

**Greensburg Central Catholic Junior-
Senior High School**

STUDENT-PARENT
HANDBOOK
2018-2019



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Greensburg, PA 15601
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www.gcchs.org**

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.

MISSION STATEMENT

Greensburg Central Catholic, a Diocesan co-educational high school, is a community of faith, which provides a quality holistic education to students from throughout the Westmoreland County area. A rigorous and comprehensive curriculum is designed to meet a diversity of academic and spiritual needs and to enable each student to reach his or her potential. The mission of Greensburg Central Catholic is to empower all students with the necessary knowledge and values to succeed in our global community.

Throughout this handbook, the Office of Catholic Schools Policies is referenced and has been adopted by Greensburg Central Catholic Junior-Senior High School.

The Administration retains the right to amend the Handbook for just cause. Parents and students will be given prompt notification if changes are made.

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On behalf of the Administration, Faculty, Staff, and Advisory Council, welcome to the 2018-2019 school year. By enrolling in Greensburg Central Catholic Junior-Senior High School, you become part of the rich history of education in the only Catholic secondary school in Westmoreland County.

Statements of our expectations and policies are presented to you in this handbook. They are an outgrowth of what we believe about ourselves as a school community. The Mission, Vision, and Values statements are what we believe.

Be part of the life and tradition of Greensburg Central Catholic. Participate fully in the programs and activities offered to you. You will better for the experience as you make your own contribution to the tradition of education young men and women in the Diocese of Greensburg for all of those who will come after you.

Greensburg Central Catholic Junior Senior-High School

2018-2019 Student/Parent Handbook

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Greensburg Central Catholic Junior-Senior High School

HISTORY

Greensburg Central Catholic High School opened its doors to welcome the first freshmen class, September 8, 1959. Students came to Greensburg Central Catholic from as far east in the diocese as Ligonier, and as far west as Trafford. The origin of the school is rooted in the vision of the first Bishop of the Diocese of Greensburg, Bishop Hugh L. Lamb.

Bishop Lamb had a very definite vision for Catholic education and felt that a distinct need existed for a secondary educational facility located centrally within the diocese.

A site for the new school was chosen in an area of Hempfield Township known as Carbon. Bishop Lamb broke ground for the building in 1958, and it was formally dedicated, November 29, 1959.

Father Harry G. Hynes served as the first principal of Greensburg Central Catholic. Father Hynes was aided in his administrative duties by Father William Sheridan, who served as assistant principal.

The initial teaching staff divided its curricular instructional duties by distributing them among the six religious orders that served the school. The Sisters of St. Benedict were in charge of teaching languages, while science and music instruction were undertaken by the Sisters of Charity. The Felician Sisters taught mathematics, the Sisters of Mercy taught English, the Sisters of St. Joseph taught social studies, and the Vincentian Sisters of Charity taught business. Physical education courses were taught by lay teachers.

As history has borne witness, the torch of Bishop Lamb's educational vision has been carried farther by the principals, teachers, and students of the Greensburg Central Catholic learning community. Bishop Lamb's successor, Bishop William G. Connare, served as the second bishop of the diocese from 1960-87, and effectively built upon Bishop Lamb's vision for Catholic education.

In 1962, Bishop Connare proposed the construction of a faculty house facility for all six groups of religious teachers at the school. This new building was to provide a wing for each religious community, with a centrally-located chapel, as well as a dining room and a community room.

This building was used in its original form for 40 years, and shortly thereafter was partially razed, and renovated, into a new performing arts center. A new student chapel was created on the third floor of the main school building, near its new computer laboratory.

The physical plant of Greensburg Central Catholic High School continued to develop over the years with the addition of a new wing in 1967. Within the last decade, this wing has again been renovated into new classrooms, an athletic conditioning center, and a new library which replaced the former library originally located on the building's third floor.

In 1989, Greensburg Central Catholic, which had previously used Offutt Field in Greensburg for its football games, constructed its own football field and surrounding track. In 1998, stadium lighting was installed to illuminate night football games and soccer matches.

The school plant continues to enjoy many new updates to meet the educational and spiritual needs of its students. From 2007-09, a new project was undertaken, in which campus parking was expanded to accommodate the construction of a new auxiliary gymnasium facility which was added to the rear of the school building.

In 2011, the Performing Arts Center underwent a renovation, to include visual arts classrooms, a photography classroom, and a storage facility. Also in 2011, the "new wing" area was renovated to accommodate the junior-high students, who began attending Greensburg Central Catholic during the 2011-12 school year.

In 2014, Greensburg Central Catholic began a 1:1 Technology Initiative in conjunction with the Diocese of Greensburg Office of Information Technologies, and the Office for Catholic Schools. Students in grades 9 through

12 each received tablet computers to be used for educational purposes inside and outside the classroom. The project expanded in 2016, with the distribution of laptop computers to the high school students.

Greensburg Central Catholic High School, a true "Alma Mater, a fostering mother," is a growing community of alumni and alumni around the world. These sons and daughters, who, by their lives and what they have learned at Greensburg Central Catholic, are living testimony to the Gospel and to the love which is Jesus Christ. "Hail Alma Mater, we, thy children sing!"

MISSION STATEMENT

The mission of Greensburg Central Catholic Junior-Senior High School is to promote the formation of students within a community of faith. We are a diocesan co-educational school providing a rigorous and comprehensive curriculum centered on the teachings of the Catholic Church, incorporating the Gospel values of Jesus Christ, and designed to meet a variety of academic, spiritual, and social needs. As a college preparatory Catholic school, inclusive of grades 7-12, we educate students of diverse faiths and backgrounds. Our students will learn to integrate critical reasoning, scholastic achievement, and the search for truth within the convictions of Catholic teaching rooted in faith, moral responsibility, and service to the global community.

VISION STATEMENT

Our students will be educated and impassioned to lead extraordinary lives in the Catholic tradition.

VALUES STATEMENT

And when the centurion, who stood there in front of Jesus, saw how he died, he said, "Surely this man was the Son of God!" Mark 15:39

Centered on the charism of the centurion, who professed the truth of Jesus Christ at the foot of the cross, Greensburg Central Catholic Junior-Senior High School strives to form Christian disciples and to create an educational community where the pursuit of truth is critical for learning and moral development.

As a community of faith, our school is committed to helping students live the harmony between our Gospel values and our daily conduct as committed Christian disciples seeking salvation.

Faith: We live the Gospel values, as faithful Catholic stewards who act with courage and inspire with leadership.

Dignity: We celebrate the dignity of every human person through our empathy and respect.

Integrity: We foster integrity evident through accountability, discipline, and honesty.

Justice: We advocate justice tempered by compassion and righteousness.

ACCREDITATION

Greensburg Central Catholic Junior-Senior High School is accredited through the Middle States Association Colleges and Schools.

ADVISORY COUNCIL

In integration with the Diocese of Greensburg and the Office of Catholic Schools, the mission of Greensburg Central Catholic Juniors-Senior High School Advisory Council is to further the advancement of excellence in Catholic school education for students at Greensburg Central Catholic Junior-Senior High School, in the Diocese of Greensburg, by providing recommendations pertaining to Catholic identity, leadership, direction, and support to the Bishop, the Office of Catholic Schools, and school administrators.

STATEMENT OF NONDISCRIMINATORY ACCEPTANCE POLICY

Greensburg Central Catholic Junior-Senior High School 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 Junior-Senior High School is a private, nonpublic institution, the administration reserves the right to terminate the enrollment of a student for just cause and at any time. All 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 just cause at any time.

ACADEMICS

ACADEMIC INFORMATION

The curriculum of the Diocese of Greensburg is a living document, which is continually updated and reviewed. Our rigorous curriculum is infused with the Catholic faith and aligned with Pennsylvania state and national standards.

ACADEMIC PROBATION

Students may be placed on academic probation after any grading period. Students whose QPA 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 students, parent(s), the administration and guidance counselor. Failure to adhere to these guidelines may result in dismissal from Greensburg Central Catholic Junior-Senior High School. Students do not need to be on academic probation to be dismissed for academic reasons.

BUCKLEY ADMENDMENT [FERPA]

Greensburg Central Catholic Junior-Senior High School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

A non-custodial parent is that parent who does not have primary custody as determined by a court of law.

COLLEGE IN HIGH SCHOOL

Greensburg Central Catholic Junior-Senior 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, 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 fewer than 5 students may not be offered. Students of Grades 7-12, who wish to register for placement in an advanced course but do not meet the prerequisites or are 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, parents/guardians agree that their son or daughter will remain in the course for its entire length and accept the consequences of the resulting grade because the student is registering for the course contrary to the professional judgment of the faculty, the guidance department, and the administration. A copy of the Academic Waiver form can be printed from our website, www.gcchs.org.

Students may not change courses once the course sheet is approved. 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).

EXAMS

Mid-year and final exams will be given in all high school classes. Administrative approval is required in order for a student to make up a mid-year or a final exam.

FAILURES/SUMMER SCHOOL

Students in the Senior High are limited in the number of courses they may repeat in case of failure for the year. A student is only permitted to repeat two (2), full-year, required courses at an approved summer school during the four year time period in which they are enrolled as a student at Greensburg Central Catholic Junior-Senior High School. If a student repeats two (2), 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 Junior-Senior High School. All summer school courses for Senior High students must be pre-approved by administration.

SUMMER SCHOOL

- Any required courses failed must be made up in an accredited summer school.
- Tutoring will not count as credit.
- Tutoring will only be accepted as enrichment to help students succeed in that course the following year.
- No credit is given for enrichment courses; however, they do appear on the transcript.
- No remedial courses taken during the summer can be substituted for a course that should be taken during the school year.

- No remedial courses taken during the summer can be used to move the student to a higher level course during the school year, unless the remedial course was taken to make up a failure.
- Please request that all summer school grades be sent to Greensburg Central Catholic Junior-Senior High School Guidance Office.

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 for Junior High and Senior High

To qualify for the Honor Roll, a student must have attained all of the following based on the weighted grading scale. Grade point averages are not rounded off.

Highest Honor:

- A 3.90 or greater grade point average.
- A minimum grade of 75% in any subject and no incomplete course work.

High Honor:

- A 3.70-3.89 grade point average.
- A minimum grade of 75% in any subject and no incomplete course work.

Honor:

- A 3.50-3.69 grade point average.
- A minimum grade of 75% in any subject and no incomplete course work.

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

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. PowerSchool usernames and passwords will be mailed during September of each year, once a signed Acceptable Use Policy (AUP) has been received. AUPs can be printed off the Greensburg Central Catholic Junior-Senior High School website.

GRADUATION

GRADUATION HONORS

Principal’s Award

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

Honor Cords

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

MINIMUM GRADUATION REQUIREMENTS

To be eligible for graduation, all students attending Greensburg Central Catholic Junior-Senior High School must fulfill the following requirements:

Religion.....	4	Science.....	3
English.....	4	Health.....	0.5
Social Studies.....	3.5	Physical Education.....	1
World Language.....	2	Fine Arts.....	2
Math.....	3	Electives.....	5

- 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 Honors Sophomore English
- Transfer students will be evaluated on an individual basis.
- 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.
- 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.

HONOR CODE

ACADEMIC HONOR CODE

Individuals who are honest know what is right and possess the courage to act on that knowledge. Such persons do not intentionally mislead or deceive in search of gain or unfair advantage over others. Moreover, integrity is rooted in honesty, in that a person of integrity maintains an uncompromising adherence to a code of honor. Individuals with integrity are truthful, sincere, and straightforward in their interpersonal relationships, personal lives, and educational endeavors. Inherent in the goals of Greensburg Central Catholic High School is the commitment to mold moral individuals who adhere to the highest ethical standards. Conforming to these goals, Greensburg Central Catholic High School insists that all students produce their own work. Since parents play an essential role in their children's academic lives, they are strongly urged to teach and model the benefits and values of academic integrity. By the same token, no compromise to integrity should ever be tolerated. Greensburg Central Catholic High School will not tolerate violations of academic integrity, which include lying, stealing, and cheating. If students have any doubt as to the validity of the work, they are responsible for seeking out teachers or knowledgeable individuals who can advise them concerning the proper form to be used to cite reference works. Students should be sure they are firmly grounded in honor code policies. Ignorance is never a defense for cheating or plagiarizing. Any violation of the Academic Honor Code will result in a report of the incident to the parents and the Administration. An Honor Code Violation form must be provided to the Honor Code Committee. Disciplinary measures will be taken based on the severity of the honor code infraction (see details below). We expect that our students will understand, support, and follow the Academic Honor Code; that they will not knowingly cheat, plagiarize, or participate with others in cheating; that they will not facilitate cheating in any way, and if they become aware of violations of academic honesty, they will at least speak with the student involved in the violation or discuss the situation with a teacher or an Administrator. Students at Greensburg Central High School should always make the right decisions regarding academic honesty: never cheat or plagiarize and always maintain the highest level of integrity.

TERMS AND DEFINITIONS REGARDING ACADEMIC HONOR CODE

- **Academic matter:** any work, required or volunteered, that is a) submitted to a faculty member, b) submitted for publication in a school-sponsored or school affiliated academic publication, or c) submitted for use in conjunction with a school-sponsored event or activity.
- **Attempt:** any act beyond mere preparation carried out with the intent to engage in conduct that violates Honor Code. Attempted violations may be sanctioned in the same manner as completed violations. A student need not complete the intended act in order to be held accountable.
- **Beyond a Reasonable Doubt:** the amount of proof required to find a student in violation of the Honor Code. Reasonable doubt is doubt based upon reason and common sense that is based on the information presented at the hearing. Reasonable doubt is not doubt created in order to avoid the unpleasant duty of finding a student responsible.
- **Dishonorable conduct:** an act of cheating, lying, or stealing that adversely affects the school community.
- **Inconsequential conduct:** conduct that is of too minimal a scope to affect the school community.
- **Intent:** an act that is not the result of accident. A student acts with intent if he or she carries out an act knowingly and voluntarily; one need not prove that the student intended a particular result or particular harm in order to establish intent under the Honor Code.
- **Principal parties:** the Respondent and Reporting Party.
- **Respondent:** the student suspected of engaging in behavior in violation of the Honor Code.
- **Reporting Party:** the party reporting the matter for review by the Honor Code Committee. The Reporting Party need not be the individual who directly witnessed, or was affected by, the alleged conduct (e.g., an instructor in whose course a student observes academic cheating or a student who discovers that a classmate has submitted an inflated grade point may serve as the Reporting Party).

THE FOLLOWING ARE EXAMPLES OF CHEATING AND PLAGIARISM, BUT VIOLATIONS ARE NOT LIMITED TO THESE EXAMPLES:

- Copying any assignment from another student and submitting the work as one's own regardless of whether that student allows such assignments to be copied. Both students are considered guilty of an honor code violation.
- Passing along examination material from one class period to students of another period or to a student who was absent for the examination.
- During a test, using cheat sheets, asking fellow students for answers or looking at another student's answer sheets, writing information on any part of the body or on the desk, storing information on a cell phone, watches, calculators, or any other electronic devices.

