



DELONE CATHOLIC HIGH SCHOOL

140 S Oxford Ave., McSherrystown, PA 17344
www.delonecatholic.org

2018-19

STUDENT HANDBOOK AND PLANNER

TABLE OF CONTENTS

PRAYERS AND PLEDGE.....	6
School Prayer	6
The Angelus.....	6
Regina Caeli	7
St. Augustine’s Prayer to the Holy Spirit.....	7
The Pledge of Allegiance.....	7
ABOUT DELONE CATHOLIC HIGH SCHOOL.....	8
Foundation Documents	8
Mission Statement	8
Philosophy.....	8
Belief/Value Statements	9
Graduate Profile.....	10
Parameters.....	10
Historical Sketch.....	11
Alma Mater.....	11
Explanation of the School Seal.....	12
Traditions	12
ENROLLMENT	13
Admission Policy.....	13
Code of Christian Conduct.....	14
ATTENDANCE AND SCHEDULES.....	16
General Information.....	16
STUDENT RELIGIOUS LIFE	21
Student Religious Opportunities	21
Opening Prayers.....	21
Before Class.....	21
Mass.....	21
Retreats.....	21
Works of Mercy Program	21
Chaplain.....	22
Spiritual Life Director	22
ACADEMIC POLICIES.....	22
Academic Policies and Procedures.....	22
Graduation Requirements.....	22
Levels of Study	23
Curriculum Guide	23
Honor Roll Criteria.....	23
Grading, Grade Point Average and Class Rank.....	24
Academic Credit.....	24

Failure Policy.....	24
Student Failures and Extra-Curricular Involvement	25
Incomplete Grades on Report Card.....	25
Late Assignments	26
Semester Examinations.....	26
Portfolio Graduation Requirement	26
Graduation.....	27
Graduation Policy	27
Practice and Participation in ALL Graduation Activities.....	27
Diploma/Transcript/Final Report Card	28
Field Trips.....	28
STUDENT SERVICES	28
Guidance.....	28
School Counselors.....	28
Student Records Policy.....	29
Policy on Letters of Recommendation.....	29
Working Papers.....	30
Transportation.....	30
School Bus Passengers.....	30
Student Drivers.....	31
Cafeteria	31
Library	32
Health and Safety.....	33
Fire Drills.....	33
Students with HIV/Aids or Related Diseases	33
CODE OF CONDUCT.....	34
School Policies	34
Discipline Code	35
Sanction Policies and Procedures.....	35
Minor Offenses.....	35
Major Offenses	35
Table of Infractions.....	37
Minor Offenses.....	37
Major Offenses	38
Serious Offenses.....	39
Cell Phone/Apple Watches/Wearables Policy.....	39
Discipline Office Procedures	40
Honor Code of Ethics.....	40
School Drug, Alcohol, Tobacco & Vaping Policy	41
Disciplinary Sanctions.....	41
Weapons Policy.....	42
Book Bags.....	43

Student Lockers	43
Harassment and Intimidation	44
Sexual Harassment.....	44
Cyber-Bullying and Sexting.....	45
Engagements	45
Abortion	46
EXTRA-CURRICULAR ACTIVITIES.....	46
School Policies and Regulations.....	46
Statement of Purpose.....	46
Attendance.....	46
Academic	47
Conduct.....	47
Dance Regulations.....	47
Student Clubs and Organizations	48
Collections	49
DRESS CODE.....	49
Uniform Requirements for Grades 9-12.....	49
Young Women	49
Young Men.....	50
Fall/Spring Uniform.....	50
Young Men and Young Women.....	50
Dress Code - General Guidelines.....	51
Athletic Uniform Shirts and Club Polo Shirts.....	51
Casual Dress Days or Dress Down Days.....	52
Dress Up Code	52
Physical Education Dress Code.....	53
TECHNOLOGY POLICIES	53
Entertainment Devices	53
Internet Policy	54
Technology Acceptable Use Policy.....	54
Introduction	54
Goals.....	54
Safety.....	54
General Guidelines for Technology Use.....	55
Individually Issued Technology	55
Posting of Information on the Internet.....	56
BUSINESS POLICIES	56
Books.....	56
School Supplies.....	57
Tuition Policy	57
Tuition	57

Delinquent Tuition.....	58
Student Tuition Assistance.....	59
FACTS Payment Plans	59
Insurance – Student Accident.....	60
Newsletter-Calendar.....	60
Change of Address	60
Telephone	60
Deliveries to School	61
Class Fundraiser Policy	61
Non-Custodial Parents.....	62

PRAYERS AND PLEDGE

SCHOOL PRAYER

Direct O Lord, all our actions by your holy inspiration and carry them on by your gracious assistance so that every word and work of ours may always begin in You and through You be happily ended, through Christ, Our Lord. Amen

THE ANGELUS

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail Mary, etc.

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary, etc.

V. And the word was made Flesh.

R. And dwelt among us.

Hail Mary, etc.

V. Pray for us, O holy Mother of God.

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

Let Us Pray

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 an Angel, may by His Passion and Cross, be brought to the glory of His resurrection. Through the same Christ our Lord. Amen.

REGINA CAELI

Queen of heaven, rejoice! Alleluia.
For he whom you did merit to bear. Alleluia.
Has risen as he said. Alleluia.
Pray for us to God. Alleluia.
Rejoice and be glad, O Virgin Mary. Alleluia.
For the Lord is truly risen. Alleluia

Let us pray.

O God, who gave joy to the world through the resurrection of your Son our Lord Jesus Christ, grant, we beseech you, that through the intercession of the Virgin Mary, his Mother, we may obtain the joy of everlasting life, through the same Christ our Lord. Amen.

ST. AUGUSTINE'S PRAYER TO THE HOLY SPIRIT

Breathe in us, O Holy Spirit, that our thoughts may all be holy. Act in us, O Holy Spirit, that work, too, may be holy. Draw our hearts, O Holy Spirit, that we love but what is holy. Strengthen us, O Holy Spirit, to defend all that is holy. Guard us, then, O Holy Spirit, that we always may be holy. Amen.

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

ABOUT DELONE CATHOLIC HIGH SCHOOL

FOUNDATION DOCUMENTS

MISSION STATEMENT

Delone Catholic High School exists to educate and challenge students spiritually, academically, physically, socially and aesthetically within the traditions and teachings of the Roman Catholic Church. This challenge will inspire students to experience Jesus Christ personally and to “Be Doers of the Word.”

PHILOSOPHY

As a Catholic, co-educational, inter-parochial school, we welcome students of all faiths in Grades 9 through 12. We focus on preparing students for a lifetime of learning, growth, service, integrity, responsibility, accountability and justice. We provide activities designed to promote the practice of self-confidence, self-discipline, creative expression and social graces in daily living. We encourage students to use their minds and cultivate their particular talents.

Catholicism: The goal of Catholic education is to assist young people toward a heightened awareness of their humanity in light of Divine Revelation. We provide a program which promotes a sound understanding of the Catholic faith and its relationship to our society and all aspects of students’ lives. We value our Catholic identity because that identity derives its original characteristics and its structure from the mission of the Church. Our school serves as a genuine instrument of the Church by participating in her evangelizing mission. We welcome and embrace a diverse cultural and economic population as a hallmark of our Catholic identity. We challenge our faculty, staff, students and families to witness their beliefs in daily life.

Curriculum: We offer a program of studies and activities designed to provide students with diverse experiences which will equip them to recognize and respond to truth. We offer a program of instruction, instructional support, formation and growth which promotes self-worth, respect for one’s well-being, excellence through healthy competition and appreciation for the unique potential of each person. We foster a critical consciousness which enables the student to think independently, to analyze complex issues thoroughly and to lead effectively.

Character Development: We assist our students in developing and strengthening Christian values as the basis for moral judgments. We encourage them to integrate the spiritual, intellectual, aesthetic, personal, social and physical aspects of life.

Climate and Culture: We foster a Christian climate of responsible freedom and love which enables all students to build personal and social relationships. We provide a nurturing atmosphere which fosters respect and equality without regard to race, national origin, gender, economic status, or creed. We provide a culture of respect, responsibility and service within a safe and welcoming Catholic environment.

Citizenship: We prepare students with the social skills they will need to be productive and contributing citizens. This education will enhance their role as faithful, informed and articulate members of the Church and society. We challenge students to strive for excellence, to be responsible global citizens of the modern world and to “Be Doers of the Word.”

Community: We provide a quality educational environment through a cooperative effort with stakeholders: parents, alumni, consecrated persons, parishes, businesses and professional organizations.

BELIEF/VALUE STATEMENTS

We believe the traditions and teachings of the Roman Catholic Church.

- We believe that the Roman Catholic tradition must be incorporated into all aspects of students’ education and life. Catholic school provides an experience of the Church’s beliefs, tradition and sacramental celebrations. The moral and ethical character of the students is developed by the encouragement of adherence to the laws of God, the community and the school.

We believe that each person is a sacred individual.

- We believe it is important to recognize the sacredness of all people and to accept and love them. We believe in the value and holiness of individuals, who are created in the image and likeness of God. We view each person as an expression of the Creator’s love and appreciate each person for his or her unique potential and worth.

We believe in academic excellence, intellectual development and life-long learning.

- We value academic excellence as an appreciation of the pursuit of intellectual development now and as a life-long challenge. We value critical consciousness which enables each student to think independently, to analyze complex issues thoroughly and to lead effectively within the mission of the Church.

We believe that service is an expression of our faith.

- We believe that service is a primary component of our faith and an extension of Catholic education. We believe that students should be active participants in the school environment, the Church, the community and the world. We value our commitment to service as a fulfillment of our Scriptural commission to “Be Doers of the Word.”

We believe that we are a community of stakeholders, working with parishes, parents and businesses and that all members of the community should be invited to be involved in our school.

- Our community is an important support in achieving the spiritual and educational goals of the school. We value community as a faith-filled collaboration of students, administrators, faculty, staff, board, alumni, consecrated persons, parishes, businesses, professional organizations and

most importantly parents, who are the first and primary educators of their children.

GRADUATE PROFILE

Our graduates will be able to:

- Understand and appreciate the Roman Catholic Church and its traditions and teachings
- Integrate faith into all aspects of life
- Live the Gospel values
- Witness to their beliefs and faith
- Affirm the dignity of all people
- Serve those in need
- Apply learned skills and knowledge
- Analyze complex issues and develop practical solutions
- Recognize and promote excellence
- Communicate effectively
- Use all resources wisely
- Use technology effectively
- Integrate habits of wellness in everyday living
- Appreciate beauty and truth

Our graduates will be:

- Spiritual
- Moral
- Ethical
- Truthful
- Compassionate
- Committed to justice and integrity
- Responsible and accountable
- Effective leaders
- Active and productive citizens within Church and community
- Patriotic
- Life-long learners
- Independent thinkers who are open to growth
- Prepared for higher education and/or technical training
- Competitive in the workforce

PARAMETERS

Delone Catholic High School is a Catholic, secondary, co-educational inter-parochial school. Our courses of instruction are in accordance with the Magisterium of the Roman Catholic Church and the standards of the Diocese of Harrisburg.

HISTORICAL SKETCH

Delone Catholic High School is a regional high school named for Charles J. Delone, Esq., a prominent Catholic attorney of Hanover, who donated the land and the funds for the construction of the original building. The facilities that had been the education center for elementary and high school were destroyed by fire in 1938 which precipitated Mr. Delone's generous donation. The cornerstone of the new school was laid in 1939 and the new building was dedicated by Archbishop Amleto Giovanni Cicognanni, Apostolic Delegate to the United States, on Sept 2, 1940. As a tribute to Mr. Delone, the school bears his name and its athletic teams have adopted his title "Squires" and "Squirettes."

Father Cyril J. Allwein was appointed the first Principal of Delone Catholic High School. The Sisters of Saint Joseph were joined on the faculty by the Sisters of Mercy and, in 1941, by the Sisters of Christian Charity.

In 1952 the high school was accredited by the Middle States Association under the direction of Father William R. Lyons, Principal 1948-1977. Two additional wings were added to the original building in 1955 and in 1963. A chapel, bearing the title, "Our Lady, Queen of Peace," was constructed in 1966. The chapel was moved in 2007 and renovated through a gift from the estate of Donald W. and Mary E. Small. The Lawrence B. (Sonny) Sheppard, Jr. Memorial, a gymnasium complex, the gift of Mr. and Mrs. L. B. Sheppard in memory of their son, was built in 1968. The 1963 Science and Math wing was renovated in the summer of 2011. The 1940 building received a complete renovation in the summer of 2013 and the 1955 wing, library, cafeteria, band room and old gym were renovated in 2016 and 2017.

Delone Catholic High School continues to serve the youth of parishes in Hanover, McSherrystown, Littlestown, Spring Grove, Abbottstown, New Oxford, Bonneauville, Gettysburg, Fairfield, Westminster, Emmitsburg, Reisterstown, Taneytown and Glyndon as well as non-Catholics from the Adams/Hanover area and northern Maryland. There are also international students from several countries enrolled at Delone Catholic.

ALMA MATER

*Come raise your voices
Join in our heartfelt praise
To our high school, let us sing
To our high school, let us sing
To our high school, let us raise our loyal song.
Ne'er can our spirit die
Ne'er shall thy blessings end
May all thy sons defend thy spotless name.
Our colors red and blue
Ever to you be true
True to our colors bright
O Delone High.*



EXPLANATION OF THE SCHOOL SEAL

The shield is a composite of outstanding features taken from the shield of the Diocese of Harrisburg (left) and the Delone Family Coat of Arms (right).

