

STUDENT/PARENT HANDBOOK
AND
CODE OF STUDENT CONDUCT



Catholic Schools of the
Diocese of Greensburg

Dear Parents/Guardians and Students,

Welcome to a wonderful School year ahead! Thank you for choosing a Catholic education for your children. Together, we're nurturing something truly precious—young hearts and minds growing in faith, knowledge, and love.

What makes Catholic education such a treasure? It's the way we see each child as a beloved gift from God. It's how prayer and learning walk hand in hand down our hallways. It's the warmth of a community united by Catholic values and the excitement of discovering God's love in everything we do.

Our administrators and teachers are ready to inspire, challenge, and care for your children as they grow not just in academics, but in character and faith. We can't wait to watch them flourish, make new friends, and discover the blessings God has for their lives.

Our goal is to make your child's educational experience both meaningful and productive from pre-School to high School graduation. As part of accomplishing that goal, every family must be informed of School policies and procedures. This Student-Parent Handbook reflects policies and procedures of all Catholic Schools of the Diocese of Greensburg. Please read this document carefully and sign the acknowledgment provided. The Handbook is subject to change at any time. Families may be informed of revisions to the Handbook, depending on the circumstances. Families should always confirm they are consulting with most current version of the Handbook. The current date of this Handbook may be found on the cover page.

We look forward to working with you to promote academic excellence and spiritual development within the context and teaching of the Catholic Church. Together, we're sharing in something beautiful—an education that touches both mind and soul.



Many Blessings,

A handwritten signature in black ink that reads "Nancy A. Rottler". The signature is written in a cursive style.

Dr. Nancy A. Rottler

Superintendent of Catholic Schools

“Catholic education aims not only to communicate facts but also to transmit a coherent, comprehensive vision of life, in the conviction that the truths contained in that vision liberate students in the most profound meaning of human freedom.”

- St. Pope John Paul II

MISSION STATEMENT:

OFFICE OF CATHOLIC SCHOOLS

It is the mission of the Diocese of Greensburg Catholic Schools to inspire and prepare the students in our care to become the next generation of spiritual and intellectual leaders by immersing them in a Christ-centered environment that encircles an exemplary education focused on Catholic faith, rigorous academics, outstanding sports and activities, and service to the global community.

BELIEFS

We believe that:

1. Catholic education is a responsibility shared by all members of the family, parish, school, and Diocese of Greensburg.
2. Catholic Schools are centered in Christ's teachings and Catholic doctrine.
3. Each student is created with unique talents and intellect.
4. Our rigorous curriculum challenges students to achieve their potential as they strive for excellence within the formation of faith, academics, and success in life.
5. Students have a right to a safe, positive, nurturing learning environment with mutual respect demonstrated throughout the School community.
6. Catholic Schools encourage students to serve the church and the greater community, through lifelong evangelization.

ACCREDITATION

The Catholic Schools of the Diocese of Greensburg received accreditation from the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools in November 2022. The Diocese of Greensburg (Systems), Grades PK3-12 has demonstrated that it is "effectively advancing the quality of educational experiences it offers its students and meets its responsibilities to the public and the profession of education, and complies with standards for accreditation that are established by the Middle States Association of Colleges and Schools". Accreditation renewal will occur in January 2030.

CHARACTERISTICS OF GRADUATES

Knowledgeable

Students have mastered a strong academic foundation and are able to apply skills, facts, and knowledge in real world environments.

Future Ready

Students are able to think critically, solve problems, use information, communicate and innovate. They are flexible, adaptive, collaborative, creative and globally aware and are able to compete in a global society.

Educators

Students will find ways to share their faith and academic knowledge with others.

Leaders

Students will be able to work cooperatively for the good of all, accepting the freedom and responsibility leadership brings. They will be encouraged to act with integrity, and to make ethical, responsible, and moral decisions.

Disciples of Christ

Students will evangelize through their words and actions.

Problem Solvers

Students will develop their natural curiosity and encounter the world and embrace the future with a sense of imagination and wonder. They will acquire the skills necessary to conduct inquiry and research and show independence in learning. They will apply thinking skills critically and creatively to recognize and approach complex problems and develop solutions.

Catholic Social Teachers

Students will show empathy, compassion, and respect towards the needs and feelings of others. They will have a personal commitment to service, and to making a positive difference in the lives of others.

Life Long Learners

Students will work to build personal growth and are intrinsically motivated to continue the learning process throughout one's life.

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Section 1 – INTRODUCTION

The Catholic Schools of the Diocese of Greensburg have adopted and approved this Student/Parent Handbook and Code of Student Conduct (“Handbook”) for use and applicability in the Schools.

SCHOOL CALENDAR

Families can access the academic calendar in the School Welcome and Reference Guide. The School must adhere to state and Office of Catholic Schools guidelines concerning hours of instruction, number of days in session, and provisions for teacher in-service and staff development.

The links below are for your School **Welcome and Reference Guide** which includes School calendar, faculty/staff directory, dress code/uniforms, weather procedures, Academics, School hours, etc.

- **Aquinas Academy Welcome and Reference Guide**
- **Christ the Divine Teacher School Welcome and Reference Guide**
- **Conn-Area Catholic School Welcome and Reference Guide**
- **Geibel Catholic Junior-Senior High School Welcome and Reference Guide**
- **Greensburg Central Catholic Junior-Senior High School Welcome and Reference Guide**
- **Mary Queen of Apostles School Welcome and Reference Guide**
- **Mother of Sorrows School Welcome and Reference Guide**
- **Queen of Angels Catholic School Welcome and Reference Guide**
- **St. Bernard Regional Catholic School Welcome and Reference Guide**
- **St. John the Evangelist Regional Catholic School Welcome and Reference Guide**
- **St. Sebastian Regional School Welcome and Reference Guide**
- **The Divine Redeemer Catholic School Welcome and Reference Guide**

Section 2 – DEFINITIONS

The following terms in this Handbook when capitalized herein shall have the following meanings unless the context clearly indicates otherwise. The terms and conditions of this Handbook are to be interpreted in accordance with the following definitions, definitions elsewhere in this Handbook and the rules of construction set forth herein.

1. “ADA” means the Americans with Disabilities Act and its implementing regulations. 42 U.S.C.A. §12101 et seq.
2. “Applicable Law” means any federal, state or local law, regulation, ordinance, Order, Policy or the holding of any court decision that is applicable to the situation, including applicable constitutional provisions.
3. Except when Applicable Law requires otherwise, “At School” means any of the following:
 - A. any time, at or away from School, over which the School has authority to discipline students under Applicable Law, including when attending School remotely from home or other location;
 - B. whenever the student is at School at any time during the School day or at any activities of the School, such as School trips, Extracurricular Activities, etc.;
 - C. when a student is coming to or returning from School or any School activity;
 - D. while a student is at any School bus stop;
 - E. while a student is on any School bus or School vehicle;
 - F. conduct by a student that occurs away from School, but that becomes connected with School and/or causes a disruption At School or involves a situation for which the School is required to act under Applicable Law.
4. “Code of Student Conduct” means and includes all rules contained in this Handbook regarding student conduct or rules of the School contained in this Handbook, as may be amended from time-to-time.
5. “Controlled Substances” means and shall include all
 - A. Controlled substances prohibited by federal and state laws.
 - B. Look-alike drugs.

- C. Alcoholic beverages.
 - D. Anabolic steroids.
 - E. Drug paraphernalia.
 - F. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
 - G. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
 - H. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use In School has been granted pursuant to this Handbook.
6. “Crimes” means any crime as defined in Pennsylvania or Federal law, other than summary offenses relating to driving. The term includes any “Delinquent Act” as defined in the Juvenile Act. See 42 Pa.C.S.A. § 6302.
 7. “Extracurricular Activities” means exercises, athletics, field trips, or games of any kind, School publications, debating, forensic, dramatic, musical, and other activities related to the School program, including raising and disbursing funds for any or all of such purposes and for scholarships, organizations, clubs, societies and groups of the members of any class or School.
 8. “Extracurricular Discipline” means and includes any discipline or sanction imposed regarding a student’s participation in Extracurricular Activities, including any reasonable sanction, assignment of extra workouts, suspension from practices, meetings or competitions, or temporary or permanent removal from Extracurricular Activities.
 9. “Handbook” means both this Handbook and the Code of Student Conduct contained herein.
 10. Except as otherwise defined in this Handbook for particular situations, “Parents” means natural or adoptive Parents, guardians or others who have custody or control of the student and includes those within the definition of a “Parents” in 34 C.F.R. §300.30.
 11. “Required by Law” means a mandate contained in law that compels the School to act or refrain from acting and that is enforceable in a court of law. “Required by Law” includes court orders and court-ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or an administrative body; conditions for participation in any program agreed upon by the School or imposed upon the School for participating in the program; and terms of assurances made by the School to any state or federal agency.

12. “Principal” means the School Principal, assistant Principal, and any interim or substitute Principal or the designee of any of them.
13. “School” means applicable School from the list below:
- A. Aquinas Academy
 - B. Christ the Divine Teacher School
 - C. Conn-Area Catholic School
 - D. Geibel Catholic Junior-Senior High School
 - E. Greensburg Central Catholic Junior-Senior High School
 - F. Mary Queen of Apostles School
 - G. Mother of Sorrows School
 - H. Queen of Angels Catholic School
 - I. St. Bernard Regional Catholic School
 - J. St. John the Evangelist Regional Catholic School
 - K. St. Sebastian Regional School
 - L. The Divine Redeemer Catholic School
14. “School Discipline” means and includes all discipline allowed by Applicable Law regarding School, including detention, in-School suspension, out-of-School suspension, and expulsion.
15. “Section 504” means Section 504 of the Rehabilitation Act of 1973 and its implementing regulations. See 29 U.S.C.A. §794, 34 C.F.R., Part 104, 22 Pa. Code, Chapter 15.
16. “Sexual Assault” means the following offenses specified under the following provisions of the Crimes Code:
- A. Section 3121 (relating to rape);
 - B. Section 3122.1 (relating to statutory Sexual Assault);
 - C. Section 3123 (relating to involuntary deviate sexual intercourse);
 - D. Section 3124.1 (relating to Sexual Assault);
 - E. Section 3125 (relating to aggravated indecent assault); or
 - F. Section 3126 (relating to indecent assault).
17. “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:
- A. A School employee conditions the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct (sometimes referred to as quid pro quo sexual harassment);

- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity (sometimes referred to as "hostile environment" sexual harassment); or
 - C. "Sexual Assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).
18. "Sexual misconduct" means conduct and speech of a sexual nature that does not rise to the level of sexual harassment as defined in Section 3.A.1 of this Article and that is not protected under Applicable Law.
19. "Supportive Measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The recipient must maintain as confidential any Supportive Measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the Supportive Measures.
20. "Terroristic Threat" means a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.
21. "Tobacco" or "Tobacco-related products" means a lighted or unlighted cigarette, cigar and pipe, other lighted or unlighted smoking product or material, including e-Cigarettes, vapes and related paraphernalia and supplies, chewing tobacco and all forms of smokeless tobacco, nicotine patches or chewing gum, and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces, as well as look-alike items or devices including, but not limited, to electronic cigarettes and vaporizers.

22. “Weapon” means and includes any knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle, laser pens, and any other tool, instrument, or implement capable of inflicting serious bodily injury. The term “Weapon” includes bombs and other explosive devices. It also includes replicas, models, or facsimiles of weapons that look like real weapons.

Rules of Construction

1. For purposes of this Handbook, (a) the words “include,” “includes” and “including” are deemed to be followed by the words “without limitation”; (b) the word “or” is not exclusive; and (c) the words “herein,” “hereof,” “hereto” and “hereunder” refer to this Handbook as a whole.
2. Unless the context otherwise requires, references herein: (a) to Articles, sections and paragraphs mean the Articles, sections of and paragraphs of this Handbook; and (b) to a statute means such statute and any successor legislation thereto and any regulations promulgated thereunder.
3. The School does not intend an interpretation that is in violation of Applicable Law or that is unreasonable. Where a provision is ambiguous such that there are two or more reasonable interpretations of the provision, the School does not intend the interpretation that would be inconsistent with or in violation of Applicable Law.
4. Notwithstanding anything herein to the contrary, specific disciplinary consequences connected to any conduct described in this Handbook shall not be considered to the exclusive consequences that may be imposed. Any stated consequence may be increased to a harsher consequence or decreased to a reduced consequence considering relevant mitigating circumstances or aggravating circumstances. In all instances, all relevant factors shall be considered before imposing discipline, including the standards set forth in this Handbook.
5. This Handbook, together with any other documents specifically and expressly incorporated herein by reference, constitute the Code of Student Conduct, and supersedes all Handbooks or policies that are inconsistent herewith and were adopted prior to the adoption of this Handbook.
6. In the event of any inconsistency between the statements in the body of this Handbook and any other documents specifically and expressly incorporated herein by reference, the terms and conditions in the body of this Handbook shall control.
7. The School will apply a preponderance of evidence standard in determining whether there has been an infraction or violation of any of the rules in this Handbook.

