

# Monsignor McHugh School

212 Route 390  
Cresco, Pennsylvania 18326

## Addendum to the Elementary School Student – Parent Handbook of the Diocese of Scranton

2019-2020



## **MONSIGNOR MCHUGH SCHOOL MISSION STATEMENT:**

Monsignor McHugh School is a Catholic school dedicated to addressing the spiritual and academic needs of its students. We strive to provide an environment that encourages educational, spiritual, and social growth. We pursue this mission by providing programs for students that enable them to become successful and responsible members of society in light of the Gospel values.

## **BELIEFS**

We, the community of Monsignor McHugh School believe that:

- Education is the shared responsibility of the family, school, community, and government.
- As a Catholic school, we are open and welcoming to other faiths, cultures, and traditions.
- Monsignor McHugh School strives to encourage a lifelong commitment to the ministries of the Word, Worship and Service.
- Emphasis is placed on self-responsibility and independent achievement.
- Children are provided a safe atmosphere where they are accorded respect and dignity.
- To prepare students for a well-rounded life, they must be taught through word, action, and appropriate methods of student interaction.
- The relationship between teacher-student is guided by the model of Jesus, the Master teacher.
- Teachers accept and support the school mission/philosophy and in turn are accepted as educators with unique individual and professional backgrounds and experiences
- Recognizing the unique talents that each student possesses, we believe in a continuum of growth towards an active Christ-centered life.
- Students are encouraged to grow toward an informed and active life in both Church and society. We believe they must be able to integrate their faith and values into their daily lives.

## **MESSAGE TO PARENTS:**

You have been called to an enormous responsibility to raise your children in a Christ-centered environment. The Lord has chosen you to be the primary educators of your children. Your strong belief in a Catholic education is evident by your child's presence at Monsignor McHugh School. We are grateful for your trust in our staff and the education we deliver.

To guarantee a quality education we ask you to join in a collaborative effort by reading the following directives. We have we expectations for your child in order to guarantee an educational environment of respect for person and property, socially approved behavior, and an enthusiasm to learn.

## **ABSENCE PROCEDURES:**

When a child is absent, parents should call the school by 9:00 a.m. to report the absence. Upon return to school, students must bring in a written excuse signed by a parent, stating the reason for the absence. One (1) week after the day the student was absent, if a note has not been turned in, the student will receive an infraction. The student will continue to receive an infraction each week an absentee note is NOT received. If a child is absent for more than three consecutive days, a doctor's statement is required, as well as a certification that the child may return to school following an illness. Should a child be absent the day of a concert, musical, sporting event, etc. that child is NOT permitted to attend such events during school or after school.

The student is responsible for any make-up work from the teachers. Parents may call the office for a student's homework by 9:00 a.m. and will be able to pick up the work after 1:00 p.m.

## **ACADEMIC PROBATION**

Students must pass all major coursework to be promoted. Any student failing two or more major subjects by the end of each quarter will be placed on Academic Probation. (See Diocesan Student-Parent Handbook for Specifics)

## **ACADEMIC PROGRAM**

Students at Monsignor McHugh School follow curriculum guidelines from the Diocese of Scranton and adhere to the PA Common Core State Standards for our academic program. Religion is a primary subject and is taught every day. Students in Kindergarten, Grades One, Two, and Three are self-contained. Students in Grades Four and Five have a modified departmental program. Students in Grades Six, Seven, and Eight are in a complete departmental program. PreK through 8th grade students have Art, Computer, Music, Library, and Physical Education once or twice a week.

The Colonial Intermediate Unit 20 (CIU 20) provides the following services to our school:

1. Psychologist: present for Student Intervention Team (SIT) Meetings and student observations.
2. Remedial Math/Reading Program: for students who qualify for needed help.

The Pocono Mountain School District provides Title 1 Reading Support Services to those students who are recommended and qualify.

## **CAFETERIA:**

We are pleased to have a hot lunch program for those students who wish to have a hot lunch. The cost per lunch, whether it is the hot lunch of the day, a PBJ sandwich, cold cheese sandwich, or pizza is \$3.00 a day. Students will purchase lunch tickets on a daily basis from 7:30 am until 8:00 am from the indoor concession stand in the morning. Should your child forget his/her lunch, your child will charge a lunch with the main office upon arrival to school.