The Cross of Faith has impaled on it the shamrock of St. Patrick, patron of the Cathedral, Principal church of the Diocese. The upper compartment contains in the center the crescent from the Harris Family Coat of Arms. It stands between two of the three silver discs which appear on the Penn Family coat of Arms. The State of Pennsylvania, the City of Harrisburg and the Catholic Diocese of Harrisburg are thus integrated. The golden fighting eagle against a royal blue background has been adopted from the Delone Family Coat of Arms.

The motto, "Estote Factores Verbi" - Be Doers of the Word - is a quotation from St. James 1:22.

TRADITIONS

School Colors - Red and Blue
Athletic Colors - Black and Gold
Team Names - Squires/Squirettes

Yearbook -Delonian
Newspaper - Delonews
Literary Magazine - Inquire

ENROLLMENT

ADMISSION POLICY

1. Any student who is promoted from the eighth grade of a certified grade school or middle school program is eligible for admission.
2. Students wishing to transfer to Delone Catholic High School at the tenth, eleventh or twelfth grade levels must complete the following process:
 - a. A personal interview will be held with the student, his/her parents and at least one member of the school administration. The purpose of the interview is to compile general information about the student's present academic status and the reason for the transfer.
 - b. A review of the student's records, both academic and disciplinary, will be conducted by Administration. Appropriate personnel at the student's present school will be contacted, as deemed necessary.
 - c. The school administration will meet to assess all the information gathered and to determine whether or not the student will be accepted into Delone. This decision will then be communicated to the student and his/her parents. All such decisions are made on an individual basis and are determined by whether or not Administration feels that the student will have a relatively good chance of experiencing success at Delone.
3. All entering freshmen must take the High School Placement Test that is administered on an annual basis at Delone Catholic High School. The results of this test in conjunction with elementary school grades, placement and teacher recommendation form the basis for placement in the subject areas of English and mathematics.
4. Students of any sex, disability, race, color, religion, or national origin are eligible for admission to Delone Catholic High School provided that:
 - a. the school offers appropriate educational programs to meet the students' needs and has space available according to the class size policy established by the school's administration and board of directors.
 - b. parents or guardians consent to the payment of fees and tuition in accordance with the established scale of the school.
 - c. students of all faith backgrounds enroll in the religion classes earning the four credits that are a requirement for graduation. Reverent attendance at all religious functions that are offered as part of the school program is mandatory.
5. After a student has been admitted, in order to receive a schedule, the course selection form must be completed including the signature of parents or guardians.
6. The registration of a student is deemed recognition on the part of the student and his/her parents or guardian of the willingness and resolve to comply with

all the rules and regulations of the school. Ignorance of the rules and regulations of the school cannot be an excuse for failure to comply.

7. Catholic students of supporting parishes must have a pastoral recommendation to qualify for the supporting member tuition rate. All others will be charged at the non-supporting member rate.
8. In the registration/re-registration process, parents are agreeing that they and their son/daughter will abide by the policies and procedures that may be adopted from time to time by the Diocese or the school, particularly those set forth in this handbook.
9. Nothing contained within the handbook is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the Diocese, or school.
10. Delone Catholic High School is operated as a faith community, not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranties or covenants or contractual obligations on the part of the school.

CODE OF CHRISTIAN CONDUCT

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth—parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of Administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles proved that all members of our school community:

- work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations
- communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting.

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community;
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels);
- Abusive and/or threatening electronic, written or verbal communication;
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

Pastor's Recommendation

The registration process of Delone Catholic High School includes a pastor's recommendation. This recommendation determines the parish registration and association but also determines the parish service credits that are needed for each student for graduation purposes. The pastor's recommendation places the student within the parish of record for payment and distribution of information including report cards. In the case of a change in residency due to a move or due to the change in custodial parent, a new pastor's recommendation of the student must be requested using the form provided by Delone Catholic High School. This form is to be completed by the pastor of the new parish. The pastor is requested to document in writing the registered status of the family as parishioners. The former pastor is requested to document the withdrawal status of the family as parishioners. Change of parish status will occur when all necessary documentation is received. Change in tuition status may occur only at the beginning of a semester or year.

ATTENDANCE AND SCHEDULES

GENERAL INFORMATION

The School Day

1. School begins in the morning at 8:00 a.m. and closes in the afternoon at 2:45 p.m. The warning bell to report to homeroom rings at 7:57 a.m. Students are expected to be seated in homeroom at 8:00 a.m.
2. Students are not permitted to leave the school or school grounds upon arrival by car or by bus. Students may not leave the school grounds between the end of school and the time for boarding a bus.
3. Any student arriving before 7:40 a.m. must gather in the cafeteria or lobby area until that time. At 7:40 a.m. students may go to their lockers to be prepared for first period class. Students may not go to lockers between homeroom and first period. Students may not sit in the hallways by the lockers, as this is in violation of fire code.
4. The school day begins with a prayer, the Pledge of Allegiance to the Flag and announcements. Attendance is taken during the homeroom period.
5. Students not in their homeroom when the bell rings at 8:00 a.m. will be marked as late. (An exception occurs when a school bus is late; pupils should report directly to the Attendance Office.)
6. Three minutes are allowed for change of class. At the end of three minutes, a bell rings to signal the beginning of class. Anyone entering the room after the bell (whether this is in a classroom, study hall or gym) must present a teacher pass or a late slip acquired from Attendance Office in order to be excused.
7. No student is permitted to remain in the building after 3:00 p.m. unless engaged in a school activity under the supervision of a faculty member. Students waiting at school for an extracurricular activity must report to the lobby area until the moderator or coach arrives.

Attendance

Every student should strive for perfect attendance. Only by being in school every school day can a student gain the maximum from his/her school years. Since daily recitation and explanation of matter by the teacher are essential in our educational system, an absence of even one day may, understandably, result in lowered grades.

A student who participates in a school-sponsored activity on a school day will not be marked absent.

Absence

1. When a student is absent from school, he/she must have a parent or guardian call the school the same day between 7:30 -8:30 a.m., or leave a message on voicemail before 7:30 a.m., to indicate the reason for that absence. If the parents do not call the school, they will be contacted. Calls from students are not accepted.
2. The physical well-being of the student is the concern of both school and parent. As soon as a student returns to school after an absence, he/she **must**

present to Attendance Office a note signed by the parent or guardian explaining the reason for the absence and the number of days missed giving exact dates subject to disciplinary action. If a student does not bring an excuse, he/she is subject to the discipline code. Cooperation in this matter is essential because of state laws governing school attendance. **For an absence of more than three consecutive days, a doctor's certificate is also required.**

3. Pennsylvania School Law states that "excused" absences include the following: illness, family emergencies, prearranged and approved doctor and dentist appointments, school scheduled student educational trips and authorized school activities.
4. The Principal of Delone Catholic High School has no power to grant permission to a student to be absent from school for a reason which the Commonwealth does not recognize as legitimate. It is the parents who are answerable to the state authorities for an illegal absence.
5. Because of the Pennsylvania State's Compulsory School Attendance Law, the attendance of students at Delone Catholic High School is subject to the supervision of the attendance officers of the various school districts. Consequently, illegitimate or unreported absences of Delone Catholic High School students must be referred by Delone Catholic High School to the proper public authority. Therefore, it is very important that a legitimate reason for absence be reported to the Attendance Office by a note signed by a parent.
6. Students absent from classes for any reason have full responsibility for covering material missed. In order to be properly briefed on subject matter missed, the student should seek the assistance of the teacher or a fellow student. Students have the obligation to make arrangements with the teachers the day that they return to take any tests or quizzes missed during an excused absence within one cycle. Make-up work will be collected from teachers for absences of three days or more, but only if parents call and officially request that this be done. A twenty-four-hour notice is required for teachers to prepare make-up assignments. Please check the parent portal first for assignments.
7. Students who participate in or attend inter-scholastic events or other school sponsored activities must be present in classes the day of the activity or event. Failure to comply will result in disciplinary action. Admittance to or participation in the event will not be granted.

Frequent Absences

When a student is absent more than six days in a marking period, the parents of the student must meet with Administration to discuss the student's attendance and academic records. By Delone Catholic High School standards, twenty-four days absence is sufficient to warrant repeating the school year. The matter is to be decided by Administration. Taken into consideration will be the frequency of absence, attempts to make up work missed during absences, etc. In the case of chronic irregular absence involving ten days, Administration will request a physician's statement regarding the general health of the student and a doctor's statement from the registered family physician for each absence.

Students consistently absent on specific class test days can be denied the opportunity of taking the test and will receive a zero for the test.

Special Absences

1. **Funerals** - Permission for a student to attend the funeral of a friend, neighbor, or a family member of a fellow student should be requested in writing by the student's parent(s) or guardian one day before the burial. Please see Attendance Office to complete the necessary form. In the case of the death of a Delone Catholic High School student, the pastor will be consulted about the school's participation in funeral arrangements.
2. **Dental and Doctor Appointments** - As much as possible, dental and doctor appointments should be made after school hours. If the appointment occurs during school hours, a signed card from the dentist or doctor indicating the exact time the appointment was completed must be presented to Attendance Office upon the student's arrival at school and a late slip received in exchange. Failure to conform to this rule will jeopardize future extension of the privilege to the offending student. A student should inform the dentist and doctor of this policy. A note from the parent should be written to Administration the day before the appointment is scheduled. The student's name will then appear on the absentee list indicating the reason for absence from class(es).
3. **College Visitation** - Students who wish to visit a college or trade school should present a note of permission from parents to Attendance Office and notify subject teachers ahead of time. When the student returns from a school visit, he/she must bring a note from the college verifying that the student actually visited the school. This note should be signed by a school official and should include the date of the visit. Absences for educational experiences will be limited to four (4) per year.
4. **Family Trips** - Students are permitted two (2) family trips, not exceeding five (5) school days in total. Students must present a note of request two weeks prior to the trip, unless an unforeseen circumstance, e.g. funeral, to Attendance Office who will issue a family trip form. Parents are to sign the form completing all requested information. The student then presents the form to each of his/her teachers for a signature noting approval or disapproval of the trip. The completed form is to be returned to Attendance Office. A copy will be given to the student for the parent.

If procedure is not followed, absences will be considered as unexcused absences. Consequences will follow accordingly.

All missed classwork and homework must be handed in on the day of return to school. Tests are required to be made up within three days of return. The student is required to make these arrangements on the day of return with each teacher. Teachers may require that an announced test be completed before leaving on the trip.

Student Withdrawal

The Public School Code of the State of Pennsylvania requires that every child of compulsory school age having a legal residence in this Commonwealth attend a school in which the subjects and activities prescribed by the standards of the State Board of

Education are taught in the English language. Delone Catholic High School meets these standards.

Legal school age in Pennsylvania is seventeen (17). To discontinue school before then, a person must have permission from the public school authorities in the school district where he/she resides.

If a student or his/her parent indicates a desire for that student to leave Delone Catholic High School, either as a matter of transfer or termination, the student shall report to the Director of Guidance.

A counseling session with one of the school counselors will clarify the reasons for withdrawal as well as explore alternatives available to the student and parents. The student will then be referred directly to the Principal.

Whenever a student wishes to terminate his/her formal education at Delone before age seventeen (17), Delone Catholic High School will notify the appropriate public school authorities.

Medical Considerations

1. **Emergency Authorization Form** - Parents are required to complete the Emergency Authorization Form which gives permission for any emergency medical treatment to students while they are under the supervision of Delone Catholic High School.
2. **Chronic Medical Conditions** - Parents are requested to provide Delone Catholic High School with information about any chronic medical or psychological problem that may impair a student's performance in school. This information should be noted on the form sent home by the school nurse at the beginning of each school year.
3. **Emergencies During School** - Students who become ill or are injured during school hours are to be referred to the school nurse or Attendance Office for Administration of first-aid. If the student must leave school because of sickness or injury, the school will call some member of the family to arrange transportation home. The administrators or staff who may authorize permission for a student to leave the school is the Principal, the Vice Principal and/or the school nurse.
4. **Medication Guidelines** - Administration strongly recommends that medication be given in the home, however, it is realized that the health of some students requires that they will receive medications while in school. When medications absolutely must be given during school hours, certain procedures must be followed according to Diocesan policy:
 - a. All **prescription** medication must follow the Diocesan guidelines as enumerated on the Authorization for Prescription Medication form. This Authorization must be completed and on file before prescription medicine will be administered.
 - b. For a student on long-term medication, a face-to-face or phone conference with parents/guardians concerning the student's plan of care is required. The plan of care must be written and included as a part of the student's school health record.
 - c. For all **non-prescription** medication, the medication in the original contain must be in the Main office in the locked cabinet. The

Authorization for Non-Prescription Medication must be on file. This authorization form must be signed in the presence of a school employee.

- d. Parents are responsible for taking student's medications home if they are discontinued, if the student withdraws, or at the end of the school year.
- e. Students are permitted to carry on their person prescription medication (inhalers) only with the physician's authorization.

Student Visitors

The Director of Marketing and Admissions coordinates student visitors to Delone Catholic for the expressed purpose of observing classes. This visitation is scheduled for all students in the feeder elementary schools as a class. Individual visitations are scheduled by the Director of Marketing and Admissions for those students who are new to the area or who are considering a transfer from a public school.

Former students who wish come to visit faculty members need to make an appointment and, upon arrival, sign in at the Main Office before proceeding to any other location in the building. Class observations must be scheduled with the permission of the faculty member and the Principal.

