# ST. CLARE / ST. PAUL SCHOOL

## STUDENT-PARENT HANDBOOK

**ADDENDUM TO THE DIOCESE OF SCRANTON ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK (DSESS-PHB)**

## 2026-2027

St. Clare/St. Paul School


**MAIN CAMPUS**

1527 Penn Avenue
Scranton, Pennsylvania 18509
Phone: (570) 343-7880
Fax: (570) 343-0069

**PRIMARY CAMPUS**

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**RIGHT TO AMEND HANDBOOK**

Because it is impossible to foresee all problems which arise, this clause empowers the faculty and administration of St. Clare / St. Paul Catholic School to take disciplinary action against any behavior which violates the spirit and philosophy of SCSP, even though it is not specified in this handbook. Additionally, the school administration retains the right to amend the handbook for a just cause.

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# PARENT-STUDENT HANDBOOK

**DIOCESE OF SCRANTON CATHOLIC SCHOOLS' MISSION STATEMENT**

"We, the Catholic Schools of the Diocese of Scranton, are committed to educate students and their families in the Catholic faith.

We provide a Catholic education that is spiritually sound and academically excellent. We strive to prepare our students to be faith-filled leaders and life-long learners, dedicated to serving the church and society."

**ST. CLARE / ST. PAUL SCHOOL MISSION STATEMENT:**

"St. Clare / St. Paul School is committed to maintaining a Catholic community of companions on the journey of faith and life, by showing respect to all people, by being responsible for our actions, by showing reverence and by making right choices."

**BELIEFS:**

**WE BELIEVE:**

- Each child is a gift from God and must be nurtured in an environment of love, support, tolerance, and mutual respect.
- Christ and imparting knowledge of God and His creation are the reasons for our school.
- The parents are the primary educators of their children and must support the school in the development of the gift of faith and love of learning.
- Our school provides a program, which meets the needs and nurtures the talents of our students.
- Our students go out into the community, not only to extend their knowledge, but also to extend their hands in service.
- Academic excellence, combined with spiritual guidance, in a caring environment is our essential task.

**PARENTS AS PARTNERS**

As partners in the educational process at St. Clare / St. Paul Catholic School, we require parents to provide support and to set rules, times, and limits so that their child(ren):

- Goes to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money or a nutritional sack lunch every day.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To meet financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;

**PARENT ORGANIZATIONS**

**ALUMNI ASSOCIATION**

As our schools have merged over the years, it is important that we celebrate Catholic education,

preserve the local area's history, and maintain touch with the fine people, who have passed through our buildings. We intend to start a formal organization to begin outreach to our alumni. We are looking for volunteers to begin this important effort during 2026-2027. If you would like to work in this area, please contact the principal.

**BOOSTER CLUB**

The Booster's Club is an organization of parents and volunteers that assists the administration and the school in fundraising for athletic events or activities, such as the CYO State Basketball Championships, maintenance of athletics facilities, and enhancement of the athletics department. We are looking for volunteers to lead this organization. If you are interested in working in this area, please contact the Athletics Director. The Booster's Club has a separate financial report, which can be viewed upon request.

**HOME AND SCHOOL ASSOCIATION**

A very active Home and School Association is working for the benefit of St. Clare / St. Paul School! We request that every family become an active member of this organization. We need everyone to share time and talent in the great work of Catholic education, especially since ALL students reap the benefits, over time! (See the Constitution and Bylaws, Attachment 1.)

We ask that every family be represented at the meetings which are held four times a year, usually in September, December, March, and May. A newsletter is sent home, as information or situations dictate, via the Wednesday folder. You may also find information on our St. Clare/St. Paul Home & School Association Facebook page.

# GENERAL INFORMATION SECTION

## ABSENCE POLICY (see online DOS Student-Parent Handbook)

Students who are absent from school may not participate in any athletic practice, game, or other co-curricular or extra-curricular activities on that day. If an absence occurs on a Friday, the student may not participate in any school activities until he/she returns to school on Monday.

**Students who accumulate 3 unexcused tardies during a marking period will be ineligible to participate in the next scheduled social, co-curricular, or extra-curricular activities, including athletics, and will receive a detention.**

**Students may not participate in an athletic practice or contest if they are not present in school for at least 4.5 hours of the school day. This applies to weekend activities, following a Friday absence.**

## ACADEMIC INFORMATION

The curriculum followed at St. Clare / St. Paul School is in accordance with the diocesan curriculum guide and includes:

- Religious education
- Language arts: (Reading, including phonics, English grammar and usage, vocabulary, spelling, handwriting, composition, listening skills; Literature)
- Mathematics, Pre-Algebra, Algebra

- Social Studies
- Science
- Music
- Art
- Physical education
- Computer education
- Library skills

**REPORT CARDS**

Report cards are distributed four times per year, as noted on the school calendar, for Grades 1-8; and twice per year in Grades PK and K. All Grade 3-8 report card envelopes must be signed and returned to school the next day, unless other arrangements are made with the classroom teacher. The Report Card may be kept by the parents. Interim Progress Reports are distributed half-way through each grading period. Interim reports dates are noted on the school calendar.

**PARENTAL ACADEMIC PROGRESS MONITORING**

Parents may check on their child's progress daily online. Teachers are required, by the administration, to post grades online by the end of the day on Thursday. Checking the system on Friday should provide parents with a good picture of the student's academic progress, including missing assignments. If you are unsuccessful in viewing the online information, please email the teacher right away. Please notify the administration, if necessary.

Parents are encouraged to confer with teachers by appointment whenever the need arises. Communication between parents and teachers is essential.

The principal reviews and writes brief comments upon every report card to provide advice, guidance, or affirmation to students, and parents, in an additional effort to enhance communication or student achievement, from a grade-level viewpoint.

**ACADEMIC ASSISTANCE/ AUXILIARY SERVICES**

Students who evidence challenges in Reading or Mathematics are afforded the opportunity to participate in focused, small group learning through push-in or pull-out services, provided by the Northeast Instructional Unit-19 (NEIU-19). Parents desiring to take advantage of available services must complete required paperwork and submit it directly to the NEIU. Please see the office staff for information. Specific services available are:

- Remedial Reading and Mathematics
- Speech & Hearing (consultation only)

**ACADEMIC PROBATION (See DSESS-PHB pg. 9)**

A student whose academic performance and/or work and study habits indicate serious deficiencies may be placed on academic probation, if they earn failing grades in two or more subjects. The student may be required to have formal evaluation at the parents' expense, in order to remain enrolled. Specific conditions of the academic probation will be determined by the administration in collaboration with parents, and school counselor.

**ACADEMIC STANDARDS**

Academic standards are NOT curriculum. ALL coursework is tied to standards, which are meant to prepare students for success in their post-high school education and careers. Learning standards are concise, written descriptions of what students are expected **to know and be able to do**, at a specific

stage of their educational journey. Learning standards describe educational objectives; that is what students should have learned by the end of a course or grade. They **do not** describe teaching practices, strategies, methodology, curriculum, or assessment method.

All Catholic schools in the Diocese of Scranton employ the same standards- The Pennsylvania Department of Education Academic Standards, Grades K-8, Pennsylvania Learning Standards for Early Childhood Education for Pre-Kindergarten, and the Diocese of Scranton guidance for teaching of Christian doctrine and Faith Formation. At St. Clare / St. Paul School, the administration also employs the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, as a means of self-assessment of overall school performance, against these standards of excellence.

## ADMINISTRATIVE INFORMATION

### GENERAL

At no time should parents or visitors go directly to a classroom during class time. Students are encouraged to put their names and grades on all belongings so that they may be easily returned. All unlabeled articles not claimed will be taken to the thrift shop at the end of the month.

Parents are encouraged to assist their child (ren) to be responsible for the materials needed for his/her day at school. Messages to students and teachers will be relayed only during transition times throughout the day. Student use of the telephone is permitted only in cases of emergency.

### SECURITY

All outside doors, except the school office door, will be locked daily at all times. During school hours, all visitors and volunteers must enter the school through the main office door and sign in before entering other school building spaces. **ALL visitors, who desire to interact with the students at any time, MUST first be cleared by the school office, as having completed Virtus Training and all required background checks. All volunteers/visitors must wear a badge while in the school. There are NO EXCEPTIONS.**

### OFFICE RECORDS

Parents and guardians are requested to notify the school office, in writing, of any change of address, home, business or cell phone numbers, and e-mail addresses for themselves and any emergency contacts. This will guarantee that office records are accurate, complete and up-to-date.

### SCHOOL HOURS

**MAIN CAMPUS**: At the Main Campus, school opens at 7:45 a.m. with morning prayers, School Pledge, and the Pledge of Allegiance in the auditorium. This year, all students will report directly to their classrooms for prayer and pledge. The school doors open at 7:30 a.m. and teachers arrive for official duty, therefore student supervision is not available until 7:30 a.m. The first bell rings at 7:45 a.m. and all children should be in school at this time.

If students arrive after 7:45 a.m., a parent must come to the school office to sign in his/her child.

School is dismissed at 2:10 p.m. Children should be picked up at dismissal time and not later than 2:30 p.m. unless authorization has been given for them to stay for extra-curricular activities.

**PRIMARY CAMPUS**: The school day, for Primary students, begins promptly at 7:55 a.m. and ends at 2:20 p.m. for full day students, including Pre- Kindergarten. Half-day morning

Pre-Kindergarten begins at 7:55 a.m. and dismisses at 11:00 a.m. Students for all grades are received in the car line and are escorted into the school by duty staff members.

### SCHOOL OFFICE HOURS

The school offices at both campuses are open on all school days from 7:30 a.m. to 3:00 p.m.

### TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare any necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled through the diocese.

## ADMISSIONS POLICY

School admission policies are determined by the school principal in accordance with Diocesan Policy. Students who transfer from home schooling must provide evidence of academic achievement. If the student cannot provide adequate evidence, the school shall administer appropriate testing to determine grade level assignment.

### NON-DISCRIMINATION

St. Clare / St. Paul School admits students of any race, color, sex, national and ethnic origin, with all rights, privileges, programs, and activities, which are made available at school. We do not discriminate in the administration of academic policies, administrative programs, admissions policies, subsidy programs, extracurricular activities, or athletic programs.

### PROFESSIONAL ETHICS IN ADMISSIONS

The Admissions Committee must determine if the school can meet the applicant's teaching and learning needs, considering the capabilities and limitations of the school staff. Since it would be unethical to admit students, who have needs greater than the school's ability to provide for them, in cases wherein reservations exist, students may be accepted on a provisional basis. Provisional admission means that the school will admit the student, but reserves the right to require withdrawal if the school determines that the students' needs have proven to be greater than the school can properly address.

## ADMISSIONS INFORMATION

### AGE CRITERIA

- A child may enroll for the pre-kindergarten 3-year-old program if he/she will be 3 years old on or before September 1 of the current school year.
- A child may enroll for the pre-kindergarten program if he/she will be 4 years old on or before September 1 of the current school year.
- A child may enroll for the kindergarten program if he/she will be 5 years old on or before September 1 of the current school year.
- A child may enter the first grade if he/she is 6 years old on or before September 1 of the current school year and has satisfactorily completed the kindergarten program in a public or non-public school from which the district school board accepts transfer of academic credit.

### ADMISSIONS

Application does not guarantee admission.

**DOCUMENTATION REQUIREMENTS**

Documentation for admission includes:

- Verification of active parish affiliation, if Catholic
- Health Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of 504 plans, if applicable
- Record of Immunizations and proof of health examination (must be presented by the first day of school)

All children entering public or private schools in Pennsylvania for the first time must be immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella and rubella, and HIB. All students must be following Scranton health department regulations before they can enter the school. **If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.**

## AFTER SCHOOL CARE POLICY

St. Clare/St. Paul School offers an After-School Care Program (ASCP). The program is offered at the Primary Campus. Students enrolled in grades K to 5th are eligible. This program reflects the philosophy and mission of SCSP School. It is designed to meet the needs of our students and parents. The ASCP will provide a safe, nurturing environment that is a natural extension of our school community.

**Hours of Operation**

On regular school days, the program will operate from the time school is dismissed until 5:30 PM. The After School Care Program will not be available on early dismissal days or when school is closed, unless otherwise announced.

**Main Campus Students**

Students from the Main Campus will not have bus service to the Primary Campus until further notice.

**Registration Form**

All students who may participate in the After-School Care Program (ASCP) **must** complete a registration form. *Please return it the first week of school*. **Any student (car rider/walker) that is not picked up by 2:30 will be sent to the ASCP and the families will be billed for one hour.** *Therefore, if there is any chance you will use the ASCP, please complete the registration form.* Please note that the After-School Care Program may be used on a daily basis or as needed. Please write a note to the student(s)'classroom teacher on the day the child(ren) will be attending the program.

**Fees and Payment Policy Schedule**

Fees:

- **$10.00 per hour**

**Payment:**

- Families will pay for all aftercare charges via the FACTS account.
- If payment is not made within 10 days upon receipt, the family may not utilize the ASCP until payment is made. Three late payments will remove the family from the ASCP for the school year.
- Recent history has shown that some accounts have been allowed delinquent for a variety of reasons. While we desire to be compassionate and understanding, we can no longer permit students with delinquent accounts to attend After School Care. In the event a negative balance exceeds $75.00, participation privileges will be suspended until the obligation has been removed. Should special circumstances arise, the principal should be contacted.

**Pick Up**

- Parents/guardians are required to enter the building and sign out their child(ren).
- Children will not be permitted to leave with someone not listed on the child's contact sheet. Written notice must be given for individuals not listed. For safety reasons**, no child will be released without a parent/guardian signature**.
- Parents will be assessed a **$25.00 late fee** if students are picked up after 5:30 PM. This fee will be included in the monthly invoice. Three late pick-ups will result in removal from the ASCP for the school year.

**General Information**

- All children participating in the After-School Care Program will report to the computer room and the ASCP caregiver immediately after dismissal. Students will participate in various activities such as games, study/homework time and outdoor play (weather permitting).
- The After-School Care Program operates within the written policies of the school. Children are expected to be courteous and respectful to teachers, staff, and other students. If a child should receive three (3) behavior slips, they will be suspended from the ASCP for one month.
- Please provide your child(ren) with a healthy snack (non- peanut) and drink.

**Daily Schedule of Events**

| | |
|---|---|
| **2:20 pm** | **Arrive and check in; snacks** |
| **2:50 pm – 3:00 pm** | **Outdoor Play** |
| **3:00 pm – Pick-Up** | **Homework or Free Play Indoors** |
| **5:00 pm** | **All students must be picked up** |

## ALTAR SERVERS

Interested Catholic boys and girls from grades three through eight are taught to serve Mass during the Main Campus weekly Masses, selected weekdays, as required by St. Paul Church, and take turns serving on weekends according to a pre-arranged schedule.

## ARRIVAL AND DEPARTURE PROCEDURES- MAIN CAMPUS

**Students must not arrive on campus prior to 7:30 a.m., as there is no supervision available until 7:30 a.m. Students arriving before and up until 7:45 a.m. must enter the school through the Marion Street side entrance. Those arriving after 7:45 a.m. must use the Main entrance on Penn Avenue and be signed in by a parent.**

Punctuality is an essential life-skill for the workplace. Punctuality habits are formed early in life. Therefore, it is critical that students arrive and depart on time. **(See Attendance and subsection Tardiness for consequences) Tardy students must sign in in the office.**

### BUS RIDERS

Students riding buses are expected to observe all bus rules and regulations, safety, and traffic safety procedures at all times. Obedience to instructions from the driver and appropriate behavior is required at all times. Students must remember that they represent the school and the church, and conduct themselves accordingly. School behavioral and disciplinary standards apply while riding buses to and from school. (Bus service through the *Scranton School District* has been suspended until further notice.

