



# STUDENT-PARENT HANDBOOK **2023-2024**

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**Updated: 8/20/2023**

**Dear Parents and Students,**

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

*St. Pope John Paul II*

**Welcome to Greensburg Central Catholic! In choosing this school, you have demonstrated a commitment to the values and philosophy of a Catholic education.**

**The Student-Parent Handbook reflects the policies of GCC for the upcoming school year. Please read this document carefully and sign the agreement provided. This agreement states that you intend to abide by the policies herein.**

**Our faculty and staff look forward to working with you to promote academic excellence and spiritual development within the context and teachings of the Catholic Church.**

**Together, let us pray that God, who has begun this good work in us, may carry it through to completion.**

**Peace,**

*J. Kevin Frye*

*Principal*

Greensburg Central Catholic Junior-Senior High School

## 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.

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.**

**Greensburg Central Catholic Junior-Senior High School**  
2023-2024 Student/Parent Handbook

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## **WELCOME**

On behalf of the Administration, Faculty, Staff, and Advisory Council, welcome to the 2022-2023 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. At Greensburg Central Catholic Junior-Senior High School (GCCHS) we strive to provide all students with a rigorous academic program that encourages personal excellence in a faith-filled environment that emphasizes community service and spirit. We are pleased that you have chosen to be a member of our student body and look forward to us working together to make our school community the best that it can be.

This student handbook will answer many of the commonly asked questions that you may have during the school year and provide specific information about policies and procedures. This handbook contains important information that you should know. In addition, our website contains information and explanations on many of the areas included in this handbook. Should you not see the answer you are looking for, please refer to the Greensburg Central Catholic website, [www.gcchs.org](http://www.gcchs.org).

This handbook summarizes many of the official policies and administrative guidelines of the Diocese of Greensburg Office of Catholic Schools. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the outcome will defer to the policies and guidelines of the Diocese of Greensburg. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

## **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.

In 2017, Greensburg Central Catholic partnered with the Children's Museum of Pittsburgh and Google to develop a Makerspace, providing a space for students to actively engage in their own learning while benefiting from hands-on projects, problem solving, and creative thinking. In

2019, an enhanced Makerspace was created, providing additional learning opportunities in all curricular areas.

On March 13<sup>th</sup>, 2020, Governor Tom Wolf declared that all Pennsylvania schools would close due to the Covid-19 global pandemic. Schools would eventually be closed for the remainder of the school year. Utilizing our 1:1 Technology Initiative, our adoption several years earlier of Schoology as a Course Management System, and modifying our Flexible Instruction Plan, GCC teachers and students transitioned directly to remote learning on March 17<sup>th</sup> and completed the school year as scheduled.

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 serve 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.

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!"

**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.

## **BELIEFS**

We believe that:

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

## **PROFILE OF OUR GRADUATES**

Graduates of the schools of the Diocese of Greensburg will be:

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

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

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

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

**Disciples of Christ:** Students will evangelize through their words and actions.

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

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

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

## **ACCREDITATION**

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

## **GOVERNANCE OF SECONDARY SCHOOLS**

Greensburg Central Catholic Junior-Senior High School is under the direction of the Office for Catholic Schools and are Diocesan schools. The Catholic secondary schools in the Diocese must adhere to the policies and procedures established and interpreted by the Superintendent for Catholic Schools.

## **HIGH SCHOOL ADVISORY COUNCIL**

The High School Advisory Council has been established by the Bishop of Greensburg to be consultative to him, the Superintendent, and the Principal on policies, programs, services, and strategic planning for the high schools. They conduct special studies and assignments as requested by the Superintendent and the Principal. They present Catholic schools to the public, to civic authorities, and to the Catholic community as schools imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic.

All potential names for Advisory Council members must be approved by the Office for Catholic Schools before beginning any initial conversation with the candidate.

## **NON-DISCRIMINATION 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 any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate enrollment of a student for any reason at any time.

## **RIGHT TO AMEND**

The Administration retains the right to amend the handbook at any time for just cause. Parents and students will be promptly notified of changes.

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

911 Armory Drive  
Greensburg, PA 15601

**School Office Hours:**  
**7:00 AM – 3:00 PM**

**Phone – 724-834-0310**  
**Fax – 724-834-2472**

## **ADVISORY COUNCIL**

Dr. Gregory Bisignani '85,  
chair  
Mr. Mike Blahovec  
Mrs. Jennifer Erdely  
Sr. Donna Marie Leiden  
Dr. Tracy McNelly

## **ADMINISTRATION**

Mr. J. Kevin Frye,  
Principal

## **CHAPLAIN**

## **DIRECTOR OF CAMPUS MINISTRY**

## **DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

Mr. Dennis Cremonese

## **DIRECTOR OF ADMISSIONS AND COMMUNICATIONS**

Mrs. Elyse Bogner

## **EDUCATION TECHNOLOGY**

Mr. Matt Very

## **ENGLISH**

**Mr. David Hull**  
Mrs. Samantha  
McWilliams  
Mr. David Ferranti  
Mrs. Debra Ritenour  
Mrs. Rachael Obsenica

## **FINE ARTS**

**Mrs. Erin Riggi**  
Mrs. Autumn Sonnet  
Mr. Theodore DiSanti  
Miss Nicole Lamagna

## **GUIDANCE COUNSELORS**

Mrs. Carla Burke  
Miss Emily Behm

## **HEALTH/PHYSICAL EDUCATION**

Mr. Daniel Mahoney

## **MATHEMATICS**

**Mrs. Heather Peters**  
Ms. Miranda Schmidt  
Miss Alison Hresko  
Mrs. Audrey Bisignani

## **SCIENCE**

**Mrs. Christine Colcombe**  
Mr. Jeff Voelker  
Mrs. Pam Cullen  
Mrs. Christy Gilkey  
Miss Grace Leonard  
Miss Clare Brdar

## **RELIGION**

**Mrs. Colleen Sherman**  
Mr. Jared Sutsko  
Mrs. Bridgette Trunzo

## **SOCIAL STUDIES**

**Mr. William Burkart**  
Mr. Ralph Cardella  
Mr. David Ferranti  
Mr. Timothy Dalton

## **WORLD LANGUAGE**

Mrs. Jeanette Andrews  
Mr. James O'Connor  
Mr. Scott Hindman  
Miss Sydney Beskid

## **ADMINISTRATIVE ASSISTANTS**

Ms. Dana Orange  
Ms. Ruth Ann Grant

## **ATHLETIC DIRECTOR**

Mr. Dan Mahoney

## **BUSINESS MANAGER**

Mrs. Tracy Otto

## **BUSINESS SPECIALIST**

Mrs. Annette Fontana

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

### **ACADEMIC PROGRESS REPORTS**

Parents can check their child's academic progress at any time by logging onto the parent portal of PowerSchool. There is a link to PowerSchool on the homepage of our website, [www.gcchs.org](http://www.gcchs.org). PowerSchool usernames and passwords will be mailed 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.