Closing of School

Sometimes it is necessary to delay the opening of school or close school for the day because of the weather. "One Call Now" will notify parents of a closing or delay via phone or e-mail as requested. Also, www.wgal.com will list the closing as will Delone Catholic's web site, www.delonecatholic.org. The automated school phone system will also announce the closing or delay.

Delone Catholic High School is informed of weather closings by either the superintendent or the transportation coordinator of the local public school district. Delone Catholic High School then makes the necessary announcements through the above media connections. Please note that if transportation is provided by the public school district in which you reside, then you must follow the guidelines for that district. For example, Delone Catholic High School has a one-hour delay but South Western has a two-hour delay and bus transportation is provided by South Western. Please be prepared to board the bus as per a two-hour delay.

In Maryland, if Carroll County schools are closed, then Delone Catholic High School students from this area are given an excused absence if school is in session. In all weather-related delays, the parent makes the final decision as to travel safety since our students come from such a wide area. The buses contracted by Delone Catholic High School do not travel to Maryland if Carroll County is closed.

Early Dismissal

To maximize instructional time when weather dictates an early dismissal, Delone Catholic will follow this procedure. As each school district calls with the time of dismissal, an announcement will be made. All students from that school district whether they ride the bus or drive, or carpool will be dismissed at that time. Phone calls will not be accepted for release of students who are in another district. The phone lines need to be available for students to contact parents who are responsible for driving either the student or a carpool. Any other request for individual release of a

student other than at the school district's announced time must be made in writing before the school day begins so the information can be noted on the absentee bulletin.

Scheduling Appointments

Common courtesy requires that an individual make an appointment to see any member of Administration or faculty. This appointment will guarantee sufficient time to deal with the purpose of the visit.

STUDENT RELIGIOUS LIFE

STUDENT RELIGIOUS OPPORTUNITIES

As a Catholic school, basic practices reflect a Christian orientation to God. Prayer is an essential part of this orientation; therefore, the school day begins with prayer, a reminder of our essential relationship with God and our union with Jesus our brother as He brings the world closer to the Father through the work of the Holy Spirit. Throughout the day these intentions are recalled.

OPENING PRAYERS

During the homeroom period, some form of morning prayer is prayed to unite all students with God. This prayer is offered by the Principal. A closing prayer is led by a student before the last class period of the day.

BEFORE CLASS

At the beginning of each class, time should be taken to remember the Presence of God. A brief prayer should be directed by the teacher or student. The school prayer is appropriate to be used.

MASS

On occasions of importance to the entire student body, Mass is celebrated for the school community. Because Masses are formal school functions, students' presence is mandatory. Students assist in the preparation and celebration of school liturgies. Reverent participation is expected.

RETREATS

Each year all students are required to attend a school-sponsored retreat. A fee will be charged to help cover expenses.

WORKS OF MERCY PROGRAM

As Christian men and women, we are called to service; therefore, participation in the Works of Mercy Program is required. Each student must perform 80 hours of volunteer service to earn Works of Mercy hours. The portion of the service must be performed for the school (after school hours), the church and the community. The student submits a self-accountability sheet listing his/her hours of service signed by a supervisor. All Works of Mercy hours completed prior to the last day of school must be submitted to the main office by the end of the last day of school or a day

designated by the Coordinator. For any senior, the service requirement must be completed by the end of the third quarter. Any senior service verification form turned in after this date will only be recognized as half the hours submitted. Incoming freshmen may start their Works of Mercy hours effective June 1st. A minimum of twenty Works of Mercy hours must be completed and verified by the service coordinator annually.

CHAPLAIN

Though having an office in the school, the chaplain is not a member of the administrative staff. He is, therefore, in a unique position to become a counselor and confidant of every student. He is available to any student for consultation at a mutually-agreeable time. He is also available for the Sacrament of Reconciliation and the celebration of the Eucharist. He maintains an office in the Spiritual Life Center.

SPIRITUAL LIFE DIRECTOR

The Spiritual Life Director will focus on the spiritual well-being of all students, faculty and staff. The director will coordinate the peer ministry and retreat programs, the liturgies and para-liturgies and assist in the service program of the school. The director will be available to meet with students to assist with information to guide them in their spiritual life. The Director's office is located in the Spiritual Life Center.

ACADEMIC POLICIES

ACADEMIC POLICIES AND PROCEDURES

Delone Catholic High School offers a rich academic program. Course offerings are versatile and designed to meet the needs of students on a wide variety of levels.

GRADUATION REQUIREMENTS

In order to receive a high school diploma, all students must meet the course requirements of Delone Catholic High School, the Diocese of Harrisburg and the Commonwealth of Pennsylvania. A minimum of 25 credits accumulated over four years of study, as well as 80 Works of Mercy hours, are required for graduation.

Religion	4 credits
English	4 credits
Social Studies	3 credits (European Cultures American Cultures, American Government and Economics)
Science	3 credits (Physical Science, Biology, plus one additional course)
Mathematics	3 credits (Algebra I, Geometry, Algebra II) or other combinations of acceptable Math courses

Physical Ed.	1 credit (one quarter each year)
MAC	1.0 credit (Music Exploration., Art Appreciation. and Basic Computer Applications)
HHD	.75 credits (Health 10, Home & Family Life Skills, Driver's Education – Pa. students only)
Electives	5.5 credits (Two years of a Foreign Language is strongly recommended)

LEVELS OF STUDY

Delone Catholic High School offers four levels of study, distinguished by the comprehensiveness, degree of difficulty and depth of investigation. Students must meet clearly established criteria and/or have the approval of the teachers involved in order to register for Honors or Advanced Placement courses.

AP - Advanced Placement

H - Honors

A - Academic

F - Fundamental

CURRICULUM GUIDE

Grades 9-10 - 7 MAJOR COURSES* per semester including PE 9/10

Grade 11 - 7 MAJOR COURSES per semester plus PE 11

Grade 12 - 6 MAJOR COURSES per semester plus PE 12

*MAJOR COURSE - One which meets seven times per cycle and is part of the 25 credits required for graduation. For a complete listing and description of all courses offered and/or levels, please consult the course catalog.

HONOR ROLL CRITERIA

First Honors - Highest Honors

87+ in AP and Honor Courses

90+ in all other courses

80+ in Physical Education, Music Appreciation, Health/Home and Family Life Skills and Driver's Education

Second Honors - High Honors

83+ in AP and Honor Courses

85+ in all other courses

80+ in Physical Education, Music Appreciation, Health/Home and Family Life Skills and Driver's Education

Commendable Effort

80+ in AP and Honor Courses

82+ in all other courses

80+ in Physical Education, Music Appreciation, Health/Home and Family Life Skills and Driver's Education

The Honor Roll is published each quarter and is based on the student's performance in that marking period only. The Honor Roll is not based on a cumulative average but on each individual course. Honor Cards and Commendable Effort cards are distributed to students each quarter.

GRADING, GRADE POINT AVERAGE AND CLASS RANK

At Delone Catholic High School, Class Rank and GPA are based on weighted quality points. These are numbers assigned to grades, depending on the level of difficulty of the course. AP courses are given the highest number of quality points, while Fundamental level courses receive the lowest number. For example:

GRADE	AP	Honors	Academic	Fundamental
100	4.9	4.7	4.5	4.3
99	4.8	4.6	4.4	4.2
98	4.7	4.5	4.3	4.1
.....				
89	3.8	3.6	3.4	3.2
88	3.7	3.5	3.3	3.1
.....				
79	2.8	2.6	2.4	2.2
78	2.7	2.5	2.3	2.1
.....				
70	1.9	1.7	1.5	1.3
Below 70	0.0	0.0	0.0	0.0

For transfer students, official class rank will be determined after two full years of attendance at Delone Catholic High School.

ACADEMIC CREDIT

To earn the full credit (1.00) for a year-long course, the student must attend classes for the entire year, complete the mid-term exam and the final exam (senior exemption may apply) and attain a passing final grade of at least 70.

To earn a semester credit (0.50) for a semester course, the student must attend classes for the entire semester, complete the semester exam, either administered in January or May/June (senior exemption may apply) and attain a passing final grade of at least 70.

To earn a quarter credit (0.25) for a quarter course, the student must attend classes for the entire quarter and attain a passing final grade of at least 70.

In the instance when a quarter course (e.g. Physical Education) impacts a year-long course (e.g. Instrumental Music) for that one quarter, the student is assigned to an independent study. The student is responsible for learning all academic assignments and for setting up appointments with the teacher as necessary.

FAILURE POLICY

The passing grade is 70 in each course. Interim evaluations are noted on the annual calendar for review on the parent portal. If Internet access is not possible, a printed copy may be requested from the Vice Principal. Please check the parent portal weekly for student progress. Weekly progress letters are issued on Monday to students who have two or more failures. Report cards are issued quarterly and must be signed by a parent/guardian and returned to the homeroom teacher.

No more than two courses may be made up in the summer. All failures in courses required for graduation must be made up in one of the following ways:

1. An approved and certified summer school program offered through one of the public school districts in the area.
2. A private tutoring program approved by the Vice Principal.
3. An approved learning center program approved by the Vice Principal.
4. Repeating a course within the next school year as approved by the Vice Principal.
5. If a Religion course is failed, a two-week make-up session in June/July, taken at Delone Catholic High School or through a deanery priest is required.
6. Depending on a student's grade in Math, the student may have to repeat the full-year course the following school year.
7. Any student who fails pre-Algebra or Algebra I (H, A, F) must repeat the full-year course during the next school year.
8. All quarter courses (PE, Music Appreciation, Art Appreciation, Health, Home and Family Life Skills and Driver's Education) must be made up the following school year.

Any student with **TWO OR MORE FAILURES** in major subjects may be asked to repeat the academic year OR withdraw from Delone Catholic High School. These decisions are made on an individual basis at the discretion of Administration. Any student who is repeating the year and again carries two or more failures in any one of the three quarters of the repeat year will be asked to withdraw at the end of that quarter. For seniors, please refer to the Graduation Policy.

STUDENT FAILURES AND EXTRA-CURRICULAR INVOLVEMENT

A student who is involved in any extra-curricular activity is expected to maintain satisfactory grades in academic subjects and also in conduct. An activity includes but is not limited to: class officer, team manager, sports participant, committee member, etc.

In order to participate in an extra-curricular activity program, in any one quarter, a student may not be failing 2 or more courses. Failure lists are completed each Friday by teachers and students will be informed of their ineligibility by Monday morning via email. Ineligibility will extend from Monday to Sunday of that week. If a student appears on the ineligibility list for a period of weeks consecutively, he/she may be dismissed from the activity at the discretion of the coach and/or moderator.

A student who is not passing per the above policy or has an incomplete in any subject area at the end of a marking period will not be allowed to participate in extracurricular practices, contests, or performances for a period of fifteen (15) school days from the time that the report cards are distributed. A student may not participate in out-of-season open gyms if ineligible academically.

INCOMPLETE GRADES ON REPORT CARD

Because of prolonged illness or other special circumstances, a student may be unable to complete assigned work for a particular marking period. In such cases, the teacher may assign a grade of "IN" (Incomplete) on the report card to allow the student extra time to finish required responsibilities.

When an incomplete grade is given for a prolonged illness, it is the student's responsibility to arrange with the teacher for any necessary make-up work or other special circumstances. Assignments, make-up tests, etc. must be completed within two

weeks from the last day of the quarter. Any "Incomplete" grades not taken care of within this time frame will automatically become failures. Administration may review special circumstances, i.e., medically excused absences.

LATE ASSIGNMENTS

Late work not due to absence will be penalized at the discretion of the teacher according to the guidelines of his/her syllabi.

SEMESTER EXAMINATIONS

Comprehensive exams are administered at the end of each semester. These exams are designed to cover the major portion of the entire semester's learning. In addition to serving as an important preparation for test-taking in college, they also provide students, parents and faculty with a good measure of assessing individual and group understanding of the material covered from semester to semester.

The mid-term and final semester exams each count as 20 percent of the student's semester grade. All exams are allotted a maximum of 75 minutes. Three exam days are allotted each semester with no more than three exams per day per student. Homeroom and dismissal are scheduled differently on these three exam days.

Only seniors are eligible for final exam exemptions under the following circumstances: Seniors must have a 93.0 or above in A and F courses and a 90.0 in H courses to qualify. For a 1.00 credit course, the senior must also score 70.0 or above on the mid-term exam

PORTFOLIO GRADUATION REQUIREMENT

Beginning with the class of 2020, in order to become a candidate for a Delone Catholic High School diploma, each student must complete and meet expectations in all areas of the portfolio project.

Student Responsibilities:

It is the responsibility of each student in Delone Catholic High School to complete the Portfolio. Students will do the following:

- Familiarize themselves with the portfolio template, including required and elective tasks.
- Begin planning for the various components for each year.
- Stay aware of the due dates and deadlines.
- Pay for any expenses incurred during the completion of the portfolio.
- Complete required tasks by the stated deadline.
- Create a showcase portfolio website in the fall of senior year.

Parent/Guardian Responsibilities:

The portfolio provides each student an opportunity to advance in his or her college, career and self-discovery. While this is fundamentally a student-executed project, the school encourages parents/guardians to offer support to the student through the process. In addition to signing required forms, it is expected that parents/guardians will do the following:

- Review the required forms.
- Know the various due dates regarding the project.

