

# **Greensburg Central Catholic High School**

## STUDENT-PARENT HANDBOOK 2010-2011



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## **ALMA MATER**

Hail Alma Mater, we thy children sing:  
Honor, praise, and glory here will always ring.  
Thy ideals and standards we shall teach the world  
As we stand so loyal, banners all unfurled  
Walls of our high school, standing strong and free,  
We pray thou wilt lead us 'til eternity.

Hail Central Catholic, nobly built of stone,  
Glory always present, pledge we thee to own.  
Swerving not in standards, truth has made thee free;  
Goodness and great beauty lead to Christ from thee  
God grant our high school endless length of days,  
Shining ever brightly, showing forth His praise.

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## **STATEMENT OF PHILOSOPHY**

We believe that all knowledge originates with and flows from God. Therefore, our educational environment is gospel-centered and value-based, and reflects the teachings of the Catholic Church. We seek to develop this environment by forging a partnership among parents, students, educators, diocese, and community, while recognizing the unique and special talents of each.

We respect the individuality of each student, and acknowledge the unique challenges of adolescence. Our holistic educational process provides opportunities for academic, spiritual, physical, inter-personal, and emotional development.

We have charted a course that integrates personal development and accountability to self and community. Our mission is to empower our students with the education necessary to live as responsible Christians in a complex world.

## **GOALS AND OBJECTIVES**

To present the teachings of the Catholic Church in areas of Sacred Scripture, religious doctrine, ethics and morality.

To nurture faith in God, hope in the risen Christ, and love of God and neighbor.

To provide a strong academic background for post-secondary education and the continued pursuit of knowledge.

To develop critical and analytical skills for independent thinking and cooperative learning.

To encourage the creative potential and individual learning style of each student.

To promote self worth, interpersonal skills, and emotional and physical well-being.

To create opportunities for faculty, staff, and parent development that supports the school's mission.

## **MISSION STATEMENT**

The mission of Greensburg Central Catholic High School is to aid our Bishop, The Most Reverend Lawrence E. Brandt, JCD, PhD, and the priests of the Diocese of Greensburg in the spread of the Christian Gospel across the four counties of the Diocese: Armstrong, Fayette, Indiana, and Westmoreland. Our purpose in faith formation is to bring our young people to our Lord and Savior, Jesus Christ, as we prepare them for their life's journey. Our vision of excellence is to maintain elevated academic standards in a demanding yet Christ-centered learning environment. Through our co-educational college preparatory curriculum and our programs in the visual and performing arts, athletics, and student activities we seek accomplishment and excellence.

## **STATEMENT OF NONDISCRIMINATORY ACCEPTANCE POLICY**

Greensburg Central Catholic 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 Greensburg Central Catholic High 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 this right by administration to terminate enrollment of a student for any reason at any time.

## **ACCEPTANCE AND DISENROLLMENT POLICY**

A student may be disenrolled at any time at the discretion of the administration consistent with but not limited to the following content. The administration may choose not to accept a student for enrollment for reasons consistent with but not limited to the following content as well.

- **Conduct:** Greensburg Central Catholic High School has the right to disenroll any student based upon conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct delineated in our handbooks and policy. This could include but is not limited to criminal arrest and conviction at the local, state, or federal level. As a nonpublic school, we have the right to consider all conduct internal or external to the school. For instance, a student may be

disenrolled for conduct that is not consistent with our philosophy, mission statement, goals, and objectives and code of conduct whether the action or incident occurs at the school, school event, or within the community at large.

- Academic Apathy: Greensburg Central Catholic High School has the right to disenroll any student based upon lack of effort in the classroom such as failure to display appropriate classroom behaviors necessary for academic success. This may include but is not limited to completion of homework and class assignments, failure to come to class properly prepared, and/or behaviors that impede or disrupt the academic or social environment of other students.
- Attendance: Greensburg Central Catholic High School has the right to disenroll any student based upon excessive, unexcused tardiness or absenteeism. For instance, not providing proper medical documentation as defined in our Student / Parent Handbook.
- Financial: Greensburg Central Catholic High School has the right to disenroll any student based on noncompliance with the diocesan and school tuition policy.
- Family Code of Conduct: Greensburg Central Catholic High School has 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. This would include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider all disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.
- As Greensburg Central Catholic High School is a private, nonpublic institution, the administration reserves the right to terminate enrollment of a student for any reason at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time.

## GENERAL INFORMATION

### CHANGE OF ADDRESS

Parents are requested to inform the secretary in the Administrative Office of any change of address, home telephone number, school district, parish, or emergency telephone number, or email address immediately.

### ELEVATOR KEYS

In order to use the elevator, students must have medical verification from a doctor. There is a \$10.00 refundable deposit for each key. Keys must be returned to the Administrative Office.

### FIRE ALARM

The fire alarm is denoted by a loud horn. When the alarm sounds, students are to move quickly and silently in single file to the nearest exit. Directional signs are posted in every classroom. While outside, students are to remain with their class and teacher in an orderly manner and are to follow all directions given by the teacher. Students are to return to the school only by the direction of their teacher.

### HEALTH SERVICES

Students may see the school nurse when she is on duty. If you become ill during the school day, obtain a pass from your classroom teacher before reporting to the nurse. If the nurse is not at the school, report to the Administrative Office. If you fail to do this, your absence will be recorded as a class cut, and you will be penalized accordingly. Do not simply stay out of class or remain in the lavatory.

If you are too ill to stay in school, the nurse or Administrative Office will call your parents to arrange for you to go home. You are not permitted to call your parent or guardian on your own and have them call the Administrative Office. YOU MAY NOT LEAVE THE SCHOOL UNTIL YOUR PARENTS HAVE BEEN NOTIFIED AND YOU HAVE PERMISSION TO LEAVE.

Health screenings, mandated by the state, are yearly vision, height and weight screenings for all students and hearing screenings for juniors.

Juniors are required to have a physical examination either by the private physician (and return a physician's written report to school) or by the school physician.

**MEDICATION POLICY:** Both prescriptive and non-prescriptive medication will be taken to the Administrative Office with a note detailing how to dispense the medication.

#### Prescriptive Medication:

Students who must take prescriptive medication during school hours will comply with the following regulations:

Written orders from a physician should detail the name of the student, the name of the medication, date, dosage, and the schedule of medications.

Written permission must be provided by the parents or guardians requesting that the school comply with the physicians' orders. Permission forms may be obtained in the Nurse's Office or Administrative Office.

Medication should be brought to school in a container properly labeled by the pharmacy or physician.

#### Non-Prescriptive Medication:

No medication shall be supplied by the school.

If a parent wishes that the student take non-prescriptive medication while in school, written verification from physician and parent must be supplied to the school nurse. The parent shall see that the medication be supplied in a properly labeled container.

## LOST AND FOUND

Lost items may be claimed at the Administrative Office.

If you find an article someone has lost, take it to the Administrative Office.

Students are encouraged NOT to bring large sums of money or valuables to school. DO NOT leave valuables on your desk, in your lockers, on the cafeteria tables, in the lavatories or in the locker rooms. The school tries to protect your property in every way possible. It is your obligation to assume responsibility for your own property at all times.

## SCHOOL HOURS

The regular school day runs from 7:40 AM until 2:35 PM. Students may begin to arrive at 7:00 AM. Students arriving to school before 7:30 AM should report DIRECTLY to the cafeteria. Students are NOT permitted in ANY area of the building without direct supervision from school personnel until 7:30 AM. **Students may meet with a classroom teacher prior to 7:30 AM but students are NOT permitted in the hallway or locker rooms areas until the 7:30 AM bell rings. At the end of the school day, all students are to leave the school premises by 3:00 PM, with the exception of those participating in athletic practices, games or other supervised school activities.**

The school provides a staff person to provide supervision in the cafeteria until 5:00 PM on regular school days. Any student who stays on school premises after 3:00 PM for an activity that starts at a later time should report to the cafeteria. Students are not permitted to be anywhere in the building without the supervision of school personnel.

## ACADEMICS

### CHEATING

Cheating is a violation of the basic philosophy of Greensburg Central Catholic High School and constitutes a serious disciplinary offense.

- For the first offense, the student shall receive 3 detentions and an additional academic consequence per the discretion of the administration.
- The second offense shall result in a 3 day suspension and an additional academic consequence per the discretion of the administration.
- The third offense will result in a 10 day suspension with possible implementation of expulsion procedures and an additional academic consequence per the discretion of the administration.

### Plagiarism

Definition:

Plagiarism is using others' ideas (literary, musical, artistic, scientific, technological, etc.) and words (spoken, written, and /or published) without clearly and properly acknowledging the source of that information. It is a serious offense that is a combination of fraud, theft, lying, and cheating.

Students can avoid plagiarism by giving credit whenever they use:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings, artwork, musical composition, etc.—any pieces of information that are not common knowledge
- Quotations of another person's actual spoken or written words.
- Paraphrase of another person's spoken or written words.

Instructors have the right to question the legitimacy of homework, research papers, reports, etc. Work that is plagiarized, copied from another student, completed by family members or friend, downloaded from the Internet, or is otherwise clearly beyond the student's own academic ability is subject to question by the teacher.

Penalty for Plagiarism:

- For the first offense the student will redo the assignment (topic change at the teacher's discretion) within a 7 calendar day period, and the maximum grade that can be earned is a 75%.
- For the second offense within the 4 year period of student's academic career at Greensburg Central Catholic High School, the penalty is a "0" grade on the project along with disciplinary action per the discretion of the administration.

## FORMATION THROUGH ADVANCED CATHOLIC EDUCATION AND SCHOLARSHIP (FACES) / COLLEGE IN HIGH SCHOOL:

Greensburg Central Catholic High School offers courses for college credit at the school through a number of local universities and colleges. Please visit our website, [www.gcchs.org](http://www.gcchs.org), to view our Program of Studies catalog for a complete listing of courses available for college credit. As with all courses, administration reserves the right to enroll or remove a student in any course at the administration's discretion.

## COURSE REGISTRATION

Course registration for the following school year will take place during the second semester of the current year.

Each department sets standards and requirements for admission into courses. Course registration sheets must be signed by parents and students. Courses with less than 15 students may not be offered. Students who wish to register for placement in an advanced course but do not meet the prerequisites or is not recommended by the teacher for placement MUST have an Academic Waiver form signed by themselves and their parents to

enroll in the course. By signing the Academic Waiver form, you agree that your son or daughter will remain in the course for its entire length and accept the consequences of the resulting grade because you registering for the course contrary to the professional judgment of the faculty, guidance department and the administration. A copy of the Academic Waiver form can be printed from our website, [www.gcchs.org](http://www.gcchs.org).

Students should not change courses once the course sheet is approved. With administrative approval, ANY changes to student schedules must be made by June 15. Schedule changes made after June 15 will ONLY be made with administrative approval in EXTENUATING circumstances.