Section 3 – SCHOOL RULES AND REGULATIONS

1. Attendance

Attendance is directly related to student learning and achievement because it reinforces the goals of good citizenship in School and society. The learning experiences that occur in the classroom are the most meaningful and essential components of the instructional process. Class absences disrupt instructional continuity and decrease direct teacher-student interaction. The Diocese of Greensburg, Office for Catholic Schools requires that students of “compulsory School age” (i.e., students ages 6 to 18) enrolled in the Schools of the Diocese attend School regularly in accordance with the laws of the Commonwealth of Pennsylvania. With the help of Parent collaboration, we can ensure the safety and well-being of all students by knowing where each student is at all times.

Parents should be aware that teachers take “physical” attendance. In other words, if a student is not physically present in class, whether they are absent or are excused for an activity, they will be marked absent. This practice allows teachers and administration to know where students are in case of an emergency. A student’s attendance can be viewed via PowerSchool. **A student’s attendance record may determine whether credit may be earned for individual courses or whether enrollment will continue in the School.**

- A. *Reporting Absences.* Every student is expected to attend School regularly throughout the entire School year. Parents are required to notify the School by email or by phone by 9:00 a.m. if their child is sick or otherwise unable to attend School that day. For each absence or lateness recorded by the School, Parents will receive a notification from the School by phone, email, or text message. These notifications may come from School staff or may be automated.
- B. *Excused Absences.* Excused absences are appropriate only in circumstances of personal illness, death in the immediate family, quarantine, planned (and approved) trips, court appearances, family emergencies, circumstances beyond the student’s/family’s control that prevent the student to get to the School building. In order for an absence caused by any of those circumstances to be recorded as an excused absence, a written excuse signed by a Parent or the student’s doctor must be received by the School within three (3) days of the absence. If no written excuse is received within 3 days of an absence, or if the absence was not caused by one of the circumstances noted in the first sentence of this paragraph, the absence will be recorded as unexcused.
 - 1. *Health/Medical.* When an absence is due to health reasons, students who are absent for 3 or more consecutive days must provide a doctor’s note (signed by the doctor) stating that they were seen by the doctor and the reasons for the continued absences. Additional doctor’s notes must be submitted, as appropriate, if absences will

continue for medical reasons. Only the dates listed on the doctor's notes may be medically excused. Exceptions to these requirements may be granted by the Principal in extraordinary circumstances.

2. *Half-Day Absences.* Students arriving after 11:30 a.m. are marked one-half day absent. Students leaving before 11:30 a.m. are marked one-half day absent.
 3. *Vacations.* A student can have up to seven excused days of absence each School year for family vacations. Prior written approval by the Principal must be obtained before the absences for a student who will be absent due to a family vacation. It is the student's responsibility to make up any work missed due to the vacation.
- C. *Unexcused/Unlawful absences.* An absence not deemed excused is considered unexcused. If a student accrues three (3) unexcused absences, they are considered "truant" under the law. If a student has six (6) or more unexcused absences, they are considered "habitually truant." The School must take (and will take) steps to improve attendance for students who are habitually truant, including holding "attendance improvement" conferences to identify and address the causes of a child's absences.

When a student has three (3) unexcused absences, the Parents will receive a written Notice of Truancy from the School within ten (10) days of the third unexcused absence. The notice will describe what will happen if the student accrues six (6) or more absences in the current School year and becomes considered to have the legal status of being habitually truant. The notice may also include an offer to the student and Parents meet to discuss the reasons the student is encountering attendance barriers and a plan to help the student overcome barriers to School attendance.

If, after a Notice of Truancy has been sent to Parents, the student has three (3) additional unexcused absences (for a total of six (6) unexcused absences), the student will be considered "habitually truant," and the School must and will offer to hold a School Attendance Improvement Conference ("SAIC") with the student and the Parents.

- This offer will be in writing and will contain a date, time and location of the SAIC.
- The School will attempt to convey the date, time and location of the SAIC by phone to at least one Parent.
- The purpose of the SAIC is to review the student's absences, to identify barriers to attendance, and to develop meaningful strategies in an effort to improve attendance.

- If a SAIC is scheduled, it will be held with the student only if the Parents decline to participate. The School will include in the SAIC any appropriate School personnel.
- In-person SAICs are not required; SAICs can be held by video conference or by telephone if in-person meetings are not feasible.
- At the SAIC, the School:
 - Will prepare a memorandum memorializing the SAIC; the date, time, and location of the SAIC; the persons participating in the SAIC; an indication of whether the SAIC was held in person, by video conference, or by phone; and the matters discussed in the SAIC, including details of any indicated barriers to the student attending School; and
 - Will create a School Attendance Improvement Plan (“SAIP”), a copy of which the School will provide to the Parents, the student, and any appropriate School personnel.

If, after a SAIP is implemented and monitored, the student’s attendance does not improve, and the student accrues ten (10) or more unexcused absences, the School will refer the case to the Office of Catholic Schools and Diocese of Greensburg Police Department. The case may also be referred to Juvenile Court for a truancy hearing.

D. Attendance Guidelines for Participation in Extra-Curricular Activities

1. Any student absent for one-half day because the student was not feeling well will be unable to participate that day in any extra-curricular event, including practice.
2. A student can have an excused absence for a full School day or part of a School day and be permitted to participate in extra-curricular events for the following reasons, provided that (1) written documentation from a Parent or physician (as appropriate) is provided, and (2) the Principal provides their express permission:
 - a. A medical appointment (which is generally a part-day absence)
 - b. Learner’s permit or driver’s test (which is generally a part-day absence)
 - c. Funeral or death in the family
 - d. College visit
 - e. Other, as approved by School Principal

3. *Excessive Unexcused Absences.* Unless there is a more restrictive rule that is applicable, including a rule imposed by a coach, if a student has accumulated six (6) or more unexcused absences, the student will not be permitted to participate in Extracurricular Activities. Exceptions to this rule may be granted by the Principal.

F. *Make-Up Assignments.*

1. Students are permitted, and are expected, to make up work due to absence from School. However, time limits to make up work due to absence from School should be applied and enforced by all members of the faculty and respected by the students.
2. When work is missed because of an absence the student has the same number of School days as absent to make up the work once they return to School. It is the responsibility of the student/parent to make arrangements with the teachers.
3. No work may be made up for credit if a student has an illegal/unexcused absence. Students who cut class or are absent without a valid excuse will not be permitted to make up missed work for credit.

2. **Homework**

Homework is an assignment given to a student to be completed outside of the classroom. In high School, homework is a requirement for credit in nearly all major subjects. Because homework is an integral part of the educational process at all levels of education:

- A. Homework should be assigned whenever appropriate; and
- B. Homework should be related to what is going on or will be going on in the classroom.
- C. Parental encouragement and support in the matter of homework will be greatly appreciated by the School.
- D. Please see your School specific **Welcome and Reference Guide** for further information.

3. **Minor Adjustments for Students with Diagnosed Disabilities**

- A. Parents who feel that their student may need a minor adjustment to enable the student to participate in the general education curriculum of the School should consult the student's teacher and/or the Principal to determine how best to meet the student's needs.

- B. Parents should be prepared to submit medical documentation or appropriate documentation from a qualified professional to verify both the child's disability and the nature and extent of the requested minor adjustment.
- C. If a parent disagrees with a decision regarding a requested adjustment, Parents may request a copy of the Non-Discrimination Notice and Review Process. Parents may contact the Principal or Director of Student Services as needed.

4. Personal Phones and Electronic Communication Devices

The School recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture for many of our Catholic School students. Nonetheless, the School believes that students should have an educational environment free from unnecessary disruptions and distractions. The School has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment. This policy applies specially to non-School owned equipment.

Electronic devices shall include any personal communication device including mobile telephones and smart phones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; any device that can provide a connection to the internet (whether wireless or wired); laptops and tablet computers, electronic gaming systems, pagers, e-readers, smart watches, smart glasses, laser pointers, etc.

During the School day, the School prohibits use of electronic devices by students in School buildings and on School property. The only exception is during the lunch period, and only while the student is physically inside the School Cafeteria. Device use is not permitted in doorways, hallways, or any other locations.

The School prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The School shall not be liable for the loss, theft, damage or misuse of any electronic device that is brought into School buildings, onto School property, onto School vehicles/buses, and while attending School-sponsored activities.

The School Principal may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. A student is a member of a volunteer ambulance, fire, or rescue squad.

The School prohibits the use of electronic devices to take photographs, or to record or livestream audio or video at any time during the School day or at any School-sponsored event that is not open to the general public, unless the building administrator has authorized the photograph/video/livestream or recording by giving written consent, unless the use is authorized for educational purposes as outlined below.

Elementary School

“During the School day” - begins when a student arrives on campus and ends when the student leaves campus at the conclusion of the academic day.

Junior-Senior High School

“During the School day” - mobile phones and electronic devices may not be used on school grounds from the beginning of the school day (7:30) until the end of the school day (2:27) with the exception of lunch. Mobile phones and electronic devices are not permitted between classes and study halls.

The Superintendent or designee shall notify students, parents/guardians and employees about the School's electronic device policy as needed.

The School reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy.

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

5. Transportation

A. *School Bus Rules and Regulations.* Safety is all-important in riding a School bus, van, or other vehicle that transports students (collectively, “Bus” or “Buses”).

B. All students must follow the following rules or are subject to losing Bus privileges:

1. Sit in seats (assigned seats if designated). Do not stand, walk, or move while the bus is in motion.
2. No excessive noise.
3. Follow the Bus rules in regard to food or drink.
4. No fighting, horseplay, pushing, or tripping.
5. No abusive language or profanity.

6. Students boarding or leaving a Bus should do so in an orderly fashion at their assigned stop.
7. Students must not be rude or discourteous to the Bus driver, other passengers, or non-passengers in the vicinity of the Bus.
8. Be on time for Bus pick up.
9. Keep arms, hands, etc. away from windows and doors.
10. No smoking, chewing, use, or possession of nicotine or Tobacco products on a Bus.
11. No smoking, use, or possession of e-cigarettes or vapes on a Bus.
12. No vandalism or destruction of the Bus, and no littering on or in the vicinity of the Bus. Students will be held responsible for any damage to the Bus and must pay for any necessary repairs.
13. Do not block aisles or exits.
14. Students are prohibited from riding any Bus other than their assigned Bus(es).
 - a. As allowed by law, Buses are equipped with audio-recording equipment. Video and audio surveillance equipment may be installed on Buses, and events or actions captured on videotape and/or audiotape may be used for disciplinary or security purposes.
 - b. Problems related to Buses can be handled most quickly by contacting School administration, preferably the Principal.

C. School Van

1. Parent/legal guardian expressly permits and authorizes student to be transported by the School via van to or from School and to or from School-sanctioned activities. Parent/legal guardian understands and acknowledges that student is expected to abide by all School policies and regulations during the course of the van transportation. Parent/legal guardian further consents and agrees to only one adult being present in the van while transporting student, such that the Rule of Two provided for in the Diocese of Greensburg's Code of Pastoral Conduct is deemed waived and inapplicable.
2. Parent/legal guardian consents to video surveillance and/or audio monitoring of student while being transported in the School van. The purpose of this video and

audio monitoring is to encourage safe and appropriate behavior. Video and audio monitoring will only be used as deemed appropriate for student and staff safety and/or potential disciplinary action. Parent/legal guardian understands and acknowledges that student has no reasonable expectation of privacy while being transported in the School van and expressly consents to audio recording of the student under Pennsylvania's Wiretapping and Electronic Surveillance Control Act as a condition for van transportation.

3. Parent/legal guardian agrees that, as a condition to van transportation, parent/legal guardian agrees to assume all risks and release and hold harmless the School, its officers, employees, agents, and volunteers from any and all claims, liabilities, or demands whatsoever arising or claimed to have arisen out of the student's van transportation. In the event of any injury to person or property during such van transportation, all applicable insurance coverage maintained by parent/legal guardian shall be considered primary coverage and shall be first exhausted.

D. Leaving School Building/Campus.

Students, regardless of their ages, are not permitted to leave the School building or campus any time during the School day unless written permission is received from a parent and approved by the Principal.

6. Diocese of Greensburg Police Department

The Diocese of Greensburg Police Department ("DOGPD") is the primary law enforcement agency that serves the Schools of the Diocese of Greensburg. When indicated in this Handbook or when otherwise appropriate or required by Applicable Law, incidents will be referred to the DOGPD for investigation and possible prosecution. Investigations by the DOGPD are conducted independent of any investigation conducted by School administration for disciplinary reasons.