- Offer suggestions and ideas related to the project
- Encourage the student to meet required project deadlines.
- Provide accountability for the student to ensure that due dates are met.
- Communicate with the student on a regular basis about the project.
- Monitor activity on the online portfolio website.

Each student will be given access to edit (and his/her parent will be given access to view) the student's online portfolio early in his/her first year at Delone Catholic High School. A portfolio contract will be issued as one of the beginning of the year forms for freshmen, as well as for transfers as applicable. It is expected to be signed and returned by the specified date.

GRADUATION

Students are charged a Graduation Fee to cover the added expenses of the ceremonies and supplies for graduation, which includes the diploma, Baccalaureate and the awards ceremony. This fee varies according to the size of the class and the anticipated expenses. This fee must be paid in the main office by the announced deadline. The receipt of payment is to be kept so that the student may produce this receipt and in return receive the cap and gown. The student purchases the cap and gown and may purchase from Jostens any other announcement materials, which is separate from the graduation fee. Payment for this order may be made at the time of order so that all fees are not payable during the month of May. During the last school year, this graduation fee was \$50.

Unbecoming conduct at any of the ceremonies will bring disciplinary action.

No diploma will be issued until all academic, financial and disciplinary obligations to the school have been satisfied.

GRADUATION POLICY

Graduation is an honor earned by those senior students who have satisfied all of the following requirements. It is also a privilege intended to recognize those students who have earned a diploma.

PRACTICE AND PARTICIPATION IN ALL GRADUATION ACTIVITIES

No senior shall practice nor participate in baccalaureate liturgy, senior awards, or graduation if he/she:

1. Has not successfully completed the required 25 academic credits.
 - Religion – 4 Credits (Religion 9, 10, 11 & 12)
 - English – 4 Credits (English 9, 10, 11 & 12)
 - Social Studies – 3 Credits (European Cultures, American Cultures, American Government and Economics)
 - Mathematics – 3 Credits (Any combination of acceptable math courses - Algebra I, Geometry, Algebra II or Algebra II/T-Honors, Geometry, PreCalc., etc.) depending upon what the student began with in Grade 9.
 - Science – 3 Credits (Biology, Physical Science/Chemistry I-Honors and one other full-year science elective)

Music Appreciation, Art Appreciation, Basic Computer Applications, Health, Home and Family Life Skills and Driver's Education – 1.75 Credits (PA). Maryland students do not take Driver's Education – 1.5 Credits

Physical Education – 1 Credit

Electives – 5.5 Credits

2. Fails any one of the above required courses within the senior year.
3. Fails two or more elective courses within the senior year.
(Unless otherwise approved by Administration)
4. Has not completed his/her 80 Works of Mercy hours. (All completed Works of Mercy hours MUST BE HANDED IN by the first day of senior exams. Uncompleted Works of Mercy hours at the end of the third quarter double in number for completion)
5. Has not met all disciplinary obligations; and
6. Has not paid overdue library fines, the graduation fee, lost or damaged textbook costs, school property damage costs, locker fees, or any other monetary debts.

****PLEASE NOTE THAT PRACTICES & PARTICIPATION ARE MANDATORY IF A SENIOR IS ELIGIBLE TO PARTICIPATE****

DIPLOMA/TRANSCRIPT/FINAL REPORT CARD

No Diploma, transcript and final report card will be issued if any one of the above requirements has not been met and/or tuition is not paid in full. Students will be issued their diploma, a final transcript and their final report card when all of these requirements are satisfied.

FIELD TRIPS

Field trips are a privilege to provide academic enhancement of the curriculum and are therefore mandatory. Procedures will follow Diocesan Policy #5134.1b. A student may be denied permission to attend a field trip because of a disciplinary situation and for an academic situation. The student is then responsible for completing an alternate assignment which will enhance the curriculum being covered.

STUDENT SERVICES

GUIDANCE

SCHOOL COUNSELORS

School counselors are available to help students in many ways. They may assist students in working out ways to get along with classmates and teachers. They may suggest ways to improve school work, help decide on courses to take, or interpret test results to students and their parents. Much of the counselor's interaction with students is on an individual basis. However, counselors also meet with classroom groups for the freshman guidance curriculum, for example. Counselors organize small groups of an educational or supportive nature to meet special needs of students, such as

grief and loss or relationship concerns. Parents may also wish to consult the counselor in order to better understand a question about the student's school work.

Counselors are also members of the school TASC (Teachers Addressing Student Concerns) Team, a group consisting of members of Administration, faculty and community agencies. The purpose of this group is to evaluate, counsel and/or assist students in obtaining professional help, particularly if they are dealing with depression, suicidal ideation or drug alcohol and tobacco problems.

The student's assigned counselor can be located on his/her course schedule. Mr. Cline and Mr. Hutton can be reached at 624-6612 and Mrs. Heberling can be reached at (717) 637-5969.

Students who wish to see a counselor should complete a Conference Request form. These forms are available in homerooms, the main office and the guidance offices. The completed form should be returned to the main office or one of the guidance offices so that an appointment can be scheduled.

STUDENT RECORDS POLICY

Official transcripts for Delone Catholic graduates are provided to appropriate agencies and institutions. Parents or adult students must authorize Delone Catholic to release a transcript by completing a Release of Information Request Form. This completed form then becomes a part of the student's permanent record folder. A \$4 fee is charged for each transcript. Requests should be submitted to the Main Office at least three days prior to the date for which the transcript is required. **Parents or adult students have the right to request that portion(s) of the record not be included.**

An unofficial transcript may be issued to parents or adult students who wish to hand-carry a copy to a college or university for a preliminary evaluation by an admissions officer or for other reasons.

A form at the parent's or adult student's option may be inserted into the student's permanent record file denying the release of any part of this record. This form must be properly signed and dated by the individual making such a request.

Any parent or adult student has the right to challenge the accuracy of any information included in the student's permanent record file. Such challenge should be submitted in writing and presented to the Director of Guidance. At the option of the parent or adult student, a review panel composed of impartial professionals will hear the objection and will assure that inaccurate information contained in the student's cumulative record file will be replaced. The burden of proof for the accuracy of the official school record rests with the school officials.

POLICY ON LETTERS OF RECOMMENDATION

Students at Delone Catholic High School may need letters of recommendation from teachers, counselors and administrators at various times. Students may request such letters to aid them: (1) in gaining admission to post-secondary schools; (2) in acquiring financial aid; (3) in qualifying for scholarships (both need-based and merit-based); (4) in competing for awards in contests and (5) in explaining weaknesses on their high school record. Teachers, counselors and administrators will compose such letters for students according to the following guidelines. For whatever reason, a teacher, counselor, or administrator has the right to decline an invitation to submit a letter.

Guidelines For Letters Of Recommendation

1. Students must provide the teacher, counselor, or administrator at least two (2) weeks' notice of the need for a letter. If possible, students should give even more than two weeks' notice of the need for a letter.
2. Students must provide the teacher, counselor, or administrator with a written request for a letter of recommendation stating the reason for the request. Letter of Recommendation Requests forms are available in senior homerooms, guidance offices and the main office.
3. Teachers, counselors and administrators should keep a copy of the letter for their personal file.
4. Teachers, counselors and administrators may offer a copy of the letter to the student.
5. Original letters of recommendation should normally be forwarded to the student's counselor who will include them with the other application materials. If the letter must be sent under separate cover by the teacher, counselor, or administrator directly to the post-secondary institution or scholarship agency, the student must provide a stamped addressed envelope for this purpose.

WORKING PAPERS

Students who wish to work at a part-time job while under the age of seventeen years must have working papers. Delone Catholic cannot issue working papers to students. Students must go to the office of the public school district in which they reside to obtain these forms. Students are required to bring their birth certificate and be accompanied by one parent.

TRANSPORTATION

SCHOOL BUS PASSENGERS

Good conduct and common courtesy are to be observed at all times on buses. Seats may be assigned at the discretion of the bus driver. Special bus stops will not be established for pupils to be delivered to places other than their own homes. Bus drivers may only make stops authorized by the Public School District directors. Delone Catholic students, while riding the bus, are also under the jurisdiction of the district supplying transportation. Disciplinary infractions will be reported in writing by the bus drivers to Administration. Students violating the code of bus conduct may receive a warning or may have bus riding privileges suspended for specified periods.

Local school districts are responsible only for their own students. Therefore, students from one school district may not ride on another school district's bus without prior permission. Such requests must be submitted in writing to the local district's transportation supervisor.

As of 2014, Act 9 allows the use of audio on school buses. The Board has adopted a policy that authorizes audio interception on school buses or school vehicles for disciplinary or security purposes.

Delone Catholic students must observe the following regulations:

1. Be at the bus stop five minutes before the scheduled bus arrival time because the bus driver has a schedule to keep and cannot wait.
2. Stay a safe distance, at least six feet, from the curb or road's edge.
3. Enter the bus without pushing or crowding.
4. Go directly to their seats since the bus will not move until all students are seated.
5. Wait in an orderly manner between bus runs at areas designated by district directors.
6. Remain seated while the bus is in motion.
7. Open windows only with the driver's permission.
8. Be accountable for any damage caused to the school bus.
9. Keep all limbs inside the bus.
10. Place books and parcels on their laps to keep the aisle clear.
11. Refrain from any act distracting to the driver and/or which endangers other passengers.
12. Observe the principles outlined in Delone Catholic's Discipline Code.

STUDENT DRIVERS

Students who drive private vehicles to school are obliged to travel at a safe speed of five miles per hour in the parking lot. Drivers are to be careful of pedestrians on or near school grounds. Reckless behavior by drivers or passengers in any form will not be tolerated.

Students who drive cars to school are not permitted to park their cars in front of the main building. Parking is available in the parking lot off South Street. Seniors can register for a parking spot with Administration. A fee will be charged. Cars should be parked in designated spots only. Delivery lanes must be kept clear. The parking lot between buildings and the first block of Delone Avenue are reserved for the faculty. It should be noted that, in deference to property owners, South Street and Delone Avenue are off limits for Delone students. **Only the side of the street adjacent to the school may be used for parking.**

A student must have permission from Administration before going to his/her vehicle during the school day. Loitering in the parking lot or around student vehicles wherever the vehicle is parked is prohibited. Loitering in areas that are surrounding the school property is prohibited. Students who drive to school may not pick up students who arrive at school by other means and leave the property before school. When driving the streets around the school, tires may not break traction with the road. If traction is broken, a police report may be filed. The policy for student drivers is in effect for all activities sponsored by Delone Catholic High School.

CAFETERIA

A federally-funded hot lunch program is offered to students. Information concerning free and reduced priced lunches is sent to each family at the beginning of each school year.

Delone Catholic High School serves a complete lunch to our students each day. A salad bar is offered several days a week. The school lunch consists of: one service of meat/meal alternate; two or more servings of fruits and/or vegetables; one serving of bread/bread alternate (minimum per day) and eight servings per five-day week; one serving (8 oz.) fluid milk (there is no substitute). Each student is offered all five food items of the school lunch pattern. Under the offer vs. serve provision, students may choose any three, four or five of the required food items of the school lunch. We are part of the federal lunch program and adhere to their guidelines. Cost of lunches is \$3.75. Applications for free and reduced lunches are available in the business office. This institution is an equal opportunity provider. Summer Food Service Program information can be found by calling 211, 1-866-3Hungry, 1-877-8Hambre, visiting www.fns.usda.gov/summerfoodrocks, or by texting MEALPA to 877877 during summer months. Site locater for smartphones: Rangeapp.org

No student will be denied lunch due to disciplinary reasons. Students are responsible for their student ID card. Students should report any lost or stolen ID to the main office immediately. A replacement ID will be issued at a cost of \$5.

Children who are considered to have a disability under 7 CFR Part 15b and whose disability restricts their diets must be provided substitutions when a signed statement from a licensed physician supports that need.

The lunch period is an official school period. Students are expected to be present in the cafeteria on time. Students are not permitted off the school grounds during this period. **Students are to remain in the cafeteria or lobby.**

Eating of lunches in any part of the building except the cafeteria will not be tolerated. Students are expected to use good table manners in the cafeteria. The cafeteria property is to be handled carefully. Flatware may never be removed from the cafeteria nor is it to be bent to become unusable. Students at all times are expected to show the utmost respect to cafeteria employees.

Students are permitted to bring their own lunches; however, **only beverages in sealed cans or plastic bottles are allowed to be brought to school.**

Vending Machines

Vending machines may be used by seniors during their Senior Open Campus period and by all students before and after school only. All beverages and food items must be consumed in the cafeteria. Cans, paper bags, containers, candy wrappers, etc., must be deposited in the receptacles placed for that purpose at the vending machines and in the cafeteria. Damage to the vending machine or misuse of the machine in any way will result in consequences. Consequences will include complete restitution of inventory or the machine itself.

LIBRARY

The school library should be used regularly by the students. Quiet and scholarly decorum are expected at all times. A legitimate reason for going to the library is important. Permission to go to the library must be sought from subject teachers. The pass should be presented to the study hall moderator to be signed.

HEALTH AND SAFETY

FIRE DRILLS

Fire drills are a serious matter and will be conducted in that manner. The following are some general directions:

1. Each room has a fire exit plan explaining the direction in which students should leave the building.
2. Students should walk in single file to the assigned exits.
3. All windows and doors should be closed.
4. The first student out of an exit, should hold the door open until the building is cleared, then rejoin their class.
5. When outside, students will remain in an organized manner, in silence, while roll is called.
6. Students return to classrooms in an orderly fashion.