Students in grades Pre-K through 8 may purchase an extra beverage as needed. Students in grades 4 through 8 may purchase a-la-carte menu items. Salad bar is \$4.00 and available to grades 3 through 8. Menus are available on Facebook and our website. They will also be sent home in the Family Envelope at the end of the prior month.

Students may bring in their own lunches.

## **CLASS CELEBRATIONS**

Should parents wish to hold birthday parties, or other social events, they must notify the teacher or school's main office in advance for approval. When bringing in cupcakes, or other treats for the class, please be aware of all food allergies. It is recommended that all food is individually wrapped and distributed during the child's designated lunch time.

## **COMPUTER/INTERNET USE POLICY**

All students must use computer and internet-based equipment appropriately. See Detention Guidelines and Agreement for the use of Computers and Internet Access Parental Consent Form and Student Form. All parents and students in grades 4-8 must sign the Consent Forms and return them to the school's office at the start of each school year. Forms can be found at the end of this document.

## **COURSE FAILURE**

Students must pass all major coursework to be promoted. Should any student fail one or more major subjects by the end of the school year, summer tutoring (by a certified teacher or through a summer school program) or retention is mandatory. A retention recommendation form must be signed by the parent/guardian. Should the parent choose to have their child tutored over the summer, 30 hours of tutoring with a final exam is required. After completion of said tutoring and exam, the failed coursework will be changed to a passing average of 70% on the permanent record card. (See Diocesan Student-Parent Handbook)

## **DETENTION**

Students and parents will be notified via the conduct violation form, at least a week prior, of detention to be held after school each Thursday.

Detention begins at 2:30 and ends at 3:30p.m. and is held in the classroom of the teacher in charge that day. As part of the disciplinary process, students will complete any missed homework, read and write Bible passages during detention. Parents need to have someone available to pick their child up if they cannot do so. If any child is not picked up, they will be sent to Aftercare and the parent will be billed.

## **DETENTION GUIDELINES FOR GRADES 1-8**

A teacher may give an infraction for a student action that causes disruption to the smooth operation of the school day. Once three infractions are accrued, a detention must be served.

After the accumulation of three detentions, an in-school suspension will be served. One in-school suspension will mean the loss of a special event or field trip, to be determined by the principal. After the accumulation of three detentions, the parent(s) will be called in to discuss the future enrollment of the student in the school.

Detention is held after school every Thursday, from 2:30 pm to 3:30 pm. Parents of a student who receives detention will be notified by the teacher or principal in the daily planner, email, or by a phone call. The student is expected to serve his/her detention the Thursday after the Conduct Violation is received and returned signed by the parent/guardian. Arrangements must be made by the parents to pick up the student after detention or the student(s) will be sent to the aftercare program and charged.

Tardy----Three times tardy in 1 month is equivalent to one infraction

**The following actions are considered disruptive to the smooth operation of the school day, and will result in an infraction:**

- |                                                   |                                       |
|---------------------------------------------------|---------------------------------------|
| 1. Gum chewing/candy                              | 7. Uniform violation                  |
| 2. General misconduct                             | 8. Food or drink outside of cafeteria |
| 3. Talking/shouting at inappropriate times        | 9. Lack of etiquette in cafeteria     |
| 4. Tossing or throwing objects                    | 10. Passing notes during class        |
| 5. Violation of bus rules                         | 11. Unsigned papers                   |
| 6. Unprepared for class (missing materials, etc.) |                                       |

**The following infractions are more serious and warrant an immediate detention:**

- 12. Profanity – written or verbal
- 13. Destruction of property
- 14. Use of or possession of any electronic devices during the school day (cell phones, iPods, etc)
- 15. Disrespect/Insubordination

**The following infractions warrant an immediate in-school suspension:**

- 16. Severe misbehavior
- 17. Fighting – (this also carries with it the penalty of immediate suspension)
- 18. Stealing
- 19. Cheating on Tests/Quizzes

**The following infractions immediately warrant 2 in-school suspensions:**

- 20. Plagiarism of any work
- 21. Computer/internet misuse

### **DISMISSAL**

Bus riders are dismissed first at the end of the day. Buses are called in an orderly fashion in the same order every day. Students come out in a line and board their buses with the help of a teacher supervisor. After all of the buses have left the parking lot, the car riders will be called. Teachers will lead the children out to the sidewalk and then parents will come for their children. No car will be allowed to leave the parking lot until all children are in their cars. Please follow the directions of the person in charge of the parking lot. It is always for the safety of your children. If a parent is late, the child will be brought to the main office to wait for the parent to arrive. Should you need to dismiss your child early from school, a note granting permission, must be sent in with your child the morning of early dismissal.

