



# YORK CATHOLIC MIDDLE & HIGH SCHOOL

2022-2023

601 East Springettsbury Avenue

York, PA 17403

717-846-8871

[www.yorkcatholic.org](http://www.yorkcatholic.org)

“O Mary, bestow your aid”

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **PREFACE TO HANDBOOK**

The following handbook contains rules and regulations to be followed by York Catholic Middle & High School (YC). 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 YC. 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 MIDDLE & HIGH SCHOOL**

### **Vision Statement**

To be the school of choice for secondary education in York County.

### **Mission Statement**

Guided by a Christian moral compass, we educate our students in an atmosphere of faith, family, and mutual respect, preparing them to serve the global community.

### **Values Statement**

1. We believe in a faith community that promotes Gospel values and a Christian moral compass.
2. We believe in valuing and respecting each individual in a safe educational environment.
3. We believe that collaboration between our students and highly qualified, compassionate faculty fosters academic excellence and lifelong learning.
4. We believe that everyone is created in the image of God and we strive to develop the faith, heart, body and mind of each student.
5. We believe in the value of diversity and in 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, country, and world.
8. We believe service to others is not only a witness to our faith, but a lifestyle.
9. We believe in the importance of self-discipline and personal accountability in the development of our students.

## **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. High School students are required to verify eight (8) hours of service each semester (total of 16 hours per year) and Middle School

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 each semester, report cards and Focus access will be withheld. Also, students will not be permitted to advance to the next grade level, nor receive schedules until all service hours are complete.

**School Board Financial Policy**

The following School Board policy is written to ensure the financial stability of the school. Families should be aware of the following guidelines regarding tuition and fees.

If a student is remiss in the payment of tuition, fees, service hours, or other outstanding obligations, his/her report card and Focus access will be withheld. In addition, students whose tuition accounts are 60 days past due will not be permitted to participate in activities outside of the regular school day hours. Students whose tuition accounts are 90 days or more past due may not be permitted to attend York Catholic until balances are rectified. Any inquiry regarding tuition and fees should be directed to the attention of the Business Office.

**Academic Program**

York Catholic 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 York Catholic depends upon the successful completion of all required courses as mandated by the Pennsylvania Department of Education, York Catholic, 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: Music History and Health.

**Graduation Procedures:** Attendance at all practices and ceremonies connected with graduation (Senior Luncheon, 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 is paid through Simple Tuition Solutions (STS). 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 schedule 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 quarters, 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 year-long 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 11<sup>th</sup> and 12<sup>th</sup> 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.

**Focus SIS & Google Classroom:** York Catholic uses a student information system called Focus for online access to grades, and Google Classroom for online access to assignments. Parents and students can access Focus with their own unique user ID and password. Parents and students are encouraged to monitor progress online. Google Classroom is only accessible by students. **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, Focus access will be withheld.**

**Honor Code:** The York Catholic 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 York Catholic 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 York Catholic Honor Code is a major infraction. 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, multiple days of detention, an Unsatisfactory (U) mark in conduct, and the liability of suspension and/or expulsion.

### **Honor Roll:**

The High School honor roll criteria will be as follows:

- **Distinguished Honors** – All grades 93 or higher, 90 or higher in AP classes
- **First Honors** – All grades 89 or higher, 86 or higher in AP classes
- **Second Honors** – All grades 85 or higher

The Middle School 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 GPAs: 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:** 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 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 guidelines provided by the coordinator.

**Afternoon Study:** Afternoon Study is available for any student in need of a structured study space after school. Student athletes are welcome to attend; any student on the weekly ineligibility list will be encouraged to attend. Afternoon Study runs Monday through Thursday from 3:00 p.m.–4:00 p.m. and is teacher proctored.

**Absences:** Students are required to make up any work missed during an absence. Students are responsible for getting notes, missed assignments, and making up any assessments.

**Late Work:** Due dates for assignments are expected to be met. Late work will not receive full credit. No teacher will accept work later than two weeks past the due date.

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

**Failures:** A York Catholic 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 York Catholic.

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 subject 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 attend the same grade more than two times.

**Summer School:** Information about credit recovery can be secured from the Director of Studies. 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.

**Conduct Detrimental to the School:** The conduct of each student outside of school as well as during school does affect the reputation of York Catholic. 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 asked to leave the school 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.