STUDENTS WITH HIV/AIDS OR RELATED DISEASES

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

However, Administration does reserve the right to dismiss a student or curtail a student's activities (curricular, extracurricular). This will be done on a case-by-case basis by the Principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the Principal and the parents/guardians.

Parents/guardians are expected to inform the Principal if or when their child has HIV/AIDS or related diseases in order that the school Principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

Delone Catholic High School follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

Hands-on Guidelines

Administrators, faculty and staff may lay hands on a student under the following conditions:

1. To separate confrontational students from one another;
2. To assist a student in case of an accident or injury;
3. To escort a student to the office or to an administrator if verbal directive is ignored;
4. To defend oneself with no intent to harm a student.

CODE OF CONDUCT

SCHOOL POLICIES

Delone Catholic strives to educate, thoroughly Christian young men and women who will instinctively live by the law and love of Christ. Delone Catholic is dedicated to educating all students, to providing a safe and orderly environment for all students and to protecting the health, safety and welfare of all students.

Truly representative students of Delone Catholic High School have an abiding school spirit. They love their school. They defend it. In it or away from it, they act in a manner that will reflect credit on it and themselves. The school motto, "Estote Factores Verbi" – "Be Doers of the Word" - is a challenge to courageous action and not just a byword for half-hearted compliance or lip service.

Students must remember that their continued attendance at Delone Catholic High School is dependent upon their conducting themselves well in school, on school property, in view of school property and out of school on any property especially within the community. Any dishonorable conduct outside of school will place the student in jeopardy of expulsion. The reputation of Catholic education rests on the good or bad behavior of the students. Each student bears this responsibility individually.

Should a student be accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved, or another determination has been made by Administration.

All students are expected to conduct themselves at all school-sponsored activities in the same manner that is required during the school day. Any misconduct during sporting events, bus trips, class trips, etc. will be considered serious and students will be liable for disciplinary action.

The McSherrystown Borough created Ordinance 1996-4 effective October 9, 1996 which states "...Any person who shall loaf or loiter or congregate upon any of the public streets or alleys or public grounds in the Borough of McSherrystown to the annoyance of peaceable residents nearby or traveling upon any street or alley or being lawfully upon any of the public grounds in the Borough, whereby the public peace is broken or disturbed or the traveling public annoyed shall be guilty of disorderly conduct...."

Delone Catholic High School is within the McSherrystown Borough; therefore, all students are bound by this ordinance. Failure to comply with the ordinance could result in a fine ranging from \$50 to \$600.

Delone Catholic High School will discipline any student who uses school time or school property to promote any illegal, immoral, or inappropriate activity. Delone Catholic reserves the right to ask students to display the contents of book bags or pockets when probable cause is evident. Disciplinary action is not limited to the reference list of infractions printed below.

DISCIPLINE CODE

A discipline notice is issued to a student indicating that a minor or major infraction of school rules has been committed. Only teachers and administrators have the authority to issue infractions. Administration will assign an action (consequence) as outlined under the Action Listing. The student is to receive a copy of the discipline infraction/action within twenty-four hours. Infractions of a serious nature which require referral to the Principal will be issued as soon as possible at a later date. A student's discipline record is available through the Parent Portal.

Major infractions are cumulative during the year. However, when a student proves himself/herself worthy by going one month without further accumulation of demerits, two of his/her demerits will be rescinded.

Hour(s) of detention are issued for some offenses and/or for an accumulation of demerits. Detention is normally scheduled on Monday and/or Wednesday afternoons from 2:50 to 3:50 p.m. Detention must be served on the next scheduled day of detention. Exceptions may be made for work or other commitments with a prior written request from a parent or guardian. Students should carefully avoid behavior that would put such responsibilities in jeopardy. Students must notify parents of the detention and must make arrangements for their own transportation. *Failure to report for assigned detention will result in the adding of two additional hours of detention. Students who fail to report three times will be suspended.* During detention, the dress code will be enforced and no foods or drinks will be permitted. Students are to bring schoolwork or acceptable reading material to occupy their time.

SANCTION POLICIES AND PROCEDURES

MINOR OFFENSES (#1 through #17)

No demerits will be issued for these infractions.

- a) An accumulation of 5 Minor Offense infractions – Student receives one hour of detention.
- b) An accumulation of 10 Minor Offense infractions – Student receives two additional hours of detention
- c) An accumulation of 15 Minor Offense infractions – Student received three additional hours of detention
- d) An excess of 16 or more Minor Offenses – A parent meeting will be scheduled with Administration and student will be placed on disciplinary probation.
- e) At the end of each quarter, Minor Offenses will be removed from the student's record.

MAJOR OFFENSES (A) or (B) (#18 – #29)

- a) Demerits will be assigned in accordance with the Student Handbook.
- b) Accumulations of 5 to 7 demerits – Parents are notified via email.
- c) Accumulation of 8 demerits – Students receive two hours of detention, plus one hour for each demerit beyond eight unless otherwise noted in the code

- d) Accumulation of 10 demerits – Student must meet with Administration.
- e) Accumulation of 15 demerits – Student receives one day in-school suspension.
- f) Accumulation of 18 demerits – The Principal will review the student's discipline file. A meeting may be required with the student's parents and where indicated, the Vice Principal and teachers. The purpose of this meeting will be to investigate the student's behavior and future steps to be taken. Continued accumulation of demerits may warrant expulsion. If a second suspension occurs, expulsion may be warranted depending on the infraction.

A student, who has accumulated 18 demerits in the course of one school year, will also be placed on probation for the following school year. During that following year, if that student reaches eight demerits, the student's teachers, the Principal and the student's parents will meet to investigate the student's behavior and to discuss whether the student should continue his/her education at Delone Catholic.

For in-school suspensions, the student will not be allowed to attend classes on those days nor communicate with his/her classmates. Work will be assigned to the student to occupy his/her time during the suspension. Notice will be issued to subject teachers indicating the day or days of suspension. For a one or two-day suspensions (in-school or out-of-school), the student may not participate in any extra-curricular activities for a period of seven school days beginning with the first day of suspension. For a three day or more suspension, the student may not participate in any extra-curricular activities for a period of 14 school days. Extra-curricular activities are all those school activities which involve a student's time outside of regular school hours. At least one parent or guardian may be required to meet with the Principal before a suspended student is readmitted to class.

In the case of a serious violation as per Diocesan Policy #5114A, Administration has a right to immediately suspend a student from one to five days, notifying the parents orally and then in writing. Hours of detention will be determined at this time.

In particular cases, the accumulation of demerits and/or a serious offense may warrant immediate expulsion. According to Diocesan Policy #5114B, the following are examples of reasons a student may be expelled: (1) proven moral delinquency which has a negative influence on other students; (2) incorrigible behavior which undermines classroom discipline; (3) persistent truancy; (4) deliberate violation of a school rule or regulation for which the clearly promulgated penalty is expulsion and; (5) serious acts of violence or harassment, the possession of a dangerous weapon and the attempt to sell drugs. When a student is guilty of an action which merits the punishment of expulsion, Administration will arrange a meeting with parents/guardians and the student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal will inform the student's Pastor of the action to expel. The Principal will also consult the Superintendent of Schools.

At the time of the meeting, if a student is expelled, the Principal will inform the parents/guardians of the student that they have the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal will inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board.

In this written document to the parents/guardians, the appeal procedure will be outlined according to Diocesan Policy #5114C. Once expelled, or requested to leave, the student may not attend any activities on the premises of or sponsored by Delone Catholic High School. When an appeal over expulsion is made to the designate committee of the local school board, the appeal is made by the student and his/her parents or guardians. Neither the student nor the board will be represented by legal counsel.

TABLE OF INFRACTIONS

MINOR OFFENSES

A teacher may issue one-half hour of private detention in lieu of citing student with a Minor Infraction.

Infraction
1. Tardiness to school
2. Tardiness to class
3. Eating in an undesignated area
4. Chewing gum
5. Late report card, forms or library book
6. Failure to have the necessary books and materials for class (Chromebook/homework)
7. Walking corridors without a pass
8. Studying for one class in another class
9. Lack of cooperation
10. Loitering in lavatories
11. Minor disturbance
12. Sharing or copying assignments
13. Unbecoming conduct
14. Inappropriate display of affection
15. Locker locked incorrectly
16. Dress code violation
17. Minor violation of the Technology Acceptable Use Policy

MAJOR OFFENSES

<p style="text-align: center;">Infraction (A) Each infraction carries indicated number of demerits plus one hour of detention.</p>	Offense		
	First	Second	Third
18. Leaving a class without permission	1	2	3
19. Failure to report to a private detention	1	2	3
20. Improper language spoken, written or gestured	1	2	3
21. Disobedience or disrespect	1	2	3
22. Abuse of student rights, i.e. any action that is deemed an infringement of student right: e.g. berating or ridiculing fellow student, name-calling, knocking books out of hands	1	2	3
23. Violation of Senior Open Campus	1	2	3
24. Major disturbance	1	2	3
<p style="text-align: center;">Infraction (B) Each infraction carries indicated number of demerits plus one hour of detention for each demerit.</p>			
25. Cheating or lying	3	3	5
26. Plagiarism	3	3	5
27. Unexcused absence from class (cutting)	3	3	5
28. Loitering/sitting in car before, during or after school	3	3	5
29. Major violation of the Technology Acceptable Use Policy	3	3	5

SERIOUS OFFENSES

Immediate referral to Administration

Infraction
30. Possession or use of tobacco or vaping products
31. Truancy or leaving the school building without permission
32. Flagrant insubordination
33. Fighting
34. Theft or attempted theft
35. Careless driving in the vicinity of the school
36. Use of school time or property to promote illegal or immoral activities
37. Grave disrespect or abuse toward school personnel and/or students (e.g. harassment or intimidation)
38. Damage to or misuse of school or student property including technology
39. Possession of dangerous or disruptive devices or substances
40. Possession, use or selling of alcohol, drugs, or drug-related paraphernalia
41. Special circumstances
42. Violations of PA criminal code

CELL PHONE/APPLE WATCHES/WEARABLES POLICY

Cell phones, Apple watches and other wearables serve as a distraction to the educational process. Only school sanctioned devices should be used during school hours. All non-sanctioned electronic devices must be powered off and kept in student's locker between 7:55 am and 2:45 pm. If a student is found having on their person, using any of these devices during school hours or the device is in their locker but not powered OFF, it will be taken to the Vice Principal's office.

Violation of this policy will be addressed as follows:

1. The first offense student receives one hour of detention.
2. The second offense student receives two hours of detention.
3. The third offense student receives three hours of detention.
4. After the third offense, student receives Flagrant Insubordination (#32).

If students have an emergency during the school day, they may use the phone in the Main Office. If a parent must contact a student during the school day due to an emergency, please call the Main Office and the student will be summoned to the Office.

The school will not be responsible for lost, damaged or stolen items.

DISCIPLINE OFFICE PROCEDURES

1. The discipline office staff will record the discipline grade for each marking period. The grades are as follows:
 - a. S – Satisfactory – 0 – 7 demerits
 - b. N – Needs Improvement – 8 – 15 demerits and/or 10-19 Minor Infractions
 - c. U – Unsatisfactory – 16 demerits or more and/or 20 or more Minor Infractions
2. Conduct grades will be assigned on the report card based on the discipline grade for each marking period. Conduct grades will not be cumulative for the year but reflect the conduct during each quarter.
3. Suspension during a quarter is reflected with a “U” on the report card.
4. Administration will issue written and/or verbal notices to those students who have accumulated 5 – 7 Major Offense demerits.
5. Administration will issue written and/or verbal notices to parents whose students are in jeopardy of detention because of the accumulation of infractions.

HONOR CODE OF ETHICS

Any member of a class (Grades 9-12) who is found to be in violation of Delone Catholic’s Honor Code of Ethics

#22 – Abuse of Student Rights

#26 – Plagiarism (of the final product)

as well as any offense listed under Serious Offenses in the Handbook/Planbook of Delone Catholic High School will lose the following privileges and honors:

1. *For seniors*, the privilege of sitting at Baccalaureate, Senior Awards and Graduation as a distinguished member of the Top 10% and the title of Valedictorian and Salutatorian forfeited.
2. *For All Students in Grades 9-12*, no public announcement of one’s status as a member of the top 10 percent and honor roll via the media and the Academic Banquet within the year of the violation and, for seniors, at all Graduation Activities (Baccalaureate, Senior Awards and Graduation)
3. *For Juniors and Seniors*, name as an inducted member is given to the moderator(s) of the National Honor Society, the National Art Honor Society or any other Honor Society for proper procedures as stated in their particular constitutions
4. *For All Students in Grades 9-12*, involved in a cheating incident (#24), other than plagiarism, the student will receive a 0 percent, any other consequences that the individual teacher deems necessary (personal detention, demerits, etc.) and a report of the incident forwarded to the office of Administration to be kept on file.

