

ECCHS Student Handbook 2011-12



WELCOME

This handbook contains significant information about Elk County Catholic High School. It clearly explains expectations, possibilities and responsibilities. Please read it carefully. It is certainly in the best interest of everyone in our school community to adhere to the rules that are outlined. Elk County Catholic is a school rich in tradition that offers you a wide range of programs – spiritual, academic, athletic and extracurricular – designed to help you reach your potential as a young adult. Remember your success at Elk County Catholic will only further enhance the sentiment that Elk County Catholic is truly a special place for special people.

MISSION STATEMENT

“Our mission at Elk County Catholic High School is to provide a faith-focused community where our students can develop their fullest potential intellectually, physically, morally, culturally, and spiritually.”

BELIEF STATEMENTS

- We believe that a quality education is essential to student achievement.
- We believe that the presence of Christ can be found in every individual.
- We believe in the dignity of each individual.
- We believe that Christian morals and values enhance a student's life.
- We believe that our students are the future of humanity.

SCHOOL POLICIES AND PROCEDURES

Regulations are made to ensure the smooth operation of the school and an atmosphere conducive to learning. When a student enrolls in the school, he or she thereby agrees to observe its regulations. It is in the best interest of everyone in the Elk County Catholic School Community that we ask all to obey the rules outlined in this handbook. We hope the regulations are observed in this spirit. The administration reserves the right to waive and/or deviate from any of the policies specific to Elk County Catholic for just cause at their discretion.

The St. Marys Catholic Middle School campus and the Elk County Catholic High School campus are physically separated by the grounds of the Benedictine Monastery. The Monastery property is enclosed by fencing and has a sidewalk which connects the Middle School and High School properties. Having been given permission by the Monastery for staff and students to use this connecting sidewalk, these two campuses will be regarded as a common campus during the school day, eliminating the need for permission slips for an individual or small group of 5 or less students to travel between schools without adult supervision. Students will be required to “check out” and “check in” at the school offices when traveling between the buildings.

GENERAL DIRECTIVES

Absence

When a student is absent, it is the responsibility of the parents to call the Main Office before 8:30 AM and inform them of the reason for the absence. The student, on his or her return, must bring a written excuse signed by the parents to the Main Office. This matter must be taken care of before the 7:55 AM bell rings. The excuse must list the date or dates of the absence and the reason for it. Telephone calls or other conversations are not sufficient. When a student is absent from school for part of the day and reports later, he/she must come to the Main Office with his/her excuse and be admitted to school. If a student does not submit a written excuse the day he/she returns after an absence, he/she will receive notification from the Vice Principal and Main Office. Failure to present an excuse the next day will result in disciplinary

action. SPECIAL NOTE: Legal absences include the following: illness, approved vacation, medical appointments, college interviews, and a death in the immediate family.

Absences from school will be assigned to one of three categories:

An **Excused absence** is one where all applicable school policies have been followed by the parent and/or the student.

An **Unexcused absence** is one where the student and/or the family fail to follow the school policy for an absence (examples: unapproved/multiple vacations, fail to arrange hunting absence in advance, being excused for senior portraits), or the student's reason for absence is not consistent with school policy even though a parent excuse is presented.

An **Illegal absence** (truancy) is being absent from school without permission or leaving school without permission. Any student with an illegal absence will become ineligible for any field trips (including the senior class trip).

Prolonged Absence

If a student is unable to attend school but is able to study at home, parents are asked to email the teachers for assignments. As a matter of practicality, assignments will be sent home only for absences of more than three (3) days. For absences of three days or less, it is the responsibility of the student to ask teachers for assignments after they return to school.

Overall, absenteeism remains a minor issue at Elk County Catholic. However, there is enough cause to detail the protocol and consequences of chronic absence from school.

- Students who exceed ten (10) days absence (without appropriate medical documentation) can expect a consultation with guidance personnel in order to assess the need for further intervention.

- If fifteen (15) days of absence are reached (regardless of medical or other related issues) there will be parent notification by letter and a mandatory parent/administrator/guidance personnel meeting for the purpose of preventing this absenteeism from escalating and determining the need for professional intervention.

- After twenty (20) days of absence, all subsequent absences may require a written doctor's excuse along with written parent explanation in order for the student to gain admittance to school. If students fail to provide a doctor's excuse; all missed days may have to be made-up at the conclusion of the school year.

- Twenty (20) days of absence will result in automatic Student Assistance Program referral and possible intervention by trained professionals that support the SAP program at Elk County Catholic High School.

- Twenty (20) days of absence will result in mandatory review and monitoring of ALL co-curricular involvement (athletics, band, clubs, drama, field trips, etc.) by the student. An administrative decision will be made as to whether continued participation in any or all activities is in the best interest of the chronically absent student.

- Finally, if a student exceeds thirty (30) days of absence (regardless of medical or other related illness), the student is in serious danger of a successful advancement to the next grade level at the conclusion of the school year. This absence of over twenty (20) percent of the required one hundred eighty days of school is serious enough to warrant the administration holding a student responsible for repeating an entire year even if the student is able to achieve the minimum standard of 70 percent in core course work. A decision to hold any student back will involve input from the entire administrative team as well as input from any other professionals deemed necessary to serve the interests of the student and the school community.

This attendance policy and philosophy is consistent with Elk County Catholic High School's mission to provide a holistic education that extends well beyond day-to-day class work and involves the spiritual, social, and emotional learning that is considered paramount to achievement and success in post secondary school endeavors.

Assignments

All assignments are due to the teacher by the designated date. A teacher has two (2) choices if the work is late:

1. The teacher may refuse to accept any past due work and give the student a zero for the assignments.
2. The teacher will follow his/her predetermined procedures which are clearly stated in the Course Syllabus.

The only exception to this policy will be the extended illness (3 or more days) or death in the immediate family of a student.