HONOR CODE VIOLATIONS

A student violates the Honor Code if the student engages in dishonorable conduct as defined below. The Honor Code will be applied reasonably in accordance with the examples below. Examples of proscribed conduct are meant to be instructive and not all inclusive.

Type of Dishonorable Conduct Examples of Proscribed Conduct:

Lying

Lying: the presentation of false information with the intent to deceive

- Misrepresenting oneself or one's accomplishments for the purpose of gaining an academic advantage

- Falsifying documents including alteration or forgery
- Providing false or misleading information to school Administration during the course of an investigation or hearing of an alleged violation of the Honor Code. Lying within this context may be charged as a separate offense.

Stealing

Stealing: Knowingly taking or appropriating the property of another, including property of the school, without the rightful owner's permission and with the intent to permanently or substantially deprive the owner of the property. One does not receive rightful permission if it is induced by fraud or deception

Cheating

- Plagiarism: the presentation, with intent to deceive, or with disregard for proper scholarly procedures of a significant scope, of any information, ideas or phrasing of another as if they were one's own without giving appropriate credit to the original source.
- One commits plagiarism when one includes the words of another without quotation or when one includes the substantive work of another without properly crediting the source with footnotes, quotation marks, or other appropriate citation
- A student's intent may be inferred based on the extent and context of the improperly cited material and whether the student has provided false citation or has manipulated the original text such that a reasonable person may conclude the student did so in order to avoid detection
- Disregard for proper scholarly procedure that is minimal in scope may be addressed solely as an academic matter, and the instructor may determine whether an academic penalty should be applied without pursuing resolution under the Honor Code. But any intentional acts of plagiarism or disregard for scholarly procedure of a significant scope should be treated as a violation of the Honor Code
- Unauthorized Assistance/Collaboration: giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations. Unauthorized assistance includes providing information to another about an assignment or examination prior to the conclusion of the administration of such exams/assignments to all related sections of the course unless permitted by the instructor
- Use of Unauthorized Materials: using or consulting unauthorized materials (including electronic materials) or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations
- Unauthorized Dual Submission of Previous Academic Work: using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so from the appropriate instructor(s).
- Time Constraint Violation: intentionally commencing work or failing to end work on any examination, test, quiz, or assignment according to the time constraints imposed
- Directions Violation: failing to follow instructions for an assignment or examination despite knowing or having reason to know that such conduct would result in an unfair academic advantage.

CONSEQUENCES OF ACADEMIC HONOR CODE VIOLATIONS Consequences of Honor Code Violations regardless of the class or course in which the violation occurred include but may not be limited to the following guidelines:

FIRST VIOLATION:

- Parent must be notified verbally and (or) in writing by the teacher.
- The Honor Code Committee may be notified based on the severity of the incident.
- Assignment must be made up within two weeks for a maximum of a 75%.
- Disciplinary points will be allotted based on the severity of the violation. (see chart below)

SECOND VIOLATION

- Parent must be notified verbally and in writing by the teacher.
- The Honor Code Committee may be notified based on the severity of the incident.
- Mandatory grade reduction on the assignment with no opportunity to redo the work. This may be determined by the teacher or the Administration.
- Disciplinary points will be allotted based on the severity of the violation. (see chart below)

THIRD VIOLATION

- Parent must be notified verbally and in writing by the teacher.
- The Honor Code Committee is convened to determine if a failing grade for the marking period is justified.

Level 1 Violations
<ul style="list-style-type: none">• Plagiarism in the form of inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting an insignificant portion of the work; source is cited.• Unauthorized collaboration on a homework assignment.
Level 2 Violations
<p>Plagiarism: Inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting a significant portion of the work; source is cited.</p> <ul style="list-style-type: none">• Plagiarism: Direct use of others' words, without quotation affecting a minor portion of the work; source is not cited.• Unauthorized collaboration on a lab report or paper• Submitting one work for two courses without advanced permission from the current instructor• Providing work to another student and/or enabling another student's dishonesty• Any second Level I violation
Level 3 Violations
<ul style="list-style-type: none">• Plagiarism: Direct use of others' words, without quotation, affecting a significant portion of the work; source is not cited• Inventing or falsely attributing the sources used in a paper or other work• Cheating on an examination• Falsifying data or research• Submitting a fraudulent excuse to receive an extension on an assignment or examination• Bringing materials or equipment into a room where an exam is being given in contradiction of school/department or the instructor's course policies• Using or viewing any materials or equipment, including a cell phone or other electronic device, during an examination without explicit instructor authorization• Unauthorized collaboration on a take-home exam or paper• Submitting a paper, lab report, project, thesis or other assignment as one's own that has been significantly created by someone else, whether the work has been purchased, borrowed, found, etc.• Soliciting another to participate in unethical behavior• An additional violation after the student has had a prior Level II violation

NATIONAL HONOR SOCIETY

All juniors and seniors who have spent at least one semester at Greensburg Central Catholic Junior-Senior High School and have a cumulative scholastic QPA of 3.750 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 and QPA does not automatically qualify a candidate for

acceptance into the National Honor Society. Students must meet NHS standards to become a member and must continue to adhere to the standards to maintain membership in NHS. Inductions are held in the spring only.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

POWER SCHOOL STUDENT INFORMATION SYSTEM

The Diocese of Greensburg utilizes the PowerSchool Student Information System (SIS) to administer and maintain our student records across all areas, some of which include demographics, attendance, and grading. PowerSchool is widely adopted across the world and contains one of the largest user communities in K-12 education technology. PowerSchool provides an end to end platform for all user types, sharing information through various portals. School Administrators maintain student demographic information, schedules, and daily attendance records. Teachers enter and maintain meeting attendance records, assignments, quizzes, and tests within a unified teacher gradebook and portal. Parents and students view school bulletins, attendance records, and grade information through both a web-based portal and mobile device application.

The diocesan PowerSchool implementation also includes an integrated notification product, SchoolMessenger, to broadcast important school information, attendance notifications, weather delays and the like through voice, e-mail and SMS broadcast channels.

RECOMMENDED SEQUENCE

7th Grade

Religion 1
English 1
Social Studies 1
Math 1
Science 1
Language 1
Fine Arts 1
Phys. Ed .5
Maker Space .5

8th Grade

Religion 1
English 1
Social Studies 1
Math 1
Science 1
Language 1
Fine Arts 1
Phys. Ed. .5
Maker Space .5

Freshman

Religion 1
English 1
Social Studies 1
Math 1
Science 1
Language 1
Fine Arts 1
Phys. Ed .5
Academic Skills .5

Sophomore

Religion 1
English 1
Social Studies 1
Math 1
Science 1
Language 1
Fine Arts 1
Phys. Ed. .25
Health .5

Junior

Religion 1
English 1
Social Studies 1
Math 1
Science 1
Language 1
Phys. Ed. .25

Senior

Religion 1
English 1
Social Studies .5

REPORT CARDS

Report cards are distributed at the end of each quarter to the students. June report cards are mailed. The June report card will not be mailed to a student who has outstanding bills.

SCHOOL DAY SCHEDULES

BELL SCHEDULE 2018-2019

8 Period Day

Leave café/gym.....7:30
 Warning Bell.....7:37
 Homeroom.....7:40 – 7:47
 Period 17:50 – 8:32
 Period 2.....8:35 – 9:17
 Period 3.....9:20 – 10:02

FIRST LUNCH	SECOND LUNCH	THIRD LUNCH
Lunch 10:05 – 10:35	Period 4A 10:05 – 10:47	Period 4A 10:05 – 10:47
Period 4B 10:38 – 11:20	Lunch 10:50 – 11:20	Period 5C 10:50 – 11:32
Period 5D 11:23 – 12:05	Period 5D 11:23 – 12:05	Lunch 11:35 – 12:05

Period 6.....12:08 – 12:50
 Period 7.....12:53 – 1:35
 Period 8.....1:38 – 2:22
 Afternoon Prayer2:22 – 2:27

Block Day

Leave café/gym.....7:30
 Warning Bell.....7:37
 Homeroom.....7:40 – 7:47
 Activity.....7:50 – 8:17
 Period 1 (5).....8:20 – 9:40

FIRST LUNCH	SECOND LUNCH	THIRD LUNCH
Period 2 (6) 9:43 – 10:22	Period 2 (6) 9:43 – 11:03	Period 2 (6) 9:43 – 11:03
Lunch 10:25 – 10:55	Lunch 11:06 – 11:36	Period 3 (7) 11:06 – 11:45
Period 2 (6) 10:58 – 11:36		Lunch 11:48 – 12:18
Period 3 (7) 11:39 – 12:59	Period 3 (7) 11:39 – 12:59	Period 3 (7) 12:21 – 12:59

Period 4 (8).....1:02 – 2:22
 Afternoon Prayer....2:22 – 2:27

Mass (AM-75)

Leave café/gym.....7:30
 Warning Bell.....7:37
 Homeroom.....7:40 – 7:47
 Period 17:50 – 8:22
 Mass.....8:25 – 9:40
 Period 2.....9:43 – 10:15
 Period 3.....10:18 – 10:50

FIRST LUNCH	SECOND LUNCH	THIRD LUNCH
Lunch 10:53 – 11:25	Period 4A 10:53 – 11:25	Period 4A 10:53 – 11:25
Period 4B 11:28 – 12:00	Lunch 11:28 – 12:00	Period 5C 11:28 – 12:00
Period 5D 12:03 – 12:35	Period 5D 12:03 – 12:35	Lunch 12:03 – 12:35

Period 6.....12:38 – 1:10
 Period 7.....1:13 – 1:45
 Period 8.....1:48 – 2:22
 Afternoon Prayer.....2:22 – 2:27

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 tardiness to class.

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 at 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 room 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.

SCHOOL OFFICE HOURS

The school office is open on all school days from **7:00 AM – 3:00 PM**.

STUDENT RECORDS

Greensburg Central Catholic Junior-Senior High School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Greensburg Central Catholic Junior-Senior High School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

ONLY health records will be sent to transferring schools of students whose financial commitment is in arrears.

TESTING

The Office for Catholic Schools in consultation with school representatives shall determine the standardized testing program to be used through grades 3-10 to ensure continuity of results and student progress. The use of other tests shall be determined locally. Standardized tests will be given to students according to the grade in which they are registered for the year.

ADMISSION INFORMATION

In order to insure equal educational opportunities in all Catholic educational programs, particularly schools of the Diocese, the following uniform guidelines are to be used in the formulation of admissions policies:

- Catholic schools, having been established and maintained out of the contributions and personal sacrifices of the Catholic citizenry, may justly give preference in admissions to Catholic children. This principle not only accords with justice but constitutes a proper accommodation to religious conscience.
- All applicants must file with the school the admission application, and when accepted, the registration materials.
- Non-Catholic students shall be admitted to a Catholic school as school circumstances permit.
- Non-Catholic school students attending a Catholic school shall be expected to attend religious activities during the school day.
- Children of any race, color, handicap, or national origin are eligible for admission to any Catholic school. Children of any religion are likewise eligible for admission to any Catholic school subject to the rights of Catholic children stated above.
- The legal name of the student shall be used on school records and documents which are deemed official. Changes in the child's name cannot be affected by an act of the parent, but must be authorized only through official court documents. Custody arrangements or a change in the marital status of the parent has no bearing whatsoever on the legal name of the child. Requests by the parent to have the child called by a name other than the legal surname or to have that name placed on official school papers cannot be considered.
- Parents and/or guardians should be advised that they must accompany the child to school for the purpose of registration and verification of residency.

When a student transfers to a diocesan school, a certified copy of the student's disciplinary record shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.

Upon registration and prior to admission to the school, the parent, guardian, or person having control or charge of the student shall provide a sworn statement or affirmation stating whether the student previously was suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property.

Parents and guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree. This registration statement shall be maintained as part of the student's disciplinary record.

A Memorandum of Understanding must be signed by parents or guardians prior to admission and at the beginning of each school year. This Memorandum of Understanding pledges support for the Catholic identity and mission of the school and holds parents accountable for following the principles and policies of the school and the Catholic faith.

The following documents are needed for admission:

The following documents are needed yearly:

- Registration or intent to return
- Family Survey
- Memorandum of Understanding
- Tuition Payment Agreement
- FACTS Agreement entered into the system

Pupils who have attended another school and wish to transfer to a school in the diocese of Greensburg will be accepted and placed according to their previous school records. The final placement decision rests with the school principal.

PUBLIC SCHOOL STRIKES

During a strike or shutdown in the public school district, parent(s)/guardian(s) with children attending such a public school may make application for their children.

If the application is approved according to the admissions policy of the Diocese and the standards set forth by school administration, the children are admitted to the school. In most cases, all financial aid will have already been distributed, so the availability of financial aid is extremely limited. Parents are required to pay 2 months of tuition in advance before students will be admitted.

ATTENDANCE

The Diocese of Greensburg, Office for Catholic Schools requires that school aged pupils enrolled in the schools of the Diocese attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. The educational program offered by the diocese is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Our philosophy is one that stresses to teachers, pupils and parents the importance of regular school attendance. It is the Diocese of Greensburg, Office for Catholic Schools' belief that only through regular school attendance can students progress academically at a successful rate. Furthermore, since attendance is part of a pupil's cumulative record, it is important that good school attendance habits be established for later years when pupils seek employment. When employers seek reference materials on past students who are prospective employees, attendance information is requested on a high-priority basis. A good record of attendance and punctuality is an excellent recommendation for future school and career endeavors.

In addition, the Diocese of Greensburg, Office for Catholic Schools recognizes that a strong relationship exists between good school attendance and academic achievement. The learning experiences that occur in the classroom environment are considered to be the most meaningful and essential components of the instructional process. Class absences disrupt instructional continuity and decrease direct teacher-student contact time. Absences limit opportunities for classroom interaction and direct participation with teacher and student.

Therefore, it is the underlying purpose of this policy to:

- Provide an educational program, predicated upon the presence of the pupil, which requires continuity of instruction and classroom participation.
- Help students develop a sense of responsibility, discipline and good work habits.
- Maintain close communication and cooperation between home and school to encourage and sustain regular school attendance.
- Improve students' opportunities for academic and social accomplishment.

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 Main 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.

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. The classroom teacher takes "physical" attendance. If a student is not physically present in class, whether they are absent or excused for another activity, they will be marked absent.

A student who, for any reason, is absent from a class seven (7) 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.