SCHOOL DRUG, ALCOHOL, TOBACCO & VAPING POLICY

1. Delone Catholic High School is interested in helping its students with a drug, alcohol and/or vaping problem. To this end, Delone Catholic will assist any student in obtaining professional help. A referral may be made to Teachers Addressing Student Concerns (TASC), whose purpose is to evaluate, counsel and direct student intervention. In addition, a referral may be made to a local drug and/or alcohol agency for counseling. If continued counseling is recommended, this recommendation must be followed by the student and parents for the student to continue as a member at Delone Catholic High School. All such referrals by any of the foregoing shall, at all times, be considered confidential. No disciplinary action against a student will take place as a result of the voluntary actions reflected above.
2. A student possessing, using or under the influence of drugs and/or alcohol at school and/or at any school sponsored activity, or any off-campus involvement which becomes public, will be suspended out of school for 3-5 days and is expected to follow through with a TASC evaluation and the recommendations of the evaluation, or seek the services of a private licensed counselor for substance abuse. Additionally, if the student is involved in an extracurricular activity, he/she will be suspended from the activity for 14 days. If a student is caught possessing, using or under the influence of drugs and/or alcohol while participating in the extra-curricular activity, the student will be dismissed from the activity completely and could face expulsion from school.
3. A student caught selling, distributing or otherwise passing or delivering, controlled substances, illegal drugs, alcoholic beverages, prescription drugs, mood altering substances (controlled by law or not), look-alike drugs and/or drug paraphernalia, will be expelled immediately and the matter turned over to the McSherrystown Police Department for investigation and/or disposition.
4. Smoking has been shown to be harmful to one's health by the U.S. Surgeon General's Office. The Board of Director's voted to make Delone Catholic, its buildings and grounds, a smoke-free facility. This policy includes vaping. As such, any student, regardless of age, is prohibited from vaping, smoking and/or possessing/using tobacco and/or tobacco paraphernalia at any time, on school property or within viewing area of the school or at school functions. Vaping and/or using tobacco products and/or paraphernalia will result in 1-3 day in-school suspension and the student involved is expected to follow through with a TASC evaluation and the recommendations of the evaluation, or seek the services of a private, licensed counselor. Subsequent offenses may result in expulsion. Administration may notify civil authorities at their discretion.

DISCIPLINARY SANCTIONS

It is hereby recognized that Delone Catholic High School is an institution dedicated to higher learning and Catholic values through education. It is also recognized that a safe environment is conducive and necessary for that proper education to take place. Therefore, it is also recognized that Delone Catholic High School is bound by this mission, to properly maintain, supervise and enforce its

Discipline Code. Pursuant to that Code, it is hereby recognized that in order for Delone Catholic to properly administer the Code and safeguard the general school population, the burden of proof in matters of discipline is hereby clarified as follows: Delone Catholic High School, its Administration, Hearing Officer and/or Designate, is not held to the same level of burden of proof as required in the criminal court's legal system. Probable cause based on a preponderance of evidence that would convince Administration, Hearing Officer and/or Designate, that a student had probably committed the violation as alleged, will be sufficient to sustain the violation and subsequent action. Due process shall be continued as outlined in the Discipline Code. In addition, the Delone Catholic High School discipline system shall function independently of the criminal/civil courts system and shall operate on its own timetable as it follows its own system of penalties. It must be completely understood that the school discipline system is completely and fully distinguished as separate from any outside legal system and/or action.

Criminal activity coming to the attention of Administration will warrant a hearing which may result in suspension or dismissal from an activity or sport as well as expulsion from school.

Additional rules may be established by the coaches or moderators of specific athletic programs or activities. These rules must be in writing and receive the approval of Administration. Each participant must be provided a copy of all rules at the beginning of the season or activity.

To participate in any extracurricular activity at Delone Catholic High School, the Extracurricular Activity Membership Contract is to be signed by each student who is participating in an activity or sport. The contract must also include the parent/guardian's signature. The form must be returned with the proper signatures for participation in extracurricular activities at Delone Catholic High School. One form will suffice for all activities.

WEAPONS POLICY

Delone Catholic High School is committed to providing a safe environment where all students can benefit from the educational program that is provided. Since weapons on school property, or at school functions, present a danger to those present and a direct disruption to a safe and orderly environment, the following policy guidelines are established (Diocesan Policy 5137.5). Students will not be permitted to possess, distribute, or use any weapon at any time, on school property or at any school function.

Terms which shall be considered an integral part of this policy are:

- a) **Weapons** shall include but not be limited to any firearm, knife, instrument, look-a-like weapon, ammunition, or any other implement capable of inflicting bodily harm.
- b) **School Property** shall include but not be limited to all buildings and grounds or vehicles and school buses that are owned, contracted, leased or used by the school.

- c) **School Function** shall include but not be limited to any regular educational program, extracurricular activity, athletic event, or other activity sponsored or co-sponsored by the school district whether on or off school property.
- d) **Possess** shall include but not be limited to having possession of, to control, to have on one's person, concealed in one's clothing or belongings, in a locker, or in a vehicle.
- e) **Use** shall include but not be limited to display, handle, load, operate, point, or discharge a weapon.
- f) **Distribute** shall include but not be limited to transfer, transportation, trade, or exchange in any manner, of any weapon to any person, when such act takes place in a setting in which students are under the jurisdiction of the school.

Those students found to be in violation of the provisions of this policy shall be subject to be disciplined according to the following prescribed penalties:

Possession or Distribution of a Weapon

The student will be immediately suspended from school for up to ten days. During that time, a meeting with the Principal, Administration, parents and student will be held. The local law enforcement agency will be notified and criminal charges may be filed. A recommendation will be made that expulsion be considered. Expulsion is permanent.

Use of a Weapon

The student will be permanently expelled from school, the local law enforcement agency will be notified and criminal charges filed.

Exceptions to this policy shall be limited to the following: A student has the approval of the Principal to possess a weapon in conjunction with a curricular or extracurricular activity. In such cases, the student will make arrangements with the Principal for the transportation and care of the weapon.

The Principal has determined that the possession of the weapon was not a threat to the well-being of other students. While pocket knives of any type are not permitted in school, they will not be considered as weapons with regard to this policy unless they are used to threaten or inflict bodily harm on another person. Possession of a pocket knife will be covered by regular discipline procedures.

BOOK BAGS

Book bags are to be stored in lockers when arriving and remain there until departure.

STUDENT LOCKERS

Each student is assigned an individual locker. Lockers are to be kept properly closed and locked at all times during the school day. Please note: Lockers are the property of the school and are subject to inspection by the school administration at any time.

An administrator has the right to seize any evidence indicating that a law or a school rule has been broken if the search is proper and reasonable.

Since the school is not responsible for theft, valuables should not be kept in lockers. Students who do not lock their lockers or who set the combination for easy opening rather than maximum security are subject to the consequences listed in the discipline code. Students who choose not to lock the locker may not register a complaint of missing items.

No student is permitted access to another student's locker. Students who violate the privacy of another student's locker, with or without the other student's permission, will be disciplined. Infractions will be treated as flagrant insubordination.

Consideration of others demands that students use their lockers as quietly as possible. Students are permitted to go to their lockers before school, before and after lunch periods, between classes (except between homeroom and first period) and at dismissal time. No student may go to a locker without a pass during a class period, including lunch period and homeroom period.

HARASSMENT AND INTIMIDATION

Delone Catholic High School is committed to providing a Christian environment free of discrimination and to provide a climate in which all students are treated with dignity and respect. It is, therefore, the policy of Delone Catholic High School to prohibit any student, faculty or staff from harassing a student. The Diocese of Harrisburg in policy #5136A affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its employers, employees, students and volunteers a working and educational environment which is free from physical, psychological, sexual or verbal harassment. Harassment includes racial or ethnic slurs and other verbal, visual or physical abuse relating to a person's race, color, religion, sex, age, national origin or disability that interferes with maintaining an environment free of discriminatory intimidation.

Students who feel they have been harassed should immediately report the matter to Administration or the Principal. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

SEXUAL HARASSMENT

The Diocese of Harrisburg (Policy #5136A) prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as: (1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; (2) promising favorable benefits for sexual favors; and (3) conduct or suggestions of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances;
2. Displaying lewd visuals such as poster, photographs, cartoons, drawings or gestures including derogatory and/or sexually-oriented materials;
3. Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile or offensive working or academic environment;
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some other loss and offer of benefits in return for sexual favors; and
5. Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

CYBER-BULLYING AND SEXTING

Cyber-bullying is defined as being cruel to others by sending or posting harmful material using the Internet or cell phone. Cyber-bullying is bullying by electronic means. The technology for cyber-bullying includes but is not limited to instant messaging, e-mail, cell phones, text messaging, defamatory personal web sites and chat rooms.

Delone Catholic High School will follow all guidelines for the Diocese of Harrisburg. The school will follow the law enforcement guidelines of McSherrystown Borough and Adams County in regard to sexting.

ENGAGEMENTS

Any student in grades nine, ten, or eleven who publicly announces an engagement to marry will be expelled immediately. A girl may not wear or display an engagement ring.

A senior may publicly announce an engagement to marry without sanction provided that the date of marriage is subsequent to graduation and the marriage is in conformity with the laws of the Catholic Church.

DIOCESAN MARRIAGE AND PREGNANCY POLICY Refer to Diocesan policies #5138.1, 5138.1a and 5138.2

ABORTION

The moral teaching of the Catholic Church in regard to human life cannot be wantonly ignored or willfully disobeyed by any student (male or female) at Delone Catholic High School. A student will be liable to expulsion if any action is taken by the student which leads to procurement of an elective abortion.

EXTRA-CURRICULAR ACTIVITIES

SCHOOL POLICIES AND REGULATIONS

STATEMENT OF PURPOSE

The philosophy of Delone Catholic High School is based on the premise that the moral and ethical character of the individual is developed by the encouragement of adherence to the laws of God, the community and the rules of the school. Furthermore, it is believed that through rules and procedures our students will develop a positive self-image, grow in self-esteem, attain a greater peer acceptance, learn self-discipline and instill a positive set of values for future involvement in society.

Since extracurricular activities are a privilege for each student who participates, it is important that students, parents and all interested persons be made aware of the team and group rules. To this end a Code of Conduct has been developed. The cooperation of all interested persons is needed for the general welfare of the extracurricular program and so that our students may benefit from the educational values inherent in extracurricular participation. The values associated with these activities are important. They not only relate to the mental and physical well-being of each participant but build a sense of team or group commitment, effort, unity and dedication.

The basic concept of team or group rules is that the rules supersede individual choices. When an individual joins a team or group of Delone Catholic High School, he or she is making a decision to abide by the rules governing that body. Those described here represent minimal behavior standards and consequences for deviations. Moderators of teams or groups may choose to include additional rules and sanctions in their specific Code(s) of Conduct. The student joins with full knowledge that the rules must apply equally to everyone. Likewise, a student's decision to join a team or group is a signal of full parental support for rules and decisions governing team or group membership, competition, sportsmanship and conduct. To that end, a student and his/her parent will be expected to sign and abide by a contract for each activity in which he or she participates.

ATTENDANCE

Students must earn the privilege of participation in athletic, musical, social and other activities (sports, theatrical productions, mock trial, forensics or any other activity outside the academic classroom including student trainers, managers and mascots) by fulfilling the following attendance requirements:

- a. A student must arrive at school no later than 8:00 a.m. For each athletic season, a student arriving after 8:00 a.m. will receive a warning the first time, miss practice the second time and miss a game/event if there is a third lateness. Option three will continue if lateness continues. If a student arrives after 8:15 a. m. and misses any academic time, the student will miss that day's practice or game.
- b. A student must fulfill all attendance requirements on Friday in order to be eligible for weekend activities.
- c. Students may be granted permission to participate in weekend activities after presentation of a doctor's excuse for a Friday absence to the coach/advisor in charge of the activity. The coach/advisor will then provide Administration with a copy of the doctor's note for school records. (A parent's note will not meet this requirement.)
- d. Extenuating circumstances resulting in an excused absence (funerals, accidents, etc.) can be reviewed by Administration. Participation privileges may be granted at the discretion of Administration.
- e. Students who miss a class for health reasons may not participate/practice in activities that day. (This includes missed class time spent with the nurse or other support staff for temporary illness.)
- f. Students who leave school for health reasons may not return on the same day to participate/practice without a doctor's note.

Please note that students present at school but missing a class because of an extracurricular or athletic activity are responsible for obtaining all notes and other information from the missed class or classes. Students must also be prepared to take any quizzes or tests scheduled for the following class period. All major assignments for a class that will be missed due to an activity must be submitted prior to missing that class. If not submitted, project or assignment will be considered late and treated as such.

ACADEMIC

Any student who is not passing as per the explanation of major subjects and number of courses during any one week of school may not participate in that activity for the following week (Monday through Sunday). Administration reserves the right to make exceptions in rare circumstances.

CONDUCT

Any student who is suspended from school relinquishes the privilege of participating in extracurricular activities as defined in the first paragraph of this section. Any student holding an elected office who is suspended for a serious offense in the discipline code must relinquish the position.

DANCE REGULATIONS

The following shall be the rules and regulations for all school dances at Delone Catholic:

1. In addition to the moderator, a list of at least four chaperones must be submitted and approved by the assigned administrator prior to the dance. These adults are to be present during the dance and assist in maintaining

order and proper conduct. It is expected that students will courteously obey chaperones. Any disrespect to a chaperone will result in disciplinary action.