Section 4 – DAILY SCHOOL LIFE

1. Care of School Property

- A. The books, materials, equipment, and furniture which you use are the property of the School. Any student found marring, defacing or in any other way misusing/abusing the building or equipment, shall be required to restore it to original condition (by fixing it and/or paying for it), and shall be subject to further disciplinary action that may result in suspension, expulsion and/or recommendation for police involvement.
- B. Students are expected to take pride in our School; to keep it clean; and to protect it from those who are careless. This includes shared spaces such as locker rooms, bathrooms, cafeteria, classrooms, hallways, etc.
- C. The School reserves the right to search at any time anything brought on School property, including but not limited to backpacks, bags, desks, and Lockers.

2. School Facilities:

- A. *General Facilities:* Students may use School facilities and equipment only with permission and under the direct supervision of a faculty member. Students may not loiter in the classroom area after the conclusion of the School day. Students are not permitted to be anywhere in the building without proper School personnel supervision.
- B. *Gym and Sports Equipment:* The gym and sports equipment may be used only under the direct supervision of a staff member or coach. Students may not be present in the gym at any time unless a staff member or coach is present.
- C. *Restrooms:* Students are encouraged to use the restrooms before and after School, between class periods, and at the beginning and end of the lunch period. Other time periods may be permitted in accordance with the rules of the School. Students should not loiter in the restrooms.

3. Hall Passes

The School has its own process for students to have permission to leave any classroom, and that process will be conveyed to the students each year and as often as the School requires. Any student found outside the student's appropriate classroom without a valid pass or other proper authorization will be subject to disciplinary action.

4. Lockers or Other Storage Units

A. *Locker Assignments.* If applicable, hall lockers, storage desks, or storage units (collectively, “Lockers”) will be assigned by the School.

B. *Locker Rules.*

1. Lockers are to be kept clean and orderly at all times. This includes proper clean up after any Locker has been decorated, if such decorations are permitted by the School.
2. The students to whom Lockers are assigned are responsible for all articles in the Locker.
3. Students are required to ensure that their Lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors, or cause unhealthy conditions.
4. Students are exclusively responsible for locking their assigned Lockers (if the Locker is capable of being physically locked) to ensure the security of their personal belongings and School property entrusted to them.
5. Students may not share their Locker with others or access another student’s Locker unless they are given permission by a teacher or the Principal to do so.
6. Any problems with Lockers should be reported immediately to the School office.
7. Students may not bring large sums of money or valuable objects to School. Students, not the School, are responsible for personal property brought by students on to School grounds.
8. The School does not take responsibility for any items placed in Lockers.
9. An appropriate, reasonable Locker clean up fee will be charged if a student’s Locker is not properly cleaned.
10. School administration may search or inspect Lockers at any time. The Lockers are School property and, as such, students and parents are advised that no expectation of privacy exists with respect to items placed in Lockers. Any items found in Lockers during a search or inspection, of suspicious or questionable nature, shall be removed from the Lockers by School authorities and may be remanded to the proper law enforcement agencies.

5. Field Trips

- A. The rules contained in this Handbook govern student conduct related to and during field trips.
- B. Class visits to places of cultural or educational significance give enrichment to the lessons of the classrooms. Trips may occur during the school day or after School hours.
- C. In order to participate in a field trip, students must have Informed Consent, Assumption of Risk and Release of Liability For Field Trip Participation form signed by a Parent and returned to the School (electronic delivery is acceptable), as designated on the Informed Consent, Assumption of Risk and Release of Liability For Field Trip Participation form. Oral permissions will not be recognized.
- D. Parents may be asked to provide some or all of the costs involved. The students are expected to attend School the day after a field trip.
- E. Student participation on field trips that occur during School hours require faculty supervision. All field trips are under the supervision of the classroom teacher or chaperones selected by the School. Supervisors assigned to accompany students on trips have complete authority concerning student conduct, and they supersede the authority given to a Bus driver, except in matters related to the operation of the vehicle.
- F. Field trips are privileges afforded to students. Students who have been placed on in-School or out-of-School suspension at the time of a field trip may be excluded from the trip as determined by the Principal. Students may also be excluded for reasons including excessive absenteeism, excessive disciplinary referrals, or poor grades.
- G. Students who do not participate in field trips will be provided alternative assignments during the period of the field trip.
- H. School or class trips require that students dress in accordance with the School dress code unless directed or permitted otherwise.
- I. Unless otherwise permitted by the Principal, students are required to use the School's chosen mode of transportation for all field trips.
- J. School field trips within the United States must be approved by the School Principal. School field trips to foreign countries, however, may not be scheduled or conducted unless the Superintendent for Catholic Schools provides express written permission. Such permission must be requested in writing at least 90 days prior to the start of the

- trip. Permission for a field trip may be rescinded, or a scheduled trip may be cancelled, for any reason, as determined by the School Principal (in the case of field trips inside the U.S.) or the Superintendent for Catholic Schools (in the case of any field trip to any location). The School Principal's or Superintendent's decision, as applicable, may be made after consultation with the Diocese of Greensburg Police Department, if, in the School Principal's or Superintendent's discretion, such consultation is warranted under the circumstances.
- K. The School will delineate more specific guidelines to the students prior to the field trip.

6. School Dances and Social Events

- A. School dances and social functions sponsored by the School are an extension of the School program beyond the School day. They should be considered as opportunities for students to broaden their School experience. In this sense, they are not public and are not intended for public entertainment. Students are expected to behave and dress in a respectful manner befitting the School, its mission and its values. Student dress guidelines apply. School dances are privileges afforded to students. Students who have been placed on in-School or out-of-School suspension at the time of a dance may be excluded from the dance. Students may also be excluded for reasons including excessive absenteeism, disciplinary referrals, or poor grades.
- B. Students are required to dance appropriately with respect for themselves, others, and in line with Catholic values. Inappropriate dancing, as that may be determined by the administration involved with or in attendance at the dance, is prohibited. Final interpretation of appropriate dance is at the discretion of the designated School representative. Students will be given one warning and on the next offense will be asked to leave the dance.
- C. Guests may attend a School event only as determined or permitted by the Principal.
- D. The School will delineate more specific guidelines to the students prior to the event.

7. Visitors

- A. No visitor will be admitted to the School without prior authorization.
- B. Visitors refusing or unable to produce appropriate identification will be directed to leave the School property if their identity cannot be verified.

- C. Visitors are required to visibly display the School-issued badge during their visit. Administrators and teachers are authorized to question visitors for identification and to request them to leave the building if the situation so demands.
- D. To protect student privacy, neither Parents nor any person who is not a student, a School staff member, or appropriate employee or agent of the Diocese may sit in on classes.
- E. Please see your School specific **Welcome and Reference Guide** for further information.

8. Family Educational Rights and Privacy Act (FERPA)

A. Student Records and Privacy

The School is a private institution that does not receive federal funding from the U.S. Department of Education and is therefore not subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Notwithstanding this, the School has voluntarily chosen to adopt policies and practices consistent with the principles underlying FERPA as a matter of institutional policy, in order to protect the privacy of student education records and to afford families rights similar to those FERPA would otherwise provide.

Specifically, and as a matter of school policy rather than legal obligation, the School will:

- Maintain the confidentiality of student education records and limit access to those with a legitimate educational interest;
- Provide parents/guardians (or eligible students, as applicable) the opportunity to inspect and review their student's education records;
- Provide a process by which parents/guardians may request correction of records they believe are inaccurate or misleading;
- Obtain written consent before disclosing personally identifiable information from a student's education records, except as otherwise described in this handbook or as permitted under exceptions comparable to those found in FERPA (e.g., school officials with legitimate educational interest, health and safety emergencies, or as required by law).

Because the School is not subject to FERPA, families do not have the right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office regarding an alleged failure by the school to comply with FERPA. This policy may be modified, suspended, or discontinued by the school at any time and at its sole discretion,

and does not create any legally enforceable right beyond what is otherwise provided by applicable law or contract (e.g., an enrollment agreement).

In this Handbook there are references to FERPA, but those references, which are made for convenience only, are to be read in conjunction with the provisions of this Subsection 8.

B. Definitions

“Disclosure” means permitting access or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.

“Education records” means those records that are: (1) directly related to a student; and (2) maintained by the School or by a party acting for the School. Education records include, but are not limited to:

- Grades
- Transcripts
- Class lists
- Student course schedules
- Student discipline files
- Health information maintained by the School (i.e., height, weight, results of routine screenings)
- Counseling records maintained as part of the student’s education record
- Documented vocational advice
- Vocational testing results
- Personality evaluations
- Teacher evaluations
- Psychological profiles (i.e., statistical information and conclusions based on statistics or performance in standardized tests)

“Personally identifiable information” (“PII”) includes, but is not limited to: (i) the name of the student, the student’s Parent or other family member; (ii) the address of the student or student’s family; (iii) a personal identifier, such as the student’s Social Security number, student identification (“ID”) number, or biometric record; (iv) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (v) other information that, alone or in combination with other information, is linked or linkable to a specific student and would allow a reasonable person in the School community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (vi) information requested by a person who the School reasonably believes knows the identity of the student to whom the education record relates.

“Records” means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

“Student” includes any individual who is or has been in attendance at the School and regarding whom the School maintains education records.

C. Notification of Rights

Parents or eligible students have the following rights:

1. The right to inspect and review the student’s education records maintained by the School within forty-five (45) days after the day the School receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records must submit a written request to the Principal that identifies the records they wish to inspect. A form for this purpose can be found at the end of this paragraph. The Principal will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected.



Request to Inspect
Form

2. The right to request the amendment of the student’s education records that the Parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading by submitting a written request to the Principal, clearly identifying the part of the record they want changed and specifying why it should be changed. A form for this purpose can be found here:



Request to Amend

If the School decides not to amend the record as requested, the School will notify the Parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Information regarding hearing procedures will be provided at the time the Parent or eligible student is notified of the right to a hearing.

3. The right to provide written consent before the School discloses PII from the student's education records, except to the extent that disclosure without consent is authorized. A form for the purpose of providing such consent can be found here:



Authorization for
Disclosure of Info

One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests.

Upon request, the School discloses education records without consent to officials of another School or a School district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer. The School may make a reasonable attempt to notify the Parent or eligible student of the disclosure unless such notification is not required under FERPA.

The School may also disclose PII from education records without prior written consent to appropriate officials in connection with a health or safety emergency, in accordance with applicable FERPA regulations.

D. Notice for Student Directory Information

The School is permitted to disclose appropriately designated "directory information" without obtaining the prior written consent of the Parent or eligible student, unless the Parent or eligible student has advised the School to the contrary in accordance with School procedures. A form for the purpose of advising the School for this purpose can be found at the end of this paragraph. The primary purpose of directory information is to allow the School to include this type of information from a student's education records in certain School publications. Examples include, but are not limited to, the following:

- Student directories;
- Yearbooks;
- Honor rolls or other recognition lists;
- Graduation programs;
- Playbills; and
- Athletic rosters.

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may also be disclosed to outside organizations with a Parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a Parent or eligible student does not want the School to disclose directory information from a student's education records without prior written consent, the Parent or eligible student must notify the School in writing by August 1st. A form Parents or eligible students can use for this purpose can be found here:



Opt-out Request
Form

The School has designated the following information as directory information:

- The student's name, address, listed telephone number, date, and place of birth.
- Student's email address.
- Program or major field of study.
- Dates of attendance.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Degrees, honors, and awards received.
- The most recent previous educational agency or institution attended by the student.
- Grade level.
- Enrollment status.
- Photograph/School Picture.

9. School Hours/Bell Schedule:

Please see your School specific **Welcome and Reference Guide** for further information.

10. Academics

- A. The curriculum of the Catholic Schools of the Diocese of Greensburg is a living document, which is continually updated and reviewed. Our rigorous curriculum is infused with the Catholic faith and aligned with Pennsylvania state and national standards. Details are found on our website.
- B. *Academic Progress.* Parents can check their child's academic progress at any time by logging onto the parent portal of PowerSchool. There is a link to PowerSchool on the homepage of the School website. PowerSchool usernames and passwords will be mailed during September of each year, once a signed Responsible Use Policy (RUP) has been received. RUPs can be printed off the School website.

C. Report Cards:

1. Report cards are published at the end of each marking period and can be accessed by logging onto the parent portal of PowerSchool.
2. Seniors who are not current in their payments as of the final billing cycle will not receive either report cards or transcripts.