### **ADVANCED PLACEMENT COURSES**

Advanced Placement (AP) courses are college-level courses approved by the College Board and subject to syllabus review every three to five years. Students who register for AP courses **are required** to take the AP Exam in May. The College Board sets the exam schedule and fee. The School Counseling Department and the teacher of the AP course will provide specific information on AP course registration, exam date, and fee to the student.





## BELL SCHEDULES

### Regular

<b>Homeroom</b>	7:40	7:47
<b>Period 1</b>	7:50	8:31
<b>Period 2</b>	8:34	9:15
<b>Period 3</b>	9:18	9:59
<b>Period 4</b>	10:02	10:43
<b>Period 5</b>	10:46	11:27
<b>Period 6</b>	11:30	12:11
<b>Period 7</b>	12:14	12:55
<b>Period 8</b>	12:58	1:39
<b>Period 9</b>	1:42	2:23
<b>Examen</b>	2:23	2:27

### Mass/Clubs Schedule

<b>Homeroom</b>	7:40	7:47
<b>Clubs</b>	7:50	8:17
<b>Period 1</b>	8:20	8:50
<b>Mass</b>	9:00	10:15
<b>Period 2</b>	10:20	10:47
<b>Period 3</b>	10:50	11:17
<b>Period 4</b>	11:20	11:49
<b>Period 5</b>	11:52	12:21
<b>Period 6</b>	12:24	12:53
<b>Period 7</b>	12:56	1:23
<b>Period 8</b>	1:26	1:53
<b>Period 9</b>	1:56	2:23
<b>Examen</b>	2:23	2:27

### AM-30 Schedule

<b>Homeroom</b>	7:40	7:47
<b>Activity</b>	7:50	8:23
<b>Period 1</b>	8:26	9:03
<b>Period 2</b>	9:06	9:43
<b>Period 3</b>	9:46	10:23
<b>Period 4</b>	10:26	11:03
<b>Period 5</b>	11:06	11:43
<b>Period 6</b>	11:46	12:23
<b>Period 7</b>	12:26	1:03
<b>Period 8</b>	1:06	1:43
<b>Period 9</b>	1:46	2:23
<b>Examen</b>	2:23	2:27

### 2-Hour Delay

<b>Homeroom</b>	9:40	9:47
<b>Period 1</b>	9:50	10:17
<b>Period 2</b>	10:20	10:47
<b>Period 3</b>	10:50	11:17
<b>Period 4</b>	11:20	11:49
<b>Period 5</b>	11:52	12:21
<b>Period 6</b>	12:24	12:53
<b>Period 7</b>	12:56	1:23
<b>Period 8</b>	1:26	1:53
<b>Period 9</b>	1:56	2:23
<b>Examen</b>	2:23	2:27

### PM-30 Schedule

<b>Homeroom</b>	7:40	7:47
<b>Period 1</b>	7:50	8:27
<b>Period 2</b>	8:30	9:07
<b>Period 3</b>	9:10	9:47
<b>Period 4</b>	9:50	10:27
<b>Period 5</b>	10:30	11:07
<b>Period 6</b>	11:10	11:47
<b>Period 7</b>	11:50	12:27
<b>Period 8</b>	12:30	1:07
<b>Examen</b>	1:07	1:11
<b>Period 9</b>	1:14	1:51
<b>Activity</b>	1:54	2:27

### PM-45 Schedule

<b>Homeroom</b>	7:40	7:47
<b>Period 1</b>	7:50	8:25
<b>Period 2</b>	8:28	9:03
<b>Period 3</b>	9:06	9:41
<b>Period 4</b>	9:44	10:19
<b>Period 5</b>	10:22	10:57
<b>Period 6</b>	11:00	11:35
<b>Period 7</b>	11:38	12:13
<b>Period 8</b>	12:16	12:51
<b>Examen</b>	12:54	12:58
<b>Period 9</b>	1:01	1:36
<b>Activity</b>	1:40	2:27

## **BUCKLEY AMENDMENT (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 parent 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 COURSES (CHS)**

Greensburg Central Catholic Junior-Senior High school offers courses for college credit at the school through a number of local universities and colleges. The curriculum for College in High School courses is determined by the college or university granting the credit for the course. All students enrolled in a CHS course must enroll for credit in the course. To receive college credit students must meet all requirements of the course and pay the course fee as determined by the institution. Please visit our website, [www.gcchs.org](http://www.gcchs.org), to view our Program of Studies catalog for a complete listing of courses available for college credit. As with all courses, administration reserves the right to enroll or remove a student in any course at the administration's discretion.

## **COMMUNICATION WITH THE SCHOOL**

In order to ensure that all communication from school reaches home in a timely manner, Greensburg Central Catholic uses an electronic mailing system each Friday. Additionally, the company FinalForms is used to accept online signatures. Official school-wide emergency communications are sent using School Messenger through the PowerSchool system. Parents will receive emails, phone messages, and texts (if opted in) through this system. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face-to-face communication in lieu of email. Only communicate with teachers using the GCC email. Email communication with teachers should be during the hours of 8:00 AM to 6:00 PM. Teachers will respond to email within a timely manner, usually within 48 hours of emails sent during the school week. There is no expectation that teachers will respond to emails over the weekend.

## **COURSE/SCHEDULE CHANGES**

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](http://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).



## GRADE SCALE AND GRADING POLICIES

### GRADE SCALE – WEIGHTED

		Honors/CHS	AP/Pitt CHS
100%	4.000	4.500	5.00
99%	4.000	4.500	5.00
98%	4.000	4.500	5.00
97%	3.934	4.434	4.93
96%	3.868	4.368	4.86
95%	3.802	4.302	4.80
94%	3.736	4.236	4.73
93%	3.670	4.170	4.67
92%	3.556	4.056	4.55
91%	3.443	3.943	4.44
90%	3.330	3.830	4.33
89%	3.165	3.665	4.16
88%	3.000	3.500	4.00
87%	2.890	3.390	3.89
86%	2.780	3.280	3.78
85%	2.670	3.170	3.67
84%	2.585	3.085	3.58
83%	2.500	3.000	3.50
82%	2.415	2.915	3.41
81%	2.330	2.830	3.33
80%	2.220	2.720	3.22
79%	2.110	2.610	3.11
78%	2.000	2.500	3.00
77%	1.890	2.390	2.89
76%	1.780	2.280	2.78
75%	1.670	2.170	2.67
74%	1.536	2.036	2.53
73%	1.402	1.902	2.40
72%	1.268	1.768	2.26
71%	1.134	1.634	2.13
70%	1.000	1.500	2.00
69%	0.000	0.000	0.00

### GRADING SCALE

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

## **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 grade point, as designated. QPA is not rounded off.

## **GRADING POLICIES**

- Failure in a required course must be made up in summer school prior to the start of the next school year.
- Students failing three or more courses may be asked to leave Greensburg Central Catholic.
- Missing assignments will be marked as Incomplete, “I”, and a zero score will be entered.
- An “I” on a report card will become a failure if the work is not completed prior to the end of the following quarter. Extenuating circumstances may be considered with Administrative approval.
- Absences of 10 days in a semester or 20 days in a year may not receive credit for the course.
- Seniors must earn passing grades in all required subjects in order to graduate.