Make-up Work

When a student has missed class for a legitimate reason, he/she must make up the work. This applies to those excused for athletic events, field trips, etc., as well as for illness. Tests must be made up within six school days after the students return to school. It is the student's responsibility to see the teacher and ask when the test may be taken. Teachers have the prerogative of scheduling a student's make-up test for Tuesday or Thursday after school.

Tardiness

Students who arrive before 9:30 AM will be marked tardy unless they have a medical/dental appointment. Students who arrive after 9:30 AM and students who leave school due to illness, a driver's test, or an appointment before 11:30 AM and do not return will be marked absent one half day.

Appointments

Excuses for business affairs, medical, dental, or driver's exam appointments must be made at least one day in advance of the appointment. Whenever possible, all such appointments should be made for after school hours, non-school days, or during study hall time.

At no time will a student be permitted to accompany another student to any of the above appointments.

College Interviews

Students are encouraged to schedule college visits during the summer or on days when school is not in session. Students may be excused from school to visit a college for the purpose of meeting with admissions or academic officials. Students are not excused from school for college visits that are purely social in nature. Students should limit college visits to a total of three days total during the junior and senior years. Three days prior to the visit a permission form must be obtained from the Guidance Office. A parent must sign the form. The form must be returned to the guidance office for final approval of the absence. The form must also be signed by an admissions/academic official at the school visited and that form returned to the main office upon the student's return to ECCHS.

Students may be excused from school for the purpose of taking placement tests at a college/university that the student has been accepted for admission. Students are encouraged to schedule such tests on a date when school is not in session. An excuse for such an absence must be presented prior to the date of the placement test.

Trips

Special permission to take an extended or single day trip during the school year must be requested at least two (2) weeks in advance of the trip. Only one (1) extended trip will be permitted each year. A special trip permission form must be secured from the Principal by the parent/guardian. A student must be accompanied by a parent or guardian. It is the responsibility of

the student to notify all teachers prior to taking an extended trip (two or more days). The student must secure a Vacation Release Form from the Office, which is to be signed by all of his/her teachers one week prior to the actual trip. If this form is not used and/or signatures not obtained from all his/her teachers, the student should NOT expect teachers to assist with any make-up work after his/her return. Any student who misses any regularly scheduled finals is required to take them after he/she returns from vacation – following the predesignated exam schedule. (Please see "Vacation Policy" that appears in the "Forms" section of the handbook.)

Hunting

Since hunting is a widely recognized sport in this area, a parent may request permission to have their son/daughter released for the purpose of going hunting. Such absences will be limited to two (2) days and the following conditions must be met:

1. The student must present a valid PA hunting license and a completed permission form. Forms are available in the Main Office.
2. The request must be made a minimum of two school days prior to the requested date(s) of absence.
3. The student must be academically eligible and not scheduled for detention the date(s) of absence.

Absences for the purpose of hunting beyond two days will be treated as extended trips and students/parents will be required to follow those guidelines for hunting releases beyond two days. Please refer to that section of the Handbook for details. It should be noted that arrangements for extended trips must be made two weeks in advance and only one extended trip per year is permitted.

Illness

Students who become ill during the school day must see the nurse, or if necessary, one of the Main Office personnel. Failure to do this will result in the absence being recorded as a class cut and the student will be penalized accordingly. Do not simply stay out of class or remain in a lavatory.

If a student is too ill to stay at school, the nurse or the Main Office personnel will call the parents to arrange for transportation home. **STUDENTS MAY NOT LEAVE THE SCHOOL UNTIL PARENTS HAVE BEEN NOTIFIED AND THE STUDENT IS OFFICIALLY SIGNED OUT IN THE MAIN OFFICE.** Students who are ill may not drive themselves home. Parental permission faxed to 814-781-3441 to the Main Office is the only exception to this policy.

Medications

Students who are required to take over-the-counter or prescription medications in school must have the medications secured in the Main Office. When scheduled to take the medications, the student should report to the Main Office and it will be dispensed by the school nurse or office personnel. Under no circumstances are students permitted to keep any medications or drugs in their lockers or on themselves. Violation of this policy will result in immediate disciplinary action.

Funerals

Permission will be granted to students to attend funerals. A parental excuse must be presented a day before the funeral. If the deceased is a member of the immediate family, students are not expected to return to school. Students are expected to return to school directly from the funeral services if the deceased is not a member of the immediate family.

Field Trips

Field trips are privileges to students. Therefore, they must realize that participation in such trips must not interfere with their academic progress. Students may be denied permission to attend a field trip if they fail to meet the academic requirements of two classes. Eligibility will be reviewed by the Guidance Department based on both the eligibility lists submitted by the

teachers and teacher discretion in regard to academic requirements. School Policy and Conduct Guidelines will be enforced on all field trips. Students with unexcused or illegal absences may be ineligible to attend field trips.

Senior Class Trip

The senior trip is a privilege extended to the members of the senior class. Decisions on the destination and activities are made in conjunction with Diocesan policy, the ECCHS School Board, and the administration. The necessary funds for the trip will be raised by the senior class during the course of their junior and senior year. A minimum of \$5,000 must have been raised by the end of the first semester for further planning to proceed. The criteria for the trip will also be distributed and discussed with the Seniors during early September.

The following eligibility requirements are in place for the senior class trip:

1. Students must be academically eligible.
2. Students attending the trip must meet the following attendance requirement: no more than 10 excused absences (without a medical excuse), no more than 10 excused late arrivals (before 9:30 a.m.), or no more than 15 excused absences and late arrivals combined. Any unexcused absences or late arrivals will count as double (times 2) towards the totals. Illegal absences will automatically make the student ineligible for the trip.
3. Students must be in good standing in terms of discipline infractions. Students on disciplinary probation at the time of the trip, regardless of reason will not be permitted to attend the trip. Students who have been on probation more than 30 days during the course of the year will not be eligible.
4. Students must accumulate a minimum of 12 service hours to the class (time spent in class fundraising activities) to attend the trip free of charge. Six hours must be completed by the end of the first semester. The other six must be completed by April 15.
5. Students must accumulate a minimum of six service hours to the class to be eligible to attend. The remaining amount of hours must be purchased in order for the student to attend.
6. Unexcused absences or late arrivals (an absence where the student fails to follow the school policy) will count double toward the eligibility limits stated in part 2.