### WALKERS

Walkers are expected to observe all safety and traffic safety procedures at all times. Obedience to Crossing Guards and appropriate behavior is required at all times, while traveling between home and school or school and home. Students must remember that they represent the school and the church, and conduct themselves accordingly**. School behavioral and disciplinary standards apply while riding buses to and from school.**

### MORNING VEHICLE DROP-OFF

Beginning at 7:30 a.m., students are dropped off in the parking lot across from the church, alongside the grass yard, adjacent to the St. Paul School building. Please enter the parking lot from the Marion street side, using the driveway closest to the fence in the back of the lot. Proceed through the parking lot, and drop off children near the grassy area. Students must exit the LEFT side- driver's side, of the vehicle, in order to prevent students' crossing in the front of the car, proceed to the side entrance of the school, then go to the auditorium, if prior to 7:40 a.m. or directly to the office, if after 7:40 a.m. After students safely exit the vehicle, cars may turn either right or left onto Penn Avenue. A duty teacher is posted at the Marion Street side entrance. **A student is "late" if they arrive after 7:45 a.m.**

At no time should students cross Penn Avenue in front of the school or be dropped off in the bus zones in front of the school. The only authorized drop off and pick up areas are in the parking lot across from the church. Students must not be dropped off in the faculty parking lot.

Any driver, who needs to accompany a child into the building, should park his/her car in a parking space and carefully escort the child/ren to the building, using designated crosswalks. Again, our primary concern is the safety of children. . **PLEASE DO NOT USE CELL PHONES IN THE CAR LINE, AS IT PRESENTS A DANGER TO THE CHILDREN!** ***Under no circumstances should drivers leave their cars unattended in the drop off lane***.

### AFTERNOON DISMISSAL

**WALKERS**

Walkers are dismissed at 2:20 p.m. and proceed to their homes, using the sidewalks and the designated crosswalks.

**BUS RIDERS**

Students riding buses are dismissed at 2:15 p.m. and proceed to their designated departure point, as directed by the bus dismissal supervising teachers, and await the directions to board. **The Dunmore bus service is NOT provided on early dismissal days.**

Should a student be the ONLY student on a given bus, the parents are asked to contact the bus company, as a courtesy.

**AFTERNOON VEHICLE PICK-UP**

**Students must be picked up in the school parking lot. Vehicles must enter from the Penn Avenue entrance, across from the church. Cars then proceed into the lot and line up in a queue, in one of the four lines, to await students' arrival. After the students are dismissed and enter the vehicle, remain in line, until the lines are waved forward to the Marion Street exit, by the dismissal supervising teachers. PLEASE DO NOT USE CELL PHONES IN THE CAR LINE, AS IT PRESENTS A DANGER TO THE CHILDREN! Parents must stay in their cars while in the pick-up line, during active dismissal.**

**EARLY DEPARTURE**

When a child departs school early for an appointment or due to illness, the parent must come to the office to sign out the child. The school office will call the child's teacher and the child will be sent to the office to meet his/her parents.

Parents may be asked to present identification in order for the child to be released. This measure is designed to ensure the safety of the children. Children will not be permitted to wait in the office until the parent/guardian arrives.

**CHANGES IN PICK-UP PLANS**

Teachers cannot accept verbal authorization for changes in after-school arrangements. If a child is going home with someone other than the regular carpool, written permission must be sent to the teacher that morning. The office will accept last minute phone calls for TRUE emergencies, such as car trouble, for alternate arrangements. Parents must notify the office of changes in pick up plans prior to 2 p.m. We cannot guarantee that changes made AFTER 2 p.m. will be communicated to the student prior to dismissal.

**RAINY DAY PICK-UP PROCEDURES**

During rainy day dismissal, regular dismissal procedures will be followed for students in Gr. 3-8th graders. In the event of severe weather that might possibly cause bodily harm, such as lightning, students will be kept safely inside the school building. Parents may come through the main entrance to the auditorium to pick up their students.

**ARRIVAL AND DEPARTURE PROCEDURES- PRIMARY CAMPUS**

**ARRIVAL AT SCHOOL**

**Students should not be on campus prior to 7:30 a.m., as there is no supervision available until 7:30 a.m.**

Punctuality is an essential life-skill for the workplace. Punctuality habits are formed early in life. Therefore, it is critical that students arrive and depart on time. **All students are expected to be in their seats and ready to begin the school day promptly at 8:00 a.m. (See Attendance and subsection Tardiness for consequences)**

Tardy students must report to the building office ***with a parent*** to be signed in.

**BUS RIDERS**

Students riding buses are expected to observe all rules and regulations, safety, and traffic safety procedures at all times. Obedience to instructions from the driver and appropriate behavior is required at all times. Students must remember that they represent the school and the church, and conduct themselves accordingly. School behavioral and disciplinary standards apply while riding buses to and from school.

**DROPPED OFF ITEMS**

If there is a need to get an item to a student during the school day, kindly mark the item with the student's name, and the teacher's name, and deliver it to the school building office. Students will be called to the office as soon as possible to pick up missing items that are dropped off.

**WALKERS**

Walkers are expected to observe all individual safety and traffic safety procedures at all times. Obedience to Crossing Guards and appropriate behavior is required at all times, while en route between home and school or school and home. Students must remember that they represent the school and the church, and conduct themselves accordingly. School behavioral and disciplinary standards apply while riding buses to and from school.

Parents walking to pick up students should arrange to meet their children at the corner of park and Woodlawn Street or the corner of Park Street. The front exit of the school is reserved for departure of bus traffic.

**MORNING DROP-OFF**

Once all participants become familiar with the correct procedures the line moves very quickly. One need not rush to get to the head of the line, nor come so early as to tie up traffic. Students may be dropped off, at the back of the school, beginning at 7:35 a.m. The back door to the school will be locked promptly at 8:00 a.m. **PLEASE DO NOT USE CELL PHONES IN THE CAR LINE, AS IT PRESENTS A DANGER TO THE CHILDREN!** All vehicles must enter the carline from the Park Gardens side of North Washington Avenue, making a Right-hand turn down Park Street alongside St, Clare Church. No cars should be making a Left-Hand turn ONTO Park Street, as it disrupts the car line and presents safety problems. At no time, should children be directed to cross North Washington Avenue in front of the school. All students must use designated crosswalks. Again, our primary concern is the safety of children.

**AFTERNOON PICK-UP**

Students in Grades PK-2 and those who carpool with them may be picked up via the car line at the rear of the school. Parents must stay in their cars in the pick-up line. Do not park and wave your child toward the car. This is unsafe. Teachers will not allow children to walk unaccompanied across the car line.

Any child, who is present in the school building or on the grounds after 2:35, will be placed in the after-school program, and their parents will be billed for the service. Parents are charged the daily rate of $7.00 an hour for using this program. There are no other exceptions to this policy.

If a genuine emergency should occur, and parents realize that students will not be picked up on time, please notify the school office before the end of the school day.

**EARLY DEPARTURE**

When a child departs school early for an appointment or due to illness, the parent must come to the office to sign out the child. The school office will call the child's teacher and the child will be sent to the office to meet his/her parents.

**Parents may be asked to present identification** in order for the child to be released. This measure is designed to ensure the safety of the children. Children will not be permitted to wait in the office until the parent/guardian arrives.

**CHANGES IN PICK-UP PLANS**

Teachers cannot accept verbal authorization for changes in after-school arrangements. If a child is going home with someone other than the regular carpool, written permission must be sent to the teacher that morning. The office will accept last minute phone calls for TRUE emergencies, such as car trouble, for alternate arrangements. Parents must notify the office of changes in pick up plans prior to 2 p.m. We cannot guarantee that changes made AFTER 2 p.m. will be communicated to the student prior to dismissal. All students who are not picked up by 2:30 p.m. are sent to the After-Care Program.

**RAINY DAY PICK-UP PROCEDURES**

During rainy day dismissal, regular dismissal procedures will be followed for students in PK-2nd grade. In the event of severe weather, such as lightning, that might possibly cause bodily harm, students will be kept safely inside the school building. Parents may come through the school office to pick up their students from their homeroom classroom.

## ATHLETICS (See Diocese of Scranton Elementary Athletics Guidelines for additional information)

Students in grades K-8 participate in extracurricular sports offered through the Catholic League and other school- sponsored teams. The Athletic Director organizes and operates the program. SCSP fields teams in basketball, cross country and cheerleading. Future plans include investigating the possibilities of soccer, volleyball, flag football, softball, tennis, and dance, although these efforts will require parental/coaching support and the participation of other schools in the diocese.

**A fee is charged for each sport. All fees go toward athletic uniforms, facility maintenance, coach stipends, officials and equipment. Students are responsible for lost or damaged equipment entrusted to their care. Additional fundraising is required, especially when teams qualify for competition at the state level.**

**Any and all concerns or questions regarding the sports programs should be addressed to the Athletic**

**Director. If the Athletic Director is unavailable, please contact the administration. Whenever possible, concerns should be in writing, preferably email, if initially unresolved.**

Per the Diocese of Scranton Student-Parent Handbook, all student athletes and spectators represent St. Clare / St. Paul Catholic School, and are expected to be of exemplary conduct, both on and off the field. Appropriate dress/uniform is required at games and practices, as announced by the coach.

**A student must attend five periods of instruction (4.5 hours) on the day of a scheduled or make-up athletic event. Any student who is absent from school on the day of a game, or who checked out of school due to illness, is not eligible to participate in any extracurricular activity later that same day.**

**ATHLETICS PHILOSOPHY**

St. Clare / St. Paul athletics are meant to provide an environment for children to enter athletics, and learn to play, without ***excessive*** pressure of having to be "number one" or "the best." St. Clare / St. Paul athletics emphasize teamwork and sportsmanship above winning. **With that, we ask that all players and their parents/guardians please read and abide by the following information. We also emphasize that, while there is a "No Cut" policy in the Diocese of Scranton, students may elect to "cut" themselves, by failing to show up for practices, fully engage in the sport, academic performance, behavioral problems, or other reasons. Such decisions will be made collaboratively by the Athletics Director, Coach and the administration.**

**SCSP PLAYERS AND PARENTS CODE OF CONDUCT AND EXPECTATIONS**

**PLAYERS**

- I will treat my teammates, opponents, coaches, parents, referees, and all others involved with respect at all times.
- I will give my full attention to my coach and always follow instructions.
- I will always try hard to do my best, both in practice and during games.
- I will encourage and help my teammates, regardless of their athletic ability.

**PARENTS**

- I will support my child unconditionally, regardless of how he/she performs.
- I realize that who wins or loses is of little consequence. I will not put excessive pressure on my child to win.
- I will support the coach in his / her efforts to teach skills, teamwork, and good sportsmanship to the players. This includes ensuring that my student attends all practices and games.
- I will not seek special treatment nor ask for special privileges for my child.
- I will applaud the efforts of all players in the games. I will never criticize another player.
- I will not embarrass my child, my school, or myself by criticizing or yelling at officials, coaches, players, other spectators, or athletic directors. All forms of hostility toward an official, coach, child, opposing team parent, or league director are unacceptable and have no place in this league.
- I will help the team whenever possible by providing my services as requested by the coach or team parent.
- I understand that if a question or concern about a coach or other player or parent arises during a game, I will not address the issue with the coach or other parents during or after the game. I will set up a meeting by emailing or calling the athletic director. If a meeting needs to be set up, the athletic director (and possibly administration) will be present.

**SPECTATORS**

St. Clare / St. Paul School recognizes that in the heat of competition, emotions might tempt spectators to forget that they are role models of propriety, sportsmanship, and fair play to our students, as well as members of the community. Spectator conduct must reflect the values, traditions and teachings of the Catholic Church at all times. Specific examples of unacceptable spectator conduct include, but are not limited to:

- foul or abusive language
- threatening or abusive behavior towards coaches, officials, players, fans, or supervising persons
- repeated taunting of opposing players, fans, coaches or officials
- entering the field of play during a game without permission
- disregard or ignoring warnings by officials
- destruction of facilities, equipment or other property

**COACHING PHILOSOPHY AND PRINCIPLES**

- I understand that as a coach, I must be a positive role model for the players and parents, and that I will exert a tremendous influence, either good or bad, in the education of the players. I will strive to instill in every student a sense of self-esteem, responsibility, confidence, dignity, and self-discipline, through an emphasis on fair play, teamwork, leadership, scholarship, and respect.
- I will never place the value of winning, or my own personal satisfactions, above the value of instilling the highest desirable ideals of character and Christianity that is consistent with a Catholic School Education.
- As a coach, I will devote time, thought, planning, and study to the rules of the game. I will prepare a practice and game plan realizing that this will best enable me to teach team sports.
- I agree that St. Clare / St. Paul sports are intended to be enjoyable experiences for everyone involved, and as a coach I will set a fun tone for both practices and games. I will also strive to create an environment that eliminates a student's fear of failure and promote the challenges of learning new skills.
- As a coach, I am totally responsible for my teams' players, staff, and spectators. I am also responsible for instructing everyone on the league's expectations for game behavior. All forms of hostility toward an official, coach, child, opposing team parent, or athletic director are unacceptable and have no place in this league. I will report, in writing, all such activities to the Principal for action.
- I will observe precautions to ensure the safety of all players, with special emphasis on possible concussion risks and incidents.
- I will take an active role in the prevention of drug, alcohol, and tobacco use, and under no circumstances will partake or allow these activities to occur during practices or games.
- As an example, to the students, before and after the game, I will exchange friendly greetings. I will teach the children that both teammates and opponents are entitled to be treated with respect and dignity.
- Officials will have the total respect and support of the coach. I will not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or

touching of the officials is unethical and will result in disciplinary action.

- I will ensure that I have been fingerprinted through the Diocese of Scranton and completed online Safe Environment Training through the diocese website, and that if I am unable to be present at a game or practice, that at least one other coach/parent volunteer is present.
- I understand that should my behavior violate this code of conduct, I will accept any disciplinary action as determined by the athletic director and/or administration.

**ATHLETIC PROBATION (See DSESS-PHB pg. 9)**

**Any student receiving a Progress Report, indicating failure in any major subject, will be suspended from competitive play and practice, until that grade is brought up to a 75 and maintained at a passing grade of 75 for at least five (5) school days. When the grade is brought up to a 75, the student is to print a report from FACTS/RenWeb and submit it to the principal. The Principal will reinstate the student to the team or activity.**

**Any student receiving a Report Card, indicating failure in any major subject, will be suspended from competitive play and practice, until that grade is brought up to a 75 and maintained at a passing grade of 75 for at least five (5) school days. When the grade is brought up to a 75, the student is to print a report from FACTS/RenWeb and submit it to the principal. The Principal will reinstate the student to the team or activity.**

**Any student receiving a Conduct Referral for serious violation of the Disciplinary Code, such as disruption of the teaching and learning environment, disrespect to others, or other serious infractions, will be suspended from competitive play and practice, until that conduct issue is improved to the satisfaction of the faculty and administration.**

**The Principal, after consulting with the student's teachers, will determine a student's eligibility or ineligibility, relative to the Progress Report, Report Card, or Conduct Referral. Her decision will be based on the student's demonstrated performance in academics, conduct, absenteeism, behavior, or any other factor, which might impact upon the student's attainment of required standards of performance.** The Principal's determination will be conveyed to the student, parents, Athletics Director and coach, via written correspondence, including email.

**ATTENDANCE (See Diocese of Scranton Elementary School Student/Parent Handbook)**

School attendance is directly related to school achievement. Attendance regulations are based on Pennsylvania State Law. All students are required to attend 180 days of school. It is the parents' responsibility to make sure their children attend school every day and arrive promptly. Students who are absent 20 days within the school year may be retained in grade in accordance with the Pennsylvania statutes.

