

YORK CATHOLIC HIGH SCHOOL
2017-2018
601 East Springettsbury Avenue
York PA 17403
717-846-8871
www.yorkcatholic.org
"O Mary, bestow your aid"



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PREFACE TO HANDBOOK

The following handbook contains rules and regulations to be followed by York Catholic High School (YCHS) students. Nothing contained herein is intended to, or shall be construed to, create any contractual obligations, express or implied, on part of the Diocese of Harrisburg or YCHS. The school retains the right to amend the handbook for just cause. Parents and students will be promptly notified if changes are made.

MISSION AND PHILOSOPHY OF YORK CATHOLIC HIGH SCHOOL

Mission:

York Catholic High School educates students focused on the cultivation of faith, mind, and heart. We, as a Christian family, are guided by a Catholic moral compass as modeled by Jesus Christ. Our students are academically sound, intellectually curious, and ethically prepared to serve the global community with grace.

Belief Statements:

1. We believe in a faith community that promotes Gospel values.
2. We believe in family, and foster a safe educational environment where each individual is valued and respected.
3. We believe in academic excellence and the cultivation of lifelong learning.
4. We believe that everyone is the image of God and we strive to develop the faith, mind, and heart of each student.
5. We believe in the value of diversity and each individual's unique God given talents and gifts.
6. We believe in the respect and dignity of human life in an atmosphere based upon Catholic moral values.
7. We believe in citizenship, promoting the betterment of school, church, community, and our world.
8. We believe in the development of a Catholic moral compass.
9. We believe service to others is a witness to our faith.

School Seal:

Our school seal symbolizes our ideals, what we are, and the means by which we hope to reach our goals.

- “In the cross salvation” – the cross is a symbol of our Catholicity by which we hope to receive the crown, whose seven points remind us of the seven joys and seven sorrows of Our Lady.
- Through her we hope to reach our destiny, and so with implicit faith in her power, our motto, “Maria Impende Juvamen” –“O Mary, bestow your aid” is an echo of St. Bernard’s Memorare, while the monogram, M. I., Maria Immaculata, signifies the chosen title of our Patroness.
- Besides Our Lady’s monogram, the shield, which is the symbol of the battle of righteousness, bears several other significant designs. The background is made up of lines and dots, which in heraldry represent green and gold respectively, our school colors.

- Ecclesiastical and civil authorities are symbolized. The crescent is representative of the Bishop of Harrisburg, and the white rose representative of the city of York.
- The eight stars that support the seal represent those who make Catholic education possible for us – the parishes of the York Deanery.

Spiritual Life

Our lifestyle reflects a Christian orientation to God with prayer central to this orientation. Therefore, the school day begins and ends with prayer. Classes begin with prayer, and other celebrations may take the form of Mass, and other devotional activities.

Mass: School-wide Masses and prayer services are celebrated during the year. Attendance is mandatory. It is expected that participation and decorum be reverent.

Retreat: Students are required to attend a spiritual retreat each year. Failure to participate in the required class retreat will result in that student needing to complete a pre-approved alternative retreat. Avoid scheduling appointments on retreat days.

Service: Each student is required to perform hours of non-remunerated community service each year within a volunteer program or individually. Family services such as mowing the lawn or babysitting are family obligations and will not be acknowledged as community service. Senior high students are required to verify eight (8) hours of service each semester (total of 16 hours per year) and junior high students are required to verify six (6) hours of service each semester (total of 12 hours per year). Students may not be absent from school to complete service hours, nor may they complete reportable service hours during the school day. If service hours are not completed by the end of the academic year, students will be required to perform service at the school immediately following the end of the school year in order to advance to the next grade level or, in the case of seniors, to receive their diploma.

Academic Program

YCHS is governed by the scholastic policy of the Diocese of Harrisburg, as issued from the office of the Diocesan Superintendent of Schools. Information on course offerings, class rank and levels of study can be found in the Academic Policy and Course Catalogs distributed to every student each school year.

Graduation Requirements: Graduation from YCHS depends upon the successful completion of all required courses as mandated by the Pennsylvania Department of Education, YCHS and the Superintendent of Education of the Diocese of Harrisburg.

A minimum of 25 credits in four years is required for graduation as follows:

4 Religion credits	2 Arts/Humanity credits
4 English credits	4.75 Elective credits
3 Social Studies credits	0.25 Health credits
3 Mathematics credits	1 Physical Education credit
3 Science credits	

In addition to the above, the following minor courses must be taken and passed: Survey of Art, Survey of Music, and Health.

Graduation Procedures: Attendance at all practices and ceremonies connected with graduation (Senior Breakfast, Awards Assembly, Baccalaureate, and Commencement) is mandatory for all seniors. Students are charged a graduation fee to cover the added expenses of the ceremonies and supplies. This fee varies according to the size of the class and the anticipated expenses and must be paid in the main office by the announced deadline. No diploma will be issued or transcripts forwarded until all academic, service, financial and disciplinary obligations have been satisfied. Any unbecoming conduct at any of the practices and ceremonies will bring disciplinary action.

Books: Students are responsible for the proper care of their books. Students will write their name and school year in their books and keep them covered at all times. Students may not write on the pages of a book which is owned by the school or the state. When a book is lost, damaged and/or missing, it is the responsibility of the student to whom the book was issued to make restitution. Students who do not return books or damage books beyond use will be charged a fee for book replacement. For all books on loan by the Commonwealth of Pennsylvania, parents must sign the "Certificate of Individual Request for Loan of Textbooks." This certificate must be on file in the main office.

Student Handbook/Agenda Books: All students are issued a student handbook/agenda book at the start of school. This book will be used to copy assignments and as a hall pass. Each student is required to carry the book. Replacement books may be purchased in the Main Office for \$7.00.

Report Cards: Report cards are distributed four times during the school year. For the first three marking periods, the report card is given to the student in school. Parents should be alert to the dates for these distributions published on the school calendar so they can expect the report at home. The final report card of the year will be mailed home.

Examination Exemption (Seniors): To serve as an incentive throughout the academic year and to reward seniors for academic diligence, a senior will be exempt from the final examination in May for any major course for which the following conditions are met: **1.** For a yearlong course a student must have maintained a semesterly average of 93%. For a semester long course, a student must have maintained a semester average of 93%. All 11th and 12th grade students enrolled in AP (Advanced Placement) courses will be exempt from a final exam. **2.** A written request for exemption from the examination, including parental permission, must be submitted to the subject teacher using the official exemption form. The subject teacher will sign the form after parental permission has been granted.

MMS: York Catholic High School links to MMS for online access to grades. Parents and students can access the site with their own unique user ID and password. Parents and students are encouraged to monitor progress online. MMS offers up to date information regarding assignments and current grades. **According to the policy established by the Board of Directors, if a student is remiss in the payment of fees or service hours, his/her report card will be withheld. In addition, MMS access will be withheld.**

Honor Code: The YCHS Honor Code states: "I pledge that I will neither give nor receive unauthorized assistance during the completion of academic work, or tolerate those who do."

According to the YCHS Honor Code, academic dishonesty includes but is not limited to, cheating, plagiarism, copying homework or other assignments, discussing assessments with other students, recycling previously graded work, and collaborating (including through digital means) on work when it is not within the assignment or instructor's guidelines. Cheating is further defined as: attempting to receive help in any way not approved by the teacher while completing a test, quiz or other assignment. Helping or attempting to help others commit academic dishonesty is also considered cheating. Plagiarism is further defined as: use of someone else's ideas or expressions, from any source, including print and electronic origins, as one's own work, either verbatim or paraphrased, without the acknowledgement of the person or proper citation. We call upon the YC student to be a responsible digital citizen, using technology with integrity in the completion of academic work.

Violation of the YCHS Honor Code is a serious offense. Students who violate the Honor Code will receive disciplinary and academic

consequences. Academically, any assignment related to the violation will receive an automatic 0 as a grade and students will be placed on the ineligibility list for the next closest ineligibility period. After one violation to the Honor Code involving a major quarterly assessment/assignment (test, project, etc.) or three violations involving minor assessments/assignments (homework, quiz, etc.), students will lose the privilege of earning any academic awards at the end of the year. Other consequences for Academic Dishonesty may include loss of cafeteria privileges, detention, and/or suspension.

Honor Roll:

The Senior High honor roll criteria will be as follows:

- **Distinguished Honors** – All grades 93 or higher, 90 or higher in AP classes; a 4.0 weighted quarterly gpa
- **First Honors** – All grades 89 or higher, 86 or higher in AP classes; a 3.5 weighted quarterly gpa
- **Second Honors** – All grades 85 or higher; a 3.0 weighted quarterly gpa

The Junior High honor roll criteria will be as follows:

- **Distinguished Honors** – All grades 93 or higher
- **First Honors** – All grades 89 or higher
- **Second Honors** – All grades 85 or higher

GPA: A cumulative grade point average will be calculated at the end of the year. This calculation only includes the student's six or seven major subjects each year. This will be cumulative for the high school years of the student and will be included on all transcripts. Students will have two GPA's: one in percentage form and the other based on a weighted 4.0 scale. The one using 4.0 as a basis will be used for ranking.