If an extenuating circumstance exists, and a schedule change is made and a student withdraws from a scheduled course after October 1, for the first semester and February 15, for the second semester, the course will appear on the student's official transcript with a "W": noting that the student withdrew from the course.

Students may only schedule 1 study period per semester (or the equivalent) with the exception of those students scheduled for an honors or advanced placement science lab.

## DISSECTION REFUSAL

The schools of the Diocese of Greensburg will continue to use dissection, vivisection and incubation as part of planned instructional processes. Students from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any part thereof, as part of their course instruction. If a parent objects to having their child participate or observe any of these activities, the Principal should be notified in writing for permission to be excused. Being excused will in no way reflect in the teacher evaluation of the student.

## ELIGIBILITY

### Athletic

Any student participating in any high school athletic program must have a parental permission form properly signed and on file with the school Athletic Director. Every participant must be given a medical examination by the school physician or a licensed medical professional approved by the school and the P.I.A.A.

Student MUST CARRY family purchased school insurance or personal (family) insurance to participate in any athletic activity.

P.I.A.A. and W.P.I.A.L. eligibility regulations will govern the ability to participate as well as the rules governed by Greensburg Central Catholic and its athletic policies. These policies are subject to change with new legislation by the P.I.A.A. and W.P.I.A.L.

Students who are arrested and convicted of a criminal offense are subject to (at least) a mandatory suspension from all athletic and extracurricular activities. Please refer to our Discipline Policy for more details pertaining to this policy. No one can participate in an extra-curricular activity during a suspension. The administration reserves the right to suspend an individual from participation in practice, games, and activities for significant violations of the discipline code or the acceptance and disenrollment policy.

A student who is absent from school during a semester for a total of 20 or more school days, shall not be eligible until he/she has been in attendance for a total of 45 school days following the 20<sup>th</sup> day of absence. Extenuating circumstances, such as a funeral, extended illness or legal obligations will be subject to the review and the decision of the W.P.I.A.L. and the P.I.A.A. If the attendance of 45 school days is not met before the end of the year, it will carry over into the next school year.

**STUDENTS ARRIVING TO SCHOOL AFTER 11:00 AM ARE NOT PERMITTED TO PRACTICE OR COMPETE THAT DAY. STUDENTS WHO ARRIVE LATE THE MORNING AFTER A GAME, MATCH, OR PERFORMANCE (3) THREE TIMES WILL BE INELIGIBLE TO PARTICIPATE IN THE NEXT GAME, MATCH, OR PERFORMANCE. EXTRAORDINARY CIRCUMSTANCES MAYBE CONSIDERED AND WAIVED BY THE ADMINISTRATION.**

Our first and foremost interest is the personal educational program of each student; thus it is mandatory that he/she maintains satisfactory grades. A student athlete failing (2) two or more classes as of Friday of each week, will be deemed ineligible to participate in athletics, and will not be permitted to participate in practice or games while ineligible. If a student athlete fails to meet this eligibility requirement, she or he will lose eligibility from the following Sunday through Saturday. The ineligible student athlete will not be permitted to attend practices while ineligible, as she or he should be attending to her or his studies.

A student athlete who has failed (2) two or more courses for the previous marking period will be ineligible until the first eligibility report is considered in the following marking period.

All athletic equipment issued MUST BE RETURNED. If it is lost or stolen or if it is sufficiently damaged through misuse or abuse, students will be required to pay the COST OF REPLACING the equipment. Failure to turn in equipment within two weeks after the season may result in assessment of REPLACEMENT COST of the article.

No athletic activity or practice, except for regularly scheduled games shall function beyond 9:00 PM on an evening preceding a school day unless explicit permission has been granted by the school administration.

**ANABOLIC STEROIDS:** The use of or possession of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics is prohibited. Body building, muscle enhancement, increasing muscle bulk or strength, or enhancement of the athletic ability are not valid medical purposes. Anabolic steroids include any material, compound, mixture or preparation that includes any of the following that acts in the same manner on the human body: Chorionic gonadotropin, Clostebol, Dehydrochloromethyltestosterone, Ethylestrenol, Fluoxymesterone, Mesterolone, Metenolone, Methandienone, Methandrostenolone, Methyltestosterone, Nandrolone decanoate, Nandrolonephenpropionate, Norethandrolone, Oxzandrolone, Oxymesterone, Oxymetholone, stanozolol, Testosterone propionate, Testosterone-like related compounds. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

THE FOLLOWING MINIMUM PENALTIES ARE PRESCRIBED FOR ANY STUDENT FOUND IN VIOLATION OF THIS POLICY AND THE DRUG & ALCOHOL POLICY:

1. For a first violation, suspension from school athletics (practices and games) for period of 60 consecutive days. The consequences shall be in addition to and not in place of any other disciplinary action under the Disciplinary Code and/or Drug and Alcohol Policy.
2. Additional violations will result in consequences per the discretion of the administration.

No student shall be permitted to resume participation in school athletics unless the administration has received a medical report indicating that no residual evidence of steroids exists. As a further condition of reinstatement into the school athletic program, the student shall be required to participate in a drug counseling and/or treatment program satisfactory to the principal.

Extracurricular Activities

1. Our first and foremost interest is the personal educational program of each student. A student failing (2) two or more classes as of Friday of each week, will be deemed ineligible to participate in athletics, and will not be permitted to participate in practices or performances while ineligible. If a student fails to meet this eligibility requirement, she or he will lose eligibility from the following Sunday through Saturday. The ineligible student will not be permitted to attend practices while ineligible, as she or he should be attending to her or his studies.
2. A student who has failed (2) two or more courses for the previous marking period will be ineligible until the first eligibility report is considered in the following marking period.
3. Students arriving to school after 11:00 AM are not permitted to take part in any extra curricular activity that day. Students who habitually (as determined by the administration) arrive late the morning after an activity may be suspended from participation.
4. A student who is absent and/or tardy from school during a semester for a total of 20 or more school days, shall not be eligible until he/she has been in attendance for a total of 45 school days following the 20th day of absence. Extenuating circumstances, such as a funeral, extended illness or legal obligations will be subject to the review and the decision of the administration. If the attendance of 45 school days is not met before the end of the year, it will carry over into the next school year.
5. No extra curricular activity shall function beyond 9:00 PM on an evening preceding a school day unless explicit permission has been granted by the administration.

EXAMS

Mid-year and final exams may be given in each class. Administrative approval is required in order for a student to make-up a mid-year or a final exam.

FAILURES/SUMMER SCHOOL

Students are limited to the number of courses they may repeat in case of failure for the year. A student is only permitted to repeat (2) two, full-year, required courses during the four year time period in which they are enrolled as a student at Greensburg Central Catholic High School at an approved summer school. If a student repeats (2) two, full-year, required courses in an approved summer school and consequently fails a third course of the same status, the student will have to repeat the required course during their next academic year at Greensburg Central Catholic. All summer school courses must be pre-approved by administration.

Summer School Policy

- o Any required courses failed must be made up in an accredited summer school.
- o Tutoring will count not count as credit.
- o Tutoring will only be accepted as enrichment to help students succeed in that course the following year.
- o No credit is given for enrichment courses; however, they do appear on the transcript.
- o No remedial courses taken during the summer can be substituted for a course that should be taken during the school year.
- o No remedial courses taken during the summer can be used to move to a higher level course during the school year, unless it was taken to make up a failure.
- o Most summer school applications can be picked up in the Guidance Office after June 1.
- o Please request that all summer school grades be sent to Greensburg Central Catholic High School Guidance Office.

Advanced Summer School Courses

The following terms must be met for students attending advanced summer school credit courses:

1. 120 hours of Pennsylvania Department of Education approved instruction.
  2. The credit(s) will be added to the student's transcript.
  3. The Cumulative Grade Point average will be adjusted reflecting the letter grade attained.
- Approval of the administration is required before enrolling in the advanced courses.

GRADING SYSTEM, HONOR ROLL, REPORT CARDS, AND ACADEMIC PROGRESS REPORTS

Grading Scale - Weighted System

		Weighted	Weighted
100%	4.000	4.500	5.000
99%	4.000	4.500	5.000
98%	4.000	4.500	5.000
97%	3.934	4.434	4.934
96%	3.868	4.368	4.868
95%	3.802	4.302	4.802
94%	3.736	4.236	4.736
93%	3.670	4.170	4.670
92%	3.556	4.056	4.556
91%	3.443	3.943	4.443
90%	3.330	3.830	4.330
89%	3.165	3.665	4.165
88%	3.000	3.500	4.000
87%	2.890	3.390	3.890
86%	2.780	3.280	3.780
85%	2.670	3.170	3.670
84%	2.585	3.085	3.585
83%	2.500	3.000	3.500
82%	2.415	2.915	3.415
81%	2.330	2.830	3.330
80%	2.220	2.720	3.220
79%	2.110	2.610	3.110
78%	2.000	2.500	3.000
77%	1.890	2.390	2.890
76%	1.780	2.280	2.780
75%	1.670	2.170	2.670
74%	1.536	2.036	2.536
73%	1.402	1.902	2.402
72%	1.268	1.768	2.268
71%	1.134	1.634	2.134
70%	1.000	1.500	2.000
69%	0.000	0.000	0.000

Grading Scale

96 – 100%	=	A
93 – 95%	=	A-
90 – 92%	=	B+
88 – 89%	=	B
85 – 87%	=	B-
81 – 84%	=	C+
78 – 80%	=	C
75 – 77%	=	C-
70 – 74%	=	D
0 - 69%	=	F

Quality Point Average

The QPA is calculated using the values from the scale above. Partial credit courses are adjusted accordingly. Advanced level courses are designated as “weighted courses” and are worth an extra 0.5 or 1.0 grade point, as designated. QPA IS NOT ROUNDED OFF.

Honor Roll

3.90 or greater	Highest Honor
3.70 – 3.89	High
3.50 – 3.69	Honor

An incomplete or grade of 74% or lower prevents Honor Roll status.

### National Honor Society

All juniors and seniors, who have spent at least one semester at GCC, and have a cumulative scholastic QPA of 3.65, are academically eligible for consideration in the NHS. An appointed faculty committee reviews student information sheets, faculty recommendations, and school discipline and attendance records to assess the character, service, and leadership of the students. Qualified students are then selected by a majority vote. Student application does not automatically qualify a candidate for acceptance into the National Honor Society. Students must meet NHS standards to become a member and continue to adhere to the standards to maintain membership in NHS. Inductions are held in the spring only.

### Report Cards

Report cards are distributed at the end of each quarter. The June report card will not be sent to a student who has outstanding bills. Seniors who are not current in their payments as of the last billing cycle will not be permitted to take part in the graduation ceremony.

