissal of school, you will be notified by phone and Email by the NOTIFY system. One may also listen to the radio or TV as early as 6:00 am for information. For this purpose, a listing of radio and television stations is as follows: WHYL-AM Radio 960; FM Radio 102.3; WGAL-TV Channel 8; WINK-FM Radio 104; WHTM-TV 27; WITF-TV Channel 33; and, FM Radio 89.5. Information will also be posted on the school website and FB page.

ETHICAL USE OF TECHNOLOGY/DIGITAL CITIZENSHIP

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that the technological resources be used to build community, encourage critical thinking, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of devices and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion. (see Remote Learning Plan)

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school:

- Respect and protect individual rights, as well as the wellbeing of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users must not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any designed program to disrupt the performance of the network is likewise prohibited.
- All email must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail and responding to inappropriate messages.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material found on the Internet is equally unsuitable.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY POLICY (Grades 6-8)

Attendance and extracurricular/co-curricular activities: Students must report to school no later than 9:30am in order to participate in an extracurricular/co-curricular activity that day. An exception will be made for scheduled medical/dental appointments—a doctor's/dentist's note should be presented upon arrival. Students that are sent home sick are to remain at home. The school standard of 24 hours from the last episode of fever (body temperature of 100 degrees or above), vomiting, and/or diarrhea without the use of medications still applies. If a student is out sick on Friday, the school standard stated above applies for competing at a weekend event. Exceptions for non-illness absences can be made if brought to the attention of the administration

before the event.

1. Intent. Extracurricular activities play an important role in providing a well-rounded educational experience for the students of Saint Patrick School. However, participation in extracurricular activities is a privilege reserved for those students whose academic performance and conduct meet certain standards.

The intent of the Extracurricular Activities Eligibility Policy is to assist students as they learn to: manage time; address priorities; and, accept responsibility for their actions. By linking successful performance in the classroom to participation in extracurricular activities, students will gain first-hand experience that will strengthen their future decision-making skills.

2. Satisfactory Performance.

To be eligible to participate in extracurricular activities, a student in grades 6-8 must maintain satisfactory performance in:

- all subject areas (religion, math, science, language arts and social studies, foreign language, art, music, technology, and physical education);
- and acceptable conduct.

A grade of “D” or lower before an activity begins is not “satisfactory performance”. One must always have a “C” or above to participate in extracurricular activities. Extracurricular activities are defined as Saint Patrick School sponsored activities that are not required as part of the curriculum. This includes, but not limited to, athletic activities and teams (soccer, cross country, basketball, track and cheerleading), academic activities and teams (Quiz Bowl, Robotics, Chess) and special interest activities (peer mediation, student council, class office, tech club/morning announcements, choir, band, and drama).

Drama: Students wishing to participate in school plays must be academically eligible and currently maintaining a “C” average in all classes at the time of try-outs. In addition, the drama coach may select a date prior to a performance on which all participants must be academically eligible to continue rehearsals.

Early school year activity (soccer, class office, quiz bowl, etc.) eligibility will be determined by end-of-year grades.

3. Consequences of Not Maintaining Satisfactory Performance

The student is placed on academic probation for a minimum of 1 week Wednesday to Wednesday.

The student remains a member of the extracurricular activity.

The student may participate in practices: however, he/she may not participate in a competition/performance until reinstated. The student is welcome to attend any competitions/performances to support his/her teammates.

4. Reinstatement -- Due to Grades

- A student may seek reinstatement as a fully participating member of the extracurricular activity immediately after the one week probationary period provided the student has improved his/her grades in all classes to the satisfactory performance level at that time.
- If the student has not improved his/her grades to the satisfactory performance level after the initial one week period, his/her grades may be checked every Wednesday until they improve to the satisfactory performance level.
- Subsequent report cards/mid-term reports will determine the student’s continuing eligibility status.

5. Reinstatement -- Due to Conduct. After consultation with the student, teacher and parents,

the school administration will make the final determination as to whether or not a student, on probation due to conduct, will be reinstated as a fully participating member of an extracurricular activity.

6. Roles and Responsibilities in the Academic Probation/Reinstatement Process

Student and Parents-

(1) A student's report card/mid-term report serves as affirmation for both student and parents that a student has not maintained "satisfactory performance" to participate in an extracurricular activity.

(2) Parents are responsible for ensuring a student understands the policy (e.g. that if he/she is on academic probation, he/she is not eligible to participate in any extracurricular activity for at least one week from the date of the report card/mid-term report.)

(3) The student is responsible for obtaining a Reinstatement Form from his/her homeroom teacher or the office and may obtain that form immediately after he/she receives his/her report card/mid-term report.

(4) The student's parents must sign the form before it is presented to teachers.

(5) The student must have all daily teachers and the Spanish teacher verifies that the student has achieved satisfactory performance again on the Reinstatement Form.

(6) The student is responsible for returning the completed Reinstatement Form to the principal's office.

(7) For reinstatement due to conduct cases, parents should ask for a meeting date with the Administration.

(8) Completion of the Reinstatement Form before one week of the original probation has passed does not mean that the student may participate in extracurricular activities. Participation will resume upon the completion of the one week probation.

Teachers-

(1) Teachers should thoroughly understand the policy and adhere strictly to its precepts (e.g. the student has the major responsibility in the reinstatement process, teachers should not make it purposely difficult for the student to obtain the required signatures; a teacher is required to sign a student's Reinstatement Form if the student has achieved satisfactory performance in the subject taught by that teacher at the time the student submits the form to the teacher for signature.)

(2) Teachers have the option to provide extra credit/additional grading opportunities to a student who is on academic probation if those opportunities are available to all students.

School Administration-

(1) The school administration will forward a list of those students who are on academic probation to the Athletic Director/Coach/Sponsor in a timely manner.

(2) The school administration will notify the Athletic Director/Coach/Sponsor when a student is reinstated and can participate in the extracurricular activity again in a timely manner.

Athletic Director/Coach/Sponsor-

(1) The Athletic Director/Coach/Sponsor is not responsible for notifying the student that the student is on academic probation and may not participate in the extracurricular activity.

(2) The Athletic Director/Coach/Sponsor is responsible for complying with the Extracurricular Activities Eligibility Policy for his/her extracurricular activity and must recognize that any student who is on academic probation and does not maintain satisfactory performance may not participate in a competition/performance/activity.

(3) Coaches who need to submit rosters for competitions should not submit the names of any student who is ineligible. They should not assume the student will be reinstated.

7. Review/Reconsideration/Special Circumstances.

a. Individual cases may be reviewed/reconsidered by the school administration if requested in writing by the affected student's parent(s) within three days of the date of the issuance of the report card/midterm report.

b. Students with extenuating circumstances or special needs (students with documented learning disabilities or Individual Education Plans) will be addressed on a case-by-case basis.

FIELD TRIPS

Field trips are scheduled throughout the year and are privileges, not rights. Students can be denied participation if they fail to meet academic or behavioral requirements. This decision can be made by the teacher and/or principal. Parents of children participating in school field trips are required by diocesan policy to sign a permission form. A child who does not return a signed permission form will not be permitted to attend. Verbal permission will not be accepted as a substitute for the signed permission slip. If the child chooses not to participate in the field trip, he/she is still required to attend school. All trips are made in public licensed carriers or school buses adequately chaperoned by adults. Any fees involved to offset the cost of the field trip will be collected by the teacher.

Parent Chaperones for class field trips: We highly recommend all parents to take the time and get your clearances complete so that you can receive a volunteer badge. Without a volunteer badge, parent chaperones are not permitted to ride the school bus or be responsible for a group of students. Parents may drive separately.