Grading System: Evaluation and grading of students' course work is expressed in terms of a numerical system from 100 down to 70, which is passing, and below 70 which is failing.

93 - 100 = A
85 - 92 = B
77 - 84 = C
70 - 76 = D
BELOW 70 = FAILURE

Transcripts: Students may have one copy of their transcript sent without charge. Any subsequent transcripts will be at a fee of \$3.00. Written permission to release records to the designated employer or school must accompany each request. For students less than eighteen years of age, written permission must be given by a parent/guardian. Students over eighteen years of age may authorize their own release of records. Official transcripts will be sent via mail to the designated college or scholarship. No official transcripts will be given to students or parents.

Tutoring: Tutoring is available to students by the members of the National Honor Society and other volunteers and requires teacher approval. Students should request tutoring through the subject area teacher for approval. Tutors and those students being tutored must follow the tutoring guidelines provided by the tutoring coordinator.

Afternoon Study: Afternoon Study is assigned to struggling students at the discretion of the Assistant Principal of Academic Affairs. Afternoon Study is teacher proctored and meets Monday through Thursday from 3:00 – 4:00 pm.

Students are assigned to Afternoon Study under the following circumstances:

- If a student is ineligible for three consecutive weeks
- If a student fails two or more major courses for a quarter
- Upon parental request

Academic Progress: Parents will receive an electronic notice through *email* if their child is failing or in danger of failing a subject throughout a marking period. If a student receives notification, this does not necessarily mean that he/she will fail the subject. Conversely, if a student begins to fail toward the end of the marking period, he/she will receive a failure for the marking period. All failure email notifications should be read and a reply sent to the teacher.

Failures: A YCHS student is expected to pass each subject each year. All failures in subjects required by the school for graduation must be made up in summer school or under a tutor approved by the school. If, in spite of this, the failure is not removed by the end of the summer, the school administration will determine whether the student will have to repeat the year. However, if in the opinion of the school administration there has been a lack of cooperation on the part of the student and/or parents and no sincere attempt has been made to remove the failure, the administration may deny the student the privilege of continuing at YCHS.

No more than TWO academic subjects may be made up in summer school. Any student with three or more academic failures must be retained in the same grade. However, if it seems to be in the best interest of the student and the school, the student may be permitted to try to make up one or two subjects in summer school with the understanding that this does not entitle the student to be advanced to the next grade. Any student who is repeating the year and who continues to carry two or more failures and/or is non-cooperative or a disciplinary problem may be asked to withdraw from school. No student may repeat the same grade more than two times.

Summer School: Information about credit recovery can be secured from the Assistant Principal of Academic Affairs. Private tutoring is required to make up a religion or foreign language failure.

Discipline Regulations

Students in the schools of the Diocese of Harrisburg are expected to conduct themselves in a manner that reflects favorably on themselves, their families and their schools, showing respect and consideration to others. Students are to recognize their individual responsibilities as a condition for their remaining at the school. Students are expected to conduct themselves inside and outside of school and at school-sponsored activities in a manner that reflects the moral teaching of the Catholic Church. Failure to do this may result in disciplinary action, including expulsion.

The discipline system was designed to safeguard the rights of others and make each student responsible for his or her own actions. Any student who verbally, physically or in any way threatens a teacher or another student is subject to dismissal.

The conduct of each student outside of school as well as during school does affect the reputation of YCHS. Each individual shares responsibility for the good name of our school. Therefore, any student whose behavior and/or lifestyle outside of school reflects negatively upon the school, including any electronically posted information, will be liable to disciplinary action by the school and, if necessary, dismissal.

Should a student be accused of a serious or criminal violation apart from school, he/she may be placed on home study until matters are resolved, or another determination has been made by administration. The administration reserves the right to adjust regulations during the course of the school year.

Conduct Infractions: Discipline is positive training by counseling, molding and strengthening in preparation for self-government and citizenship. The school retains the right to make exceptions in cases in which mitigating circumstances call for a different response than policy suggests. Additionally, incidents not specifically covered in these listings will be handled by the administration and a determination will be made based on the severity of the offense. In any suspension from school, parents/guardians may be required to meet with school administrators before the student can be reinstated.

Major Infractions: The following infractions, because of their serious matter will result in an unsatisfactory (U) mark in conduct, and the liability of suspension and/or expulsion. Multiple days of detention will be assigned.

- Stealing
- Possession of a weapon
- Use/possession/selling of drugs/alcohol/tobacco
- Under the influence of drugs/alcohol
- Actions of harassment, racism, ethnic statements, sexual orientations or making threats
- Damaging school property
- Conduct detrimental to the school
- Violation of faculty/staff privacy
- Tampering with a computer in individual classrooms or labs
- Touching or taking something from a teacher's desk without the teacher's permission

- Using a teacher's computer without the teacher's permission
- Getting into another student's locker, book bag, gym bag, lunch bag, etc.
- Fighting
- Truancy

Other Major Infractions resulting in an unsatisfactory mark(U) in conduct and multiple days of assigned detention include:

- Bullying
- Honor Code violation (cheating/plagiarism)
- Insubordination
- Cutting class/cafeteria/assigned period
- Interception of – and/or forging of parent's signature on official school mail or service hour forms
- Misconduct on stage or in audience during assembly
- Leaving school grounds without permission
- Disrupting or removal from class
- 10 or more days Tardy for the year
- Violation of the Technology Acceptable Use Policy

Minor Infractions: The individual teacher handles minor infractions and reports to administration as needed. If a minor infraction is repeated three or more times, it becomes insubordinate behavior and a major infraction.

- Profanity
- Lack of absentee note
- Disrespect to a teacher
- Throwing things in class/cafeteria
- Dress code infractions or improper grooming
- Food or beverage outside the cafeteria
- Public Displays of Affection – holding hands, etc. in the school building and/or on school grounds during school hours
- Possession of heavily caffeinated drinks, i.e. Red Bull, 5 Hour Energy, etc.
- Tardy
- Corridor violation – Students in hallways without a pass
- Card playing
- Usage of unauthorized electronic devices

Conduct Grades: Grades used to report conduct will be in three categories: Satisfactory (S), Needs Improvement (N), and Unsatisfactory (U). At the end of each quarter, the appropriate conduct grade for the quarter will be added to the report card. Unsatisfactory (U) is considered a failure in conduct. Students who receive a U on their report card at any time during the year may be placed on disciplinary contract for the following year. Failure in conduct for three quarters indicates a failure for the year. A failure in conduct can deprive a student of returning to YCHS.

Corridor Conduct: A teacher should be asked to sign the student handbook/agenda book to excuse the student from the classroom. **Only one student should be out of a class at a time.**

Detention Regulations: Detention is held each school day except Fridays in the Study Hall. Detention starts with sign-in at 3:05 p.m. and ends at 4:05 p.m. Each student must sign the detention roll sheet upon entrance.

1. Students must come prepared with study/reading materials for an hour; permission to leave the room will not be given.
2. Students are required to spend the time ACTIVELY studying/reading in silence and no sleeping will be permitted.
3. Detention is served in full uniform.
4. Detention begins the day after it has been imposed. **For each postponement, an additional day of detention will be assigned.**
5. If a student is legitimately absent from school the day detention was to be served, he/she must serve detention the next available day.
6. Three infractions in a marking period will result in a student being declared ineligible for an athletic/extra-curricular practice. Four infractions will result in missing a game or event. Five infractions will result in removal from the team or activity. The Dean of Student Affairs will review subsequent infractions for eligibility.

Expulsion: In situations where expulsion is warranted, it is the policy of the school to first give students the opportunity to voluntarily withdraw. If a student is expelled, the parents/guardians have the Right to Appeal the expulsion to the School Board of Directors. Such appeal must be made in writing to the Board President within ten days. Within one week of the appeal, the Board President will meet to review the case; only those involved in some pertinent way may be present. No attorneys may be present. At the review, the student and his/her parents/guardians will have the opportunity to present grounds for the possible re-admission of the student. The decision of the Board President is final. Only one appeal is permitted; in any subsequent expulsion, there is no appeal. The expelled student cannot attend classes during the appeal process. The Board Committee will consist of three members of the YCHS School Board of Directors appointed by the Board President. The student's Pastor, his/her school counselor, the Dean of Student Affairs and the Principal will also serve on the committee in a non-voting consultative capacity.

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

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

Bullying Prevention Program: The YCHS community sees as part of its mission the development of an environment of mutual respect for all its members. YCHS has established a “Bullying Prevention Committee” which is committed to protecting our students from damaging types of behaviors.