### Academic Probation

Students may be placed on academic probation after any grading period. Students who accumulate excessive grades below a C or whose GPA falls below a 2.0 are at risk for review for academic probation. Probation may include, but is not limited to, mandatory study sessions outside of the school day and mandatory meetings with counselors and teachers. Once a student is placed on academic probation he/she must adhere to the guidelines set by the administration and guidance department set out at his/her academic probation meeting. This meeting will include the student, parent(s), the administration and guidance counselor. Failure to adhere to these guidelines may result in dismissal from Greensburg Central Catholic High School. However, students do not need to be on academic probation to be dismissed for academic reasons.

### Academic Progress Reports

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 our website, [www.gcchs.org](http://www.gcchs.org). PowerSchool usernames and passwords will be mailed out during September of each year, once a signed Acceptable Use Policy (AUP) has been received. AUPs are mailed home to each family in our August mailing. AUPs can also be printed off of our website.

### Academic Records

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## GRADUATION REQUIREMENTS

All students attending Greensburg Central Catholic High School must fulfill a number of requirements and earn a minimum number of credits in order to graduate from Greensburg Central.

Greensburg Central Catholic High School requires a minimum of 27 credits in order to graduate. The breakdown of credits is as follows:

#### Units of Credit:

4	Religion
4	English
3½	Social Studies
2	World Language
3	Math
3	Science
½	Health
1	Physical Education
1	Fine Arts
5	Electives

A student must receive a passing grade in all required courses to graduate.

A research paper is required for the following English classes: all levels of Senior English, Junior English, and Honor Sophomore English. Transfer students will be evaluated on an individual basis by the administration.

It is the responsibility of every student to know the quality and quantity of his/her credits so he/she will meet the graduation requirements.

### Principal's Award

All graduating students with a cumulative QPA of 4.20 will receive a Principal's Award as a replacement for valedictorian/salutatorian for academic achievement and will all be ranked #1 in their class. These students will vote representatives to give the Commencement Address.

### Honor Cords

All graduating seniors with a cumulative QPA of 3.85 will receive an honor cord.

### Early Graduation

No student will be permitted to graduate earlier than the end of their senior year at Greensburg Central Catholic High School, and only after completing the graduation requirements of Greensburg Central Catholic High School.

The Formation through Advanced Catholic Education and Scholarship (FACES) program allows for students to complete college courses (on a college transcript) at the high school and prior to graduation.

## GUIDANCE

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, tutoring, help with home, school and/or social concerns in an atmosphere where personal problems can be discussed in confidence.

Students wishing to visit a counselor should contact the Guidance Office to arrange for an appointment. This can be done before or after school or during study periods. Only students with a pass indicating the time of departure from a period may be excused.

Parents may arrange to view their child's school record by making an appointment with the guidance counselor. At least 24 hours notice is requested for these appointments.

## LIBRARY

The Library is to be used for reading and reference work and is a quiet place for study. There is a small computer lab in the Library that students can use for word processing or doing research. Internet access is available in *this lab*. Internet use is limited to school related assignments. The card catalog is automated and students do not need a card to checkout books. Books circulate for four weeks. Overdue books are assessed a fine of 10 cents per day. Students who owe fines or have overdue books at the end of the semester will have their report cards held until the fines are paid or the book returned. A photocopy machine is located in the Library for student use. Cost per copy is 10 cents. **THEY ARE TO REPORT PROMPTLY, AS IF TO A CLASS, AND REMAIN IN THE LIBRARY FOR THE FULL STUDY HALL PERIOD.**

## MATH LAB

The "Math Lab" program is an auxiliary service provided to Greensburg Central Catholic High School through Pennsylvania Act 89 and allocated by Westmoreland County Intermediate Unit. The program provides on-going support to students in integrated math, pre-algebra, algebra I and II, geometry, trigonometry, college algebra, pre-calculus, and calculus. The Math Lab is located on the first floor of the school and serves as a resource center for students and math faculty. The I.U. contracts with Catapult Learning to provide a certified teacher to the school for auxiliary instruction for homework support, auxiliary instruction, test preparation, and SAT math preparation. These services are coordinated with the classroom teacher based on students' classroom performance. Students who wish to use the math lab facilities during study hall or during lunch periods should report directly to the math lab as if reporting to class.

Written parental consent will be obtained for those students who are recommended by the classroom teacher or principal to be seen on a weekly basis throughout the school year.

The Catapult Learning Math Teacher is available for conferences with parents and school faculty.

## RELIGIOUS EXERCISES

All students must complete all religion course requirements including the 18 hours per year service requirement. In addition, they are required to attend all religious services, assemblies, and off campus programs of spiritual development. Students are expected to conduct themselves in a reverent and respectful manner during these services.

## CAMPUS MINISTRY

Campus Ministry is a response of this Christian Community to the needs of our students and to assist them in sharing their unique gifts of youth with the larger community.

Campus Ministry works to foster the total personal and spiritual development of each young person through responsible participation in the life, mission and work of the Catholic Church. The students of Greensburg Central Catholic High School are given the opportunity to grow in their relationship with God and others by involvement in programs sponsored by the Campus Ministry Department. These programs are both religious and social in nature.

Campus Ministry assists the Religion Department in coordinating the required service component of (18) eighteen hours each year. Through Campus Ministry, students respond to the challenge to live their faith in a supportive and nurturing environment

## CHAPEL

A small Chapel is located on the third floor for student use. Mass is celebrated one morning each week. The Chapel is available for use during school hours for family and friends of the school, with prior notification to the Administrative Office.

## CHAPLAIN

The Bishop of the Diocese of Greensburg appoints a Chaplain to the school. He celebrates liturgies, is available for the Sacrament of Reconciliation upon request, and is generous with his time for any student or faculty need. As a designated student advocate and a willing listener, the Chaplain is available for counseling as a member of our Guidance team.

## STUDY PERIODS

Students with study periods will have assigned study rooms.

The study period will be conducted in the same manner as a class: Students are expected to arrive on time and be prepared with proper materials to occupy the entire time. Study periods are for quiet study.

Proctors will take roll. If a student needs to do research in the library or work in the Math Lab during this period, he/she should report directly to the library or the Math Lab. The librarian or Math Lab instructor will send a list of names to the study hall proctor. If a student wants to use the computer lab during this period, he/she must get a pass beforehand from the computer lab instructor. The student shows this pass to the study hall proctor before reporting to the computer lab. If a student wants to use the Math Lab, they must get a pass from the study hall proctor. If a student is found in the hallway or other prohibited area he/she will lose future privileges and will be dealt with according to the Discipline Code.

## TECHNOLOGY ACCEPTABLE USE POLICY AND INTERNET ETHICS CODE

Greensburg Central Catholic High School establishes this policy and code to ensure that technology, especially the Internet, is being used for ethical, lawful and educational purposes. Failure to adhere to this code can result in the suspension of your privilege to use the Internet, or have access to equipment. The use of Greensburg Central Catholic High School's Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. All students must sign an Acceptable Use Policy before being permitted to use any school computers.

Violations of the Acceptable Use Policy will result disciplinary action. This action may include removal from the system temporarily or permanently. More serious consequences depending on the seriousness of the offense, including suspension or termination from school and paying for repair or replacement costs could result. The listed disciplinary regulations do not cover every conceivable situation. All final disciplinary interpretations and decisions are the prerogative of the administration.

### Cell Phone Policy

**Students are permitted to bring cell phones to school; however, cell phones are not permitted to be out or used during the entire school day. Cell phones should remain off and in the student's locker during the school day. The school is not responsible for cell phone loss or misuse by another person using a cell phone without the owner's permission.**

In an emergency, parents should call the Administrative Office to contact their son or daughter. Please note that by attempting to contact your son/daughter on their cell phone, you are putting them in a position of violating the discipline code and they will have to face the necessary consequences.

The following consequences have been established for students who do not follow our Cell Phone Policy.

1. Visibility of Use of Cell Phone:
  - a. First Offense: One Detention, and the cell phone taken and given back to the student at the end of the school day
  - b. Second Offense: Three Detentions, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
  - c. Third Offense: Saturday Detention, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
  - d. Fourth Offense: 1 Day Suspension, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
  - e. Fifth Offense: 3 Day Suspension, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
  - f. Sixth Offense: 10 Day Suspension, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office. Implementation of Expulsion Procedures.
2. Unauthorized Photos, Cheating, or Any Other Unauthorized or Inappropriate Use of Any Cell Phone:
  - a. These offenses will be dealt with on an individual basis according to policy of Greensburg Central Catholic High School and the Office for Catholic Schools of the Diocese of Greensburg for such offenses.

**ALL final disciplinary interpretations and decisions are the prerogative of the administration of Greensburg Central Catholic High School and the Superintendent of Catholic School for the Diocese of Greensburg. The administration reserves the right to extend beyond the consequential sequences listed at any time the Administration sees that the need arises.**

## STUDENT ACTIVITIES

### ASSEMBLIES

When reporting to assemblies, report quickly and quietly. The normal rules for lateness apply. Go directly to your assigned section or seat and remain there until dismissed.

Conduct at assemblies and other school sponsored events should always be appropriate to the nature of the activity.

**STUDENTS ARE REQUIRED TO ATTEND ALL SCHOOL ASSEMBLIES.**

### PROM

The Prom is sponsored by the Junior Class and usually held in the spring. The event is open to all Central juniors and seniors, who may invite a guest of their choosing. However, any person in attendance must be at least a high school sophomore. Central freshmen are excluded as well as any guest that is not at least a sophomore.

All guests of Greensburg Central Catholic students are subject to the same rules and regulations that govern the student body. Greensburg Central Catholic students are responsible for the behavior and actions of the guests they invite to school sponsored activities.

All school rules apply to off campus prom activities.

### OTHER SCHOOL DANCES

1. Dances are held from 7:30 PM to 10:15 PM.
2. Dress requirements will be set by the committee responsible for planning the dance and must be approved by the administration.
3. Students must be in school before 8:00 PM in order to attend any dance. Those arriving after this time will not be admitted.
4. Parents/Guardians of students who sign up to attend the dance and do not show up will be called to alert them their son or daughter did not arrive.
5. All students attending a dance must remain until the announced conclusion of the event: 10:15 PM. The only exception will be if the parents come and inform the moderators of the dance that they are taking their child home with them.
6. Smoking or the use of tobacco products is forbidden on the school campus. The use or possession of alcohol or unlawful drugs is cause for referral to the authorities which will result in suspension of driver's license in accordance with the Pennsylvania State Law on underage drinking. School suspension will be imposed.
7. Dances are closed to persons other than Central students unless otherwise specified.

8. The discipline code applies to dances.

## TRANSPORTATION

Because of liability purposes, students are not permitted to drive themselves to or from any school related activity/event where transportation is provided. Parents are permitted to drive their student with the signing of the proper permission slips.