## **DRESS CODE**

All formal school uniforms (including sweaters) must be purchased from the Flynn & O'Hara Uniform Company. Gym uniforms must be purchased from Monsignor McHugh School.

### **QUICK REFERENCE GUIDE**

- ***Fall** is defined as the opening day of school until October 15<sup>th</sup>.*
- ***Winter** is defined as October 16<sup>th</sup> – March 31<sup>st</sup>.*
- ***Spring** is defined as April 1<sup>st</sup> until the last day of school.*
- ***Shirts** for all students must be tucked in at all times.*
- ***Belts** are mandatory for all students wearing navy blue or khaki dress slacks or navy blue or khaki walking shorts. Belts can be brown or black (solid colors only).*
- ***Ties** are mandatory for male students wearing oxford shirts. Top button of shirt must remain buttoned all day and the tie must be fully tied to the top all day.*
- ***Criss-cross Ties** are mandatory for female students wearing Peter Pan collar shirts.*
- ***Socks** for all students wearing dress slacks or walking shorts must go over their ankles.*
- ***Socks and tights** must be solid green, navy, or white; no prints, argyles, designs or logos, sneaker socks, ankle socks, anklets, or pantyhose.*
- ***Shoes** must be solid navy, black, or brown dress shoes. Material may be leather, nubuck, or suede. Tie, buckle, or Velcro closure is acceptable, as are leather loafers. Shoes must have one-inch heel or smaller. Tennis shoes, half backs, clogs, or slipper shoes are not permitted.*

### **BOYS**

#### **Boys K-7 Fall and Spring:**

- Navy blue or khaki dress slacks with a belt, white or light blue oxford short-sleeved shirt, and official Monsignor McHugh School tie from Flynn & O'Hara. White, navy blue, or green crew socks.

#### **OR**

- Navy blue or khaki dress slacks with a belt and a white or light blue school monogrammed short-sleeved polo shirt. White, navy blue, or green crew socks.
- **BOYS K-5 ONLY:** Navy blue or khaki walking shorts with a belt and a white or light blue oxford short-sleeved shirt with the official Monsignor McHugh School tie or a white or light blue school monogrammed short-sleeved polo shirt. White, navy blue, or green crew socks.

### **Boys K-7 Winter:**

- Navy blue or khaki dress slacks with a belt, white or light blue long-sleeved or short-sleeved oxford shirt, and official Monsignor McHugh School tie from Flynn & O'Hara. White, navy blue, or green crew socks. School monogrammed pull-over or cardigan sweater or sweater vest is MANDATORY.

**OR**

- Navy blue or khaki dress slacks with a belt, white, or light blue school monogrammed long-sleeved or short-sleeved turtle neck or polo shirt. White, navy blue, or green crew socks.
- **BOYS 6-7 ONLY:** May choose to wear the official Monsignor McHugh School navy blazer from Flynn & O'Hara with the white or light blue long-sleeved or short-sleeved oxford shirt instead of the school monogrammed pull-over or cardigan sweater or sweater vest

### **Grade 8 Boys Fall and Spring:**

- Navy blue or khaki dress slacks with a belt, solid color short-sleeved oxford shirt, and tie of any color or pattern (must be school appropriate and free from any characters, pictures, or words.) White, navy blue, or green crew socks.

### **Grade 8 Boys Winter:**

- Navy blue or khaki dress slacks with a belt, solid color short-sleeved oxford shirt, and tie of any color or pattern (must be school appropriate and free of any characters, pictures, or words.) White, navy blue, or green crew socks. School monogrammed pull-over or cardigan sweater or sweater vest or official Monsignor McHugh School navy blazer from Flynn & O'Hara is OPTIONAL.