Search Policy

Any property, including vehicles and cellular phones, brought onto Elk County Catholic High School property by a student shall be subjected to search by school officials for illegal items and substances, including drugs and alcohol. This includes school sponsored events that are held off of school grounds. The bringing of the property to school events/onto school grounds and buildings shall be viewed as implied consent to search. If the Administration deems it necessary to search a student's property, the student will be asked permission to search the property. If a student refuses permission, the student shall be subject to disciplinary action, including expulsion and parents will be notified. The school reserves the right to search without such consent. Students are advised that if the school becomes aware of any violations of the law, the appropriate legal authorities will be notified by the school.

Attendance – Athletic/Extracurricular

A student must be in school a minimum of one half of a day in order to be eligible to participate in an athletic event or extracurricular activity that afternoon or evening. A student who comes to school late due to illness will not be eligible unless they are in school by 11:30 AM.

A student who leaves school after 11:30 AM. due to illness will be ineligible to participate in an athletic event or extracurricular activity that afternoon or evening unless they have express consent from the parent, coach, athletic department/advisor, and Principal.

A student who is out of school with an excused absence will be permitted to participate in an athletic event or extracurricular activity that afternoon or evening. Excused absences include, but are not limited to, the following: doctors, dentists, or orthodontist appointment; funeral or family emergencies; college visits, school field trips; excused family trips, and excused hunting absences.

A student who is absent and unexcused may not participate in an athletic event or extracurricular activity.

Students are expected to be in school on days following an athletic contest. Any student who habitually misses a school day or part of a school day following a contest may jeopardize his/her participation in the next scheduled event.

Athletic/Extracurricular Eligibility

Students who are involved in any athletic program must recognize that this participation must not interfere with their academic progress. Therefore, Elk County Catholic High School requires that all participants must have less than two failures in any grading period, mid-quarter evaluation, or weekly evaluation. Two failures will result in a one-week suspension from interscholastic contests. The ineligibility will run from Sunday to Saturday with students and coaches being notified of eligibility on Friday by the Guidance Department. During this week of ineligibility, the athlete may not play but may practice at the discretion of the head coach. ECC will follow the PIAA Grading standards of ineligibility from the first day of school until the mid-quarter grading period for the first semester and then again from the start of the second semester until the mid-quarter grading period.

Any student who is ineligible for athletic contests will NOT be released from school to travel to competitions with their team. Students who are ineligible must remain in school for the entire day.

Library

The library is to be used for reading and reference work but not for routine study and assignments. A quiet atmosphere is to be maintained. Library hours are from 7:00 am to 7:45 am and 2:25 pm – 3:15 pm. A library pass from a subject teacher is necessary for admission to the library. Each student must have his/her own pass. No one will be admitted with two names on a single pass. Students are to remain in the library for the entire period.

Computer Lab Use

1. A pass signed by BOTH the classroom teacher and the lab teacher is required for a student to be admitted to the lab.
2. Students should be working on an assignment when using the lab. Students cannot use the lab for playing games during their study hall.
3. Absolutely no gum, food, or drinks are permitted in the labs.
4. Students must be supervised by a staff person regardless of the time of day.

Cafeteria

The cafeteria must be kept clean at all times. Students must stand in an orderly line while waiting to be served. Tables must be cleaned and all refuse, trays, etc. must be deposited in the proper places.

Do not go to the cafeteria except for the one period that you are scheduled for lunch. No food will be permitted outside of the cafeteria.

In addition to the regular daily menu, a variety of alternative items are available for purchase each day. **For this reason students are not permitted to carry their lunches to school. The only exception is if a student has a medical condition that requires a special diet that cannot be provided in the**

cafeteria. In such cases documentation (a doctor's excuse stating the medical condition necessitating a special diet), must be provided prior to a student being permitted to carry his/her lunch.

Telephone

Students are permitted to use the telephone in the school office at the discretion of the office personnel. Students may not use the classrooms phones at any time.

Restrooms

Students may use the restrooms before and after school, between class periods, and at the beginning or the end of the lunch period.

Visitors

Visits must be arranged through the permission of the Principal. Persons not directly connected with the school are not permitted in the school building or on grounds without permission. All visitors must use the intercom system to notify the main office personnel in order to enter the building. Visitors must also sign in upon entering the main office and wear a visitor identification badge.

Student Property

Any student property, including vehicles, brought onto school grounds is subject to search. The bringing of such items onto school grounds constitutes implied permission to search. Students should make sure that all personal property brought onto school grounds is secured/not left unattended. The school is not responsible for damage to or loss of personal property.

Change of Address

Inform both the Main Office and the Guidance Office immediately if there is a change in address or telephone number.

Cheating

Cheating is defined as intentionally attempting to deceive the teacher into believing that the work submitted by the student is his/her own work when in reality it is not. Enabling or helping others to cheat is also cheating, such as providing someone with completed work (or a completed file) for the purpose of copying. Each teacher will outline the consequences of cheating in their course syllabus. Use of technology devices to access and/or share information without permission is cheating and may also constitute a violation of the school discipline policy. A student who is found guilty of cheating in any subject will automatically fail for that quarter and will automatically be disqualified from receiving any future honors at the discretion of the administration. Even if the student's GPA falls within the range for First or Second Honors, the student forfeits the right to his/her honor card.