## STUDENT AFFAIRS

### ATTENDANCE

WHEN A STUDENT IS ABSENT, A PARENT IS REQUIRED TO CALL THE OFFICE (EXTENSION 211) BEFORE 8:30 AM TO CONFIRM THE ABSENCE. Upon return to school, the student must present a written excuse from one of the parents to the first period teacher or the Administrative Office. If a phone call is **not** received, the student's absence will be marked unexcused/unlawful until a written excuse is submitted. If an excuse is not submitted within three school days, the absence(s) will remain unlawful/unexcused which becomes a truant offense and the administration will be notified for disciplinary action. Please note that students are **NOT** permitted to make-up any work for an unexcused/unlawful absence or a truant offense, therefore it is **imperative** that you call and follow-up with a written excuse when your son or daughter is absent from school. Please be vigilant in checking your student's attendance via PowerSchool.

Absenteeism: There is a strong relationship between regular classroom attendance and academic achievement. Absences from class disrupt continuity of class work and student/teacher interaction. In an effort to promote educational excellence, the following policy will be enforced regarding excessive absences. Please note that classroom teacher takes "physical" attendance. In other words, if a student is not physically present in class, whether they are absent or excused for another activity, they will be marked absent. This allows the classroom teacher to correlate attendance or lack of to academic performance if necessary.

A student who, for any reason is absent from a class (7) seven times in a semester will be referred by the teacher to the administration. A letter will be mailed to the parents advising them of the policy on absenteeism and continued absence may result in denial of credit

Forfeiture of Credit A student who is absent from any or all classes (20) twenty times for a one credit course or (10) ten times for a semester course per school year will risk forfeiting credit for the course(s) they are enrolled unless there are chronic health conditions for special consideration which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum (20) twenty allowed. If the administration determines there is definitely over (20) twenty absences, excused or unexcused, as indicated by school records, and that upon review none were due to extenuating circumstances, the student will lose credit for the course(s). An excused absence (with parental permission), without written verification from medical doctor, counts as one of the student's (20) twenty absences.

In the event of credit denial, the student **may** have the option to make up work missed through excessive absences. This may include but is not limited to before/after school tutoring and summer work. The parent, student, teacher and the administration must agree upon a written contract for credit make up to be granted. Failure to abide by the conditions set forth in the contract will result in irreversible credit denial.

\*\*Please note that these rules are in effect for individual classes. For example, if a student is chronically tardy and he/she misses first period (20) twenty times for a one credit class or (10) ten times for a semester class, the Forfeiture of Credit rule is in effect.

### **AN ABSENCE IS DEFINED AS EXCUSED, UNEXCUSED OR UNLAWFUL.**

#### **AN EXCUSED ABSENCE:**

Illness	Urgent reasons affecting the child, does not include working at home
Death in immediate family	Family trip pre-approved by administration
Impassable roads	College visitation day
Issuance of a Farm or Domestic Service Emergency Permit	

#### **AN UNEXCUSED/UNLAWFUL ABSENCE INVOLVES THE FOLLOWING OR SIMILAR REASONS**

Absence through parent neglect	Missing the bus
Car problems	Sleeping in
Unlawful employment	

Students unlawfully absent for three consecutive days or the equivalent of three days shall be reported to the local public school district attendance department.

### Vacations

Trips and vacations during the school year are discouraged, particularly during exam weeks. If it is necessary for a student to miss several days of school, parents should submit a letter to the administration at least two weeks in advance for approval. The student is responsible for obtaining assignments from teachers and taking tests.

### Early Dismissals

Early dismissals are discouraged and should be requested only when necessary. Early dismissals will be granted for the same reasons allowable for excused absences. Students are encouraged to schedule appointments with the doctor or dentist other than during school hours. However, when emergency demands, the appointment should be made as early or late as possible or during study halls. Also, parent must call the high school to verify this appointment, prior to the early dismissal. **Please remember that missing class for an early dismissal counts towards the (20) twenty days permitted in our Forfeiture of Credit Policy.**

To obtain an early dismissal, a student must present a written request containing the following information.

- |   |   |
|---|---|
| 1. Full name of student                                     | 5. Signature of parent or guardian                        |
| 2. Date of early dismissal                                  | 6. Home/business phone number of parent or guardian       |
| 3. Time of early dismissal                                  | 7. Early dismissal should be verified by phone by 8:30 AM |
| 4. Name & phone number of doctor or dentist, if applicable. |   |

Any student granted permission to leave the building because of illness, early dismissal or other emergency, must sign out at the Administrative Office prior to leaving. Also upon returning to school after early dismissal on the same day, a student is requested to sign in at the Administrative Office. Verification of students keeping doctor's or dentist's appointment should accompany students upon return to school.

**SPECIAL PROGRAMS AND HALF DAYS** When a half day is scheduled for exams or special programs or when an assembly, Eucharistic liturgy, or program is planned, students must be present until the entire day is concluded. **EARLY DISMISSAL AND LATE ARRIVAL NOTES WILL NOT BE ACCEPTED ON HALF-DAYS, OR DAYS OF SPECIAL PROGRAMS.**

### Tardiness

Tardiness requires the presentation of a verifiable form such as a doctor's appointment form. Written verification from a parent for a justifiable reason may also be acceptable. A parent is also asked to call the Administrative Office if there will be an excused tardy. The same reasons as for lawful absence apply. All other tardiness is considered unexcused.

Students arriving after the first period begins should report to the Administrative Office. The student must receive an admit slip before the student is admitted to class. The rules for an unexcused/unlawful tardy will apply in both cases.

**Students who drive to school or ride with others to school and accumulate 5 unexcused tardies will lose driving privileges for 1 month. If these students continue to be tardy they will lose driving privileges permanently.**

### Make-Up Work

Legitimate absence from class does not excuse one from the work missed. The student should meet with the subject teacher on the first day of return to school in order to arrange for make-up work and scheduling missed tests or quizzes. A more efficient and quicker manner to obtain assignments and other relevant information is to utilize the website [www.powerschool.com/parent](http://www.powerschool.com/parent). Parents and students can access PowerSchool via the PowerSchool link on the school website: [www.gcchs.org](http://www.gcchs.org). Parents will receive their pass code to this website in September, once a signed Acceptable Use Policy has been received by the school.

Students who miss multiple days of school due to illness or injury are permitted to have AT LEAST the same number of days to make-up all work missed. Students should access work missed via PowerSchool and by directly emailing his/her individual teachers.

In cases of serious illness or injury the student may need to go on homebound instruction. Greensburg Central Catholic High School does NOT offer homebound instruction. Students needing this service must transfer from Greensburg Central Catholic and take homebound instruction from their home school district. When the student is able to return, he/she would re-enroll at Central.

All course requirements must be completed by the end of each marking period in order to be computed in the grade. In an extenuating circumstance, the administration will allow a student to be given an Incomplete, or an "I", on their report card and will be given a time extension in order to make-up the work. In cases where a student has been given an Incomplete and work is NOT made up within the agreed upon time frame, the student will lose credit for the work and fail those assignments.

Students who have unlawful/unexcused absences have no claim on the right to make-up missed exams, quizzes, or other types of assignment tools. In that event, the availability of make-up work will be determined on a case by case basis after consultation between the teacher and high school administration.

### BELLS

- |      |  |
|------|--|
| 7:30 | Bell to allow students to leave cafeteria                                    |
| 7:40 | Warning Bell – Move to First Period  |
| 7:45 | First Period Begins – Prayers, Attendance, Announcements, First Period Class |

**LATE BELL** – three minutes are provided for class change. All students are to be in their assigned area when the late bell rings. STUDENTS WHO ENTER CLASSROOMS AFTER THE LATE BELL HAS RUNG WILL BE MARKED TARDY. See the discipline code for consequences for multiple unexcused tardies to class.

## BELL SCHEDULE

### REGULAR BELL SCHEDULE

Period 1	7:45 – 8:30
Period 2	8:33 – 9:13
Period 3	9:16 – 9:56
Period 4	9:59 – 10:39
Period 5A	10:42 – 11:12
Period 5B	11:15 – 11:45
Period 5C	11:48 – 12:18
Period 6 (p.m. announcements)	12:21 – 1:05
Period 7	1:08 – 1:48
Period 8	1:51 – 2:31
Bus Dismissal	2:31
Driver/Rider Dismissal	2:35

## BUS

In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to be courteous, cooperative and restrained. The following regulations are required for each pupil:

1. Students will wait for the bus to come to a complete stop before entering the bus.
2. Except when assigned by the administration or the driver, there are no reserved seats on the bus. Students will take seats available as they get on the bus and will not “save” seats.
3. State law forbids students to stand in the aisle while the bus is in motion or to put any part of the body out of the bus window.
4. In the interest of cleanliness and good appearance, students will not tamper with or deface anything on the bus, nor will they throw anything out the bus windows. Financial responsibility rests with the student for any damage done to the bus.
5. Emergency doors are to be used only in an emergency and not as an ordinary exit from the bus.
6. Eating, smoking, and use of abusive language are strictly forbidden on the bus.
7. Pushing, shoving and any other unnecessary roughness will not be tolerated.
8. When exiting the bus to cross the highway, students are required to cross in front of the bus and to be careful of traffic coming in either direction along the highway.
9. The bus driver is in full charge of the bus. Any situation that needs attention on the bus should be reported to the driver at once. The driver will bring the infraction to the attention of the administration.
10. A student who arrives on a late bus is required to report to the Administrative Office, sign in, go to his/her locker and report directly to the period in session. This will be an excused tardy.
11. If a student is reported for any of the above activities, the administration will usually take the following disciplinary action.
  - 1 First Offense – One Detention, Phone call to the parent/guardian. A report of the infraction is sent to parents. It is hoped that the parents will help prevent a reoccurrence.
  - 2 Second Offense – 3 Detentions, Phone call to the parent/guardian, and the student is removed from the bus and the student shall not ride any bus for five (5) school days following the incident.
  - 3 Third Offense – Saturday Detention, Phone call to the parent/guardian, and an automatic indefinite suspension of bus privileges. The administration will determine the number of days due to the severity of the offense. A student’s suspension from riding a bus is not excuse from attending school. This action will remain in student files until graduation from Greensburg Central Catholic High School.

## CAFETERIA

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Maintaining a clean cafeteria is the responsibility of the student body. In order to keep the cafeteria clean and orderly, please observe the following rules:

1. Please cooperate with the cafeteria supervisor.
2. Empty all debris from trays into the trash receptacles. return trays, dishes and silverware to the receiving window before leaving the cafeteria.
3. All food and drink must remain in the cafeteria with the exception of bottled water.
4. Cafeteria tables and seats must be kept in a neat and orderly way.

5. Personal radios and CD players with earphones are permitted in the cafeteria. Cell phones are not permitted in accordance with the cell phone policy.
6. Students must sit in chairs. Sitting on tables is not permitted at ANY time.
7. During the lunch period, students are to remain in the cafeteria unless they have their planner signed by a school official.
8. Remember, a “please and thank you” go a long way.