GRADE EIGHT GRADUATION

A closing ceremony from a Catholic school is more than just an academic occasion. It is a spiritual experience deserving reverence because it takes place in a Catholic Church in the presence of the Blessed Sacrament, in the context of the sacrifice of the Mass, and in the framework of the school's spiritual formation. The liturgy is the culmination of the school's spiritual formation of these students.

HARASSMENT AND BULLYING POLICY

The Diocese of Harrisburg and Saint Patrick School affirm the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese and Saint Patrick School are committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal harassment. The Diocese and Saint Patrick School prohibits any form of harassment of or by employers, employees, students, parents/guardians and/or volunteers. This includes bullying or cyberbullying of or by students, on or off the school campus. Harassment shall be defined as any sort of unwelcome verbal, written or physical conduct directed at a student by another student that has the intent or effect of the following:

- Physically, emotionally or mentally harming a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear or physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying includes, but is not limited to, the following misuses to technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and social networking

sites). All forms of cyberbullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy. Please refer to the diocesan policy located in the Parent and Student Handbook as well as on the diocesan website.

Any student or adult who experiences any form of harassment should immediately report it to their teacher and the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints.

A report of harassment will not, in and of itself, imply that any wrongdoing as defined in this policy has occurred. However, a substantiated act of harassment will result in disciplinary action. Disciplinary action will be handled on a case-by-case basis. The school will use all the tools available. These include: student-teacher discussions, parent-teacher discussions, principal involvement, counselor involvement, loss of privileges, detention, suspension and expulsion. Depending on the seriousness of the act, expulsion from the school and/or referral to appropriate law enforcement agencies may be warranted.

HOME AND SCHOOL COMMUNICATION

There are many means of communication between parents and the school. This is done through the school website, email, Rediker (the school database system), mail and folders sent home with students. So as to stay connected with parents and the school, including the school staff, the pastor and parish office manager will also have access to the Rediker database system. The school will attempt to use as little paper communication as possible.

A parent is always encouraged to meet with teachers to discuss the progress of their child. To make an appointment, parents may contact teachers through teacher email or a written note addressed to the teacher. Teachers will schedule before or after school conferences, however, conferences may not be held during teacher instructional time. Each year, time is set aside for a scheduled parent/teacher/child conference.

HOMEWORK

Homework is used to reinforce classroom instruction and student knowledge. It reinforces student study skills and provides time to complete certain projects which require additional time and effort. Parents are urged to see that their children have a place to study which is conducive to learning and where 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.

The following time allotments are suggested for homework:

Grades 1-2: 20 minutes

Grades 3-4: 40 minutes

Grades 5: 50 minutes

Grades 6-8: 60 minutes

All students in grades three through five are given an assignment book in which homework must be recorded daily. Parents may be asked to sign this book nightly in order to monitor their child. Parents may also check assignments on the teachers' websites.

How Parents Can Help with Homework:

- Parents can arrange a regular study time and a place free of interruptions for their child.
- Parents can also encourage their child to extend interests aroused in the classroom through hobbies, collections, pleasure reading, and family trips to interesting places in the

community.

- Parents should check to see that all homework is neatly completed and that all books and materials are brought to school each day.

HONOR ROLL

The honor roll recognizes those students in grades 5-8 that achieve academic excellence and adhere to our Christian values. The criteria for the honor roll will take into consideration all classes, including cultural arts classes (PE, art, music, technology, Spanish.)

Distinguished Honors: All “As”

Honors: Any combination of “As” and “Bs”, to include all “Bs”

In all cases behavior must be acceptable.

INSURANCE

An optional insurance plan is offered through the Diocese of Harrisburg. Parents may sign up online through the SPS Website. In the event of an accident, an accident report will be completed and the principal will be notified immediately. Claims must be forwarded to the insurance company within 90 days.

INTERNET ACCESS AND USE POLICY:

Internet services are to be used in a responsible, ethical, and legal manner. Use of the Internet is a privilege, not a right.

INTERNET ACCESS

Electronic information research skills are fundamental to the preparation of our students. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under supervision of their teachers.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. Saint Patrick School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software for their protection. Only with teacher’s permission are students allowed to access Internet accounts provided by their families during school time.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student’s Internet access and disciplinary action up to and including suspension or expulsion.

All users of the network, within the boundaries of Saint Patrick School, are responsible for adhering to the following guidelines:

Acceptable uses of the Internet are activities that support learning and teaching.

Unacceptable uses of the network include, but are not limited to:

- Violating the rights of privacy of others.
- Using profanity, obscenity, or other offensive language.
- Unauthorized copying of materials or installation of software.
- Revealing home phone numbers, addresses, or other personal information while using Internet resources.
- Downloading or copying information onto disks or hard drives without prior teacher approval.
- Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- Sharing of passwords, or attempting to discover another's password.
- The intentional writing, producing, generating, copying, or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms", etc.
- Intentional erasing, renaming, or disabling of anyone else's files or programs.

KINDERGARTEN PROGRAM

The full-day kindergarten follows all of the directives of the Early Childhood Curriculum issued by the Office for Catholic Education, Diocese of Harrisburg.

LIBRARY EDUCATION

A librarian and volunteers staff the library. The school library is open to all students from 7:30 - 3:00 on most days (Please check the library schedule as this changes yearly.) Students in Pre-K - fifth receive weekly library services to include library skills instruction and time to select a book. Reference books may be used in or outside the library with permission from the librarian. Parents should remind their child of their personal responsibility to return their borrowed materials on time. Compensation for damage to books beyond responsible repair, as well as losses, shall be paid by the student. For the convenience of the students, the librarian conducts two annual book fairs.

LOST AND FOUND

A student who has lost an item may inquire at the office before or after school and at lunch time. Parents are urged to mark each article of clothing with their child's name and grade. This will greatly help returning items to the child. Any unclaimed items left in the office for more than a month will be given to charity. If a book or other school-owned item is lost or damaged, the student will be responsible for the reimbursement.

LUNCH PROGRAM

Students may carry their lunch to school or purchase a meal in the cafeteria. Milk and water are available for purchase. Monthly menus are available on the school website. We use an automated purchasing and accounting system, Meals Plus. Parents are asked to deposit funds (via checks sent into school) into their account which is debited as students purchase lunches or drinks.

MONIES

Whenever money is sent to school, it is to be enclosed in an envelope with the student's name, grade, amount, and purpose written on the envelope. Exact change should be enclosed. Checks should be made payable to Saint Patrick School and the purpose of the check should be written on the memo line.

NON-CUSTODIAL PARENT

Saint Patrick School abides by the provisions of the Buckley Amendment that gives the parent or

student the right to view school records. This applies also to non-custodial parents. In the absence of a court order to the contrary, Saint Patrick School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a non-custodial parent wishes for a copy of their child's report card he/she must present a written request to the school office.

NON-DISCRIMINATORY POLICIES

In compliance with the Diocese Board of Education Policy, Saint Patrick School shall not discriminate on the basis of race, age, religion, national origin, or disability in the administration of the educational policies, admission policies, athletic, and other school programs.