AN ABSENCE DEFINED AS EXCUSED:

Illness

Death in immediate family

Impassable roads

Issuance of a Farm or Domestic Service Emergency Permit

Urgent reasons affecting the child (does not include working at home)

Family trip pre-approved by administration

College visitation day

AN UNEXCUSED/UNLAWFUL ABSENCE INVOLVES THE FOLLOWING OR SIMILAR REASONS:

Absence through parent neglect

Car problems

Unlawful employment

Missing the bus

Sleeping in

COMPULSORY SCHOOL AGE

“Compulsory school age” shall mean the period of a child’s life from the time the child enters school, which may be no later than at the age of eight (8) years, until the age of 17 years or graduation from high school, whichever occurs first.

RESPONSIBILITY

PARENT RESPONSIBILITY

The Compulsory Attendance holds parents or guardians legally responsible for the regular school attendance of their child. In addition to the legal ramifications, the Diocese of Greensburg, Office for Catholic Schools recognizes that parental attitude is a factor which influences the regularity of school attendance. As part of their responsibility, parents are expected to provide the school with a written excuse for their child’s absence. After five (5) days of continuous absence or after 15 days of cumulative absence, the principal or her/his designee may require the parent to verify the student’s illness by a written statement from a physician for the purpose of issuing an excused temporary absence.

SCHOOL RESPONSIBILITY

In order to meet their responsibility for maintaining attendance rolls and accounting for absences, the principal and her/his staff will be responsible for the following procedures:

- Keeping an accurate record of all students assigned at the beginning of the school year, new entrants, withdrawals, and reentry’s.
- Ensuring a school session which conforms to the State Board of Regulations.
- Daily recording and reporting of absences by homeroom and/or class period.
- Maintaining cumulative records of each student’s absences.
- Informing parents of students’ absences. The principal or her/his designed shall report student absences at ten-day (10) cumulative periods to parents by phone contact or written notification.
- Issuing written notice to a parent or guardian who fails to comply with the compulsory attendance statute that such infraction of the law will be prosecuted.

- Identifying and counseling students with irregular attendance patterns.
- Ensuring that students returning from an absence have an opportunity to make up the work they missed.
- Making provisions for cumulation of class cuts or excessive tardiness into equivalent days of absence.
- Taking disciplinary measures in cases of excessive tardiness and absences from school or class.
- Developing a positive incentive program appropriate to student age and maturity levels to foster a positive attitude toward school attendance.

STUDENT RESPONSIBILITY

Students are expected to report to school each day on time. In the event of an absence, students must bring an excuse from their parent or guardian upon returning to school the first day after an absence. All excuses from parents or guardians concerning absences or tardiness should contain the following information:

- Date note is written
- Name and grade of the student
- Date of absence or tardiness
- Signature of parent or guardian

The student is responsible for making up all assignments and tests missed during an absence from school. The student is normally permitted a week (one day for each day missed) to make up work missed. It is the student's responsibility to obtain the assignments and return them to the individual teacher at the time designated.

EXCUSES

EXCUSALS FROM INSTRUCTION

Certain children may be excused from attendance in accordance with diocesan policy. The following cases of out-of-school instructions are permitted upon the approval of the Superintendent for Catholic Schools.

- Homebound instruction for enrolled pupils who are temporarily unable to attend school for medical reasons.
- Individualized out-of-school instruction for students unable to attend regularly. Tutoring and programs for exceptional students may be types of individualized instruction.
- Work study or career exploration programs approved by the principal that are conducted under school auspices and proper supervision.
- Work release program with student in school a portion of the day.
- A 12th grade student taking college courses part-time while continuing in high school the rest of the school day.
- Graduating students may be counted present for not more than three (3) days for supervised commencement preparation.
- Educational, school sponsored experiences held at other sites which are extensions of classroom instruction (i.e., field trips and school sponsored educational travel/study programs).

Students who have received the Superintendent's permission to participate in such programs are considered to be in attendance.

EXCUSED TEMPORARY ABSENCES

The Diocese of Greensburg, Office for Catholic Schools recognizes a number of specific reasons for which a child may be excused from school for all or part of a school day. These include:

- Observance of religious holidays.
- Religious Instruction-This is restricted by law to a maximum of 36 hours per school year.
- Educational trips, not school sponsored.

Upon receipt of a written request from the parents of the pupils involved, pupils may be granted excused temporary absences from school to participate in an educational trip during the school term when such trip is so determined by the school principal to service an educational purpose. The following conditions must be followed:

- Educational trips will be considered for approval if the school principal determines that such a trip will be of educational significance to the student. In order for the school principal to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the trip, the reason why the trip could not be taken on days when school is not in session, and an outline of the educational value of the trip.
- The total number of days granted for an educational trip, not school sponsored, will be based upon the student's attendance and academic record.
- Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the trip.
- Unless some unusual family circumstances exist, such trips shall not be approved during the final two (2) weeks of the school term.
- If more than one child in a family will be taking the trip, the request for all the children shall be included in the request made to the school principal.
- Students are granted the privilege of making up all assignments and tests missed during the excused absence. However, the responsibility for making up this work lies with the student. Appointments should be made with the teachers to find out what work is to be made up. The student assumes the responsibility for completing this work within two (2) weeks after her/his return.
- Health Care: Absence for a portion of the school day may be excused for medical or dental appointments which cannot be arranged after school hours.
- College Visitations/Job Interviews: The student must have written verification of the visitation or interview and must have prior written approval of the principal. Approval will be granted only in those instances when visitations and interviews cannot be scheduled during a time when school is not in session. College visitations are not to exceed five (5) school days per year. Upon return from a college visit, a letter from the college visited should be verified with the date of visit.
- Illness and other urgent reasons: This is the most common reason, or set of reasons, for temporary absence from schools. In general, absences for the following reasons should be excused:
 - Illness or recovery from an accident
 - Quarantine of the home
 - Death in the family
 - Court appearance
 - Family emergency (unavoidable)

UNEXCUSED OR UNLAWFUL ABSENCES

The Diocese of Greensburg, Office for Catholic Schools defines an unexcused absence as the absence of a pupil due to parental neglect, illegal employment, or truancy. Unlawful absence is an unexcused absence for all pupils under seventeen (17) years of age, the present time in the compulsory attendance age law.

First Offense

A first offense consists of three or more days of absence without lawful excuse.

- **Written Notice to Parents:** The school's official notice of absence to parents shall be served in person or by certified, registered or regular mail to the parent's home as soon as a pupil has three (3) days, or their equivalent, of unlawful absence.

Closing of first offense: The first offense is closed at the end of three calendar days after the serving of the notice or upon the return of the pupil to school within the three days following the serving of the notice.

Second Offense

After the first offense is closed, the next session during the school year that the student is unlawfully absent becomes a second offense and requires the serving of a warrant on the parent through the office of a magistrate. The serving of the warrant closes the second offense. Each succeeding session of unlawful absences by the same pupil becomes another second offense and the same procedure is repeated. The Diocese of Greensburg, Office for Catholic Schools official notice of absence to parents is not serviced in second offense cases. The notice served after the first three (3) days of unlawful absence is adequate for the school year.

The following list includes, but is not limited to, examples of unexcused or unlawful absences:

- Truancy
- Parental neglect
- Illegal employment
- Pupils who run away from home
- Shopping
- Trips not approved in advance

Corrective measures for excessive absence or truancy may include counseling, parental conference, internal or external suspension. When student attendance behavior is not modified by less severe disciplinary measures, repeat offenses can result in enforced withdrawal from a course or expulsion from school.

EARLY DISMISSAL

All students are expected to be in school every day for the entire day. A student may be dismissed from school early only with the approval of the principal or her/his designee.

Each principal shall set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands. No student may be released into the care of a person who is not known or on the basis of an invalidated telephone call.

Medical and dental appointments during school hours are discouraged. Children of estranged parents may be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record.

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. **Missing class for an early dismissal counts towards the (20) twenty days permitted in the Forfeiture of Credit Policy.**

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

- Full name of student
- Date of early dismissal
- Time of early dismissal
- Signature of parent or guardian
- Home/business phone number of parent or guardian

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

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. Parents and students can access PowerSchool via the PowerSchool link on the school website: 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 their individual teachers.

In cases of serious illness or injury, the student may need to go on homebound instruction. Greensburg Central Catholic Junior-Senior High School does NOT offer homebound instruction. Students needing this service must transfer from Greensburg Central Catholic Junior-Senior High School 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 when 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.

Permission to Leave School

Students are not permitted to leave school grounds unless there are compelling reasons. Written permission of the parents(s), is required.

If a student must leave due to illness or some other emergency, they must receive permission at the Main 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).

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 should plan to be present until the entire day is concluded. Students should avoid scheduling appointments or request early dismissals on these days.

Tardiness

Students are expected to be punctual in reporting to school. Students who arrive late to school are to report to the office with an excuse for their tardiness. Chronic unexcused tardiness may be converted into the equivalent days of unlawful absence. Principals should bring to the attention of the parents, these cases of frequent tardies to school. All tardies are to be recorded in the student's attendance record.

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 Main Office if there will be an excused tardy. The same reasons as for lawful absence apply. All other tardiness is considered unexcused.

A student arriving after the first period begins should report to the Main 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.

Assemblies

When reporting to assemblies, students are to report quickly and quietly. The normal rules for lateness apply. Students are to go directly to their 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.

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 "Vacation Approval Form" at least two weeks in advance for approval. The student is responsible for obtaining assignments from teachers and for taking tests.

Weather Emergencies and School Closings

When school is closed because of weather conditions, families will receive an automated phone call, text, and/or email. 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 Junior-Senior High School, you may assume that school is in session.

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

Disenrollment Policy

A student may be disenrolled, i.e. Expelled, 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 Junior-Senior High School has the right to expel any student for conduct that is not consistent with our philosophy, mission statement, goals and 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 expelled 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, at a school event, or within the community at large.
- **Academic Apathy**: Greensburg Central Catholic Junior-Senior High School has the right to expel any student for 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 Junior-Senior High School has the right to expel any student for excessive, unexcused tardiness or absenteeism. For instance, not providing proper medical documentation as defined in this Student / Parent Handbook.
- **Financial**: Greensburg Central Catholic Junior-Senior High School has the right to expel any student for noncompliance with the diocesan and school tuition policy.
- **Family Code of Conduct**: Greensburg Central Catholic Junior-Senior High School has the right to expel any student if the student's family member--extended or immediate--causes 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 conduct disruptive or detrimental if it is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.
- Greensburg Central Catholic Junior-Senior High School is a private, nonpublic institution. The administration reserves the right to terminate enrollment of a student for just cause at any time.

CRISIS PLAN

MULTI-HAZARD PLAN

The Diocese of Greensburg, in cooperation with the schools in the diocese, have developed a diocesan multi-hazard plan that follows the PEMA (Pennsylvania Emergency Management Agency) format. Each school has a copy of this plan, which has been individually tailored to meet each school's individual needs and circumstances.

School safety and security are important issues of concern for every school principal. All diocesan schools shall have a Safety Committee consisting of the building principal, pastor, custodian and representatives from the faculty, fire department and police. This committee shall review the building for safety issues and develop a plan for evacuation and lock-down situation.

All schools in the diocese must review their plan each year in order to update information and ensure teachers and staff are familiar with their roles and responsibilities.

The Crisis Management Plan designed by the diocese shall be available and accessible for all school employees.

The principal will conduct monthly fire drills and one of which is an evacuation drill annually to a secure site. Lock-down mode is to be conducted once per semester.

All buildings must have an operational security system within the building limiting the access of unauthorized persons.

All visitors must report to the office and sign-in and sign-out.

FIRE DRILLS

Fire Drills shall be conducted at least once each month. Teachers and students shall become thoroughly familiar with the use of fire escapes, appliances, routes, and exits. When students have reached the designated safety area, the teacher shall call the roll from the class record book. The date of the drill shall be recorded on the diocesan fire drill form. At least one lock-down drill should be conducted each year.

The date of the monthly fire drill/disaster drill should be recorded by the building principal.

SEVERE WEATHER DRILL

Severe weather drills are conducted annually when announced by the Pennsylvania Emergency Management System through the county offices. The purpose of this exercise is to test procedures in the event of such an emergency. When announced, schools will respond to the scenario presented. The principal reports the results of the drill to the Office for Catholic Schools, and the drill is marked on the fire drill sheet.

BUS DRILLS

All schools using or contracting for school buses for the transportation of school children shall conduct, on school grounds, two emergency evacuation drills on buses during each school year. The first is to be conducted during the first week of the first school term, and the second during the month of March, and at such other times as the chief school administrator may require. Each such drill shall include practice and instruction concerning the location, use, and operation of emergency doors and fire extinguishers, and the proper evacuation of buses in the event of fire or accident.

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 and rooms in the building. 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 at the direction of their teacher.

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:

Cafeteria	Boys to Boys' Locker Room Girls to Girls' Locker Room
Junior High	Report to First Floor in the Junior High
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.
Students who are in the PAC (Performing Arts Center) should move quickly to the first floor hall.	

When moving to the first floor hall, students are to move as far down the hall as possible in order to make space for all students in the stairs. Once in position, students should kneel down and cover their heads. A tornado emergency practice drill will be held annually.

DISCIPLINE

Discipline is an integral part of the learning process. In order to develop self-control, the student must be helped to understand her/his emotions and impulses, to live in harmony with others, to respect the rules of family, to keep the laws of the country and to obey the laws of God. The dignity of the student demands that humiliating and embarrassing punishments be avoided. Acceptable means of settling behavior problems are reproof, loss of privileges, and detention. Extreme disciplinary problems are referred to the principal for appropriate action. Good classroom control should eliminate the need for rigid disciplinary measures.

Any discipline imposed, including reproof, loss of privileges, and detention should be calculated to be a positive vehicle for the student to develop self-control and adhere to the rules and regulations of the school. Humiliating, embarrassing, or physical punishment does not achieve that goal. After-school detention should be utilized to reinforce with the student that she or he is expected to adhere to the rules and regulations of the school, and also to supplement the child's education by providing appropriate class assignments. More severe penalties authorized by the Diocesan Handbook of Policies are suspension and, as a last resort, expulsion. Physical punishment is expressly prohibited. Of course, teachers and administrators are permitted to take appropriate action, including physical restraint in order to quell a disturbance, for the purpose of self-defense, for the protection of students and staff, or to obtain possession of a weapon or other dangerous object which poses an immediate threat to the safety and welfare of the school community.

Because it is impossible, to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy. The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

Greensburg Central Catholic Junior-Senior High School recognizes the spiritual, academic, and personal growth of a student as its primary concern. In order to meet this obligation, formal disciplinary standards and policies must be enforced to provide an environment conducive to this goal.

The objectives to the disciplinary code are:

- To minimize behavioral disturbances and maximize learning
- To define acceptable standards and consequences for infractions to these standards
- To encourage an atmosphere of solidarity founded in personal responsibility and accountability
- To encourage students to recognize the necessity of an externally imposed discipline and move to self-discipline which assumes dignity for oneself and all people

These guidelines allow the right by administration to exercise an individualized disciplinary plan and or terminate enrollment of a student for any reason at any time.