D. Flexible Instruction

1. The School may schedule up to five Flexible Instruction days in place of School cancellation days and make-up days. If the School is closed and a Flexible Instruction Day is used, the School will use its regular means of alerting families. The School will guide student(s) and parent(s) as appropriate for remote instruction.
2. Students must access their courses through Schoology and submit all assignments within 3 days. All assignments must be completed, or the student will be marked absent.

11. Assemblies and Liturgical celebrations:

- A. Students are expected to attend all School assemblies and liturgies.
- B. Conduct at assemblies, liturgies, and other School-related events should always be appropriate to the nature of the activity.
- C. Please see your School specific **Welcome and Reference Guide** for further information.

12. Communications

- A. *Office Records:* Parents are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will help ensure that office records are accurate, complete, and up to date.
- B. *Parent Teacher Conferences:* Please check the School calendar for the dates of parent-teacher conferences; conferences will occur after the first marking period. Parent-teacher conferences can be arranged at any time through email communications with teachers.

C. *PowerSchool*:

1. The Diocese of Greensburg utilizes the PowerSchool Student Information System (SIS) to administer and maintain our student records across all areas, some of which include demographics, attendance, and grading. PowerSchool is widely adopted across the world and contains one of the largest user communities in K-12 education technology. PowerSchool provides an end-to-end platform for all user types, sharing information through various portals. School Administrators maintain student demographic information, schedules, and daily attendance records. Teachers enter and maintain meeting attendance records, assignments, quizzes, and tests within a unified teacher gradebook and portal. Parents and students view School bulletins, attendance records, and grade information through both a web-based portal and mobile device application.
2. The Diocesan PowerSchool implementation also includes an integrated notification product, SchoolMessenger, to broadcast important School information, attendance notifications, weather delays and the like through voice, e-mail and SMS broadcast channels.

D. *Deliveries*:

Flowers or other gifts may not be sent to students at School. Students or parents are not permitted to order food delivery services to the School building during School hours. Deliveries for students will not be accepted by the office regardless of the holiday or event.

- E. Communication is the thread that holds our community together, and it remains a priority for our administration, faculty, and staff.
- F. When emailing administration/staff/teachers, please allow a minimum of 48 hours for a response.
- G. Please see your School specific **Welcome and Reference Guide** for further information.

13. Student Records:

Information about students that is essential to promoting their welfare and accomplishing the educational objective of the School shall be collected and maintained under the general supervision of the School administration.

Access to Student Records

- A. Parents or eligible students seeking to inspect or review a student's education records shall submit a written request to the Principal. A form for this purpose can be found at the end of this paragraph. Requests to inspect or review education records are governed by FERPA and Applicable Law and may not be conditioned on payment of outstanding balances or return of School property.



Request to Inspect
Form

- B. The School shall allow the Parents or eligible student to inspect and review the education record of the student in accordance with FERPA, and in no event later than forty-five (45) days following receipt of a request. School staff shall make every reasonable effort to provide access at the earliest possible date.
- C. School officials with a legitimate educational interest may inspect and review, and obtain copies of, education records and PII as necessary to fulfill their professional responsibilities, consistent with FERPA and School policy.

Dissemination of Records for Divorced and Separated Parents:

- A. In the absence of a court order, legally binding document, or Applicable Law to the contrary, the School shall provide both custodial and non-custodial parents with equal access to a student's education records and School-related information, consistent with FERPA. In the absence of documentation specifying custodial rights or restrictions, the School shall presume that each Parent has full FERPA rights with respect to access to the student's education records.
- B. If a court order, custody agreement, or other legally binding document limits or restricts a Parent's right to access education records, the Parent asserting such limitation shall provide the School with an official copy of the document. Such documents shall be maintained in a confidential file in the Principal's office. Access to records by either Parent shall be governed by FERPA, Applicable Law, and this Handbook.

Disclosure of Student Records

- A. Records of students transferring to another School or educational institution will be transmitted directly to the receiving institution by secure means, including U.S. Mail or secure electronic transmission, such as encrypted email or a secure portal, as permitted by FERPA. Upon request, Parents or eligible students shall be provided a

copy of the records disclosed. Records shall not be released to Parents for delivery to another School, except as permitted by FERPA or Applicable Law.

- B. Parents or eligible students may request copies of the student's education records, transcripts, or letters of recommendation. Requests should be submitted in writing to the Principal. A form for this purpose can be found at the end of this paragraph.



Request for
Education Records

- C. Requests for disclosure of education records to third parties (including other Schools, agencies, or individuals) must be submitted to the Principal on the School's designated Authorization for Disclosure of Information form. (A form for this purpose can be found at the end of the following paragraph.)
- D. Except as otherwise permitted by FERPA, the School shall obtain prior written consent from the Parent or eligible student before disclosing PII from a student's education records to any person or entity other than the Parent, the eligible student, or School officials with a legitimate educational interest. A form for Parents or eligible students to use to provide such consent can be found here:



Authorization for
Disclosure of Info

- E. The School requires that all financial obligations be satisfied and that textbooks, technology devices, and other School property be returned prior to the release of copies of education records or letters of recommendation requested by a Parent or eligible student, provided that such conditions do not restrict a Parent or eligible student's right to inspect or review education records. This provision does not apply to the disclosure of education records to another School or educational institution in which the student seeks or intends to enroll, as permitted by FERPA.

Amendment of Student Records

- A. A Parent or eligible student may request amendment of any portion of an education record believed to be inaccurate, misleading, or in violation of the student's right to privacy by submitting a written request to the Principal. A form for this purpose can be found here:



Request to Amend

- B. The administrator responsible for the record shall notify the Parent or eligible student in writing whether the School will amend the record. If the request is granted, the notice shall describe the amendment or include a copy of the amended record. If the request is denied, the notice shall state the reasons for denial and inform the Parent or eligible student of the right to request a hearing.
- C. Within ten (10) School days following receipt of a written request for a hearing, the School shall notify the Parents or eligible student of the date, time, and location of the hearing. The notice must be delivered to the Parent or eligible student at least five (5) School days before the hearing. The hearing shall occur within thirty (30) School days of receipt of the hearing request.
- D. The hearing shall be held before the Superintendent or the Superintendent's designee.
- E. The hearing shall be informal, unrecorded, and not subject to formal rules of evidence. The Parent or eligible student shall have a full and fair opportunity to present evidence and may be represented at their own expense by an adviser, including an attorney.
- F. Within thirty (30) School days following completion of the hearing, the School shall issue a written decision that:
 - a. Describes any amendment made to the record; or
 - b. Explains the reasons for denying the request and inform the Parent or eligible student of the right to place a written statement in the student's education record commenting on the contested information or explaining the basis for disagreement.The decision shall be based solely on the evidence presented at the hearing and shall summarize the evidence and reasons for the determination.
- G. If the Parent or eligible submits a written statement explaining why they disagree with the decision not to amend, the School shall:
 - a. Maintain the statement as part of the student's education record for as long as the School maintains the contested record or information; and

- b. Disclose the statement whenever the contested portion of the record is disclosed.

Maintenance of Records

The School maintains education records in accordance with FERPA and Applicable Law. In addition to the procedures described in this Handbook, the School may adopt internal administrative policies governing the maintenance, retention, destruction, and security of student records. Such internal policies are intended for operational purposes and do not alter or limit the rights of Parents or eligible students under FERPA or Applicable Law.

14. Student Services

A. *Before or After-School Care (if applicable)*: Please see your School specific **Welcome and Reference Guide** for further information.

B. *Support Services – offerings*

1. Additional Support Services for reading and math intervention, as well as speech, School psychologist testing and guidance services may be available to your child. Please reach out to your School Principal for more details regarding these services.

2. *Employment Certificates (Working Papers)*

The School does not issue employment certificates. Students must obtain a certificate from their public School district.

15. Dress Code:

A. Please see your School specific **Welcome and Reference Guide** for further information.

B. All clothing, patches, pins, decals, or other items brought onto School property may not contravene the tenets and teachings of the Catholic Church. Attire or accessories that depict images or text that are inappropriate or that are not aligned with the Catholic teachings will not be permitted. The question of whether attire and accessories (including jewelry) are appropriate or are consistent with Catholic teachings will be determined by the Principal, in the Principal's sole, unreviewable discretion.

C. Students are required to wear their uniforms when injured unless they are unable to do so due to an injury. When it is necessary to be out of uniform, the clothing worn

must be neat and appropriate. A doctor's excuse must be provided if it is necessary for the student to be out of uniform.

- D. A student who is out of uniform must report to the School Office for an Out of Uniform excuse.

16. Fundraisers: All fundraisers must be approved by the Principal.

17. Admission Policy

Applications for enrollment to the School are available online at the School website. Submitted applications are reviewed by an Admission Review Committee, and the Committee's requirements for and determinations of acceptance or non-acceptance are unreviewable and final.

18. Admission Information:

- A. To ensure equal educational opportunities, the following guidelines are considered regarding applicants:
1. Catholic Schools, having been established and maintained out of the contributions and personal sacrifices of the Catholic citizenry, may justly give preference in admissions to Catholic children. This principle not only accords with justice but constitutes a proper accommodation to religious conscience.
 2. Non-Catholic students may be admitted to a Catholic School as School circumstances permit.
 3. Non-Catholic School students attending a Catholic School will be expected to attend religious activities during the School day.
 4. Children of any race, color, disability status, or national origin are eligible for admission to any Catholic School. Children of any religion are likewise eligible for admission to any Catholic School.
 5. The student's legal name shall be used on all official school records and documents. Changes in the student's name must be authorized through or by official court documents. Requests by a parent to have the student called by a name other than the student's legal name, or to have an alternative name placed on official school records or documents, shall not be allowed.

- B. When a student transfers to a Catholic School of the Diocese of Greensburg, a certified copy of the student's disciplinary record shall be obtained from the School from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as permitted by Applicable Law.
- C. Upon registration, and prior to admission to the School, Parents may be required to provide a sworn statement or affirmation stating whether the student previously was suspended or expelled from any public or private School of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs, for the willful infliction of injury to another person, or for any act of violence committed on School property. This statement shall be maintained as part of the student's disciplinary record.
- D. A Memorandum of Understanding must be signed by Parents prior to admission and at the beginning of each School year. This Memorandum of Understanding pledges support for the Catholic identity and mission of the School and holds parents accountable for following the principles and policies of the School and the Catholic faith.
- E. The following additional documents may be required for admission:
 - 1. Home Language Survey
 - 2. Initial Guidance Questionnaire
 - 3. Request for School Records
 - 4. WPIAL Sports Form (High School Only)
- F. Among other, the following documents are required to be submitted each year:
 - 1. FACTS Registration and Tuition Payment Agreement
 - 2. Family Survey
 - 3. Request for Loan of Textbooks
 - 4. Memorandum of Understanding
 - 5. Responsible Use Policy (RUP)
 - 6. Handbook Agreement Page Code of Conduct
 - 7. Photo Release Agreement
 - 8. Emergency Contact Information
 - 9. Food Allergy Form
- G. When a student transfers to a Catholic School of the Diocese of Greensburg, the School may request and obtain the student's education records, including academic, attendance, and disciplinary records, directly from the School from which the student is transferring, as permitted under FERPA and Applicable Law. Any records received

shall be maintained as part of the student's education record and shall be subject to the access, disclosure, and amendment provisions set forth in this Handbook and under FERPA.

19. Transfer/Withdrawal Policy:

In order to effectuate a withdrawal from the School, and an official withdrawal form must be completed, signed, and received by the Main Office.

20. Volunteers

Volunteers play an important role in the success of the School; their efforts enrich the educational experience of students. When parents or other individuals wish to volunteer in the School, in any capacity, they must have updated clearances on file in the School office and must complete various other requirements in accordance with the policies of the Diocese of Greensburg and the Commonwealth of Pennsylvania in the maintenance of a safe School environment.

For further information regarding these requirements, please visit the Diocese of Greensburg website:

<https://www.dioceseofgreensburg.org/youth-protection/clearances/>

Please note: Your School may have deadlines throughout the year for new volunteers to submit their clearances. Please see your School specific **Welcome and Reference Guide** for further information.