Violations of the established guidelines may constitute a health/safety hazard and an infringement upon the rights of other students.

**STUDENTS VIOLATING THESE GUIDELINES ARE SUBJECT TO DISCIPLINARY ACTION.**

Breakfast will be served daily until 7:30 AM; no one will be served after 7:30 AM.

**CD PLAYERS, BEEPERS, RADIOS, ETC.**

CD Players, Radios, walkmans, electronic games and similar devices are permitted only to be used during lunch. At all other times they are to be turned off and kept in a student’s locker. Failure to comply will result in the electronic device being confiscated and returned only to the student’s parents. Students with health problems or who are members of volunteer fire departments or ambulance services requiring such electronic devices should inform the administration to seek approval.

**DISCIPLINE CODE**

As Greensburg Central Catholic High 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 this right by administration to terminate enrollment of a student for any reason at any time.

**Detention and Saturday Detention Regulations:**

1. Regular detention periods are scheduled from 7:00 AM – 7:40 AM each Tuesday and 2:40 PM to 3:20 PM each Thursday. Detention begins on the earliest scheduled detention day following the infraction. A one day delay is appropriate for those students who have to make transportation arrangements. Saturday Detention will be held on Saturdays from 9:00 AM until 1:00 PM.
2. Dress code is in effect for Tuesday and Thursday detention periods. Dress code for Saturday detention will be determined on a weekly basis.
3. Students are not permitted to leave the room, eat, sleep or rest heads on desks.
4. Students will sit in silence for entire time. Students can and should bring ample school work to the room. If a student does not bring work or have sufficient work to do, she / he will be given work to do by the administration that must be completed and turned in during the detention period.
5. Scheduled detentions take a priority over the participation in extra-curricular activities and sports practices and/or contests. Exclusion from participation in extra-curricular activities and sports practices and/or contests is in effect during the detention hour on scheduled days. Detention and Saturday Detention will NOT be changed to accommodate such activities.
6. Students may not represent the school in any sports or extracurricular activities, unless the student has made prior arrangements to schedule and serve out the detention(s).
7. The administration reserves the right to suspend any individual from participation in any or all extra-curricular or athletic events for violations of our discipline code.
8. Parents are notified by mail of all detentions. Parents will be notified by phone when the violation is considered to be more serious in nature.
9. If a student fails to serve his or her first scheduled detention, his/her detention(s) will be doubled. Failure to serve two (2) scheduled detentions results in Saturday Detention being issued. Failure to serve the 3rd detention will result in a one day suspension. Discrepancies will be addressed by the administration. **In addition, students who do not serve detentions (3 detentions) will be declared ineligible to participate in extra-curricular activities for 5 school days.**

Suspension

The student is not permitted on school grounds, in any school vehicle or any other instrument of the school and may not attend or participate in any school activity during the suspension. Any student violating this directive will be subject to trespassing charges. A parent conference is required before a student is permitted to return to school after a suspension for three (3) or more days.

The student will have the responsibility to make up missed exams, projects, and other work according to time frame determined by policy.

Expulsion

Expulsion is a permanent removal of the student from the school. Expulsion is carried out at the recommendation of the administration and the approval of the Superintendent of Catholic Schools.

**DISCIPLINE OFFENSES AND RECOMMENDED RESPONSES:**

**Students who violate the code of student conduct will be subject to a range of consequences including but not limited to; warning, detention, parental contact, suspension, and expulsion. Note that the disciplinary offenses and recommended consequences do not cover every possible situation. ALL final disciplinary interpretations and decisions are the prerogative of the administration of Greensburg Central Catholic High School and the Superintendent of Catholic Schools for the Diocese of Greensburg. The administration reserves the right to extend beyond the consequential sequences listed below at any time the administration sees that the need arises.**

Level I Offenses:

- Dress Code Violations
- Failure to Comply with a Request of a Teacher or Administrator
- Unlawful/Unexcused Tardy to Class (referred each 3 tardies)
- Disruption Inside or Outside of the Classroom
- Unacceptable Language/Gestures
- Absent From Class Without Permission
- Cell Phone (refer to the Cell Phone section for additional information pertaining to a Cell Phone violation)

Level I Consequences:

- First Offense: One Detention
- Second Offense: Three Detentions
- Third Offense: Saturday Detention
- Fourth Offense: Suspension
- Fifth Offense: Up to a 10 Day Suspension  
Implementation of Expulsion Procedures

**\*The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.**

Level II Offenses:

- Cutting Class
- Truancy/Leaving School Grounds Without Permission from School Official
- Forgery of Parent or School Official Signature
- Cheating (refer to the Cheating section for additional information pertaining to a Cheating violation)
- Insubordination/Disrespect of a Faculty or Staff Member
- Disrespect of another student

Level II Consequences:

- First Offense: 3 Detentions
- Second Offense: Saturday Detention
- Third Offense: Suspension
- Fourth Offense: Up to a 10 Days Suspension  
Implementation of Expulsion Procedures

**\*The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.**

Level III Offenses:

- Fighting
  - In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- Student Harassment –Ethnic, Verbal, Physical, or by use of a Technological Device
  - In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- Smoking Cigarettes, Possession of/or use of Tobacco (snuff included) in School, on School Grounds, or at a School Sponsored Activity
  - In accordance with the State School Smoking/Possession Law 6306.1 a student who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense. The student will receive a summons from the local District Magistrate and required to answer charges at his/her office. The fine and court costs will be imposed by the District Magistrate at the hearing in his/her office.
- Vandalism/Theft
  - Restitution Required

Level III Consequences:

- First Offense: 3 (or more) days Suspension  
Parental Conference to Return to School
- Second Offense: Up to a 10 Day Suspension  
Implementation of Expulsion Procedures

**\*The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.**

Level IV Offenses: The following offenses are considered very serious in nature. Therefore, the violation and the consequence have been listed separately.

- HARASSMENT – EXTREME IN NATURE: Sexual, Ethnic, Physical, Verbal or by use of a Technological Device
  - Immediate 10 Day Suspension

- Immediate Implementation of Diocesan Guidelines
- PA State Police Notification
- In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- VERBAL OR PHYSICAL THREAT TO SCHOOL PERSONNEL
  - Immediate 10 Day Suspension
  - Immediate Implementation of Expulsion Procedures
  - PA State Police Notification
  - In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- POSSESSION OF DANGEROUS CHEMICALS OR FIREWORKS
  - Immediate 10 Day Suspension
  - Immediate Implementation of Expulsion Procedures
  - PA State Police Notification
- BOMB OR TERRORIST THREATS
  - Immediate 10 Suspension
  - Immediate Implementation of Expulsion Procedures
  - PA State Police Notification
- VANDALISM / THEFT – REPEATED OR EXTREME IN NATURE
  - Immediate 10 Suspension
  - Immediate Implementation of Expulsion Procedures
  - PA State Police Notification
- TAMPERING WITH FIRE EXTINGUISHERS/SETTING OFF FALSE ALARMS
  - Immediate 10 Suspension
  - Immediate Implementation of Expulsion Procedures
  - PA State Police Notification
- ASSAULT OF SCHOOL PERSONNEL OR THEIR PROPERTY
  - Immediate 10 Day Suspension
  - Immediate Implementation of Expulsion Procedures
  - PA State Police Notification
- POSSESSION OF A WEAPON

No person other than public officers in uniform in the exercise of their duties shall bring any weapon as defined I Section 012 of the Pennsylvania Crimes Code, 18 Pa. C.S. 912, onto school grounds or in any school building or vehicle even though they have a legal permit to carry such weapon.

- Immediate 10 Day Suspension
- Any student found to be in violation of this policy will be subject to disciplinary action and reported to the appropriate law enforcement agency for criminal prosecution under 18 Pa. C.S. 912.
- Police will be notified, criminal complaint will be initiated.
- Student(s) will be arrested.
- Immediate Implementation of Expulsion Procedures
- Non-school students who violate this policy shall be prosecuted as trespassers.
- In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.
- USE and/or POSSESSION OF ILLEGAL DRUGS AND/OR ALCOHOL
  - Immediate 10 Day Suspension
  - PA State Police Notification
  - Parents must arrange for a readmission conference for the student. (The readmission decision is at the discretion of a review panel.) If readmission is granted, it is contingent upon ongoing drug therapy and testing at the expense of the family.
  - Immediate Implementation of Diocesan Guidelines
  - Possible Implementation of Expulsion Procedures
  - In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.
- SELLING OF ILLEGAL DRUGS AND/OR ALCOHOL
  - Immediate 10 Day Suspension
  - Immediate Implementation of Diocesan Guidelines
  - Immediate Implementation of Expulsion Procedures
  - PA State Police Notification

- In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.

\*Participation in athletics and extracurricular activities at Greensburg Central Catholic High School is a privilege and carries behavioral responsibilities for our students during and after the school day, on school grounds and off. GCC students who are convicted of shop-lifting, simple assault, harassment, driving under the influence, underage drinking, possession of illegal drugs and other such misdemeanors or felonies, shall be removed from athletics and extracurricular activities for a minimum of 90 calendar days (from the conviction) up to one year at the discretion of the administration.

**\*The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.**

#### THE PENNSYLVANIA STATE POLICY CANINE UNIT WILL BE USED TO SEARCH FOR ILLEGAL SUBSTANCES

#### DRESS REGULATIONS

Central is committed to the affirmation of the self-worth of each person. We believe that the style of dress influences the students' self-concept, so a dress code has been instituted. Enrollment at Central signifies the intent of each student to abide by the standards set forth. Final decisions on dress code applications will be the sole responsibility of the school administration. Any dress code violations will result in detention.

Students are expected to be in compliance with the dress code at all times during the school day. No exceptions will be made. Students out of compliance during the day will receive detention(s). Continued violations could result in suspension and/or expulsion.

At all times, the administration reserves the right to evaluate and critique an individual student's interpretation of the dress code policy as evidenced by his/her appearance at that time. Final interpretation will be at the discretion of the administration. Please see Appendix A for dress code guidelines.

#### Injuries and Uniforms

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.

A student who is out of uniform must report to the administration for an Out of Uniform excuse.

Early dismissals and late arrivals are not an excuse to be out of uniform. Athletic events are not special dress up days, regular uniforms must be worn. A note from your parent is not an excuse to be out of uniform. Only the administration may give permission for any student to be out of uniform.

#### DRIVING PRIVILEGES

Students who have parental permission to drive to school must fill out the application to obtain a parking permit, pay a parking permit fee of \$20.00 and submit a copy of their valid driver's license to the administration. School officials reserve the right to refuse any and all driving privileges. Students will be assigned parking spaces for the 2009-2010 school year.