PARENT MESSAGES

Emails (preferred) or Written Messages Are Required For:

- ❖ Absence—Please note the days and dates of absence and the reason for absences. Each note is to be signed by the parent/guardian and presented to the classroom teacher upon the child's return to school.
- ❖ Permission to not wear the regulation school uniform or gym uniform.
- ❖ Going home with someone other than "parent/guardian" requires a note or email from home.
- ❖ Early departure—Parents must report to the school office to have the child released from school. This policy is school law and is upheld for the safety of the child.
- ❖ Late arrival—The child must report to the school office with a "late note" and must be signed in by the parent/guardian.
- ❖ Non-routine transportation at dismissal—Parents need to put change of transportation in writing (written note or email to teacher & office). These changes cannot be made after 12:00PM to ensure student safety. *In case of emergency contact the school office via telephone.

PARENTS ACTION TEAM OF THE SCHOOL (PATS)

The objectives of the Parents Action Team of Saint Patrick School (PATS) are to promote the welfare of the students and strengthen the school community. PATS also strives to promote Christian values through special projects and activities during the school year. It is the responsibility of PATS members to uphold the school discipline policy during PATS events.

PARENT/TEACHER/CHILD CONFERENCES

Parent/teacher/child conferences are of vital importance in order to keep the avenues of communication open between parent and teacher. Formal conferences are scheduled each fall. A conference may be initiated any time it is deemed necessary by either the parent or teacher. This would be done by either party contacting the other via a note or phone call to the office and setting a mutual date. Conferences will be held by appointment only.

Parents are asked to make an appointment with the teacher or principal before coming to school. To make an appointment forward a written note or email to the teacher or telephone the school office. The school number is 717-249-4826. Speaking with a teacher at his/her home is not permissible. All discussions of any problems and concerns must be held at an appointed conference, not when passing through or helping at school. Requests for a conference should include the reason and agenda for the conference.

PERMANENT RECORDS

In order to maintain confidentiality and safeguard the permanent records of each student, divorced parents are requested to provide the school office with a court certified copy of the custody section of the divorce decree. Unless restricted by court decree, the non-custodial parent has the right to examine school records and be kept updated about the child's progress. (The Family Education Rights and Privacy Act.)

PICTURES

School pictures are arranged with a school photographer twice a year, once in the fall and once in the spring.. Notification will be sent home a week in advance. A make-up day will be scheduled for absent students. Upon completion, the packet of pictures will be sent home with the student.

PRE-KINDERGARTEN

The 3-year-old program, our Shamrocks, is from 7:45 - 10:30 and the 4-year-old program, our Clovers, runs from 7:45-11:30. An optional afternoon enrichment session will begin at 11:30 with lunch and end at 2:20. This daily program provides age appropriate activities developed to prepare a child for kindergarten. All pre-school and pre-kindergarten students must be potty trained before entering the program. The cutoff birth date is September 1st. For example, to enter 3-year-old Pre-kindergarten, your child must be age 3 and potty trained by September 1st of the school year in which they are starting.

PROMOTION AND RETENTION

Promotion:

A student is promoted when he/she adequately demonstrates mastery of material covered in all or the majority of major subject areas. Promotion is left to the discretion of the teacher and principal. In the case of a double promotion, a conference with parents will be held. The decision will be made after the person responsible for the child's education has agreed upon the acceleration.

Retention:

A student is retained if he/she has not adequately mastered the subject material in at least two major subjects. For grades 6-8, this is a D/F in two major subject areas. If a student has been retained, he/she is normally not retained again. The decision of retaining a pupil is left to the discretion of the teacher, school psychologist, principal, and the parent. The decision will be made after all responsible persons for the child's education have conferred upon the need for retention.

REGISTRATION AND RE-REGISTRATION FEE

The registration and re-registration fee is due at the time of registration. Acceptance is not guaranteed unless the fee is paid.

REMEDIAL READING AND MATHEMATICS

Remedial reading and math instruction is available on a part-time basis. This service is provided through the Capital Area Intermediate Unit (CAIU). The program allows for carefully planned and executed activities geared to individual needs. Individual student evaluation determines level of ability and measured progress.

REPORT CARDS

Report cards are issued each trimester. The school's reporting system consists of: signed tests, progress reports, report cards, parent interviews, and portfolios.

Report cards are issued to inform parents/guardians of their child's progress. It is an estimation of the student's performance in school. Parents should study this report carefully and pay close

attention to these areas that are in need of improvement. It is the parent's responsibility to encourage their child to work as well as he/she is able.

Mid-term progress reports will be available each grading period. When a student receives a progress report, or report card, it is his/her responsibility to have a parent sign and return the signed envelope to the teacher. Parents are encouraged to contact the teacher whenever they have questions about their child's academic progress. Parents will have access to Rediker to monitor their child's grades. The school uses electronic grade reports and progress reports through Rediker.

RESTRICTED AREAS

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty room is a restricted area for students. Empty classrooms are restricted areas. Generally, corridors are to be clear of traffic except for movement at the change of class.

SACRAMENT PREPARATION

A parental involvement program is used for the sacramental preparation of the students. In the second grade, the Sacraments of Reconciliation and First Eucharist are celebrated. Confirmation is celebrated in the eighth grade. The student receiving Confirmation receives three years of instruction, combining a heightened sense of knowledge of their faith with service, as they continue to grow in the life of the Church.

The process by which children are prepared to receive the sacraments for the first time is parish based and family centered. Actual preparation to receive the sacraments is a joint parent, school and parish responsibility. We strongly believe that a child's love and practice of the faith depends greatly on the values in their parents' lives, and therefore, parents have an essential role in the preparation of their children to receive the sacraments.

SAFETY DRILLS

Fire drills and other safety drills are conducted at regular intervals throughout the school year. Drills ensure that every student will be familiar with the emergency signals so that they can respond appropriately without confusion or delay.

SAFE SCHOOLS ACT OF 1997

PA legislation dealing with school crime and safety issues:

Record Keeping: Nonpublic schools must keep records of incidents of violence. A statistical summary of the record must be available to the public upon request.

Sworn Statement: Parents enrolling a child in public school must give a sworn statement that their child was not under suspension or expulsion.

Student Records– Public schools must automatically transfer a student's discipline record, without parental permission. SPS will continue to observe its general practice of not forwarding a student's discipline file with academic records.

Notice: It is the policy of SPS 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:

*An act or offense involving weapons

*Sale or possession of controlled substances

*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 1997)

Alerting Law Enforcement:

SPS will notify the local law enforcement authorities and the Office of Catholic Education whenever a weapon is discovered on school grounds or in the possession of a student under its care (school bus, etc.).

SCHOOL SUPPLIES

In late spring, a list of necessary school supplies is determined by each teacher and distributed to all children who are enrolled for the next school year. It is the responsibility of each family to purchase from this list prior to the start of the school year.

SCHOOL YARD / CAFETERIA SUPERVISION

School yard and cafeteria supervision is provided by administration, faculty, and designated parents. The policy and process for this supervision is planned and carried out by the principal and faculty.

SEARCH AND SEIZURE

The school reserves the right to search any area(s) under a student's control to help enforce rules and preserve a safe and orderly learning environment.

SERVICES FOR SPECIAL NEEDS

Through the use of state funds, the school shares in certain special services provided for non-public schools under PA Act 89. The Capital Area Intermediate Unit (CAIU) provides:

- ★ Speech/Language Therapy
- ★ Educational/Psychological Evaluation
- ★ Remedial Math/Reading
- ★ Guidance Services

SNACKS

Teachers in Pre-kindergarten through grade eight establish a daily snack schedule. Children are encouraged to bring a healthy snack to school each day. Due to food allergies, sharing is not permitted. Cardboard juice containers are not permitted. (Juice cartons are permitted for lunch-time use.) Water bottles are encouraged in all grades.