## **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 as #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.

## GRADUATION REQUIREMENTS

A student must earn a minimum of 28.5 credits of passing course work in order to receive a Greensburg Central Catholic High School diploma. Student Service Hours **must be completed** to be eligible for a Greensburg Central Catholic diploma. Transfer students are evaluated on an individual basis by the Administration. It is the responsibility of every student to know if his/her credits will meet the graduation requirements. To be eligible for graduation, all students attending Greensburg Central Catholic Junior-Senior High School must fulfill the following requirements:

Course	Credit	Course	Credit
English	4	Physical Education	1
Fine Arts	2	Religion	4
Foreign Language	2	Science	3
Health	.5	Social Studies	4
Mathematics	3	Electives	5
<b>Total</b>		<b>28.5</b>	

Typical Course Load per Year			
9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Religion	Religion	Religion	Religion
English	English	English	English
Physical Education	Physical Education	Elective	Elective
Social Studies	Social Studies	Social Studies	Social Studies
Mathematics	Mathematics	Mathematics	Mathematics
Biology	Chemistry	Physics	Elective
Language	Language	Language	Elective
Fine Arts	Fine Arts	Elective	Elective
Academic Skills	Health	Elective	Elective

**\*Please note the following:** The above table is simply a *typical* example of course loads across all four years. Changes and substitutions to the above are always possible based on the individual student's academic trajectory and interests. Not all electives are 1-credit; many electives are .5 credit semester courses.

- 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.
- A student must complete all required service hours.
- A student must attend class retreats.
- Textbooks, lock, laptops, and accessories must be returned in good condition.
- Graduation, Cafeteria, and Art fees must be paid.
- Tuition balance must be paid in full.



## **HONOR ROLL**

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

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

## 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.

<b>Level 1 Violations</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Unauthorized collaboration on a homework assignment.</li> </ul>
<b>Level 2 Violations</b>
<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"> <li>• Plagiarism: Direct use of others’ words, without quotation affecting a minor portion of the work; source is not cited.</li> <li>• Unauthorized collaboration on a lab report or paper</li> <li>• Submitting one work for two courses without advanced permission from the current instructor</li> <li>• Providing work to another student and/or enabling another student’s dishonesty</li> <li>• Any second Level I violation</li> </ul>
<b>Level 3 Violations</b>
<ul style="list-style-type: none"> <li>• Plagiarism: Direct use of others’ words, without quotation, affecting a significant portion of the work; source is not cited</li> <li>• Inventing or falsely attributing the sources used in a paper or other work</li> <li>• Cheating on an examination</li> <li>• Falsifying data or research</li> <li>• Submitting a fraudulent excuse to receive an extension on an assignment or examination</li> <li>• Bringing materials or equipment into a room where an exam is being given in contradiction of school/department or the instructor’s course policies</li> <li>• Using or viewing any materials or equipment, including a cell phone or other electronic device, during an examination without explicit instructor authorization</li> <li>• Unauthorized collaboration on a take-home exam or paper</li> <li>• 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.</li> <li>• Soliciting another to participate in unethical behavior</li> <li>• An additional violation after the student has had a prior Level II violation</li> </ul>

## **MIDTERM AND FINAL EXAMS**

Mid-year and final exams are administered to all students enrolled in all high school classes. Administrative approval is required in order for a student to make-up a mid-year or a final exam. Please do not plan vacations or doctor appointments on these days.

## **NATIONAL HONOR SOCIETY**

All juniors and seniors who have spent at least one semester at Greensburg Central Catholic and who have a cumulative scholastic QPA of 3.75, are academically eligible for consideration for membership in the National Honor Society. 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 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.

## **PARENT/TEACHER CONFERENCES**

Please check the school calendar for the date of parent-teacher conferences following the first grading period. Parent-teacher conferences are also available upon request. Email the subject area teacher to make arrangements.

## **POWERSCHOOL 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.

## **PROCESS FOR ACADEMIC SUCCESS (PAS)**

The schools in the Diocese of Greensburg do not use an Individual Education Plan that is used in the public school. Instead, they have the Process for Academic Success (PAS). This Process for Academic Success is used by schools as a communication and planning guide. It is a guideline only, and is not to be seen as a contract for services. This school is a non-public, private entity, and as such, it is not provided comprehensive funding by the government to support the needs of students. This Process for Academic Success is not a guarantee that the needs of the student will be met; rather it is a communication and planning guide meant to help coordinate the educational approach for students. This Process for Academic Success is utilized at the discretion of the school administration and can be adjusted or removed by school administration at any time. As well, this Process for Academic Success is not to be seen as a guarantee for ongoing enrollment at the school. Administration reserves the right to terminate enrollment for any reason and at any time.

## **REPORT CARDS**

Report cards are distributed at the end of each quarter. Seniors who are not current in their payments as of the last billing cycle will receive report cards and transcripts.

## **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 attempts to provide 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 or school grounds 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**

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

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.

## **Availability of Records**

A student's disciplinary record, as well as records maintained under this policy, shall be available for inspection to the student and her/his parent, guardian or other person having control or charge of the student, to district officials and to state and local law enforcement officials as provided by law.

## **STUDY HALLS**

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, and 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.

Students may schedule a study hall in their schedule. The study hall is for academic purposes.

## **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 Pre 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.

## **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.

## **TEXTBOOKS**

Textbooks are furnished by the school and are issued at the beginning of the school year. Students are financially responsible for the loss of, or damage to, textbooks issued to them. Transcripts and/or report cards will be withheld if payment from student is due.

## **ADMISSIONS/TRANSFERS/WITHDRAWALS**

### **ADMISSIONS POLICY**

An application is available online at the Greensburg Central Catholic website under Admissions. Once the application is submitted, Administration will review the documentation and any pre-admission testing to determine acceptance.

### **TRANSFER/WITHDRAWAL POLICY**

An official withdrawal form must be completed and returned to the Main Office before the withdrawal process will be completed. Students transferring from Greensburg Central Catholic after July 1<sup>st</sup> of the current academic year will be required to pay tuition due to date.

### **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.

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:

- Sworn Statement
- Memorandum
- Home Language Survey
- Initial Guidance Questionnaire
- Request for School Records
- WPIAL Sports Form

The following documents are needed yearly:

- Registration or intent to return
- Family Survey
- Request for Loan of Textbooks
- 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.