The following regulations must be observed:

1. All student drivers must park in the designated area and may not leave the parking lot until directed. All drivers must wait for the Drivers' Dismissal bell.
2. If a student driver has to be called to move a car for blocking vehicles or parking in a non-designated area, their driving privilege could be revoked.
3. The school will not be held accountable for any damage or other problems encountered by student drivers. By requesting to drive to school, you, the student, assume all liability problems that may arise.
4. Obtain a permit application from the Administrative Office. Complete permit application, provide a copy of your valid driver's license, remit your \$20.00 permit fee and return it to the office.
5. All students' vehicles must be properly registered and marked with a valid parking permit.
6. After the vehicle is properly parked, ALL occupants must IMMEDIATELY go into the building.
7. Students are NOT permitted to go to their cars during school hours for any reason. In case of emergency, permission to go to a car must be obtained from the administration.
8. SPEEDING WILL NOT BE TOLERATED. Student drivers must obey all speed limit, directional, and other posted signs. Student drivers and passengers are required to observe the same rules and regulations governing the use of tobacco, alcoholic beverages and controlled substances as applies to all other school property.
9. Any student violating any of the above conditions shall IMMEDIATELY LOSE driving and parking privileges.
10. DRIVING PRIVILEGES MAY BE REVOKED IF A STUDENT DRIVER AND PASSENGERS ARE TARDY MORE THAN THREE TIMES.

#### GUESTS

All guests of Greensburg Central Catholic are subject to the same rules and regulations that govern the student body.

Students wishing to bring a guest should obtain permission from the administration in advance. The host must have a note from his/her parent giving permission for the visit. The visitor must receive a pass from the administration. Visitors should adhere as closely as possible to the GCC dress code.

#### GYM

The gym and sports equipment may be used only under the supervision of a staff member. Students may not be in the gym at any time unless a staff member is present. The gym is not to be used as a walkway to other areas. Appropriate athletic clothing is required for all students.

## HALL PASS

Students leaving a class or assigned area for any reason (including but not limited to the office, health office, guidance office, locker, rest room, etc.) must have their student planner. Students must have their Student Planner signed and arrive back to the room within a 3 minute time period. Hall pass use should be limited to study periods and lunch periods to avoid classroom disruptions and missing valuable class time. Any student found in the hall without a pass will be escorted back to the classroom. Students who consistently abuse this policy will be referred for detention or may lose hall pass privileges.

Students using the Library and Math Lab during study period should report there directly, as if reporting to a class. If needed, study period teachers may write students a pass for the Library or Math Lab if the class period has already began.

## LOCKERS

All lockers are the property of Greensburg Central Catholic High School and MUST be locked with a school issued lock AT ALL TIMES. Students are not permitted to use unassigned lockers. Lockers will be periodically checked by the school authorities and the administration reserves the right to search lockers without notice. Care of the lockers and personal property within is the responsibility of the individual students. Students caught vandalizing or in any way damaging lockers will be assessed a fee to cover damage and will be liable for disciplinary consequences. **THE SCHOOL IS NOT RESPONSIBLE FOR PROPERTY STORED IN LOCKERS.** Locks placed on lockers that were NOT issued by the school will be removed. Greensburg Central Catholic High School is not responsible for damage to locks that must be removed.

## PERMISSION TO LEAVE SCHOOL

Students are not permitted to leave school grounds unless there are compelling reasons. Written permission of the parents(s), followed by a phone call to the school to verify the request is required.

If a student must leave due to illness or some other emergency, they must receive permission at the Administrative Office and follow the proper sign-out procedure. A phone call to the emergency number on file will be made by the office staff to alert parent(s) or guardian(s).

EARLY DISMISSALS OR LATE ARRIVALS ORDINARILY ARE NOT GRANTED ON DAYS OF SCHOOL MASSES AND ASSEMBLIES.

## PUBLIC DISPLAYS OF AFFECTION

Any public display of affection is inappropriate and is not permitted.

## POSTERS AND SIGNS

All posters, banners, or signs of any type must be approved by the administration before being posted on glass or tile surfaces only. Any sign not approved will be removed and destroyed. When the posted event is over, all signs, tape, etc., must be removed completely and promptly by the person(s) responsible for hanging the signs.

## RESTROOMS

Rest rooms may be used before and after school, between class periods and at the beginning and end of your lunch period. You are expected to keep these rooms clean. If you are feeling ill, report to the Nurses' or the Administrative Office; **DO NOT REMAIN IN THE RESTROOM. If you chose to remain in the restroom, it will be considered a class cut.**

## SCHOOL CLOSINGS

When school is closed because of weather conditions, the closing will be broadcast on WTAE, WPXI, and KDKA-TV. A message will also be left on the main menu of the school's phone system. If there is no report concerning Greensburg Central Catholic High School, you may assume that school is in session.

For busing, follow the announcements and directives for your local public school district.

## SCHOOL FACILITIES

Students may use school facilities and equipment only with the permission and under the direct supervision of a faculty member. Students may not loiter in the classroom area after 3:00 PM. Students are not permitted to be anywhere in the building without proper school personnel supervision. Propping exterior doors at any time is considered a discipline violation.

## SCHOOL GROUNDS

School grounds are maintained for the use of the students. Please take pride in your school. It is your responsibility to help maintain and keep the premises clean and free of litter. Trash cans are provided.

During school hours and during extracurricular activities, unless otherwise specified, students are to remain on school premises at all times. This rule includes athletes who are practicing, conditioning or running. Students are not permitted to run or practice on the roadways at any time.

## STUDENT VALUABLES

YOU ARE CAUTIONED NOT TO BRING LARGE SUMS OF MONEY OR VALUABLE OBJECTS TO SCHOOL. THE STUDENT, NOT THE SCHOOL, is responsible for personal property. If it is necessary to bring more money than is needed for lunch, take it to the Administrative Office where it will be kept in the safe. Students **MUST** use a school issued lock on their lockers at all times.

## TELEPHONE

Students are not permitted to use telephones in the school offices unless there is an emergency. No student will be permitted to be called to the telephone or receive phone messages except from parents and in cases of extreme emergency.

## WEATHER EMERGENCY

The Disaster Alarm is denoted by a double bell sound – three times. When the alarm sounds, students are to move to the designated locations. Directional signs are posted in every classroom.

Procedure:

Gym Classes	Report to respective Locker Rooms
Cafeteria	Boys to Boys' Locker Room Girls to Girls' Locker Room
400 classrooms, Library	Report to First Floor in New Wing
Third Floor	Down side steps and report to cafeteria side of the first floor hall.
Second Floor	Down main steps and report to the elevator side of the first floor hall.
First Floor	Report to the center of the first floor hall.

When moving to the first floor hall, move as far down the hall as possible in order to make space for all students in the stairs. Once in position, kneel down and cover your head.

Tornado emergency practice drill to be held in late March

## BUSINESS & FINANCE

### GRADUATION FEE

Seniors are assessed a special graduation fee to cover the cost of diplomas, caps and gowns, flowers, musicians, programs, graduation speaker, etc. This fee is not included in tuition. Notification will be sent to senior parents in the spring informing them of the graduation fee amount and when it is due

### SCHOOL TUITION POLICY AND PROCEDURE

1. There are four options for payment:
  - A. One lump sum payment by August 15 of the upcoming school year;
  - B. Two equal payments – First payment due August 15 of the upcoming school year and the second payment due January 15 of the current school year;
  - C. Monthly payment plan on FACTS that will bring the balance to zero by June 30 of that school year completed in June;
  - D. Any of the above payment plans, but paid through a credit card. If a credit card payment method is chosen, an additional service fee will be charged, and this service fee percentage will be announced on an annual basis. If a credit card payment method is chosen, the service fee will apply to school years 2009-10 and forward;
  - E. No cash will be accepted for payment (payment must be made by check, money order or credit card);
  - F. One of the four plans must be chosen for payment;
  - G. If a case of hardship exists, the parents/guardians may ask for a meeting with the principal to request to pay less than the per month minimum (the school reserves the right to adjust this per month minimum payment). Such a request is approved on a case by case basis by an administrative review team. The parents/guardians must submit a written appeal to the principal asking for such consideration and delineating their special circumstances. This appeal must be submitted within five calendar days of the meeting with the principal;
  - H. If after reviewing your tuition statement including financial aid and applicable scholarships, you anticipate difficulty with any of the above payment plans, or wish to appeal your financial aid and scholarship awards, please send a letter to the attention of the principal detailing your concerns. Appeal letters must be received by the principal before May 31.
  - I. Whatever plan is agreed to, the parent/guardian is responsible to make payments accordingly. If a payment is not made, for whatever the reason, the following process will be followed:
    - a) The parents/guardians will be notified in writing of the payment not being received;
    - b) The parents/guardians will be given 20 calendar days to bring the account to current status;
    - c) If the account is not brought to current status, and no other agreement is approved by the principal (or the administrative review team when applicable), the student enrollment will cease after the 20<sup>th</sup> day.
2. Beginning with the 2010-11 school year (Graduating Class of 2011), senior students will not be permitted to carry a previous balance forward, unless a hardship case is determined.

3. If a student enrolls in the upcoming school year with a past due balance of 30% or less, the parents/guardians will be placed on an extended agreement plan. In doing so, the parents/guardians 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 parents/guardians will agree to continue making such payments until the balance is paid in full:
  - A. If this process is not agreed upon and completed by July 1 preceding the upcoming school year, the student enrollment will cease.
4. No students will be accepted at either Catholic high school if they are carrying a past due balance from any Catholic school in the Diocese of Greensburg.

## **DIOCESE OF GREENSBURG POLICIES AND ADMINISTRATIVE GUIDELINES**

### **AIDS**

See Appendix C for the Diocesan Policy regarding students diagnosed with Acquired-Immuno-Deficiency-Syndrome (AIDS).

### **DRUGS AND ALCOHOL**

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline.

The policy including its rules, regulations, and guidelines is a coordinated effort by the Office of Catholic Schools to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student's population.

Through the use of curriculum, classroom activities, community support and resources a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Office of Catholic Schools will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population.

An extension of this policy, the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood-altering substance, and alcohol related situations.

#### **Definition of Terms**

**DRUG/MOOD-ALTERING SUBSTANCE/ALCOHOL** - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, and/or any anabolic steroid.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the Office of Catholic Schools' policy for the administration of medication to students in school.

**STUDENT SUPPORT SYSTEM** - is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**DISTRIBUTING** - deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

**COOPERATIVE BEHAVIOR** - SHALL BE DEFINED AS THE WILLINGNESS OF A STUDENT TO WORK WITH STAFF AND SCHOOL PERSONNEL IN A REASONABLE MANNER, COMPLYING WITH REQUESTS AND RECOMMENDATIONS OF THE MEMBERS OF THE STUDENT SUPPORT SYSTEM.