STANDARDS OF CONDUCT

Every teacher, assistant principal and principal shall have the right to exercise the same authority as to conduct and behavior over the pupils attending her/his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

Conduct, whether inside or outside of school, that is detrimental to the welfare of the school may result in disciplinary action.

OFF-CAMPUS CONDUCT

The administration of Greensburg Central Catholic Junior-Senior High School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to *cyber-bullying*.

Pennsylvania Act 26 (effective September 28, 2015)

What is at Issue? Act 26 makes it a criminal offense for a person to:

- Intend to harass, annoy, or alarm a child
- Use electronic means to directly address a child or indirectly through social media; and
- Engage in a continuing course or conduct which either

***Makes a seriously disparaging statement or opinion about a child's**

- Physical Characteristics,
- Sexuality,
- Sexual activity, or
- Mental or physical health

***Threatens to inflict harm on the child**

PUNISHMENT: A third degree misdemeanor, punishable by a maximum \$2500 fine and/ or one year in prison.

***Juveniles charged with the crime may be referred to a diversionary program, which might include an education program on cyber harassment. Once completed, the juvenile's record may be expunged.**

WHERE is the Crime Committed?: The crime may be deemed to have been committed where the victim child resides.

Cyberbullying complaints should be directed to law enforcement in the community in which the child lives.

HOW does this affect Schools?: The law does not place any duty, mandatory reporting or otherwise, upon schools; however, schools should:

- Educate students and families that cyberbullying is now a criminal offense ("cyberharassment");
- Refer families complaining of out-of- school cyberbullying incidents to law enforcement in their hometown; and
- Contact police and advise of any cyber harassment occurring on school grounds and refer the victim's family to do the same.

DETENTION

Students may be detained after class hours for repeated tardiness, unexcused absences and disciplinary infractions.

Parental notification must be given and acknowledged prior to the time of detention.

Lunch and bus schedules must be considered in planning detention.

Assignments for detention should be related to furthering student achievement.

SUSPENSION

Suspension is the temporary removal of a student from school for a specified period of time. Suspension is a very serious method of discipline and is used when needed. A student may be temporarily suspended by the principal for a serious infraction of school regulations or for repeated detentions. A suspension may vary in length from one to ten days. No prior notice to parents is needed for a 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 school work as scheduled.

Suspension may be a one to ten day removal from classes at GCCHS.

- The principal shall meet with the parents and the parents shall receive a written notice of suspension.
- The written Notice of Suspension is kept on file in the principal's office and a copy is given to the parents. This document will not only explain why the student was suspended, but will contain an agreement between the student/parents and the principal describing the student's future cooperation in a program designed to resolve the student's problems.
- Suspensions should be held in school, and the student not marked absent, unless the offense is particularly egregious, in which case, out-of-school suspension is the remedy. Out-of-school suspensions follow the same guidelines as in-school suspensions except the student is marked absent and assignments are given in the various subject areas for home study.
- The parents will meet during this period with the principal and teachers to define expectations upon the student's return.

PROBATION

A student who demonstrates a habitual disregard for the disciplinary guidelines may be placed on probation. Probation is a very serious disciplinary action that includes a behavioral disciplinary plan which must be agreed to by the parents. The time of probation is no less than two weeks and may last as long as one semester. Failure to comply with the Disciplinary plan during probation will result in Expulsion.

EXPULSION

Expulsion is the most serious disciplinary action given by Greensburg Central Catholic Junior Senior High School. It is the permanent separation of the student from said school for persistent and willful disregard of school rules. Expulsion is a severe punishment that should be used as a last resort and after serious deliberations, or when circumstances warrant. Expulsion is carried out at the recommendation of the administration with the approval of the Faculty Disciplinary Committee. A student whose behavior presents a serious threat to the physical, spiritual, and/or moral well-being of the school community and environment may be subject to Expulsion on the sole discretion of the Principal.

Reasons for which a student may be expelled, but are not limited to:

- Infractions of school regulations, or the disciplinary codes applicable to each school.
- Continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students.

- Continued malicious disobedience or disrespect for authority.
- Possession, use or transporting a weapon.
- Possession, use, sale, conveyance of any controlled substance, drug, look-alike drug, alcohol or anabolic steroid.
- Assault or battery of a fellow student, teacher or employee.
- Bomb threats.
- False alarms.
- Use of vulgar or obscene language.
- Excessive absence or tardiness.
- Fighting.
- Disrespect toward the school in work or action.

An expulsion may also be necessary for a single serious incident or event or situation involving disregard for or a clear violation of a school rule or regulation. An expulsion is a severe punishment and should only be applied in very serious circumstances. Every attempt should be made during earlier offenses, if any, to provide guidance and counseling to the student and parents under the direction of the principal.

- The Principal (or designee) must report the pending expulsion to the Superintendent for Catholic Schools prior to any such decision being finalized and communicated to the student or parent. Immediate suspensions are possible in certain circumstances to allow the principal time to consider an expulsion by gathering the necessary data. Such notification of the pending expulsion should be made at the time of the suspension, both through a phone call and, as a follow up, in writing.
- Through consultation between and among the Superintendent for Catholic Schools, Principal, and legal department if necessary, the expulsion decision will be finalized and formalized. Usually the decision for expulsion will be made within ten (10) school days from the commencement of the suspension. All procedures as outlined in the applicable student handbooks must be followed, including appropriate communications to the student and parents.
- A written report of the expulsion must be completed and forwarded by the principal to the Superintendent for Catholic Schools. The report must include a copy of the letter of expulsion sent to the student and parents, including a statement that any request for further review of the matter must be forwarded to the Superintendent for Catholic Schools within five (5) days from the date of the expulsion.
- If such a request for a review of the expulsion is made by the student's parents, it must be received in writing by the Superintendent for Catholic Schools within five (5) days from the date of the expulsion. The Superintendent will determine who will participate in this review. The review will be made within a reasonable period of time. The decision from this review will be communicated to the principal by the Superintendent for Catholic Schools. The parents and student will be mailed a written notice of the outcome of this review.

DETENTION REGULATIONS FOR ADMINISTRATIVE, FACULTY, AND SATURDAY DETENTIONS:

- Administrative detentions are scheduled from 6:50 AM – 7:30 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.
- Teacher assigned detentions will occur before or after school for 20 minutes on a day mutually agreed upon by the teacher and the student. Failure to serve the detention within a reasonable time period will result in an administrative detention.
- Saturday detention will be held from 9:00 AM until 1:00 PM.

- Tardiness will result in serving both the original detention and an additional detention.
- Dress code is in effect for all before and after school detentions. Dress code for Saturday detention will be determined by activity to be performed at the detention.
- Electronics are not permitted to be used during detention unless required based on the assignment given by the detention proctor.
- Activities, service work, or academic assignments are determined by the detention proctor.
- If students are directed to complete an academic session, they will sit in silence for the 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 proctor/administration that must be completed and turned in during the detention period.
- Scheduled detentions take a priority over the participation in extracurricular activities and sports practices and/or contests. Exclusion from participation in extracurricular activities and sports practices and/or contests is in effect during the detention time on scheduled days. Detention and Saturday Detention will NOT be changed to accommodate such activities.
- If a detention is not served within 1 week of being assigned, then students may not represent the school in any sports or extracurricular activities or participate in any after school practices/activities until the detention has been served.
- The administration reserves the right to suspend any individual from participation in any or all extracurricular or athletic events for violations of our Discipline Code.
- 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.
- 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 extracurricular activities for 5 school days.**

DISCIPLINE AND DETENTION POLICY

At Greensburg Central Catholic High School, we expect our students to be responsible, honest, and respectful, and to uphold high standards of personal conduct. The following regulations address many student guidelines and responsibilities but are not meant to cover every foreseeable circumstance that may occur. Please read the following regulations carefully and observe them faithfully. Students are responsible for the good name of the school. Students who bring discredit to themselves and to the school through any unlawful activity, either a civil or criminal violation, which occurs either on or off school property, not only makes the student subject to penalties which the courts may impose but may also result in serious disciplinary action, including suspension or expulsion from school. The school administration need not wait for the results of court proceedings to take independent action. Students who engage in activities that are contrary to the teachings of the Catholic Church or that reflect poorly upon the good name and reputation of Greensburg Central Catholic High School are subject to disciplinary actions, up to and including expulsion. The Administration reserves the right to handle any disciplinary and eligibility matters in a reasonable manner which is in the mutual best interest of the student and the school, even if it should fall outside the parameters specified here. The decision of the Administration in these matters is final.

Disciplinary point credits: Students who have accumulated disciplinary points may receive disciplinary point credits to lessen the number of accumulated points. Point credits can be earned two ways.

- 1) Students will have one point expunged from their record by the Administration every quarter starting with the second quarter every year after they have successfully completed a quarter with zero (0) disciplinary violations.
- 2) Students who accumulate disciplinary points may participate in community service as pre-approved by the Dean of Students and receive credits toward accumulated points. Community service participation should occur after the disciplinary infraction, and students must complete the Community Service form provided by the Administration in order to receive the point credits. Additionally, credits may not be earned in advance, banked,

transferred in any way, or carried over to a succeeding year. Credits are at the full discretion of Administration, whose decision is final.

Learning adaptations or accommodations: from Greensburg Central Catholic Junior-Senior High School is under no obligation to modify school discipline code if a student receives learning accommodations of any type.

Material disruption to the educational process: Any student act that either: (a) measurably or psychologically obstructs the implementation of a school mission, process, policy, or function for at least one other student, or (b) hinders at least one student from educational opportunity or benefit.

Reserved disciplinary rights of the school: Greensburg Central Catholic Junior-Senior High School retains the right to define offenses not otherwise specifically listed in this handbook and the severity of such offenses for the purposes of disciplinary action(s). The Administration reserves the right to amend the Handbook at any time.

“School grounds”: School grounds shall constitute any building, remote location, vehicle or bus, or facility in/at which Greensburg Central Catholic Junior-Senior High School students are present for a school related purpose or for transportation to and from a school related purpose. Student actions taken on a bus are under the jurisdiction of the public district of record and will be the final arbiter of student discipline in public school bus related cases.

Sexual harassment is any form of unwarranted and uninvited sexual behavior imposed on one person by another. The school will not tolerate sexually harassing or bullying behavior in any form. All allegations will be treated seriously and investigated thoroughly, and swift, progressive disciplinary action will be taken.

Suspensions: All suspensions will be served out of school unless specified by the Administration

PROGRESSIVE DISCIPLINE SYSTEM Greensburg Central operates on a ten point, cumulative scale of progressive discipline as defined below. A student’s year-end point total in the progressive discipline system will become the baseline point level for the following school year. Progressive disciplinary measures taken as students accumulate disciplinary points are summarized as follows:

***The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each step and assignment of points.**

Steps	Action(s) taken by the school
1	Warning to student
2	Warning to student
3	Detention issued and contact made with parent or guardian
4	Warning to student. Detention assigned if not previously issued
5	One day in-of-school suspension; referral to guidance; conference with parent or guardian
6	Warning to student and contact made with parent or guardian that the next disciplinary occurrence will result in a level two probation; one day in-of-school suspension assigned if not previously issued
7	Three days in-of-school suspension; substance abuse test may be ordered by school; on-site meeting with parent or guardian upon return to school; SAP team referral if not previously completed
8	Warning to student and contact made with parent or guardian that the next disciplinary occurrence will result in strict probation; substance abuse test ordered by school; on-site meeting with parent or guardian upon return to school; SAP team referral if not previously completed; three day out-of-school suspension assigned if not previously issued
9	Five to ten days out-of-school suspension; any actions taken in steps 5-8 not already completed; on-site meeting with parent or guardian upon return to school; written final warning notice issued;

	removal from NHS, Student Council, or other position of authority within an organization; removal from all activities, athletics, trips, and dances
10	Severance: Withdrawal or expulsion from Greensburg Central Catholic Junior-Senior High School will be requested when at or above step 10, or after two year-end totals - successive or not – of at least nine (9) points, regardless of starting point total for the year

POINT ASSIGNMENTS FOR THE PROGRESSIVE DISCIPLINE SYSTEM The following lists identify disciplinary violations and their corresponding point values, with one point violations being minor infractions and ten point violations being major material disruptions to the educational process. Violations include, but are not limited to:

Faculty assigned detention

- Class tardy (less than 10 minutes late, unexcused)
- Refusal to participate in class or to comply with student response requests
- Failure to prepare materials for class properly or to bring needed materials to class as specified by the faculty, including bringing charged Acers to class when requested and knowing the usernames/password for your student account
- Food or drink in the classroom w/o teacher’s permission
- Any use, possession, or charging of a personal electronic device in plain view in the classroom without prior permission
- Throwing objects of any kind where other students are present or where damage to the grounds may occur
- Loading and use of electronic games on any device while class is in session
- Minor classroom disruptions/insubordination: sudden, loud, vocal outbursts or noisemaking; failure to settle oneself when requested to do so by a member of the faculty or staff; verbally annoying classmates
- Abuse of hall pass (in lieu of detention, faculty members may choose to take away the privilege of using a hall pass for a set amount of time)

One Point

- Food or drink outside cafeteria, including vending machine (where not explicitly allowed by pass from the Administration, written permission from the school nurse, or by approved function from prior request of the school)
- Dress code violation of any kind (will be handled separately from other violations, see dress code policy)
- Violation of student parking policy
- Attending a lunch period other than that assigned or passing through the lunchroom to purchase food or beverages at a time other than a student’s scheduled lunch period cafeteria (where not explicitly allowed by pass from the Administration, permission from the school nurse, or by approved function from prior request of the school)
- Disrupting Mass or assemblies in any way, as defined by the faculty or staff
- Any use, possession, or charging of a personal electronic device in plain view, for any reason, in a classroom, bathroom, study hall, guidance office, library, lunchroom, or other area of the building
- Throwing objects of any kind where other students are present or where damage to the grounds may occur
- Loading and use of electronic games on Acers/Ipads while class is in session
- Repeated sudden, loud, vocal outbursts or noisemaking; failure to settle oneself when requested to do so by a member of the faculty or staff; Verbally annoying classmates
- Locker not secured with a lock

- Any other infraction where: (a) property, safety, or security of the school, students, faculty, staff, or the educational process were not materially at risk, but a conduct infraction occurred, or (b) a failure to report the infraction of another can be reasonably proven