LIGHTHOUSE TEAM

The Lighthouse Team Co-Coordinators are elected by the student body and serve for one year. All other positions of the Lighthouse Team are required to fill out an application for the various positions available. The application will be looked over by a team consisting of faculty members and students.

Eighth grade students are elected as officers of their class council (with the exception of the historian position which is a 7th grader) with students in grades four through eight elected as class representatives to the council. All lighthouse team members must have a "C" or better in all subject areas and a "P" or better in character development. The mission of the Lighthouse Team is to work with the faculty and the students to improve the life of the school. Members of the team are expected to set a good example at all times.

STUDENT SECURITY

Teacher supervision begins at 7:30am. Students should not arrive at school before this time, unless they are transported by buses. The school reserves the right to take appropriate action to ensure adherence to this policy. CARES is available at 6:45 am for early arrivals.

Parents must give advance notice in writing or via email to the homeroom teacher and the front office regarding changes in after-school student transportation. This includes car riders and bus riders who change their means of transportation for going home. No changes in transportation

plans can be made after 12:00PM to ensure student safety.

For student and staff safety, Saint Patrick School has provided a security system on the entrance doors and throughout the inside of the building. The entrance buzzer is activated after the 8:00 AM morning announcements and remains in effect until 3:00. When visiting for any reason during the school day, parents and visitors must ring the buzzer at the front door and wait for the receptionist to activate the door for entry. They must then report to the office to announce their intention, sign in as a visitor or volunteer and obtain a badge, or request and sign a child out for an appointment.

TARDINESS

The students should be in their class by 7:50 AM for morning reporting. When a student arrives for school after 8:00 AM, he/she is required to report to the school office to obtain a late slip and is expected to have a written parent excuse for the classroom teacher. A pattern of lateness will necessitate a conference with a parent. **A parent or guardian is required to accompany the child to the entry area and sign in after 8:00 AM. Students MAY NOT sign themselves in.**

TELEPHONE USE

Students are asked to be prepared for school. Students and teachers will not be summoned for most incoming calls. If the message is urgent, it will be relayed. Student use of the telephone is restricted to urgent situations and requires the permission of the principal, receptionist, school secretary, or teacher. Students may not use personal cell phones (to include watch devices that have internet access) during school hours. Cell phones must remain in student backpacks/lockers from the start of the day at 7:30 until the end of the day at 2:30. Between 7:30 and 2:30, or during extended hours while at CARES, students are expected to use the office telephone if they need to call home.

TESTING PROGRAMS AND SCHOOL TESTS

A developmental screening is given to Kindergarten children before placement into our program. A readiness test is given to incoming first graders to determine placement needs for first grade. Each year the STAR test is administered three times in a year in grades K through eight. Teachers throughout the year administer teacher-made tests and commercially prepared tests.

TRANSFERS AND WITHDRAWALS

When a withdrawal or transfer of a student occurs or is anticipated for any reason, parents should contact the school office. Parents should supply a letter, directed to the principal, with the following information included:

- Name and grade of child
- Age of child
- Reason for transfer
- Name and address of the new school the child will be attending
- Last date the child will be attending Saint Patrick School
- Review of tuition responsibility

Student records will be mailed to the new school. An exception is made when students transfer to schools in foreign countries. In this case, records may be hand carried in a sealed envelope. Records will not be released until all financial obligations are met.

TUITION

In order to provide and maintain a high quality education for all students it is necessary to charge tuition. The school uses FACTS tuition management company to collect tuition and a ten-month payment plan is available from July through April for the convenience of the family. All tuition

must be paid by April 5 of the current school year. Parish families unable to meet the financial requirements may request tuition assistance on or before February 1 prior to your child's admittance into the new school year. All such arrangements are strictly confidential.

Registration fees are non-refundable unless the family is moving from the area, or in cases of need such as serious illness, or a wage earner parent becoming disabled. Tuition for students registering during the school year will be prorated.

Saint Patrick School is operated as a faith community, not as a commercial or secular enterprise. The 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, covenants or contractual obligations on the part of the school.

TUITION (Overdue)

- Tuition payments are handled by FACTS and are due according to the date agreed upon by the family and FACTS. Payments received after the 5th will be considered OVERDUE.
- Any family overdue in payment by more than 30 calendar days may have student(s) grades withheld until payment is received.
- Any family overdue in payment by more than 60 calendar days may have the student(s) grades withheld and the student(s) may not be admitted for the next school year.
- Monthly payments not received by the due date agreed upon by FACTS and the family will be assessed a late fee.
- Any request for any exception to the tuition policy must be addressed in writing to the principal.
- Families with more than one child will be entitled to reductions in tuition for the second and third child attending SPS. These reductions will be determined on an annual basis.
- If a family has four or more children attending SPS, they will pay tuition for three children. The tuition with the least monetary value will be forgiven.
- Tuition will be determined on an annual basis.
- A surcharge will be assessed to any individual who submits a check returned for insufficient funds in accordance with FACTS policies.
- All families enrolling children in Catholic Schools of the Diocese of Harrisburg are apprised of the Diocesan Memorandum of Understanding found in the Diocesan Policy Manual available on the diocesan website at www.hbgdiocese.org. (See Appendix II)

VOLUNTEER PROGRAM

Saint Patrick School has a very active parent partnership program. Its success is due to the many people who strongly believe in our children and school, and their desire to become involved. Parents, family, and friends volunteer many long hours of dedicated service to the school. All volunteers must have child protection clearances as determined by the diocese before being allowed to volunteer. The documents may be obtained on the school website.

WEBSITE (spscarlisle.org)

The Saint Patrick School website provides a great deal of information available to all family members. Please utilize this avenue before calling the school with questions concerning:

- ★ Daily Homework
- ★ Faculty Email List
- ★ Handbook References
- ★ Inclement Weather Changes
- ★ Parent/Teacher messaging

- ★ PATS Newsletter
- ★ Reporting Student Absences
- ★ School Closings/Delays
- ★ School Events Calendar
- ★ School Newsletter
- ★ School Uniform Requirements
- ★ School Lunch Menu
- ★ Special Announcements
- ★ Summer Homework Assignments

WORSHIP PROGRAM

Saint Patrick School offers various opportunities for children to deepen their personal relationship with God and to build a community that is faithful and responsive to the Gospel.

Some opportunities which foster spiritual growth include: weekly Mass Friday mornings at 1:15 PM in the Marsh Drive Church, prayer services, Advent and Lenten Reconciliation, Stations of the Cross, Benediction, rosary praying and other varied prayer experiences.

ACADEMIC POLICIES:

PROGRAM OF STUDIES

Saint Patrick School has been accredited by the Middle States Association of Colleges and Schools Commission on Elementary Schools since 1989. Our school was the first elementary school in the Diocese of Harrisburg to obtain that status. Chartered by the New York Board of Regents, the Middle States Association is one of six accrediting associations in the United States.

ACADEMIC PROGRAM

All curricula in the school are guided by the Office for Catholic Education in the Diocese of Harrisburg. The total development of each child depends upon the ability to learn to their full potential with interest, comprehension, and enjoyment. To attain these goals, there is a multi-level range of curriculum. A detailed outline of the curriculum can be found on the diocese website. The objectives are listed as follows:

Religion:

Saint Patrick School is rooted in the traditions of the Catholic faith and embraces all that is true, honorable, just, pure, lovely, excellent and worthy of praise (Phil 4:8-9) for the education of its children. All students enrolled in Saint Patrick School must attend religion classes and services.

