



Christ the Divine Teacher School

PARENT/STUDENT

HANDBOOK

2019-2020

CDT SCHOOL.ORG

Welcome

As principal of Christ the Divine Teacher School I extend my sincere welcome to all of our students,, parents/guardians and community members. You will find this school is filled with positive and purposeful energy. Our goal is help each student gain the most from their educational experience in all facets- spiritually, educationally, and socially.

This goal is best accomplished when school staff and parents/guardians work together. One key to accomplish this is open communication. To that end, we are providing you with this handbook of school policies and procedures. By taking the time to read it, you will gain important information regarding the procedures, rules, regulations and activities of our school. It is your responsibility to become familiar with its content, as this will assist you in having the most positive experience as a member of our school community.

In Christo,

J. Kevin Frye,

Head of School

-- "Faith is not a light which scatters all our darkness, but a lamp which guides our steps in the night and suffices for the journey. To those who suffer, God does not provide arguments which explain everything; rather, his response is that of an accompanying presence, a history of goodness which touches every story of suffering and opens up a ray of light." (Pope Francis from "Lumen Fidei," June 29, 2013).

Mission Statement

Christ the Divine Teacher School, rooted in the teachings of the Catholic faith, prepares its students with a strong academic and spiritual foundation. Our students will serve the community as productive lifelong learners and global citizens.

Philosophy

The foundation of our school is Christ the Divine Teacher. From this source, springs an energy, which enables us to be sensitive to Gospel values. These values permeate the moral, spiritual, academic and social lives of our school community.

Our purpose is to develop the whole child with a rooted sense of message, community, service and worship. This is achieved through a challenging academic curriculum, coupled with experiences of love, respect, responsibility and loyalty.

1. *We believe* effective Catholic education is the shared responsibility of school, Church, family, student, and community.
2. *We believe* Catholic elementary education promotes strong morals and focuses on service to others.
3. *We believe* children need to demonstrate service, empathy, tolerance and respect, exemplifying and modeling the teachings of Christ throughout their lifetime.
4. *We believe* our student-centered school provides varied and dynamic instructional experiences and instills and curiosity for life-long learning.
5. *We believe* a challenging elementary curriculum prepares children for future educational success, regardless of their path.
6. *We believe* core academics are reinforced through participation in extra-curricular activities.
7. *We believe* all children have a right to safety, respect, love and learning.
8. *We believe* every child deserves to be educated based upon his/her individual abilities and strengths.

Parent-Teacher Handbook

ACCREDITITION

Christ the Divine Teacher School is accredited through the Middle States Association of Colleges and Schools.

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. Parents may receive a copy by contacting the school office.

ACADEMIC PLAN

A student whose academic performance indicates serious deficiencies may be placed on academic improvement plan. The plan will be developed with support of the parent, teacher and administration. The plan will be reviewed periodically during the grading period.

ACCEPTABLE USE POLICY

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

The Diocese of Greensburg Office of Catholic Schools has developed General Technology and Internet Policies to guide schools in enforcing appropriate use of available technology. The

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

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.

The school office will maintain a Family Emergency/Illness Card for each student. The Family Emergency/Illness Card will be sent home in the first family envelope. It should be printed neatly and returned to school within the first three days of school. It is important for your child's safety and comfort, as well as the effective operation of the office that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

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.

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.
- Priority in admissions shall be: Parishioners, Catholic non-parishioners, and non-Catholics.
- 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.
- No Catholic school should accept pupils whose parent/guardian seeks to have them admitted in order to avoid racial integration or to avoid situations involving racial tension.
- The legal name of the student shall be used on school records and documents which are deemed official. Changes in the child's name cannot be affected by an act of the parent, but must be authorized only through official court documents. Custody arrangements or a change in the marital status of the parent has no bearing whatsoever on the legal name of the child. Requests by the parent to have the child called by a name other than the legal surname or to have that name placed on official school papers cannot be considered.
- Parents and/or guardians should be advised that they must accompany the child to school for the purpose of registration and verification of residency.
- On the date of registration to formal schooling, normally kindergarten, the following documents must be presented prior to admittance:
 - Birth certificate or copy
 - Immunization record
 - If living with a guardian, residency and responsibility papers are needed, plus a conference with the home and school visitor for verification of residence.