### **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.

### **ATTENDANCE POLICY & PROCEDURES**

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 4211) BEFORE 8:30 AM TO CONFIRM THE ABSENCE. Upon return to school, the student must present a written excuse from his/her parent to the Administrative Office. If a phone call is **not** received, the student's absence will be marked unexcused/unlawful until a written excuse is submitted. If an excuse is not submitted within three school days, the absence(s) will remain unlawful/unexcused which becomes a truant offense and the administration will be notified for disciplinary action. Please note that students are **not** permitted to make-up any work for an unexcused/unlawful absence or a truant offense, therefore it is **imperative** that parents call and follow-up with a written excuse when their son or daughter is absent from school. A student's attendance can be viewed via PowerSchool.

**Absenteeism:** There is a strong relationship between regular classroom attendance and academic achievement. Absences from class disrupt continuity of class work and student/teacher interaction. In an effort to promote educational excellence, the following policy will be enforced regarding excessive absences. 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 six (6) years, until the age of eighteen (18) years of age. This does not include a student who holds a certificate of graduation from high school.

## **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 accumulation 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 12<sup>th</sup> 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 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.

The 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.



## FORFEITURE OF CREDIT

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

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

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

## Make-Up Work

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

Students who miss multiple days of school due to illness or injury are permitted to have AT LEAST the same number of days to make-up all work missed. Students should access work missed via PowerSchool and by directly emailing 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 must be present until the entire day is concluded. EARLY DISMISSAL AND LATE ARRIVAL NOTES WILL NOT BE ACCEPTED ON HALF-DAYS OR DAYS OF SPECIAL PROGRAMS.

### **Sports Dismissals**

Dismissal time for sports is set by the coach. Parents may request that students be released earlier than the time announced by the coach. Unauthorized early dismissals will be coded as unexcused.

### **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.**

**STUDENTS ARRIVING AT SCHOOL AFTER 10:00 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.**

### **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.**

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### **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.

### **SCHOOL CLOSING OR DELAY**

When school is closed because of weather conditions, the closing will be broadcast on WTAE, WPXI, and KDKA-TV. A message will also be sent home via PowerSchool. The information will also be posted on the Greensburg Central Catholic website. ***If there is no report concerning Greensburg Central Catholic Junior- Senior High School, then school is in session.*** For busing, follow the announcements and directives for your local public school district.

If your school district closes and Greensburg Central Catholic is open or delayed, your child is not obligated to attend school however, they will be required to make up all their work. If a conflict occurs between what Greensburg Central Catholic has announced and what your school district has announced, follow the schedule announced by your public school district.

Greensburg Central Catholic will utilize up to five Flexible Instruction Days for school closings.



## **CODE OF CONDUCT**

### **Anti-Bullying/Anti-Hazing Policies**

#### **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.

### **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.

## **BEHAVIOR IN GENERAL**

The Code of Conduct of Greensburg Central Catholic Junior-Senior High School reflects the core values of the Christian faith and applies to both academic and non-academic areas. Greensburg Central Catholic Junior- Senior High School has the right to disenroll any student based upon conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct delineated in our handbooks and policy. This includes but is not limited to criminal arrest and conviction at the local, state, or federal level.

## **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.
PAC (Performing Arts Center)	Report to the PAC 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.



## MEGAN'S LAW

Local authorities may inform a school when a sexually violent predator moves into the neighborhood. You can also access information on sexually violent predators at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us). If you receive notification that a sexually violent predator is in close proximity to the school, you are able to print a flyer from the above website. This should be distributed to all employees who supervise children, including crossing guards. They have the responsibility to notify the police if they observe the registered sex offender in the area and the offender "appears to be present without purpose or otherwise create a concern for the safety of the children." Principals can also send a letter home to parents indicating that the school has received word that there is a sexually violent predator in the area. You are also able to give them the website address to access the information.

## DISCIPLINE OFFENSES AND RECOMMENDED RESPONSES

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.

### **Fighting or Harassment**

Greensburg Central Catholic does not tolerate fighting. This includes, but is not limited to, the school day and school events. In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.

Student Harassment may include, but is not limited to, ethnic, verbal, physical, or by use of a technological device. In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.

Disciplinary actions will be taken dependent on the severity of the offense and may include suspension or expulsion at the discretion of the Administration.

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

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

\*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 CODE**

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 below for dress code guidelines.

Hoodies/outwear are only permitted when traveling 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.

## 2023-2024 Uniform Policy

### GIRLS:

All girls must have at least one crested Oxford dress shirt, and a washable **blazer** in maroon with the Greensburg Central Catholic crest. 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](http://www.gcchs.org). Students should listen to daily announcements as changes in our schedule are often unavoidable.

<p>Shirts (Short or Long sleeved)</p> <p>Purchased through Log Cabin Embroidery 1616 McClure Road, Suite B Monroeville, PA 15146 (724) 327-5929 <a href="http://Logcabinembroidery.com">Logcabinembroidery.com</a> <b>Or</b> Lands’ End</p>	<p><b>Junior High</b> Students will wear the grey polos. <b>Senior High</b> Students will wear the maroon and white polos. <b>All</b> students need a blazer and a white button-down oxford. Tops must be monogrammed with the school crest, <b>MUST</b> 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.</p>
<p>Skirts</p>	<p>Plaid and black box pleat or A-line style skirts to the top-of-knee. Black skirts must be purchased at Lands’ End. The plaid option is available from both Log Cabin and Lands’ End. <b>Please do not alter the skirts. They are to be to the top of knee. (NO exceptions)</b></p>
<p>Pants</p>	<p>Solid black <b>pants</b>. It is strongly recommended that black pants are purchased from our Lands’ End store. If you choose to purchase elsewhere, pants must follow the following guidelines: Chino style-tailored/straight leg. No bell bottoms. No ankle or capri pants. Must fit properly to the top of the shoe. No elastic tops. No denim, spandex, or cargo pants. No leggings and pants cannot be tight or form fitting.</p>
<p>Belts</p>	<p>A solid black belt (preferably leather) must be worn with pants at all times.</p>
<p>Sweaters/1/4 Zip (optional)</p>	<p>The maroon V-neck sweater, sweater vest, or cardigan provided by Log Cabin Embroidery or Lands’ End monogrammed with the school crest is 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> *The maroon ¼ zip is acceptable on regular uniform days and is available for purchase through the GCC Spirit Wear Store. <b>The polo must be worn at all times under the uniform sweater and/or ¼ zip.</b></p>
<p>Shoes</p>	<p>Traditional <u>solid-colored</u> black shoes including soles, laces, and logos. Shoes must be conservative style-worn below the ankles. <u>Shoes must be low-heeled, closed toe with a</u></p>



	closed back. Not permitted are boots, flip/flops, heels, sandals, slipper style, Crocs, or similar casual styles.
Socks/Tights	Solid black socks must be worn at all times. Socks must fit above the ankle. <b>Not permitted</b> are any colors other than black, ankle socks, tights, or footies.
Hair/Grooming	Must be neat and clean. Eyes must be visible. 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:

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

All clothing, patches, pins, decals, or other items brought onto school property must reflect the teachings of the Catholic church. Attire or accessories that depict faces, text, or have political messages, inappropriate images, or messages not aligned with the Catholic teachings will not be permitted. Appropriateness of attire and accessories will be determined by the Administration.