**When a student is absent from school parents should call the office by 8:30 a.m. each day of the absence.** If the office does not receive a call, the parent will be contacted. This policy is for the protection of St. Clare / St. Paul School students. **St. Clare / St. Paul Catholic School adheres to the State of Pennsylvania attendance laws. The school has no recourse. Please ensure that your child's attendance practices are in accord with the policy.**

**Excessive absence undermines the academic progress of our students. Should the administration determine that absences are excessive and adversely affect the student's progress, the classroom environment, or the school, the student may be asked to withdraw.**

## BEHAVIOR (See DSESS-PHB pages 11-16)

St. Clare / St. Paul Catholic School constantly strives to provide a safe, secure environment for all students in an atmosphere of mutual respect, as cited in the Golden Rule. Since Christ is the center of our school, students are expected to refrain from disruptive, disrespectful or disobedient behavior and should take responsibility for their own actions. Students should practice good health habits and be honest and polite. Students who have academic, social and/or emotional concerns should talk to a teacher or the guidance counselor. Students may be asked to work through a decision-making process with the staff to explore alternative behaviors which are acceptable and more appropriate.

**Verbal or written threats, demeaning comments or actions, which affect the physical or emotional well-being of any individual, are taken seriously. Students making threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.**

Similarly, **harassment of any type is not tolerated**. The principal investigates all allegations of harassment. Immediate disciplinary action will be taken, as appropriate.

**Students are expected to know and understand the rules and consequences for classroom, school, and public behavior, as stated in the Diocese of Scranton Parent Student Handbook.** They are expected to arrive on time, prepared for class, and in possession of homework assignments or other work due on that day.

**Disruptive, disrespectful, or grossly inappropriate behavior is unacceptable**. Such disruptions adversely affect the learning environment, and will not be tolerated. **St. Clare / St. Paul generally subscribes to a "three strikes" policy, insofar as suspension from school, unless the behavior is of such a degree as to make immediate dismissal necessary.**

**Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic Schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.**

## BEHAVIORAL PROBATION/BEHAVIORAL CONTRACT

Should a student demonstrate severe behavior problems or a pattern of misconduct, as determined by the administration, he or she may be placed on Behavioral Probation and issued a Behavioral Contract. Subsequent misbehavior may require student withdrawal. The administration shall determine the specific conditions on a case-by-case basis.

### BIRTHDAY INVITATIONS

Birthday party invitations may be distributed at the school under the following conditions:

- a female student invites all the girls in the class
- a male student invites all the boys in the class
- the whole class is invited

### BIRTHDAY PARTIES

Please do not send snacks into the school for your child's birthday. **All schools, including St. Clare / St. Paul, have students who have food allergies, which can be potentially fatal or result in serious medical emergencies. Therefore, we attempt to limit outside food, which could introduce an unacceptable risk.** If your child would like to bring in a non-food item, such as stickers, pencils or other small, inexpensive items, as a means to celebrate, that option is voluntary. If one has questions about such arrangements, one should contact the classroom teacher. All snacks/treats have been suspended for the 2025-2026 school year.

**BISHOP'S YOUTH AWARD- GRADE 8**

The Bishop of the Diocese of Scranton presents an award, at the end of the year, to one Catholic school student, in Grades 8 and 12, from each of the Northern, Southern, Western and Eastern Pastoral Regions. Nominations are solicited through the parish and school administration, in collaboration with the faculty and staff. The criterion is as follows:

- Participation/ volunteer service in Parish Religious Education
- Participate in/ lead any special devotions; Eucharistic, Rosary, patron saint, etc.
- Respect for Life events
- Bible Study
- Parish, Regional, or Diocesan Youth Ministry
- Vacation Bible School or similar activity volunteer
- Parish Picnic or similar "Volunteer above and beyond"
- Liturgical Minister; Altar Server, Lector, Cantor, Hospitality in an on-going commitment
- Human Services Activities: food pantry, clothing drives, and other works of mercy
- Volunteer work with social service agencies, such as Catholic Charities or parish projects
- Parish or school community building or outreach activities
- Parish Pastoral Council Representative
- Catholic School leadership role- Student Council, Campus Ministry, MCA, Legion of Mary, etc.
- Parish or Diocesan Retreat active participant or leader
- Other selfless service to others

## "BULLYING" PROHIBITION AND POLICY (See DSESS-PHB pg. 11-15)

As a member of the body of Christ and part of the community of St. Clare / St. Paul Catholic School, each person has the right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain.

St. Clare/ St. Paul School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community. **St. Clare / St. Paul Catholic School has a zero tolerance towards any bullying behavior.** Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill or influence, verbal ability, or any other source of power over another.

At the elementary and middle school levels, bullying behaviors are predominantly verbal taunting, physical intimidation, and exclusion from social groups. SCSP does not tolerate such behavior, and will address it when it is reported or observed.

Many of us experienced bullying behaviors in school. The outlook of society was that it was all part of

growing up, and that students must “learn to deal with it.” Times have changed in a big way. We now recognize that bullying behavior can have a serious life-long impact and may drive students to extreme measures. Students repeatedly tell us that they would rather undergo physical harm than be a victim of bullying behavior. They consider it just as serious, if not more so, than fighting. Therefore, we consider bullying behavior to be a suspension-level offense.

**If a student is confronted with a bullying situation, they are to tell the person to stop. If that does not have the desired effect, they are to tell an adult, who will address it with the student and the administration**. Detailed instructions are listed under “Bullying Policy” in this handbook.

**AGGRESSIVE BEHAVIOR, by students or adults,** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/ cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The school will not tolerate any gestures, comments, threats, or actions, which cause, or threaten to cause, bodily harm or personal degradation. This policy applies to all activities, including activities on school property or while en route to, or from, school-sponsored activities and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

**Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to an adult or the principal.** The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

**All complaints about aggressive behavior that may violate this policy shall be promptly investigated.**

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. **This may include: expulsion of student, discharge of employees, and exclusion of parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.**

**RETALIATION against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited, and will not be tolerated**. Such retaliation shall be considered a serious violation of school policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. **Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated**.
Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there

has been aggressive or inappropriate behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**"BULLYING"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral) or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- **Physical** - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement.
- **Verbal** - taunting, malicious teasing, insulting, name calling, making threats
- **Written —** includes posting online, new case law provides that this is a 2nd degree felony to make written threats
- **Emotional/Psychological** - spreading rumors, manipulating social relationships, coercion, blackmailing, or engaging in social exclusion/shunning, extortion, terrorizing or intimidation.
- "**Cyberbullying**" - the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education The school recognizes that cyberbullying can be particularly devastating to young people because:
    - Cyberbullies more easily hide behind the anonymity that the Internet provides;
    - Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
    - Cyberbullies do not have to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and the reflection time that once existed between the planning of a prank - or a serious stunt - and its commission has all but been erased when it comes to cyberbullying activity.
    - **Cyberbullying** includes, but is not limited to the following:
    - Posting slurs or rumors or other disparaging remarks about a student on a web site or on a web log;
    - Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
    - Using a camera phone to take and send embarrassing photographs of students;
    - Posting misleading or fake photographs of students on web sites.

**If a student feels that he/she is being bullied, he/she should follow these three steps:**

1. Tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying), please stop" or report the incident to the teacher or adult supervisor.

2. If the behavior is repeated on another occasion, again tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying) to me. Please stop" and report the incident to the teacher or adult supervisor.
3. The next time the same student bullies you, report the incident to the teacher or adult supervisor.

**Teachers and assistants will follow these steps:**

1. Each reported incident of bullying will be documented in writing and signed by a supervising teacher, student and parent.
2. If a second incident involving the same offender occurs, the offender will be sent to the office and a conference will be held immediately with administration, parent and student. The student will not attend school until the conference has taken place.
3. Administration reserves the right to take additional disciplinary actions as they deem appropriate, which may include expulsion from St. Clare / St. Paul School.

Listed by grade levels are some of the offenses that are considered harassment or bullying. They are listed in the grade level where they are thought to be most common but are considered bullying at any grade level on which they occur. These lists are samples and are not all-inclusive.

**Examples of Bullying Behaviors by Grades (not all-inclusive)**

**Primary Grades K – 2:**

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Taking and/or hiding another student's possessions
- Invading personal space
- Starting or spreading rumors / gossip
- Hitting, pushing, biting
- Writing unkind notes / pictures
- Disrespect to another person's belongings
- Falsely accusing another student

**Intermediate Grades 3 – 5:**

- Name-calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Pushing, poking, belittling, put downs
- Writing and/or passing unkind notes, pictures, cartoons
- Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
- Lying about another student
- Negative gestures and facial expressions
- Insults of any kind
- Starting or spreading rumor

**Middle School Grades 6 – 8:**

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Lying about another student
- Starting or spreading rumors / gossip
- Physical threats
- Intimidation
- Writing and/or passing unkind notes, cartoons or drawings
- Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
- Negative gestures and facial expressions
- Insults of any kind
- Demanding another's possessions, food or money
- Sarcasm with intent to hurt another
- Taking and/or hiding another student's possessions
- Falsely accusing another student

## BULLYING PREVENTION TIPS

**For Students:**

- If bullied, report it to your parents/guardian. *Reporting* is a safety issue. It is NOT *tattling*!
- Tell a trusted teacher, counselor, principal, or have your parents/guardian talk to the school staff.
- Do NOT retaliate or get angry.
- Respond calmly and firmly, or say nothing and walk away.
- Develop friendships and stick up for each other.
- Act confident.
- Take a different route to and from school.
- Avoid areas where supervision by adults is difficult.
- Do not bring expensive items to school

**For Parents:**

- Encourage your child to share problems with you, with the assurance that it is NOT tattling. Reporting is about physical, mental, or emotional safety. Tattling is about minding other people's business.
- Praise and encourage your child- a confident child is less likely to be bullied.
- Help your child develop new friendships. New peers can provide a new opportunity.
- Maintain contact with the school. Let the teachers know what your child is telling you. Placing concerns in an email allows rapid transmission to appropriate authorities and places the facts in a form in which they can be easily reviewed during investigation.
- Obtain a Diocese of Scranton Office of Catholic Schools Bullying, Harassment, or Intimidation Reporting Form from the office staff, for a systematic reporting method. The administration then investigates and fills out a Harassment, Intimidation, Hazing, or Bullying Incident School Investigation Form, and takes appropriate action.
- Encourage your child to participate in sports, clubs, or physical activity to improve confidence and self-esteem.

## BUS TRANSPORTATION

Free bus transportation is provided by Scranton School District, and all other school districts, under the following conditions:

- Students must live more than a mile and one half from the school (K-6)
- Students must live along a route that has been designated, by the Pennsylvania Department of transportation, as being dangerous
- Students in Seventh and Eighth Grades must live more than two or more miles from the school.

Applications for public transportation are available in the school office. Completed forms are returned to the school office, where they will be forwarded to the appropriate school district for processing and approval. Should changes become necessary, see the office for new forms.

**Unless a student is registered to ride the various school district buses, no student is allowed to take the bus, in order to go to a friend's house or some other activity. There are no exceptions to this district rule.**

**BUS RULES AND REGULATIONS** (See Field Trips)

In cases in which students are transported to and from school on a bus, the following code of conduct must be followed:

- The driver is in full charge of the bus and students. STUDENTS MUST OBEY THE DRIVER AT ALL TIMES AND FOLLOW THE POSTED RULES FOR RIDING THE BUS.
- Enter the bus in an orderly manner, and sit in the assigned seat if designated by the teachers or driver.
- Remain seated and facing forward at all times when the bus is moving. Keep all portions of the body inside the bus.
- No eating or drinking is allowed on the bus.
- No glass or breakable containers are allowed on the bus.
- Absolute silence is required at railroad crossings.
- It is against the law to throw any items out of the windows of the bus. Parents and students will be held responsible.
- No littering or throwing objects inside the bus is allowed.
- Parents and students will be held responsible for all vandalism to the bus by students. Restitution will be required.
- The standards of behavior and discipline will be observed at all times.
- No posters or signs will be displayed from the bus.
- Bulky articles that cannot be held in the student's lap will not be permitted on the bus. No objects may block the aisles or emergency exits

**CAFETERIA (**Also see LUNCH)

The cafeteria is considered a proper setting for promoting good eating habits and decorum. All students eat lunch in the cafeteria, unless otherwise approved by the administration in the event of special activities or incentives. Students are expected to behave in a respectful manner at all times.

The following is a schedule of

lunch times:

**MAIN CAMPUS:**

Monday, Tuesday, Wednesday,

Thursday

| | |
|---|---|
| Grades 3-4-5 | 11:00 - 11:45 |
| Grades 6-7-8 | 11:45 -12:30 |

Friday (Mass day)

| | |
|---|---|
| Grades 3-4-5 | 11:25 - 12:05 |
| Grades 6-7-8 | 12:05 - 12:45 |

**PRIMARY CAMPUS:**

Monday through Friday:

| | |
|---|---|
| Grades PK-K | 11:00 - 11:40 |
| Grades 1-2 | 11:40 -12:20 |

## CAFETERIA VOLUNTEERS

Volunteers are always needed to assist in serving lunch, selling snacks, and cleaning up at both Primary and Main Campuses. The assignment of volunteers is managed by the Home and School Association. A schedule will be sent to volunteers. **All volunteers must have the Pennsylvania Child Abuse Clearance, Pennsylvania Criminal History Clearance, FBI Fingerprint Clearance (if one has lived outside the state of Pennsylvania within the last ten years) and Virtus Training, as part of the Diocese of Scranton's Safe Environment Program, to ensure the safety of our children. Documents MUST be kept on file in the school office, per Diocesan policy.**

## CELL PHONES AND OTHER ELECTRONIC DEVICES

**Students are permitted to bring a cell phone to school to be used for emergency situations. Due to the potential for misuse of the camera and other capabilities, cell phones will be collected by the homeroom teacher and placed in hanging storage sleeves, in the classroom. The phone must be turned off** while the student is on campus or risk confiscation. If students need to make a phone call during school hours, they must use the school office phone. (NO EXCEPTIONS)

**The same restrictions apply to other similar electronic items.** If students are using an electronic device to read with, the student is not allowed to activate or use the 3G/4G wireless capability unless directed to do so by the teacher.

Electronic devices, such as Apple Watches, I-Pads, video games and similar devices are not permitted to be used inside the school building.

**Consequences for Violation of this Policy:**

First Offense: The device will be confiscated and returned at the end of the day. The student

will receive a Conduct Referral and detention.

Second Offense: The device will be confiscated and returned at the end of the day. The student will receive a second Conduct Referral and detention. A $25.00 fine will be imposed, which will be contributed to the missions.

Third Offense: The device will be confiscated and returned at the end of the day. The student will receive a third Conduct Referral and detention. A $50.00 fine will be imposed, which will be contributed to the missions. The student will face disciplinary proceedings for disregard of school rules, and experience appropriate consequences, up to and including suspension.

**St. Clare / St. Paul School is not responsible for any lost, damaged or stolen electronic devices.**

**Parents are to refrain from using cell phones in the traffic pattern for pick up and drop off.**

## CLASS ASSIGNMENT POLICY AND PROCEDURES

St. Clare / St. Paul School is double-tracked at each grade level. Our goal in assigning a student to a class is to maintain equal class sizes within each grade and to maximize learning for ALL students. This process begins when our teachers of the current grade meet at the end of the year and collaborate on assignments for the next year's classes. The assignments are based on their observations, evaluations, and experiences with students and parents over the course of the current school year. For example, our first-grade teachers meet with the administration to recommend assignments for Second Grade, and so on. The criteria, assigned by the administration, for teacher input is to, insofar as possible:

- Divide classes into equal numbers of boys and girls;
- Divide the students (equally) by demonstrated levels of academic ability and achievement;
- Assign equal numbers of students with challenges, such as those presented by behavior, learning, attending, or other situations;
- Consider parental support issues and divide accordingly;
- Separate known “oil and water” social situations;
- Evenly divide students by their ability to function independently;
- Consider math group assignment, where appropriate (middle school)
- Identify to the administration, students who might be moved in the event of an unanticipated student transfer, wherein the above “splits” would not be undone.