Two Points

- Class tardy (less than 10-19 minutes late, unexcused)
- Making false statements to deter an investigation or avoid personal accountability
- Responding inappropriately by verbal or non-verbal response means (e.g., sassing, arguing, berating, retaliation, or belligerence) to a fair and reasonable request made by a member of the faculty or staff
- Rough-housing or horseplay
- Rude, discourteous, or disruptive behavior
- Loitering (> 15 minutes) in a classroom, bathroom, office area, or other area of the building not of immediate educational or emergency value to which the student is not assigned or has not been issued a pass
- Abuse of trips to the school rest room, any office, open area, or the nurse's office, in the judgment of the school; may include mandatory referral to a physician
- Lack of courtesy toward staff, including acts of non-compliance, defiance, insubordination, or not addressing a member of the Faculty by title (Ms., Mrs., Mr., Dr., etc.)
- Forgery, falsification of a school document, misrepresenting the identity of a parent or guardian, or soliciting the misrepresentation of the identity of a parent or guardian for any purposes of attendance or school documents
- Minor incident of cheating or plagiarism as defined by school policy, whether as a donor or acceptor of materials used to cheat or plagiarize; violations will suspend or prohibit any involved student from a position in the NHS, Student Council, honor roll, captainship, or other student leadership position; a zero for the assignment will be awarded. Multiple minor (Level 1) cheating or plagiarism 28 violations may result in higher point allotments and will be referred to the Honor Code Committee.
- Occupying any non-classroom area of the building without a valid pass at the time of occurrence
- Any other materially disruptive infraction where: (a) property, safety, or security of the school, students, faculty, staff, or the educational process were not at risk, or (b) a failure to report the infraction of another can be reasonably proven
- Repeat offenses of a classroom disruption, including violations of electronics, food, tardy, or behavior policies

Three points

- Class cut (greater than or equal to 20 minutes late, unexcused), or cutting Mass or assembly
- Violation of any listing in the Acceptable Use Policy for Technology, unless otherwise specified in a different point level
- Operating a gambling system or administering games of chance playing in the building whether in person or on the internet
- Truancy or leaving school grounds without permission
- Possession, sale, transfer, dispensation, or use of tobacco, including e-cigarettes and vapor on the school grounds, while representing the school, or wearing school related clothing off the school grounds in plain view; and must attend a tobacco cessation course yielding a certificate of completion. Possession is understood to include possession of cigarette packs, snuff cans or bags, plug tobacco, or other paraphernalia, like lighters. Smoke or odor emanating from an occupied rest room stall will be considered sufficient evidence of use.
- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (three point violation, two points assessed to the accomplice)

- Hiding in any area of the building not intended for learning purposes or for the intent of not being easily discovered, whether during the day or after school
- Moderate (Level 2) incident of cheating or plagiarism as defined by school policy, whether as a donor or acceptor of materials used to cheat or plagiarize; violations will suspend or prohibit any involved student from a position in the NHS, Student Council, honor roll, captainship, or other student leadership position; a zero for the assignment will be awarded. Multiple moderate cheating or plagiarism violations may result in higher point allotments and will be referred to the Honor Code Committee.
- A disruptive infraction resulting in lost time of use of property, compromise of safety, or security of the school, students, faculty, or staff, or where failure to report the infraction of another can be reasonably proven
- See also: Level One – Harassment listings in the table that follows this section

Five points

- Theft of any kind, whether attempted or accomplished, where the action may be proven beyond a reasonable doubt
- Possession, viewing, or transfer of obscene or pornographic material, music, or media as defined by the school
- Vandalism of any part of the school property or the personal property of others
- Possession, sale, transfer, dispensation, use, or arrival under the influence of alcohol or illicit substances on the school grounds, while representing the school, or while wearing school related clothing off the school grounds in plain view; students will be assessed a \$100 fine, and will be referred to a school approved drug treatment program that will include, but is not limited to, monthly drug testing. Possession is understood to include possession of containers with residue, or other paraphernalia, like lighters. Odors emanating from a student, or items in a student's possession are considered sufficient evidence of use.
- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (five point violation, four points assessed to the accomplice)
- Posting or uploading a picture or pictures of a minor, including oneself or others, where the unlawful or offensive use or display of weapons, illicit substances, sexual conduct, or other behavior that does not comport with the school mission are accessible by electronic means
- Intentionally sounding an unauthorized false alarm of any kind, such as a severe weather, fire, or evacuation drill
- Major (Level 3) incident of cheating or plagiarism as defined by school policy, whether as a donor or acceptor of materials used to cheat or plagiarize; violations will suspend or prohibit any involved student from a position in the NHS, Student Council, honor roll, captainship, or other student leadership position; a zero for the assignment will be awarded. Major cheating or plagiarism violations will be referred to the Honor Code Committee.
- Any infraction where property, safety, or security of the school, students, faculty, or staff are plausibly deemed at risk of loss, damage, injury, or 30 compromise of the educational process, or where failure to report the infraction of another can be reasonably proven
- See also: Level Two – Bullying listings in the table that follows this section

Ten Points

- Possession, sale, transfer, dispensation, or use of fireworks, on-demand energetic substances, firearms, or other dangerous instrument designed to compel the submission of another person
- Any physical assault that results in bodily injury or harm to another student
- Terroristic threats of any kind, which place any person or groups in fear of imminent serious bodily injury, prevent or interrupt the occupation or use of the school building, deny access, egress or free

movement within the school, or cause impairment or interruption of the educational process. If at any time, a student(s) is threatened by another student, he/she is to immediately bring the matter to the attention of a school official.

- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (ten point violation, nine points assessed to the accomplice)
- Any infraction, with the rights of the school reserved, where property, safety, or security of the school, students, faculty, or staff are deemed at a high probable at risk of loss, damage, injury, or compromise of the educational process, or where failure to report the infraction of another can be reasonably proven
- See also: Level Three – Abuse listings in the table that follows this section

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

HARASSMENT, INTIMIDATION, HAZING, and BULLYING CHART

Physical and/or cyber harm to someone's body or property		Emotional harm to someone's self-esteem or feeling of safety		Social harm to someone's group acceptance	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
Level 1 – Single occurrence harassment (3 points/1 detention)					
<ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for starting the conflict • Bumping, colliding, or pushing to intimidate, or to touch in a sexual way 	<ul style="list-style-type: none"> • Making threatening or sexually symbolic gestures, or statements • Defacing property • Pushing, shoving, grabbing, poking, or touching others • Taking items from others without consent • Knocking over someone's books • Blocking one's path 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possessions, clothes, physical appearance • Verbal noises of disapproval or dismissive actions • Mimicry of verbal style of others • Pulling on another's clothing 	<ul style="list-style-type: none"> • Giving dirty looks • Rolling eyes, making faces, or mocking when others speak • Holding nose or other insulting gestures • Staring at another person in a suggestive way 	<ul style="list-style-type: none"> • Gossiping • Starting or spreading rumors about others • Teasing publicly about clothes, looks, relationships with boys/girls, etc. 	<ul style="list-style-type: none"> • Ignoring Someone and excluding them from a group
Level 2 – Multiple occurrence bullying (minimum of 3 days out of school suspension)					
<ul style="list-style-type: none"> • Threatening physical harm • Forcing a kiss or other inappropriate touching 	<ul style="list-style-type: none"> • Damaging property • Starting fights • Scratching or biting • Pushing, tripping, or causing a fall 	<ul style="list-style-type: none"> • Harassing phone calls, texts, etc. • Insulting the size, intelligence, heritage, ability, race, color, 	<ul style="list-style-type: none"> • Defacing school work or other personal property, such as clothing, locker, or books • Displaying graphic sexual 	<ul style="list-style-type: none"> • Cyberbullying using online chats, blogs, posts, texts, email, etc. • Posting slander in plain view, common 	<ul style="list-style-type: none"> • Intentionally designed acts to hurt or embarrass someone

	<ul style="list-style-type: none"> • Assaulting 	religion, ethnicity, gender, disability, or sexual orientation of others	images in the presence of others	places, or rest rooms	
Level 3 – Abusive behaviors (minimum of 5 days out of school suspension)					
<ul style="list-style-type: none"> • Making repeated and/or graphic, explicit threats • Practicing extortion (such as taking lunch money) • Threatening to keep someone silent: “Snitches get stiches.” • Hazing, in any form 	<ul style="list-style-type: none"> • Gross, physical cruelty • Repeatedly acting in a violent, threatening manner • Assaulting with a weapon 	<ul style="list-style-type: none"> • Harassment because of bias against race, color, religion, ethnicity, gender, disability, or sexual orientation • Sexual harassment in any form, such as quid pro quo (something for something) 	<ul style="list-style-type: none"> • Destroying the personal property of others • Writing graffiti with bias against the race, color, religion, ethnicity, gender, disability, or sexual orientation of others • Exposing oneself to others 	<ul style="list-style-type: none"> • Enforcing total group exclusion against someone by threatening others if they don’t comply 	<ul style="list-style-type: none"> • Arranging public humiliation • Revealing private information about others that violates HIPAA

*Participation in athletics and extracurricular activities at Greensburg Central Catholic Junior-Senior 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 POLICE CANINE UNIT MAY BE USED TO SEARCH FOR ILLEGAL SUBSTANCES

DRESS REGULATIONS

Greensburg Central Catholic Junior-Senior High School 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. 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.

Hoodies/outwear are only permitted when travelling from building to building. They should not be worn in classrooms, hallways, the cafeteria, or any other area of the building.

Team dress downs (sports, clubs, etc): teams will be permitted to dress down only twice per season. Teams may dress down on senior night and the day of their first playoff game. Teams are expected to all wear the same sports uniform top or team spirit wear with their school uniform bottom.

2018-2019 UNIFORM POLICY

GIRLS:

All girls must have at least one crested Oxford dress shirt, and a washable **blazer** in maroon with the Central crest. (Current students with a black or grey blazer will be permitted to continue to wear those blazers). These must be worn on “dress shirt and tie” days. GCC will make every effort to mark these days on the school calendar that will be posted on our website, www.gcchs.org. Students should listen to daily announcements as changes in our schedule are often unavoidable.

Shirts (Short or Long sleeved) Purchased through Log Cabin Embroidery 3941 William Penn Hwy Murrysville, PA 15668 724-327-5929 Logcabinembroidery.com	Junior High Students will wear the black and grey polos. Senior High Students will wear the maroon and white polos. All students need a blazer and a white button down oxford. Tops must be monogrammed with the school crest, MUST be tucked in, a solid white shirt can be worn underneath but must be tucked in, Long sleeved shirts cannot be worn under short sleeved tops, colored or laced shirts are not permitted to show underneath the uniform shirt. Banded bottomed shirts are permitted, but must fit long enough that bare midriffs are not showing. No performance or dri-fit material permitted.
Skorts/Skirts	Plaid and black skirts. Please do not alter the skirts. They are to be to the top of knee. (NO exceptions)
Pants	Khaki or black pants (Dockers “style” ONLY) Not permitted are cargo style, corduroy, pants of color, denim, low cut; hip huggers; drawstring style; baggy, sagging style; tight fitting; or legging (jeggin) style pants.
Belts	A belt must be worn with pants at all times.
Sweaters/ Fleece (optional)	The maroon or grey V-neck sweater, sweater vest, or cardigan provided by Log Cabin Embroidery or the sweater options provided by Lands’ End School monogrammed with the school crest are the only sweaters that can be worn. <u>Jackets, hoodies or sweatshirts of any kind are not part of our dress code and are not permitted to be worn.</u> *Maroon or grey fleece are available for Senior High students, and a black fleece is available for Junior High students through the school store is an acceptable alternative to the crested sweater.
Shoes	Traditional <u>solid</u> colored flat, leather or leather-like dress shoes in the following colors: black, brown, blue, burgundy, tan, white, grey. Sperry’s loafers, boat shoes, and oxfords are permitted but must be of solid color. <u>Shoes must be low-heeled, closed toe with a closed back.</u> Not permitted are boots, flip/flops, sandals, Crocs, canvas, or “lifestyle” shoes of any kind. Shoes must be leather or leather-like.
Socks/Tights	Solid knee socks, The only colors permitted are, grey, maroon, white, cream, or black, trouser socks or tights (no patterns for tights). Not permitted are ankle socks, footless/toeless tights, or footies.
Hair/Grooming	Must be neat and clean. Not permitted are extreme hair styles, un-natural colors, spiked hair, Mohawks, or cut in logo designs
Makeup	Must be tasteful & appropriate (as deemed by the administration). Not permitted are visible tattoos, visible body piercings other than earrings, baseball caps, hats, bandannas, or excessive jewelry.

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

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), flip flops or sandals

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

No flip flops or sandals.

BOYS AND GIRLS: 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 is a cooperative sport/activity into which Greensburg Central Catholic Junior-Senior High School has entered with another school. (Example: Wrestling with Hempfield High School.)

STUDENTS VIOLATING DRESS DOWN GUIDELINES:

1ST OFFENSE: 1 POINT & STUDENTS MUST CHANGE THEIR CLOTHES FOR THE DAY

2ND OFFENSE: STUDENTS WILL NOT BE PERMITTED TO DRESS DOWN

2018-2019 Uniform Policy

BOYS:

All boys must have at least one crested Oxford dress shirt, and a washable **blazer** in maroon with the Central crest. (Current students with a black or grey blazer will be permitted to continue to wear those blazers). The Oxford dress shirt **MUST** be worn with a tie. These must be worn on “dress shirt and tie” days. GCC will make every effort to mark these days on the school calendar that will be posted on our website, www.gcchs.org. Students should listen to daily announcements as changes in our schedule are often unavoidable.

Shirts (Short or Long sleeved) Purchased through Log Cabin Embroidery 3941 William Penn Hwy Murrysville, PA 15668 724-327-5929 Logcabinembroidery.com	<p>Junior High Students will wear the black and grey polos.</p> <p>Senior High Students will wear the maroon and white polos.</p> <p>All students need a blazer and a white button down oxford.</p> <p>Tops must be monogrammed with the school crest, MUST be tucked in, a solid white shirt can be worn underneath but must be tucked in, Long sleeved shirts cannot be worn under short sleeved tops, colored shirts are not permitted to show underneath the uniform shirt. No performance or dri-fit material permitted.</p>
Pants	Khaki or black pants (Dockers “style” ONLY) Not permitted are cargo style, corduroy, pants of color, denim, low cut; hip huggers; drawstring style; baggy, sagging style; tight fitting; or legging (jeggin) style pants.
Belts	A belt must be worn with pants at all times.
Sweaters/ Fleece (optional)	The maroon or grey V-neck sweater, sweater vest, or cardigan provided by Log Cabin Embroidery or the sweater options provided by Lands’ End School monogrammed with the school crest are the only sweaters that can be worn. <u>Jackets, hoodies or sweatshirts of any kind are not part of our dress code and are not permitted to be worn.</u> *Maroon or grey fleece are available for Senior High students, and a black fleece is available for Junior High students through the school store is an acceptable alternative to the crested sweater.
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. Boys should have at least one crested dress shirt.
Shoes	Traditional <u>solid</u> colored flat leather or leather-like dress shoes in the following colors: black, brown, blue, burgundy, tan, white, grey. Sperry’s loafers, boat shoes, and oxfords are permitted but must be of solid color. <u>Shoes must be low-heeled, closed toe with a closed back.</u> Not permitted are boots, flip/flops, sandals, Crocs, canvas, or “lifestyle” shoes of any kind. Shoes must be leather or leather-like.
Socks	Must be worn at all times.
Hats/Caps	No baseball caps, hats, or bandannas may be worn in the building.
Grooming	Hair may not fall below the shirt collar. Facial hair must be kept trimmed and neat. Not permitted are extreme hair styles, Mohawks, or cut-in logo designs. Not permitted are visible tattoos and body piercings other than earrings. No excessive jewelry.