**UNCOOPERATIVE BEHAVIOR** - is the resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendation of the members of the Student Support System.

**DRUG PARAPHERNALIA** - includes any utensils or item which in the school's judgment can be associated with the use of drugs, alcohol or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

#### **Guidelines**

As an integral part of the Office of Catholic Schools Drug and Alcohol Prevention Program, these guidelines represent one component in an effort to respond effectively to drug, mood altering substances and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol related incidents. The Superintendent of Catholic Schools reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

## SEXUAL HARASSMENT

It is the policy of the Diocese of Greensburg that all employees and students should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment. There is hereby established a policy strictly prohibiting all forms of sexual harassment in any learning area, activity area or any other place under the permanent or temporary control of the Diocese of Greensburg or in any school located within the Diocese. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Sexual harassment is defined to include:

1. Any unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature.
2. An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision.
3. An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades, or academic or social status.
4. Any case in which submission to or rejection of such conduct is used as the basis for any employment or academic decision affecting any individual.
5. Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal, professional, work or academic performance.
6. Any case in which such conduct creates or tends to create an offensive, hostile, or intimidating work or academic environment.
7. Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.

Furthermore, the following behavior, if unwelcome, may constitute sexual harassment:

1. Sexual comments
2. Sexually-oriented, verbal "kidding" or joke telling
3. Explicit or implicit pressure to engage in sexual activity of any nature.
4. Repeated remarks to a person, if such remarks have sexually demeaning implications.
5. Non-verbal gestures of a sexual nature
6. Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, assault, or restricting an individual's movement
7. Use of or display of visual objects such as sexually explicit photographs or posts
8. Unwelcome terms of endearment

If it is determined that any student has engaged in sexual harassment in violation of these policies, rules and regulations, he or she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

## POSSESSION OF WEAPONS ON SCHOOL GROUNDS

No person other than public officers in uniform in the exercise of their duties shall bring any weapon as defined in Section 912 of the Pennsylvania Crimes code, 18 Pa. C.S. 912, onto school grounds or in any school building or vehicle even though they have a legal permit to carry such weapon.

Any student or employee found to be in violation of this policy will be subject to disciplinary action and reported to the appropriate law enforcement agency for criminal prosecution under 18 Pa. C.S. 912.

Non-school students who violate this policy shall be prosecuted as trespassers.

## FINAL REMARKS

All school rules apply during the school day, at all school activities whether on school property or elsewhere and may be considered per the provisions of the Acceptance and Disenrollment Policy. As a nonpublic school, we have the right to consider conduct internal and external to the school. It is expected that Central students will conduct themselves appropriately and with pride at all times and in a manner that reflects our school spirit, consistent with our school's philosophy and mission statement.

Attend as many school events and activities as possible. Do your part to maintain our reputation for good sportsmanship. Behavior in the stands should always reflect the best in Central's students and should never interfere with another spectator's right to enjoy the event.

Cheers should always be positive in support of our team's good play. Booing, vulgar or insulting gestures and cheers have no place in the actions of our students and reflect negatively on our team and student body. Respect the decisions of officials. Visiting teams and fans are our guests. Give their cheerleaders and fans a fair opportunity for cheering.

Individuals who exhibit inappropriate conduct will be ejected from the event, may forfeit the privilege of attending future events, and will be subject to the schools code of conduct.

## APPENDIX A

### Required School Uniform

Uniforms are an integral part of our culture at Greensburg Central Catholic High School. All students are expected to take pride in their appearance and to dress and groom in a manner that will not disrupt the instructional climate. To maintain an orderly and safe environment, and to promote an appreciation of the importance of appropriate attire in the workplace, students are expected to dress according to the following guidelines.

It is the responsibility of parents to ensure that their child leaves for school dressed in appropriate school attire. All faculty members have the responsibility to enforce the dress code. The administration reserves the right to determine and curtail unacceptable articles of dress, jewelry and hair style.

This policy as well as appropriate dress for “Dress Down Days” is outlined in depth in the student handbook, available on line at [www.gcchs.org](http://www.gcchs.org). Parents, please help enforce this policy.

#### Girls

**All girls must have at least one crested oxford dress shirt. The oxford dress shirt MUST be worn on days that a school Mass, Prayer Service or special assembly is scheduled. Greensburg Central Catholic will make every effort to mark these days on our school calendar that will be posted on our website, [www.gcchs.org](http://www.gcchs.org). Students should also listen to daily announcements as changes in our schedule are often unavoidable.**

Skorts	Navy or Khaki as provided by Captain Clothing or Log Cabin Embroidery. <b>Skorts must be no more than 3” from the floor when kneeling and should not be rolled to alter length.</b>
Pants	Navy, black, brown or Khaki as provided by Captain Clothing or Log Cabin Embroidery or a Dockers “style” only. Cargo style, corduroy, pants of colors other than navy, black, brown or khaki, denim, low cut, hip huggers, drawstring style, baggy, sagging style or tight fitted pants are not permitted.
Belts	A belt must be worn with pants at all times.
Tops	Short or long-sleeved white or maroon tops & blouses with monogrammed school crest as provided by Captain Clothing or Log Cabin Embroidery. Only the top button may be unbuttoned. All tops & blouses must be tucked in at all times.** Solid white t-shirts may be worn under tops & blouses but must be tucked in. Long sleeve t-shirts cannot be worn under short sleeve school shirts. Colored or laced shirts are not permitted to show underneath the uniform shirt. The banded shirts are permitted but must fit long enough that bare midriffs are not showing**.
Sweaters (optional)	The maroon or gray V-neck sweater or vest sweater monogrammed with the school crest as provided by Captain Clothing or Log Cabin Embroidery is the only sweater that students are permitted to wear with their uniform. Hoodies or sweatshirts of any kind are not part of our dress code and are not permitted to be worn. There is a maroon or grey fleece available for purchase through the school store is an acceptable alternative to the crested sweater.
Shoes	Traditional solid colored flat dress shoes (pink, white, etc. shoes are not permitted). Dress boots of solid color can be worn with dress pants if they are tied and neat (pink, white, etc. boots are not permitted). Boots of any kind are not permitted to be worn with the skorts. Sandals, Crocs or “lifestyle” shoes of any kind are not permitted.
Socks/Tights	Colored knee socks or tights. Footless/toeless tights, crew style socks, or footies are not permitted.
Hair/Grooming	Must be neat and clean. Extreme hair styles, outlandish colors, spiked hair, Mohawks, or cut in logo designs are not permitted.
Makeup	Must be tasteful & appropriate. Visible tattoos or visible body piercings other than ears, baseball caps, hats, bandannas or excessive jewelry is not permitted.

**\*All uniforms must be in good condition - frayed, torn, or ripped uniforms are not permitted.**

**\*\*When ordering uniforms, please keep in mind that the shirts and skorts must be worn for four years and must fit appropriately according to the above guidelines at all times.**

**\*\*\*Dress Down Day guidelines appear at the bottom of page 2.**

**Boys**

All boys must have at least one crested oxford dress shirt. The oxford dress shirt **MUST** be worn with a tie on days that a school Mass, Prayer Service or special assembly is scheduled. Greensburg Central Catholic will make every effort to mark these days on our school calendar that will be posted on our website, [www.gcchs.org](http://www.gcchs.org). Students should also listen to daily announcements as changes in our schedule are often unavoidable.

Pants	Navy, khaki or black pleated or flat front dress pants as provided by Captain Clothing, Log Cabin Embroidery or Dockers “style” only. Cargo style, corduroy, denim, sagging/baggy style or tight fitting pants are not permitted.
Belts	A belt must be worn with pants at all times.
Shirts	Short or long-sleeved white oxford shirt monogrammed with the school crest or white or maroon golf shirt (short or long sleeved) with monogrammed school crest as provided by Captain Clothing or Log Cabin Embroidery. Shirts must be tucked in at all times.** Solid white t-shirts may be worn under shirts. Long sleeve t-shirts cannot be worn under short sleeve school shirts.
Ties	Appropriate neckties knotted at the collar must be worn with the Oxford shirt monogrammed with the school crest. The top button need not be buttoned, but cannot be visible. The crested Oxford shirt and tie must be worn to school on days when we celebrate Mass or participate in a Prayer Service, therefore boys should have at least one crested dress shirt.**
Sweaters (optional)	The maroon or gray V-neck sweater or sweater vest monogrammed with the school crest as provided by Captain Clothing or Log Cabin Embroidery is the only sweater that students are permitted to wear with their uniform. Hoodies or sweatshirts of any kind are not part of our dress code and are not permitted to be worn. There is a maroon or grey fleece available for purchase through the school store that is an acceptable alternative to the crested sweater.
Shoes	Traditional solid black, brown/light brown, or burgundy dress shoes. Boots of any kind or style are NOT permitted. Sandals, Crocs, or “lifestyle” shoes of any kind are not permitted.
Socks	Solid colored socks must be worn at all times.
Hair	Neat, clean, moderate in length, not to exceed the bottom of the collar & out of eyes. Extreme hair styles, outlandish colors, spiked hair, Mohawks, cut in logo designs are not permitted.
Grooming	Tasteful & appropriate; clean shaven <b>at all times</b> ; sideburns should not extend beyond earlobes. Facial hair, beards, goatees, mustaches, excessively long sideburns are not permitted. Visible tattoos or visible body piercing other than ears are not permitted. No excessive jewelry, baseball caps, hats, or bandannas.

**\*All uniforms must be in good condition -**

**frayed, torn, or ripped uniforms are not permitted.**

**\*\*When ordering uniforms, please keep in mind that the shirts and skorts must be worn for four years and must fit appropriately according to the above guidelines at all times.**

[www.captainclothing.com](http://www.captainclothing.com) or 412/278-3000  
[www.logcabinembroidery.com](http://www.logcabinembroidery.com) or 724/327-5929

**DRESS DOWN DAYS**

**\*\*\*The following are NOT permitted for Dress Down Days:**

BOYS: Ripped, torn jeans/pants, tank tops, clothing with inappropriate pictures/sayings, hats (of any kind)

GIRLS: Ripped, torn jeans/pants, ANY sleeveless or low “V” neck shirts, shorts/skorts/skirts ABOVE the knee of ANY kind, (inclusive shorts/skorts/skirts worn with tights) bare midriffs, clothing with inappropriate pictures/sayings

BOTH: To promote school spirit, pride, and unity, clothing with or promoting other high schools, their teams, or their logos are not permitted at any time. The exception to this policy would be a sport/activity that Greensburg Central Catholic has entered into a cooperative agreement with another area/local school. Example: Wrestling with Hempfield High School.