As professional educators, we take great interest in what we feel is best for our students, based on daily observation, evaluation, and interaction with them. We ask that you trust our collective professional judgment in determining the best placement for your child. We hope we have effectively communicated our standard procedures, and that all understand how our process works.

## CLASS PARTIES

Students from other grades, siblings or other guests may not attend class parties. Given dietary restrictions, food allergies and other considerations, the classroom teacher and the administration reserve the right to decide on the snacks, beverages or other food items that may be distributed during school parties. Again, **please do not send snacks into the school, as all schools, including St. Clare / St. Paul, have students who have food allergies, which can be potentially fatal or result in serious medical emergencies. Therefore, we limit outside food, which could introduce an unacceptable risk.**

## CLINIC / MEDICATION POLICY

**The school clinic is staffed by a Scranton School District nurse, on a daily basis from 10:00 a.m.-1:00 p.m.** Where the capability and limitations of the staff prohibit administering treatments, the parent is expected, and required to arrange for such services. First aid is administered in case of an accident. Children who become sick may be allowed to rest in the clinic.

**In the case of absence due to a communicable disease, a release card from the local health department or a letter from the family physician indicating that the health regulations have been fulfilled must be presented when the student returns to school.**

**Our specific policy regarding returning to school after a general illness is:**

- **Students may not return to school until they have been fever- free for at least 24 hours. This means they need to be fever free WITHOUT the use of a fever-reducing medicine. Our policy is that any child with a temperature of 100 degrees or higher is considered to have a fever.**
- **Students who are vomiting or who have diarrhea may not return to school until they have been symptom free for 24 hours.**
- **The office staff may not administer medication.**

If a student becomes ill at school, he/she should stay home until fully recovered. Students should stay home for:

- Temperature of 100 degrees or higher
- Severe coughing
- Suspicious skin rash
- Eye that is red and has drainage
- Vomiting related to illness
- Diarrhea related to illness

Emergency phone numbers for parents must be on file. If you change your address or phone number during the year, please notify the school.

Any physical disability, including allergies, which might interfere with a student's learning, should be made known to the teacher and the clinic staff, so that proper consideration should be given to the problem. Administration, clinic staff, and staff members should be notified if a child has any serious medical or emotional problems.

## CONCERNS, QUESTIONS AND COMPLAINTS PROTOCOL

From time to time, parents, students, teachers, and other stakeholders may have concerns regarding school situations. The Catholic Church teaches the doctrine of subsidiarity, which calls for all of us to resolve differences at the lowest levels. For example, if a parent has a concern about a student, the very first step is to reserve judgment, contact the teacher and listen to both sides of the issue. If the parent still has concerns that have not been resolved, after discussing the issue with the teacher, the principal should then be contacted.

In serious or complex situations that may result in severe consequences for any party concerned, then concerns should be placed in written form, such as letters, memos or email. The purpose of written correspondence is to clearly identify the specific concern, with sufficient details, so the concern may be thoroughly addressed. In the event that the decision or action by the principal does not satisfy the concern, as a final action, the superintendent should be contacted. ***Together, we can live out our faith, mission and commitment to the values and philosophy of Catholic education, as partners, to build the leaders of tomorrow. However, if, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.***

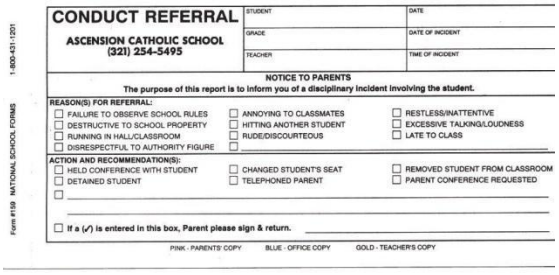
## CONDUCT AND DISCIPLINE OF STUDENTS (Also see Behavior and Discipline)

Our Behavior Policy is intended to create a learning environment that allows all students to be safe and successful. In so many ways, it is a privilege for a student to attend a Catholic School. The student and parents should understand that the students represent the school to the community in a very unique way. Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic Schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student. In order to maintain a Christ-centered environment, all students have the responsibility to:

- Attend school regularly and be on time for all classes and school activities.
- Be obedient and respectful to all staff, both in and out of school.
- Wear proper uniform attire;
- Treat others and their property with respect, both in and out of school.
- Display appropriate Christian principles of good behavior.
- Refrain from leaving the school grounds without permission.
- Refrain from using foul or abusive language on the school campus or at school sponsored activities.
- Refrain from chewing gum on the school campus.
- Refrain from remaining on school grounds after school unless participating in a supervised activity.
- Students attending after school care may bring in extra items, when permitted by aftercare personnel, however such items must be kept out of sight during the day. **SCSP is not responsible for lost or stolen items**.

## CONDUCT REFERRAL

In the event that a student does not adequately respond to a teacher's correction, or for more serious disciplinary infractions, a conduct referral may be issued. Referrals may be sent directly to the parents by a staff member or to the principal. **Conduct referrals are intended to be a quick, concise means of informing parents that a disciplinary situation requires parental or administrative action. Conduct referrals must be signed by the parent and returned to the originator the following day. A conduct referral may lead to further disciplinary action, depending upon the severity and circumstances of the offense. Any consequences will be determined by the administration and may consider prior conduct infractions or referrals. In situations where a suspected suspension level offense may have occurred, the administration will make every reasonable effort to have parents present during adjudication of the situation. The range of possible consequences is delineated in the Diocese of Scranton Student-Parent Handbook.**



CONDUCT REFERRAL

ASCENSION CATHOLIC SCHOOL
(321) 254-5495

STUDENT | DATE
GRADE | DATE OF INCIDENT
TEACHER | TIME OF INCIDENT

NOTICE TO PARENTS
The purpose of this report is to inform you of a disciplinary incident involving the student.

REASON(S) FOR REFERRAL:
- ☐ FAILURE TO OBSERVE SCHOOL RULES
- ☐ DESTRUCTIVE TO SCHOOL PROPERTY
- ☐ RUNNING IN HALL/CLASSROOM
- ☐ DISRESPECTFUL TO AUTHORITY FIGURE
- ☐ ANNOYING TO CLASSMATES
- ☐ HITTING ANOTHER STUDENT
- ☐ RUDE/DISCOURTEOUS
- ☐ RESTLESS/INATTENTIVE
- ☐ EXCESSIVE TALKING/LOUDNESS
- ☐ LATE TO CLASS

ACTION AND RECOMMENDATION(S):
- ☐ HELD CONFERENCE WITH STUDENT
- ☐ DETAINED STUDENT
- ☐ CHANGED STUDENT'S SEAT
- ☐ TELEPHONED PARENT
- ☐ REMOVED STUDENT FROM CLASSROOM
- ☐ PARENT CONFERENCE REQUESTED
- ☐ _____

☐ If a (✓) is entered in this box, Parent please sign & return. _____

PINK - PARENTS' COPY BLUE - OFFICE COPY GOLD - TEACHER'S COPY

Form #159 NATIONAL SCHOOL FORMS 1-800-431-1201

## CONDUCT OF PARENTS AND GUARDIANS

The Diocese of Scranton and St. Clare / St. Paul School recognizes that parents/guardians are the primary educators of their children. Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies, and procedures. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events. Inappropriate behavior, or failure to support the school policies and mission, may result in the student's exclusion from the school.

Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault or threats to the faculty, administration, staff, students, and volunteers of the school. Ordinarily a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parents or guardians. When, in the judgment of the principal and the Superintendent of Schools, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator, after consultation with the Superintendent of Schools, may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Require withdrawal of the children of the parent/guardian temporarily or permanently from the school.

The Catholic Church's principle of subsidiary should be adhered to throughout any differences of opinion between the parent and the school.

**COURTESY**

Courtesy is the mark of a well-educated person. The following rules are to be observed by students:

- Students stand to greet all visiting dignitaries, who enter the classroom. (The Principal is NOT to be considered a dignitary, as he or she should be a very frequent visitor)
- Students should remember to greet teachers or other adults in a friendly manner.
- Children should not intrude upon the conversation of adults in order to give a message. Phrases such as "Please," "Excuse me," and "Thank you" should be in frequent use by students.
- Students are to be respectful and reverent while in church.

**CUSTODY OF CHILDREN**

Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents. It is required that the custodial parent provide the principal with an official, updated copy of the custody order. Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal parent/guardian.

- Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal parent/guardian. If someone other than the parent/guardian seeks to enroll a child, the Office of Catholic Schools should be contacted to review the situation.
- The school may not release a child, student records, or confidential information to a non-custodial

parent unless court- ordered documents state in writing that said parent is permitted to have access to the child or such release is authorized in writing signed by and delivered to the school by the custodial parent.

- It is required that the custodial parent provide the principal with an official, updated copy of the custody order.
- If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of the parent. If the principal determines that such a parent is volunteering in order to increase contact with the child, the principal shall notify the custodial parent and have him/her settle the issue (if they can). If they cannot amicably settle the issue, volunteering may be denied.
- In the absence of a court order, a school should provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

## CRISIS PLAN

St. Clare / St. Paul School implements a "crisis plan" in case of a "lockdown" or other emergency. All teachers are aware of the procedure to follow to keep our children safe. In the event of an emergency that requires evacuation of the building, students will be moved to the St. Clare or St. Paul Catholic Church, if feasible. For security reasons, we do not publish those procedures in detail. **Parents will be kept informed via email on file, via text message through Remind 101, which goes to the cell phone number on record, and other appropriate means. Do NOT call the school or staff members, as lines must be kept open for emergency communication.**

### DETENTION POLICY

For students in grades 6—8, detentions will be served from 2:25 p.m.-3:30 p.m. (Monday through Thursday on school days). **Students assigned to detention must do work the entire time**. Parents will be notified either by phone or note of the detention so that appropriate plans for transportation may be arranged.

Any student serving a second detention will be suspended from all athletic and extracurricular activities for a period of one week, including practices. If further detentions are warranted, a student will not be allowed to participate in extracurricular activities for the entire academic year.

### DISCIPLINE

Approved methods of student correction will include, but are not limited to, the following:

- student conferences
- parent conferences
- administrative conferences
- behavior contracts
- loss of privileges
- detention
- suspension
- expulsion

## DRESS DOWN DAY

Dresses Down days are held throughout the year. Students pay $2.00 to participate. Dress Down Days are run by the Booster Club, Student Council, National Junior Honor Society, and HSA. The fees collected go to a wide variety of charitable causes and to enhance the operation of the school. Students are expected to make good decisions when choosing Dress Down Day attire. On Dress Down Days, students who are scheduled for Physical Education that day, must bring or wear sneakers to gym class, for safety reasons. The administration reserves the right to request a change of clothing for inappropriately dressed students. Alternately, inappropriately dressed students may be loaned a school uniform to wear.

### DRESS DOWN DAY GUIDELINES

- Students may not wear:
- flip flop sandals
- open-back shoes
- tank tops
- t-shirts with inappropriate writing
- biker shorts/pajama pants
- hats
- make-up
- NO UGG BOOTS OR SLIPPERS!

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT CHANGE AT THE DISCRETION OF THE PRINCIPAL.

## E-MAIL

**As we explore the capabilities and limitations of the new FACTS/RenWeb school management system, we are using email as a primary means of communication with parents. It is very important that all family emails are current.**

The E-mail address for members of the faculty and staff of SCSP is first initial and last name, for example kware@scspscranton.org

## EMERGENCY DRILLS

State law requires that fire drills be held frequently. During the fire drills, students should follow these regulations:

### FIRE DRILLS

1. Rise in silence when the alarm sounds.
2. Walk out of the classroom in single-file lines.
3. Teachers will close classroom doors.
4. Walk to the assigned place quickly, in single file at all times, and in silence.
5. Stand in the area assigned to the classroom.
6. Return to the building when a signal is given.

### WEATHER DRILLS

Weather drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk quickly to the assigned place in a single file.

3. Sit, face the wall, and put your hands over your head.
4. Return to the classroom when a signal is given.

**LOCK-DOWN (Basic Instructions)**

1. If outdoors, RUN immediately to a safe area!
2. If indoors, listen for the code words.
3. Remain in the room, and sit on the floor as far away as possible from doors and windows.
4. All doors are to be locked, and will remain locked until the all clear announcement is made.
5. Follow other instructions as issued by the teacher or principal.

## EMERGENCY INFORMATION

St. Clare / St. Paul School follows the City of Scranton Public Schools' decisions for school closings in the event of an emergency, such as snow or icing conditions. If the Scranton City Public Schools close, due to an impending storm, the diocese requires that we *must* close. We *may* follow the reopening schedule of the public-school district, but keeping in mind that they may only reopen some of their schools, or that we may not be ready to reopen when they do, the following procedures will be followed:

- A message will be sent via Remind application, if possible.
- A message will be posted on the school website, if possible.
- Local media will be notified (television WBRE and WNEP)).

Please bear in mind that all of the above are dependent upon the availability of electricity, phone service, and the availability or accessibility of the necessary people. Our goal will always be to get the students back into the ordinary routine of school, once we feel the buildings and roads are safe.

## EXTRACURRICULAR ACTIVITIES

St. Clare / St. Paul School offers a wide variety of activities after school hours. Students participating in such activities must be under adult supervision at all times. Should coaches be delayed or time gaps arise between dismissal and various activities, students must report to After School Care.

## FIELD TRIPS

Field Trips are a ***privilege***, not a right. **Students can be denied participation if they fail to meet behavioral or academic requirements** as determined by classroom teachers or school administration.

**Students are required to turn in the Diocesan Standard Parental/ Guardian Consent Form and Liability Waiver.** The permission form cannot be altered or added to in any way. If this permission form is not signed by the parent/guardian, then the school will not permit the child to participate in the activity. The school cannot accept letters stating that the child may go on the field trip. Phone calls cannot be accepted in lieu of the diocesan permission slip form. All forms must be turned in on or before the deadline.

**Only students enrolled in the class, teachers, and specifically designated chaperones may accompany the class on the trip. Parents or friends may not join the class at the field trip location. Parents who are chaperoning field trips may not bring siblings, relatives, friends, etc. as companions for either themselves or their child (ren).**

If bus transportation is provided for a field trip, all students must ride the bus to the event, but may return home with their parents, after the student has checked out with the teacher, and only when specifically authorized by the principal. This is permissible only if special circumstances arise.

The carrying of cell phones by students is not allowed on field trips, unless otherwise directed by the teacher or administration.

### CHAPERONES

Chaperoning a field trip is a serious responsibility and every care must be taken so that parents who take on this responsibility are able to discharge their responsibility in the most competent manner possible. **The number of chaperones will be determined by the administration, based on the specific trip and the need for supervision**.

**All adult chaperones must complete all applicable diocesan forms, Diocesan regulations require that all volunteer drivers and chaperones must complete the Scranton Diocesan Safe Environment Training (Virtus), background checks, and comply with the Diocesan Fingerprinting Policy. This applies to parents or other adults, even if they are chaperoning their own child.** In any case, chaperones are serving as representatives of the Diocese of Scranton. Drivers must be 25 years of age or older before being permitted to drive students. (see Fingerprinting). If parents, guardians, or other adults transport their own children, relatives, or other children in the school to a field trip, athletic event or co-curricular activity, and they are using their own vehicle or a vehicle that is not owned by the school or the Diocese of Scranton, they are doing so on their own and not as an agent of the school and the school or the diocese are not responsible and the vehicle owner's auto insurance is primary and the Diocese of Scranton does not provide insurance for any such driver.