Section 5 – STUDENT DISCIPLINE

1. Philosophy.

- A. *Generally.* It is the responsibility of all members of the School community to create and maintain an atmosphere that is conducive to teaching, learning, and living. This can be achieved by an interaction based on mutual respect and cooperation. The emphasis should be on courtesy, consideration, and the fulfillment of necessary obligations at all times.
- B. *Good Citizenship.* One objective of these rules is to instill in students a respect for good citizenship in the form of positive peer pressure. A student's failure to maintain good conduct, regardless of whether the behavior is School-related, will be grounds for the School to taken action, whether it be in the form of non-disciplinary counseling or of appropriate disciplinary action in light of the severity of the misconduct.
- C. *Student Responsibilities:* Students have responsibilities, including but not limited to the following:
 - 1. Awareness of all rules and regulations for student behavior and conducting themselves accordingly;
 - 2. Compliance with all School rules, including plans, such as health safety plans;
 - 3. Willingness to volunteer information in School discipline cases;
 - 4. Assuming that until a rule is waived, altered, or replaced, it is in full effect;
 - 5. Awareness and compliance with national, state, and local laws;
 - 6. Protecting and caring for School property;
 - 7. Attending School regularly and being on time for School, classes, and events;
 - 8. Making appropriate arrangements to make up work when absent from School; and
 - 9. Treating all members, student, or staff of the School community respectfully, which includes not engaging in any kind of harassment, misconduct, unsavory language, cyber-bullying, or other actions not becoming of our Catholic standards and values.
- D. All behavior rules and expectations set forth in this Handbook apply to all School students, at all times. As a representative of the School, discipline may be imposed

upon students for their behavior that is not in line with behavior expectations that occurs at any time, at any place.

2. Types of Discipline

Any student who violates any rule contained in this Handbook or class rules established by the teacher shall be subject to discipline. Discipline may take the form of: class discipline as determined by a teacher; suspension or termination of privileges (including parking privileges or permission for cell phone use); detention before or after School or on Saturday; restitution; student conference; community service; assignment to the in-School suspension room; suspension from School; reflective assignment; expulsion; removal or exclusion from Extracurricular Activities; removal from Honor Society; confiscation of contraband; removal or exclusion from a particular class, program or activity; academic probation or other type of probation; or such other discipline as may be appropriate. Additional conditions may be imposed with any discipline. In the case of exclusions from School or activities, conditions may be imposed for readmission to School.

3. Additional Consequences

In addition to discipline, the School may take the following actions: Parent contact or meeting; referral to law enforcement; referral to Juvenile Court; an apology; referral to guidance counselor or other support service; required and successful training; requirement for an evaluation to ensure that the student does not present a threat to the student or others; Supportive Measures; disenrollment; and other actions as deemed necessary by the School.

4. Determination of Discipline and Other Consequences

Notwithstanding anything herein to the contrary, the disciplinary consequence will be determined based upon the consideration of relevant factors, which may include any one or more of the following: (1) the egregiousness of the student's conduct; (2) the student's academic record; (3) the student's past disciplinary record; (4) mitigating factors; (5) aggravating factors; (6) the student's remorsefulness, or lack thereof; and (7) the student's level of cooperation and/or acceptance of responsibility. The weight, if any, to be given to any relevant factor will be determined by the School. The egregiousness of the student's conduct may be determined in accordance with the levels of offenses as described subsequently in this Code of Conduct. Although the levels of offenses shall be considered, they are not determinative. Instead, they are just one of the factors that will be considered.

5. Legal Duties and Consequences

Notwithstanding anything herein to the contrary, discipline, including suspension or expulsion, may be imposed by the School for out of School conduct of the student when required by Law or allowed by Applicable Law.

- A. If a student is convicted of or adjudged delinquent for committing a crime upon another student enrolled in the School, the student shall notify the Principal of the conviction no later than twenty four (24) hours after the conviction or determination of delinquency.
- B. A student arrested or charged with committing any crime shall notify the Principal of the arrest or charge no later than seventy-two (72) hours after the arrest or charge.

6. Restorative Practices

Students may be required to engage in restorative practices and processes.

7. Duty of Cooperation

Students have a duty of cooperation with the School to answer questions asked by teachers, administrators, and designated investigators, and to allow searches requested and to provide records or other materials when requested. A student's failure to cooperate is a basis for discipline in and of itself and will be considered an aggravating factor when combined with other infractions. The School is not required to ask permission from Parents or have Parents present when discussing/interviewing students.

8. Exclusion from Classes—In-School Suspension

- A. *In-School Suspension*: This is a structured, supervised program in which assignments and additional work are given to the students while they are assigned to the program. Students may be assigned to this program for either full-day or half-day sessions. A student who has been placed on in-School suspension will not attend or participate in any sponsored activity or field trips except by special permission of the Principal.
- B. A student may not receive an in-School suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- C. Parents shall be informed of the suspension action taken by the School.
- D. The School shall make provision for the student's education during the period of the in-School suspension.

9. Exclusion from School—Out-of-School Suspensions

- A. An out-of-School suspension is a disciplinary exclusion from School campus that is generally limited to ten (10) consecutive School days. In extraordinary circumstances, suspensions may be imposed, if determined necessary by Administration, for more than ten (10) School days. Suspensions may be imposed by the Principal, after consideration is given to all relevant circumstances. Decisions to impose suspensions and their lengths will be made by the Principal, consistent with this Section, at the Principal's unreviewable discretion.
- B. Generally, a student may not be suspended until the student has been informed of the reasons for the possible suspension and given an opportunity to respond; provided however, prior notice of the intended suspension need not be given when it is clear the health, safety or welfare of the School community is threatened.
- C. Parents will be notified when a student is suspended.
- D. Students and Parents are responsible to obtain and complete any and all work missed while being disciplined by suspension. This includes make-up exams and submitting assignments upon the conclusion of the suspension.

10. Expulsion

- A. "Expulsion" means an exclusion from School for a period exceeding ten (10) School days, unless a suspension for longer than ten (10) days has been imposed. An expulsion may be permanent.
- B. Expulsion is a severe punishment that should be used only after serious deliberation or when circumstances warrant. A student whose behavior presents a serious threat to the physical, spiritual, and/or moral well-being of the School community and environment may be subject to expulsion by the Principal.
- C. Generally, a student may not be expelled until the student has been informed of the reasons for the possible expulsion and given an opportunity to respond; provided however, prior notice of the intended expulsion need not be given when it is clear that the health, safety or welfare of the School community is threatened.
- D. Reasons for which a student may be expelled include, but are not limited to:
 - 1. Violations of School rules
 - 2. Continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students

3. Continued malicious disobedience or disrespect for authority
 4. Possession or use of a Weapon
 5. Possession, use, sale, conveyance of any controlled substance, drug, look-alike drug, alcohol, or anabolic steroid
 6. Assault or battery of a fellow student, teacher or employee
 7. Bomb threats
 8. False alarms
 9. Use of vulgar or obscene language
 10. Excessive absence or tardiness
 11. Fighting
 12. Engaging in or being convicted of engaging in any criminal behavior
 13. Actions that result in material disruption to the educational process
- E. An expulsion may be warranted when there is a single serious incident or event or situation involving disregard for or a clear violation of a School rule or regulation.
- F. The Principal must report a possible expulsion to the Superintendent for Catholic Schools prior to any such decision being finalized and communicated to the student or Parents.
- G. Through consultation between and among the Superintendent for Catholic Schools, Principal, and legal counsel if necessary, the expulsion decision will be finalized and formalized.
- H. An expulsion decision must be communicated in writing and delivered to the student's Parents and the student. Within five (5) days from the date of the expulsion letter, the student or the student's Parents will have the right to request a review of the expulsion decision by the Superintendent for Catholic Schools. The expulsion letter to the student and the student's Parents should include a statement that the student and the student's Parents have that right of review. If that statement is not included in the expulsion letter, however, the expulsion decision will not be affected, but the Principal shall give the student or student's Parents an opportunity for five (5) days to seek Superintendent review after giving them written notice of such five (5) day period.

- I. A written report of the expulsion must be completed and forwarded by the Principal to the Superintendent for Catholic Schools. The report shall include (or in appropriate circumstances may consist of) a copy of the letter of expulsion sent to the student and student's Parents.
- J. If a request for review is made to the Superintendent for Catholic Schools, the Superintendent for Catholic Schools shall, with reasonable promptness, review the decision and respond to the request in writing.

11. Academic Dishonesty, Cheating

Cheating is a serious breach of trust that will not be tolerated. For the purposes of this Policy, cheating may be described as "academic dishonesty".

- A. Academic dishonesty means presenting, as your own work, material produced by, or in collaboration with, others, or permitting or assisting others to present your work as their own. Communication device use and/or a student permitting that student's work to be visible during a test or at other times is considered academic dishonesty.
- B. Determination of Cheating. Unless the circumstances justify another course of action, any teacher or Administrator who has reason to suspect that a student has cheated, will follow the steps outlined below:
 - 1. Meet with the students involved, obtain and share evidence of cheating, discuss the matter, and determine whether cheating has actually occurred.
 - 2. If there is some evidence of cheating, or an admission of guilt by the student, the teacher will inform the Principal.
 - 3. Whether a student engaged in academic dishonesty and the discipline to be imposed for engaging in that behavior shall be determined by the Principal based upon all available relevant evidence.
 - 4. The Principal will contact the students' Parents and inform them of the cheating offense and the penalty.
 - 5. The following list consists only of examples of academic dishonesty. Any incident of academic dishonesty, whether or not contained in the following list, may result in the imposition of discipline, including expulsion.

Examples of Academic Dishonesty
When a student turns in the work of another student and misrepresents the work as his or her own work
When a student knowingly permits another student to duplicate work and to deliberately misrepresent that work as their own
When two or more students collaborate on an assignment without the teacher's knowledge and each student represents the collective work of the group as his/her own individual work
When a student modifies or deletes another student's or a teacher's electronic files
When written, printed, or electronic material is used in a test situation without the teacher's permission
When a student copies either published or unpublished work of another person without giving the appropriate credit (i.e., plagiarism or violation of copyright)
When a student completes an assignment for another student
When a student completes a test for another student
Talking about, looking at, surreptitiously obtaining, or sharing information from or with another student during a test, or after a test if the student is aware of a reasonable possibility the same test will be administered again in the future
When a student steals or obtains examinations, answer keys or other testing related information before a test is administered – or after the administration of a test if that test might be administered again in the future

12. Responsible Use Policy

Violations of the Responsible Use Policy (“RUP”), which is attached hereto as an Appendix and incorporated herein by this reference, are prohibited. Violations of the RUP will subject offending students to discipline. Decisions to impose discipline for violations of the RUP will be made by appropriate teachers or the Principal on a case-by-case basis.

13. Disciplinary Matrix and Rules

- A. *Levels of Infractions.* Absent the presence of mitigating factors or aggravating factors, the disciplinary consequences for rule violations are set for this Section; provided, however, that particular rules described elsewhere herein shall prevail over the levels

of discipline stated in this Section. Infractions generally are divided into the following four (4) levels:

- *Level 1 Infractions.*

Level 1 infractions are minor incidents that generally do not involve or affect other Persons. It includes student behaviors that impede orderly classroom procedures or interferes with School operation to a minor or negligible extent. Except where there are repeated instances of Level 1 infractions or other aggravating circumstances, Level 1 infractions generally do not result in suspension, in-School suspension, or expulsion.

- *Level 2 Infractions.*

Level 2 infractions are infractions that are more serious than Level 1 infractions and that can be described as repetitive or frequent or that cause a serious disruption to the learning climate of the School or affect other Persons. Level 2 infractions generally do not result in suspension, in-School suspension or expulsion, except where there are repeated infractions, the Principal has the discretion to elevate the level of consequence accordingly.

- *Level 3 Infractions.*

Level 3 Infractions are serious infractions that result or could result in the violation of the legal rights of other, violence to another person, damage or destruction of property, conduct that poses a direct threat to the safety of others in School, or conduct that may constitute a criminal offense where exclusion from School would be justified. Level 3 Infractions can also include repeated Level 1 or Level 2 Infractions where progressive discipline does not appear to be working.

- *Level 4 Infractions.*

Level 4 infractions are infractions that are serious, perhaps criminal in nature, where expulsion from School is justified or intervention by law enforcement is justified. Level 4 Infractions can also include repeated Level 1, Level 2 or Level 3 Infractions where progressive discipline does not appear to be working.

B. *Prohibited Conduct; Guidance as to Levels of Infractions.* The conduct described in the following matrix is prohibited At School and outside-of-School. Notwithstanding anything herein to the contrary, any student who violates any of the rules is subject to discipline, including possible expulsion. The following matrix sets forth the minimum infraction level a violation would justify, absent any relevant mitigating or aggravating circumstances.

The following are examples of impermissible conduct, and the list of examples is not all-inclusive. At the School's discretion, any violation of School rules or policies or any conduct considered inappropriate or unsatisfactory—occurring in or out of School—may subject the student to discipline, including expulsion. The School reserves sole discretion whether to apply progressive discipline in any given situation or to adhere to the general guidelines stated herein after considering the totality of circumstances.

Note: The confidentiality of all parties will be maintained, consistent with the School's legal and investigative obligations.