2. All students must sign in upon entering the dance. No students will be admitted to the dance after 8:00 p.m. without prior permission from the moderator or administrator in charge.
3. Students may not leave the dance at any time up to and including fifteen minutes before the conclusion of the dance. Students may not re-enter the dance nor be on the school premises during this time. Students re-enter the school parking lot or premises at the conclusion of the dance. These sign-out sheets will be kept during the school year should a parent wish to check on the attendance at the dance of their son/daughter.
4. Dress for dances at Delone Catholic is dress down dress code unless otherwise stipulated. Any student who is dressed in an unfit manner will be removed from the dance at the discretion of the chaperones.
5. Proper behavior is expected of students at all times. Sitting on tables and open displays of affection are prohibited. Standing on the brick ledge by the cafeteria windows is not permitted.
6. Since dances are school-sponsored activities, alcoholic beverages or drugs on Delone Catholic premises are expressly forbidden.
7. There shall be no loitering outside the lobby or in the parking lot. Students who enter the dance are required to remain inside the building until they wish to leave. Students who leave the dance will not be permitted to return. They must likewise leave the property promptly. Delone Catholic is not responsible for student conduct once they leave the dance and the campus.
8. Appropriate action will be taken with students who are guilty of misconduct.
9. Students of Delone Catholic High School may only sponsor one high school guest or high school graduate at a dance. The guest must be invited by the sponsoring student and registered to attend according to the directions of the moderator. No guest may be over the age of 21.

STUDENT CLUBS AND ORGANIZATIONS

The Student Council of Delone Catholic is an active organization through which students may express their opinions, assist in the operation of the school and participate in conducting school activities. Information about the student council can be obtained from any of its officers.

Each class (grades 10-12) elects its own officers. Moderators volunteer and are approved by the Principal.

Delone Catholic participates in the following interscholastic sports under the YAIAA League: football, basketball, wrestling, field hockey, girls' volleyball, golf, baseball, softball, cheerleading, track and field, cross-country, soccer, boys' lacrosse and tennis.

Delone Catholic's music program consists of Marching Band, Concert Band, Jazz Band, Flute Choir and Chorus.

Clubs and activities are formed within an activity period that is within the school day. Students may opt for one of the activities offered or choose a study hall. All clubs must

have a faculty sponsor. Activities are planned through the cooperative efforts of the students, faculty and administration

COLLECTIONS

Students may not take up collections without express permission of the Principal.

DRESS CODE

UNIFORM REQUIREMENTS FOR GRADES 9-12

All students in grades 9 through 12 are required to wear Delone Catholic school uniforms. All students are expected to follow the dress code at all times.

The following approved items must be purchased from Flynn and O'Hara uniform company: Slacks, sweaters, ties (through the Delone Catholic Office), skirts, summer shorts and polo shirts.

The following items need not be purchased from the uniform company but must conform to the style and colors outlined in the dress code: Oxford shirts, white turtle-necks, belts, socks and shoes.

YOUNG WOMEN

Skirt or Skorts: Kilt in plaid, navy blue, or khaki. The skirt may be no shorter than 2 inches from the top of the knee to the bottom of the skirt when standing.

Slacks: Navy blue or khaki worn with black, navy blue or brown solid color belt – no decorative buckles permitted. Slacks may not be tucked in socks or shoes.

Oxford cloth shirt: Light blue or white. The oxford shirt must have a button down collar which must be buttoned and be worn with no more than the first button unbuttoned. The shirt must be tucked in at all times. Shirt must fit at the shoulders. **Turtleneck:** white, may only be worn under sweater.

Sweater: Cardigan, V-neck, crew neck or sweater vest in navy blue or red may only be worn as a second layer. All sweaters must be embroidered with the school logo. Only Flynn & O'Hara sweaters may be worn throughout the school day.

Leg Wear: Opaque tights in solid white, navy blue or tan may be worn. Socks in solid colors: white, navy blue, or tan must be crew (covering the ankles) or knee high. Flesh color nylons may be worn with skirts and slacks.

Shoes: Appropriate dress (**solid black, brown or dark tan**) shoes must be worn. Shoes must have completely closed heels, closed toes and an arch. Shoes must be below the ankle bone; therefore, no boots. No sneakers, skater shoes, slippers, moccasins or canvas shoes are allowed. Shoelaces must be tied.

Undershirt: Must be **white** with no lettering or pictures on the undershirt. The undershirt may not extend below the sleeve of the uniform shirt.

YOUNG MEN

Slacks: Navy blue or khaki worn with black, navy blue or brown color belt. – no decorative belt buckles permitted. Slacks may not be tucked in socks or shoes.

Oxford cloth shirt: Light blue or white, must have button down collar which must be buttoned. All shirt buttons must be buttoned. The shirt must be tucked in at all times.

Tie/Bow Tie: Any of the five uniform ties or two uniform bow tie are acceptable. A uniform tie or bow tie, tied with the knot on top of the first button, must be worn with the Oxford shirt.

Turtleneck: White, may only be worn as a second layer under the sweater.

Sweater: Cardigan, V-neck, crew neck or sweater vest in navy blue or red may only be worn as a second layer. All sweaters must be embroidered with the school logo. Only Flynn & O'Hara sweaters may be worn throughout the school day.

Socks: White, navy blue, black or tan socks must be worn (must cover ankles).

Shoes: Appropriate dress (**solid black, brown or dark tan**) shoes must be worn. Shoes must have completely closed heels and closed toes and an arch. Shoes must be below the ankle bone; therefore, no boots. No sneakers, skater shoes, slippers, moccasins or canvas shoes are allowed. Shoelaces must be tied.

Undershirt: Must be **white** with no lettering or pictures. The undershirt may not extend below the sleeve of the uniform shirt.

FALL/SPRING UNIFORM

The fall/spring uniform may be worn from the first day of the school year through October 15th and from April 15th until the last day of the school year. Administration reserves the right to exclude the wearing of casual clothing for specific occasions. The fall/spring uniform is never mandatory but rather optional.

YOUNG MEN AND YOUNG WOMEN

Polo Shirt: White or light blue with school logo. Polo shirts must have the banded bottom. Shirt may be worn with uniform short, slacks or uniform skirts (for girls). Polo shirt must be worn if shorts are worn. Polo shirt may not be worn between October 16th and April 14th.

Shorts: Navy blue or khaki, young women's shorts are cuffed, young men's shorts are uncuffed. Shorts must be no shorter than 2 inches from the top of the knee to the bottom of the shorts when standing. Shorts may not be worn between October 16th and April 14th.

Shoes: Appropriate dress (black, brown or dark tan) shoes must be worn. They must have completely closed heels, closed toes and an arch. Shoes may not be above the ankle bone; therefore, no boots. No sneakers, skater shoes, slippers, moccasins or canvas shoes are allowed. Shoelaces must be tied.

Socks: Navy blue, black or white must be worn with shoes (must cover ankles).

DRESS CODE - GENERAL GUIDELINES

The general guidelines of the Delone Catholic Dress/Uniform Code are to be adhered to by all students during the school day, at school sponsored activities and when attending extracurricular activities. School support organizations such as the Music Association and the Athletic Association have the right to require students to follow Delone Catholic dress code when participating in specific events sponsored by those organizations.

Young Men and Young Women

During the school day, only one necklace may be worn.

During the school day, only one bracelet may be worn on each wrist at a time excluding wristwatch.

Hair color may be only those colors which are genetically possible.

Hairstyles are to be neat and in good taste. Excessive haircuts are not acceptable.

Glitter makeup may not be worn.

During the school day, stickers may not be worn on clothing, skin or hair.

Administration reserves the right to ask for the removal of jewelry (i.e., dog collars, articles with satanic symbols, link chains) deemed to be inappropriate.

Tattoos may not be visible at any time including extracurricular activities.

Sleeves of a long-sleeved oxford shirt may be folded up neatly below the elbow.

Trench coats are not permitted as outer wear at school or any Delone Catholic sponsored function.

Young Women

Pierced jewelry may be worn **only in ears**.

No more than three pierced earrings may be worn in each ear.

Administration reserves the right to ask for the removal of makeup deemed to be inappropriate.

Young Men

No makeup or nail polish may be worn during school or during activities sponsored by Delone Catholic High School.

No rubber bands or other items to hold hair are to be worn in the hair.

Young men must be clean shaven. Hair is to be neat and clean. The hair must be cut as not to extend below the top of the shirt collar or the top of the eyebrows and side burns or hair style may not extend below the bottom of the earlobe. Excessive haircuts or shaven configurations (ridge lines) are not permitted.

No earrings or earring spacers, other piercings, or inappropriate jewelry are allowed.

No hats or caps may be worn in the building.

ATHLETIC UNIFORM SHIRTS AND CLUB POLO SHIRTS

Athletic teams: On either Thursday or Friday (requested by the coach and approved by Administration) of the week during their season, athletes may wear their athletic shirt as directed by the coach (but no other part of their uniform). For

cheerleaders, the turtleneck with the uniform top is acceptable. It must be worn over a collared shirt or a white turtleneck (with tie for young men if oxford shirt is worn or polo depending on the time of year) if the shirt does not have collar of its own. Winter sports may wear their team sweatshirts over collared shirts.

Clubs: On either Thursday or Friday (approved by administration), club shirts may be worn. Club polo shirts may be worn alone or as an outer layer over a turtleneck or oxford with a tie. Club t-shirts must be worn with a collared shirt (oxford with tie for young men or polo depending on the time of the year).

CASUAL DRESS DAYS OR DRESS DOWN DAYS

On certain occasions throughout the year, students may be granted permission to wear casual apparel to school or school dances. On such occasions, the following guidelines will be enforced:

1. Only jeans (no patches or holes) or sweat pants. No short or cut-off jeans. No hip huggers, yoga pants, spandex or low risers. Capris may be worn during summer uniform days.
2. No midriffs, muscle shirts or tank tops. Shirt's neckline may NOT extend below the collarbone. Shirts must extend over the jeans or slacks even when arms are raised.
3. No hats.
4. No sandals, boots or flip-flops. Shoes must have completely closed heels and closed toes. Socks must be worn. Shoelaces must be tied
5. Proper undergarments must be worn.
6. No inappropriate/offensive slogan apparel or accessories.
7. All clothing must be neat and clean.
8. Jewelry and makeup as per the above code.
9. Shorts are permitted only during the time of summer uniform and must be no shorter than 2 inches above the top of the knee when standing.
10. Girls' skirts may be no shorter than 2 inches above the knee when standing.

Violation of the dress down privilege will result in the loss of the privilege for the remaining part of the school year.

DRESS UP CODE

On certain occasions throughout the year, students are required to dress up (for school pictures, attendance at Rotary lunches, etc.) On such occasions, the following guidelines will be enforced:

Young Women

1. Open-toed shoes for girls are allowed if the shoe has a strap on the back and the girl wears tights. Shoelaces must be tied. **ABSOLUTELY NO FLIP FLOPS OR SANDALS MAY BE WORN!**
2. The skirt length is the same length as the school skirts (no shorter than 2 inches above the top of the knee when standing.)
3. No sneakers, no jeans, no sweatshirts, no t-shirts, no spandex material and no sweatpants.
4. Shirts must overlap pants or skirts, even when arms are raised. Shirt's neckline may NOT extend below the collarbone and must have a least a 3

inch shoulder strap. If the shirt has buttons, only the first button may remain unbuttoned. No spaghetti straps or tank tops are permitted. Shirt must be made of dress material, not t-shirt material.

5. No shorts.
6. Dress capris are allowed
7. No hats.
8. Clothing must be neat, clean and tidy.

Young Men

1. No sneakers, no jeans, no sweatshirts, no t-shirts and no sweatpants.
2. Must wear dress pants.
3. Shirts may be a collared dress shirt or collared sweater. V-neck sweaters can only be worn as an outer layer.
4. Dress shoes as explained above must be worn. Shoelaces must be tied.
5. No shorts.
6. No hats.

PHYSICAL EDUCATION DRESS CODE

All students must dress in the Delone Catholic High School specified gym uniform. Failure to dress in an appropriate manner will result in disciplinary action. Gym uniforms may be purchased at the school store. Gym uniforms consist of:

1. Delone Catholic black shorts.
2. Delone Catholic white shirt.
3. White socks.
4. Laced or fastened sneakers.

Students are permitted to wear sweat suits according to the weather. No cut-offs are permitted.

TECHNOLOGY POLICIES

ENTERTAINMENT DEVICES

Entertainment devices such as iPods, radios, guitars, electronic games, cards, games, etc., are generally not conducive to the educational environment of the school. Therefore, unless specific permission is granted for a particular occasion, these items as well as cameras should NOT be brought to school. With a first offense, such items will be confiscated and returned at the end of the school day. For a repeated offense, items will not be returned until the end of the school year and/or through a parental conference.

If such devices are placed in the locker even though the school has stated that these items are not to be brought to school, the school is not responsible for any missing items. To use a Kindle/E-reader while at school, the acceptable use policy must be signed and on file with Administration.

The school will not be responsible for lost or stolen items to include cell phones/communication devices.

INTERNET POLICY

Students may use the Internet at the stations in the library, other access stations around the school and on Chromebooks, only if, the Acceptable Use Policy has been signed by both parent and student and is on file in the school office.

TECHNOLOGY ACCEPTABLE USE POLICY

INTRODUCTION

Technology is a valuable tool for education at Delone Catholic High School. The school encourages the use of computer-related technology, including the internet. With right of access comes the responsibility to use it correctly and wisely. When accessing sites and material on the internet, everyone is expected to exercise wise judgment, common sense and good taste in accordance with the Diocesan Code of Christian Conduct. It is the responsibility of each user to monitor his/her own use of technology resources.

GOALS

- To evaluate and synthesize information from and to a variety of sources
- To enable students to work effectively with technology
- To enhance critical thinking and problem-solving skills

SAFETY

- Students should discuss appropriate use of technology with their parents. School personnel are available to provide information and resources to parents regarding these discussions.
- Students should not provide strangers personal information, including photos.
- Students should avoid chat rooms and should not connect with strangers on the internet.
- Students who feel that someone says something or sends something that feels uncomfortable should notify their parents and a school staff member. If possible, documentation should be brought to a school administrator.
- Students should not open emails, files or web pages from someone they do not know and should not click on links.
- Students should protect their ID and password and not share it with others.