## FINANCIAL OBLIGATIONS

The financial obligations incurred by a student attending SCSP must be fully satisfied in order to receive the final report card. The school will take whatever steps are deemed legal and necessary to collect delinquent accounts.

### TUITION OBLIGATIONS

Tuition obligations are taken care of in accordance with the written information each family receives from the diocesan office.

### TUITION SUBSIDIES

The Diocese of Scranton offers limited tuition assistance to qualifying families. ALL requests for tuition assistance MUST be accompanied by the FACTS Tuition Aid Form for the Diocese of Scranton Scholarship Foundation for EITC Scholarships Grades PK-12, OSTC Scholarships, and other Diocesan Financial Aid. Forms are available on the Diocesan website, www.Diocese Of Scranton.org. Applications for subsidies are available in the school office. Applications are reviewed by an outside agency contracted by the Diocese of Scranton. The deadline for submission for the normal scholarship application process is April 15th, however applications may be submitted at any time; should financial hardship arise.

For qualifying registered, regularly attending and contributing members of St. Paul Catholic Church, a limited number of scholarships are available each year, based on financial need. Contact the parish office at 570-961-1549 for more information.

### INSTRUCTIONAL ACTIVITY FEES

SCSP School assesses an annual activity fee of $60.00 per family, which covers items such as, student assemblies, Weekly Readers, National Geographic, Scholastic Magazine, hands-on science materials, as well as other classroom supplies needed throughout the year for Primary Campus students. A $60.00 fee is assessed for various sports and extracurricular activities, which are used to pay for coach stipends, referees, uniforms and equipment for Main Campus students. This fee is due at the commencement of each school year for those students that participate.

**8th GRADE GRADUATION AND ACTIVITIES FEE**

**In addition to the regular activity fee, arrangements have been made to spread the costs of Graduation, the 8th Grade trip to Hershey Park, and the yearbook over the course of the year, by adding a fee of $250.00 to the normal FACTS tuition program. The purpose is to help spread out the financial burden which is incurred during the May-June time frame. The 8th Grade activity fee does NOT cover the NYSE Trip or any other expenses.**

**NSF CHECKS -** Any check returned to SCSP shall incur a $25 fee.

**REGISTRATION FEES *are non-refundable.***

**STUDENT TRANSFER AND TUITION REFUND**

Students will not be permitted to register or attend another Catholic school within the Diocese until all financial obligations at their current or previous Catholic school within the Diocese have been met. If a student transfers to another Catholic school in the Diocese one month prior to the first day of school opening, any prepayment of tuition or registration fees shall transfer to the new school. If a student transfers to another Catholic school in the Diocese, any less than one month prior to the first day of school opening, any registration fees or prepayment of tuition shall remain with the original school. If a student transfers out of a Diocesan school, the amount owed will be based upon the number of months the student attended school. No official transcripts will be transferred for students whose tuition is in arrears.

**DELINQUENT ACCOUNTS**

**No student will receive a diploma and no transcripts will be sent for students whose tuition is in arrears. Students may not register/re-register in any Diocesan school the following year until all accounts are paid in full. Official student records, including diplomas and report cards, will not be released until all financial obligations are met.**

## FINGERPRINTING

Diocesan regulations require that all volunteers must complete the Scranton Diocesan Safe Environment Training and comply with the Diocesan Fingerprinting Policies. Volunteers are expected to pay for the cost of fingerprinting. This procedure must be repeated every five years.

For more information on how to complete the training, contact the school office.

## FOOD PANTRY

The St. Clare / St. Paul Catholic School families help our less fortunate neighbors each year by donating food and supplies to the St. Paul Catholic Parish food pantry. Non-perishable food items will

be collected at St. Clare Church and at St. Paul Church, throughout the school year at the designated school Mass. Suggested items include:

- Canned: tuna, beef stew, Spam, spaghetti sauce, chili, ravioli, fruit, vegetables, juice, soups, and beans.
- Other foods: instant coffee, peanut butter, jelly, Jell-O, cereal, macaroni & cheese, pasta, pancake mix, rice, sugar, flour, cake mix, muffin mix, powdered milk, and Kool-Aid.
- Non-food: dish soap, laundry soap, bathroom tissue, hand soap, baby diapers, shampoo, deodorant, and toothpaste.

**FORENSICS**

Forensics competition is available, in the fall, to students in the 5th and 6th Grades on a junior varsity level, and to 7th and 8th Grade students on a varsity level. The focus of Forensics is not only the preparation of interscholastic competition, but also learning the practice of public speaking skills in and for a variety of settings, in addition to development of poise and self-confidence.

Competition is among Catholic schools on a regional and diocesan level. The Regional Competition is usually hosted at Holy Cross High school. The Diocesan Competition is usually held at Holy Redeemer High School in Wilkes-Barre. Trophies and medals are awarded to finalists.

**GUIDANCE SERVICES**

The services of a Guidance Counselor are provided one day per week, through the assigned NEIU-19 Guidance Counselor. Students may be referred to the counselor by the classroom teacher or by parents, through the classroom teacher. In addition, the Diocese of Scranton provides a counselor one day per week, to provide services to our students on both campuses. Services include conflict resolution, college and career readiness, and other services. Referral forms are located in the campus offices. Questions about services should be referred to the Principal.

**HOMEWORK**

Homework is assigned to develop independent work and study habits, strengthen skill development, reinforce instruction, and extend the classroom learning experience. Students should also read and review assigned materials in preparation for the next day's class.

It is our policy at St. Clare / St. Paul School to give written homework Monday through Thursday. Sometimes students will be asked to do work over the weekend, especially if work given during the week has not been completed. The type and length of homework assignments vary from teacher to teacher. Ordinarily, the amount and complexity of homework will increase as the student advances. The following *guidelines* suggest the approximate time an average evening of homework might require of a typical student:

| | |
|---|---|
| Grades PK | 15-30 minutes of read-aloud with parents is encouraged |
| Grades K-1 | 15- 30 minutes; additional 15 minutes for oral reading |
| Grades 2-3 | 30-45 minutes; additional 15-30 minutes of study time nightly |
| Grades 4-5 | 45 - 60 minutes additional 15-30 minutes of study time nightly |
| Grades 6-8 | 60—90 minutes additional 15-30 minutes of study time nightly |

Long-term projects and test preparation are exceptions to this general policy. If a student frequently needs more time than indicated, then a parent-teacher conference is recommended.

Parents / guardians are expected to support this activity by providing an atmosphere and time for completion of assigned work. A student planner is provided for each student in grades 1-8. **The student is responsible for copying assigned homework into the planner. Parents should assist in helping their child become self-sufficient in assuming this important life skill.**

When applicable, teachers will post assignments on Google Classroom and on the classroom assignment board, to assist parents in teaching their students to become responsible for writing down what they are expected to do.

If a student is absent for an extended period of time due to illness, please give your child's teachers adequate time to prepare homework assignments. The work will be compiled while the student is away, and he/she will catch up upon return. **It is expected that all make-up homework will be completed and returned to the teacher no later than five school days after the student has returned to school.** For daily absences, work must be requested by 9:00 a.m., for pickup at 2:20 p.m. or at 11:00 a.m. on days with an early dismissal.

## HONOR ROLL (See DSESS-PHB pg. 8 for full policy)

Honor Roll recognizes students for their academic excellence, commitment, and responsibility as learners. Regular school attendance is an important part of academic success and is therefore considered when determining Honor Roll eligibility.

In addition to meeting the established academic grade requirements, students **may not have three (3) or more unexcused absences during the marking period** to qualify for Honor Roll.

Students who meet the academic grade requirements but have **three or more unexcused absences** during the marking period will not be eligible for Honor Roll for that marking period.

This requirement reflects the school's belief that academic excellence includes not only strong academic performance, but also consistent attendance and active participation in the learning environment.

## INCLEMENT WEATHER (See Weather)

**Announcements regarding school cancellations are made via WNEP, Channel 16, or WBRE, Channel 28. SCSP will abide by the emergency weather/school closings/ delays of Scranton City Schools. If school is closed- or in session, email and FACTS Text Alerts will be used to notify parents.**

### LIBRARY

The library on each campus will be open to all students during the school year. A schedule of times for students to visit the library is posted near the library door at the beginning of the school year. **Lost or damaged books are the financial responsibility of the parents of the students who check them out**. Fines are charged for overdue books. For returning families, the fees and fines will be added to the tuition invoice for the following year, if the obligation has not been resolved prior to the end of the school year.

### LOCKERS

It is the goal of the administration and faculty of Saint Clare/Saint Paul School to efficiently facilitate the school day by lessening students' carrying needs, and maintaining a prompt schedule by using lockers. These are the procedures and rules that will be implemented:

**Procedures:**

- Students report to homeroom, empty their backpacks, turn in all cell phones, and await instructions by their homeroom teacher to proceed to the lockers to put away their coats, backpacks, afternoon books, if applicable, lunch and other items.
- Students may go to their lockers in the morning, at lunch, and at dismissal, at the direction of their homeroom teacher.
- Students may go to the lockers before or after specials, as directed, to store books and materials. At no other time should students be at the lockers.
- The administration reserves the right to open and inspect lockers and the contents at any time, for the safety of the school community

**Locker Use Rules:**

- For school safety reasons, students are not to place locks on the lockers
- Cell phones must not be left in lockers
- Nothing is to be affixed to the outside of lockers
- Magnets may be used to secure such items.
- Students are not to open any other student's locker or remove items from locker
- Students are not to slam, mishandle, or abuse lockers in any way.

**Please remember that the use of a locker is a privilege, and that if a student does not follow these rules, their privilege may be revoked.**

## LOST AND FOUND

The Lost and Found is located in the auditorium at the Main Campus and in the office at the Primary Campus. A white cabinet is located at the rear of the Main Campus auditorium for reclamation of lost items. Items not claimed are donated to charitable organizations at the end of each semester.

## MASS

All students will attend 9:00 a.m. mass bi-weekly on Wednesdays at the Primary Campus and every Friday at 8:45 a.m. at the Main Campus in St. Paul's Church. Students are encouraged to bring food items and drop them in the collection boxes, as a personal way to recognize our obligation as Catholic Christians, to help the less fortunate. Parents and friends are invited to participate in the celebration with faculty and students. Each class in turn prepares the liturgy for the Mass. Students attend Mass on Holy Days. During the week in which a Holy Day occurs, normal liturgy schedules may be changed by St. Paul's Parish.

## NATIONAL JUNIOR HONOR SOCIETY (NJHS) REVISE & AMMEND

The National Junior Honor Society is the nation's premiere organization established to recognize outstanding middle school students. NJHS serves to honor those students who have demonstrated excellence in the areas of Service, Scholarship, Character, and Leadership. The NJHS is open to all 7th and 8th Grade students, upon application in January of each year, after first semester grades have

been published. Qualification and section of members is performed by an Advisory Council. The Advisory Council consists of administration and faculty. They will determine acceptance, probation, and dismissal of Society members. Decisions will be made on consensus.

Successful applicants will meet and maintain the following criteria:

- Demonstrate and maintain active participation in all school and community service functions, as determined by the faculty and administration
- Maintain a minimum of a 93% cumulative GPA at the time of selection and thereafter
- NJHS members are expected to act as models of propriety at all times, adhering to all aspects of SCSP standards of conduct, as published in the handbook, in letter and spirit. Any suspension level violation of the standards of conduct will result in denial of admission or dismissal from the NJHS, once inducted.
- Members demonstrate leadership by attendance at meetings, and/or taking leadership roles in school or community activities, both curricular and extra-curricular; including the annual SCSP Trunk or Treat, SCSP School play (stage crew, greeters, door, and stand), & participation in the SCSP PK Summer Camp is strongly encouraged.

**CRITERIA FOR NATIONAL JUNIOR HONOR SOCIETY SELECTION:**

- 93% overall GPA (Scholarship)
- 20 Service Hours (Service)
- Teacher recommendation (Character)
- Attainment of 3 Consecutive Honor Roll Qualifications
- No negative behavior or academic comments on report card
- No academic or conduct referral reports for 3 consecutive quarters
- Student may not have 10 or more UNEXCUSED absences or 7 tardies at the time of application

Once a moderator checks GPA (scholarship) and service, the Advisory Council will determine the applicant's record to assess the relative level of:

- Character
- Leadership
- Citizenship
- Service

**Character**

- Takes criticism willingly
- Cooperation
- Moral and Ethics
- Respect others

**Leadership**

- Holding elected positions
- Promoting and participating in school activities
- Exemplifying positive attitudes

**Citizenship**

- Community organizations

- School clubs
- High regard for freedom and justice

**Service**

- Contribution of self to the school, community, classmates
- Extracurricular activities in and out of school
- School spirit
- Community service

**MAINTENANCE AND CONTINUATION OF NJHS MEMBERSHIP:**

Membership in The National Junior Honor Society is a privilege and honor. Members are expected to maintain the high standards of this national organization. **Students who fail to maintain the high standards may be placed on probation or removed from the NJHS, should remedial action be unsuccessful.** Eligibility for The National Honor Society in high school may be adversely affected, should a student be removed from the NJHS in middle school, so great care should be given to maintaining the self-discipline necessary to be a member of this organization.

- Failure to complete service hours
- Receive one academic/behavior report
- Failure to meet academic standards of 93% or above
- Having an additional 10 or more unexcused absences or 7 or more tardies.

## PARENT/TEACHER CONFERENCES AND COMMUNICATION

There is one required scheduled conference time during the school year. If parents would like to conference with a teacher at any other time they should call the school office and leave a message for the teacher, or email them directly. The teacher can then contact the parent and both can arrange a mutually agreed upon time.

If a parent has a question or a concern regarding their child's work, school situation, or behavior**, the teacher must be consulted first before contacting a school administrator. If the problem cannot be resolved with the teacher, then it can be arranged for a school administrator to be present at another conference with the parent and teacher.**

**Teachers are required to avoid holding impromptu conferences in settings outside the school or classroom.**

**While it is clearly understood that school situations are, by nature, very emotionally charged, ALL communication must uphold the principles of Catholic values and respect for the dignity and value of the individuals involved. The effect on the children is too important to engage in other than calm, mutually respectful interchange of thoughts, opinions or observations. Should any school situation become excessively untenable, the participants are to disengage and reschedule a time to meet, when conditions or interactions can resume under proper conditions. Either party may initiate the disengagement. The administration may be consulted or invited to attend any and all conferences by any participant.**

## PENNSYLVANIA JUNIOR ACADEMY OF SCIENCE

St. Clare / St. Paul School is a member in good standing of The Pennsylvania Junior Academy of Science (PJAS). PJAS is a statewide organization of junior and senior high school students, designed to stimulate and promote interest, among its members, in the sciences through the

development of research projects and investigations. Student participants are encouraged to conduct scientific investigations, prepare a written report, and give an oral presentation, regarding their findings, at regional meetings.

Students in Grades 7 and 8 are encouraged to participate in this organization. After school meetings will include demonstrations, investigations, discussions, and preparations for those opting to participate in the Spring Regional Meeting, which is held on or about the second Saturday in March at King's College or Wilkes College in Wilkes-Barre. Students who receive a "First Award" at this meeting are invited to present their work at the PJAS State Competition at Penn State University, State College, in May.

**PHOTOGRAPHY**

As part of our public relations efforts, we routinely photograph faculty, staff, parents and students involved in school-related activities for the yearbook or advertising. Should you desire to NOT participate in such activities, please sign the form during annual registration.

**PHYSICAL EDUCATION**

All students are required to take physical education at St. Clare / St. Paul School unless a doctor's certificate is furnished in case of any prolonged illness or injury. Students are required to dress out for class in the St. Clare / St. Paul PE uniform.