Bully shall mean repeated unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm; or
2. Placing a student in reasonable fear of damage to or loss of personal property; or
3. Creating an intimidating or hostile and unsafe environment that substantially interferes with a student’s educational opportunities

Sexual harassment, the unwanted and unwelcome sexual behavior toward another person, is inappropriate. Behavior considered sexual harassment may include, but is not limited to, the following: touching, grabbing or pinching in a sexual manner, spreading sexual rumors, referring to sexual anatomy, name calling, graffiti, pressure for sexual favors, indecent exposure and sexual messages either spoken, written, or electronically conveyed. If the sexual harassment is not stopped immediately upon request, then a report is to be made to the Dean of Student Affairs, with appropriate consultation by administrators or counseling staff as necessary.

Cyber bullying includes, but is not limited to, the following misuses of 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 Web site postings (including blogs & tweets). All forms of cyber bullying are unacceptable and offenders are subject to appropriate discipline.

Students are responsible for reporting all types of bullying incidents to a teacher, administrator, or faculty member, all of whom are required to report all types of incidents to the Dean of Student Affairs or a Guidance Counselor.

Disciplinary action to be taken for bullying includes, but is not limited to:

First occurrence: The Dean of Student Affairs and the appropriate guidance counselor will meet with the student. A guidance counselor or the Dean of Student Affairs will talk with parents, and appropriate discipline may be given.

Second occurrence: Parents will be notified. The Principal will be notified and further disciplinary action will be taken. Any future incident will be handled at the discretion of the administration.

Dress Code: General Regulations: Only skirts, skorts, shorts, slacks, pants, polo shirts, blazers and sweaters purchased from our uniform company, Flynn and O'Hara, are permitted. Other items may be purchased elsewhere. Students will be in uniform upon entering the building. All students are expected to be neat and well groomed at all times.

Shoe Policy: All shoes and soles must be black, brown, tan or navy. All other colors are prohibited. Shoes must be made of predominantly leather. There can be no patterns, stripes, sparkles, sequins, glitter, symbols or logos on the shoes. Shoelaces must be a neutral color and tied (no flopping). Sneakers, boots, moccasins, shoes above the ankle, high heeled, and open-toe or open back shoes are not permitted.

Gym Uniform: All students, male and female, are required to wear a YCHS physical education uniform consisting of:

- Official white YC logo t-shirt
- Official green shorts with YC logo on side
- Sneakers
- White crew socks/athletic socks

Dress Code expectations (at all times):

- All uniform attire should be in good repair, free of holes and tears
- All shirts/blouses must be tucked in
- Top button on boys dress shirts are to be buttoned
- Girls dress blouses may have one button undone
- Trousers are at waist level with visible belt – in black, brown or tan without writing
- Skirts can be no more than 2" above knee (front & back)
- Tie must be pulled to neck
- Hair for males should be well groomed, not in eyes, not over the shirt collar or the ears
- Male students will be cleanly shaven; young men in need of a shave will shave on site
- Dress shoes according to the above policy
- Socks must cover ankles for boys and be solid in color: black, brown, tan, white, or navy
- Only plain white undergarments/undershirts or YC gym t-shirt under uniform shirt are permitted

Uniform Standards for all Quarters

Senior High Girls Grades 9-12:

- Uniform green or plaid wraparound skirt
- Uniform navy blue or khaki skort or slacks
- Light blue, yellow or white button-down collar oxford cloth blouse (long or short sleeve) – only top button may be unbuttoned.
- Dark green or navy blue knee socks – solid
- Uniform sweater-green, navy blue or white in V-neck, vest or cardigan
- Uniform blazer with school seal

Senior High Boys Grades 9-12:

- Uniform khaki, navy blue or gray pants
- Light blue, yellow or white button-down collar oxford dress shirt (long or short sleeve)
- Uniform sweater-green, navy blue or white in V-neck, vest or cardigan
- Uniform blazer with school seal

Junior High Girls:

- Uniform green wraparound skirt
- Uniform skort-navy blue only
- Uniform slacks-navy blue only
- Button-down collar oxford cloth blouse-white only (long or short sleeve) – only top button may be unbuttoned.
- Dark green or navy blue knee socks – solid
- Uniform sweater-navy blue, V-neck or vest only

Junior High Boys:

- Uniform pants-navy blue or gray only
- Button-down collar oxford cloth dress shirt-white only (long or short sleeve)
- Neck tie, belt, socks that cover the ankle
- Optional: Uniform sweater-navy blue, V-neck or vest only

Seasonal Uniforms

First and Fourth Quarters:

- Senior High Boys and Girls may wear the uniform polo in white or navy blue.
- Junior High Boys and Girls may wear the uniform polo in white only.
- All Boys may wear uniform khaki shorts, only calf length socks in black, brown, tan or navy, with minimal emblem are permitted.

Second and Third Quarters:

- Optional: A white, yellow, or light blue turtleneck instead of the blouse or dress shirt

- Girls may wear solid, opaque dark green, navy blue or black tights with no pattern or design in place of the knee socks
- For junior high students, the uniform sweater is mandatory and must be long enough on boys to cover the belt.
- For senior high students, the uniform sweater or uniform blazer with the school seal are mandatory. The uniform sweater must be long enough on boys to cover the belt.

Prohibited Dress Code Items:

- Extreme style or fads
- Shaven configuration/ridgelines in hair
- Unnatural hair colors including bleaching/frosting for males
- Body piercing of tongue/eyebrows/other parts of body, no spacers
- Earring for males
- Sideburns longer than the ear lobe
- Visible tattoos
- Bandanas/scarves in hair
- Chains hanging from belts/pants

Administration has final judgment on what is deemed reasonable.

Dress Code for After-school & Extra-curricular Activities

The following dress code is in effect for students remaining in the building after school waiting for rides or participating in extra-curricular activities in or out of the building.

- The wearing of tight fitting shorts or short shorts is prohibited.
- Shirts must be worn at all times and must reach the waistline of shorts. Shirts must also have an acceptable modest neckline.
- No midriff exposure is permitted and no side-slit shirts are permitted.
- Pants will be at waist level with no undergarments visible.
- Writing on shirts will be appropriate with no alcohol advertisements or double meanings.
- No writing on the seat of any garment is permitted.

Casual Dress Requirements: On certain occasions, students may be granted permission to wear casual apparel to school. The following regulations will be enforced:

- No patched jeans, shorts or cut-off jeans
- Shirts must be long enough to tuck in
- No midriffs, muscle shirts, tank tops, or spaghetti strap tops
- Blouses/shirts must have sleeves and modest necklines
- No hats, no flip-flops, no pajamas
- Proper undergarments must be worn
- No inappropriate and/or offensive pictures or sayings on clothes
- No writing on seat of any garment
- All clothing must be neat and clean
- Skirts no shorter than 2 inches above the knee
- No open back shoes/no open toe shoes/no high heels

- Leggings/jeggings/yoga pants may not be worn as a substitute for pants

If a student violates the casual dress code, that student forfeits the privilege to dress casually.

Field Trip Dress Code: Students will wear uniforms for field trips unless prior approval has been given by the administration.

Dress Up Requirements: On certain occasions, students are permitted to “dress up” for specific events. Normally, these are occasions when students are representing YCHS at some special activity outside the school. The following regulations will be enforced:

For Gentlemen: Only dress shirt and tie with dress slacks (no jeans). Dress shoes and socks (no sneakers). Sweater or sport coat may be required.

For Ladies: Dress or skirt/skort/dress slacks combination with modest neckline in front and back. No strapless, tube top or spaghetti strap dress will be allowed. Dress/skort/skort hemline may be no more than two inches above the knee. No shorts, no skin tight fitted pants/jeggings/or leggings permitted. Dress shoes must be worn (no sneakers, no flip-flops). Any student not dressed appropriately may not be permitted to participate in the special event.

In each case, any dress code violation will be corrected in-house, if possible. When deemed necessary, a parent/guardian will be called to bring proper clothing for student dressed inappropriately. In such a case, the student will not be permitted to attend until appropriate clothing is available.

Formal Dress Code for Homecoming and Prom: The following guidelines have been established to help make York Catholic’s formal dances (Homecoming and Prom) enjoyable and memorable evenings.

All young men and women in attendance, whether a member of York Catholic student body or a guest of a York Catholic student, need to be dressed in formal wear and must comply with the rules and regulations of YC and the YC dress code.

For Ladies:

Gowns may not:

- Be shorter than two inches above the knee
- Be extremely low cut front or back
- Have slits higher than the knee
- Have bare midriffs or cut outs
- Have transparent or translucent material
- Have nude or flesh-tone colored material as a primary or secondary base color

For Gentlemen:

- Must wear a suit or sport coat, dress shirt, and tie
- Must wear dress shoes (sneakers are not permitted)
- May not wear earrings
- Must be clean shaven

We hope students will use common sense and good judgment when choosing formal attire. The York Catholic administration will make a final determination the night of the event as to what is appropriate attire. Those who choose to disregard these guidelines will be asked to contact a parent the night of the dance to bring suitable formal wear or will be asked to leave. Refunds will not be provided to students who violate this dress code.