**Distance Learning:** In the event Distance Learning is used during the school year, all Student Handbook policies continue to be in effect.

**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. In addition, multiple days of detention will be assigned.

- Stealing
- Possession of a weapon
- Use/possession/selling of drugs/alcohol/tobacco/vaping substance or device
- Under the influence of drugs/alcohol
- Threats or harassment that target race, ethnicity, or sexual orientation
- Damaging school property
- Conduct detrimental to the school
- Violation of faculty/staff and student privacy
- Tampering with another person's electronic device
- Touching or taking something of someone else's that is not his or her own without permission
- Getting into another's personal belongings, to include a locker, book bag, gym bag, lunch bag, etc.
- Fighting or physically assaulting faculty/staff or another student.
- Truancy
- 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
- Leaving school grounds without permission
- Being removed from class
- 10 or more days tardy for the year
- Violation of the Technology Acceptable Use Policy
- Acts of sacrilege

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

- Profanity
- Disruptive behavior in class
- Lack of absentee note
- Disrespect
- Throwing things in class/cafeteria

- Dress code infractions
- Hair policy infraction or improper grooming
- Food or beverage outside the cafeteria
- Gum chewing
- Public Displays of Affection – holding hands, etc. in the school building and/or on school grounds
- Tardy
- Late to class
- Corridor violation – Students in hallways without a pass
- 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 YC.

**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. 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 unexcused postponement, an additional day of detention will be assigned.**
5. Detention dates are set by administration and are non-negotiable.
6. If a student is legitimately absent from school the day detention was to be served, he/she must serve detention the next available day.

**Athletic consequences of detention:** Three infractions in a season will result in a student being declared ineligible for an athletic/extracurricular practice. Four infractions will result in missing a game or event. Five infractions will result in removal from the team or activity. Administration 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 York Catholic School Board of Directors appointed by the Board President. The student's Pastor, his/her school counselor, the Director of Student Services, 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 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:** The York Catholic community sees as part of its mission the development of an environment of mutual respect for all its members. York Catholic 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 unacceptable. 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 Director of Student Services, 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 social media postings. 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 Director of Student Services or a Guidance Counselor. Disciplinary action will be issued as deemed necessary.

**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 must be black, brown, tan or navy. All other colors are prohibited.
- Soles must be of the same color as the shoe or white.
- 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.
- Shoes that tie must have laces.
- Sneakers, boots, moccasins, high heeled, and open-toe or open back shoes are not permitted.

**Gym Uniforms:** All students, male and female, are required to wear a York Catholic physical education uniform consisting of:

- Official white YC logo t-shirt
- Official green shorts with YC logo on side
- Sneakers
- 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)
- Ties must be worn with a dress shirt for males. Tie must be pulled to neck.
- Dress shoes according to the above policy
- Only plain white undergarments/undershirts or YC gym t-shirt under uniform shirt are permitted



### **Hair and grooming policy for male students:**

- Hair should be well-groomed.
- Hair should not be longer than the eyebrows or over the shirt collar.
- No shaven configuration/ridgelines in hair.
- No unnatural hair colors, including bleaching/frosting.
- No man-buns, pig-tails, headbands, or bandanas.
- Sideburns may not be longer than the earlobe.
- Male students will be cleanly shaven; young men in need of a shave will shave on site.

### **Uniform Standards for all Quarters**

#### **High School Girls Grades 9-12:**

- Uniform green or plaid wraparound skirt
- Uniform khaki two pleat skirt 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, navy blue, or black socks – solid – calf length or knee high. Girls may wear solid dark green, navy blue, or black tights with no pattern or design in place of knee high socks. White socks are not permitted.
- Optional uniform sweater – green or navy blue in V-neck, vest or cardigan; navy blue 1/4 zipper
- Optional uniform blazer with school seal

#### **High School Boys Grades 9-12:**

- Uniform khaki or gray pants
- Light blue, yellow or white solid button-down collar dress shirt (long or short sleeve)
- Optional uniform sweater – green or navy blue in V-neck, vest or cardigan; navy blue 1/4 zipper
- Neck tie and belt
- Solid dark socks that cover the ankle
- Optional uniform blazer with school seal

#### **Middle School Girls Grades 7-8:**

- Uniform green wraparound skirt
- Uniform khaki two pleat skirt or slacks
- 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 – calf length or knee high. Girls may wear solid dark green, navy blue, or black tights with no pattern or design in place of knee high socks. White socks are not permitted.
- Optional uniform sweater – navy blue, V-neck, vest, cardigan, or 1/4 zipper