**POTTY TRAINING**

Given our staffing constraints, all students, including all Pre-K 3 through Kindergarten students, must be toilet trained prior to entering school.

**PROMOTION AND GRADUATION REQUIREMENTS (See DSESS-PHB pg. 8)**

In order to be promoted to the next grade, students must have a **C** average or a grade of **70%** in the basic skills - Reading, English, Spelling, Vocabulary, and Mathematics.

In some cases, teachers and the administration may promote a student conditionally. This decision is up to the classroom teacher and the administration.

**RECORDS**

Accurate and current files for each student are maintained in the school office. St. Clare / St. Paul School complies with the Family Educational rights and Privacy Act of 1974 (FERPA) and the Buckley Amendment, regarding access to student records. No part of a student's record will be divulged to any person, organization, or agency, without the informed written consent of the student's parent or legal guardian, unless:

- The disclosure is to school officials, including teachers, where the child attends school, and who have legitimate educational interest in the records.
- The disclosure is to comply with a judicial order, or lawfully issued subpoena.
- The disclosure is in connection with a health or safety emergency

In such cases, the school will make a reasonable, good faith attempt to notify parents prior to release of information.

Access to these files is limited to the diocesan Superintendent of Schools, the professional staff of the school, the parent or guardian of the student, a court of competent jurisdiction, and to such other

persons as the parent, guardian, or principal may authorize in writing. If a parent or student wishes to view a record, the request should be made in writing, giving 24 hours advance notice to the school.

Records show a student's legal name. If a student has his/her name changed, the parent or guardian must present a legal document for the name change to be placed in the student's file.

Divorced/separated parents MUST furnish the office with a copy of the custody section of the divorce or separation decree, in order to receive multiple copies of academic records, or to have the school enforce court decrees. The school cannot restrict mutual access without official court documents, so stating. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

St. Clare / St. Paul will not be held responsible for failing to honor arrangements that have not been made known to the school.

When a student transfers to another school, a copy of the student's records will be forwarded by the administration to the new school, upon written request from the new school and written request of the parent.

No records will be sent to transferring schools of students whose financial commitment is in arrears. Report cards may be withheld for non-payment of tuition or fees. In addition, accounts must be cleared, before one Catholic school can accept a student from another Catholic school.

**RELEASE OF A STUDENT TO A LAW ENFORCEMENT AGENCY**

St. Clare / St. Paul School will comply with authorized local law enforcement and child protection agencies when they request protective custody of a student and will follow the direction of the law enforcement agency with regard to notifying the parent/guardian when a child is taken into protective custody. The police or child protective services agent is not required to wait for the arrival of the parent/guardian and may leave immediately with the child. Neither the police nor child protective services agent needs the other's presence to take protective custody. Either entity can do so independently of the other agency

## RETENTION POLICY (See DSESS-PHB pg. 9)

The goal of Catholic education is to focus on the needs of the individual child and to ensure that they meet the established curricular and developmental objectives for each grade level. Sometimes, students have not demonstrated sufficient mastery of the academic or developmental objectives to move on to the next grade level.

- If a student fails to make sufficient progress, as determined by the teacher and the administration, parents will be notified as soon as possible, so that the school and home may cooperate in helping the student achieve greater success.
- Retention decisions are made through a collaborative effort by the educational team, composed of the teacher, parents, counselor and administration. **The administration reserves the right to make the final decision, after consultation with the Office of Catholic Schools.**
- Most retention decisions should be made at the primary level, however older students may be considered, if it is in their best interest, as determined by the educational team.
- Social promotions are not consistent with our philosophy or educational practices.
- No student should be retained for more than one year, unless considered absolutely necessary.
- Light's Retention Scale shall be used to assist in the evaluation process.

- The teacher is to discuss the possibility of retention with the principal prior to contacting the parent.

Parent notification of the recommendation to retain, or accelerate is to be given as early as possible in the school year, but no later than the end of the second reporting period. Notification of possible retention is to include a note on the report card. Exceptions must be approved by the principal.

## SACRAMENTAL PROGRAM

The sacramental life of the children in the Catholic tradition is an important component of the religion program at St. Clare / St. Paul School. The Sacramental Preparation program is operated by St. Paul Catholic Church or the student's local parish. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## SCHOOL PROPERTY

**The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount for repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.**

## SEARCH OF STUDENTS AND THEIR PROPERTY

The Diocese of Scranton affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the rights of teachers to teach and students to learn in a safe and caring Christian environment. Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.

The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches. St. Clare / St. Paul Catholic School will follow all federal, state and local laws in respect to any student's involvement in illegal activities and will cooperate with all law enforcement personnel. The administration does not need to notify parents prior to the questioning of a student by law enforcement; however, the administration may ask to notify the parents/guardians if permissible.

## STANDARDIZED TESTING

It is the diocesan and school policy to administer standardized tests to students in grades Kindergarten through eighth in the spring of the school year. Results are usually sent home in the final report card.

The following tests are administered each year:

NWEA* (Grades K-8) administered in October-January-May of each year.

ACCELERATED READER (Grades 3-8 as part of the English Language Arts Grade)

Acadience Reading (Grades K-5; fall- winter- spring)

Acadience Math (Grades K-5; fall-winter-spring)

Acadience Testing is a comprehensive Reading and Mathematics screening test, designed for monitoring of individual student progress.

Parents should make every effort to have children attend school during the entire testing period. Doctor and dental appointments should not be made during this week. When children are ill, we do not expect them to take the tests. We trust that the parents will make the right decisions with regard to their children's physical condition for testing. There is a limited period of time in which to make up any testing that is missed because a student was absent.

## STUDENT ACTIVITIES

| | | |
|---|---|---|
| Altar Servers | Grades 3 – 8 (interested Catholics) | |
| Art Fairs and Exhibits | Grades K – 8 | |
| Basketball - CYO League (girls & boys) | Grades 5 – 8 (tryouts) | |
| Basketball- Recreational (girls & boys) | Grades 3-8 | |
| Cheerleading | Grades 7 - 8 (tryouts) | |
| Choir | Grades 2-8 | |
| Cross Country | Grades 5-8 | |
| Essay Contests | Grades 5-8 | |
| Forensics | Grades 5-8 | tryouts |
| National Junior Honor Society | Grade 7 & 8 | by selection |
| Science Fair | Grades 6 - 8 | |

| | | |
|---|---|---|
| Spelling Bee | Grades 3-5 | Tryouts |
| Pep Squad | Grades 1-5 | |

All qualified students may try out for membership on sports teams and in extracurricular activities. St. Clare / St. Paul is committed to providing everyone with a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach or moderator is final. The principal will not ordinarily intervene in non-selection decisions. Parents are encouraged to help their children understand that not everyone will be selected.

Students who participate in multiple extracurricular activities may experience scheduling conflicts during the school year. If you make the parental decision to allow your child to participate in multiple activities, please be advised that your child may not be eligible for participation in some activities which require attendance at all practices and/or meetings.

**To participate in extracurricular activities, a student must ordinarily maintain a 75, as well as an S in all other areas including conduct**. Any student who receives a grade other than an S on an interim report or a report card will not be permitted to participate in extracurricular activities for two weeks. At that time a student may rejoin the team based upon academic and behavioral improvement and teacher recommendation.

**On days when students do not attend school they may not participate in extracurricular activities.**

**STUDENT COUNCIL**

SCSP School is a member in good standing of the National Association of Student Councils. The Student Council serves the school and community in a variety of charitable works and leadership functions. Importantly, it also serves as the students' voice to the administration, regarding any and all issues of concern. They represent their fellow students. Given those responsibilities, service as officers of the Student Council is NOT a "popularity contest," nor is it a "wear the tile but do nothing" position. Through Student Council service, students are expected to learn the fundamentals of leadership, problem analysis, and productive solution development, among many other things, as they serve the school, community, nation, and the world. Elections are held each year, usually in September.

**Officer's Duties and Expectations:**

**President**

- Prepare a meeting agenda and lead SC meetings.
- Be a model example of how the student body should act.
- Represent the SC at school functions.
- Vote in case of a tie.
- Assume all duties / obligations of the SC membership.

**Vice President**

- Assume the role of President when asked by the President in case of absence.
- Work closely with the president.
- Assign committees for special functions.

- Assume all duties / obligations of the SC membership.

**Secretary**

- Record minutes and attendance of all SC meetings.
- May be in charge of documents needed for SC functions.
- Assume all duties / obligations of SC memberships.
- Prepare copies of documents as needed.

**Treasurer**

- Keep an accurate and detailed record of expenses, fund, and revenue.
- Give a financial report at meetings.
- Help prepare the budget.
- Assume all duties / obligations of SC membership.

**Homeroom Representative**

- Attend Student Council meetings and represent the members of the homeroom

**Nomination for officers:**

Students, who desire to be considered for leadership positions, must obtain a Student Council Nomination Form from the Student Council sponsor. In order to be placed on the ballot, or "line up of candidates," the student must first obtain their parent's signature, the signatures of ten students **in their grade level,** two teacher nominations, and the nomination of the Principal.

**Election of Officers:**

During the week prior to the election, nominees are encouraged to create up to three campaign posters, one for each floor. All posters must be approved by the homeroom teacher or Student Council sponsor. Each candidate will be required to give a short speech, before the student body, on Election Day, just prior to the voting. Results are announced after ballots are tallied.

**Officer's Contract:**

In keeping with the seriousness of Student Council leadership, elected officers must be willing to abide by the following contract:

St. Clare / St. Paul School Student Council Contract 2026-2027

I, _____ agree to uphold the following terms and conditions of my elected membership into the St. Clare / St. Paul School Student Council for the 2021-2022 school year:

- Maintain honors / high honors status with no failing classes (evaluated at each academic quarter).
- Demonstrate exemplary behavior as I am a representative of the student body, Student Council, and school.
- I will follow all the rules in the school Student Handbook.
- I will respect myself, my classmates, my teachers, and all other staff members.
- Attend all Student Council meetings.
- If I cannot attend, I will notify my advisor with a written explanation for my absence prior to the meeting.
- I will not exceed 5 absences.
- I understand that any absences that violate this agreement will be subject to the discretion of the advisor and that my membership in the Student Council may be jeopardized.
- attend and participate in all Student Council events and fundraisers.
- If I cannot attend, I will give my advisor at least one-week prior notice with a written explanation for my absence.

- Perform all Student Council duties and assignments to the best of my ability.
- I understand that failure to adhere to these terms and conditions will put my membership in Student Council at risk and is then subject to the discretion of the advisor and my school principal.

**SUSPENSIONS**

During an in-school suspension, the student will be required to complete all work assigned by his/her classroom teacher. Students who serve an out-of-school suspension will be required to make up the school work they missed. In addition, a student who serves an in-school suspension or an out-of-school suspension will not be allowed to participate in extracurricular activities the day or days of the suspension period. Students, who have been suspended**, cannot make the Honor Roll for that quarter and are not eligible for NJHS that year**.

**TELEPHONE**

Permission to use the telephone must be obtained from the school office staff. Students must submit a note from a teacher. The office phone is a business phone and students are permitted to use it only ***in case of emergency***. The telephone in a teacher's room ***is for the use of the teacher only***. Forgotten homework, lunches, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Please prepare accordingly.

## UNIFORM REQUIREMENTS FOR BOYS AND GIRLS, GRADES PK-8

**The school uniform is compulsory**. Parents and students are responsible for compliance with uniform requirements. The problem of children out of uniform must be solved by the parent. At St. Clare / St. Paul, we believe good grooming is a vital part of a child's education. *Students, who are not wearing the proper uniform, as outlined on the following pages, will call home to have a parent bring in the proper uniform item before returning to class.*

The uniform policy and grooming standards for St. Clare / St. Paul were developed in a collaborative effort by parents, teachers, administrators, the school board, and the Pastor.

The most commonly expressed parent/teacher concern is the fairness issue. All the stakeholders in our school community want the uniform regulations to be adhered to by the students, the parents, and the teachers. The rules are intended to be consistently followed by students in each grade level. It is the responsibility of students and adults alike to share in the enforcement of our uniform code in order to remain members of our school community.

# DRESS CODE POLICY

All students attending St. Clare/St. Paul School are required to wear a regulation school uniform. ***Uniforms are to be worn at all times unless otherwise stipulated and the dress code will be strictly enforced***. If an emergency arises and the student must report without the regulation uniform, parents are asked to write a note of explanation to the teacher, so that the student may be excused officially.

## *PRIMARY CAMPUS*

## PRE-K

Students will wear SCSP gym shorts or sweatpants with a SCSP staff shirt or t-shirt. SCSP sweatshirts may also be worn. All items are purchased through the school.
Pre-K students are to wear sneakers. We highly recommend Velcro closure sneakers for safety reasons.

## Kindergarten – 2nd Grade

### *BOYS*

**August 28 – October 14 and April 15 – June 8**

SCSP staff shirts (only plain white t-shirts allowed to be worn under) and navy blue or khaki pants or khaki shorts (Flynn & O'Hara only) are to be worn. Navy blue pullover SCSP sweater or quarter zip may be worn on colder days.

**October 15 – April 14**

White oxford cloth button down shirts, (no logos) navy blue or plaid school tie, and navy blue or khaki pants must be worn.
**SHOES- White Saddle shoes with any color** or tie bucks/oxfords only. Sneakers are only to be worn on gym day.

### *GIRLS (K-5)*

**August 28–June 8**

A plaid uniform jumper (no shorter than 2" above the knee) with either a long or short sleeve white blouse (rounded, Peter Pan collar) or khaki shorts (Flynn & O'Hara only) & a SCSP staff shirt must be worn. Crew neck, quarter zip, or button down SCSP sweater may also be worn. White or navy knee socks or white or navy heavy tights must be worn.
**SHOES-White Saddle shoes (white/any color)**, oxfords (any color), are permitted. Sneakers are only to be worn on gym day. **Uggs are strictly prohibited at any time.**

**December 1 – March 31**

Navy blue or khaki dress pants may be worn with white blouse and SCSP sweater or quarter zip.

# *MAIN CAMPUS*

### *BOYS GRADES 3 – 5*

**August 29 – October 14 and April 15 – June 8**

SCSP staff shirts and navy blue or khaki pants or khaki shorts (Flynn & O'Hara only) must be worn. A belt must be worn with the pants/shorts. Pants/shorts should be worn at the hips. SCSP navy blue quarter-zips may be worn.

**October 15 – April 14**

White oxford cloth button down shirts, (no logos) plaid school ties and navy blue or khaki pants must be worn.
**SHOES- White Saddle shoes with any color,** tie bucks/oxfords, penny loafers, or a slip in shoe. Sneakers are only to be worn on gym day

### *BOYS GRADES 6-8*

**August 29 – October 14 and April 15 – June 8**

SCSP staff shirts and navy or khaki pants or khaki shorts (Flynn & O'Hara only) must be worn. A belt must be worn with the pants/shorts. Pants/shorts should be worn at the hips. SCSP navy blue sweater /quarter zip may be worn.

**October 15 – April 14**

White oxford cloth button down shirts, (no logos) navy blue or plaid school tie, and navy blue or khaki pants and a navy-blue blazer must be worn.

**SHOES- White Saddle shoes (any color)** or tie bucks/oxfords only. Sneakers are only to be worn on gym day.

## ***GIRLS GRADES 4 – 8***

**August 29 – October 14 and April 15 – June 8**

SCSP staff shirts and plaid uniform skirts are to be worn. A navy-blue crew neck SCSP button down sweater or quarter zip may be worn on colder days in the classroom. Navy blue or white socks or heavy tights must be worn.