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:

Preschool, Kindergarten and First Grade

- Application
- Home Language Survey
- Memorandum of Understanding
- Parent Permission to Request and/or Release School Records (if applicable)
- Tuition Payment Agreement
- Copy of Birth Certificate
- Immunization Records
- Residency and Responsibility Papers (if living with a guardian)
- Family Survey

After First Grade

- Application
- Home Language Survey
- Memorandum of Understanding
- Parent Permission to Request and/or Release School Records
- Sworn Statement Pertaining to the Prior Conduct of a Pupil Seeking Admission
- Tuition Payment Agreement
- Academic, personal, and health records (category A and B) from previous school
- Immunization and Health Record
- Residency and Responsibility Papers (if living with a guardian)
- Copy of Disciplinary Records from previous school
- Family Survey

The following documents are needed yearly:

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

Kindergarten

Any child who reaches the age of five (5) by September 1 of the current school year, may be admitted to kindergarten unless there is evidence that the child is not ready to begin. Children with a later birthday will be considered upon approval of the Head of School.

First Grade

Any child who reaches the age of six (6) by October 1 of the current school year, may be admitted to the first grade unless there is evidence that the child is not ready to begin.

Other Grades

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.

Students with Disabilities

The Catholic schools in the Diocese of Greensburg desire to be as inclusive as possible in welcoming all students for whom they can provide an appropriate program.

Steps taken when a student with disabilities wishes to attend a Catholic school:

- The principal must review all previous school records (academic, social, medical, etc.).
- The principal interviews the parent(s)/guardian(s) and the child to assess the child's potential for success in the school environment.
- The principal consults with other knowledgeable persons to determine whether the school is an appropriate placement for the child.
- If the principal determines the school is an appropriate placement, the parent(s)/guardian(s) are notified and they can fill out an application form.

During Public School Strikes

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

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

ADVISORY COUNCIL

The School Advisory Council is made up of members (both parents and parishioners) appointed by the Bishop to serve the school along with the school Principal and Board of Trust Administrators to enhance our ability to market the school, increase the school enrollment, provide support for the School's development functions, and assist with the school's financial planning..

ALLERGY POLICY

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, Christ the Divine Teacher 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.

ATHLETIC PROGRAM/EXTRA-CURRICULAR ACTIVITIES (Personalize)

Christ the Divine Teacher School's 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. Our athletic program will follow all Diocesan and W.P.I.A.L. policies pertaining to the athletic program.

ATHLETIC PROGRAMS OFFERED

Fall -	Diocesan Girls Basketball – Grades 3 –7
	Co-Ed Cross Country _ Grades K-7
Winter -	Diocesan Boys Basketball -- Grades 3 – 7
Spring -	Diocesan Girls Volleyball -- Grades 3 – 7
	Co-Ed Soccer -- Grades 3-7

ATTENDANCE

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

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

information is requested on a high-priority basis. A good record of attendance and punctuality is an excellent recommendation for future school and career endeavors.

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

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

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

School Responsibility

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

- Keeping an accurate record of all students assigned at the beginning of the school year, new entrants, withdrawals, and reentry's.
- Ensuring a school session which conforms to the State Board of Regulations.
- Daily recording and reporting of absences by homeroom and/or class period.
- Maintaining cumulative records of each student's absences.
- Informing parents of students' absences. The principal or her/his designed shall report student absences at ten-day (10) cumulative periods to parents by phone contact or written notification.
- Issuing written notice to a parent or guardian who fails to comply with the compulsory attendance statute that such infraction of the law will be prosecuted.
- Identifying and counseling students with irregular attendance patterns.
- Ensuring that students returning from an absence have an opportunity to make up the work they missed.
- Making provisions for cumulation of class cuts or excessive tardiness into equivalent days of absence.
- Taking disciplinary measures in cases of excessive tardiness and absences from school or class.
- Developing a positive incentive program appropriate to student age and maturity levels to foster a positive attitude toward school attendance.