### **Middle School Boys Grades 7-8:**

- Uniform khaki or gray pants
- Button-down collar dress shirt – white only (long or short sleeve)
- Neck tie and belt
- Solid dark socks that cover the ankle
- Optional uniform sweater – navy blue, V-neck, vest, cardigan, or 1/4 zipper

### **Seasonal Uniforms**

#### **First and Fourth Quarters:**

- High School Boys and Girls may wear the uniform polo in white or navy blue
- Middle School Boys and Girls may wear the uniform polo in white only
- All Boys may wear uniform khaki shorts

#### **Prohibited Dress Code Items:**

- Extreme style or fads
- Shaven configuration/ridgelines in hair
- Unnatural hair colors, including bleaching/frosting, in males
- Body piercing of tongue/eyebrows/nose/body parts other than earlobes; no ear gauges
- Earring for males
- Unnatural color contacts
- Visible tattoos
- Chains hanging from belts/pants

**Administration has final judgment on what is deemed reasonable.**

#### **Dress Code for After-school & Extracurricular Activities**

The following dress code is in effect for students remaining in the building after school waiting for rides or participating in extracurricular 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, political statements, 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 shorts, cut-off jeans, or jeans with holes
- 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, political, 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/Crocs
- 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 York Catholic at some special activity outside of 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/skirt/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
- Women's pantsuit may be worn in place of a gown. All guidelines above apply.

**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 incur a major infraction and the consequences that go with it. Students dressed inappropriately may be asked to leave the event. Refunds will not be provided to students who violate this dress code.

**Personal Electronic Devices:** Personal electronic devices (cell phones, smartwatches, etc.) may only be used at the teacher's discretion during classes. For test security purposes, teachers may ask students to turn their devices off and lay them on the desk. Unauthorized use of personal electronic devices between 8:10 a.m. and 3 p.m. during the school day, will result in the device being removed from the student's possession and taken to the Dean of Students. Students who violate the electronic policy will receive disciplinary consequences. The administration has the right to search contents of any device if cause is warranted. The school will not assume responsibility for the recovery of student electronic devices that are lost, stolen, damaged, or confiscated.

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

### **Student Assistance Program**

York Catholic'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 challenges. Referrals are made to the Student Assistance Program (SAP) 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 Program 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, York Catholic 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 hours 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 Program 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 Program 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. 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.

**Responsibility of School Personnel:** All personnel at York Catholic are to report immediately to the administration any student involved in the use of, transfer of, or possession of alcohol, other drugs, or vaping substances/devices 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 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; vaping substance or devices; 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 Program” (SAP) is a multi-disciplinary team comprised of school personnel (teachers, specialists, administrators, nurses, counselors) and members of designated community agencies. The SAP team 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 SAP team 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 vaping substance, 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 vaping substance/device, drug or alcoholic beverage on 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 vaping substance/device, 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 SAP team 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 SAP team, 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 vaping substances, 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, at any time, is found to be or have been under the influence of alcohol, drugs, or mood

altering/vaping substance or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering/vaping substances, or any substance or paraphernalia purported to be restricted shall be subject to discipline pursuant to the provisions and procedures outlined in Diocesan policy and York Catholic administrative guidelines. This also includes the misuse of over-the-counter drugs. The York Catholic Administration 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**

If it is determined that there has been a drug, alcohol, vaping, and/or substance violation up to and including possession of substances as described above or related paraphernalia, use and/or distribution of said items, the following will be in effect:

- The principal will be notified immediately. Staff members involved will submit a written report regarding any related incidents.
- The student, his/her desk, locker, car and other possessions will be searched.
- Personal electronic devices will be confiscated.
- Paraphernalia and/or substances will be confiscated and analyzed when appropriate. Any cost incurred will be covered by the student/parent.
- The parents of the student will be notified and the student will be sent home immediately under parental supervision.
- The student will take a mandatory Drug and Alcohol test and share the results with the school Administration within 24 hours. Testing costs are the responsibility of the student/parent.
- Multiple days of detention will be assigned.
- If distribution is suspected to have occurred the police will be notified.
- The student can choose one of the following:
  - The student will be removed from extra-curricular activity for 60 days.
  - The student and parents sign a release form for the Student Assistance Program and will have a drug/alcohol assessment taken within 5 days by the SAP counselor. 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.