Religion Objectives:

- To provide the essentials of Catholic doctrine and the principles of morality
- To teach the Catholic Liturgy with the Mass as its center
- To familiarize the student with the Scriptures
- To expose the students to the historical development of the Catholic Church
- To teach truths that illuminate our understanding of the life of Jesus Christ and to allow the student to live these truths out in mission and service
- To teach reverence for God and for all creatures
- To prepare students for first reception of the Sacraments
- To guide the children in listening to God within so that they will develop a prayer life
- To teach that all human persons are created in the image and likeness of God and therefore have inherent dignity in both body and soul.

Art

Children express their feelings and ideas about the world they live in and about their imaginary world through crayon, brush, string, wire, and other materials. As they learn to express their own feelings, they learn to appreciate ways in which others express themselves. Art is taught in Pre-Kindergarten through Grade Eight, and is correlated with various other subjects. Projects are constructed in science, social studies, religion and other content areas.

Art Objectives:

- To expose students to various art forms and styles
- To familiarize the students with the artists
- To appreciate to beauty and history of art
- To allow for creativity in the student's own expression of art
- To involve the students in art competitions

Integrated Language Arts (ELA):

Integrated language arts is defined as the integration of reading, writing, thinking, listening and speaking. It is an instructional philosophy that involves the use of a literary work as the source for integrating the instruction. The students and teacher are partners in learning. To complete activities, the students work with the teacher as a group, with a partner cooperatively or individually. An integrated language arts classroom reveals students excited about learning and celebrating literacy.

Integrated Language Arts Objectives:

- To select appropriate literature for all students
- To schedule time for students reading, writing, thinking and discussing
- To allow students sharing of opinions, reflections and ideas
- To weave reading, writing, grammar and spelling into the language arts program

Mathematics

The mathematics curriculum is developed for each child to learn and grasp concepts as promoted by the NCTM Standards of Mathematics.

Mathematics Objectives:

- To develop mathematical and application skills
- To teach quantitative concepts
- To teach children to perform mathematical operations
- To teach children to combine concepts and operations in practical applications
- To develop the ability to prove geometrical relationships and to use units of measurements
- To encourage sound reasoning and logical thinking
- To emphasize problem solving
- To involve the students in math competitions

Music

Music in elementary school focuses on listening, singing, following rhythms and beats, and exposure to different musical styles including folk, traditional, jazz and musical theater. Throughout the school year, students have the opportunity to play many musical instruments. Through this process of singing, playing and listening, students are introduced to the elements of music theory, all while gaining an appreciation for music.

In middle school music, students will explore the wide range of music that exists. We will explore a variety of music from different time periods and discuss what goes into making these different types of music. Throughout the course we will listen to a variety of music, and students

will learn how to be critical listeners as we explore everything from popular music to obscure experimental music. Throughout all of this course we will look at how music was affected by world events as well. Students will have to demonstrate their knowledge through a series of hands-on projects that they put together.

Music objectives:

- To develop music appreciation through the study of theory, singing, various styles of music, composers, and cultures
- To teach liturgical music
- To offer optional instrumental music through music lessons and band or orchestral experience
- To offer optional choral performance experience in grades 3-5 and 6-8
- To introduce the ukulele in grade four
- To include project-based learning in middle school

Physical Education

If a child is to be successful in school and in life, he/she should be strong, healthy, disciplined and active. It is through such activity that growth occurs and physical and mental coordination develops. Our physical education program helps students to be successful in achieving the objectives of our school's curriculum.

Physical Education Objectives:

- To teach the student basic sequential skill development
- To develop a healthy spirit of competition/sportsmanship and a spirit of enthusiasm
- To present and develop an understanding of rules and regulations
- To develop self-confidence
- To encourage active participation throughout class time.

Science

Science is a field of study that is constantly changing. Therefore, science education involves a process as well as content. The content learned helps the children to understand and interpret their environment. The process involves the method of using different skills and equipment to solve problems. This leads to effective ways of working and provides experiences in thinking critically and creatively. As a result, our students will be able to move with the scientific world of the third millennium.

Science Objectives:

- To develop a natural curiosity about oneself and everything around us
- To utilize a hands-on approach that will provide opportunities to build skills such as observing, classifying, measuring, interpretation of data, forming a hypothesis and drawing conclusions
- To integrate reading, writing and mathematical thought processes into science instruction
- To recognize and explain cause-and-effect relationships in the world around us
- To use critical thinking process skills to solve problems and develop concepts
- To make informed choices and decisions that affect our environment and daily lives
- To understand and respect the impact of science on society and its use of technology
- To provide Christian human sexuality education

Social Studies

The social studies program, including geography, history, and current events, seeks to prepare the young person to identify, understand, and work to solve the problems that face our increasingly diverse American nation and independent world within the framework of Catholic values.

As the child develops knowledge and cultural understanding, he/she will be able to incorporate what they have learned in history with the other humanities, geography, and social sciences. The child will more fully appreciate the motives of the people and the forces that have molded our nation, as well as other nations of the world.

Social Studies Objectives:

- To present the different geographical areas of the world
- To emphasize cultures, industries, and natural resources
- To chronologically trace the development of civilization throughout the world
- To guide the students through the national identity of our state, country and their individual identity as Americans
- To explore with students those current events which influence our world, and challenge them to become actively involved

Technology/Computer Program

One of the goals of Saint Patrick School is to investigate and incorporate appropriate educational technologies into the core curriculum and support administrative processes.

Technology Objectives:

- To acquaint students with technology including computers, video, terminology, interactive boards and future innovations
- To provide opportunities for students to become skilled in using the technology by teaching them to collect, graph, and analyze data
- To reinforce basic computer literacy
- To utilize technology equipment for school-wide communication: morning announcements, yearbook, etc.

HEALTH SERVICES AND REGULATIONS:

St. Patrick School Health Room is staffed by a full time Registered Nurse with support from the school receptionist and secretary. The Health Room is open from 8:00AM until 2:30 PM.

The school nurse oversees a wide range of health services. Medical services include: PA Department of Health mandated annual screening examinations, dispensing of both prescription and non-prescription medications, providing first aid to ill and injured students and staff, as well as individualized care for students with special medical needs. Other responsibilities include the maintenance of a health record for all students grade PreK through 8, assistance in educational projects and preventive health programs, and the completion of numerous PA Department of Health reports.

Absence:

Regular attendance at school is mandated by the laws of the Commonwealth of PA. Parents/guardians, by law, are responsible for the regular school attendance of their children. According to the Diocese of Harrisburg, schools in the diocese will abide by the regulations of the Commonwealth of PA governing school attendance. However, St. Patrick School recognizes that there are times when a student will be absent. The following guidelines are in place governing a student's absence due to illness:

1. It is the responsibility of the parent/guardian to notify the school office by 8:00 AM of their student's absence and the reason why the student will not be in school.

2. Upon their student's return to school, **parents are required by law** to provide a written signed note (electronic excuses are not acceptable) explaining the student's absence; this note must be received within three (3) days of the student's return to school or the absence will be considered unexcused.
3. A student's absence of three (3) or more consecutive days, due to illness, requires a physician's note.
4. Medical documentation will be requested for students who accrue ten (10) or more absences due to illness during the school year.
5. In the event that a student, because of illness or other medical condition, is unable to attend school for a significant period of time, it is the responsibility of the parent/guardian to be in regular contact with the school.
6. Absences that are not excused, either because of the nature of the absence or the failure of the parent/guardian to provide the school with the appropriate documentation, are considered unlawful.

Infectious Diseases:

Any student SUSPECTED to be suffering from an infectious disease shall be excluded from school.