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.

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.

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

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

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.

Compulsory School Age

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

BOARD OF TRUST ADMINISTRATORS

The Board of Trust Administrators is comprised of all, or a subset of the pastors of parishes that are in proximity to an elementary school. The members of the Board of Trust Administrators select one of the members to be the Chairman.

Board members consider the effects of any action upon students, employees, suppliers, families, and parishioners of the Trust and communities in which offices or other establishments of the Trust or an affiliated Trust are located, and all other pertinent factors.

BUCKLEY ADMENDMENT I/FERPAI

Christ the Divine Teacher School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through

the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

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

BULLYING AND CYBERBULLYING

Prohibiting Harassment, Intimidation, Hazing, or Bullying

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

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

General Statement of Policy

- An act of harassment, intimidation, hazing or bullying (which collectively shall be referred to in this document as "bullying") by either an individual student or group of students is expressly prohibited on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school (including cyberbullying). This policy applies not only to students who directly engage in such an act but also to students who, by their indirect behavior, condone or support another student's unacceptable behavior.
- No teacher, administrator, volunteer, contractor, or other employee of the schools of the Diocese of Greensburg shall permit, condone, or tolerate such acts.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- The principal (or designee) will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.

Definitions

- Bullying involves conduct by a person, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.

- Harassment, hazing, intimidation, and bullying are any acts, words or other behaviors, by an individual or group against another individual or group, characterized by:
 - Intent to harm
 - Intensity and duration over a period of time
 - An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim
 - Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships; and
 - A level so severe, persistent, or pervasive that an intimidating or threatening educational environment is created or the orderly operation of the school is substantially disrupted.

Bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendo, demeaning comments, cartoon drawing, graffiti, pranks, gestures, staring/leering, physical attacks, flashing a weapon, physical restraining, threats, taunting/ridiculing, stalking, malicious teasing, name calling, relationship undermining, social isolation or exclusion, other written, verbal and/or published items including cyberbullying, destroying/damaging property, or other physical actions.

Responsibilities of Administrators, Supervisors, Teachers and Others

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

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

Responsibilities of Students

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

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

Reporting Procedures

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

- The building principal (or designee) is the person responsible for receiving oral or written reports of bullying at the building level. If the report is given verbally, the principal (or designee) shall reduce it into written form using the Bullying, Harassment, or Intimidation school investigation form. This form is located in the appendix of this document. (600 A)
- All other members of the school community, including parents/guardians, students, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to a school employee. While submission of the report form is not required, it is encouraged. The Bullying, Harassment, or Intimidation reporting form is used for reporting and is found in the appendix of this document.
- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's: grades, educational environment, future employment, work assignments or work environment.
- The school and the Office for Catholic Schools respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness(es) as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data, and will not be disclosed except as required by law.
- Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report, but only when validated.
- If the complaint concerns alleged conduct by the Principal, the report form shall be delivered to the Superintendent.

Investigation Procedures

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

Discipline and Remedial Action

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

- Initiate immediate talks with the bully or bullies to include:
 - Documenting involvement of participation
 - Sending a clear, strong message that the behavior is not acceptable
 - Warning that future behavior will be closely monitored
 - Warning that additional negative consequences will be administered if the behavior does not stop
 - Immediate consequences may be warranted for inappropriate actions in their first occurrence
- Talk with the victim and his/her parents/guardians to include:
 - Documenting specifics of the incident
 - Providing information about the plan of action to be taken by school personnel and parents/guardians to deal with the behavior
 - Encouraging the immediate reporting of any new episodes or attempts to school personnel

- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider the following factors:
 - The development, maturity levels, and/or special learning needs of the parties involved
 - The levels of harm
 - The surrounding circumstances
 - The nature of the behaviors
 - Past incidences or past or continuing patterns of behavior
 - The relationship between the parties involved
 - The context in which the alleged incidents occurred