Vandalism

Vandalism of school property is wasteful, expensive, and shows a lack of personal pride. Students will be held financially accountable for any damage they do and will be subject to the Student Code of Conduct.

Student Locker Code

There is to be no writing on the inside or outside of the locker. Students who elect to decorate the interior of their locker are reminded that such decorating should be in good taste. Neatness must be maintained at all times. Food and drinks are not permitted in a student's locker at any time. Scheduled locker inspections will take place at the end of each quarter. Unscheduled locker inspections will occur throughout the school year. Students are reminded that their lockers are the property of Elk County Catholic High School. Lockers can be searched at any time.

Lockers **MUST** be locked at all times. Each student is issued a school lock on the first day of school. This is the only lock that is permitted. The student is responsible for this lock. If the lock is lost/stolen, the student must get a replacement lock from the Main

Office. The fee for a replacement lock is \$5.00 and \$1.00 for replacement of the rubber bumpers.

Driving to School

Students are permitted to drive to school. Driving is a privilege and this privilege can be revoked if safe driving habits are not followed. Students must obey posted speed limit signs and direction arrows.

Parking Permits

Students who are driving to school on a regular basis and wish to park in the main lot register their vehicles. They may register their vehicles online using the school website. Parking is available to students on a first come basis. Students are not permitted to park in the first row of the lot, this area is reserved for school personnel and visitors. During the school day, students are not permitted to park in the cafeteria lot or behind the school building.

Student Dance Policy

1. Dances are held from 7:30 PM until 10:30 PM (The Prom runs from 8:00 PM to 12:00 AM)
2. Dances must be chaperoned by the activity moderator, two (2) teachers, and two (2) sets of parents. The names of the chaperones are to be submitted in writing to the Vice Principal at least four (4) days before the dance.
3. Dress requirements will be determined by the committee responsible for hosting the dance and must be approved by Student Council and the Vice Principal.
4. Any student who leaves the building during the dance must also leave the premises and may not return.
5. Smoking or use of tobacco products is forbidden. The use or possession of alcoholic drinks or unlawful drugs is cause for probation or expulsion, disciplinary action, and police referral.
6. Students bringing guests from other schools must register their guest prior to the dance as announced by the Vice Principal. Each Elk Catholic student is permitted to bring one guest to each dance. Female students may only bring a male guest. Male students may only bring a female guest. This includes the Prom. Guests must be at least a freshman in high school and not older than 20. Photo ID must be provided by all guests.
7. All dances must have a Police Officer present.
8. No student will be admitted to a dance after 8:45 PM. There is NO exception to this rule (Prom 9:15 PM).

Hall Monitors

1. Hall Monitors will be selected at the beginning of each school year.
2. Two (2) monitors will be selected for each class period.
3. Monitors are to report directly to the Main Office and not their study hall.
4. Monitors are responsible for making classroom deliveries and assisting office personnel when necessary.
5. Monitors are "stationed" outside the Main Office when they are not making deliveries. Monitors should not roam the hallways.
6. If a monitor has a pass to take a test or work on a project, a pass from the classroom teacher **MUST** be given to someone in the Main Office. Office personnel will determine if a substitute monitor is needed.
7. Monitors must remain academically eligible.
8. Monitors are asked to knock on the classroom door when making a delivery unless the teacher has asked you not to do so.
9. Specific duties will be assigned when monitors are selected.

Office Rules for Students

1. Students should not loiter in the Main Office.
2. Students are not permitted to use the office phones without permission.
3. Students are not permitted in the back offices without a pass from an administrator or office personnel.

4. Students taking medications must wait in front of the office counter.

Fire Drills

Fire drills are held at irregular intervals throughout the school year. Students should become familiar with the directives posted in each classroom. During a drill there should be no talking as students move to the designated areas.

Smoking/Tobacco Use

Smoking or any tobacco use on the school premise at any time is against both Pennsylvania School Law and the fire regulations of St. Marys.

Communication/Technology Devices

Use of communication/technology devices such as beepers, pagers, and laser pointers are not permitted. Students may be in possession of cell phones, however the phone must be turned off during regular school hours and cannot be used to place calls, send text messages, take pictures, play music or games, access the internet or for any other purpose. Phones should be left in the student's backpack or locker during regular school hours. ALL student phones seen during school hours will be confiscated by ECC faculty/staff and will only be returned to the student's PARENT. Use of cellular phones during co-curricular activities is at the discretion of the advisor(s).

While students may possess cellular phones on school property, the power to any such phone must be turned off during regular school hours. Accordingly, any phone that is discovered to be turned on during regular school hours is subject to being further examined by the school. The purpose of this examination would be to determine whether the phone was used during school hours, and if the phone was used during school hours to further determine the purpose of that use. If a phone is discovered to be turned on during regular school hours, then the person possessing that phone will be considered to have given his/her implicit consent to such a search.

LIBRARY RULES AND REGULATIONS

Students are to conduct themselves in a courteous, orderly manner at all times whether they are studying, reading, or doing research. Failure to do so will result in expulsion from the library for a determined time or detention.

Each student will receive one verbal warning personally addressed. The next action will be referred to the Vice-Principal.

1. A library pass is necessary to be admitted to the library. Passes may be obtained from a subject teacher or librarian.
2. No passes written on torn loose-leaf, scrap paper, etc. will be accepted.
3. Students must sign the roster when they come into the library.
4. A quiet atmosphere is to be maintained. There will be no socializing or visiting from table to table.
5. Each person will work alone.
6. Everyone must be occupied by either reading or studying.
7. All books are to be returned on or before the due date. Books may be returned to be renewed if necessary.
8. Only Library staff and aides are permitted to get magazines from the upper level periodical section. This area is reserved for Library staff and teachers.
9. Absolutely no gum, food, or drinks will be permitted in the library.
10. Magazines and books can be checked out for two weeks from the library.
11. Books and magazines not returned on time will get one notice that the books or magazines are overdue, and if not returned on that day, they are subject to a ten cent fine for each day overdue.