Telephone, Entertainment, and Disruptive Devices: The use of a cell phone is strictly prohibited. If a cell phone is heard or visible between 8:10 AM and 3 PM during the school day, it will be taken to the Dean of Student Affairs. The administration has the right to search contents of any cell phones if cause is warranted.

If students have an emergency during the school day, they may use a phone in the main office. If a parent must contact a student during the school day due to an emergency please call the main office.

Student Assistance Program

YCHS's Student Assistance Program is in place to identify students who are having difficulties in school due to difficult life experiences, alcohol or drug use, depression, or other mental health problems. Referrals are made to the Student Assistance Team by teachers, counselors, principal, parents, peers, and sometimes by the students themselves. After reviewing the referral, if the team finds sufficient reason to believe there is a problem, a formal, confidential information-gathering process is started, and a meeting with the student and parents is scheduled. The Student Assistance Team works with the student and his/her family to develop a course of action to resolve identified problems.

If the parents and student choose, YCHS has the services of True North Wellness Services consultants who will come into the school to do a confidential assessment of the situation. This assessment can last up to three sessions and is free of charge. Every effort is made to schedule a student for the assessment during a study hall period. If the student and parent prefer, the assessment can be done outside of the school, at the consultant's office. The assessments conducted outside of school are also free of charge. It should be noted the student assistance process is very confidential. Although individual subject teachers are aware in a general sense that someone has a concern about a student, they are not given specific information unless the parents and student wish the information to be shared with the teachers. It should also be noted if a student violates the school's drug and alcohol policy; a referral to the Student Assistance Team for an assessment is automatically made. If a student has a concern about himself, herself, or another student, a guidance counselor or one of the teachers on the Student Assistance Team should be contacted about a possible Student Assistance referral.

Drug and Alcohol Guidelines Diocese of Harrisburg

The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, look-alike drugs, over-the-counter-drugs, heavily caffeinated drinks, drug-related paraphernalia or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is

forbidden and is considered a major disciplinary infraction. Being under the influence of illegal drugs, alcoholic beverages or mood-altering substances on school property or at a school-sponsored activity is likewise forbidden and is considered a major disciplinary infraction. After considering all circumstances, the Principal may suspend or expel a student for these major disciplinary infractions, depending upon the severity and/or frequency of such violations. The selling, pushing, or supplying of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia is an extremely serious situation which is to be reported to the parents/guardians of a student and ordinarily to law enforcement officials as well. If, in the judgment of the Principal, there are no extenuating circumstances, a student committing such an offense will be expelled from the school.

York Catholic High School Policy: Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort and rehabilitative and disciplinary procedures, YCHS will educate, prevent and intervene in the use and abuse of all drugs, alcohol and mood altering substances by any member of the student body.

Since the problem of abuse of controlled substances extends beyond YCHS (and Board) authority, the school further recognizes an obligation to actively seek and promote cooperative efforts with other organizations and individuals within the community to create broadly based programs of preventive and corrective action. YCHS will support the efforts of staff, parents, community organizations and students when planning on-going substance abuse prevention programs. For students and parents who wish help in approaching problems relating to controlled substances, the Student Assistance Team will offer information and guidance as well as procedures for obtaining assistance through legal and medical channels, community agencies and organizations, treatment centers and other therapeutic sources. The Student Assistance Team is subject to state and national laws regulating confidentiality.

Responsibility of School Personnel: All personnel at YCHS are to report immediately to their immediate supervisor any student involved in the use of, transfer of, or possession of alcohol or other drugs while on the school property or at a school sponsored function. They must document in writing the details of the incident and sign their name to the aforementioned document.

Definitions:

“Drug/Mood Altering Substance/Alcohol” shall include any alcoholic or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or a substance which is intended to alter mood.

Examples of the above include but are not limited to alcoholic beverages, chemicals, heavily caffeinated drinks, prescription medicines, over-the-counter medicines, or drugs not registered with the school nurse or annotated with the student’s health record. The “Student Assistance Team” (SAT) is a multi-disciplinary team comprised of school personnel (teachers, specialists, administrators, nurses, counselors) and members of designated community

agencies. The SAT has been trained to understand and work on the problems of adolescent chemical use, abuse and dependency, depression, suicidal tendencies, and other mental health problems. The SAT shall play a primary role in the identification and referral process of students through procedures outlined in these guidelines.

“Use” shall mean the ingestion, injection, or inhalation of any drug or alcoholic beverage, and shall also mean a condition or state of being of a student indicating to school authorities that such a student is “under the influence” in any setting in which students are responsible to school authority and/or supervision.

“Possession,” as defined exclusively from “Use,” shall mean the presence of a drug or alcoholic beverage on the person of a student, in any amount, in or on any item under the control of the student or owned by the student in any setting in which students are responsible to school authority and/or supervision.

“Distribution,” as defined exclusively from both “Use” or “Possession” shall mean the sale, transfer, trade, exchange, or aid therein, in any manner of any drug or alcoholic beverage from one person to another person, whether or not a student, when such distribution takes place in a setting in which said persons are responsible to school authority and/or supervision.

“Compliant Behavior” shall be defined as the willingness of a student and/or parent or guardian to work with staff and school personnel in complying with directives of the members of the SAT and/or this policy and/or Administrative Guidelines.

“Non-Compliant Behavior” is resistance or refusal, verbal, physical or passive, on the part of the student and/or parent or guardian to comply with the members of the SAT, and/or this policy and/or Administrative Guidelines.

“Drug Paraphernalia” includes any items that in the school’s judgment can be associated with the use of drugs, alcohol, or mood altering substances.

“School Sponsored Activity” is any meeting, gathering, class, or activity that is initiated, supervised, or coordinated by a school employee, whether or not said school sponsored activity occurs on school property.

Rules and Regulations: A student who on school grounds, during a session, or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood altering substance or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance shall be subjected to discipline pursuant to the provisions and procedures outlined in Diocesan policy and YCHS administrative guidelines. This also includes the misuse of over-the-counter drugs. The YCHS School Board reserves the right to use any measures deemed necessary to control substance abuse, drug testing if necessary, even if the same is not provided for in any rule or regulation enumerated herein.

Penalties

A. Student Possesses Drug Related Paraphernalia

A student who is found to have on his/her person or in his/her possession drug related paraphernalia will be treated as follows:

- Principal is notified immediately. Staff member submits a written report regarding the incident.
- The student, his/her desk, locker, car and other possessions will be searched.
- The parents of the student are notified and the student will be sent home immediately under parental supervision.
- Paraphernalia will be confiscated and analyzed when appropriate. Any cost incurred will be borne by the student/parent.
- The student will be required to meet with a representative of a chemical abuse agency, counselor or Principal.
- The student may be placed on a one-day out-of-school suspension and a three-day in-school suspension. The student will serve a detention of one month.
- The student will be on probation for the remainder of attendance. Any recurrence will result in the liability of immediate expulsion.
- The student will take a mandatory Drug and Alcohol test. Testing costs are the responsibility of the student/parent.

B. Illegal Drug or Alcohol Possession or Use—If Symptoms Observed

A student displaying symptoms of drug or alcohol use or those in possession in school or at a school sponsored activity and who is not seeking help on his/her own should be treated as follows:

- School personnel should notify the school nurse, a member of the Student Assistance Team, or the Principal for evaluation of current physical status. In the case of a school-sponsored activity, the chaperone will contact the group advisor or administrator. A written report of the incident will be submitted to the Principal.
- The school nurse or member of the SAT will notify the Principal/designate of the results of the evaluation.
- The Principal/designate shall meet with the student to ascertain whether there has been an infraction.
- The student, his/her desk, locker, car and other possessions will be searched.
- The parents of the student are notified and the student will be sent home.
- Analysis of the substance will be made, if necessary. This could involve immediate drug testing. Any cost incurred will be borne by the student/parent.
- The Principal should confer with the SAT following initial action. The student will be referred to the SAT. The student must sign a form releasing information concerning testing to the school and parents. The student who is compliant, as defined previously, may be assigned by the Principal to a one-day out-of-school suspension, a three-day in-school suspension, and a detention of 16 days. The

student will be required to participate in a drug/alcohol assessment within five business days of the initial referral and to comply with the recommendations following assessment. Furthermore, in the case of possession or "under the influence," the student will be excluded from extra-curricular or athletic activities for a period of 30 school days.

- A non-compliant student will be expelled.
- Random and/or periodic testing will be required at the expense of the family.

C. Student Suspected of Distributing a Drug, Mood Altering Substance or Alcohol OR Student Caught a Second Time in Possession, Use, or Under the Influence of Drugs, Mood Altering Substances or Alcohol

- School personnel or the chaperone with evidence of such should notify the Principal/designate immediately. A written report of the incident will be submitted to the Principal.
- The student, his/her desk, locker, car and other possessions will be searched.
- The parents of the student will be notified and will be requested to come to the school immediately.
- Analysis of the substance will be made, if necessary. Any cost incurred will be borne by the student/parent.
- The Principal/designate will investigate the circumstances.
- The police will be notified.
- If the student is in violation of policy, he/she will be expelled.