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

- Upon completion of the investigation, the building principal (or designee) will take appropriate action. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Consequences and appropriate remedial action for students who commit acts of bullying may range from positive behavioral interventions, referral to school and outside resources, detentions, up to and including suspension or expulsion. In summary, action taken for violation of this policy will be consistent with the applicable statutory authority, and the school and diocesan policies and regulations.
- The parents/guardians concerned should be contacted. Depending on the situation, meetings can be held together with parents/guardians of both sides, or to minimize tensions, meetings can be held with each family separately. To support the teacher convening this meeting, the school psychologist, guidance counselor, principal or assistant principal may be invited to attend.

Protection for those Reporting Incidents

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

False Accusations

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

Cyberbullying

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

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

The schools have a valid concern and legal obligation to maintain discipline and protect their students while in their care in the classroom, on school grounds, and at school-sponsored activities. However, if cyberbullying originates or occurs off school grounds and outside of school hours and does not directly impact the school itself, schools have limited authority to react to cyberbullying. Each school's Technology Resource Acceptable Use Policy, signed by the student and parent, must include a provision reserving the school's right to discipline the student for actions taken off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school. Documentation on how the incidents affect the school should be kept. Children should be counseled to immediately tell a responsible adult. Depending on what they are doing, how they are doing it, and if repeated, cyberbullies' actions might escalate from annoyance, to bullying, or to the school's disciplinary code, to criminal acts.

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

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

Policy Dissemination, Prevention Programs, and Curriculum

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

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

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

BUS TRANSPORTATION

District Walk Zone Policy for Latrobe Borough requires students in Grades 4 through 7, living north of the brewery, to walk to school. Questions concerning bus transportation should be addressed to the public school district providing the service.

Students are not permitted to ride a bus other than their assigned bus route, or get on or off at a different stop, unless a written request is received from the parent or guardian and presented to the bus driver. Students are expected to follow the rules of proper conduct on the bus. The safety of all is the prime consideration. A lack of observance of safety rules established by the local public school districts or the transportation provider may result in suspension from riding the bus. Whenever it becomes necessary to refuse a student transportation, the parents will be notified.

First Offense: 3- Day Suspension

Second Offense: 10- Day Suspension

Third Offense: Suspension for the Remainder of the School Year

CAR POOL

It is the policy of the Diocese of Greensburg that two adults must be in the vehicle for any transportation of children for a school activity.

CELL PHONES

Students are permitted to have cell phones under the following guidelines.

- A letter of permission must be issued to the school by the parent. This letter will be kept in the school office.
- At all times, students must keep the phone in their backpack and turned off. Students may not keep a phone on their person during school hours.
- Parents should not call or text their child during school hours. Instead, call the main office a message will be delivered or the child will be brought to the office to speak with a parent.
- If a child fails to follow this policy: First offense: the phone will be taken and returned to the parent upon which a review of this policy will be given. Second offense: the child will not be permitted to have their phone at school.

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.

Perpetrators

A perpetrator of child abuse can be a:

- child’s parent;
- spouse or former spouse of the parent;
- paramour or former paramour of the parent;
- person 14 years of age or older responsible for the welfare of a child or having direct contact with children as an employee of child care services, a school, or through a program, activity or service, such as a baby sitter or day care staff person;
- individual residing in the same home as the child who is at least 14 years of age;
- relative who is 18 years of age or older who does not reside in the same home as the child, but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or
- an individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

A perpetrator of child abuse for failure to act can be a:

- child’s parent;
- spouse or former spouse of the parent;
- paramour or former paramour of the parent;
- person 18 years of age or older who is responsible for the child’s welfare or who resides in the same home as the child.

Mandated reporters do not have to determine whether or not the person meets the definition of perpetrator in order to make a report.

Mandated Reporters

Mandated reporters are those people who are required by law to report suspected child abuse. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse.

All employees and volunteers who have identified, suspected, or self-reported child abuse by any person should immediately report the incident to ChildLine at **1-800-932-0313** and then complete the Commonwealth of Pennsylvania CY 47 form.