12. Reference Books or Materials and the SIRS Articles may not be checked out from the library.

Food / Drinks Policy:

Students may not eat or drink in the hallways prior to the start of the school day. Students have the following options:

1. Report to a classroom and consume food / beverages there (with teacher permission)
2. Consume food / drinks in the cafeteria.

At lunch, all food and drinks must be consumed in the cafeteria, no items are permitted beyond the cafeteria.

The following guidelines concerning the consumption of food and drinks in the classroom are in place:

1. Students are permitted to carry healthy snacks and consume them during the periods prior to lunch only.
2. Water bottles may be taken to homeroom and consumed during home room and first period only. Bottles may not be carried around the school outside of first period.
3. Drinks other than "plain water" are not permitted
4. Students may not consume food/water in the following areas at any time: auditorium, chapel, computer labs, science lab, during formal presentations, one hour before mass, after your lunch period.
5. Teachers reserve the right to prohibit food or drinks in their classroom at any time.

E.C.C.H.S. CODE OF CONDUCT 2011-2012

The Vice Principal is responsible for the discipline action and corrective measures needed for offenses to other persons or property that are too serious to be handled by the classroom teachers. He/She is the usual contact person for parents seeking disciplinary advice and is to collect and maintain records of disciplinary action and correspondence and all else that is necessary for maintaining good discipline in the school. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion. In-class detention may be assigned by individual teachers for minor infractions.

Student Responsibilities:

Elk County Catholic has the authority to make reasonable and necessary rules governing the conduct of students in the school. It is the responsibility of an Elk County Catholic student to:

1. Be aware of all rules and regulations for student behavior and dress conduct themselves in accordance with them.
2. Treat all students, teachers, staff and guests including substitute teachers with respect, cooperation and hospitality.
3. Exhibit respectful behavior in all group presentations and assemblies.
4. Assume that until a rule is waived, altered or appealed, it is in full effect.
5. Be willing to contribute in matters relating to the health, safety, and welfare of the school community and the protection of school property.
6. Dress and groom in conformity with the uniform code of the school.
7. Assist the school staff in operating a safe and clean school for all students enrolled.
8. Be aware and comply with all local, state and federal laws.
9. Exercise proper care when using the facilities and equipment of the school.
10. Attend school daily except when excused and be on time for all classes and other school functions.
11. Make all necessary arrangements with classroom teachers for making up work when absent from school.
12. Keep all appointments requested by any member of the faculty or staff.
13. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
14. Avoid inaccuracies and indecent language in speech and written work.
15. Express ideas and opinions in a respectful manner so as not to offend or slander others.
16. Take proper care of personal property and school property in your possession. Show respect for the property of others.

Please note that school rules are in full effect not only during the school day but during any school sponsored activity, whether on site or off school grounds.

Student Regulations for Detention Hall:

1. Detention hall will begin 5 minutes after final dismissal for one hour on the scheduled day.
2. Detention will be held Tuesday and Thursday each week.
3. Student dress code is required.
4. One-day delay is appropriate for student transportation arrangements. Students who are to serve one to three hours of detention will be given two weeks to complete their penalty. Students who are to serve five hours of detention will be given three weeks to complete their penalty. (*Students must schedule their detention when it is given.)
5. Students should not bring homework or other materials to detention. During the detention time they will be required to sit in silence. Sleeping is not permitted.

6. Students will not be permitted to leave detention.
7. Suspension from participation in extracurricular and athletic programs will take place for that one hour each day that detention is being served.
8. Failure to report to detention will result in the student having to serve additional detentions at the discretion of the Administration.
9. All detentions will be proctored by faculty members on a rotating basis.
10. Parents will be notified of detentions.
11. Students are only permitted to reschedule detention due to a doctor or dental appointment. **This must be done at least one day in advance.**

PROBATION

Probation is a state that subjects a student to a period of testing to ascertain continued enrollment in the school. Probation is a period of 30 school days during which a student is allowed to remain in school, but will be ineligible to participate in any extracurricular activities or trips for a minimum of five school days. The exact period of time will be determined by the administration. All costs/fees for activities paid in advance that fall into this time period will be forfeited. Any further infractions during this period will result in the student being referred to the Principal for additional actions. In all probation situations, the student will meet with the Vice Principal on a regular basis. Any student will be automatically placed on probation after receiving 8 hours of detention in any three month period of time.

IN-SCHOOL SUSPENSION

In-school suspension is the temporary deprivation of the privileges and benefits that are afforded to the students. This includes participation in extracurricular activities or athletic activities throughout the entire period the student is assigned to in-school suspension. Students assigned to in-school suspension will be charged a fee of \$55 per day to cover the supervisory costs associated with in-school suspension.

1. The student is to report to the designated area at the regular starting time and remain in that area until the close of the school day at which time he/she must vacate the premises.
2. The student will not be permitted in any other area of the school. This includes the cafeteria.
3. Regular school attire is to be worn.
4. The student will complete the classroom work that was collected by the Vice Principal.

OUT OF SCHOOL SUSPENSIONS

Out of school suspension may replace in-school suspension if circumstances warrant such an action. A student placed on out of school suspension is not permitted on school property during the time of suspension nor is the student permitted to participate in any school activities on or off site.

BEHAVIOR CONTRACTS

For chronic misbehavior or serious offenses against the discipline code, a student may be placed on a behavior contract with specific stipulations on future behavior and consequences.

STUDENT ASSISTANCE PROGRAM (SAP) REFERRAL

The Student Assistance Program attempts to identify and refer students who are having problems due to drugs/alcohol or who are demonstrating associated behavior problems. Students whose referral to SAP is a result of disciplinary infraction are required to be evaluated by one of the affiliated service providers and complete the course of counseling recommended by these agencies.