D. Students in Violation of an Extra-Curricular Contract Relating to Off Campus Possession, Use or Under the Influence of a Mood Altering Substance or Alcohol shall be treated as follows:

The student can choose one of the following:

- The student will be removed from extra-curricular activity for 60 days.
- The student will have a drug/alcohol assessment taken within 5 days and sign a release form to the Student Assistance Program and to the parents. The student must comply with all recommendations of the assessment. The student who is compliant can be reinstated to extra-curricular activities after 30 days.

In either case:

- The student will be placed on a Drug & Alcohol (D&A) Contract which will require D & A counseling. All recommendations must be shared with the Principal. The student will be drug tested for the remainder of his/her time at YC at the request of the Administration. Parents will be expected to conduct the testing within 24 hours of the school's request. All results must be sent directly to the Principal from the testing site. Failure to comply with this could result in dismissal from school.

- Individual extra-curricular contract policies are also in effect, i.e., Student Council members are removed from their positions for the remainder of the school year.
- Students will also be required to complete 30 hours of service to YC or the community.

Illegal Drugs or Alcohol by Non-Students:

A person who is not a student of YCHS who is suspected of, or known to be selling or providing drugs or alcohol to students, shall be treated as follows:

- School personnel shall notify the Principal/designate immediately.
- The Principal/designate shall inform the local law enforcement officials at once.
- If evidence is found, the school will press charges.

Drug and Alcohol Administrative Guidelines

Non-Crisis Situations:

A. A Student Seeking Help: A student seeking help should be referred to the Student Assistance Team or in their absence the school nurse or person designated by the Principal. The SAT will keep all aspects of the referral confidential.

These persons can offer to the student all the resources available in and out of school: guidance counselors, drop-in-programs, support groups, informational groups, psychologists, nurses, community counselors and outside agencies. An intervention conference with the SAT will be held if warranted by the particulars of the situation. Every effort shall be made to encourage the student to involve his/her parents or family.

B. Helping Others: Students or staff seeking help for a student should confer with the SAT. Those seeking help for others should be commended for their efforts; and they should be assured confidentiality would be honored. If the student in question is approached and denies that he/she has a problem, or refuses help, the student's record should be investigated and the parents apprised of the school's concern over their son/daughter. Lines of communication should be kept open with the student, the home and any helping agencies. The school shall request an assessment from the parents to assure the health and well-being of the student.

Crisis Situations:

A. Medical Emergency:

First person on the scene should immediately notify the school nurse and the Principal/designate and then render immediate aid, such as protecting the student from injury, clearing the area of other persons, etc.

The school nurse will:

- Render supportive measures: treat for shock; maintain open airway; support respiration; etc.
- Arrange for immediate transportation to the hospital emergency room at parental expense.
- Notify parents.

- Report details of the results of the above procedures to the Principal/designate and the Student Assistance Team.
- To facilitate prompt and proper treatment in the event of a suspected overdose, every effort should be made by the Principal/designate to ascertain the nature of the substance used. Further, the Principal/designate will investigate the incident. This may include a search of the student, his/her desk, locker, car and other possessions. Where the safety of the emergency victim or school population is at risk, the police will be notified. The SAT will be notified of the incident and given appropriate details.

B. Acting Out – Danger to Self or Others:

- To prevent the student from harming himself or others, the student should be taken to the school nurse or member of the SAT who will provide the student with quiet surroundings, giving reassurance. Under these circumstances the helper will avoid any confrontation or reference to punishment.
- Nurse will notify the Principal/designate and parents.
- Nurse will attempt to ascertain previous history and the names of a person or persons with whom the student has established communication or trust (e.g., guidance counselor, nurse, etc.). Arrange, if possible, for the student to confer with a person with whom he/she is familiar.
- Nurse and Principal will seek consultation with the school counselor or a community counselor.

C. Follow-up:

In any crisis situation where the use of drugs precipitates the crisis, the Principal/ designate should follow-up the incident according to the guidelines in the Penalties.

Student Activities

Academic Eligibility Policy: In its efforts to lead students to academic achievement, the administration and faculty of YCHS observe the following criteria for student participation in extra-curricular activities:

If a student is failing in more than one major subject in a week, he/she is ineligible to participate in any extra-curricular activities or events during the upcoming week, Monday through Sunday. If by the end of a one-week ineligibility period a student is passing all major subjects, he/she may resume participation in extra-curricular activities. If a student continues to have two or more failing grades, his/her ineligibility is extended for the next one-week period.

If a student fails two major subjects for any quarter, he/she will be ineligible until the first ineligibility list of the new quarter. If a student fails three or more major subjects in a marking period, he/she will remain ineligible through the duration of the new quarter.

Anti-Hazing Policy for All Extra-curricular Activities: The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.” (From Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law.

Athletics: A student’s eligibility to participate in the interscholastic athletic program at YCHS is a privilege. An athlete does not confer any honor or favor upon the school by his/her participation, but rather the school honors and confers a favor upon the student by allowing him/her to represent the school in any athletic event. Hence, unsportsmanlike conduct is a betrayal of a trust and may result in the forfeiture of this privilege and dismissal from the school.

A student’s eligibility to participate in the interscholastic program is determined by any rules and regulations of the Pennsylvania Interscholastic Athletic Association (PIAA), the York Adams Interscholastic Athletic Association (YAIAA) and any further regulations established by the school for eligibility and scholastic standing and academic status. All students must be in good academic standing to try-out for any team.

A student can be dismissed from the team/squad for the remainder of the season for any of the following reasons:

- Stealing
- Selling, Possession, use of or under the influence of drugs/alcohol.
- Any type of conduct which brings disfavor upon the school.

These rules apply to the student/athlete both in and out of school during the season of competition. If a student is dismissed from a team or squad, the student's picture will not appear in the yearbook. This includes senior individual pictures for that particular sport.

Students and parents must sign a contract to participate in athletics.

National Honor Society: Membership in the National Honor Society is based equally upon scholarship, leadership, service and character. To be eligible for consideration for membership, students in grades 11-12 must have a cumulative weighted grade point average of 3.625 and no major conduct infractions. They must be enrolled at YCHS for at least a semester. However, being part of the list of academically qualified students does not mean automatic membership. Affirmation by the faculty and administration is based on the student's character, leadership and service in and outside of YCHS. Affirmation for induction and continuance in the Honor Society occurs annually in the fall. Because acceptance is selection not election, explanation of inclusion or exclusion is not required. Membership carries with it responsibilities and should be considered an obligation. Any member who mars his or her record (academically or disciplinarily) in any way may be put on probation or dismissed from the chapter. Once dismissed, a student may not be reinstated in the Honor Society.

Dances: All YCHS dances are closed dances except Prom and Homecoming. If a student wants to bring a guest to one of these dances, he/she must obtain a guest permission form from the Dean of Student Affairs. A Guest Identification Card will be issued when the form is returned. In addition, parents of the YC student must call the Dean of Student Affairs to verbally give permission. No guest may be twenty-one years of age or older. The guest must be accompanied by the sponsoring YC student for admittance. Students in grades nine through twelve may not attend the dances designated for the seventh and eighth grade students and vice versa. Students who were asked to leave YC may not attend dances. Dances must be characterized by gentlemanly and ladylike conduct. Unrefined vulgar dancing is not tolerated. Type of dress for various dances will be announced. All rules pertaining to conduct at school functions listed in other areas of this handbook apply to school dances. Senior high dances are held at various times throughout the school year. Junior High dances are held from 7:00 p.m. to 9:00 p.m.

Junior/Senior Prom: This one formal social function of the year, is considered part of the educational program and is limited to 11th and 12th grade students of YCHS. Sophomores with permission from their parents may attend if invited by an upperclassman. Freshmen are not permitted to attend.

General Information and Regulations

Absence: Attendance is required of all enrolled students during the days and hours school is in session. Parents/Guardians have the responsibility of ensuring their students attend and remain in school daily. Students may be excused for temporary absences when satisfactory evidence is provided to warrant a reasonable cause for the absence. Since daily instruction of material

by the teacher is essential in our educational system, an absence of even one day may, understandably, result in lower grades.

More than ten days of accumulated absence is considered excessive. This limit does not include pre-approved educational trips or absence due to a death in the family. After 10 accumulated days of absence (excused and/or unexcused combined), a physician's excuse will be required for each additional absence (partial day or full day). Students with a history of chronic absence may be required to provide a physician's excuse prior to the accumulation of 10 days.

For YCHS students, twenty days absence is sufficient to warrant repeating the school year. The matter will be decided by the administration. Taken into consideration will be the frequencies of absences, reasons for the absences, attempts to make up work missed during the absences, etc.