This form is located in the appendix of this document. (600 C)

After the report is made to ChildLine, the staff person or volunteer may discuss the ChildLine call with his or her supervisor, but the reporting individual must then notify the Bishop Delegate's Office of the mandated report in writing, via a copy of the CY 47 form.

The Managing Director of Catholic Charities serves as the Bishop's delegate for matters of clergy and church personnel sexual misconduct. The Director of Human Resources serves as the safe environment coordinator.

Among the occupations specifically listed in Child Protective Services Law (CPSL) as mandated reporters are many associated with Catholic institutions:

- Clergy, teachers, day-care personnel, social service workers, school administrators, school nurses, foster-care workers, health care personnel and mental health workers.
- Other types of Church personnel who should be considered mandated reporters are parish and school administrative personnel, music ministers, child-care personnel, youth ministers, athletic coaches, food service personnel, classroom aides and playground monitors.
- Non-paid and voluntary personnel who perform services for the Church should also consider themselves to be mandated reporters if they come into contact with children during the course of their volunteer Church work.

A mandated reporter need not make a first-hand observation of the suspected child abuse victim. Second-hand reports of abuse must be reported to the proper authorities if the mandated reporter has "reasonable cause to suspect" that child abuse has occurred.

Permissive Reporter

Permissive Reporters are individuals who are encouraged to report suspected child abuse, although not required by law.

Reporting

Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They come into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program activity or service.
- They are directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church, or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the 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/cwis or 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.

CHEATING

Cheating of any type will not be tolerated. The administration reserves the right to assign appropriate consequences.

COMMUNICATION PROCEDURES

Open communication among parents, teachers and administrators is important for students' progress and for maintaining a healthy school climate. The proper line of communication in discussing any facet of your child's progress is to **contact the teacher directly**. This may be done through a written message, by email or by telephone. Teachers, who are unavailable during class hours, will return your contact request within twenty-four hours. Parents are always encouraged to **contact the teachers before discussing situations with the principal**. If a satisfactory solution cannot be reached, the parent will inform the teacher that the principal will be contacted. Hopefully, the parents and principal will then arrive at a satisfactory solution. Both home and school often depend on the student for the faithful carrying of messages to and from school. The **YOUNGEST** child in each family will be responsible for carrying the Communication Folder (**BROWN ENVELOPE**) home every Thursday afternoon. Parents are asked to sign the Communication Folder to indicate that the information (parent bulletin, calendar, menu, etc.) was received and read. The **BROWN ENVELOPE** is to be returned to the homeroom teacher the next school day. Information will also be posted on the school's web site.

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.

DISCIPLINE

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

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

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

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.

DISCIPLINARY PROCEDURES (GRADES 4-7)

Christ the Divine Teacher School Community recognizes the sacredness of each individual. Following the examples of our Divine Teacher, we strive to foster reverence, respect and responsibility in our students. Classroom management and discipline will be handled by the individual teachers in the following manner.

At CDT, students will be guided by five core principles

The Celtic Creed

I believe in treating others with dignity and respect,

I believe in good judgment in my dress, communication, and conduct,

I believe it's important to be excellent in my academic effort and in meeting responsibilities as a student,

I believe in the example of Jesus Christ, who teaches me to seek justice, peace, and a closer relationship with God.

Finally, **I believe** it is my duty to represent my school and my church with pride and honor in all that I do.

These rules express our foundational beliefs, and students should strive to follow them. We recognize that at times students may fall short. *In the event that reverence, respect and/or responsibility is not shown, the following courses of action will be taken.*

BEHAVIORAL ISSUES:

A referral/detention system will be used for behavioral infractions. Following each infraction a student will complete a "CDT Improvement slip". The student will identify which part of the behavior code they fell short of, and explain how they plan to improve in the future. Each of these slips stands as one referral. Collection of three slips results in a detention for the student. For each infraction, a parent will be contacted by the issuing teacher. Any detention will

necessitate a parent conference with the Principal and/or teachers who were involved in the issue.