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 Mt. Pleasant High School.)

#### BOYS:

All boys must have at least one crested Oxford dress shirt, and a washable **blazer** in maroon with the Central crest. 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](http://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 1616 McClure Road, Suite B Monroeville, PA 15146 (724) 327-5929	<b>Junior High</b> Students will wear the grey polos. <b>Senior High</b> Students will wear the maroon and white polos. <b>All</b> students need a blazer and a white button-down oxford. Tops must be monogrammed with the school crest, <b>MUST</b> 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
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Logcabinembroidery.com <b>Or</b> Lands' End	underneath the uniform shirt. No performance or dri-fit material permitted.
Pants	Solid black <b>pants</b> . It is strongly recommended that black pants are purchased from our Lands' End store. If you choose to purchase elsewhere, pants must follow the following guidelines: Chino style-tailored/straight leg. No bell bottoms. No ankle or capri pants. Must fit properly to the top of the shoe. No elastic tops. No denim, spandex, or cargo pants. Pants cannot be tight or form fitting.
Belts	A solid black belt (preferably leather) must be worn with pants at all times.
Sweaters/ Fleece (optional)	The maroon V-neck sweater, sweater vest, or cardigan provided by Log Cabin Embroidery or Lands' End monogrammed with the school crest is 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> *The maroon ¼ zip is acceptable on regular uniform days and is available for purchase through the GCC Spirit Wear Store. <b>The polo must be worn at all times under the uniform sweater and/or ¼ zip.</b>
Ties	The plaid tie purchased through Log Cabin or Lands' End is required. The tie must be knotted at the collar and 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-colored</u> black shoes including soles, laces, and logos. Shoes must be conservative style-worn below the ankles. <u>Shoes must be low-heeled, closed toe with a closed back.</u> Not permitted are boots, flip/flops, heels, sandals, slipper style, Crocs, or similar casual styles.
Socks	Solid black socks must be worn at all times. Socks must fit above the ankle. <b>Not permitted</b> are any colors other than black, ankle socks, tights, or footies.
Hats/Caps	No baseball caps, hats, or bandannas may be worn in the building.
Grooming	Hair may not fall below the shirt collar and eyes must be visible. Facial hair must be kept trimmed and neat. Not permitted are un-natural hair colors or extreme 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, any sleeveless shirts or tank tops, clothing with inappropriate pictures/sayings, hats (of any kind), flip flops or sandals.

All clothing, patches, pins, decals, or other items brought onto school property must reflect the teachings of the Catholic church. Attire or accessories that depict faces, text, or have political messages, inappropriate images, or messages not aligned with the Catholic teachings will not be permitted. Appropriateness of attire and accessories will be determined by the Administration.

**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 Mt. Pleasant High School.)

## **CONSEQUENCES OF DRESS CODE VIOLATIONS**

Each student is expected to be in proper uniform each day. Those who are not will be sent to the office. If we can provide assistance to the child we will, or they may call home to request the proper elements be brought to school.

How a student looks is a reflection of their willingness to follow school rules. It is a reminder at any part of the day of our mission and purpose. Therefore, wearing the correct uniform and wearing it correctly are very important.

While we appreciate any student on any given day can make a mistake, students who are consistently out of uniform are expressing a lack of respect for school rules. This is something that cannot happen. Administration will work with students to correct the situation. If the situation is not rectified quickly, the school discipline code will be implemented.

## **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.

## SPORTS

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 20<sup>th</sup> day of absence. Extenuating circumstances, such as a funeral, extended illness or legal obligations will be subject to the review and the decision of the W.P.I.A.L. and the P.I.A.A. If the attendance of 45 school days is not met before the end of the year, it will carry over into the next school year.**

**STUDENTS ARRIVING 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.

**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.

## **ATHLETIC PROGRAMS OFFERED**

### **Senior High School**

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

Winter Bowling, Cheerleading, Ice Hockey (Co-op), Men's Basketball, Women's Basketball, Swimming, Wrestling (Co-op).

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, Girls' Basketball.

Winter Boys' Basketball, Wrestling (Co-op).

Spring Baseball, Girls' Volleyball, Softball, Track.

### **MEDICAL AUTHORIZATION/PHYSICAL**

All students participating in athletics must have the proper medical authorization. NO STUDENT WILL BE ADMITTED TO PRACTICE WITHOUT THIS AUTHORIZATION IN PLACE. Students who participate in more than one sport must indicate each sport on this form or they will be required to turn in a new medical authorization form for each new season.





## **FINANCIAL POLICY**

### **FINANCIAL AID**

Financial Aid is available to families who qualify for assistance. Application must be made in March for the upcoming school year. State grants, Amerikohl Mining, Guardian Angel, and the Prestia Scholarship are several financial aid options for families.

### **TUITION/PAYMENT OPTIONS**

There are four options for payment:

1. One lump sum payment by August 15 of the upcoming school year;
2. Two equal payments – First payment due August 15 of the upcoming school year and the second payment due January 15 of the current school year;
3. Monthly payment plan on FACTS that will bring the balance to zero by May 31 of that school year;
4. Any of the above payment plans, but paid through a credit card. If a credit card payment method is chosen, an additional service fee will be charged, and this service fee percentage will be announced on an annual basis.

Payment Policy:

- No cash will be accepted for payment (payment must be made by check, money order or credit card);
- One of the four plans must be chosen for payment;
- If a case of hardship exists, the parents/guardians may ask for a meeting with the principal to request to pay less than the per month minimum (the school reserves the right to adjust this per month minimum payment). Such a request is approved on a case-by-case basis by an administrative review team. The parents/guardians must submit a written appeal to the principal asking for such consideration and delineating their special circumstances. This appeal must be submitted within five calendar days of the meeting with the principal;
- If after reviewing your tuition statement including financial aid and applicable scholarships, you anticipate difficulty with any of the above payment plans, or wish

to appeal your financial aid and scholarship awards, please send a letter to the attention of the principal detailing your concerns. Appeal letters must be received by the principal before June 30.