- 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 may 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.
- The student will be on probation for the remainder of attendance. Any recurrence will result in the liability of immediate expulsion.
- The student may be suspended or expelled depending on the related circumstances.
- Individual extra-curricular contract policies are also in effect, i.e., Student Council, NHS, etc.
- 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 York Catholic 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.

### **Medical Emergency:**

In the event of a medical emergency, students and staff should notify the school nurse and personnel immediately for assistance.

### **Student Activities**

**Academic Eligibility Policy:** In its efforts to lead students to academic achievement, the administration and faculty of York Catholic 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 the one-week ineligibility period 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 and/or for the first semester, he/she will be ineligible until the first ineligibility list of the new quarter and he/she will lose cafeteria privileges for the next quarter. If a student fails three or more major subjects in a quarter and/or for the first semester, he/she will remain ineligible through the duration of the new quarter. If a student is ineligible three or more times for the duration of a school activity (marching band, musical, sports season, etc.), he/she will be removed from said activity.

**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 with 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 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 York Catholic 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, vaping substance or device
- Unsportsmanlike behavior (ejections, technical fouls, red cards, etc.)
- 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 York Catholic. 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 York Catholic dances are closed dances except Prom and Homecoming. If a student wants to bring a guest of opposite gender to one of these dances, he/she must obtain a guest permission form from the dance moderator or the Director of Student Services. A Guest Identification Card will be issued when the form is returned. 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 lady-like 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. High School dances are held at various times throughout the school year. Middle School 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 11<sup>th</sup> and 12<sup>th</sup> grade students of York Catholic. Sophomores with permission from their parents may attend if invited by an upperclassman. Freshmen are not permitted to attend.

## **General Information and Regulations**

### **Attendance**

**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 more 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. Students with a history of chronic absence may be required to provide a physician's excuse prior to the accumulation of 10 days.

### **Reporting Absences, Early Dismissals, and Late Arrivals:**

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

1. The parent/guardian should call or email the school Attendance Secretary each day of absence by 8:30 a.m. The reason for the absence, late arrival, or early dismissal must be included in the voice mail or email.
2. Upon returning to school, if an email was not sent, the student has two school days to present a parent 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
3. 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 in the Main Office. If student drivers are to transport themselves, specific permission to do so must be granted by the parent in writing.

Any student arriving to school after 10:30 a.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

**All Absences** (within one school calendar year):

- 7 absences within the school year – An email or letter will be sent to the parent/guardian intended to raise awareness and identify root causes for the absences and explain the physician's note requirement if absences exceed 10 days.
- 10 days throughout the school year – An email or letter will be sent to the parent/guardian informing them a Physician's Note will be required for all future absences. Physician's notes must

be on Official Physician's Office stationery. A note from a doctor/dentist does not guarantee the absence(s) will be excused.

### **Unexcused Absences** (within one school calendar year)

- 2 unexcused days throughout the school year – a personal contact will be made to the parent/guardian via phone call to raise awareness and establish your preferred language and mode of communication.
- 3 unexcused days throughout the school year – written notice of truancy will be made to the parent/guardian. An Attendance Improvement Conference will be recommended.
- 4-5 unexcused days throughout the school year – An Attendance Improvement Conference will be required at which time an Attendance Improvement Plan will be developed. Truancy citations may be filed.
- 6 unexcused days throughout the school year – Referrals may be made to the York County Children and Youth. Truancy citations may be filed. Parents may be cited for truant students 14 years of age and under. Parents and/or the child may be cited for truant students 15-16 years old.

For York Catholic students, twenty days of 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.

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.

**Educational Trips:** Under Pennsylvania law, family trips are not automatically an excused absence. If an educational 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 an Educational 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 trip. A maximum of five days of excused absences due to an educational 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 one or more subjects, has a cumulative average of 75% or lower, or has missed ten days or more of school. If the above procedure is followed, the absence will be marked "excused." **No trips will be approved during Midterm and Final exams.**

**College Visits:** Any student wishing to visit a college must submit 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. The Admissions Office of the college will verify the visit on the form. This form must be submitted upon return in order for the absence to be excused. 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, aunt, uncle, 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 Director of Student Services. 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 child after dismissal, unless he or she has a pre-scheduled activity.