**October 15 – April 14**

White oxford cloth button down shirt, plaid uniform skirt, navy blue vest or SCSP sweater (crew neck, button down, quarter zip or V-neck pullover) must be worn. Navy blue or white knee socks or tights must be worn.

**December 1 – March 31**

Navy blue or khaki dress pants may be worn with white blouse and SCSP vest or sweater.

**SHOES-White Saddle shoes- any color,** or oxfords (any color). Sneakers are only to be worn on gym day.

*****Uggs are strictly prohibited.**

**School uniforms are to be purchased at Flynn and O'Hara. Gym uniforms and staff shirts can be purchased at the school.**

*****************NO HOODIES, DENIM, FLEECE, UGG BOOTS, OR OTHER NON-REGULATION ITEMS WILL BE ALLOWED IN THE CLASSROOM OR CHURCH.***************************

**WEATHER POLICY**

St. Clare / St. Paul School administration abides by the City of Scranton Public Schools school closing decisions. If St. Clare / St. Paul School closes due to weather, all games, practices, and other co-curricular / extracurricular activities are automatically canceled. No team is allowed to practice or play a game when school is closed due to inclement weather.

The policy also applies if St. Clare / St. Paul School executes an early dismissal due to weather. No games or practices will be held if there is an early dismissal due to weather.

The above policy concerning weather is the policy of St. Clare / St. Paul School and the Diocese of Scranton.

**YEARBOOK**

St. Clare / St. Paul School, through a faculty coordinator and a contractor, responsible to the Principal, produces a school yearbook, included in the Activity Fee, which will include Grade 8 only. A student yearbook staff and volunteer parents assist in its preparation. ALL 8th grade parents are encouraged to submit pictures to the yearbook coordinator for possible inclusion in the yearbook. Naturally, not all submissions can be included, due to space and other limitations. 8th Grade parents are welcomed to produce this special section, in coordination with the yearbook sponsor and the administration.

## RIGHT TO AMEND HANDBOOK

As it is impossible to foresee all problems which arise, this clause empowers the faculty and administration of St. Clare / St. Paul Catholic School to take disciplinary action against any behavior which violates the spirit and philosophy of SCSP, even though not specified in this handbook. Additionally, the school administration retains the right to amend the handbook for a just cause.

**ACCEPTABLE USE POLICY OF ST. CLARE/ ST. PAUL SCHOOL**

The St. Clare/St. Paul (SCSP) LAN has been established for limited educational purposes to the SCSP faculty, students, administration and staff. The term "educational purposes" extends to classroom and media libraries as well.
The network has not been established as a public access service and as such, access to the network is a privilege, not a right. SCSP has the right to place restrictions on the material accessed or posted through the network. If it is determined by a teacher or administrator that a student's use does not meet these objectives, access may be restricted or denied. Inappropriate use may result in suspension of privileges and possible legal consequences. Signing the handbook legally binds and indicates that the parties who signed have read the terms and conditions set forth and understand the significance.

**Appropriate Use**
Use of the computer lab as well as the Internet must be consistent with the educational objectives and mission statement of St. Clare/St. Paul School as listed in this handbook. Appropriate use is considered instructional purposes, study and research projects.
SCSP makes every effort to screen Internet material used for class. However, it is not impossible for some inappropriate information from the Internet to reach students. A student who has a question regarding the appropriateness of information should check with the teacher or administrator before proceeding. Use of the internet must be consistent with the educational objectives of SCSP School

**Acts Inconsistent with the SCSP Mission**
The use of computer resources to access, transfer, save, create and or publish information contrary to SCSP mission is inappropriate. Each student is expected to behave responsibly, ethically and politely.
Use of the SCSP LAN or Internet to publicly degrade or misrepresent any teachings, beliefs or practices of the Catholic Church is strictly forbidden.
Additionally, the following rules regarding use apply:
**CHAT**: Students are forbidden from engaging in "chat room" activities, including BLOG chats, SNAPCHAT, etc. in school.

**PLAGIARISM and COPYRIGHT**:

Use of SCSP computer lab and LAN resources may not be used to create, publish, store or transfer material in a manner that violates copyright and contract laws.
Students must respect the rights of copyright owners. Copyright infringement occurs when a work that is copyrighted is reproduced in any form or manner. If a work contains language that specifies appropriate use of that work, then those express requirements must be followed. If it is unclear if a work may be used, then permission must be obtained from the copyright owner.

**EMAIL**
Students will not be granted personal email privileges.

**ILLEGAL ACTIVITIES**
Attempts to gain unauthorized access to the SCSP computer network, or any other system through the SCASP LAN is considered illegal. This includes attempting to log in through another person's account or files. It is also considered a violation of the Acceptable Use Policy of St. Clare/St. Paul School to attempt to log in to another person's student account, FACTS/RenWeb account or any education software program requiring a username and password.

**VANDALISM**
Vandalism is considered the willful destruction of computer hardware, software, computer files, data, the SCSP LAN, computer stations, etc. Intentional attempts to overload the network or programs are considered vandalism
The willful introduction of computer viruses or other destructive Spyware programs onto the SCSP LAN is prohibited.
Students are expected to be careful when using computer equipment and follow directions for proper use. Any student who does not use the computer equipment properly or deliberately damages the computer equipment will receive consequences to be determined by the administration of the school.

**DIGITAL CITIZENSHIP**
Good digital citizenship is good citizenship. Citizenship is expected whether student activity is in person or online, in the hallway or on a website. Rules of good citizenship should guide all use of technology and connectivity at SCSP and good citizenship is expected of all students.
Students are prohibited from posting personal information including, but not limited to name, address, phone number, student id number, email address, etc. over the Internet with regard to themselves or others. Students may not give out their username and password at any time or for any reason as a measure of personal safety as well as the safety of their data.
**Photographs of school related events may not be posted on the internet or any social network without the expressed written consent of the administration**.

**ST. CLARE / ST. PAUL SCHOOL**
**HOME AND SCHOOL ASSOCIATION**
**CONSTITUTION AND BY-LAWS**

**PREAMBLE**

This association is a group of parents, grandparents, guardians, teachers, administrators, and other authorized parties, dedicated to providing quality programs, addressing spiritual, social, technological, educational, and other developmental needs of students, and the membership of St. Clare / St. Paul School. Through this association, interaction between home and school is enhanced, cooperative support is provided, and teaching and learning capabilities are maximized. This body will encourage and coordinate the developmental formation of a wholesome Catholic Christian Community, demonstrating respect to all people, in the course of its functioning.

**ARTICLE I- NAME**

The official name of this organization shall be: St. Clare / St. Paul Home and School Association. Herein, the term "Association" shall be used to identify this entity, in the interest of brevity.

**ARTICLE II- PURPOSE**

The purpose of this Association shall be:

To function as a source of collaborative, cooperative, support to the administration, faculty, and staff of St. Clare / St. Paul School.

To foster a respectful, collegial, caring Christian community of parents/ guardians of St. Clare / St. Paul School students

To strengthen parental and community involvement in, or support of, all school programs

To promote the advancement of a quality Catholic education and the welfare of the students of St. Clare / St. Paul School

To build better understanding and create a common interest between parents and faculty

To enhance open communication organizational transparency

To perform any and all functions required, within its capability, to enhance the facilities, equipment, programs, and plans of the school

To facilitate, support, and promote the institutional advancement of the school

**ARTICLE III- MEMBERSHIP**

All parents, guardians, grandparents, alumni, registered members of a Catholic parish within the Diocese of Scranton, faculty, staff and administrators of St. Clare / St. Paul School are eligible for membership in the St. Clare / St. Paul School Home and School Association. Active, voting membership is contingent upon being current in payment of annual dues. Such members will be designated as "Members in Good Standing, "for the purposes of the By-Laws.

**ARTICLE IV- EXECUTIVE BOARD AND OFFICERS**

**Section I** Officers **of the Executive Board**: Officers of the Executive Board shall consist of the President, President- Elect, Vice President, Treasurer, Recording Secretary, Principal and a Teacher Representative.

**Section II the Full Board:** The full St. Clare / St. Paul School Home and School Association Board shall consist of the Executive Board and Standing Committees, such as Marketing, Development, Finance and Fundraising, Room Parents, Cafeteria, and other such committees, formed to support the various requirements of the school and its administration.

**Section III Election of Officers:** Election of officers to the Executive Board for every office except that of President-Elect shall be by ballot of the Association at the March meeting, with installation of officers to occur at the May meeting.

The President-Elect shall serve a two-year term, first as President-Elect, then as President the following year. The term of office for all other offices shall be one year. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the Association for the nominee. Unless otherwise decided by the membership, no person may hold the same office for more than two terms, not to run consecutively. One member of the previous Executive Board shall be selected by the Board at the March meeting, to remain in the capacity of advisor for the following term.

The incoming officers will assume their official duties at the conclusion of old business at the May meeting. There will be a transitional period with both boards functioning together, until the end of the scholastic year or when the new President determines that further collaboration or turn-over is necessary.

**Section IV** the **President:** The President shall preside at all meetings of the Association, appoint the chairpersons of all committees, unless it is especially provided or ordered otherwise, and shall exercise general supervision over all affairs of the Association.

**Section V the President-Elect:** The President-Elect shall be present at all functions of the Association attended by the President and perform duties as assistant to the President, as required.

**Section VI the Vice President:** The Vice President, in the absence of the President, shall perform all the duties of the President, and shall perform other duties, as assigned or delegated by the President.

**Section VII the Treasurer:** The Treasurer shall receive all dues and other monies of the Association, and keep an accurate account of the same, and shall arrange payment of all appropriately approved bills. Both the President and the Treasurer must sign all check requests, and forward them to the Principal, who will submit them to the Diocese of Scranton for payment.

The treasurer shall keep a running record of income and expenditures, make or insure that timely deposits are made, reconcile accounts, and provide a current, balanced statement with year-to-date actuals against budgeted items for presentation to the membership at each meeting, as well as year-end actuals for approval by the Executive Board. Exercise of two-person cash handling, deposit and receipt protocol shall be supervised or otherwise insured by the treasurer.

**Section VIII The Recording Secretary:** The Recording Secretary shall keep a complete record of all proceedings of the Executive Board and General Meetings of the Association, and shall perform such duties as may be assigned or delegated by the President.

**Section IX the Chaplain:** The Chaplain shall begin and end all meetings of the Association with prayer. In addition, the Chaplain shall plan, organize and oversee special relief, special needs, or outreach ministries for members of the Association community, as requested and approved by the Board or Administration. The Chaplain shall form and supervise a Standing Committee for this purpose.

**Section X the Parliamentarian:** A Parliamentarian may be appointed by the President, with the concurrence of the Executive Board, to oversee all general meetings according to simple parliamentary procedure, per Robert's Rules of Order, enforce the By-Laws of the Association, and perform other duties as assigned or delegated by the President.

**Section XI Issues Not Otherwise Specified:** The Full Board may, upon majority vote, and with concurrence of the Administration, act in the best interest of the Association in all matters not specifically denied it by the Constitution and By-Laws, except it may not endorse political candidates, or enter into commercial enterprises.

**Section XII Vacancies in Office:** In the event of a vacancy in office**,** the Executive Board shall elect by majority vote, to fill the vacancy for the remainder of the school year or current term. No office should remain vacant for more than thirty (30) days. The continued absence of any board or standing committee member from three (3) scheduled meetings shall be cause for dismissal, with the approval of the majority of the elected Executive Board.

**ARTICLE V- NOMINATIONS AND ELECTIONS**

**Section I:** The Nominating Committee shall consist of two members from the Executive Board and a minimum of three members from the membership at large, who will identify prospective officers, based on their observations and knowledge of performance or potential. Additional nominations will be accepted from the membership, in writing, by the Nominating Committee, two weeks prior to the General Meeting.

**Section II:** Only Members in Good Standing shall be eligible to vote. A simple majority in attendance will carry the vote.

**ARTICLE VI- MONIES AND FINANCE**

**Section I Dues:** The dues of the Association shall be determined on an annual basis, in consultation with the Administration, to be paid at registration, but in no case after the first annual meeting, unless specifically approved by the Executive Board or Administration.

**Section II Expenditures:** All expenditures in excess of $500.00, other than previously approved budgeted items, shall be approved by a majority vote of the Executive Board. Such approval many be obtained by electronic means, and appropriately recorded by the Recording Secretary.

All requests for expenditures must be pre-approved by the Executive Board, via a Purchase Order Form, signed by the treasurer or President, and forwarded to the Principal for final submission to the Diocese.

**Section III Budgeting:** Plans for the budgeting of funds for a formal Budget, shall begin in May of the school year, then finalized with the completion of the end-of-year close out by the Diocese of Scranton, in June. The initial process will include a consultative meeting with the Budgeting Committee and the Administration, wherein formulation of prioritized organizational objectives and goals will be accomplished. The plan should be in close alignment with the goals articulated within the St. Clare / St. Paul School Seven Year Strategic Plan. A formalized list of objectives and accompanying budget or fundraising strategies will be submitted to the Administration for approval, prior to presentation to the general membership at the September meeting. Adoption will be by majority vote of the members in good standing in attendance.

**Section IV Budget Committee:** The Budgeting Committee shall be comprised of the Executive Board, two members from the membership at large, the Faculty Representative, and the Principal. They will receive proposed expenditures from the various committees and activities chairpersons, collate and prioritize them, and formulate a proposed budget. Expenditure lists shall include approximate costs of all items requested, as well as any service, transportation of shipping fees. Receipts and invoices will be submitted and collated with the original purchase orders.

**Section V Disclosure:** The Executive Board of the Home and School Association shall perform Quarterly reviews of the financials as well as an annual audit and review of the finances of the Association. The Treasurer shall present a report of end-of-budget-year financial status to the membership at the September meeting. Independent financial disclosure of expenditures shall be made available to the membership upon written request.

**ARTICLE VII –MEETINGS**

**Section I** Frequency **of Meetings:** The St. Clare / St. Paul Home and School Association shall meet four (4) times per year, usually in September, December, March, and May.

**Section II** Board **and Standing Committees:** The Executive Board shall meet at least four times per year; those times should be about one week prior to the general meetings, and as often as deemed necessary by the President. Meetings of Chairpersons of Standing Committees will be called as necessary.

**Section III Special Meetings:** Special meetings of the general membership may be called by the Executive Board, as deemed necessary, by the Board or the President.

**Section IV** Rules**:** All meetings of the Association shall be conducted according to simplified parliamentary procedures per Roberts Rules of Order.

**ARTICLE VIII- COMMITTEE CHAIRPERSONS**

**Section I Chairpersons:** Committee chairpersons will be appointed by the Executive Board, in collaboration with the Administration. These volunteer positions will be reviewed annually, and be held by members in good standing.

**Section II Special Committees:** Such special committees, as may be deemed necessary by the President, may be formed and appointed.

**Section III Committee Plans:** Committee chairpersons will be responsible for submitting general plans for the execution of their particular committee's role, prior to Executive Board approval. After completion of the committee role, a summary / evaluation report of accomplishments or actions will be submitted to the Board.

**ARTICLE IX- STANDING COMMITTEES**

**Section I Definition:** Given the complex nature of the Catholic school, given the need to market, fund-raise, and manage a variety of non-educational activities or functions, certain Standing Committees have been created to assist the Administration and Executive Board in operating the school. These committees are of relatively permanent duration, and continue from year to year.

**Section II Marketing Committee:** The Marketing Committee assists the Administration with the creation, preparation, distribution, and other activities involved in getting out the "Good News" of Catholic education and St. Clare / St. Paul School. Specific activities include the creation of brochures, fliers, pamphlets, electronic outreach, and materials for the purpose of advertisement/ promotion of the school or the recruiting of new families.

**Section III Website Committee:** The Website Committee assists the Administration with the creation, upkeep, maintenance, updating, and other activities involved in providing cyber communication about St. Clare / St. Paul School. This includes establishing links and user friendly navigation for information about the school.