- Whatever plan is agreed to; the parent/guardian is responsible to make payments accordingly. If a payment is not made, for whatever the reason, the following process will be followed:
- 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;
- If the account is not brought to current status, and no other agreement is approved by the principal (or the administrative review team when applicable), the student enrollment will cease after the 20<sup>th</sup> day.
- All families not paying tuition using the one lump sum or two-payment option must have a FACTS account to pay by monthly bank draft.
- Senior students may not carry a previous balance forward, unless a hardship case is determined.
- If a student enrolls in the upcoming school year with a past due balance of 30% or less, the parents/guardians will be placed on an extended agreement plan. In doing so, the parents/guardians will need to submit their social security numbers and sign a FACTS payment plan agreeing to pay at least the monthly minimum payment, as well as signing an extended payment plan specifying that the parents/guardians will agree to continue making such payments until the balance is paid in full:
- If this process is not agreed upon and completed by July 1 preceding the upcoming school year, the student enrollment will cease.
- No students will be accepted at either Catholic high school if they are carrying a past due balance from any Catholic school in the Diocese of Greensburg.

## **Financial Obligations**

All families are expected to pay tuition, technology fees, College in High School registration fees, and mandatory fundraising, as well as restitution for lost books, etc. Non-payment may result in the following:

- Access to Power School will be restricted.
- Transfer of transcripts will be restricted.
- Ineligible to attend dances, prom, or school trips.
- Suspension from athletic teams and activities
- Transfer of grades is restricted.
- Seniors will not receive a cap and gown, diploma, nor will they participate in Baccalaureate and Commencement exercises.
- Unable to return to Greensburg Central Catholic without fulfilling the obligations of the previous year.



## **WITHDRAWAL**

An official withdrawal form must be completed and returned to the Main Office before the withdrawal process will be completed. Since tuition payments begin on July 1st of the current academic year, students transferring from Greensburg Central Catholic Junior to another school after this date will be required to pay tuition due to date, plus an additional month's tuition as a transfer fee before records will be forwarded.

## **GENERAL POLICIES**

### **ANNOUNCEMENTS**

Written announcements submitted by 3:00 PM the day before the announcement is to be made are acceptable. Student submitted announcements must have the signature of a teacher to be considered.

### **ASSEMBLIES/LITURGIES**

Students must report promptly and quietly to assemblies. They must remain in their seats until dismissed. Conduct at assemblies and other school-sponsored events should always be appropriate to the nature of the activity. When an assembly, Eucharistic liturgy, or program is planned, students must be present until the entire day is concluded. ***STUDENTS ARE REQUIRED TO ATTEND ALL SCHOOL ASSEMBLIES.***

### **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, please observe the following rules:

- Please cooperate with the cafeteria supervisor
- Empty all debris from trays into the trash receptacles. Return trays 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 in a neat and orderly fashion.
- Cell phones are permitted in accordance with the cell phone policy.
- Sitting on tables is not permitted at ANY time.
- Students are to remain in the cafeteria for the duration of their lunch period unless they have their planner signed by a school official or cafeteria monitor to be excused.

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.

## **CARE OF SCHOOL PROPERTY**

Students are encouraged to take pride in Greensburg Central Catholic Junior-Senior High school and cooperate in keeping the books, desks, cafeteria, technology and all school property in good condition.

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.

## **CELL PHONES/IPODS/ELECTRONIC DEVICES**

To minimize distractions and increase student attention, students are not longer be permitted to have a cell phone in their hands during academic classes or in the hallways between classes. During that time phones must remain in backpacks or lockers. Students are permitted to use phones before first period, during study hall and lunch, and after school. In conjunction with this policy, students are also not permitted to have earbuds in their ears outside of the designated phone usage times. We strongly encourage students to minimize their phone use, look up, and experience the world around them in real time.

Any student observed with a cell phone in their hands outside of the permitted times will be directed to take their phone to the office where it will remain until the end of the school day. For a first offense, the phone will be returned to the student. For a second offense, the phone will only be return to a parent. If there is a third offense the phone will be returned to the parent and the student will lose all phone privileges for a semester. If there would ever be a fourth offense, the student would permanently lost phone privileges at Greensburg Central Catholic.

Teachers reserve the right to change this policy as needed for specific and limited in-class, educational purposes.

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 Main Office of any change of address, home telephone number, school district, parish, emergency telephone number, or email address.

## **CHILD ABUSE AND IMMUNITY LAWS**

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

Child abuse can be one of several different things:

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

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

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

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

### **CLASS/GROUP TRIPS**

Students may have the opportunity to go on out-of-town trips with their class/group during the school year. These opportunities are a privilege, and the following situations will prevent a student from participation:

1. Students who are delinquent in tuition payments.
2. Students who have been suspended during the year.
3. Students with excessive absences
4. Students involved in the consumption, possession, and/or sale of drugs or alcohol.
5. Students who have had serious, consistent and/or gross violation of school disciplinary policy.

Students consuming, or found to be in possession of, drugs or alcohol while on a class trip will have their parents notified and will be sent home from the class trip at their parent’s expense. All disciplinary policies will apply.

### **CUTTING CLASS**

Students who cut class forfeit the opportunity to make up missed work.

### **DANCES**

Various organizations plan dances throughout the school year. While attending dances students are to behave in an appropriate manner. The parent/guardian will be called to take the student home if

his/her behavior is deemed inappropriate. Greensburg Central Catholic adheres to Diocesan policy regarding possession/use of illegal substances.

## **DELIVERIES**

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

## **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.

## **ELECTRONIC LEARNING DEVICES**

Use of Electronic Learning Devices is governed by the Acceptable Use Policy (AUP). Student use of electronic devices in an inappropriate manner will be subject to disciplinary

action by the administration. Inappropriate use would include, but not be limited to, the unauthorized recording of other students, faculty, or members of the school community. Sharing or posting of such material, without consent is strictly prohibited.

## **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.

## **EMPLOYMENT CERTIFICATES (Working Papers)**

Greensburg Central Catholic does not issue employment certificates; students must obtain a certificate from their public school district.

## **FAMILY MEMBER CONDUCT**

Greensburg Central Catholic Junior -Senior High School has the right to disenroll any student based upon the student's family member, extended or immediate, causing disruption in the school community in any way. This would include a family member having conduct considered by the administration to be a detriment to the educational environment or school community. The administration will consider all disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.

## **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.

Appropriate dress for school-sponsored events is the school uniform. The school sponsor may determine an exception.

## **FLEXIBLE INSTRUCTION**

Greensburg Central Catholic has received approval from the Office of Catholic Schools in the Diocese of Greensburg to schedule up to five Flexible Instruction days in place of cancellations and make-up days. In the event that we close school and choose to use a Flexible Instruction Day, we will use our regular means of alerting families: School Messenger, CNN, Facebook, etc.

Teachers will review the Flexible Instruction expectations with students in homeroom and will further explain their specific class expectations prior to the first flexible instruction day.

Faculty members will electronically post any resources and assignments to their Schoology courses by 9:00 AM on the scheduled Flexible Instruction days. Faculty and administration will be available through email from 9:00-3:00.

Students must access their courses through Schoology and submit all assignments within 3 days. All assignments must be completed, or the student will be marked absent.

## **FUNDRAISERS**

Fundraisers must be approved by Administration and are limited to school activities only.