EXPULSION

Expulsion is the disfranchisement that permanently severs the connection between the expelled member and the institution. Elk County Catholic High School is private property and school officials reserve the right to prohibit an expelled student from trespassing on the property if this proves to be in the best interest of the school community.

1. A letter will be sent to the parents, immediately placing the student on probation, explaining the problem and requesting a meeting with the parents and the student. A parental response will be mandatory.
2. All procedures for expulsion must be documented.
3. The administration has the authority to immediately expel a student for a serious offense or action that is detrimental to the inherent Catholic nature of E.C.C.H.S. or endangers the health, welfare, or safety of other students or staff members.

CODE OF CONDUCT

Parents and students are advised that the Administration determines the punitive measure deemed most appropriate and necessary in circumstances. The interpretation of the violation and its extent of gravity rest ultimately in the hands of the Administration.

AREAS OF CONCERN:

1. **Insubordination – refusal to follow directions or requests of teachers, substitutes, staff members and administration.**

First Offense: Three hours detention
Second Offense: Five hours detention, probation
Third Offense: One day in-school suspension @ \$55 per day, possible implementation of expulsion procedures

2. **Smoking, possession of/ or use of tobacco in school or on school grounds, or at a school-sponsored activity (on or off school grounds).**

First Offense: Five hours detention, SAP referral
Second Offense: Two days in-school suspension @ \$55 per day, probation
Third Offense: Second Offense plus possible implementation of expulsion procedures

3. **Tuancy (absent from school without permission) or leaving school without permission.**

First Offense: Five hours detention, one day in-school suspension @ \$55 per day, possible notification of authorities
Second Offense: Possible implementation of expulsion procedures

4. **Absent from class or assembly without the permission of teacher, staff member or Administrator.**

First Offense: Three hours detention
Second Offense: Five hours detention, probation
Third Offense: One day in-school suspension, @ \$55 per day, probation, possible implementation of expulsion procedures

5. **Fighting between students or physical attack on a student.**

First Offense: Five hours detention, SAP referral, possible in-school or out of school suspension, probation, possible notification of authorities

Second Offense: One day in-school suspension @ \$55 per day, probation, possible notification of authorities, possible implementation of expulsion procedures

6. **Illicit use of/ or possession of drugs or alcohol.**

First Offense: Three days in-school suspension @ \$55 per day, probation, SAP referral.
Second Offense: Expulsion

7. **Selling or distribution of illegal drugs. It is automatically assumed that possession of any controlled substances in excess of two units (i.e. marijuana cigarettes) constitutes intent to sell.**

First Offense: Expulsion and legal action

8. **Possession/Selling or distribution of over-the-counter drugs.**

First Offense: One day in-school suspension @ \$55 per day, probation, SAP referral
Second Offense: Three day in-school suspension @ \$55 per day, probation, SAP referral
Third Offense: Expulsion

9. **Possession of lethal weapons.**

First Offense: Immediate out-of-school suspension, immediate implementation of expulsion procedures. Possible notification of authorities.

10. **Forgery of a parent or school employee signature.**

First Offense: Five hours detention.
Second Offense: Five hours detention, probation
Third Offense: One day in-school suspension @ \$55, possible implementation of expulsion procedures

11. **Willful damage/vandalism to school property.**

Vandalism is defined as the willful or malicious destruction of public or private property and will not be tolerated. This includes but is not limited to the following:

- intentionally defacing, destroying, and/or causing not to function any part of the school building, its furnishings, and items contained in the building or on the grounds; for example, writing on desks, walls, lockers, textbooks; removing dispensers from the lavatory walls; driving on the lawn; forcefully slamming or kicking the lockers
 - intentionally disabling computer hardware and/or software
 - intentionally deleting and/or altering material stored on a computer drive
 - intentionally destroying or defacing displayed material such as student artwork, bulletin boards, or posters.
 - Enabling such destruction
- Enabling such destruction to take place by aiding the vandal in any way is also vandalism

First Offense: Two days in-school suspension @ \$55 per day, probation, possible implementation of expulsion procedures, possible legal action, restitution
Second Offense: Expulsion

12. **Unintentional damage to school property.**

First Offense: Three hours detention, restitution

13. Stealing

First Offense: Five hours detention, restitution, probation, possible legal action.
Second Offense: Possible implementation of expulsion procedures, possible legal action

14. Disruption in class or out of class (this includes school liturgies)

First Offense: Three hours detention
Second Offense: Five hours detention, probation
Third Offense: One day in-school suspension @ \$55, probation, possible implementation of expulsion procedures

15. Verbal, physical threat or abuse to a student or school personnel.

First Offense: Immediate out-of-school suspension, probation, SAP referral, referral to Headmaster for possible implementation of expulsion procedures, possible notification of authorities
Second Offense: Implementation of expulsion procedures at the discretion of the Headmaster, possible notification of authorities.

16. Student harassment (including bullying, ridicule, or any other disrespectful words or actions directed towards another.)

First Offense: Three hours detention
Second Offense: Five hours detention, probation
Third Offense: One day in-school suspension @ \$55 per day, probation, possible implementation of expulsion procedure.