In posting material on any social media, including Delone Catholic High School - sponsored sites, students agree not to:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post material that infringes on the rights of Delone Catholic High School or any individual or entity.
- Post material that violates the privacy of individuals and/or their intellectual property.

- Allow any other individual or entity to use participant identification for posting or viewing comments.
- Post comments under multiple names, alias, or false identity.

GENERAL GUIDELINES FOR TECHNOLOGY USE

- The use of technology is an extension of education at the school. Speech/material that is considered inappropriate in a Catholic classroom is an unacceptable use of technology.
- Anything created using technology often leaves a permanent record that is never entirely erased. Students should not post anything that reflects negatively on themselves, other, or the school.
- Students should not use other people's intellectual property without their permission or without proper citations. It is a violation of copyright law to copy and paste other's thoughts.
- Students are not permitted to intentionally link to websites that would be deemed inappropriate in a Catholic school setting.
- Students will not make any attempts to disrupt technology or destroy data.
- Any attempt to go around system security, (hacking or any unauthorized activity,) guessing passwords, or in any attempt to gain access to secured resources is forbidden.
- Use of any means to circumvent filtering software is strictly prohibited.
- Students may not connect personal devices to the Delone Catholic network.

INDIVIDUALLY ISSUED TECHNOLOGY

- Issued technology should be brought to school each day, fully charged, in anticipation of use throughout the day. It should not be left unattended and should be protected against harmful temperature/weather conditions. Similarly, the original system files or applications needed for operation should not be modified.
- The student is responsible for the general security and upkeep of the device. It is to remain in the protective case (provided by the school) at all times.
- Students are prohibited from removing any stickers, labels or other identification information from the device. Nor is it permissible to add any stickers or labels to the device. These acts will be considered tampering with the device and the student will be subject to discipline.
- Devices are the property of the school and are subject to inspection by a school administrator at any time.
- School-issued devices are monitored by a third-party security and content filter. Altering these settings is considered a violation.
- If a device is stolen, lost or damaged, the Chromebook Damage Report must be completed for a replacement device. If stolen from the home, parents should complete an insurance claim and police report. The device should not be repaired, replaced or modified without school authorization.
- All losses not covered by insurance will be billed to parents at the current replacement fee.

- The technology device is considered the property of the student (US citizens) after graduation and may be retained by the student if there is no outstanding balance on the student's school account. If a student (US citizen) leaves before graduation, it must be returned or purchased at its original cost less any equity.
- Because of Federal restrictions on exporting technology, international students are required to return the device at the end of each school year, prior to any trips made outside the United States or at the time they become no longer affiliated with the school. Use of the device outside the United States is grounds for dismissal from the school.
- Devices should be used as directed by teachers during instructional time.
- Students are not permitted to play games other than those assigned by a teacher for educational purposes.
- Inappropriate use of issued devices may result in disciplinary consequences.

POSTING OF INFORMATION ON THE INTERNET

The Internet is a public forum with unrestricted access. For this reason, the schools in the Diocese restrict permission for the posting of information related to the school, the staff and the students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website social networking site, bulletin board, chat room, email or other messaging system without permission or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the school administration or by the diocese.

Legal Issues

Laws governing computer use currently exist in Pennsylvania and Federal law which may deem certain actions as criminal offenses. Any actions or materials that come to the attention of Delone Catholic personnel that may be reportable will be forwarded to either Pennsylvania or Federal law enforcement officials.

BUSINESS POLICIES

BOOKS

Each student will be responsible for the proper care of his/her books. The books should be kept covered. Students may not write in a book which is owned by the school or state. When a book is lost, damaged and/or allegedly stolen, it is the responsibility of the student to whom the book was issued to make restitution. This includes library books.

For all books loaned to students 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.

Students from Maryland are assessed a textbook fee to pay for the purchase of new textbooks throughout the curriculum. This fee is based on the PA allotment received per student. Religion textbooks are part of the tuition payment and will be issued for use during the school year. Religion textbooks are to be returned in good condition as per the above expectation.

SCHOOL SUPPLIES

Students are to supply their own stationery, pens, pencils, notebooks and certain textbooks. For the convenience of the students, stationery, loose leaf binders, pens, pencils, gym apparel and various other items may be purchased in the bookstore.

TUITION POLICY

Delone Catholic High School charges tuition to its students, which is determined by the Board of Directors on a yearly basis. A student is considered a registered student when information forms are completed, a schedule sheet is completed and the \$100 non-refundable registration fee is paid. Upon receipt of the student class schedule for the upcoming school year in August, the student is liable for tuition costs. Withdrawal from Delone Catholic High School at any time during the period from receipt of the student schedule until mid-term exams would be considered attending for one semester. Therefore, the student would be liable for one semester of tuition. Withdrawal at any time during the second semester would be considered attending for the school year. Therefore, the student would be liable for the total year tuition amount. We are cognizant that parents together with the student choose Delone Catholic High School. These choices to attend influence the commitment of the school to teacher contracts, purchases and equipment. The decision to attend should be made thoughtfully and prayerfully before the registration process begins. These contracts and financial obligations exist even if a student leaves for any reason. Hardship cases may be appealed through the finance committee of the Board of Directors for a ruling on continued payment after withdrawal.

TUITION

The tuition is NOT the total cost of educating a student. Thus, every family is receiving tuition assistance through the parish subsidy and the development effort. Each year, after the budget is approved by the Board of Directors, the tuition cost for the following year is announced through the newsletter.

Tuition payments should be paid on time. A ten-month installment plan is suggested for convenience. Payments should begin in July and all tuition must be satisfied by the end of April. Early payment of tuition in whole or in part is encouraged for those who can afford to do so. Any change to the annual, semester or ten-month

payment plan must be requested by the parent and approved by the Finance Committee. When paying by check, please indicate the student's name and parish on the check.

DELINQUENT TUITION

1. No one is to receive a diploma, nor will a transcript of credits be issued to anyone who has not satisfied all financial obligations to the school.
2. Any student who transfers to another school with unsatisfied financial obligations to Delone Catholic may not have a transcript of credits sent to the other school until those obligations are met.
3. No school ring may be purchased until all financial responsibilities to that date have been met.
4. All financial balances must be paid in full before a student may participate in Graduation or Baccalaureate Ceremonies.
5. All financial balances from a prior year must be paid in full or payment plan approved by the Finance Committee for student participation in extracurricular activities, such as but not limited to: doubles, band camp and prom.
6. All financial balances must be paid in full before a senior may participate in his/her prom.
7. No student will receive final grades until all financial obligations have been met.
8. The decision to re-admit a student who has delinquent tuition from the previous year will be decided by the Finance Committee of the Delone Catholic High School Board.
9. All families who foresee difficulty in meeting financial obligations in the next school year are expected to apply for tuition assistance by April 17.
10. In a case of an unexpected hardship within a particular year which would prevent payment of tuition for that year, the parent should consult the Principal who, in turn, will contact the pastor and/or the Finance Committee to decide on some solution.
11. Families who leave the school during the high school career or at the conclusion of the four years are liable for financial obligations incurred to that point. An acceptable payment of debt must be set up within thirty days. The agreed upon payment schedule must be kept or notification will be sent that the account has been referred to the Credit Bureau for collection. Delinquent payment for graduates or transferred students may also be pursued through the Magistrate's office.
12. There is a \$20 service fee on all returned checks
13. Report cards will be withheld if tuition payments are more than six months delinquent (minimum five payments by December 31st –January report card, nine payments by February 28th – March report card. Any exception made by Finance Committee with approval of submitted payment plan.)
14. A certified check/cash will be required on all outstanding balances when paid within weeks of an event.

15. No family may enroll another sibling at Delone Catholic High School if the school has incurred a loss or an outstanding balance has not been resolved.
16. An individual assessment, by the Finance Committee, can be made on any of the above items for each family who communicates in writing concerning their financial difficulties.

As stated on the Delone Catholic High School Registration Form:

The undersigned agrees, intending to be legally bound and in consideration of the student's enrollment at Delone Catholic High School for the 2018-19 school year, to be responsible to pay tuition as is determined by the Board of Directors. If Delone Catholic must take legal action to collect delinquent tuition or other fees, your signature below indicates you will be responsible for, in addition to delinquent tuition and/or fees, Delone Catholic's costs and attorney fees. If a student withdraws after being issued a schedule for a semester, you are still responsible for the full semester tuition.

By signing below, I acknowledge I have received the Delone Catholic Tuition Policy and accept all the terms and conditions therein.

STUDENT TUITION ASSISTANCE

An application for tuition assistance through the Neumann Scholarship for all PA residents may be obtained on line through FACTS. Anyone who desires tuition assistance must apply for it each year by electronically submitting the required form and the requested information. Therefore, those who desire tuition assistance must apply for it each spring for the following school year. Maryland residents will use the FACTS form available on our website. Deadlines and registration fees are applied by FACTS. Notification of assistance will come directly from the Diocese of Neumann Scholarships. Delone Catholic will notify parents of assistance through school scholarship funds.

FACTS PAYMENT PLANS

Delone Catholic partners with FACTS Management Company to manage our tuition payment program and financial aid assessment. This program offers greater efficiency and financial stability for the school while providing convenience to families.

1. Payment Dates: Tuition payments are due on the 15th of each month, starting in July. Automatic payments can be made from a checking or savings account or from a variety of credit cards.
2. Convenience & Security: Multiple payment plan options are available and payments are processed securely through a bank to bank transaction.
3. Cost: One payment is free; the two payment plan is \$10 and the ten payment plan is \$40.
4. Peace of Mind Insurance: FACTS offers this optional benefit for only \$17 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.

5. Consumer Account: You may check your personal account or make payments online from the convenience of your home or office anytime. One of the universal challenges in education is achieving a balance between our educational mission and financial stability. With FACTS, the school maintains decision-making control and we will continue to work with families should special circumstances or hardship cases arise during the school year.

INSURANCE – STUDENT ACCIDENT

Delone Catholic offers an accident insurance policy to all students on a voluntary basis. This policy covers injuries occurring during the school day and during school-sponsored activities. It is a \$100 EXCESS plan, which means benefits are payable for the first \$100 of covered expenses, without regard to other insurance. Thereafter, benefits are payable for covered expenses above \$100 that are not recoverable from other group insurance or pre-paid health plans. If the insured is not covered by other group insurance, the excess provision shall not apply and benefits are payable to the limits of the program. Parents are required to complete an application or hold harmless form required by the Diocese of Harrisburg.

NEWSLETTER-CALENDAR

A newsletter-calendar of events and information about Delone Catholic is available on-line. If a family does not have Internet access, please notify the Marketing and Admissions Office. The “Squire Wire” is e-mailed directly to parents every Friday during the school year.

CHANGE OF ADDRESS

A change of address and/or telephone number is to be reported to the Main Office and the Attendance Office on the first day of permanent residence at the new address.

TELEPHONE

The school telephone may not be used for any calls other than official business or illness. Students will not be summoned to answer telephone calls, nor will telephone messages be delivered to pupils except in cases of emergency. Parents wishing to communicate with the school should dial 717-637-5969. No phone calls from students' employers will be accepted.

DELIVERIES TO SCHOOL

Because of the demands on our staff and the lack of space, deliveries (flowers, candy, balloons, etc.) will not be accepted at the school. Please arrange delivery to the home.

CLASS FUNDRAISER POLICY

Due to a decrease in participation in the class fundraisers, the class treasuries are having trouble meeting their financial responsibilities.

The responsibilities of the class treasuries are, but are not limited to, the following:

- Class homecoming decorations/activities (not to exceed \$200 per year)
- Moderator stipend (all grades \$350 per year)
- Junior/Senior Prom (Junior/Senior years, \$1,500 - \$2,000 per year – subject to change if costs increase)
- Charitable Causes
- Donation upon the death of a classmate or classmate's parent
- Class gift to the school upon graduation
- Class 5th year reunion fund (not to exceed \$500)

Each student is asked each year to choose and complete one of the following options prior to purchasing a ticket for his/her Junior/Senior Prom:

- A. The student meets or exceeds their quota in the fundraiser (Quotas will be set so that the class earns a \$20 profit per student.)
- B. Make a \$20 donation to the class.
- C. Do ten hours of service to the school, in addition to the graduation service requirement. Return a signed Class Fundraiser/Service Alternative Validation Form to the class moderator to earn credit for the service.
- D. If a student does not choose to do option A, B, C, during any of the years they are attending Delone Catholic High School and they choose to go to the prom, they will be charged full price of a ticket for prom.

Each year, students can choose any of the options. Students that transfer into Delone Catholic have responsibilities to their class, beginning the year they transfer into Delone Catholic.

If a student fails to complete any of the options in Freshman/Sophomore year, they may retroactively complete the earlier requirements before Junior/Senior year, so that they will not have to pay full price for a prom ticket.

It is the responsibility of the class secretary, class treasurer and class moderator to keep a record of students' participation. A full list of students who failed to meet the

requirements will be given to the Prom Committee Moderator and the Business Office with instructions that these students must pay full price for their prom tickets.

NON-CUSTODIAL PARENTS

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Administration reserves the right to alter the handbook throughout the year should the need arise. The students will be informed as to any change in the handbook.

Administration of Delone Catholic High School or his/her designee has the right on an individual basis to recommend a change in policy based on extenuating or mitigating circumstances.