## **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.

## **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. School authorities and the administration reserve 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 have disciplinary consequences. Locks not issued by the school will be removed unless administrative approval has been granted. Greensburg Central Catholic Junior-Senior High School is not responsible for damage to locks that must be removed. **THE SCHOOL IS NOT RESPONSIBLE FOR PROPERTY STORED IN LOCKERS.**

Lockers may be decorated for special events. Administration retains the right to remove decorations at any time.

## **OBSCENITY/PROFANITY**

The use of profanity or obscene language, either written or verbal, in communicating with another student, staff member or visitor is unacceptable. This includes, but is not limited to, obscene gestures, signs, pictures, publications, and any willful and/or grievous verbal and/or physical disrespect toward another student, staff member, or visitor. This behavior will invoke use of the school disciplinary code.

## **PARENT VISITATION**

To protect student privacy, parents are not permitted to sit in on classes. In the event of an emergency, the parent should report to the office and advise the staff of the situation. If necessary, the student will be called to the office. Items brought to the office which must be given to the student will be left in the office. If necessary, students will be called to the office. Parents may not take a student from class other than an emergency or pre-approved arrangement.

## **PHONE CALLS**

Parents should not call or text message the student during the school day. Students who answer calls or texts from anyone, including parents/guardians, during class time will be subject to disciplinary procedures. If a parent/guardian needs to reach a student in an emergency situation, then they should call the school office. Students should not use their phones to contact their parents during the school day. In the event of an emergency, students may come to the main office and use their phones to call their parents.

## **POSTERS AND SIGNS**

Posters and signs may be hung on painted walls using a removable adhesive like sticky tack. Duct tape and packing tape are not permitted as they damage the paint finish. Posters and signs are to



be removed within two (2) school days after the event.

## **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 Main office. **STUDENTS ARE NOT TO REMAIN IN THE RESTROOM. If a student chooses to remain in the restroom, it will be considered cutting class.**

## **SCHOOL DANCES PROM/SEMI-FORMAL DANCE DRESS**

- 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.

## Dress Attire

Prom and semi-formal dress attire for a Greensburg Central Catholic student, and their guest, is to be modest and within the boundaries of Catholic moral principles.

Young men should be dressed in business style suit or tuxedo complete with necktie and dress shoes.

Young women should be dressed appropriately as well.

- Dresses must be above the breast line and the bodice of the dress must provide full coverage of the breasts
- Skin tight or suggestive dresses are **not** permitted
- Strapless dresses are permitted as long as bust and back of bra are covered
- Bras are not to be visible
- Transparent material is not permitted on the bodice or skirt of the dress
- Cutouts on the dresses are not permitted on front or side unless there is a non-transparent fabric underlay
- Dresses must have full side view coverage from the arm to mid-thigh
- The back of the dress cannot fall below the natural waistline. (Your natural waistline is around your belly button area.)
- Two-Piece dresses are permitted, but midriffs must be covered, and the top of the dress must meet or be longer than the waistline of the skirt
- No portion of the dress should be shorter than mid-thigh
- Any slits may not go higher than mid-thigh and must be seen in the photos
- Tasteful/dressy pantsuits are also permitted
- Shoes (socks, flip flops, ballet flats) must always be worn

**REMEMBER: You must wear the dress that was approved.** It is not our responsibility

if you purchase a questionable dress and it cannot be returned.

## **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.

## **SERVICE/VOLUNTEER ACTIVITIES**

Students at Greensburg Central Catholic Junior-Senior High School are required to complete 24 hours of service each year. Members of the National Honor Society are required to complete 10 additional hours of service their senior year. Throughout the year, opportunities to volunteer and serve at events are available to students. Students will be made aware of these opportunities in a timely manner.

## **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.

## **SMOKING**

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 of tobacco by all pupils of the schools of the Diocese.

**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, vaping devices, and chewing tobacco.

Students 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 VALUABLES**

STUDENTS SHOULD NOT 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.

## **STUDY HALLS**

Students may schedule a study hall in their schedule. The study hall is for academic purposes. Cell phone use is not permitted during study halls. Students are to report to study hall on time.

## **SUBSTANCE ABUSE**

### **Drug and Alcohol Policy and Administrative Guidelines-Students**

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, CAREroom 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  
P.S. 407, Rules and Regulations

## **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.

## **TRIPS TO FOREIGN COUNTRIES**

Trips to foreign countries outside North America may not be scheduled without the permission of the Superintendent for Catholic Schools. Permission must be requested in writing at least 90 days prior to the start of the trip. If Homeland Security Level is red, no trips to foreign countries will be permitted. Trips already scheduled must be cancelled, and no trips may be scheduled. When the Homeland Security Risk level is orange or lower trips may be scheduled but precautions must be taken prior to departure. A meeting with the Superintendent for Catholic Schools and the Principal is required prior to the planning of the trip. Trips within North America, including Alaska and Hawaii will be approved by the principal.

## VIDEO SURVEILLANCE

Greensburg Central Catholic Junior-Senior High School campus is equipped with a video surveillance system to enhance the safety and security of the students. This surveillance is in place 24 hours a day/7 days a week.

## 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 the following service code:

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

## WEAPONS

The Diocese recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

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



## **Definitions**

Weapon: the term shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession: a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on her/his way to or from school.

## **Authority**

The Diocese prohibits possession of weapons and replicas of weapons in any school building, on school property, at any school sponsored activity and in any conveyance providing transportation to school or a school sponsored activity.

The Diocese may expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal expulsion proceedings of the Diocese. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the *Individuals with Disabilities Act*.

## **Delegation of Responsibility**

The principal shall report the discovery of any weapon prohibited by this policy to the student's parents.

The principal will refer the matter to police, if in the sole discretion of the school administration, such a referral is appropriate.

After a review of the facts concerning the particular incident, and in consultation with the Superintendent of Catholic Schools, the administration of the school will decide upon the appropriate disciplinary measure to be taken.

## **Guidelines**

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

## **SECURITY/SAFETY CONCERNS**

Greensburg Central Catholic Junior-Senior High School attempts to provide a safe and secure

environment for all individuals. Threats, verbal or physical, made against any individual's physical or emotional well-being are taken very seriously. Students who make any such threat will be subject to disciplinary consequences of detention, suspension, and/or expulsion.

Harassment of any kind is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face disciplinary consequences of detention, suspension, and/or expulsion.

Engagement in social media such as, but not limited to, Facebook, Instagram, Snapchat, Twitter, etc. may result in disciplinary action if used for defamatory comments about the school, the faculty, fellow students, or parishes.

## **EVACUATION PROCEDURES**

Greensburg Central Catholic Junior-Senior High School has a strategic plan in place in the event of emergencies. Faculty, staff, and students are well instructed in the plan and participate in drills at specific times of the year to practice their response. It is imperative that all involved react in a calm, quiet, and efficient manner to any instructions provided by the adult overseeing the situation at hand.