1. A student who has experienced a temperature of **100.4 or greater** may return to school when he/she has been fever free for at least 24 hours, without the use of fever reducing medications such as Tylenol, Motrin or Advil.
2. A student who has experienced GI symptoms such as vomiting and/or diarrhea may return to school when he/she has been symptom free for at least 24 hours.

Communicable Diseases:

A student exhibiting symptoms of any of the diseases listed below should be taken to a physician. If the illness is confirmed, the student is not permitted to attend school during the interval listed.

Disease:

Excluded from school:

Readmitted:

Ringworm

Unless under treatment and covered

Note from physician

Disease:

Excluded from school:

Readmitted:

Strep Throat

At least first 24 hrs after diagnosis

After receiving at least 24 hrs of antibiotic therapy

Note from physician, fever free for 24 hrs.

Disease:

Excluded from school:

Readmitted:

Impetigo, Conjunctivitis, Scabies

Until in non-contagious state

After receiving at least 24 hrs worth of treatment

Disease:

Excluded from school:

Readmitted:

Head Lice

As long as there are live lice

Parents must accompany student to school

Readmitted when no lice are present upon

inspection by the school nurse and/or there is a

significant reduction in the number of nits.

Disease:

Excluded from school:

Readmitted:

Chickenpox

Until scabbed over or when skin is dry

Note from physician or school nurse inspection

Disease:

Excluded from school:

Readmitted:

Measles, Mumps, Rubella

Acute stage

Note from physician

Disease:

Excluded from school:

Readmitted:

Whooping Cough

Four (4) weeks or recommendation of physician

Note from physician

Disease:

Excluded from school:

Readmitted:

Covid-19

Note from physician

Health Screenings:

A Certified School Nurse from South Middleton School District is available one half day per week to assist with PA Department of Health mandated screenings.

1. **Vision:** all students grades K – 8
2. **Height/Weight/BMI:** all students grades K – 8
3. **Hearing:** all students grades K – 3 and grade 7
4. **Scoliosis:** all students grades 6 & 7

Parents/guardians will be notified in writing of any negative results and all parents/guardians receive a letter informing them of their student’s height, weight, and BMI.

Mandatory Examinations:

The PA Department of Health School Law requires the following examinations for all students:

1. **Physical Exams:** upon original entry into school (usually K)
upon entry into 6th grade
2. **Dental Exams:** upon entry into school (usually K)
upon entry into grades 3 & 7

All students coming from out of state must have a physical and dental exam performed by a PA dentist upon entry into school.

Immunizations:

The PA Department of Health has set forth the following school immunization requirements effective August, 2017. The regulations are intended to ensure that children attending school in the Commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases.

*Please note: a family may still obtain a medical, religious, or philosophical exemption from meeting the immunization requirements. Parents/guardians must meet with the school nurse and submit the appropriate paperwork to the diocese. Any student who is exempt from immunizations may be excluded from school in the event of an outbreak of a vaccine preventable disease.

The following immunizations are required of all students at the time of entry into school (usually K):

All Students K – 8:

DTP – 4 doses (4th dose on or after 4th birthday)

HBV (Hepatitis B) – 3 doses

OPV – 4 doses (4th dose on or after 4th birthday)

Varicella (Chickenpox) – 2 doses

MMR – 2 doses

All Students Grade 7:

MCV (Meningitis) – 1 dose

TDAP – 1 dose

*TB screening is required for international students arriving from countries where there is a high risk of the disease.

Medication:

Non-Prescription Medication:

1. Written permission from a parent/guardian is required for the school nurse to administer non-prescription medication.
2. Over-the-counter FDA approved medication sent in by the parent/guardian must be in the original container and only the dosage printed on the label will be administered.

NO UNLABELED TABLETS IN ENVELOPES OR BAGGIES WILL BE GIVEN /ADMINISTERED

In conformance with regulations established by the PA Department of Health, no prescribed medication will be dispensed except by written order of a physician. Therefore parents/guardians are asked to arrange medication times to avoid school hours if at all possible. However, St. Patrick School recognizes that there are occasions and health issues whereby it is necessary for the school nurse to administer medication. The following guidelines will be followed:

Prescription Medication:

1. All prescription medication must be in a prescription bottle or box with an up to date pharmacy label, this includes inhalers and epi-pens.
2. A written order from the prescribing physician must accompany the medication.
3. The student's parent/guardian must request in writing that the school nurse dispense the medication as ordered.
4. Please ask your pharmacist to make a second labeled bottle for medication to be administered during school.

Parents of children with special medical needs (ie. Diabetes, epilepsy, asthma, etc.) must notify and instruct the school nurse, teachers, and principal on how to handle emergency situations pertaining to their child's specific health needs.

HIV/AIDS OR RELATED DISEASES

Students who are HIV-infected, have AIDS, or other related diseases and desire to attend a diocesan elementary school will not be denied admission to or discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a

student or curtail student activity. Steps will be taken on an individual basis by the principal in consultation with the student's attending physician.

Parents are required to inform the principal that 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. If, for reasons of 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.

The school follows the Universal Precautions to Prevent the Spread of Infectious Disease to reduce the risk for employees, volunteers, and students. Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

This policy complies with the directives of the Commonwealth of Pennsylvania and the Diocese of Harrisburg.

SPORTS AND ACTIVITIES:

Saint Patrick School is a member of the Diocese of Harrisburg Catholic Youth Organization (CYO). This youth organization is recognized as a competitive Catholic grade school athletic league. Elementary school basketball teams may qualify for district, regional, and state championships. Students in grades four through eight may participate in the athletic programs. The school programs provide an atmosphere of cooperation, teamwork, and sportsmanship. Parishioners and community members donate their time to coach and supervise all sports events. The Saint Patrick School Athletic Association organizes fundraising, tournaments, concession stands, and security. No school funding is used.

Attendance: Students must be in school no later than 9:30 AM to attend sports or activities after school on that day. Students must be in school no later than 9:00 AM on Friday in order to participate in sports or other extra-curricular activities over the weekend.

FACILITIES

A gymnasium with ample space for indoor activities and a large outdoor athletic field well-suited for outdoor events

BASKETBALL

Member of Diocese of Harrisburg CYO, Novice, Intermediate, JV and Varsity teams for boys and girls (grades 3-8), PIAA Officials

CROSS-COUNTRY

Grades 7-8, program sponsored by Trinity High School

SOCCER

JV and Varsity, Co-ed, Grades 4-8

TRACK AND FIELD

JV and Varsity teams for boys and girls (grades 3-8), Running and Field events, Dual championship meets

Team trophies

VOLLEYBALL

Instructional, Co-ed, Grades 6-8

INSTRUMENTAL MUSIC PROGRAM

Music offers cultural and social advantages to young people. Information concerning the band program for the school year is sent to parents in August. This program is open to students in

grades four through eight.

OTHER ACTIVITIES

Chess Club, Choir, Drama Club, Field Day, Math Counts, 24 Math Team, PATS Family Activities, PEER Mediation, School Dances for grades six, seven and eight, Tech Team, Quiz Bowl, Yearbook, Student Council, School Socials, Respect Life Club, and Junior Achievement.

TRANSPORTATION PROCEDURES:

BUS

Pennsylvania state law (Act 372) provides for transportation to all students within the district or outside the district boundaries at a distance not exceeding ten miles.

When the public school districts transport their students in buses, they must also provide transportation for Saint Patrick School children. Bussing is provided for those children living in the Big Spring, Carlisle, Cumberland Valley, South Middleton, and West Perry school districts. Children must obey the bus rules and regulations. When a child breaks a bus rule, the Saint Patrick School principal is notified by letter and is requested to take action against the student. To ensure safety, the bus drivers will pick up and drop off near the main entrance of the school.