Excuses will be kept on file. Cooperation in this matter is essential because of state laws governing school attendance. **Pennsylvania School Law states that "excused" absences (including partial day/lateness) include ONLY the following:**

Doctor/dentist appointments
School scheduled educational trips
Authorized school activities
Illness

The school reserves the right to excuse students for any reason. Any absence with no note or approval will be marked "Non-excused" and the student will be assigned detention.

Early Dismissal/Late Arrival: When a student is absent from school or needs to be dismissed early from school or will be late arriving to school, the following procedure is to be observed:

1. The parent/guardian calls the school attendance secretary. Call each day of absence by 8:30 a.m. using voice mail to give the reason for the absence, late arrival or early dismissal.
2. For early dismissals, a note is required in advance of the dismissal time in order for the student to leave school property. Parents picking up children must sign students out at the Attendance Office. If student drivers are to transport themselves, specific permission to do so must be granted by the parent.
3. Upon returning to school, the student has 2 school days to present a note to the Attendance Secretary with the following information, failure to do so will result in an unexcused absence and assigned detention.

Name of Student
Date(s) of Absence
Reason for Absence
Signature of Parent/Guardian

Any student arriving to school after 12:00 p.m. is not permitted to participate in any after school events that day. **Pennsylvania School Law states that "excused" absences (including partial day/lateness) include ONLY the following:**

Doctor/dentist appointments

School scheduled educational trips
Authorized school activities
Illness

The school reserves the right to excuse students for any reason. After 10 days of accumulated lateness to school (excused and/or unexcused combined), a physician's excuse will be required for each additional absence.

Tardiness: Tardiness is lateness due to negligence. Students should not be admitted late to homeroom without a pass. Verbal warnings may be given the first and second times a student is tardy. **The third tardy and all subsequent negligence of this nature for the year will result in the student being assigned to detention.** If a student is tardy more than ten times during the school year, tardiness becomes a major infraction and will result in four days detention for each subsequent day of lateness.

Family Trips: Under Pennsylvania law, family trips are not automatically an excused absence. If a family trip is absolutely necessary, the request for a student to be absent must be submitted in written form to the Attendance Office at least one week prior to the absence. Educational merit must be shown. Following the approval of administration, the student must obtain a Family Trip Form from the Studies Office to obtain assignments. The form must be filled out completely and a copy submitted to the Studies Office prior to leaving on the family trip. If the above procedure is followed, the absence will be marked "excused." A maximum of five days of excused absences due to a family trip will be permitted each academic year. **If the above is not followed, the absence will be marked "non-excused" and the teachers are not required to accept work.** Students must be traveling with their parents. It is the student's responsibility to obtain all work prior to the absence. Students are expected to have all work completed on the day of return. Tests missed must be scheduled immediately upon return to school. Trips should be taken during school vacation periods whenever possible. Approval will be denied to any student who is failing two or more subjects, has a cumulative average of 75% or lower, or has missed ten days or more of school. **No trips will be approved during Midterm and Final exams.**

College Visits: Any student wishing to visit a college must have a note from a parent requesting a visit to the college two days in advance. The student will then receive a "college visit" form from his or her Guidance Counselor. This form must be submitted on time to be excused for the visit. The Admissions Office of the college will verify the visit on the form. Two college visits will be permitted per year. Students are required to obtain work in advance. Failure to follow this procedure will result in a "non-excused" absence and teachers will not be required to accept work. If the visit is two days or more, the student must obtain a trip form from the Studies Office.

Funerals: Attendance at funerals is a Corporal Work of Mercy and oftentimes a source of consolation to the bereaved. A student is automatically excused in the event of the death of a parent, grandparent, brother, sister, brother-in-law,

sister-in-law, or other relative who lives in the same house as the student. If a student wishes to attend a funeral of someone other than those listed above, permission to do so must be requested from the Dean of Student Affairs. Family circumstances and the student's attendance record will be taken into consideration.

After School Policy: Students are expected to leave school at dismissal time unless remaining for a supervised after school activity. The lobby area is monitored during dismissal time until 4 p.m. The academic wing and cafeteria will close at 3:30 p.m. There is no supervision anywhere in the building after these times, with the exception of sports and clubs who have pre-scheduled meetings with their coaches or moderators. All other students are to have left the building. Please make arrangements for your child to be picked up from school on time as the school cannot be responsible for your children after dismissal, unless they have a pre-scheduled activity.

Announcements: Announcements are read in homeroom each morning. Additionally, some special announcements may be made over the PA system after prayers in the morning and at dismissal. All students will be seated and in silence during announcements. Students are not permitted to leave homeroom.

Bag Identification: All backpacks, gym bags, lunch bags and musical instruments must have name identification clearly visible on the outside of the bag.

Cafeteria: All students must go to the cafeteria at the time specified on their rosters. With the exception of approved water bottles, eating and drinking is restricted to the cafeteria. It is the responsibility of each student to clean his or her area after eating.

Students may not leave the cafeteria without the permission of the faculty member supervising the cafeteria. When given permission, only the lavatories in the main lobby are to be used by senior high students and only those adjacent to the lower end of the cafeteria are to be used by the junior high students. After eating, during lunch periods, students may move to the lower end of the cafeteria; however, no food or drink is to be taken into this area. During school hours, students are not permitted to order or accept delivery of food from local proprietors. The cafeteria is open to students until 3:30 p.m. in the afternoon. After this time, no one will be allowed in the cafeteria unless supervised by a teacher.

Celebrations During Lunch: We prohibit the distribution of cake, cookies, brownies or other food during lunch in an effort to meet our mandated national wellness guidelines. Also, in some instances the distribution of treats to some and not all presents the perception of exclusiveness by other students left out and thus does not foster our welcoming family atmosphere.

Change of Personal Information: A change of address, email address, telephone number, parish affiliation, etc., is to be reported immediately to the main office on the first day of the change.

Cleanliness of Our School: Students are expected to deposit trash and recyclables in proper receptacles after lunch or cafeteria study hall. Everyone should be involved in cleanliness and appearance. Halls, particularly around lockers, should be kept free of debris.

Collections/Distributions: Students may not take up collections and/or distribute materials without the expressed permission of the Principal.

Confidentiality: School personnel will keep confidential information entrusted to them as long as no one's life, health or safety is at stake.

Driving and Parking Lot: Safety and courtesy are expected in the parking lot. Parked cars are to be locked. Students are not allowed in parked cars during the school day. Students must exit their vehicles upon arrival and report immediately to the building. Students may only park in the following areas: the second and third rows of the parking lot closest to the building (first row is reserved for faculty), and the rear side section of the ice rink. In the parking lot, cars may be parked only within the lined spaces; entrance and exit lanes must be kept clear. Parking on school property and at the ice rink is a privilege, not a right. Proper driving speeds should be maintained at all times. Any breach of safety and/or courtesy will result in the forfeiture of the school parking lot privilege.

Emergency Closing: York Catholic uses an electronic emergency notification system called One Call Now. This system allows parents to be notified of weather delays, cancellations, or early dismissals through email, phone calls, and text messages. Each family is automatically registered for notifications by email and phone. At the beginning of the school year, parents will receive information about how to opt-in to the text messaging system.

Weather announcements are also made on WPMT Fox 43, WGAL-TV 8, and www.yorkcatholic.org. YCHS is closed only when specifically announced. YCHS may remain open even when some of the surrounding school districts are closed. However, if a student's local school district closes and is not providing transportation, the student is automatically granted an excused absence for the day.

These notification systems will also be used if school should be closed because of an emergency during the day.

Emergency Early Dismissals will be handled as follows:

- Student drivers will be dismissed simultaneously with their residing school district. Proper sign out procedures must be followed.
- Student bus riders will be dismissed at the time their bus from their residing school district arrives to school.
- Remaining students will be dismissed at the YC dismissal time for the day. Parents should follow the same local stations for YC dismissal times related to Emergency Early Dismissals.

- No students are permitted to leave with anyone other than a sibling or parent without parental permission.

Emergency Drills: Drills are a serious matter and will be conducted in that manner. Some general directions for students are:

- Each room has an exit plan showing the direction to leave the building.
- Students will walk to assigned exits.
- All windows/doors are to be closed.
- Silence should prevail during the drill.
- The first one out of an exit, should hold the door open until the building is cleared.
- When outside, students will remain with teacher and class.
- Students return to classrooms in silence.

Family Illness: Whenever a member of a student's family is seriously ill or in the hospital, the school would like to know. It is important that we pray for one another, and we should seek prayers for our loved ones. Please submit prayer requests to the main office or through the school's website.

Free Periods: During certain study periods, academically eligible students will be assigned to the cafeteria rather than the study hall:

- Sophomores - 2nd and 3rd Periods
- Juniors - 6th, 7th and 8th Periods
- Seniors - 1st, 2nd, 3rd, 6th, 7th and 8th Periods

Students must report to the assigned end of the cafeteria before the late bell for the period. They should come prepared with materials needed for the period; permission to go to a locker will not be granted. Permission for use of lavatories in main lobby, tutoring etc., may be given by the supervising teacher with the appropriate corridor pass and sign-out procedures followed. Failure to follow the regulations may result in the loss of the privilege. Any student failing two or more major subjects per quarter will lose cafeteria study privileges for the following marking period. Other students reporting to study hall must report for attendance at the beginning of the period. They may not sign out until teacher approval is given, with the exception of library and lobby duty. Quiet study will occur with no sleeping permitted.