17. Late to school prior to 9 a.m. without sufficient reason, this includes oversleeping.

First Offense: One-hour detention
Second Offense: One-hour detention
Third Offense: Three hours detention
Fourth Offense: Five hours detention, probation

18. Violating safe driving habits on school grounds (this includes before school, after school, evenings, and weekends).

First Offense: Three hours detention, loss of driving privileges for 30 school days
Second Offense: Five hours detention, loss of driving privileges for the remainder of the school year

19. Misuse of computers/technology or violation of the established Internet Policy. This includes but is not limited to the following

- unauthorized use of e-mail, messaging (ICQ/Instant Messenger), bulletin boards and anonymous proxy websites
- downloading of files without permission
- destroying, moving or altering another individuals files
- altering any of the computer's operating system or software files without permission
- accessing password protected files and/or programs without permission
- use of cellular devices or other portable communication/computing devices without permission
- any other inappropriate use of computers/portable communication devices/internet not listed above

First Offense: Five hours detention
Second Offense: Five hours detention, loss of Internet privileges without direct supervision

20. Disciplinary action will be at the discretion of the administration for any other inappropriate conduct, whether inside or outside the school, that is deemed inappropriate, that is detrimental to the inherent Catholic nature of Elk County Catholic High School or to the safety of students or staff members.

21. Those students reported for gum chewing, unlocked lockers, dress code violation, not submitting an excuse for absence, inappropriate or vulgar language, minor disruption of class or assembly, later for class, or other minor infractions will be given an hour detention to be served within 2 weeks.

If there are repeated infractions of the above offenses the student will be reported for failure to respond to the reasonable request of a teacher, administrator, or school personnel.

Please note the following stipulations for all offenses requiring SAP referral.

- If the offense occurs with less than 30 days on the school calendar, he/she will not receive a diploma until all SAP recommendations have been fulfilled.
- If the student is an underclassman, the student will not receive his/her final report card until all SAP recommendations have been fulfilled during the summer.

DRESS CODE 2010-2011

There are many details and styles of clothing that cannot be covered in the dress code. We hope that students and parents understand not only the "letter" but the "spirit" of the dress code and choose clothing that is appropriate for students attending Elk County Catholic.

The Administration maintains the right to make the final determination concerning the appropriateness of any students' attire.

ATTENTION PARENTS & STUDENTS: Please send a note to the Main Office explaining any injuries or medical conditions that require any deviation from the school uniform. Also include an approximate period of time that this change will be required. A doctor's excuse outlining the problem may be required for extended deviation from the regular school uniform and/or extended time periods beyond a week.

BOYS:
The vest and sweater must be purchased from Flynn & O'Hara (F&O.)
All slacks, shirts, and polos must be of the conventional uniform style so as to match those available from F&O.

ALL YEAR:
Shirt: Solid white or maroon polo shirt. Long sleeve or short sleeve is acceptable.
Shirts must be tucked in at all times. Anything worn under the uniform shirt that is visible must be solid white.

Slacks: Solid black, gray, navy blue or khaki conventional dress slacks worn with a belt. No corduroys. No carpenter pants or cargo pants. Good quality material; no jeans, no rivets. Conventional fit, worn at the hips.

Shoes: Properly fitting solid color dress shoes in brown or black (no tan). Shoes must be cut below the ankle (Mid-cut or high top shoes are unacceptable). Sneakers of any style or color are not acceptable.

Boys Uniform Overview:

Pants: khaki/black dress pants

Shirt: short or long-sleeve dress shirt & tie

Necktie: Traditional tie. Must be properly tied and must extend near the waist.

Sweater: maroon sweater vest with the Logo

Shoes: brown or black dress shoe in a solid color; no moccasins or tennis shoes

Special Note: Dress shirt may not be worn alone. It must be worn with a sweater / sweater vest/ or sweatshirt.

*No shorts except for relaxed dress days
No polo shirts as part of the regular uniform*

April 15- October 15 – Sweater vests may be removed at the discretion of the administration; White polo shirts may be worn on a trial basis. Maroon polo shirts may not be worn.

OCT. 15 – APR. 15 -- Sweatshirts: The new uniform sweatshirt available at Dave's Pro Shop is the only acceptable sweatshirt.

ALL YEAR:

Belts: Traditional Belts in Black or Brown. Belts shall not have more than three inches of excess length. No ornamentation or large belt buckles.

Hair: Hair must be CUT above the collar, middle of the ears, and above the brow. Hair is not permitted to be "greased or slicked" back. Sideburns to the bottom of the ear. No outlandish hairstyles: shaving of the head shorter than ¼ inch, designs, steps or visible lines are not permitted. Students may not make drastic changes to hair color (extremely light to dark or the reverse.) Highlights, lowlights or streaks that drastically differ in from your primary hair color are not permitted. No mohawks or reverse mohawks.

Jewelry: No earrings, chained bracelets, chokers, wallet chains or watch chains are permitted. Any facial or visible body piercing is not acceptable. Only gold or silver bracelets may be worn. Plastic, leather, hemp/jute, and other materials other than gold or silver are not permitted. Only one bracelet/item not in excess of ½" per wrist is permitted. Tongue piercing is unacceptable. Band-aids worn over piercings are unacceptable. Plastic spacers worn in piercings are unacceptable.

Grooming: Must be Clean-shaven at all times. No visible tattoos, no nail polish.

Girls Uniform Overview:

Skirt: Kilt skirt

Shirt: short or long sleeve white blouse

Sweater: gray weskit or vest or maroon sweater with the Logo

Khaki or black dress pants;

April 15- October 15 –sweater vests may be removed at the discretion of the admin or a white loose-fitting polo and long enough to stay tucked in may be worn. Polos will be on a trial basis. Maroon polo shirts may not be worn.

No shorts except for relaxed dress days; No polos as part of the regular uniform

Special Note: Dress shirt may not be worn alone. It must be worn with a sweater / sweater vest/ or sweatshirt.

OCT. 15 – APR. 15 -- Sweatshirts: The new uniform sweatshirt available at Dave's Pro Shop is the only acceptable sweatshirt.

ALL YEAR:

Socks: Knee socks in solid gray, maroon, black, or white (tone on tone are permitted). Same colors for hose. Nylons are permitted but must not have ANY designs, seams, etc. Solid socks must also be worn with slacks.