## **FIRE DRILLS**

Fire drills are held once a month. The fire alarm will sound indicating that the drill has begun. Teachers are to bring their roster with them as they escort the students to the designated building exit. Next to the door of each classroom is posted the fire drill instructions with designated exits. Students are to exit in an orderly fashion, which includes a single file and silent line. Fire drills are a serious endeavor and disruptive behavior during a drill will lead to disciplinary action.

## **LOCKDOWN PROCEDURE/SHELTER IN PLACE**

In the event of an emergency that requires the campus to be in lockdown/shelter in place, procedures are in place and have been explained to faculty and staff in order to provide the safest environment for students. Lockdown/Shelter in Place drills will be completed throughout the school year. It is imperative that all involved react in a calm, quiet, and efficient manner to any instructions provided by the adult overseeing the situation at hand.

## **POTENTIAL DANGER**

Faculty, staff, and students are responsible for notifying the administration of any information or knowledge of a possible or actual threat or act.

## **REMOVAL OF A STUDENT**

If it becomes necessary to remove a student from a school area due to a danger to them, others, or property, that student will be treated safely and respectfully. The student's parents/guardians will

be notified in a timely manner.

## **TRESPASSER**

All visitors must sign in at the school Main Office, leave their driver's license with office staff, and wear a visitor badge while on campus. Students are NOT to grant access to a visitor through any building entrance. Perimeter doors are not to be propped open during practices or classes. If a visitor is seen on campus without a visitor badge, the student is to notify the nearest faculty or staff member and report the incident. Students should NOT approach the individual.

## **VISITORS**

Visitors to the school must report to the main office or another central location. Visitors must sign in upon arriving and sign out when leaving. The visitor's driver's license will be held in the office for the duration of their visit. Visitors should let the secretary, or another office employee know the purpose for the visit.

## **STUDENT SERVICES**

### **GUIDANCE:**

**Mrs. Carla Burke**  
**High School**  
**Guidance**  
**Counselor**

**Miss Emily Behm**  
**Junior High**  
**Guidance Counselor**



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

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

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

## **ACADEMIC SERVICES**

A certified counselor serves the needs of students and parents through class and individual consultation pertaining to the following areas:

- Course selection
- Academic deficiencies Standardized test results College admissions
- Career planning

## **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. provides 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 must obtain a pass and check-in to their assigned location prior to reporting to the math lab.

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 Math Lab instructor is available for conferences with parents and school faculty.

## **PERSONAL SERVICES**

Personal services are provided to the student by a certified counselor and may consist of:

- Student Assistance
- Drug and alcohol prevention Referrals to outside agencies
- Liaison between outside agencies and the family
- Provide individual and/or group counseling

## **TESTING PROGRAM**

Grades 7-10	IOWA Test of Basic Skills
Grades 9-11	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test
Grades 11-12	SAT, ACT

## **STUDENT ASSISTANCE PROGRAM (SAP)**

### **PHILOSOPHY**

The Secondary Education System within the Diocese of Greensburg incorporates a group of concerned faculty in each high school who have received training in recognizing behaviors that inhibit the educational process. The primary function of the program is to identify the student whose behavior causes reason for concern and to begin a positive plan of intervention.

Concerns that may impact behavior could include but are not limited to: Social Impairment, Suicidal Thoughts, Disruptive Behavior, Eating Disorders, Anxiety, Drug and Alcohol, Depression, Family Problems, Chronic Tardiness, and Chronic Absenteeism.

The purpose of the program is to assist the student in dealing with a wide variety of behaviors, which impair spiritual, emotional, physical, intellectual and social growth and development. This assistance may utilize available resources within the larger community as well as within the school.

Through the Student Assistance Program (SAP), each high school within the diocese, in cooperation with the family, will strive to assure that our young people are educated to assume responsibility for becoming holistic individuals living in society. The Student Assistance Team is composed of teachers, counselors, and administrators who are trained. The team follows the procedures of the Greensburg Central Catholic Junior-Senior High School Student Assistance Program, approved by the Diocese of Greensburg and the guidelines mandated by the state.

### **SERVICES OF THE STUDENT ASSISTANCE PROGRAM**

- Be a resource for parents who are experiencing difficulty with their child and do not know where to turn
- Facilitate communication among concerned parties
- Intervene in a crisis
- Listen to and help students resolve problems
- Obtain teacher's observations of student behavior and academic progress
- Refer students to in-school services, or to community resources for individual or family counseling when appropriate.

### **TO SEEK HELP**

Students, parents, or teachers can personally contact the guidance counselor to discuss concerns.

### **HEALTH SERVICES FOR THE STUDENT**

A registered nurse is provided to Greensburg Catholic students through the Hempfield Area School District. All changes in health records or special directives from physicians should be sent in writing to the main office. It is the parent's responsibility to notify the school of a student health concern.

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. 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 7<sup>th</sup> grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7<sup>th</sup> 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 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.

### **ILLNESS DURING THE SCHOOL DAY**

Should a student become ill during the course of the day, she should be sent/report to the main office. Parent/guardian will be called to determine course of action. **Under no circumstance should a student call their parents from their cell phone, nor should they leave to go home without permission from the Administration.**

### **PHYSICALS**

Physicals are required for students entering the ninth grade. They are also required for athletic participation. No student will be admitted to practice for a sport without a physical evaluation on file in the school.

### **TECHNOLOGY POLICIES**

Each student and parent is expected to sign an Acceptable Use Policy agreement (AUP). Use of the computer and the Internet are provided for **educational purposes only**. **The use of the Internet to send jokes, forwarded e-mail messages, bully, or other communication not related to the educational assignment to which you are assigned is strictly prohibited.** Transmission of such material may result in loss of computer privileges, suspension, or expulsion. Please consult the AUP on our website, [www.gcchs.org](http://www.gcchs.org), for further information.

**STUDENT-PARENT HANDBOOK AGREEMENT**

The Student-Parent Handbook Agreement signature page may be signed online at the Greensburg Central Catholic website, [www.gcchs.org](http://www.gcchs.org). Click on Family Resources, School Forms, Beginning of Year forms, then Handbook Acknowledgement. If you are unable to access the online form, one is attached to this document. Please print, sign, and return to the school office.

**STUDENT-PARENT HANDBOOK AGREEMENT 2022-2023**

Please review the contents of this handbook and return this signed agreement, or sign online at [www.gcchs.org](http://www.gcchs.org), as indication of your understanding and agreement with all information contained within.

The Principal retains the right to amend this handbook for just cause. Parents and students will be given prompt written notification if changes are made.

Since this handbook is part of the contract existing between Greensburg Central Catholic Junior-Senior High School and the parents/guardians/students, it is essential that both parents/guardians and students read the handbook and agree to be ruled by it. Failure to be informed will not be an acceptable excuse for violations.

I have read and agree to be governed by all rules and policies in this handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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