Prohibited Conduct	Level of Infraction
Dress Code Violation	1
Engaging in an unsafe acts (i.e. Horseplay) or omissions	1
Failing to be aware of all rules for student behavior and conduct himself/herself in accordance with them	1
Failing to attend School daily and be on time at all classes and other School functions, unless excused	1
Failing to provide or volunteer information in matters relating to the health, safety and welfare of the School community and the protection of School property	1
Public Displays of affection	1
Sleeping	1
Driving a car to School without the required School permit	1
Using profanity or abusive language	1
Disrupting the operations of the School or the educational activities of the School	1
Failing or refusing to submit assignments on a timely and in a competent manner	1
Failing to report to assignments on time and prepared for School	1
Possessing a laser pointer	1
Repeated Level 1 violations	2
Unlawfully retaliating against any individual	2
Using obscene language towards another person	2
Lying to School Authorities	2
Bringing or possessing Medication in violation of the rules set forth in the Code of Conduct/Handbook	2

Participating in practical jokes or pranks which cause injury requiring medical attention	2
Falsifying School records	2
Falsely accusing another of bullying or other inappropriate behavior	2
Significant or repeated violation of safety rules or practices	2
Failing to wear assigned safety equipment or failing to abide by safety rules and policies	2
Gambling	2
Using a laser pointer without prior permission by a teacher or Principal or using it in a way that has not been authorized	2
Bringing or possessing a drone without authority by an Administrator	2
Students in possession of or using items prohibited in School	2
Operating a drone without the authority of an Administrator	2
Operating a drone without legally required credentials as may be required by and In Accordance with Applicable Law	2
Repeated Level 1 or Level 2 violations	3
Smoking At School or possessing Tobacco, e-cigarettes, or possessing e-cigarette paraphernalia (first offense)	3
Student under influence and/or possession of alcohol	3
Inappropriate or offensive illustrations	3
Taking a fire extinguisher off its fixture without justification	3
Assaulting any person	3
Stealing or attempting to steal	3
Failing to cooperate in any School investigation or to answer questions	3
Sexually harassing any person	3
Unlawfully intimidating or harassing any person because of race, ethnicity, nationality, or gender	3
Injuring any student, employee, or other person At School through negligence or willful misconduct	3
Bullying any person	3
Engaging in or allowing the hazing of any student	3
Engaging in criminal conduct that is not a felony	3
Inciting any person to disrupt the operation of the School, provided, however, that this does not apply to any conduct that is protected under Applicable Law	3
Using threatening language directed to anyone At School	3
Fighting with or assaulting anyone	3
Engaging in sexual conduct or activity	3
Engaging in sexual misconduct	3

Misusing School communications systems, including electronic mail, computers, Internet access, and telephones	3
Recording/photographing/videoing any person without that person's permission	3
Aiming a laser pointer at any person	3
Repeated Level 1, 2, or 3 violations	4
Smoking At School or possessing Tobacco (second offense)	4
Student under influence and/or possession of alcohol (second offense)	4
Calling in or making a Terroristic Threat	4
Calling in or making a bomb threat	4
Committing or attempting to commit arson	4
Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the using of the fire extinguisher	4
Setting off a false alarm or attempting to set off a false alarm	4
Injuring any person by assault or battery	4
Bringing pornography or nude pictures to School, in any form or medium	4
Bringing an electronic device To School that has pornography downloaded to it	4
Displaying pornography	4
Extortion or attempted extortion	4
Bringing, possessing, selling, transferring to another Person, or consuming intoxicants or Controlled Substances	4
Bringing, possessing, selling, transferring to another person drug paraphernalia	4
Misrepresenting to anyone what any drug, pill, look-alike drug or medication is	4
Engaging in sexual harassment	4
Convicted or adjudicated delinquent of committing Sexual Assaults upon another person	4
Engaging in Sexual Assault At School	4
Reporting to School with illegal drugs or alcohol in system	4
Attending School while under the influence of a Controlled Substance or alcohol	4
Engaging in criminal conduct that is a felony	4
Refusing to take a drug or alcohol test when requested or required	4
Willfully damaging, defacing, misusing or stealing the School's property or the property of a student, parent or another person	4
Possessing firearms or other Weapons	4
Smoking At School or possessing Tobacco (third and subsequent offenses)	4

Driving a vehicle while under the influence of Controlled Substances or alcohol	4
Driving a vehicle with any level of controlled substances or alcohol in the blood	4
Driving a vehicle without a license	4

C. Disciplinary Consequences. Disciplinary consequences that may be imposed by the School include the following.

1. *Detention.* Students who violate School rules and regulations may be assigned to detention, under conditions determined by the School. Parents and/or Students will be notified to make arrangements to fulfill the detention obligation. Parents are responsible for transportation for the student in detention if detention occurs outside of School hours. Failure of a student to report to detention may result in additional hours of detention or up to three days of suspension.
2. *Suspension.* Suspension of a student from School is one of the more severe punishments used by School officials. This form of punishment is used for habitual offenders or for serious infractions of School rules, absent mitigating or aggravating circumstances.
 - a. A parent conference will be required for any suspension of 10 days or more before the student can be re-admitted to the School.
 - b. *In-School Suspension.* This is a structured, supervised program in which assignments and additional work are given to the students while they are assigned to the program. Students may be assigned to this program for either full-day or half-day sessions. A student who has been placed on in-School suspension will not attend/participate in any sponsored activity or field trips except by special administrative permission.
 - c. *Out-of-School Suspension.* The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall also be stated in written correspondence to the home. If possible, parents are contacted by phone prior to the suspension.
 - d. *Suspension Features.* No student, while on out-of-School suspension, is allowed to attend/participate in any School sponsored activity, nor may he/she be present on School property at any time. Student violators may be cited for trespassing.

- e. *Class Work While Suspended.* It is the responsibility of the student to obtain work from their teachers prior to the assigned suspension. These assignments will be returned to the respective teacher for evaluation. Suspended students will be given the appropriate credit for work completed in the in-School suspension room. Students not completing assignments may, at the discretion of the teacher, receive a zero for that assignment. Failure to conform to posted in-School suspension rules is sufficient cause for additional time and/or exclusion from School.
- 3. *Probation.* Disciplinary probations may be imposed upon students by School administration for a defined period of time where a student's continued enrollment in School is made contingent upon the student fulfilling certain requirements or avoiding certain prohibited behaviors.
 - 4. *Expulsion:* Expulsion means an exclusion from School for a period exceeding ten (10) School days, unless a suspension for longer than ten (10) days has been imposed under the terms of this Handbook. An expulsion may be permanent.
 - a. Expulsion is a severe punishment that should be used only after serious deliberation or when circumstances warrant. A student whose behavior presents a serious threat to the physical, spiritual, and/or moral well-being of the School community and environment may be subject to expulsion by the Principal.
 - b. Generally, a student may not be expelled until the student has been informed of the reasons for the possible expulsion and given an opportunity to respond; provided however, prior notice of the intended expulsion need not be given when it is clear that the health, safety or welfare of the School community is threatened.

14. Sexual Harassment; Sexual Misconduct and Sexual Assault

- A. *Prohibitions.* Sexual harassment, sexual misconduct and Sexual Assault are strictly prohibited.
- B. *Examples.* Under the definitions stated in this Handbook, Sexual Harassment may take many forms and occur in many situations. It is possible that there may be "student-on-student" sexual harassment, that an employee may sexually harass a student, or that there may be "same sex" sexual harassment—meaning that a girl sexually harasses another girl, or a boy sexually harasses another boy. All forms of Sexual Harassment or sexual misconduct as defined in this Handbook are prohibited.

C. Reporting Sexual Harassment; Complaints.

1. *Victims.* Any student who believes that he or she is a victim of Sexual Harassment, Sexual Assault or sexual misconduct is encouraged to file a complaint.
2. *Witnesses.* Witnesses, including students, employees, and visitors, are encouraged to report Sexual Harassment, Sexual Assault or sexual misconduct. All such complaints or reports are to be made to the Title IX Coordinator.
3. *Title IX Coordinator.* The School's Title IX Coordinator and contact information are as follows:

Robert Baum, Title IX Coordinator
Office of Catholic Schools
Diocese of Greensburg
723 E. Pittsburgh Street
Greensburg, PA 15601
Email: rbaum@dioceseofgreensburg.org

15. Bullying/Cyberbullying, Harassment and Threats

- A. *Definition.* "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:
1. directed at another student or students;
 2. which occurs in or outside of a School setting;
 3. that is severe, persistent, or pervasive; and
 4. that has the effect of doing any of the following:
 - a. substantially interfering with a student's education; or
 - b. substantially disrupting the orderly operation of the School.
- B. *What Bullying Is and Is Not, Examples.* Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power.
1. The term Bullying is not appropriate when there is a mutual confrontation between two students or groups of students. It is important to distinguish bullying from other unkind, mean, and harmful behavior. Calling someone a name or

pushing someone once, being rude or having an argument with someone is not bullying. Of course, these behaviors need to be addressed by the Principal or teacher, but they may have different consequences and intervention. On the other hand, behavior is bullying, for example, when the following elements exist:

- a. There is intent to harm. The bully appears to find pleasure in taunting and continues even when the target's distress is obvious; or
- b. The unwanted aggressive behaviors by another youth or group of youths include an observed or perceived power imbalance, is repeated multiple times, and is not welcomed by the target.
- c. Simply put, bullying is when a person or a group behaves in ways—on purpose and over and over—that make someone feel hurt, afraid, or embarrassed. It is a recurring and deliberate abuse of power.

2. *Bullying behavior is generally grouped into three categories:*

- a. Physical Bullying-Type Behavior
 - b. Verbal/Written Bullying-Type Behavior
 - c. Emotional Bullying-Type Behavior. All forms of bullying are unacceptable. Offenders will be subject to appropriate disciplinary consequences.
3. There are many different types of bullying behavior that can be experienced by children and adults alike; some are obvious to observe, while others can be more subtle. The following are some of the ways that bullying could be occurring.
- a. Physical Bullying includes hitting, kicking, tripping, pinching, and pushing or damaging property.
 - b. Verbal Bullying includes name calling, insults, teasing, intimidation, or verbal abuse.
 - c. Cyberbullying is “willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.” While the definition of cyberbullying aligns with the traditional definition of bullying, the likelihood of repeated harm from one cyberbullying incident is quite high. This is because instances of cyberbullying can be accessed by multiple parties, forwarded to, or shared with others, linked to other sites/apps, and revisited by targets of the aggression, resulting in repeated exposure and repeated harm.
 - d. Relational Aggression is bullying that affects a child's social standing or status is a form of relational aggression. It can take many forms, including

shunning, hazing, spreading rumors, excluding others or teasing. Both boys and girls engage in relational aggression.

C. If You are Bullied or Witness Bullying.

1. Students who have been bullied or witness bullying should report such incidents promptly to the Principal or a teacher.
2. Parents should contact the Principal to report acts of bullying.
 - a. Because bystander support of bullying can support this behavior, the School prohibits both active and passive support for acts of bullying. Bystanders who witness bullying and fail to report it to the Principal, teachers, and/or other School employees will be subject to appropriate disciplinary consequences.
 - b. Teachers and other staff (including but not limited to secretaries, custodians, aides, etc.) who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten an individual's safety. The purpose of the intervention is to take prompt steps to ensure the observed acts of bullying cease. The incident must be reported to the Principal.

- D. Complaints of bullying will be investigated promptly, and corrective action will be taken when allegations are verified.
- E. The confidentiality of all parties will be maintained, consistent with the School's legal and investigative obligations. No reprisals or retaliation will occur as a result of good faith reports of bullying.
- F. *Consequences.* Once a student has been found to have engaged in bullying, absent mitigating or aggravating circumstances that justify deviation from the standards in this Section, he/she will be subject to discipline, which may include expulsion.

16. The School may not disclose specific disciplinary consequences imposed on another student. Disciplinary records are part of a student's education record and are protected under FERPA. Accordingly, the School cannot share personally identifiable information from a Student's disciplinary record with other persons. This does not prohibit the School from confirming that a report was reviewed and that appropriate action was taken, consistent with Applicable Law and School policy.

Section 6 – HEALTH AND SAFETY

Emergency School fire drills, School security and safety drills are conducted in accordance with Applicable Law. As School administrators respond to ever-changing safety and health requirements, compliance with Applicable Law is at the forefront. Notwithstanding anything herein to the contrary, individual provisions contained in this Handbook may be superseded by Applicable Law or by the provisions contained in such documents as the School's Health and Safety Plan.