Guidance: Each student is assigned a counselor during their time at York Catholic. Services include counseling for personal concerns such as family issues, peer relationships, stress management and grieving. Career and educational planning are addressed, both in individual and group settings dealing with career choices, high school course selection and post high school plans such as further education, jobs or the armed services. To provide adequate contact with students, the counselors require at least three sessions with each student in a combination of group and individual meetings. These meetings are scheduled during the students' free periods when possible. In addition to these meetings, students/parents may request additional time with the counselors by calling the appropriate guidance office. Students are given

an appointment slip during homeroom on the day of their scheduled appointment. If students do not report, and have not requested to be rescheduled, their name will be given to the Dean of Student Affairs. The counselors are members of the YCHS Student Assistance Team and the Bullying Prevention Team referred to in detail elsewhere in the handbook. The Guidance Department also maintains a Career and College Resource Room near the library. Parents are encouraged to contact their student's guidance counselor with questions and concerns.

Gym classes: Every student is required to participate in gym classes unless a written excuse from a doctor is presented to the gym instructor. Successful participation is a state, diocesan and YCHS requirement. A complete physical education uniform must be worn as detailed in the Dress Code section. The uniform can be purchased from the physical education department at YCHS.

Hall Passes: Students are not to be in the halls during class periods. Students may make appointments to meet with the members of the administrative and guidance staffs by obtaining a pass before school or between classes. Students without passes should not be given permission to go to the office unless there is an emergency. Students who wish to work with a classroom teacher or in any specialty area, such as the music or art rooms, during study hall or lunch are to obtain a pass before school or between classes. These passes are to be issued on the day needed and not be retained by the student. Students with passes must report to the study hall or cafeteria for attendance or to the cafeteria for lunch and then, with the proctor's permission, sign out to the other area.

Illness and Infirmary: To receive school medical attention, the student obtains a pass to visit the nurse from his/her classroom teacher. If the nurse sends the student home, he/she receives permission to leave school from the Attendance Desk or the Dean of Student Affairs. A sick student is never sent home from school if parental contact is not made. The student is confined to the nurse's office until a parent or relative can be contacted. In the event a student must be taken to the hospital, an adult will accompany him/her.

Medications: Following state regulations, we cannot provide any medications to students. We do, however, wish to assist parents where a child has a chronic medical condition that may require daily or periodic medication, either prescription or over-the-counter. For such instances, we require a note from parents for permission, an instruction from the family physician ordering the medication and the required medication. Students may not carry any medication.

Acceptable Use Policy for York Catholic Technology:

The Acceptable Use Policy for York Catholic High School establishes guidelines for appropriate use and enforcement. It is a clearly defined document that communicates a mutual understanding of how technology may be appropriately used through school resources. The Acceptable Use Policy is designed to protect the interests of students, parents, teachers, and

administrators.

- School technology (hardware, software, network, communication, etc.) systems are provided for educational use and not for personal or recreational use (i.e., gaming, gambling, shopping, file sharing, social networking, etc.).
- The school will monitor use of the technology (hardware, software, network, communication, etc.) systems, email, and other digital communications.
- Passwords are confidential – do not share your password with anyone. Do not use any other student's username and password.
- Do not disclose or share personal information about yourself or others when online.
- The web filter cannot block every inappropriate site, image, etc. Immediately report any inappropriate material discovered while in use of the school computers.
- Do not use any programs or software that might allow you to bypass the filtering/security systems in place.
- Do not install or attempt to install programs of any type on the computers.
- Do not alter any computer settings.
- Do not open any attachments to emails, unless you know and trust the person or organization sending the attachment.
- Immediately report any damage or faults involving equipment or software, regardless of how it may have occurred.
- Do not download, use, copy, or otherwise duplicate, and/or distribute copyrighted materials without the specific written permission of the copyright owner, except for educational purposes where duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC). This includes the work of others within the school system.
- Do not upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- Do not create or administer social media accounts using York Catholic's name or logos.
- Be responsible when using technology to communicate with others. Be courteous and respectful of the opinions of others while communicating online.
- Refrain from impersonating another user online.
- Do not take or distribute images of anyone without their permission, and do not take or distribute inappropriate images of yourself.
- The school has the right to take action against any student involved in incidents of inappropriate behavior covered in this agreement, in or out of school (examples would be cyber-bullying, use of images, or personal information, etc.).
- If any student fails to comply with the Acceptable Use Policy Agreement, they will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, parent notification, possible expulsion, and in the event of illegal activities, police involvement.

Google Email Accounts:

- York Catholic students are not to use their York Catholic email address to set up any personal accounts.
- York Catholic students are not permitted to correspond with any faculty, staff, coaches, volunteers, etc. through social media sites, except through authorized and approved York Catholic social media sites.
- All email correspondence between York Catholic students and faculty, staff, and coaches must be through the York Catholic Google Mail Account and be for school purposes only.

Library Information: Our library has a collection of over 10,000 books and online reference databases for research. In addition, there are fifteen computers available with Internet access and table seating capacity for forty more students. Our library website contains links to online card catalog, project and homework help, databases and research tools, as well as other useful information.

The Library Regulations are as follows:

1. All faculty members and students of YCHS are entitled to use the library and sign out materials.
2. Library hours are from 7:30 a.m. to 3:30 p.m. each school day, unless a meeting before or after school prevents usage.
3. Students are allowed to use the library for research or reading and are free to do so before or after school.
 - a. During the school day all students must first report to their assigned study hall for attendance where the study hall moderator will allow the predetermined amount of students to the library.
 - b. If a class is in session in the library, students must ask permission to enter during that period.
 - c. If students leave the library for any reason they must have their student handbook signed and also sign out on the attendance sheet.
4. Although students are allowed to work in study groups, they must be respectful of those taking tests and being tutored while in the library.
5. All materials must be checked out at the circulation desk computer.
6. Books in the general collection may be checked out for two weeks. Books may be renewed if others have not requested them.
7. Reference books may be borrowed overnight. They are checked out by the student and must be returned before the first period the following day. Items borrowed on Friday morning are due Monday morning.
8. Students will be charged ten cents per page for printing materials from the printer or copier.

Library Fines:

1. A fine of five cents a day will be charged for overdue books from the general collection.

2. Lost or damaged books are the responsibility of the student. The current market price will be paid for the replacement or reordering of the book. Reimbursement will be paid if the book is found during the school year.
3. If fines are not paid after final overdue notice, the Librarian may issue one hour of detention for each day the fine remains unpaid.

Lockers: Each student is assigned an individual locker. Lockers are to be kept closed when not in use. Valuables should not be kept in lockers, particularly during gym class or team practices. Any valuables should be given to teachers/coaches for safe-keeping. The school cannot be responsible for theft. Students are required to keep a clean and orderly locker and lockers should be cleaned at the end of each quarter. Students are permitted to go to their lockers before and after school and during the three-minute time for change of class. No student may go to a locker without a pass during a class period, including lunch periods and homeroom period. Consideration for others demands that students use their locker as quietly as possible. **Please Note:** Lockers are the property of the school and are subject to inspection by the school administration at any time. No student is permitted access to another student's locker under any circumstances. Any student who locks his/her locker must submit a key or combination to the Administration before the lock is installed.

Communication to Parents: Important information is emailed to parents nearly every week. If parents change email addresses mid-school year, please be sure to update the new address with the main office. Also, please consult the YC website often at www.yorkcatholic.org. The website includes the school calendar, forms, and other important information.

Office Hours: The main desk is open from 7:30 a.m. to 4:00 p.m. Monday through Thursday and from 7:30 a.m. to 3:30 p.m. on Friday throughout the school year. Parents should make every effort to pick up students by dismissal unless they are involved in scheduled practices. Summer hours are from 8:00 a.m. to 3:00 p.m. Monday through Thursday. All business must be conducted during these times. After office hours, the telephone voice mail system or the website's email system can be utilized. Teacher emails and voicemails are not monitored during summer hours.

Posters: The Administration must authorize posters, flyers and notices for any school bulletin board or wall surface before they may be exhibited. Posters should not be placed on wood surfaces and masking tape should be used. Special sticky tack must be used in the Cafeteria.

Supplies: Students are not permitted to bring scissors, white out and rubber cement to school or have them in their book bags. If necessary in class, the teacher will provide them.

Telephone: The school telephone may not be used for any calls other than official business. A telephone is available in the main office for student use in urgent situations.

Tuition: The 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 for receiving instruction in the teachings of Jesus Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranties or converts or contractual obligations on the part of the school.