Shoes: Solid black or brown. The shoe upper must be a solid color, the sole must be a solid color. No open toes or heels. No plastics. Heels are to be no higher than 2 inches. For safety purposes, shoes with thin heels are not permitted, heels must be at least 1" in diameter.

Hair: Hair color must be complementary to your natural color, absolutely no unnatural hair colors or outlandish hair styles. Students may not make drastic changes to hair color (extremely light to dark or the reverse.) Highlights, lowlights or streaks that drastically differ in from your primary hair color are not permitted.

Jewelry: Only accepted earrings are posts or ½ inch long hoops. Only two earrings per ear. Silver or gold dress chains that are at least 16 inches in length are permitted. Only one bracelet/item not in excess of ½" per wrist is permitted. Only gold and silver jewelry is permissible. Plastic, leather, hemp/jute, and other materials other than gold or silver are not permitted. No anklets. No excessive jewelry. No visible tattoos. Any facial or visible body piercing is not acceptable. Tongue piercing is unacceptable. Band-aids worn over piercings are unacceptable. Plastic spacers worn in piercings are unacceptable.

Grooming: No excessive make-up or black nail polish is permitted. No visible tattoos.

All uniform skirts, pants, blouses/shirts, sweaters, and vests must be kept clean and in good repair. No pins, stickers, or other ornamentations are to be worn on vests/sweaters.

**IMPORTANT CHANGES REGARDING THE 2011 – 2012
DRESS CODE**

NOTE: Unless otherwise stated, the transition time frame for the new uniform will be determined in March 2012 in order to give parents sufficient time to purchase for the fall.

1. All solid navy blue items and all plaid navy items may only be worn for this coming school year.
2. All pants for both girls and boys must be strictly dress pants – no outside sewn or cargo pockets, heavy seams, rivets, spandex, or form-fitting legs.
3. If the previous navy based uniform is still worn then the matching color shirt must be worn with it. If the new uniform colors and plaid are worn, the proper color shirt **MUST** be worn with it.
4. All socks must be the designated solid colors – no argyle or designs – at any level.
5. At the high school level only, polo shirts, in any color, are **NO** longer part of the school uniform.
6. Moccasins or moccasin style shoes, at any level, are no longer acceptable as part of the regular uniform.
7. By the start of the 2014 school year, all girls at the middle and high school levels, must purchase the new plaid skirt.
8. Please note the changes to the Phys. Ed. Uniforms on the following list.

**Physical Education Uniforms
for 2011 – 2012**

All students: Any Crusader T-shirt; black or maroon shorts, wind pants, or sweatpants.

Note: A “Crusader” shirt must have the word or the letters ECCHS on it. This shirt does not fall under the same description as those permitted on “spirit days” such as band and musical shirts.

No wording of any style across the seat of the shorts or pants.

CRUSADER ATHLETICS

As we enter the 2010-11 athletic season we are reminded that the mission statement of our athletic program reads as follows:

Strengthen our Student Athletes in Good Sportsmanship, Fair Play, and Honest Competition while bringing them closer together as part of God’s redeemed People.

With this in mind, the Administration of Elk County Catholic asks that all athletes and fans – students and adults - keep the goals and objectives of good sportsmanship in mind at all times.

Acceptable Behavior...

- Remember that you are at a contest to support and yell for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) on or near the site of the event (i.e. tailgating) before, during, and after the contests.
- Use only those cheers that support and uplift the teams involved

Unacceptable Behavior

- Yelling, waving arms or objects, and/or standing at inappropriate times.
- Disrespectful or derogatory cheers, chants, songs or gestures.
- Criticizing officials in any way; displays of temper with an official’s call.
- Cheers that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of contest on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own cheers instead of following lead of cheerleaders.

Wearing extreme or unusual clothing or excessive face or body painting which detracts from the action on the playing surface.

Additional Policies:

PLACES NOT TO BE IN

No students are permitted in the coaches' office without supervision.

No students are permitted in the weight room without supervision.

No students are permitted beyond the service line in the cafeteria.

There will be no loitering in the stairwells at any time.

No students are permitted in the faculty room.

No students are permitted on the second floor after 2:45.

No students are permitted in the computer labs without supervision.

STUDENTS FOYER CODE (LUNCH PERIOD)

During a student's lunch period, they must report to the cafeteria/foyer area. Students are not permitted to remain in any other areas of the school without the permission of the lunch supervisor. Students are not permitted in areas of the school without supervision (auditorium, computer labs, art room, library, classrooms, etc.)

Students are not permitted:

Beyond the auditorium doors.

Beyond the front entrance.

Beyond the foyer

Students are not permitted to go to their locker.

No students are permitted beyond the listed areas unless they have permission from a staff member.

TELEPHONE

Students may use the phones in the main office at the discretion of the office personnel.

LUNCH

Lunch money will be collected by your homeroom teacher on Monday morning. If money is brought in any day other than Monday, it should be deposited in the secure drop-off box in the cafeteria

CAFETERIA

All food served in the cafeteria must be kept in the cafeteria, food cannot be taken outside.

In addition to the regular daily menu, a variety of alternative items are available for purchase each day. For this reason students are not permitted to carry their lunches to school. The only exception is if the student has a medical condition that requires a special diet that cannot be provided for in the cafeteria. In such cases, documentation (a doctor's excuse stating the medical condition necessitating a special diet), must be provided before a student will be permitted to carry his or her lunch.

RESTROOMS

You may use the restrooms before and after school, between class periods and during lunch periods. You are expected to keep these rooms clean. If you are feeling ill, report to the nurse or the main office. Do not remain in the restroom if you are ill.

IMPORTANT NOTICE

Every effort has been made to keep the information in this folder complete and accurate however it is not possible to include all of the school policies in the student handbook. The parent handbook and any distributed changes remain the official policy manual for Elk County Catholic and contains complete information concerning school policies and procedures.