1. Emergency Closing of School, Delays, and Early Dismissals

- A. Information concerning delays, and/or cancellations will be broadcast on various television stations as well as the School Messenger system. Please do not call the stations, teachers, administration, or the School.
- B. Information concerning early dismissal will be notified via PowerSchool's School Messenger immediately following the decision to dismiss.
 - 1. Elementary School students: Parents/Emergency contact is required in order to put your child on a bus. If we don't hear from a parent/emergency contact, the child will be supervised by the School.
 - 2. High School Students Driving to School. In case of an early dismissal due to inclement weather, there will be times when we will recommend or require student drivers to ride the bus home or get picked up by a parent/emergency contact. They may come back for their vehicle when driving is less hazardous. If students choose to drive, they will be dismissed at the same time as other students.
- C. Modifications by School districts will be communicated to Parents.
- D. Please see your School specific **Welcome and Reference Guide** for further information.

2. Health Services

- A. Health services may be provided by a nurse, when one is available to the School. Students who are ill should alert the nearest adult and report to the School office. Treatment for illness and injury is provided on an emergency basis only. All accidents and injuries that occur at School should be reported promptly. Any injury that occurs at home should be cared for at home. When it is necessary for a student to leave School due to illness or injury, the nurse or School office will notify the emergency contact, beginning with the Parent.

1. Students will be sent home for vomiting and temperatures greater than 100.5°.
 2. If your child has a fever of 100.5 ° or above, either at home or is sent home from School, the student may not return until they are fever free for 24 hours WITHOUT medication.
 3. Students who have driven to School will not be allowed to leave until a Parent is notified.
 4. Additionally, if your child has vomited or has diarrhea either at home or in School, the student must be symptom free for 24 hours WITHOUT medication to return to School.
- B. Emergency cards, private physician's physical examination reports, dental exam reports, reports from eye doctors or other medical specialists should be returned to the health office promptly. Parents should notify the School of any changes in their child's health or medical condition. Physical examinations are mandated by the Department of Health for all students in certain grades. Students participating in PIAA or CYO sports must have a physical examination prior to the first practice.
- C. The School recognizes that life-threatening food allergies are an important condition affecting many School children and positively welcomes all pupils with food allergies. Parents must keep the School informed about allergies and return the proper documentation to the School as soon as possible. In order to minimize the incidence of life-threatening allergic reactions, the School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an emergency action plan for any students whose Parent and physician have informed the School in writing that the student has a potentially life threatening allergy. It is recommended that students with special dietary needs/food allergies pack a lunch from home because the School may offer specific food items that might not meet the student's dietary needs. Additionally, the School is not responsible for the food-label interpretation or food cross-contamination of any food prepared in the cafeteria kitchen. A "peanut-free" area is provided in the cafeteria for students who need a safe space to eat. The School's policy is to not serve students food items that contain labels stating that the food "may include peanuts or tree nuts." Parents should understand that there may be food with nuts in the School setting, because the School does not control all food items coming into the facility. The School makes no guarantee that the premises will be completely nut-free. Due to the risk of an inadvertent exposure, it is important that parents of students with allergies complete the mandatory Allergy Action Plan form and return it to the School Office.

To protect the health and safety of students with food allergies, Parents must notify the School at least 3 school days before bringing food for classroom celebrations, birthdays, or other group events. Please note that some Schools have or may have restrictions based on the specific allergies of enrolled students.

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D. *Illness during the day.* Should a student become ill during the course of the day, the student should alert the nearest adult and be sent/report to the main office.

1. Parent/guardian will be called to determine course of action.
2. Parents should refrain from arriving to the School to pick up an ill student without prior communication with the main office.

3. Immunizations

- A. The School will adhere to Pennsylvania State Law regarding required age-specific immunizations.
- B. The School will permit a medical exemption given proper documentation.
- C. Even if your child is exempt from immunizations, he or she may be excluded from School during an outbreak of vaccine preventable disease.

4. Medications

- A. *Definitions.* When capitalized in this Section, the following terms shall have the following definitions unless the context clearly indicates otherwise:
 1. “Medication” means any substance that is ingested, injected, inhaled, or used topically in the diagnosis, treatment and/or the prevention of disease. This includes prescription drugs, over-the-counter and non-prescription drugs.
 2. “Section 504” means Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. §794.

B. Coordination with Section 504.

Notwithstanding anything herein to the contrary, students with disabilities as defined in Applicable Law may need Medication At School or in connection with School related activities. As a general proposition, the handling of Medication for such students should be addressed in the student’s instructional support or similar plan.

- C. *Procedure for Medications At School.* These procedures are necessary to protect the health and safety of your child. For that reason, the School especially appreciates the cooperation of Parents.

1. *Student Prohibitions.*

- a. No student may take or possess any Medication At School except in strict accordance with the terms or conditions of this Handbook.
- b. No student may possess or take medication At School unless such is medically necessary as determined by the student's physician and documented as required by this Handbook.
- c. Medication shall not be brought to School, possessed in School, stored at or by the School, provided to any student At School for self-administration, or administered to any student At School except in accordance with the terms and conditions of this Handbook.
- d. *Medication Procedures.* For Medication to be possessed or taken by a student At School, the following procedures must be followed:
 1. *Medication Request.* Except as otherwise addressed in a service plan, Parents may request that Medication be kept and taken At School by submitting the following forms, as appropriate:
 - a. The following forms can be found on the PowerSchool hub:
 1. The "Request for Authorization for Administration of Prescription or Non-Prescription Medication" form; or
 2. The "Request for Administration of Non-Prescription/Over the Counter Medications" form.
 - b. The School will not consider any request that Medication be possessed, kept or taken At School without these forms being completed and signed by a Parent and, if required, by a physician or licensed prescriber. Medication shall not be accepted for use or storage At School without these forms being properly completed and signed.
 2. If the School approves the Medication request made by a Parent, the Parent will be informed in writing. Only upon the delivery to a Parent of a signed approval or authorization of a Medication request may a student possess or take Medication At School or may the School store Medication intended for a student's possible use on School grounds.
 3. Parents must notify School Administration in writing (and submit the appropriate forms, if necessary) of any medication changes, including withdrawal of Parental consent.

4. *Acceptance and Storage of Medication.* Acceptance and storage of medication shall be in accordance with the following terms and conditions:
- a. *Generally.* The School will accept and store Medication only: (i) when required by Applicable Law; (ii) in accordance with an Service Agreement; or (iii) when the failure to take such Medication during School hours would jeopardize the health of the student or prevent the student from attending School or participating in School safely.
 - b. *Means of Delivery.* Medication brought to School for storage and use in School shall be brought by the Parents.
 - c. *Prescription Medication.* Prescription medication shall be brought to and stored At School in the original pharmacy-labelled container and kept in a locked cabinet designated for the storage of Medication. Medication that requires refrigeration shall be stored and locked in a refrigerator designated only for medication.
 - 1. No more than a thirty (30) day supply of an individual student's medication may be accepted and stored At School.
 - 2. The package label must contain all of the following:
 - a. Name, address, telephone number and federal DEA number of the pharmacy;
 - b. Student's name;
 - c. Directions of use (i.e., dosage, frequency and time of administration, route, special instructions);
 - d. Name and registration number of the licensed prescriber;
 - e. Prescription serial number;
 - f. Date originally filled;
 - g. Name of medication; and
 - h. Controlled substance statement, if applicable.
 - d. *Non-prescription Medication.* All non-prescription medication shall be brought to School by a Parent and stored At School in its original

packaging and labelled with the student's name, student identification number, home address and home telephone number.

- D. *Confidentiality.* Confidentiality with respect to medications shall be maintained except as necessary to ensure that the health and safety of students is maintained. Staff shall be informed on a need-to-know basis.
- E. *Disposal of Medication.* Medications shall be disposed of in accordance with Applicable Law and the terms and conditions of this Handbook. When reasonably practicable, Medications shall be returned to Parents.
- F. *Self-Administration by Students.* Prior to allowing a student to possess or self-administer medication, the following shall be required:
 - 1. A Section 504 service plan allowing possession and/or self-administration of the medication;
 - 2. An order from a licensed prescriber for the medication containing a statement that it is necessary for the student to possess the medication and that the student is capable of self-administration;
 - 3. Written consent from the Parents; and
 - 4. Demonstration by the student of administration skills and responsible behavior, as evidenced by completion of the Medication Self-Administration Competency Assessment Form.
- G. *Narcotic Medications.* Notwithstanding anything herein to the contrary, students shall not be permitted to possess or self-administer narcotic medications At School. All narcotic medication shall be properly documented, stored and administered by nurses.

5. School Resource Officers

Each School within the Diocese has a Diocese of Greensburg Police Department Officer assigned as a School Resource Officer (SRO). The primary role of the SRO is to provide a safe, secure environment for students and staff. SROs may also be assigned to field trips on a case-by-case basis. SROs are encouraged to interact with students in a positive manner such that they help build trust and mentoring relationships with our students. SROs are not disciplinarians, but they are police officers who are authorized and empowered to take police action under appropriate circumstances.

6. Video Surveillance

The School campus is equipped with a video surveillance system to enhance the safety and security of the students and School staff. This surveillance is in place 24 hours a day, every day.

7. Drills

- A. Fire drills will be conducted once a month to acquaint students with emergency procedures. No student is excused from participating in a drill.
- B. Lockdown/Shelter in Place drills are conducted at least twice each year. The first drill shall occur within the first month of School. At a minimum, a second drill will occur after the winter recess.
- C. Other drills (severe weather, bus evacuations, etc.) will occur as required.
- D. Our School has adopted the “I Love You Guys” Foundation’s Standard Response Protocol(SRP) . Students and staff will be training, practicing, and drilling the protocol. Further information is available in the ‘SAMPLE FOMS’ section of this handbook.

8. Safe2Say Something

The Diocese of Greensburg participates in the Safe2Say Something youth violence prevention program run by the Pennsylvania Office of the Attorney General. More information can be found on its website at <https://www.safe2saypa.org>

9. Child Abuse

It is important to remember that “child abuse” is not limited to sexual abuse alone. It includes inflicting or creating an imminent risk of physical injury, mental injury, sexual abuse, or harmful physical neglect. A “child” is any individual who is under the age of 18.

Child abuse can be one of several different things:

- A. Non-accidental physical injury that causes severe pain, or that significantly impairs the child’s physical functioning, even temporarily;
- B. Non-accidental clinically-diagnosable mental injury that renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, unable to perform age-appropriate developmental and social tasks, or in reasonable fear that his or her life or safety is threatened;

- C. Any type of sexual abuse or sexual exploitation (such as inducing a child to engage in sexual acts or to be photographed in simulating sexual acts, even if the child “consents” to the acts); or
- D. Serious physical neglect which endangers a child’s life or development or impairs the child’s functioning, but which does not arise solely from the financial inability of the parents to provide adequate housing, clothing and medical care. Child abuse also occurs when an individual places a child in imminent risk of serious physical injury or sexual abuse or exploitation.

It is not required that the child come before a mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse.

Any person, paid or unpaid, who comes into contact with children as part of their employment, occupation, or volunteer role in a regularly scheduled program is a child abuse mandated reporter and is required by law to report suspected child abuse or neglect to the authorities if they have reasonable cause to suspect a child is a victim. Mandated reporters have legal protection from civil liability for making reports in good faith and face criminal penalties for willfully failing to report.

Reporting is made to Pennsylvania ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. If an oral report is made to ChildLine, a report of suspected child abuse form (CY-47) must also be completed and forwarded to the local county children and youth services agency within 48 hours after making the oral report.

As a general rule: when in doubt, report it.

Section 7 - STUDENT ATHLETICS AND EXTRACURRICULAR ACTIVITIES

1. Philosophy

The primary purpose of the School's Athletic Program is to promote the physical, mental, social, emotional and moral well-being of the participants. The Athletic Program offers significant lifetime learning experiences that cannot be duplicated in other educational settings. The Athletic Program is an important and integral part of the total School program and is open to participation by all students. Through voluntary participation, an athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to each team. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations.

2. Athletic Director

Please see your School specific **Welcome and Reference Guide** and/or website for further information.

3. Offerings

Please see your School specific **Welcome and Reference Guide** for further information.

4. Registration

Athletes are required to register for all sports in which they will participate during the School year. All sections of the registration application must be completed.

5. Physical Examination – For Schools with Athletic Activities

A valid physical examination form must be on file with the School office before an athlete will be permitted to participate in practice.

6. Procedures for Reporting Concerns and Problems

If an athlete or parent/guardian has a problem, the following procedures should be followed:

- A. *Level 1*: Make an appointment to discuss your concern with the coach (or CYO coach, if applicable). Do not attempt to discuss concern just before or after a game, do it privately.

- B. *Level 2*: If not satisfactorily resolved at Level 1, contact the School CYO Athletic Director. Set up appointment for Athletic Director, Coach, and you to discuss concern. Do not contact Athletic Director until Level 1 has been completed.
- C. *Level 3*: If not resolved at Level 2, contact the Principal. Schedule an appointment with the Principal, Athletic Director of the School, Coach and you to discuss the concern. Do not contact the Principal until Levels 1 and 2 have been completed.
- D. *Level 4*: If not resolved at Level 3, contact the Superintendent of Catholic School. Schedule a meeting with the Superintendent, Principal, Athletic Director, and Coach to discuss the concern. Do not contact the Superintendent until Levels 1, 2 and 3 have been exhausted.