**STUDENTS VIOLATING DRESS DOWN GUIDELINES:**

**1<sup>ST</sup> OFFENSE: DETENTION & STUDENTS MUST CHANGE THEIR CLOTHES FOR THE DAY**

**2<sup>ND</sup> OFFENSE: STUDENTS WILL NOT BE PERMITTED TO DRESS DOWN FOR THE REST OF THE YEAR**

**APPENDIX B**

**TECHNOLOGY RESOURCE  
ACCEPTABLE USE POLICY AGREEMENT**

Please visit our website, [www.gcchs.org](http://www.gcchs.org) for a copy of the 2009-2010 Technology Resource Acceptable Use Policy Agreement.

## APPENDIX C

### Diocesan AIDS Policy

#### 4520 Policy for Catholic School and Religious Education Students Diagnosed as Being Infected with Acquired Immune-Deficiency Syndrome (AIDS)

##### 1. Purpose -

As AIDS - Acquired Immune-Deficiency Syndrome - has been identified as a communicable disease in limited circumstances and because children with AIDS are susceptible to infection with other diseases from other children and aware that the Christ-centered precepts of the dignity and sacredness of all human life demand a compassionate approach, the Diocese of Greensburg, Office of Catholic Schools deems it appropriate to develop, approve and adopt a policy for dealing in the school or religious education setting with students infected with the AIDS-related virus.

##### 2. Introduction -

Current medical information published by the U.S. Centers for Disease Control indicates that the human T-lymphotropic virus type III/lymphadenopathy-associated virus (HTLV-III/LAV) is believed to be the agent causing the Acquired Immune-Deficiency Syndrome (AIDS) in humans. The policies presented below apply to Catholic school and religious education students known to be infected with HTLV-III/LAV.

##### 3. Confidentiality -

Persons involved in the education and care of AIDS-infected students must respect the student's dignity by maintaining confidential records. The number of personnel who are aware of the child's condition should be kept at the minimum necessary to assure proper care and supervision of the infected student, while at the same time providing for the safety and good health of other students and teachers in the school or religious education program.

Those entrusted with the personal knowledge of an AIDS infected child should be constantly aware of their moral obligation to respect the privacy, confidentiality and dignity of the infected child.

Information about an AIDS-infected individual may not be released publicly without the prior approval from the Diocese of Greensburg, Office of Catholic Schools.

The school administrator shall report absenteeism of an infected student to the public school district, in accordance with applicable provisions of Section 1332 of the Public School Code.

##### 4. Admission -

Each AIDS infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurologic development and the physical condition of the student. The expected type of interaction with others in the school or religious education program environment and the probability of contagions will likewise be considered in this decision.

A student known to be infected shall be admitted to the particular school or religious education program subsequent to the unanimous approval of a screening committee developed with the prior knowledge and assistance of the Diocese of Greensburg, Office of Catholic Schools, the school physician, the school nurse, the student's parents and the school or religious education program administrator and/or the pastor. If no agreement is reached by the screening committee, the matter should be referred to the Diocese of Greensburg, Office of Catholic Schools for further consideration and a decision after consultation with appropriate medical experts and the student's parents.

The parents or guardians of an infected student who has been permitted to attend school or a religious education program are responsible for securing such regular medical evaluations, as determined by the school or program administrator, as to permit a reliable assessment of any change in their child's condition which might affect attendance. Parents or guardians must authorize the release of the results of these evaluations to the appropriate administrator. Their failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the child's continued enrollment.

A student previously excluded from school or a religious education program may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

5. Placement -

First consideration should be given to placing the infected student in the regular educational setting, consistent with the appropriate precautions needed to avoid infecting others, or becoming infected with other diseases transmitted by fellow students or others connected with the school or program.

A student infected with AIDS and unable to attend classes as determined by the screening committee, supported by appropriate data and rationale, and shall be assisted by the school or program administrator in securing alternative instruction, particularly in religious education. Absenteeism or withdrawal from attendance at school shall be reported to the public school district in accordance with *Section 1332* of the Public School Code.

6. Exclusions -

Short-term exclusions may be used where either in the judgment of the screening committee there is need for additional medical diagnostic appraisals, or, in the judgment of the administrator there is a situation of such a serious and urgent nature that temporary removal of the infected person from the educational environment is in the best interest of all concerned.

More extended exclusions may be necessary where the child, based on the best medical advise available, presents a risk of infection to others, or would himself/herself be subjected to serious risk of infection from others.

Where either short-term or more extended exclusion is required, school or religious education administrators should do everything possible to maintain confidentiality in the entire procedure and to deal with the student and his or her parents or guardians in a way that exemplifies Christian compassion and concern.

7. Education -

Within the limits of their competence and with the assistance of the Diocese of Greensburg, Office of Catholic Schools, schools should strive to provide appropriate information to teaching staff, parents and students regarding the nature of AIDS information and to teaching staff, parents and students regarding the nature of AIDS and its transmission. Information should reflect Christ's teachings regarding care and concern for the ill and the afflicted and should emphasize Christian responsibility for one's own health and for the health of others.

Effective educational efforts and the development of a Christian outlook, well in advance of any possible crisis situation, are the best assurance that an actual crisis, if it occurs, will be dealt with rationally and without panic.

8. Evaluation -

These policies will be reviewed regularly by the Diocese of Greensburg, Office of Catholic Schools to seek to assure that they are based on the latest and most reliable medical information reasonably and generally available regarding management of AIDS cases. They may be modified at any time based on new findings and recommendations from medical and health agencies.

## GREENSBURG CENTRAL CATHOLIC HIGH SCHOOL

### STUDENT – PARENT HANDBOOK ACKNOWLEDGMENT

The student and the parent acknowledge and understand the guidelines for student behavior established by the rules and regulations set forth in the **Greensburg Central Catholic High School Student-Parent Handbook**. Parent and students realize and agree that said rules and regulations form the basis for the school's disciplinary policy and any violation of said rules and regulations shall constitute cause for disciplinary measures to be determined and implemented by the administration of the school in accordance with the handbook and the Policies and Practices of the Diocese of Greensburg. Said disciplinary measures include detention assignment, suspension, and when necessary, expulsion.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form B

**Acceptable Use Policy**

Please print a copy of our **Acceptable Use Form (AUP)** from our website, [www.gcchs.org](http://www.gcchs.org).

Form C  
**GREENSBURG CENTRAL CATHOLIC HIGH SCHOOL**  
**PARKING PERMIT APPLICATION**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Fill out all sections before submitting this application.  
List all vehicles that may be driven during the school year.

MAKE	MODEL	COLOR	LICENSE PLATE #

- **PLEASE ATTACH A COPY OF A VALID DRIVER'S LICENSE**
- Return completed form to the school office along with the fee of \$20.00. Make checks payable to GCCHS.
- Display permit in vehicle AT ALL TIMES.
- Park in designated areas for students.
- Do not leave the parking lot after school until all buses have departed.
- Do not go to your vehicle during the school day.
- Remember to always lock your vehicle.

**Notify the school office immediately of any vehicle or license plate changes.**

**FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN LOSS OF DRIVING PRIVILEGES.**

.....  
Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Parking Permit Number: \_\_\_\_\_ Cash or Check: \_\_\_\_\_

**GREENSBURG CENTRAL CATHOLIC HIGH SCHOOL**

**INFORMATION FOR ARMED FORCES (OPT OUT FORM)**

ATTENTION: SOPHOMORE, JUNIOR AND SENIOR PARENTS

Federal Legislation mandates that high school, including our own, provide the name, address, and phone number of all juniors and seniors to the Armed Forces for recruiting purposes.

You, as parents, do have the right to "opt out", as they call it. To do so, please complete the form below and return to the Guidance Office before the date listed below. Either mail this to the Guidance Office or have your son/daughter drop it off.

**(This is not to be confused with the GCCHS Family Directory. The directory below is separate from this and is a list distributed to the Armed Forces.)**

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**DIRECTORY INFORMATION**

We, the parents of \_\_\_\_\_ in grade \_\_\_\_\_, a student of \_\_\_\_\_  
Name of Child 10-11-12

Greensburg Central Catholic High School wants our child's name to be removed from the public, nonconsensual disclosure of directory information (or any subset of such information).

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**All forms must be returned to the Guidance Office by September 15<sup>th</sup>.**

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## ADMINISTRATION

Mr. Don Favero	Principal	Miss Joette Salandro	Performing Arts
Mrs. Denise Myers	Assistant Principal	Mr. Brooke Seward	Guidance
Mr. John Sullivan	Athletic Director	Mrs. Colleen Sherman	Religion
Mr. Joe Klocek	Director of Advancement	Mrs. Laura Starzynski	Art

## FACULTY

Mrs. Cheri Acita	Art
Miss Angela Akins	Science
Ms. Jeannette Andrews	Spanish
Miss Carol Boscarino	Math
Mrs. Mary Jo Brecht	Religion
Mr. William Burkart	Social Studies
Mrs. Carla Burke	Guidance
Mr. Daniel Consuegra	Business Technology
Mr. Chris Dangelo	Social Studies
Mr. David Ferranti	Social Studies, English
Mrs. Venessa Flanders	Spanish
Mrs. Daryl Hamill	English Newspaper
Mrs. Kathy Hillen	Phys. Ed., Health
Mr. David Hull	English Social Studies
Mr. George Janik	Science
Mrs. Joyce Jupena	French Latin
Mr. Tom Kennedy	Religion
Mrs. Colleen Kinkead	Math
Miss Judy Link	Science
Sister Mary Helen	Science
Mrs. Michele Massetto	Math Technology
Sister Maureen O'Brien	Religion Campus Ministry
Mr. John McFarland	Religion
Mr. Kreg Mendus (On Sabbatical School Year 2009-2010)	Religion
Mr. Douglas Mills	German
Mrs. Heather Peters	Math
Mrs. Patricia Pluck	Science

Miss Joette Salandro	Performing Arts
Mr. Brooke Seward	Guidance
Mrs. Colleen Sherman	Religion
Mrs. Laura Starzynski	Art
Miss Maria Tucci	English
Mrs. Debra Welch	English
Mrs. Carol Whalen	Librarian
Mr. Donald Yuhouse	Social Studies Business, Yearbook

## STAFF

Mrs. Connie Barnhart	Development Office Secretary
Mrs. Danice Bressi	Custodial
Mr. John Casteel	Custodial
Mr. William Colosimo	Administrative Liaison Building and Grounds Assistant Athletic Director
Mr. Tom Conlin	Cafeteria Manager
Ms. Amy Eckman	Athletic Trainer
Mr. Mike Evangelist	Maintenance Custodial
Mrs. Sandi Helkowski	Student Records
Mr. Craig Knox	Maintenance
Mrs. Teresa Marcheleovich	Cafeteria Staff
Mrs. Donna Myers	Cafeteria Staff
Mrs. Teresa Reha	School Secretary
Mrs. Johanna Schuessler	Business Manager
Mrs. Marylou Stiegler	Bookkeeper
Mrs. Alisa Summy	Cafeteria Staff