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

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), flip flops or sandals
- GIRLS:** Ripped, torn jeans/pants, ANY sleeveless or low “V” neck shirts, shorts/skorts/skirts ABOVE the knee of ANY kind, (including shorts/skorts/skirts worn with tights), bare midriiffs, clothing with inappropriate pictures/sayings.
- No flip flops or sandals.

BOYS AND GIRLS: 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 is a cooperative sport/activity into which Greensburg Central Catholic Junior-Senior High School has entered with another school. (Example: Wrestling with Hempfield High School.)

STUDENTS VIOLATING DRESS DOWN GUIDELINES:

1ST OFFENSE: 1 POINT & STUDENTS MUST CHANGE THEIR CLOTHES FOR THE DAY

2ND OFFENSE: STUDENTS WILL NOT BE PERMITTED TO DRESS DOWN

CONSEQUENCES OF DRESS CODE VIOLATIONS

- Each time a student is out of uniform in homeroom, he/she will be sent to the office to borrow clothing to become in compliance with the dress code policy. Students will be charged a \$5 deposit for each item that needs borrowed. \$3 of this money will be returned when the item is returned, freshly laundered.
- Students will receive 1 point for every violation of the dress code policy. This includes students sent to the office during homeroom, and students found to be in violation later in the day.
- 3 points will earn a student 1 detention.
- Any 12 dress code violations during a single quarter will become an in-school suspension.
- Inappropriate attire on dress down days (or dressing down on a non-dress down day): 1st offense: students will receive 1 point and will be required to change their clothes for the day, 2nd and subsequent offenses: students will forfeit the right to dress down for the remainder of the quarter (if a dress down occurs at the end of a quarter, students will not be permitted to dress down for the next quarter)

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 a parent is not an excuse to be out of uniform. Only the administration may give permission for any student to be out of uniform.

GENERAL INFORMATION

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:

- Students will wait for the bus to come to a complete stop before entering the bus.
- 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.
- State law forbids students to stand in the aisle while the bus is in motion or to put any part of their bodies out of the bus window.
- 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.
- Emergency doors are to be used only in an emergency and not as an ordinary exit from the bus.
- Eating, smoking, and use of abusive language are strictly forbidden on the bus.
- Pushing, shoving, and any other unnecessary roughness will not be tolerated.

- 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.
- 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.
- A student who arrives on a late bus is required to report to the Main Office, sign in, go to his/her locker, and report directly to the period in session. This will be an excused tardy.
- If a student is reported for any of the above activities, the administration will take appropriate disciplinary action.

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, Students will observe the following rules:

- Breakfast will be served daily until 7:50 AM; no one will be served after 7:50 AM.
- Students will cooperate with the cafeteria supervisor.
- Students are to empty all debris from trays into the trash receptacles and to return trays, dishes, and silverware to the receiving window before leaving the cafeteria.
- All food and drink must remain in the cafeteria with the exception of bottled water.
- Cafeteria tables and seats must be kept neat and orderly.
- Students must sit in chairs. Sitting on tables is not permitted at ANY time. Chairs may not be moved from one table to another.
- During the lunch period, students are to remain in the cafeteria unless they have their planner signed by a school official.
- Students are expected to be in uniform (no hoodies or outerwear) during lunch periods.
- Students should remember that 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.**

CELL PHONES

Students are permitted to bring cell phones to school; however, cell phones are not permitted to be out or used 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 Main 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.

CHANGE OF ADDRESS

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

DRIVING PRIVILEGES

Students who have parental permission to drive to school must complete the application to obtain a parking permit, pay a parking permit fee of \$30.00, 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.

The following regulations must be observed:

- 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.
- 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.
- The school will not be held accountable for any damage or other problems encountered by student drivers. By requesting to drive to school the student, assumes all liability problems that may arise.
- Permit application must be obtained from the Main Office. A student must complete permit application, provide a copy of a valid driver's license, remit the \$30.00 permit fee, and return it to the office.
- All students' vehicles must be properly registered and marked with a valid parking permit.
- After the vehicle is properly parked, ALL occupants must IMMEDIATELY go into the building.
- 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.
- 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 that apply to all other school property.
- Any student violating any of the above conditions shall IMMEDIATELY LOSE driving and parking privileges.

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 Main Office.

FIELD TRIPS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classrooms. To ensure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip.

The written consent of parents must be obtained for every child participating on a field trip. A Field Trip Participation Form must inform parents of the following:

- Name, location and date(s) of the event.
- Cost to the student.
- Mode of transportation to be used.
- Name of the supervisor overseeing the activity.
- Parent's responsibility.

No student may participate unless a signed Field Trip Participation for the specific event is on file with the principal.

Whenever possible, bus transportation should be provided. The use of private vehicles is strongly discouraged. If a private passenger vehicle must be used, the parent/guardian of the student driver of the vehicle and the parent/guardian of the student passenger(s) must sign the proper form indicating their approval of the field trip circumstances. If a private vehicle is being used, two adults must be in the car with the students. These types of field trip arrangements should be used only on special rare occasions. The special driving form must be complete and submitted to the principal prior to departure.

The driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is recommended for the elementary and one (1) adult per fifteen (15) students in the secondary school.

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.

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.

PUBLIC DISPLAYS OF AFFECTION

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

RESTROOMS

Restrooms may be used before and after school, between class periods, and at the beginning and end of the lunch period. Students are expected to keep these rooms clean. If a student is feeling ill, report to the Nurses' or the Main Office; **STUDENTS ARE NOT TO REMAIN IN THE RESTROOM. If a student chooses to remain in the restroom, it will be considered a class cut.**

SCHOOL DANCES

- Dances are held from 7:30 PM to 10:00 PM.
- Dress requirements will be set by the committee responsible for planning the dance and must be approved by the administration.
- Any couples attending dances must be boy-girl couples.
- Students must arrive at school before 8:00 PM in order to attend any dance. Those arriving after this time will not be admitted.
- 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.
- All students attending a dance must remain until the announced conclusion of the event: 10:00 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.
- 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.

- Dances are closed to persons other than Greensburg Central Catholic Junior-Senior High School students unless otherwise specified.
- The school Discipline Code applies to dances.
- Dancing guidelines (applies on and off the dance floor) include but are not limited to:
 - No straddling legs
 - No front to back touching/grinding
 - No inappropriate or suggestive touching
 - No overt and/or prolonged public displays of affection
 - No Mosh Pit – dancing in a tight group
 - No lewd and lascivious dancing such as “freaking”

PROM

The Prom is sponsored by the Junior Class and is 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 are any guests that are not at least a sophomore. Any couples attending must be boy-girl couples

All guests of Greensburg Central Catholic Junior-Senior High School students are subject to the same rules and regulations that govern the student body. Greensburg Central Catholic Junior-Senior High School 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. Administration will approve prom attire prior to the evening of the dance.

FIELD TRIPS

Field trips provide an opportunity for students to extend their learning experiences outside of the classroom. However, field trips are a privilege and not a right. Therefore, any student who is currently failing 2 or more classes will not be permitted to attend field trips until his/her grades have improved. Additionally, any student who has earned 2 or more administrative detentions (or any suspensions) within that quarter will not be permitted to attend any field trips until the next quarter and having demonstrated improvements in behavior.

ITEMS BROUGHT TO SCHOOL

Greensburg Central Catholic Junior-Senior High School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

LOCKERS

All lockers are the property of Greensburg Central Catholic Junior-Senior 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 checked periodically 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 that were NOT issued by the school will be removed. Greensburg Central Catholic Junior-Senior High School is not responsible for damage to locks that must be removed. Locks issued by the school must be returned.

LOST AND FOUND

Lost items may be claimed in the designated lost and found area.

If a student finds an article someone has lost, the student is to take it to the Lost and Found in the Cafeteria.

Students are encouraged NOT to bring large sums of money or valuables to school. They are not to leave valuables on their desks, in their lockers, on the cafeteria tables, in the lavatories, or in the locker rooms.

The school makes every attempt to protect student property in every way possible. It is the student's obligation to assume responsibility for personal property at all times.

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. Students should take pride in the appearance of the school. It is the student's 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.

SCHOOL PROPERTY

It will be the financial obligation of the parent to compensate the school for the replacement of any furniture, equipment, buildings, or anyone's personal property damaged by their child. Textbooks loaned to the student must have a proper book cover. Unless the textbook is a consumable, no writing in textbooks is permitted. The parent will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SEARCH

Greensburg Central Catholic Junior-Senior High School reserves the right to search *anything* brought on school property.

SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion plus police notification.

STUDENT VALUABLES

STUDENTS SHOULD 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, students should take it to the Main 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.

TRANSPORTATION

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

VISITOR SIGN-IN POLICY

All visitors are required to report directly to the Main Office to sign-in. Visitors must wear the provided visitor badge until exiting the building.

VISITORS

All visitors of Greensburg Central Catholic Junior-Senior High School are subject to the same rules and regulations that govern the student body.

Students wishing to bring a visitor 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.

VOLUNTEERS

This includes for chaperones, lunch duty, or any type of volunteering at the school.

- Diocesan Code of Conduct
- PA Mandated Reporter Training
- VIRTUS Training
- PA Criminal History Check Form - Every Five Years
- PA Child Abuse Form - Every Five Years
- FBI Fingerprint Check - Every Five Years **OR** Affidavit - Every Five Years
- ACT 24 Clearance

If you are applying for the FBI Fingerprint Clearance, please use one of the following two service codes:

School Volunteer (PDE-Volunteer) **Service Code: 1KG6Y3**

HEALTH SERVICES

Students may see the school nurse when she is on duty. If a student becomes ill during the school day, the student must obtain a pass from the classroom teacher before reporting to the nurse. If the nurse is not at the school, the

student reports to the Main Office or the Junior High Office. If the student fails to do this, the absence will be recorded as a class cut, and penalized accordingly. Students are not to stay out of class or remain in a lavatory.

If a student is too ill to stay in school, the nurse or Main Office will call the parents to arrange for the student to go home. The student is not permitted to call his/her parent or guardian on his/her own and have them call the Main Office. THE STUDENT MAY NOT LEAVE SCHOOL UNTIL PARENTS HAVE BEEN NOTIFIED AND THE STUDENT HAS PERMISSION TO LEAVE.

Health screenings, mandated by the state, are annual 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.

ACCIDENTS AND INJURY

In case of an emergency concerning the health of a student, the school nurse and/or school principal or designee shall be immediately notified. The school nurse shall be primarily responsible for rendering medical assistance. If the parent, guardian, or person designated on the student's emergency card cannot be timely reached, the school nurse or school principal or designee shall decide whether hospitalization or further treatment at a medical facility is necessary.

In the case of illness during school hours, the principal or designee may send a child home after a parent or guardian has been notified and transportation arrangements have been made. Children are not permitted to call their parent/guardian or dismiss themselves. A parent/guardian must pick up the child in the school office and sign him/her out.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported at once.

ALLERGY POLICY

Greensburg Central Catholic Junior-Senior High School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Greensburg Central Catholic Junior-Senior High School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

IMMUNIZATIONS

Seventh Grade

For attendance in seventh grade, students attending Greensburg Central Catholic need:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

On the first day of Seventh grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

Twelfth Grade

For attendance in Twelfth grade, students attending Greensburg Central Catholic need:

- 1 dose of MCV on the first day of twelfth grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

On the first day of twelfth grade, unless the child has a medical or religious/philosophical exemption, a child must have the above vaccines or risk exclusion.

These requirements allow for the following exemptions:

- medical reason
- religious belief
- philosophical/strong moral or ethical conviction

Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

International students must make sure that their immunizations are current according to Pennsylvania requirements.

MEDICATION

Administration of Medications Policy

The Office for Catholic Schools, Diocese of Greensburg, recognizes that parents have the primary responsibility for the health of their children. It also recognizes that many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities or illnesses. The Office for Catholic Schools believes that every effort should be made to administer medications at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These are necessary for the protection of both the student and the school personnel.

This policy shall be implemented in collaboration with public school districts who provide health services to Catholic schools.

Only essential medications will be given at school, with parent/guardian taking full responsibility for any medication sent into the school.

The following regulations are in effect:

Administration of Medication During School Hours

Private physician's written request for administration of specific dosage of medication should include:

- Date;
- Student's name;
- Diagnosis;
- Medication, dosage, how administered, time schedule and length of time to be administered in school;
- Possible side effects or contraindications;
- Any curtailment of specific school activity (lab, sports, shop, driver's training, etc.);
- Listing any other medications which have been prescribed by the physician;
- Physician's signature and telephone number;

- Parent's signature.

School Nurse Responsibilities

The nurse is responsible for orientation of the person(s) authorized to administer medication. Orientation should include:

- Principles of medication administration;
- Review of specific medications which are to be administered, including side effects;
- For students on long-term medication, the nurse should have conferences with the parents regarding responses to medication and a written report should be given as needed for the family to give the physician.

Parental or guardian written request and authorization to give each specific medication accompanies the physician's written approval/request. Information should include:

- Date;
- Student's name;
- Prescribing doctor's name;
- Statement requesting and authorizing the administration of the medication, name of medication, dosage and time interval;
- List of all current medication taken by the student (home or school).

The school nurse or a person designated by the school administrator will administer the medication.

Delivery of Medication

Medication is to be delivered to the school by the parent, guardian or responsible adult or student to the school nurse if such student is of high school age.

- If the school nurse is not available, the principal will need to designate someone.
- The medication will be recorded in the log with the date, name and amount of medication delivered and signed by the parent.
- The physician's written request and parental authorization is brought with the medication and delivered to the school nurse or designated person.
- When possible, the parent should notify the school nurse in advance that the child will need medication.
- When someone other than the parent brings the medication to the school, the medication should be placed in a sealed envelope by the parent. It should be marked with the name of the child, the name and the amount of medication sent, or be in a pharmacy labeled bottle.

Medication Restrictions

Supply of medication to be kept at school:

- Single day supply for short-term illness.
- One or two weeks for long-term chronic illness. This would afford the nurse the opportunity to meet the parents and discuss the child's response to medication, etc. The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.

Labeling and Storage of Medication in School

- Medication brought to school must be in a properly labeled container. (The container should be labeled by the pharmacist or doctor.)
- Label must include:
 - Student's name;
 - Name of physician;
 - Date of prescription;
 - Name and telephone number of pharmacy;
 - Name of medication, dosage and frequency of administration.