7. Pennsylvania Interscholastic Athletic Association (“PIAA”)

PIAA rules will be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of School equipment, etc. Each coach has the responsibility to know and enforce the applicable PIAA rules and to inform team members and parents. Notwithstanding anything herein to the contrary, applicable PIAA rules shall take precedence over the rules contained in this Handbook.

8. Participation in Extracurricular Activities Is a Privilege

Participation in Extracurricular Activities and Interscholastic Sports is a privilege and not a right. Nothing in this Handbook shall be construed as establishing any legal right to participate in Extracurricular Activities or Interscholastic Sports. Because participation in Extracurricular Activities and Interscholastic Sports is a privilege and not a right, the School has broader authority to impose Extracurricular Discipline than it does regarding School Discipline. Consequently, the Student Code of Conduct will be enforced with all students in Grades 7-12 participating in Extracurricular Activities:

- A. regardless whether School is in session;
- B. regardless whether the offense occurs At School, on or off School property or at a School-related event;
- C. regardless whether the student is directly involved with the activity at the time the prohibited conduct occurs;
- D. regardless whether the conduct occurs online or through electronic means; and
- E. regardless of where or when the conduct occurs.

9. Coordination of School Discipline and Extracurricular Activity Discipline

A student's violation of the rules contained in this Handbook may lead to both School Discipline and Extracurricular Discipline. Consequently, it is possible that a student who violates the Student Code of Conduct or this Handbook will incur consequences from both the appropriate School administrator and from his/her coach or advisor for the same violation. It is also possible that a student participating in Extracurricular Activities could violate the Code of Conduct or this Handbook and be subject to discipline by a coach or advisor without receiving School Discipline.

10. Academic Eligibility

Students Must Be Academically Eligible. To be academically eligible, a student may not be failing two or more classes. Academic eligibility will be reviewed on a weekly cumulative basis. A student who is determined academically ineligible at the end of a given week of School will be ineligible for a period of one (1) week starting on the day determined by School administration.

11. Conduct Expectations

- A. Participants in interscholastic sports, including cooperative sports with other School districts, are expected to follow School policies and rules and all program-specific rules set by the School. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations.
- B. The following conduct is required of all participants. Failure to meet these expectations can result in disciplinary action by the coach, Principal, Athletic Director or Superintendent:
 - 1. Students who participate in activities that involve competition among Schools and School districts will conduct themselves in a sportsmanlike manner at all times. This includes behavior toward visiting teams or hosting teams as well as the opponent's supporters.
 - 2. Students who participate in Extracurricular Activities must comply at all times with the Code of Student Conduct and the Handbook.

12. Duty of Cooperation

Students have a duty of cooperation with the School, including the duty to cooperate with investigations and to answer questions truthfully that are asked by coaches, the Principal, the Athletic Director and other officials of the School. The failure or refusal of a student

to answer any questions asked shall itself be a violation of the requirements and shall result in the removal of the student from the team or activity until the questions are answered. The School is not required to ask permission from Parents or have Parents present when discussing/interviewing students.

13. Violations of Rules Contained in this Handbook

The Principal, Athletic Director, or Superintendent may declare an athlete ineligible to participate in a sport if the athlete has violated any rule contained in this Handbook. Temporary or permanent suspension from participation, probation and successful completion of educational component may be required. All of the rules contained in this Handbook are incorporated into this Article by this reference as if set forth herein in full.

Section 8 - PARENTAL INVOLVEMENT

1. Parents' Role in Education

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in School are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once a family has chosen to enter a partnership with our School, we trust you will be loyal to this commitment. Mutual respect between parents and teachers/Principal will model mature collaborative behavior and relationships. Talking negatively about a child's teacher, Principal, other students in the class, or School at home will only create an attitude of distrust that serves no valuable purpose. Parents are encouraged to let their child experience a logical consequence and even failure for an inappropriate action or behavior. Together, with a commitment to partnership, we can support one another in helping your child to become the best person s/he can become.

2. Parents as Partners

As partners in the educational process, Parents are expected to support and cooperate with the discipline policy of the School and to treat teachers with respect and courtesy in discussing student problems. Respect and courtesy is a two way street – The respect and courtesy must flow from the School to the Parents and vice versa.

Parents must understand and respect that they are not entitled to receive (and the School is not permitted to share) information regarding other students and, if applicable, the disciplinary ramifications imposed upon other students. Students have privacy rights under Applicable Law, and the School must respect those rights. In addition, Parents are not entitled to status reports regarding investigations of allegations or the results of investigations. Those matters are confidential, and they inevitably pertain to confidential student information. Finally, Parents may not be disrespectful to School teachers or administrators, and they may not make demands upon them or direct them to act in certain ways or to refrain from taking certain actions. The administration of the School is the business of the School's teachers and administrators, and their roles as such must be respected by Parents. This said, Parents are entitled (and are expected) to be engaged in their child's education, and they are free to express their opinions in an appropriate, respectful way, but Parents are expected to understand that teachers and administrators must be permitted to run their Schools without unnecessary or inappropriate interference from Parents.

3. Family Member Conduct

The Catholic Schools of the Diocese of Greensburg have the right to disenroll any student based upon the student's family member, extended or immediate, causing disruption in the School community in any way, or if it is clear that the School's relationship with the Parents is broken. This would include a family member having conduct considered by the administration to be a detriment to the educational environment or School community. The administration will consider disruptive or detrimental all that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.

Section 9 – TUITION

1. In fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The Catholic Schools of the Diocese of Greensburg have a history of working in good faith with families in need, and families must communicate with the School, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.
2. Tuition amounts for the School will be determined and set on an annual basis. While mid-School year tuition changes are not anticipated, the School retains the right to adjust the tuition for the School at any time as it may determine.
3. If, after reviewing the tuition statement, including financial aid and applicable scholarships, the Parent anticipates difficulty with the specific payment plan or wishes to discuss a financial hardship or other extenuating circumstances, the Parent should contact the business manager who will consult with the Principal and others as needed.
4. There are four options available for the payment of tuition by credit cards or monthly bank drafts from FACTS, check, and money order. Cash is not accepted.
 - A. *Option 1:* One lump sum payment to be made by August 15 of the upcoming School year;
 - B. *Option 2:* Two equal payments of 50% of the tuition amount. First payment due August 15 of the upcoming School year and the second payment due January 15 of the current School year;
 - C. *Option 3:* A monthly payment plan acceptable to the School that will bring the balance to zero by May 31 of that School year. In the case of a family hardship that temporarily restricts the parent to satisfy the balance by May 31, the Parent should contact the Principal to request consideration for an extended agreement plan. In doing so, the Parents will need to submit their social security numbers and sign a FACTS payment plan agreeing to pay at least the monthly minimum payment, as well as signing an extended payment plan specifying that the Parent will agree to continue making such payment until the balance is paid in full.
 - D. If a credit card payment is the chosen method for payment, an additional service fee will be charged. The service fee will be announced on an annual basis.
5. Families not paying tuition using the one lump sum or two-payment option must have a FACTS account to pay by monthly bank draft.

6. Parents are responsible for making timely tuition payments. If payment is not made, the following process will be followed:
 - A. The Parent will be notified by email of the payment not being received.
 - B. The Parent will be given 20 calendar days to address the balance. If the Principal approves no other agreement with the Parent after 20 days, the Parent may jeopardize the student's enrollment.
7. Students' enrollment or continued enrollment in the School or any Catholic School of the Diocese of Greensburg will be jeopardized if a past due tuition balance exists. This could include immediate disenrollment from the School or non-acceptance to another Catholic School of the Diocese of Greensburg.
8. If tuition payments, fees, lunch charges, after-school costs, and other financial obligations are delinquent for any reason, the School may pursue all appropriate and available collection activities.

9. **Tuition Account Responsibility Upon Student Withdrawal**

In the event of a student withdrawal, all outstanding tuition, fees, lunch charges, after-school costs, and financial obligations remain the responsibility of the parent(s)/guardian(s) and must be satisfied according to the applicable payment terms. If a student withdraws prior to the end of the second marking period, Parents are responsible for outstanding tuition, fees, lunch charges, after-school costs, and other financial obligations for the first and second marking period. If a student withdraws in the third or fourth marking period, Parents are responsible for outstanding tuition, fees, lunch charges, after-school costs, and other financial obligations for the entirety of the academic school year.

If a balance remains unpaid following a student's withdrawal and reasonable efforts to resolve the account have not been successful, the School reserves the right to refer the account to a third-party agency for collection. Such referrals may have implications for a family's credit history. Families are encouraged to communicate proactively regarding any financial concerns so that every effort can be made to reach a mutually agreeable resolution.

10. Senior students may not carry a previous balance forward, unless a hardship case is determined and approved by the School Principal and Superintendent.
11. *Outstanding Balances:*

- A. The School will not transfer academic records to other Schools (including colleges and universities), with the exception of health records, until all obligations and outstanding balances due to the School have been satisfied.
- B. Obligations and outstanding balances include, but are not limited to, tuition, lunch accounts, after-care payments, fees, return of School property, etc.
- C. The School will withhold copies of education records, transcripts, or letters of commendation requested by a Parent or eligible student until all obligations and outstanding balances due to the School have been satisfied, to the extent permitted by Applicable Law.

12. *Failure to pay tuition will result in the following progression:*

- A. Restricted access to PowerSchool
- B. Suspension from School extracurricular activities, including but not limited to athletics, School dances, proms, and School trips
- D. Disenrollment from the School
- E. Seniors will not receive the diploma until the School balance is satisfied

Section 10 – ADVISORY COUNCIL

Junior-Senior High School Advisory Council:

The Catholic Junior-Senior High School Advisory Council is established by the Bishop of Greensburg for this specific Junior-Senior High School, to be consultative to him, the Superintendent and Principal. The Council exists to promote and advance the mission of the School in providing education and formation consistent with the teachings and laws of the Roman Catholic Church. The Council serves in an advisor capacity and does not have fiduciary responsibility, financial oversight responsibility or governance powers.

Elementary School Advisory Council:

The Elementary School Advisory Council exists to promote and advance the mission of the School in providing education and formation consistent with the teachings and laws of the Roman Catholic Church. The Council serves in a consultative role to the Board of Trust Administrators, Superintendent, and Principal. The Council serves in an advisor capacity and does not have fiduciary responsibility, financial oversight responsibility or governance powers.

Section 11 – NON-DISCRIMINATION POLICY

The School does not and will not discriminate on the basis of race, gender or national origin. Students seeking acceptance or enrollment will be considered based on religion, academics, character, morality and conduct consistent with Catholic doctrine, and applicable payment history within a Catholic or private/nonpublic School. The School maintains the rights to give preferential acceptance and enrollment to Catholic students.

As the School is a private, nonpublic institution, the administration reserves the right to terminate the enrollment of a student for any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the School generally follows. These guidelines do not impede the right of administration to terminate enrollment of a student for any reason at any time.

While the School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the School are based upon the student's emotional, academic, and physical abilities and the resources available to the School in meeting the student's needs.

Section 12 – CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING

Dear Parents and Guardians of Students Enrolled at your Catholic School.

Thank you for enrolling your child(ren) at your Catholic School. We are pleased that you will be an important part of the life of our School community throughout the School years.

As we prepare for the new School year, I am writing to remind you of the fundamental reason for our very existence as a Catholic School in the Diocese of Greensburg. As a Catholic School our primary purpose is to form students in the values of Jesus Christ and the teaching of the Catholic Church. While we maintain an outstanding academic program and a number of extra-curricular and athletic activities, we have the responsibility to make certain that Catholic values and moral integrity permeate every facet of our School's programs. In full partnership with you and your family, we are committed to upholding these principles which underlie our presence in the community as a Catholic School.

This letter is a Memorandum of Understanding asking you to affirm and support the information stated in the above paragraph. This is necessary for the registration process to be completed.

Again, thank you for enrolling your child(ren) at your Catholic School and for giving us the opportunity to help you educate your child(ren) spiritually, academically, emotionally, and physically.

CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING

As a parent/guardian of a student in a Catholic School, I understand, affirm, and support the following:

1. The primary purpose of a Catholic School education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic Schools are distinctive religious educational institutions operated as programs of the Catholic Church; they are not private Schools but are administered and supported by the sponsoring parishes, the diocese, or religious communities.
3. Attending a Catholic School is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activities (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the School is the fundamental priority.
5. The School and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the School's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic School, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this School and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic School.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