(See Bus Policy in Discipline APPENDIX III).

Students must ride their assigned bus, stay in their assigned seat, board, and leave the bus at their assigned stop. IN CASE OF EMERGENCY ONLY, a written request for a change in bussing must be presented to the principal in the morning (on day of request) so a bus pass can be completed and distributed to the child. Unless this permission is obtained, the bus driver will refuse to honor written requests from a parent. Students may not take a different bus home unless they reside in that school district and obtain a bus pass from the school office. Only requests signed by the principal will be honored. If a child does not obtain this permission and misses the assigned bus, he/she will be sent to the school office and the parent will be responsible for providing transportation. Parents of students who ride the school bus are asked to review the rules of bus conduct with their children. Parents should remind their children that breaking these rules could result in suspension or loss of bus riding privileges.

Families who change school districts must obtain a Change of Transportation form from the school office.

BUS RULES AND SAFETY REGULATIONS

Students are expected to follow the rules established by the local school districts and each individual bus driver. Any misconduct that could be detrimental to the health or safety of the driver, other students, the bus or persons outside the bus will not be tolerated.

Any student wishing to bring a friend home on the school bus must first obtain a bus pass from the school office. Guest riders must live in the same school district. Students may not ride a school bus from a different school district than the one in which they reside. (*eg. A student living in Carlisle School District may not ride on a bus from South Middleton School District.*)

Bus rules and regulations are:

- Be on time at the designated school bus stop, arriving five minutes before the bus is due.
- Wait for your bus at a safe place, well off the highway, on the side of the street on which you live. Cross the street to enter the bus only when the bus is stopped and the red flashing signals are lighted.
- Respect the property rights of people who reside at or near the bus stop.

- Do not get into private vehicles with strangers. All school district vehicles are clearly marked.
- Enter the bus in an orderly manner and take your assigned seat. Bus drivers may assign seats.
- Always obey your bus driver.
- Remain in your seat at all times except when boarding and unloading.
- Keep your hands, head and feet inside the bus. Never throw objects in or out of the bus.
- Be courteous to fellow students and the bus driver.
- Use respectful tones and never use profanity or bad language.
- Do not damage or tamper with any parts of the bus. In addition to disciplinary actions from violating this rule, you will be responsible for repair or replacement costs.
- Keep the aisle clear except when entering or exiting the bus.
- Horseplay, fighting, eating and drinking on the bus are strictly forbidden.
- The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol, tobacco, flammable liquid, fireworks, firecrackers, smoke bombs, tape recorders, radios, balls, water pistols, spray bottles, pea shooters, sling shots, and any item too large for students to hold on their laps.

CARS

To ensure safety, children transported to school in cars are to be dropped off at the PAC (Parish Activity Center.) Children are picked up at the same location as drop off in the morning. **Parents may not enter the school building at dismissal time.** Changes in routine transportation arrangements can only be made by written note from a parent or an email that is sent to both office and student's teacher; this must be done before noon. If an emergency change develops, the parent should notify the office via the telephone before 12:00pm.

**SAINT PATRICK SCHOOL PARENT/STUDENT
MEMORANDUM OF UNDERSTANDING**

As a parent/guardian of a student in Saint Patrick School I understand and affirm the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in Saint Patrick School, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that are mentioned in the Parent/Student handbook which govern Saint Patrick School.

Father: _____
Printed

Mother: _____
Printed

Signature

Signature

(Guardian): _____
Printed

Signature

Student's Name _____

Student's Name _____

Student's Name _____

Student's Name _____

**PLEASE SIGN AND RETURN ASAP.
THANK YOU!**

STUDENT CODE OF CONDUCT

- To maintain a Christian, academic atmosphere as a student of Saint Patrick School I will:
- Treat others as Jesus would treat me.
- Respect my teachers, volunteers, school personnel and fellow students.
- Obey the rules of my school, home and community.
- Strive to be honest with myself and others.
- Avoid the use of obscene language and gestures.
- Develop good study habits and work to the best of my ability
- Maintain good sportsmanship
- Take proper care of personal, school, and classmate's property.
- Observe the dress code
- Refrain from chewing gum on school property.
- Refrain from fighting.
- Refrain from cheating.
- Refrain from smoking, using alcohol, drugs, and narcotics.
- Refrain from leaving school without permission.
- Cover all text books.
- Observe bus regulations.
- Not carry or use a weapon which could cause bodily harm. (Diocesan Policy #5114)

Regarding classroom manners I will:

- Be on time.
- Upon entering the classroom, go directly and quietly to my seat and prepare for the school day.
- Perform assignments completely and on time.
- Comply with the teacher's directives.
- Use my time wisely for my own growth and that of others.
- Obtain the owner's permission before borrowing anything.
- Be courteous at all times.
- Share the responsibility for keeping my classroom clean.
- Cooperate with my teacher, making the teaching-learning experience creative and pleasant.

- Be prepared with necessary covered books and materials for class.

Regarding the church, school gym, and PAC I will:

- Walk to and from liturgies and assemblies in an orderly, quiet, and respectful manner.
- Be attentive, reverent, and prayerful in church.
- Show politeness and respect toward speakers and performers at all times.
- Participate in assemblies, liturgies, and school functions by actions such as singing, listening, reciting and praying appropriately.

Regarding bathroom facilities I will:

- Use the facilities with care and consideration of others.
- Tend to my needs quickly without loitering.
- Bring no objects that will cause damage to the property.
- Conduct myself properly and respect the rights of others.
- Help to maintain the facility.

Regarding lunch I will:

- Bring the proper clothing needed for the outdoors to the cafeteria. (During the winter months a hat, gloves and coat are recommended.)
- After entering the cafeteria, ask permission from the principal or a teacher if there is a reason to leave.
- Stand calmly when waiting in line for a hot lunch.
- Sit in my assigned area of the cafeteria.
- Remain seated while eating.
- Use a conversational tone of voice.
- When directed, leave my assigned place clean with the chair in its proper position.
- Dispose of trash and line up to exit the cafeteria.
- Obey and respect the teachers, principal, and the parent volunteers at all times.

Regarding recess I will:

- Observe fair play with everyone.
- Stay in the section of the play area assigned to my class.
- Avoid fighting and pulling on clothing.
- Refrain from throwing any objects except balls.
- When the bell or whistle signifies the end of recess, stop playing and line up quietly in the assigned area.
- Walk to and from the play areas.

CODE OF CHRISTIAN CONDUCT

The Catholic Church and this Catholic School recognizes 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 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 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

HARASSMENT AND BULLYING POLICY

The Diocese of Harrisburg and Saint Patrick School affirm the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese and Saint Patrick School are committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal harassment. The Diocese and Saint Patrick School prohibit any form of harassment of or by employers, employees, students, parents/guardians and/or volunteers. This includes bullying or cyberbullying of or by students, on or off the school campus. Harassment shall be defined as any sort of unwelcome verbal, written or physical conduct directed at a student by another student that has the intent or effect of the following:

- Physically, emotionally or mentally harming a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear or physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses to technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs and social networking sites). All forms of cyberbullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy. Please refer to the diocesan policy on the diocesan website.

Any student or adult who experiences any form of harassment should immediately report it to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints.