## **GIRLS**

### **K-5 Girls Fall and Spring:**

- Plaid jumper (knee length), white or light blue Peter Pan collar short-sleeved blouse, and navy blue or plaid criss-cross tie. White, navy blue, or green knee high socks OR white, navy blue, or green tights.

**OR**

- Navy blue or khaki dress slacks with a belt, white or light blue Peter Pan collar short-sleeved blouse and navy blue or plaid criss-cross tie. White, navy blue, or green crew socks.

**OR**

- Navy blue or khaki dress slacks with a belt, a white or light blue school monogrammed short-sleeved polo shirt. White, navy blue, or green crew socks.

**OR**

- Navy blue or khaki walking shorts with a belt and a white or light blue Peter Pan collar short-sleeved shirt with a navy blue or plaid criss-cross tie or a white or light blue school monogrammed short-sleeved polo shirt. White, navy blue, or green crew socks.

**K-5 Girls Winter:**

- Plaid jumper (knee length), white or light blue Peter Pan collar short-sleeved blouse, and navy blue or plaid criss-cross tie. White, navy blue, or green knee high socks OR white, navy blue, or green tights. School monogrammed pull-over or cardigan sweater or sweater vest is MANDATORY.

**OR**

- Navy blue or khaki dress slacks with a belt, white or light blue Peter Pan collar long-sleeved or short-sleeved blouse, and navy blue or plaid criss-cross tie. White, navy blue, or green crew high socks. School monogrammed pull-over or cardigan sweater or sweater vest is MANDATORY.

**6-7 Girls Fall and Spring:**

- Plaid skirt or skort (knee length) and a white or light blue short-sleeved oxford shirt. White, navy blue, or green knee high socks OR white, navy blue, or green tights.

**OR**

- Navy blue or khaki dress slacks with a belt and a white or light blue short-sleeved oxford shirt. White, navy blue, or green crew socks.

**OR**

- Navy blue or khaki dress slacks with a belt and a white or light blue school monogrammed short-sleeved polo shirt. White, navy blue, or green crew socks.

**6-7 Girls Winter:**

- Plaid skirt or skort (knee length) and a white or light blue long-sleeved or short-sleeved oxford shirt. White, navy blue, or green knee high socks OR white, navy blue, or green tights. School monogrammed pull-over or cardigan sweater or sweater vest is MANDATORY.

**OR**

- Navy blue or khaki dress slacks with a belt and a white or light blue long-sleeved or short-sleeved or long-sleeved oxford shirt. White, navy blue, or green crew socks. School monogrammed pull-over or cardigan sweater or sweater vest is MANDATORY.

**OR**

- Navy blue or khaki dress slacks with a belt and a white or light blue school monogrammed long-sleeved or short-sleeved turtle neck or polo shirt. White, navy blue, or green crew socks.



**Grade 8 Girls Fall and Spring:**

- Plaid skirt, skort, or kilt (knee length) and a solid color short-sleeved oxford shirt. White, navy blue, or green knee high socks OR white, navy blue, or green tights.

**OR**

- Navy or khaki dress slacks with a belt and a solid color short-sleeved oxford shirt. White, navy blue, or green crew socks.

**Grade 8 Girls Winter:**

- Plaid skirt, skort, or kilt (knee length) and a solid color long-sleeved oxford shirt. White, navy blue, or green knee high socks OR white, navy blue, or green tights.

**OR**

- Navy blue or khaki dress slacks with a belt, and a solid color long-sleeved oxford shirt. White, navy blue, or green crew socks. School monogrammed pull-over or cardigan sweater or sweater vest is OPTIONAL.

**PE UNIFORM**

*Shorts are worn between the opening day of school until October 15<sup>th</sup> and then again from April 1<sup>st</sup> until the last day of school.*

**K-3:** Wear MMS gym uniforms on PE day

**4-5:** Wear MMS gym uniforms on PE day but bring an extra MMS or plain white t-shirt (free of logos) in a bag with deodorant to wear for PE class, partial changing in locker room

**6-7:** Wear MMS formal school uniform to school and change into MMS PE uniform, full changing in locker room. Change back into MMS formal uniform after PE class

**8:** Wear MMS formal school uniform to school and change into own choice of PE attire (8<sup>th</sup> grade privilege), full changing in locker room. Change back into MMS formal uniform after PE class.