**Announcements:** Announcements are read in homeroom each morning. Additionally, some special announcements may be made over the PA system 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, musical instruments, and other personal items 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 high school students and only those adjacent to the lower end of the cafeteria are to be used by the middle school students. 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 and staff 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, third and fourth 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](http://www.yorkcatholic.org). York Catholic is closed only when specifically announced. York Catholic 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 Closings.
- 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.

**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. In addition, York Catholic employs a college and career counselor. 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 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 Director of Student Services. The counselors are members of the YC Student Assistance Program Team referred to in detail elsewhere in the handbook. Parents are encouraged to contact their student's guidance counselor with questions and concerns.

**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 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. Only school-approved passes are acceptable.

**Illness and Infirmary:** To receive school medical attention and/or to obtain permission to leave due to illness, the student must obtain a pass to visit the nurse. If the nurse deems it necessary to send the student home, he/she will notify the Attendance Desk and the parent. 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. In order to return to school, students must be fever-free for 24 hours.

**Medications:** Following state regulations, no medications can be consumed by students during the school day without proper documentation and nurse supervision. Students may not carry medication on their person during the school day without the permission of the school nurse. Authorization to use medications and notification of any allergies is included in the online back-to-school forms. Any changes during the school year should be emailed to the school nurse.

**Acceptable Use Policy for York Catholic Technology:** The Acceptable Use Policy for York Catholic 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.

- Personal electronic devices (cell phones, smartwatches, etc.) may only be used at the teacher's discretion during classes.
- 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.).
- All communication and information that is generated on a student issued Chromebook is subject to review by administrators at York Catholic. Students may be asked to turn in Chromebooks for investigation where misuse is suspected to have occurred.
- 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 using 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.

**Chromebooks:** Students are given Chromebooks for academic use. While these Chromebooks are a student's personal responsibility, the devices remain the property of York Catholic. During the school year, students will use his or her Chromebook in classes under the direction of teachers. Chromebooks should be taken home with students every day, and charged before each school day. At the end of the school year, all Chromebooks will be collected for maintenance. Students will be issued the exact same Chromebook the following school year.

## **Expectations**

- Chromebooks will be treated with care to protect against damage. Food or drinks should not be used near the Chromebook, do not place books or other heavy objects on top of the Chromebook, and make sure pencils or other objects are not left on the keyboard when the screen is closed.
- Chromebooks should be brought to school each day fully charged.
- Personalization of the Chromebook is not allowed. Students should not put stickers on their Chromebooks or mark them in any way.
- Students will not share Chromebooks with other students or allow other students to log onto their device.
- Each Chromebook has an ID sticker on it that should not be removed or tampered with.
- Students may not disassemble Chromebooks or attempt to repair them.
- Students are expected to follow all rules for technology outlined in the York Catholic Student Handbook when using their Chromebooks.
- Students will return their Chromebooks and chargers in the same condition they received them at the end of each school year.
- There are no Chromebook-enabled printers at York Catholic. If students need printed papers, they must print from home or use the desktop computers in the Media Center at York Catholic.

## **Technical Support**

If a student-issued Chromebook is damaged or malfunctioning during school hours, the student should take the device to the YC Tech Support Office on the top floor. If the device is damaged or malfunctions outside of school hours, student should immediately notify the school via [techsupport@yorkcatholic.org](mailto:techsupport@yorkcatholic.org) and bring the device to the Tech Support Office the next school day.

If repairs are needed, students may be issued a loaner Chromebook to use during the school day which must be returned at the end of period 9. If a student-issued device requires a hardware repair or replacement, the student will be required to pay for the current cost of the repair or replacement. Optional insurance is available as part of the online back-to-school forms. Optional insurance does not cover the complete loss of a device or charger. In the case of a lost Chromebook, immediately notify York Catholic at [techsupport@yorkcatholic.org](mailto:techsupport@yorkcatholic.org).

## **Privacy**

All communication and information that is generated on a student issued Chromebook is subject to review by administrators at York Catholic. Students may be asked to turn in Chromebooks for investigation where misuse is suspected to have occurred.

## **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.

**Media Center Information:** Our Media Center has a collection of books and online reference databases for research. In addition, there are computers available with Internet access and table seating for students. Our Media Center website contains links to online card catalog, project and homework help, databases and research tools, as well as other useful information.