A report of harassment will not, in and of itself, imply that any wrongdoing as defined in this policy has occurred. However, substantiated acts of harassment will result in disciplinary action. Disciplinary action will be handled on a case-by-case basis. The school will use all the tools available. These include: student-teacher discussions, parent-teacher discussions, principal involvement, counselor involvement, loss of privileges, detention, suspension and expulsion. Depending on the seriousness of the act, expulsion from the school and/or referral to appropriate law enforcement agencies may be warranted.

Saint Patrick School Discipline Policy

PHILOSOPHY

We believe that Saint Patrick School provides a Christian atmosphere of love, trust, acceptance, and mutual respect. The parents must model Christian living, since they are the first teachers with the greatest influence on their children. The faculty, by their teaching and by their living, model for the students the Gospel values inherent in our faith. As the children mature, it is hoped that they will look beyond themselves to a life exemplified by Jesus in the Gospel.

STUDENT STANDARDS OF BEHAVIOR

In order to show respect, maintain safety, and focus on learning, I will follow “The Celtic Way.”

1. Be respectful
2. Be responsible
3. Be safe

“All for God!”

DISCIPLINARY ACTIONS

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school’s response to the students is appropriate. Consequences may be increased in cases of repeat offenses.

Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school. In cases where a serious disagreement between the school and parents cannot be resolved, or in cases where the conduct of parents is deemed to interfere with the education mission of the school, Saint Patrick School reserves the right to require parents to withdraw their child.

Description of Expectations:

Acts of Hate and/or Violence: This is any act of hate/violence including but not limited to: verbal abuse, slurs (including ethnic, religious, or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Staff/student conference, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Attendance Policy: Excessive Tardiness, Truancy, Leaving School without Permission, etc.: Students must follow the attendance policy as stated in the handbook. Students are expected to be on time for school and in their classrooms by 7:50 a.m.; missing the bus and oversleeping are not considered excuses for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a trimester, verbal notification, written parent notification, parent/guardian conference at school, detention, in-school suspension, referral to public school district, referral to law enforcement

Behavior during School Sponsored Activities/ Field Trips: Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs, and field trips. Behavioral expectations are consistent with school policies. Students are expected to listen to and follow the directions of the designated advisor during the event.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, removal from future activities, suspension

Behavior in Church: Students will walk to and from liturgies in an orderly, quiet, and respectful manner. Students are to be attentive, reverent, and prayerful in church.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Behavior in Halls: Students are to walk quietly and in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Behavior in Lunchroom: The lunchroom should be a safe, comfortable, inviting and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom, referral to administration, detention, suspension

Behavior in Restrooms: Students are expected to respect the rights of others and act responsibly in restrooms. Any misuses of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible Consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, student cleans up after self, parent/guardian contact, parent/guardian meeting, detention, in-school suspension, suspension

Behavior on Bus: The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding, and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver and follow the school district's rules and regulations.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, detention, in-school suspension, suspension

Behavior on Playgrounds/Recess: The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk to a designated area in an orderly fashion, use the equipment responsibly, use respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge. They must line up at the end of recess by listening for proper signals. They must enter the school building by walking quietly and being respectful of others who are working.

Possible Consequences: Verbal warning, recess privileges contained to the rejuvenation station, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, detention, in-school suspension, suspension

Bullying: Student must follow the harassment and bullying policy as stated in the handbook.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Cheating or Plagiarism: This is defined as using the work of others as your own.

Possible Consequences: Staff/student conference, no credit for the work, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, redo the assignment for reduced credit

Classroom Behavior: Students are expected to listen and follow all teacher directions.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Destruction of Property/Vandalism: This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges/rejuvenation privileges, detention, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement

Dress Code Violations: Students must follow the dress code policy stated in the handbook.

Possible Consequences: Staff/student conference, parent notification to bring in appropriate uniform, referral to the administration, detention, in-school suspension, suspension

False Fire Alarm: False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, recommendation for expulsion

Fighting/Physical Aggression: This includes but is not limited to: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, peer mediation

Inappropriate Language and/or Gestures: This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, prejudicial, or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Inappropriate Use of the Computer Systems: Student must follow the information technology policy as stated in the handbook.

Possible Consequences: Staff/student conference, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement, loss of Google account, loss of computer privileges at school

Incendiary Devices: This is the possession of firecrackers, matches, lighters, caps, or any other object which has the potential to start a fire.

Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, recommendation for expulsion

Insubordination/Disrespect: This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, substitute teacher, secretary, building service worker, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Malicious Pranks and Pseudo Threats: This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to fire marshal and/or law enforcement, recommendation for expulsion

Physical Attack on Staff or Fellow Student: This includes any aggressive physical battery on staff member or person. This includes any physical contact in an aggressive manner with the intent to do harm.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Possession and/or Trading/Selling of Non-School Related Items: This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parents to pick up, parent notification, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Possession of Communication and Other Electronic Devices: Cellular phones, electronic watches or personal radio devices must remain in the student's locker and turned off. Laser pointers and other disruptive devices will be confiscated.

Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Possession or Use of Destructive or Harmful Substances: This is possession of matches, firecrackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parents to pick up, parent notification, parent/guardian meeting, loss of recess privileges/ rejuvenation station, detention, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials: This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

Possible Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion

Sexual Harassment: Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

Possible Consequences: Staff/student conference, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Teasing: Verbal or Nonverbal: This includes name calling, put-downs, making fun of the way someone talks or walks, making fun of someone's looks or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased—a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school by the next day, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension

Theft/Burglary: This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to law enforcement, full restitution.

Theft/Extortion: Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Possible Consequences: Staff/student conference, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension,

suspension, referral to law enforcement, recommendation for expulsion, return or replace the value of the item taken, full restitution

Threats and/or Verbal, Written, or Cyber Abuse: This includes any overt or implied verbal or physical threat. Examples include, but are not limited to: telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian meeting, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Weapons: This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges/rejuvenation station, detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

All regulations cited can be read on Saint Patrick School's website at spscarlisle.org

SAINT PATRICK SCHOOL DISCIPLINE POLICY AFFIRMATION STATEMENT

Saint Patrick School is a Catholic, parochial elementary school. When parents register their child(ren) at Saint Patrick School, they are agreeing to abide by, help enforce, and be governed by all of the School rules and regulations. Saint Patrick School will remain the great educational institution it is only if strict discipline is maintained among its students. Accordingly, the school administration has an absolute right to enforce the school rules and regulations in a manner which is deemed at the sole discretion of the school administration, to be in the mutual best interest of the school and all its students. Saint Patrick School, as a private school, has the absolute discretion to prescribe such rules, regulations, and penalties for the violation thereof, as it deems necessary for the preservation of discipline in the furtherance of its scholastic and related endeavors. Acceptance of a student by a private school does not create a vested right to continued acceptance.

In order to confirm that the parents/guardians and students have read the above Affirmation Statement and agree to abide by and be governed by the policies and procedures set forth in this policy, it is required that the parent/guardian and child(ren) sign and date the below Acknowledgment and return it to the school office within the first week of school (or within 1 week of receipt, if applicable.) Students will not be admitted to class for failing to return the signed form.

ACKNOWLEDGMENT (annually): I/WE have read the Code of Student & Christian Conduct and the Harassment and Bullying Policy and agree to abide by the policies, procedures, rules, and regulations of Saint Patrick School as set forth in the above policies.

Please Print

Parent Name: _____

Child Name: _____

Child Name: _____

Child Name: _____

Child Name: _____

Parent Signature: _____

Child Signature: _____

Child Signature: _____

Child Signature: _____

Child Signature: _____

Date: _____

PLEASE SIGN THE ABOVE AND RETURN TO SCHOOL AS SOON AS POSSIBLE.

THANK YOU!