Medications are stored in a locked container in a secured area, which is convenient to the person responsible for administering medication. Medications requiring refrigeration are stored in the refrigerator.

Unused medication will be given to parents for disposition. Record date, time, amount, and signature of parent/guardian or adult receiving medication.

Personnel Responsible for Administration of Medication

The school nurse, when available, is the primary person to administer medication.

Functions of the school nurse:

- Confers with parents at the time the medication is delivered.
- Responsible for the administration and recording of medication.
 - Medications to be given by injection will be given only by the school nurse.
 - Injectable medications must comply with the same regulations required for oral medications.
 - Supervises appropriate self-administration of medication.
 - Medications should be taken in the presence of the person administering the medication.
- Alerts appropriate school staff to possible side effects of medication which need to be reported. Alerts appropriate teacher(s) if pupil should refrain from any school activity (eg., lab, shop, sports, etc.)
- Confers with physicians and pharmacists as needed.
- Consults by phone or in person with physician or parent at any time.

Responsibilities of the Principal:

- Designates in writing the person(s) authorized to administer medications (if other than the school nurse).
- Reviews school policy regarding administration of medication by designee.
- Contacts the school nurse on receipt of medication request.
- Reviews specific medications with the school nurse. Review to include pupil response and emergency procedures.
 - The school will administer only essential medicines prescribed by a physician and accompanied by written instructions signed by a physician. Essential medication includes only medicine prescribed by a physician, and without which the student could not attend school. No over-the-counter medicine such as: Aspirin, Tylenol, Midol, cough syrup will be dispensed. No cough drops.
 - Fully inform parents that if the school nurse is not available and the parents cannot administer the medication, someone designated by the administrator will give the medication.
- When someone other than the nurse administers medication, school policies should include guidelines which will direct and protect the school personnel.

It is required that:

- School personnel supervise the student's self-administration of medication when a student is old enough or capable to do so.
- An area be designated for administration of medication which will afford the student privacy.
- In-service for emergency procedures (e.g., what to do if a pill becomes lodged in the throat) be made available by the school nurse.
- School personnel responsible for observing and reporting to nurse or school administration report any side effects or other problems concerning administration of medication.

Documentation of Medication Administration

- Physician and parental medication request becomes part of student's health record.
- Log or written record indicating the administration of medication should be established.
- Teachers are responsible for observing and reporting to nurse or school administration any side effects.
- School nurses are responsible for reporting side effects to the prescribing physician.

Universal Precautions

In schools, knowing who carries an infectious disease and what germ may be present is not always possible. Persons with infections do not always have outward signs and often are not aware of being infected. However, there are precautions that can be taken at schools that will help protect from infectious diseases. These protections will protect staff and students from many infectious diseases, and result in fewer illnesses.

- Wash your hands with soap and running water at regular times during the workday. Common infectious diseases may be contracted from dirt and waste encountered in the work place.
- Avoid punctures with objects that may contain blood from others.
- Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
- Carefully dispose of trash that contains body waste and sharp objects. Use special containers with plastic liners for disposal of refuse that contains blood or for any body spills that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated. Do not bend, break, or recap needles.
- Promptly remove another person's blood and body waste from your skin by washing with soap and running water.
- Clean surfaces that have blood or body waste containing blood on them with an Environmental Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. (The solution should be fresh daily to ensure proper strength.)
- Have a vaccination for protection from hepatitis B if you are in contact with developmentally delayed students, or if you are a school nurse.
- If you are responsible for administering first aid to others or may be placed in a position where you may give first aid, obtain current instruction in first aid and cardiopulmonary resuscitation (CPR). Current instruction will include modification of first aid needed to protect the rescuer from infection.

DRUGS AND ALCOHOL

A student on school grounds, during a school session, or anywhere at a school-sponsored activity who 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 school reserves the right to search anything brought on school property.**

The policy including its rules, regulations, and guidelines is a coordinated effort by the Office for Catholic Schools to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by the entire student 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 for Catholic Schools will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances, 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), 35 P.S. 780-101 et. seq., 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 for 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 issue 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 substances, as defined by this policy, from one person to another or to aid therein.

Possession: possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substances determined to be illegal or as defined by this policy.

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 recommendations of the members of the Student Support System.

Drug Paraphernalia: includes any utensil 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 for 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 for 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.

Discipline Procedures-Sale, Use, Possession, or Procurement of Intoxicating Beverages, Narcotics, or Other Restricted Drugs Such as Anabolic Steroids

A student who on school grounds during a school session, or anywhere at a school-sponsored activity, does sell, use, possess, or aid in the procurement of alcohol, narcotics, or restricted drugs, including marijuana or anabolic steroids or other material purported to be such, shall be subject to exclusion from school.

The school reserves the right to search anything brought on school property.

Parents of the students involved are to be contacted immediately by the appropriate school administrator with a recommendation that the student be taken to a physician for a complete examination and request that the parents notify the school of the results of the examination. The principal shall also give immediate notice to the police of the incident and efforts shall be exerted to obtain positive identification of the substance whether it be a narcotic, a restricted drug, alcohol, or marijuana. The school will make every effort to protect a student by assisting the police in the apprehension of the person or persons who made such substances available.

- **Anabolic Steroids-** The use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics is prohibited. Body-building muscle enhancements, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes.

Anabolic steroids include any material, compound, mixture, or preparation that includes any of the following or any isomer, ester, salt or derivative of any of the following that acts in the same manner on the human body:

- | | |
|-----------------------------------|-------------------------------|
| 1. Chorionic gonadotropin | 11. Nadrolone decanoate |
| 2. Clostebol | 12. Nandrolone phenpropionate |
| 3. Dehydrochlormethyltestosterone | 13. Norethandrolone |
| 4. Ethylestrenol | 14. Oxandrolone |
| 5. Fluoxymesterone | 15. Oxymesterone |
| 6. Mesterolone | 16. Oxymetholone |
| 7. Metenolone | 17. Stanozolol |
| 8. Methandienone | 18. Testosterone propionate |
| 9. Methandrostenolone | 19. Testosterone-like |
| 10. Methyltestosterone | 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 regulation:

- For a first violation, suspension from school athletics for the remainder of the season.
- For a second violation, suspension from school athletics for the remainder of the season and for the following season.

No student shall be permitted to resume participation in school athletics unless the principal 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.

The Superintendent for Catholic Schools must be advised immediately of any student(s) who violate this policy.

LEGAL REFERENCES: Act 93 of 1989
 Public School Code of 1949
 24 P.S. 407, Rules and Regulations

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 if 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.

PROHIBITING HARASSMENT, INTIMIDATION, HAZING, OR BULLYING

The Office for Catholic Schools of the Diocese of Greensburg is committed to providing a caring, friendly, safe, and respectful environment for all students, employees, volunteers, and visitors of our schools. A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. Acts of harassment, hazing, intimidation, and bullying (including cyberbullying) are unacceptable behaviors and are prohibited in our schools.

The purpose of this policy is to assist the schools of the Diocese of Greensburg in our goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively.

GENERAL STATEMENT OF POLICY

- An act of harassment, intimidation, hazing or bullying (which collectively shall be referred to in this document as “bullying”) by either an individual student or group of students is expressly prohibited on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off school

grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school (including cyberbullying). This policy applies not only to students who directly engage in such an act but also to students who, by their indirect behavior, condone or support another student's unacceptable behavior.

- No teacher, administrator, volunteer, contractor, or other employee of the schools of the Diocese of Greensburg shall permit, condone, or tolerate such acts.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- The principal (or designee) will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.

DEFINITIONS

- Bullying involves conduct by a person, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.
- Harassment, hazing, intimidation, and bullying are any acts, words or other behaviors, by an individual or group against another individual or group, characterized by:
 - Intent to harm
 - Intensity and duration over a period of time
 - An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim
 - Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships; and
 - A level so severe, persistent, or pervasive that an intimidating or threatening educational environment is created or the orderly operation of the school is substantially disrupted.
- Bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendo, demeaning comments, cartoon drawing, graffiti, pranks, gestures, staring/leering, physical attacks, flashing a weapon, physical restraining, threats, taunting/ridiculing, stalking, malicious teasing, name calling, relationship undermining, social isolation or exclusion, other written, verbal and/or published items including cyberbullying, destroying/damaging property, or other physical actions.

RESPONSIBILITIES OF ADMINISTRATORS, SUPERVISORS, TEACHERS AND OTHERS

To the extent that a person has supervision of other persons, activities and environments, each administrator, principal, teacher, aide or volunteer shall:

- Have the responsibility for maintaining a work place, work area, learning area and/or activity area free of harassment, intimidation, hazing, and bullying. Teachers should establish a positive, friendly, and trusting relationship with the class and each individual student. The best results are obtained through a combination of generous verbal praise or other social reinforcements for positive activities and consistent negative consequences for aggressive, rule-violating behavior.
- Have the responsibility to ensure that all information concerning the policy prohibiting harassment, intimidation, hazing, or bullying is disseminated to all subordinates, to all families, and to all students. This information may be in the form of rules, regulations, orders, procedures, policies, or other written or oral directives. All parties are to be instructed as to the full meaning and application of all such directives.
- Have the responsibility to be particularly alert to possible situations, circumstances, or events that may lead to or constitute bullying and immediately report to his or her immediate supervisor: any actions viewed by him or her which, in his or her opinion, may be construed as falling within the definition of bullying as contained within the policy; and/or any instances, reports or allegations of bullying which come to his or her attention.
- Have the responsibility, upon receiving an allegation of bullying, to complete the Bullying, Harassment, or Intimidation school investigating form.
- Document incidents in the Diocesan PowerSchool student management system for the purpose of program evaluation and planning, as directed by the Superintendent and the Office for Catholic Schools.

RESPONSIBILITIES OF STUDENTS

To the extent that students have influence with other persons, their own words and actions, and school activities and environments, each student shall:

- Respect and obey all teachers, staff, and volunteers
- Speak and act appropriately
- Respect other students in word and action
- Respect the school property and the property of others
- Not harass, intimidate, haze, or bully others
- Recognize peer conflict, report problems, and work to resolve conflict
- Be responsible for protecting the rights of others
- Accept responsibility for her/his own actions as well as the actions of a group when participating in such behavior
- Be truthful and candid if observing behaviors that could be a form of bullying
- Be courageous to report behaviors to a teacher or administrator
- Make it a point to include all students who are easily left out.

REPORTING PROCEDURES

Any student, employee, staff member, aide or volunteer who believes he or she has been the victim of bullying or any such person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to the building principal (or designee). A student may report bullying anonymously. The Office for Catholic Schools encourages the reporting party or complainant to use the reporting form available from the building principal. An oral report shall be considered an official report and must be documented.

- The building principal (or designee) is the person responsible for receiving oral or written reports of bullying at the building level. If the report is given verbally, the principal (or designee) shall reduce it into written form using the Bullying, Harassment, or Intimidation school investigation form.
- All other members of the school community, including parents/guardians, students, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to a school employee. While submission of the report form is not required, it is encouraged.
- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's: grades, educational environment, future employment, work assignments or work environment.
- The school and the Office for Catholic Schools respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness(es) as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data, and will not be disclosed except as required by law.
- Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report, but only when validated.
- If the complaint concerns alleged conduct by the Principal, the report form shall be delivered to the Superintendent.

INVESTIGATION PROCEDURES

- Upon receipt of a report or complaint that alleges harassment, intimidation, hazing or bullying, the building principal (or designee) shall undertake a prompt, thorough and complete investigation of the alleged incident in as confidential a manner as possible. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall be documented using the Bullying, Harassment, or Intimidation school investigation form

- (600A) and may include other methods and documents deemed pertinent by the investigator. The building principal (or designee) may take immediate steps, at her/his discretion, to protect the complainant, student(s), or others, pending completion of an investigation of bullying, consistent with applicable law.
- Whether a particular action(s) or incident(s) constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.
- The building principal (or designee) is not obligated to disclose to a victim any educational or personnel data, including any disciplinary action taken against an alleged perpetrator. To the extent permitted by law, the principal will notify the parent(s) or guardian(s) of the student(s) involved in a bullying incident and the remedial action taken, based on a substantiated report.
- A full written report shall be completed by the principal or the principal's designee upon completion of the investigation. Such report may include, but shall not be limited to:
 - Written and/or transcribed verbal statement(s) of the reporting or aggrieved party.
 - Written and/or transcribed verbal statement(s) of the accused party.
 - Written and/or transcribed verbal statement(s) of all witnesses.
 - Diocese of Greensburg Schools Harassment, Intimidation, Hazing, and Bullying Investigation Form (600 A)
 - Factual findings and recommendations.
 - All written and/or transcribed verbal statement(s) shall be signed by the person offering such statements.

DISCIPLINE AND REMEDIAL ACTION

The response to students who commit one or more acts of bullying should be determined based on the totality of the circumstances. In all cases, the school should attempt to actively involve parents/guardians in the remediation of the behavior(s) concerned.

- Initiate immediate talks with the bully or bullies to include:
 - Documenting involvement of participation
 - Sending a clear, strong message that the behavior is not acceptable
 - Warning that future behavior will be closely monitored
 - Warning that additional negative consequences will be administered if the behavior does not stop
 - Immediate consequences may be warranted for inappropriate actions in their first occurrence
- Talk with the victim and his/her parents/guardians to include:
 - Documenting specifics of the incident
 - Providing information about the plan of action to be taken by school personnel and parents/guardians to deal with the behavior
 - Encouraging the immediate reporting of any new episodes or attempts to school personnel
- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider the following factors:
 - The development, maturity levels, and/or special learning needs of the parties involved
 - The levels of harm
 - The surrounding circumstances
 - The nature of the behaviors
 - Past incidences or past or continuing patterns of behavior
 - The relationship between the parties involved
 - The context in which the alleged incidents occurred

It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the diocesan policies and school procedures.

- Upon completion of the investigation, the building principal (or designee) will take appropriate action. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Consequences and appropriate remedial action for students who commit acts of bullying may range from positive behavioral interventions, referral to school and outside resources, detentions, up to and including

suspension or expulsion. In summary, action taken for violation of this policy will be consistent with the applicable statutory authority, and the school and diocesan policies and regulations.

- The parents/guardians concerned should be contacted. Depending on the situation, meetings can be held together with parents/guardians of both sides, or to minimize tensions, meetings can be held with each family separately. To support the teacher convening this meeting, the school psychologist, guidance counselor, principal or assistant principal may be invited to attend.

PROTECTION FOR THOSE REPORTING INCIDENTS

The Diocese of Greensburg, Office for Catholic Schools prohibits intimidation, harassment, or intentional disparate treatment against any person who makes a good faith report of alleged bullying, any person who testifies, assists, or participates in an investigation; or any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the perpetrator and remediate the impact on the person who reported the incident. Disciplinary action will be in accordance with diocesan policies, procedures, and agreements, and may range from positive behavior intervention up to and including suspension, expulsion and/or reports to appropriate law enforcement officials.