**K-7 Boys & Girls Fall and Spring:**

- School monogrammed short-sleeved or long-sleeved t-shirt with school monogrammed shorts or sweatpants. White, navy blue, or green crew socks. Any color sneakers that tie or have Velcro fasteners. Shorts cannot be more than 3 inches above the knee.

**K-7 Boys & Girls Winter:**

- School monogrammed short-sleeved or long-sleeved t-shirt with school monogrammed sweatpants. White, navy blue, or green crew socks. Any color sneakers that tie or have Velcro fasteners.

### **Grade 8 Boys & Girls Fall, Winter, and Spring:**

- Students may wear any PE clothing they wish. Any logos or wording on clothing must be school appropriate. Clothing may be any color or pattern. Shorts must be no more than 3 inches above the knee (no short-shorts are permitted.) Hoodies are NOT permitted. White, navy blue, or green crew socks. Any color sneakers that tie or have Velcro fasteners.

### **ACCESSORIES**

- Girls may wear one set of post earrings; multiple earrings are NOT permitted.
- Boys may not wear earrings of any kind.
- One necklace with a religious medal is permitted. Necklaces must be at the neck-line and worn beneath the shirt.
- One watch is permitted.
- Rings and or bracelets are NOT permitted (unless it's a medical bracelet)
- NO jewelry on gym days except girls' post earrings.
- Headbands and other hair accessories must be solid navy blue, white, green or plaid to match the school uniform. Obtrusive headbands (cat ears), bows, or other hair accessories are NOT permitted.
- Mohawks or other fad hairstyles are NOT permitted.
- Nail polish is NOT permitted unless it is clear or a pale/neutral tone; nail tips or nail extensions are NOT permitted.
- No make-up of any kind; non-tinted lip balm is permitted. Grade 8 girls may wear light, neutral tone make-up. Heavy make-up application will be removed.

### **EARLY DISMISSALS, CLOSINGS, OR DELAYS**

Msgr. McHugh follows the Pocono Mountain School District announcements since we fall in that district. Early dismissals, closings or a delayed opening will be announced on the following:

WNEP-TV 16

Facebook/School Website

Hot lunch **WILL** be available on a day with a two or three hour delay.

ONE CALL NOW will send an automated message to parents registered with the school for this program; alerts will be sent during a snow delay, school closing, or other emergency.

### **HEALTH SERVICES**

Our school receives the services of a nurse for five full days provided by the Pocono Mountain School District.

The medication policy for the district is:

1. All medicines must be accompanied by written permission from the parent and a written order from the doctor. Permission forms are available in the Health Room.
2. All medicines must be taken to the nurse's office.
3. Medicines should be in a sturdy container, clearly marked with name, amount of time, and dosages.

## **HOMEWORK POLICY**

The following guidelines are per marking period:

- 2nd grade – 2pts off of the student’s homework grade in that subject area for each missed assignment.
  - During the last marking period, infractions based on the criteria below will begin.
- 3rd grade – 3 pts off of the student’s homework grade in that subject area for each missing assignment.
  - Three missed assignments in ONE subject area will result in an infraction.
- 4th & 5th grades - 4 pts off of the student’s homework grade in that subject area for each missing assignment. Three missed assignments in ONE subject area will result in an infraction.
- 6th – 8th grades – 5 pts off of the student’s homework grade in that subject area for each missing assignment. Three missed assignments in ONE subject area will result in an infraction.

Missed assignments and infractions are wiped clear at the end of each marking period. Each student begins the marking period with a 100 as a homework grade in each subject.

## **HONOR ROLL:**

Students in Grades Six, Seven, and Eight will be eligible for the honor roll.

High Honors: 90% and above and one I in all major subjects

Honors: 85% - 89.9% and one I in all major subjects

\*If a student received two I’s in any subject area, he/she is not eligible for the honor roll.

\*If a student received one U in any subject area, he/she is not eligible for the honor roll.

\*If any one of the following comments is on the report card the student would be ineligible for the honor roll.