The Media Center Regulations are as follows:

1. All faculty members and students of York Catholic are entitled to use the Media Center and sign out materials.
2. Media Center 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 Media Center for research, reading, and academic collaboration 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 Media Center.
  - b. If a class is in session in the Media Center, students must ask permission to enter during that period.
  - c. If students leave the Media Center 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 being tutored while in the Media Center.
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. Student may use Chromebooks in the Media Center for school-related purposes.

#### Media Center 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, parents will be notified.

**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 class periods, 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.



**Backpacks:** Students are allowed to bring book bags or backpacks to school. All students must store their backpacks in their lockers for the duration of the school day. During the day, students will be limited to pencil cases and/or small purses for personal items they may need. The appropriate size of a purse should not be larger than an 8 ½” x 11” piece of paper.

**Communication to Parents:** It is critical parents have an accurate email address on file in order to receive weekly and timely communication regarding important school information. 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](http://www.yorkcatholic.org). The website includes the school calendar, forms, and other important information.

**Office Hours:** The main office 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. Only painter’s tape may be used.

**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:** 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 a.m. to 3:00 p.m. where the school supervises students. Authorized use of the school and grounds requires approval through a calendar request form. Student clubs and organizations must 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 office 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 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 x322. If requesting a tour for admissions, the Admissions Director guides guests to education opportunities. The office can be reached at 717-846-8871 x354.

**Visiting Students:** Only students considering transferring to York Catholic 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 Admissions Director 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 a 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.

**Water Bottles:** Students are permitted to carry clear water bottles during school hours. Students may use an original water bottle (Deer Park, Poland Springs, etc.) or a York Catholic reusable bottle available online through the Spirit Store. It's a clear 22 oz. sports bottle with a straw and spill-proof lid. Students can write their name on the bottle

and add a school-appropriate sticker (for identification purposes) as long as it doesn't cover the YC logo on the bottle. The cost is \$5.

## 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”\*\*

### *Middle School 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
Period 4/Lunch	10:44 – 11:15
Period 5	11:18 – 12:00
Period 6	12:03 – 12:45
Period 7	12:48 – 1:30
Period 8	1:33 – 2:15
Period 9	2:18 – 3:00

### *High School 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
Period 5/Lunch	11:29 – 12:00
Period 6	12:03 – 12:45
Period 7	12:48 – 1:30
Period 8	1:33 – 2:15
Period 9	2:18 – 3:00

### *High School 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
Period 6/Lunch	12:14 – 12:45
Period 7	12:48 – 1:30
Period 8	1:33 – 2:15
Period 9	2:18 – 3:00

**MORNING ASSEMBLY SCHEDULE**

\*\*Noted on School Calendar with letter day as "2"\*\*\*

***Middle School Lunch***

Warning 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/Lunch	11:23 – 11:51
Period 5	11:54 – 12:30
Period 6	12:33 – 1:09
Period 7	1:12 – 1:46
Period 8	1:49 – 2:23
Period 9	2:26 – 3:00

***High School Lunch A***

Warning 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/Lunch	12:02 – 12:30
Period 6	12:33 – 1:09
Period 7	1:12 – 1:46
Period 8	1:49 – 2:23
Period 9	2:26 – 3:00

***High School Lunch B***

Warning 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
Period 6/Lunch	12:41 – 1:09
Period 7	1:12 – 1:46
Period 8	1:49 – 2:23
Period 9	2:26 – 3:00

## AFTERNOON ASSEMBLY SCHEDULE

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

### *Middle School Lunch*

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

### *High School Lunch A*

Warning Bell	8:10
Homeroom	8:15 – 8:26
Period 9	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/Lunch	11:36 – 12:04
Period 6	12:07 – 12:43
Period 7	12:46 – 1:20
Period 8	1:23 – 1:57
Assembly	2:00 – 3:00

### *High School Lunch B*

Warning Bell	8:10
Homeroom	8:15 – 8:26
Period 9	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
Period 6/Lunch	12:15 – 12:43
Period 7	12:46 – 1:20
Period 8	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	Period 4 / Middle School Lunch
11:31 – 11:59	Period 5 / First High School Lunch
12:02 – 12:30	Period 6 / Second High School Lunch
12:33 – 1:00	Period 7
1:03 – 1:30	Period 8
1:33 – 2:00	Period 9
2:03 – 2:30	Period 1
2:33 – 3:00	Period 2