FALSE ACCUSATIONS

Students, school employees, visitors or volunteers who are found to have falsely accused another of bullying shall receive consequences in accordance with diocesan policies, procedures, and agreements. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the perpetrator and remediate the impact on the person who was falsely accused. Consequences shall be determined by the school administrator after consideration of the nature and circumstances of the act, and may range from positive behavior intervention up to and including suspension, expulsion and/or reports to appropriate law enforcement officials.

CYBERBULLYING

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by a peer using information and communication technologies.

The policies and procedures herein related to other forms of bullying, and in the Diocese of Greensburg Schools Technology Resource Acceptable Use Policy, also apply to cyberbullying. However, because the motives, methods, profile, and demographics of cyberbullies are varied and sometimes different from the traditional bully, the solutions and prevention messages must address their special issues.

The schools have a valid concern and legal obligation to maintain discipline and protect their students while in their care in the classroom, on school grounds, and at school-sponsored activities. However, if cyberbullying originates or occurs off school grounds and outside of school hours and does not directly impact the school itself, schools have limited authority to react to cyberbullying. Each school's Technology Resource Acceptable Use Policy, signed by the student and parent, must include a provision reserving the school's right to discipline the student for actions taken off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school. Documentation on how the incidents affect the school should be kept.

Children should be counseled to immediately tell a responsible adult. Depending on what they are doing, how they are doing it, and if repeated, cyberbullies' actions might escalate from annoyance, to bullying, or to the school's disciplinary code, to criminal acts.

If the cyberbullying is repeated and threatening, the victim and the parents/guardians should contact the school so the situation can be monitored in school for the safety of all. School authorities must respond to allegations of cyberbullying:

- By gathering information using the Bullying, Harassment, or Intimidation school investigation form and procedures detailed in this policy, including the telecommunication method used and the effect of the threat at school. Collecting and preserving electronic evidence is important to facilitate the investigation and any eventual prosecution. Do not: 1) install or allow to be installed any programs; 2) remove or allow to be removed any programs; or 3) take or allow other remedial action on the involved computer or communication device during this process. These actions may adversely affect the investigation and any eventual prosecution.
- In one or more of the following ways:
 - Contact law enforcement if the victim is in danger of physical harm
 - Contact both sets of parents/guardians and try to mediate the situation and reiterate applicable policy
 - Institute an educational and awareness program to help stop further cyberbullying by students, and to help educate parents/guardians about the problem

POLICY DISSEMINATION, PREVENTION PROGRAMS, AND CURRICULUM

Information regarding the policy against bullying shall be incorporated into the school’s employee in-service program and policies.

It is the responsibility of the administration and staff to ensure that each child is made aware and understands definitions, conditions, and examples of bullying. The schools will provide annual education and information to students and parents/guardians regarding bullying, including information regarding the Office for Catholic Schools’ policy prohibiting bullying.

Intervention programs may also be delivered by Intervention Specialists, Guidance Counselors, SAP Liaisons, and/or professional school personnel.

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:

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

The following behavior, if unwelcome, may constitute sexual harassment:

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

SMOKING POLICY

The Diocese of Greensburg, in recognition of the health and safety hazards associated with the use of tobacco, shall prohibit smoking or the use of tobacco products within all school buildings of the Diocese of Greensburg Schools and other school property or facilities.

Definitions:

School: Any building, school bus, or other facility used for the purpose of education or school-related activity. Other facilities could include, but not be limited to, any indoor or outdoor athletic facility or stadium.

Tobacco: Lighted cigarettes, cigars, pipes or smokeless tobacco of any form including, but not limited to, snuff, e-cigarettes, vapor, or chewing tobacco.

- All persons found in violation on any Building Officials and Code Administrators (BOCA) code, fire code, etc. as applicable to smoking shall be subject to prosecution initiated by the school and/or diocese and, upon conviction, be sentenced to pay a fine as may be provided by such code.
- Employees of the diocese, in addition to such fines as may be imposed above, shall be subject to discipline up to and including reprimand through dismissal depending upon the severity and repetition of the offense.

Pupils Smoking/Use of Tobacco Policy

The Diocese of Greensburg, in recognition of the health and safety hazards associated with the use of tobacco, shall prohibit the use and/or possession or tobacco by all pupils of the schools of the Diocese.

Definitions:

Student: A person between the ages of 6 and 21 years who is enrolled in a school of the Diocese.

School: Any building, school bus or property owned or leased by the Diocese for the purpose of education or school-related activity, including, but not limited to, pupil's attendance at school sponsored activities whether on or off such school property.

Tobacco: Lighted or unlighted cigarettes, cigars, pipe or smokeless tobacco in any form, including, but not limited to, snuff, ecigarettes, and chewing tobacco.

Pupils found to be in violation of the provision of this policy shall be subject to discipline as prescribed by the disciplinary code of the respective school(s) which could include reprimand through suspension or expulsion depending upon the

severity and repetition of the offense. These measures may be in addition to any fines imposed by the Magistrate for violation of local Building Officials and Code Administrators (BOCA) codes, fire codes, etc.

STUDENT ACTIVITIES

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

All school rules apply both during the school day and 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, Greensburg Central Catholic Junior-Senior High School has the right to consider conduct, internal and external to the school. It is expected that Central students will conduct themselves appropriately and with proper decorum at all times in a manner that reflects our school spirit and is consistent with our school's philosophy and mission statement.

Students are encouraged to attend as many school events and activities as possible. Students are expected 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 play. Booing and vulgar or insulting gestures and cheers have no place in the actions of our students and reflect negatively on our team and student body. Students will respect the decisions of officials. Visiting teams and fans are our guests. Their cheerleaders and fans will be given 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.

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 Junior-Senior 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. 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. The Chapel is available for use during school hours for family and friends of the school, with prior notification to the Main Office. The Religion Department and Campus Ministry schedule time for students and faculty to attend Mass, Prayer Services, meditation, devotions, and adoration.

CHAPLAIN

The Bishop of the Diocese of Greensburg appoints a Chaplain to the school. The Chaplain 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. The Chaplain is also a member of the Campus Ministry team.

ATHLETICS

Any student participating in any athletic program must have a parental permission form properly signed and on file with the school Athletic Director. Every participant must be given an annual medical examination by the school physician or by 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 as well as the rules governed by Greensburg Central Catholic Junior-Senior High School and its athletic policies, will govern a student's ability to participate. 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. The Discipline Policy has more details pertaining to this policy. No one can participate in an extracurricular 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 athletically 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 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 AT SCHOOL AFTER 9:00 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 MAY BE CONSIDERED AND WAIVED BY THE ADMINISTRATION.

Greensburg Central Catholic Junior-Senior High School's primary interest is the personal educational program of each student; thus, it is mandatory that he or she maintains satisfactory grades. A student-athlete failing two (2) 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 two (2) 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 equipment is lost or stolen or if it is sufficiently damaged through misuse or abuse, students will be required to pay the cost of replacement. 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.

ATHLETIC PROGRAM/EXTRA-CURRICULAR ACTIVITIES

Greensburg Central Catholic Junior-Senior High School Athletic Program provides extra-curricular activities for students to participate at a competitive level under the Diocesan CYO guidelines and W.P.I.A.L. Middle School through Greensburg Central Catholic. The student will be expected to maintain acceptable academic achievement in relationship to his/her ability. The student will be expected to maintain standard behavior throughout the school day. Serious offenses, as described in this Handbook will be handled on an individual basis at the discretion of the principal. Any student absent from school on a particular day may not attend practice or play in a game that day. Parents will be contacted if students do not meet the above expectations. Greensburg Central Catholic Junior-Senior High School will follow all Diocesan and W.P.I.A.L. policies pertaining to the athletic program.

ATHLETIC PROGRAMS OFFERED

Senior High School

Fall - Cheerleading, Cross Country, Football, Golf, Men's Soccer, Women's Field Hockey, Women's Soccer, Women's Tennis, Women's Volleyball.

Winter - Bowling, Cheerleading, Ice Hockey, Men's Basketball, Swimming, Women's Basketball, Wrestling.

Spring - Men's Baseball, Men's Lacrosse, Men's Tennis, Track and Field, Women's Lacrosse, Women's Softball.

Junior High School

Fall – Co-Ed Soccer, Cross Country, Football, Girl's Basketball.

Winter – Boy's Basketball, Wrestling.

Spring – Baseball, Girl's Volleyball, Track.

SERVICE PROJECT/VOLUNTEER ACTIVITIES

All students, regardless of religious affiliation, must complete all religion course requirements including the 24 hours service requirement per year. 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 and to participate in the Liturgies.

STUDENT SERVICES

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 and 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 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.

MATH LAB

The "Math Lab" program is an auxiliary service provided to Greensburg Central Catholic Junior-Senior High School through Pennsylvania Act 89 and is 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 performances. 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.

SAP

Each diocesan school is required to participate in the Commonwealth of Pennsylvania's Student Assistance Program (SAP) or Elementary Student Assistance Program (ESAP), which are designed to assist school personnel in identifying issues including alcohol, tobacco, other drug and mental health issues which pose a barrier to a student's success. The primary goal of the SAP/ESAP is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

SAP/ESAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP/ESAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP/ESAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

- **Referral** - Anyone can refer a student to SAP/ESAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP/ESAP team to ask for help. The SAP/ESAP team contacts the parent for permission to proceed with the process.
- **Team Planning** – The SAP/ESAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend different types of assessment.

- **Support and Follow-Up** – The SAP/ESAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent's right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parents' role and responsibility in the decision-making process affecting their children's education and is key to the successful resolution of problems.

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 must be in uniform, students are not permitted food/drink, students may not use their cell phones.

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. Students are required to report to their study hall and sign out before going anywhere. Failure to do so will be considered a class cut. 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.

TUITION

BUSINESS & FINANCE

GRADUATION FEE

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

SCHOOL TUITION POLICY AND PROCEDURE

Tuition

The Office for Catholic Schools coordinates a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy is established to ensure that the tuition procedures and guidelines are consistent and fair among families with children attending Catholic schools within the Diocese. This policy is implemented through the Office for Catholic Schools, under the approval of the Superintendent for Catholic Schools. The Office for Catholic Schools reserves the right to adjust this policy and coinciding procedures as deemed necessary.

Establishing Tuition

The applicable school administration works with the Office for Catholic Schools to establish a tuition rate that is representative of the school budget needs. The tuition rate is also a product of the communities and families that are served.

Tuition Planning and Payment Schedule

All schools follow the following process:

End of January – beginning of February – Catholic schools open their application process for the upcoming school year and FACTS Grant and Aid application forms are available for parents/guardians to submit for financial aid. If families have applied to FACTS Grant and Aid by March 15, and the student attends the school during the upcoming school year, the FACTS application fee will be deducted from the student’s tuition.

End of May – Once parents/guardians have completed the FACTS Grant and Aid financial aid application process and this information has been verified, financial aid award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.

Options for payment:

- One lump sum payment.
- Two equal payments – Set up on FACTS Payment Plans.
- Monthly payment plan set up on FACTS Payment Plans that will bring the balance to zero by June 30 of the current school year.
- No cash will be accepted as payment.

The chosen method for payment must be indicated on the Tuition Payment Agreement, and signed and returned by the parents/guardians.

Tuition Payment in Default

If a payment is not made, for whatever reason, the following process will be followed:

- The parents/guardians will be notified in writing of the payment not being received.
- The parents/guardians will be given 20 calendar days to bring the account to current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- If the account is not brought to current status, or an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease at the end of the current quarter.

The parents/guardians must agree to the following:

- To pay all amounts due under the tuition payment agreement/policy. If another person is responsible to pay any part of the amount due for the child(ren), and she/he fails to pay when due, the parents/guardians must agree to pay all amounts due immediately upon notification by the school;
- To pay for the entire semester if the child(ren) leave before that semester is completed;
- To abide by the student-parent handbook and know that if the child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from school for any reason consistent with the student-parent handbook or Office for Catholic Schools policy, then the parents/guardians are not entitled to a proportionate refund of tuition. In addition, the parents/guardians are legally responsible for paying any tuition owed at the time the child(ren) stopped attending the school.
- To be legally responsible for paying the tuition described above according to the tuition payment agreement and within the applicable timeframes. The school may take any action available and consistent with applicable law in order to collect unpaid tuition owed by the parents/guardians including but not limited to withholding academic transcripts and diplomas.
- To understand that their child(ren) may be subject to restriction of school activities or events while tuition is in default.

Transfer of Students with Past Balance

No students will be accepted at any Catholic school within the Diocese of Greensburg if they are carrying a past due balance from any other Catholic school within the Diocese of Greensburg.

TECHNOLOGY ACCEPTABLE USE POLICY AND INTERNET ETHICS CODE

This policy and code 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 a student's privilege to use the Internet or to have access to equipment. The use of Greensburg Central Catholic Junior-Senior 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.

The purpose of this policy is to outline the acceptable use of computer equipment and systems at the diocese. These rules are in place to protect the employee and the organization. Inappropriate use exposes all of us to risks including virus attacks, compromise of network systems and services, and legal issues.

The Diocese of Greensburg Office of Catholic Schools has developed General Technology and Internet Policies to guide schools in enforcing appropriate use of available technology. The purposes of these policies are to ensure the equitable and optimal use of all technology-related equipment at the schools and to encourage the use of technology as a valuable learning tool. It is the policy of the Diocese of Greensburg Office of Catholic Schools to maintain an environment that promotes ethical and responsible technology use. It shall be a violation of this policy for any student, employee or guest to engage in any activity that does not conform to the established purpose and general rules set forth in this policy.

Violations of the Acceptable Use Policy will result disciplinary action. This action may include removal from the system temporarily or permanently. Depending on the seriousness of the offense more serious consequences, 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.

ALL final disciplinary interpretations and decisions are the prerogative of the administration of Greensburg Central Catholic Junior-Senior 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 acknowledges that the need arises.

PARENTS AS PARTNERS

As partners in the educational process at Greensburg Central Catholic Junior-Senior High School, we ask parents:

- To set rules, times, and limits so that your child:
- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;

- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

RIGHT TO AMEND

Greensburg Central Catholic Junior-Senior High School reserves the right to amend this Handbook.

Greensburg Central Catholic Junior-Senior High School
911 Armory Drive
Greensburg, PA 15601
Phone: 724-834-0310
FAX: 724-834-2472
www.gcchs.org

Parent Signature Page

I have read the 2018-2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

_____	_____
Parent signature	Date
_____	_____
Parent signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date

**Parents and students must both sign.*

SIGNED FORM DUE TO MAIN OFFICE BY AUGUST 31 .