**Section IV Publicity Committee:** The Website Committee assists the Administration with ensuring that student, faculty, and community achievements are publicized via various media, including public, parish, and Diocesan opportunities.

**Section V Development Committee**: The Development Committee assists the Administration with the major gifts, corporate donations, foundations interactions, grants, planned giving, endowment fund, and other institutional advancement functions, which cannot be adequately managed by the Administration alone. The task involves many activities and contacts *outside the immediate school community.* Another important function of the Development Committee is long-range planning and alignment of institutional goals and objectives with financial plans.

**Section VI Safety Committee:** The Website Committee assists the Administration with the inspection of school property, facilities. Grounds, and other school areas to identify potential hazards to the safety and security of the campuses, advise the Administration, which will work to acquire or develop plans, programs, or sufficient assets for corrective action.

**Section VII Facilities Committee:** The Facilities Committee assists the Administration with the upkeep of the facilities and grounds, to the degree above that which is possible, using internal assets, equipment, and personnel.

**Section VIII Fundraising Committee:** The Fundraising Committee is the key organization for planning and carrying out school fundraising activities, with a *focus on the local school and parish community.*

**Section IX Events Committee:** Throughout the school year, St. Clare / St. Paul /School sponsors a wide variety of fun activities or events, such as Halloween dances or parties, Valentine's Day celebrations

**Section X Room Parents:** The Room Parents, usually limited to two per homeroom, are requested to provide support for the classroom teachers, at their request, for any activities, such as classroom parties, special events coordination, communication folder preparation, and other helpful tasks the teacher may need assistance in accomplishing. It must be noted that any special events are generated for the purpose of academic enhancement, faith formation, or social skills development, or other curriculum associated activities, through the classroom teacher or administration. While all suggestions are welcome from all members of the school community, the curriculum hours allotted to each grade and subject by the Diocese of Scranton, does not allow time for accommodating all ideas, as fun and wonderful as they may seem. The school must also keep costs to families within reason.

**Section XI Booster's Club:** The Booster's Club is primarily designed to support sports, associated programs, scholarships, and the overall needs of the school, as jointly decided by the club membership and the administration. The focus is outreach to the community for financial support of the school and its programs.

**ARTICLE X- AMENDMENTS**

**Section I:** These By-Laws may be amended at any general meeting of the Association by a majority of the Members in Good Standing present, provided written notice of this amendment has been sent to all members in good standing.

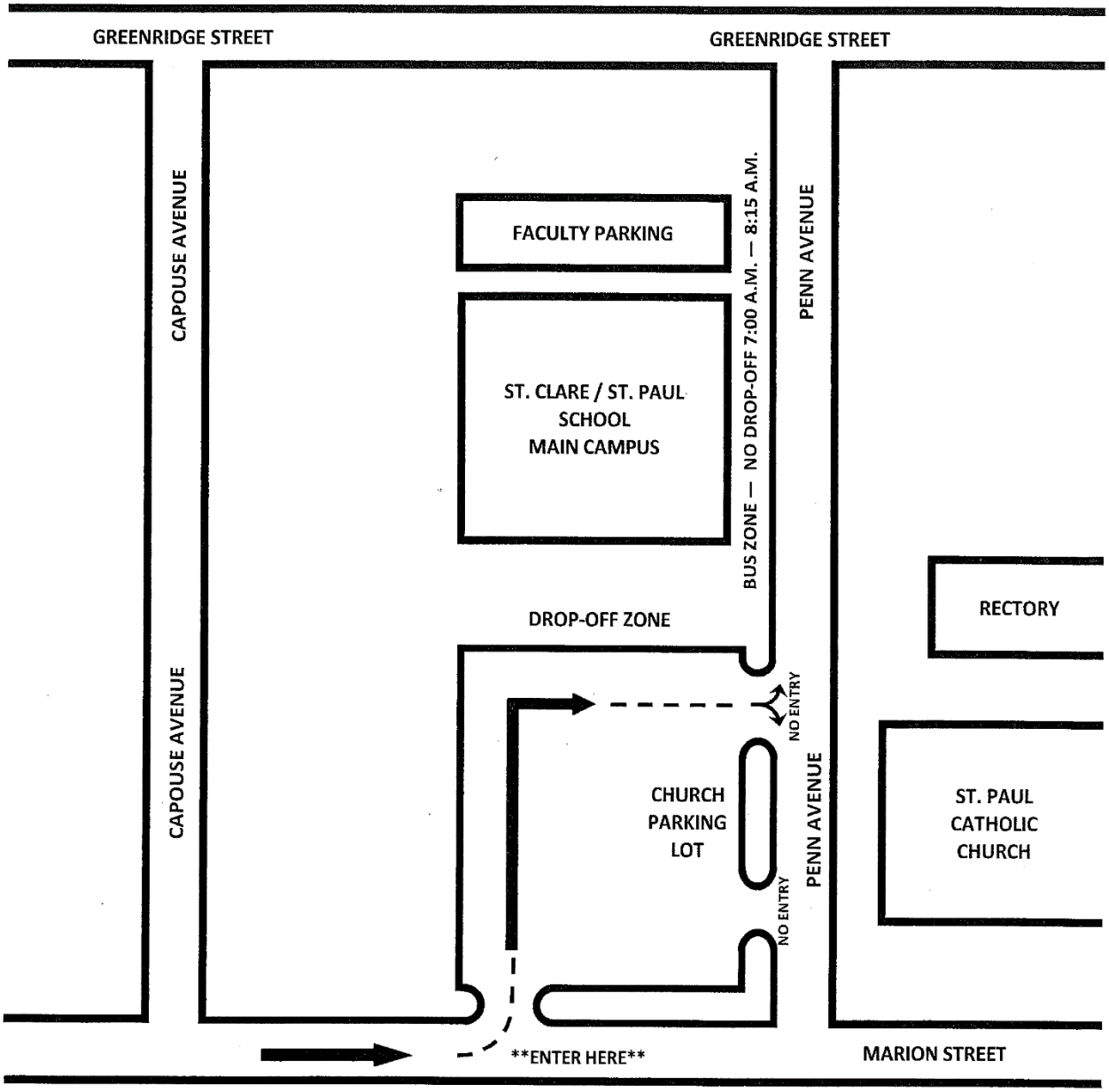
St. Clare / St. Paul Home and School Association hereby accepts the Constitution and By-Laws, this 1st day of September, 2025.

Kara Kennedy Ware

Principal

St. Clare/St. Paul School

# MAIN CAMPUS
# ARRIVAL DIAGRAM

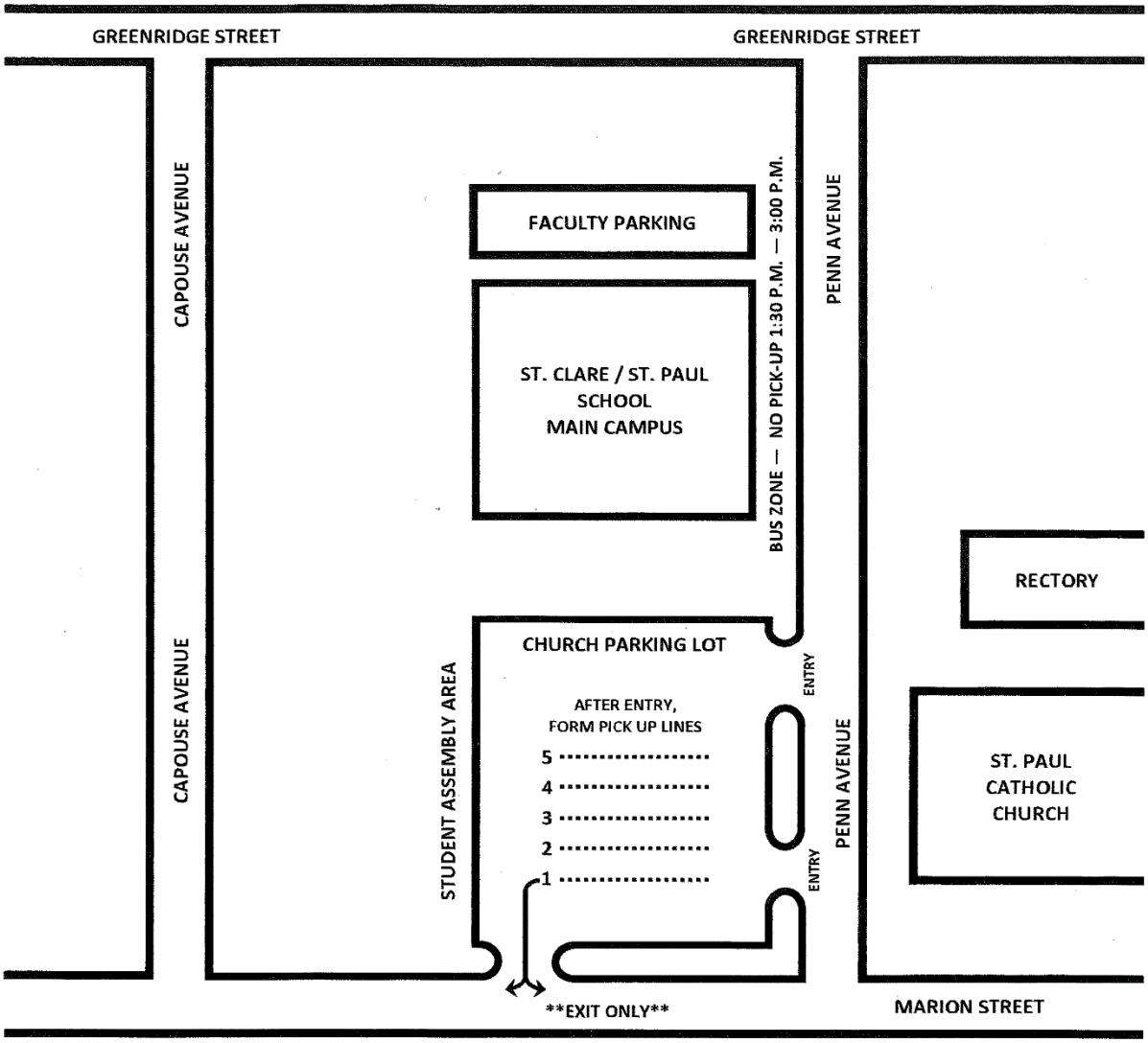



UPON ARRIVAL, VEHICLES ENTER THE CHURCH PARKING LOT, VIA MARION STREET, AND FORM A DROP OFF LINE ALONG THE PERIMETER OF THE LOT. NO ENTRY IS PERMITTED FROM PENN AVENUE. ONCE DROPPED OFF, STUDENTS PROCEED TO THE SIDE ENTRANCE

ZUMMO'S

St. Clare/St. Paul School

# MAIN CAMPUS
# DEPARTURE DIAGRAM

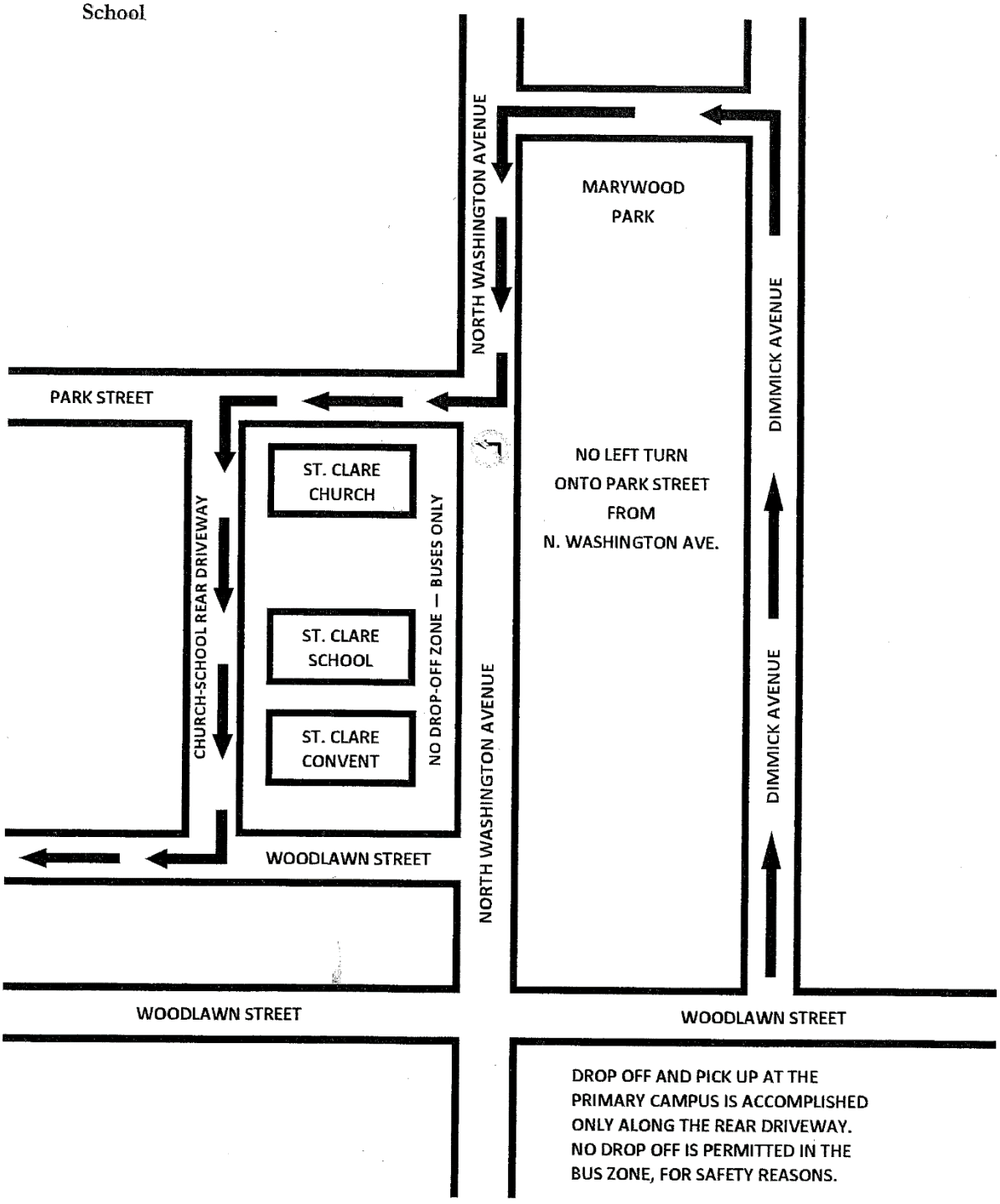



AT OR ABOUT 2:10 P.M., PARENTS ENTER THE CHURCH PARKING LOT FROM PENN AVENUE, AND FORM LINES. NO ENTRY IS PERMITTED FROM MARION STREET. AT DISMISSAL, STUDENTS ARE ESCORTED BY TEACHERS TO THE CHURCH PARKING LOT FOR PICKUP. WHEN DIRECTED, PARENTS EXIT THE LOT VIA MARION STREET.

ZUMMO'S

St. Clare/St. Paul School

# PRIMARY CAMPUS ARRIVAL AND DEPARTURE




DROP OFF AND PICK UP AT THE PRIMARY CAMPUS IS ACCOMPLISHED ONLY ALONG THE REAR DRIVEWAY. NO DROP OFF IS PERMITTED IN THE BUS ZONE, FOR SAFETY REASONS.

**I ACKNOWLEDGE THAT I HAVE READ THE CONTENTS OF THE ST. CLARE / ST. PAUL SCHOOL PARENTS/STUDENT HANDBOOK.**

_____

**Parent Name (PRINT)**

_____

**Parent signature**

_____

**Date**