### **ACADEMICS**

- Inattentive
- Unprepared for class
- Incomplete, missing or poorly completed homework/projects
- Lacks disciplined study habits
- Low test scores

### **ATTENDANCE**

- Performance is hindered by absences
- Performance is hindered by tardiness

### **BEHAVIOR**

- Disruptive
- Displays uncooperative behavior
- Displays disrespectful behavior
- Low test scores.

Honor Roll students will receive a certificate at the end of each quarter.

## **ILLNESS**

If the child is sent home sick with any of the following symptoms,

- Fever
- Vomiting

The child cannot return to school until they are fever and vomit free for 24 hours without medication.

If the child has any contagious illness (strep throat, pink eye, etc.), the child must be under medication for 24 hours before returning to school. If you are unsure, please check with your doctor or main office before sending the child back to school.

## **LIBRARY**

Our school library is fully automated. Students Pre-K through 8 have library once a week. They may use the library for research. The library is well stocked with reading materials for students.

## **PARENT ENVELOPE**

Every Thursday, a parent envelope is sent home with pertinent school information, flyers, signup forms, and the weekly newsletter. Teachers will also include test papers and infraction sheets (for grades 1-8) to be signed and returned. The signed envelope must be brought back to school the next day.

## **REPORT CARDS**

Report cards are distributed four times a year for grades 1 through 8. The white report card envelope must be signed and returned to the homeroom teacher promptly. Official Progress Reports are distributed to Pre-K 4-year-old students and Kindergarteners twice a year, after second and fourth quarters. Parent-Teacher conferences are held after first quarter ends for grades Pre-K- through 8, and then as requested.

## **SAFETY**

The students' safety is of utmost concern to us. Therefore, all of the exterior doors to the school are locked throughout the day. Students, teachers, or other parent volunteers are never allowed to open the doors for anyone. Classroom doors are to remain closed during the school day. Teachers, students, faculty, and staff practice fire drills, lockdown drills, and other emergency procedures regularly.

## **TRANSPORTATION**

Students are expected to abide by the rules of the district providing transportation. Students can only ride the bus that is assigned to them at the beginning of the year.

Students being transported by car to and from school must use the concourse doors. Car riders may not enter the building before 7:30 am. Parents are asked NOT to loiter in the concourse/foyer area before, during, or after school hours.

\*A written note is required each time there is a change in a student's regular dismissal procedure. If a child does not have a note, he/she will go home the usual way.

## **VISITORS**

All visitors must use the front door and report to the main office. Visitors must sign in/out and receive a visitor's badge when volunteering in and around the building, arriving for Masses, or when participating in other school events.

No one is permitted to go through the building unless permission is given by the main office through use of a visitor's badge.

Students from high school visiting on school holidays are welcomed back to Monsignor McHugh School. They must sign in/out and are not allowed to visit classrooms, unless granted permission from the Principal. Student visitors must also wear a visitor's badge.

## **VOLUNTEERS**

All parents of Pre-K through 8 students at Monsignor McHugh School are required to fulfill 30 volunteer hours per family. This is a very special service to our school and we are grateful for all help. Many areas of the school are in need of volunteers (kitchen, playground supervision, extra-curricular activities, etc.). Volunteer needs will be posted regularly in our weekly newsletter and on the Facebook page.

## **VIRTUS TRAINING**

The Diocese of Scranton has mandated that anyone who in any way has affiliation with the Catholic School must receive the VIRTUS: Protecting God's Children training. This is a wonderful program that helps us to protect our children from physical and sexual abuse. All parents who intend to volunteer and work with our children must attend the workshop. They are also required to have their criminal record clearance, child abuse history clearance, and FBI fingerprinting. All four steps must be taken before a parent is allowed to work in the school.

## **ZERO TOLERANCE**

Msgr. McHugh School has a Zero Tolerance Policy for all student misbehaviors. All students must be treated fairly and with the utmost respect. All behaviors that go against the Diocesan Student-Parent Handbook and the addendum will not be tolerated. Students performing such acts will be dismissed from school and not invited back for the upcoming school year.

**\*\* Please note that we adhere to all policies listed in the Diocese of Scranton Parent/Student Handbook, along with those listed here for Monsignor McHugh School.**