Use of School Grounds/Facilities: Normal student times during regularly scheduled full days are 8:00 AM-3:00 PM where the school supervises students. Authorized use of the school and grounds requires those student clubs and organizations to provide effective supervision to ensure safety.

Visitors Policy: The safety of our students and employees is a top priority. Anyone entering the building during regular school hours must sign in at the main desk and obtain a visitor's badge. Visitors are not permitted to be inside the school without a visitor's badge at any time. Anyone visiting with an employee must have an advanced appointment with the person they are meeting. Alumni are always welcome back to York Catholic. Our Alumni Relations Office is happy to escort alumni through the building on scheduled tours. They can be reached at 717-846-8871 x222. If requesting a tour for admissions the Director of Enrollment guides guests to educational opportunities. The office can be reached at 717-846-8871 x220.

Visiting Students: Only students considering transferring to YCHS may visit the school for the day and attend classes. The visit is to be scheduled through the Admissions Office. A parent/guardian of the visiting student must make the request by calling the Director of Enrollment at least one week prior to the proposed visit. Shadowing will be offered between October 1 and May 15. Appropriate apparel will be required for all visitors. Gentlemen will be required to dress according to our daily code found in this handbook. Ladies are to wear dress slacks and blouse or a knee length skirt or dress. No jeans, shorts, or capris permitted.

Working Papers: Any student under eighteen years of age who wishes to obtain employment must first acquire working papers. Working papers must be obtained from the public school district in which the student resides.

ALMA MATER

Fondly we hail thee, Alma Mater, fair White Rose. Gentle Mother teach us wisdom, love of friend and foe. Keep us loyal to thy love and true to Heaven's Queen, Proudly we raise on high the Gold and Green.
Never we'll fail thee, Alma Mater, Mother True. Faithfully we'll strive to prove our loyalty to you. High ideals we'll keep before us - steadfast and serene. Through life we'll conquer 'neath the Gold and Green.

PRAYERS

Prayer of Praise

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now and ever shall be, world without end. Amen.

Hail Mary

Hail Mary, full of grace. The Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The Angelus

V – The Angel of the Lord declared to Mary:

R – And she conceived of the Holy Spirit.

Hail Mary...

V – Behold the handmaid of the Lord.

R – Be it done unto me according to Thy word.

Hail Mary...

V – And the word was made flesh

R – And dwelt among us.

Hail Mary...

V – Pray for us, O Holy Mother of God.

R – That we may be made worthy of the promises of Christ.

V – Let us pray:

R – Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of the angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ our Lord. Amen.
Sign of the Cross

Regina Caeli

V – Queen of Heaven, rejoice, alleluia.

R – For He whom you did merit to bear, alleluia.

V – Has risen, as he said, alleluia.

R – Pray for us to God, alleluia.

V – Rejoice and be glad, O Virgin Mary, alleluia.

R – For the Lord has truly risen, alleluia.

V – Let us pray.

R – O God, who gave joy to the world through the resurrection of Thy Son, our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the Virgin Mary, his mother, we may obtain the joys of everlasting life. Through the same Christ our Lord.

Amen. Sign of the Cross

REGULAR SCHEDULE

Noted on School Calendar with letter day as "1"*

Junior High Lunch

Warning Bell 8:10
Homeroom 8:15-8:26
Period 1 8:29-9:11
Period 2 9:14-9:56
Period 3 9:59-10:41
Lunch 10:44-11:15
Period 4 11:18-12:00
Period 5 12:03-12:45
Period 6 12:48-1:30
Period 7 1:33-2:15
Period 8 2:18-3:00

Senior High Lunch A

Warning Bell 8:10
Homeroom 8:15-8:26
Period 1 8:29-9:11
Period 2 9:14-9:56
Period 3 9:59-10:41
Period 4 10:44-11:26
Lunch A 11:29-12:00
Period 5 12:03-12:45
Period 6 12:48-1:30
Period 7 1:33-2:15
Period 8 2:18-3:00

Senior High Lunch B

Warning Bell 8:10
Homeroom 8:15-8:26
Period 1 8:29-9:11
Period 2 9:14-9:56
Period 3 9:59-10:41
Period 4 10:44-11:26
Period 5 11:29-12:11
Lunch B 12:14-12:45
Period 6 12:48-1:30
Period 7 1:33-2:15
Period 8 2:18-3:00

MORNING ASSEMBLY SCHEDULE

Noted on School Calendar with letter day as "2":

Junior High Lunch

Warming Bell 8:10
Homeroom 8:15 - 8:26
Period 1 8:29 - 9:03
Period 2 9:06 - 9:40
Period 3 9:43 - 10:17
Assembly 10:20 - 11:20
Lunch 11:23 - 11:51
Period 4 11:54 - 12:30
Period 5 12:33 - 1:09
Period 6 1:12 - 1:46
Period 7 1:49 - 2:23
Period 8 2:26 - 3:00

Senior High Lunch A

Warming Bell 8:10
Homeroom 8:15 - 8:26
Period 1 8:29 - 9:03
Period 2 9:06 - 9:40
Period 3 9:43 - 10:17
Assembly 10:20 - 11:20
Period 4 11:23 - 11:59
Lunch A 12:02 - 12:30
Period 5 12:33 - 1:09
Period 6 1:12 - 1:46
Period 7 1:49 - 2:23
Period 8 2:26 - 3:00

Senior High Lunch B

Warming Bell 8:10
Homeroom 8:15 - 8:26
Period 1 8:29 - 9:03
Period 2 9:06 - 9:40
Period 3 9:43 - 10:17
Assembly 10:20 - 11:20
Period 4 11:23 - 11:59
Period 5 12:02 - 12:38
Lunch B 12:41 - 1:09
Period 6 1:12 - 1:46
Period 7 1:49 - 2:23
Period 8 2:26 - 3:00

AFTERNOON ASSEMBLY SCHEDULE

Noted on School Calendar with letter day as "3"*

Junior High Lunch

Warning Bell 8:10
Homeroom 8:15 - 8:26
Period 8 8:29 - 9:03
Period 1 9:06 - 9:40
Period 2 9:43 - 10:17
Period 3 10:20 - 10:54
Lunch 10:57 - 11:25
Period 4 11:28 - 12:04
Period 5 12:07 - 12:43
Period 6 12:46 - 1:20
Period 7 1:23 - 1:57
Assembly 2:00 - 3:00

Senior High Lunch A

Warning Bell 8:10
Homeroom 8:15 - 8:26
Period 8 8:29 - 9:03
Period 1 9:06 - 9:40
Period 2 9:43 - 10:17
Period 3 10:20 - 10:54
Period 4 10:57 - 11:33
Lunch A 11:36 - 12:04
Period 5 12:07 - 12:43
Period 6 12:46 - 1:20
Period 7 1:23 - 1:57
Assembly 2:00 - 3:00

Senior High Lunch B

Warning Bell 8:10
Homeroom 8:15 - 8:26
Period 8 8:29 - 9:03
Period 1 9:06 - 9:40
Period 2 9:43 - 10:17
Period 3 10:20 - 10:54
Period 4 10:57 - 11:33
Period 5 11:36 - 12:12
Lunch B 12:15 - 12:43
Period 6 12:46 - 1:20
Period 7 1:23 - 1:57
Assembly 2:00 - 3:00

TWO HOUR DELAY BELL SCHEDULE

10:10	Warning Bell
10:15 - 10:26	Homeroom
10:29 - 10:57	Period 3
11:00 - 11:28	Junior High Lunch/Period 4 Sr. High
11:31 - 11:59	Period 5/ Senior High Lunch A/ Junior High Period 4
12:02 - 12:30	Period 5/ Senior High Lunch B/ Junior High Period 5
12:33 - 1:00	Period 6
1:03 - 1:30	Period 7
1:33 - 2:00	Period 8
2:03 - 2:30	Period 1
2:33 - 3:00	Period 2

STUDENT / PARENT AGREEMENT

We have received and read the 2017-2018 York Catholic Student Handbook.

Your signature below indicates you have read and understood the following:

- **York Catholic Student Handbook.**
- **York Catholic Drug & Alcohol Policy.** I understand that my child's choices related to substance abuse both on and off campus are subject to review and possible disciplinary action at any time. Failure to return this agreement may warrant disciplinary action.
- **York Catholic Acceptable Use Policy.** Parents/guardians and students understand that by signing the student/parent contract they are agreeing to abide by the guidelines and rules set forth in the Acceptable Use Policy. They are allowing their children to access the York Catholic High School network which includes access to the internet. York Catholic High School provides network use for educational purposes and makes every effort to protect the students from any harmful or inappropriate material.

In addition to the York Catholic High School Acceptable Use Policy, you agree to the terms of service for Google Apps for Education, as stated in the Google Apps Acceptable Use Policy. Violations of these terms may result in termination of your account.

Student Name _____

Homeroom _____

Student Signature _____

Date _____

Parent Name _____

Parent Signature _____

Date _____

*Please carefully remove this page from this Handbook
and return it to York Catholic by
August 31, 2017.*