HOMEWORK ISSUES: Not part of the referral/detention process. Homework slips will be issued when assignments are not completed on time. This is done to inform parents of potential problems. Missing homework may carry a consequence of a lowered grade. After three homework slips for students in grades 4-7 the student will miss recess and be required to make up the missing assignments in the cafeteria during recess time. This will continue until all missing assignments are completed. At the end of a marking period all outstanding homework slips are removed from a student's record.

DRESS CODE VIOLATIONS:

Grade K-3: Students not in concert with the dress code will receive warning slips identifying the nature of the problem. These reminders will be emailed to parents. If the slips are issued within a forty-five day period, the principal will schedule a parent conference to discuss how to remedy the issue.

Grades 4-8: Students not in concert with the dress code will receive warning slips identifying the nature of the problem. These reminders will be emailed to parents. If the slips are issued within a forty-five day period, a call will be made to parents to discuss the situation. If a fourth slip is issued within the forty-five day period, a one-hour detention will be scheduled for the student.

Suspension

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 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.

Expulsion

Expulsion is a permanent separation of students at 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.

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.

DRUGS AND ALCOHOL

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

Definition of Terms

Drug/Mood Altering Substance/Alcohol: Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972), 35 P.S. 780-101 et. seq., as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, and/or any anabolic steroid.

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

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

Distributing: deliver, sell, pass, share, or give any alcohol, drug, or mood altering substances, as defined by this policy, from one person to another or to aid therein.

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

Cooperative Behavior: shall be defined as the willingness of a student to work with staff and school personnel in a reasonable manner, complying with requests and recommendations of the members of the Student Support System.

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

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

Guidelines

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

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

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

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

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

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

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

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

Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

The following minimum penalties are prescribed for any student found in violation of this regulation:

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

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

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

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

EMERGENCY CARDS

The school office will maintain an emergency card for each enrolled student. The card shall contain the following information:

- Student's name
- Name and address of parents or guardians
- Phone numbers where they may be reached during school day
- Name and phone number of a third party who may be contacted in the event the parents or guardians cannot be reached
- Name of medical insurance provider and policy number
- Identification of medications needed by the student.

EMERGENCY CLOSING/DELAYS

In the event of snow or other inclement weather, our school follows the action of the Greater Latrobe School District in determining delayed openings, early dismissals or school cancellations. If a delay or school cancellation is announced for the Latrobe School District, Christ the Divine Teacher School will have a delay or cancellation, and parents will be notified through our emergency broadcast system.

If DERRY/ HEMPFIELD/ SALTSBURG/BLAIRSVILLE/ MT. PLEASANT OR LIGONIER AREA PUBLIC SCHOOLS are closed, all transportation for private and parochial students from those districts will be canceled for the day. If those schools are delayed (i.e. 2hours) school district transportation of Christ the Divine Teacher students will be delayed an equal amount of time. Children will not be marked tardy if there is a 1 or 2-hour delay. If the other districts cancel and the Greater Latrobe District (Christ the Divine Teacher School) is in session, it is the parents' responsibility to provide transportation on those days. Students not present will be marked absent.

ESAP

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

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

There are four phases to the student assistance process:

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

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

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

Field Trip Policy

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. This form is located in the appendix of this document.

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.

Parents may not act as drivers on school field trips unless through discussion with and designation by the school principal.

FUND RAISING

There are three major fundraisers and all families are asked to participate fully in each.

The Cash Ticket: Held between August and October. Each family is given a packet of twenty tickets to sell but may sell more, and in doing so, be eligible to win cash rewards. The numbers on each ticket coincide with a nightly lottery number. Drawings are done each day in November up to Thanksgiving.

The Cash Bash. Held in February at the Marian Hall, St. Bartholomew Parish in Crabtree. A one-night event including ticket sales, 50/50, basket and art auctions. A great opportunity to volunteer, meet people and have a great time.

The Race For Education: Beginning in March, students write letters to family and friends (names supplied by parents) who might sponsor them in a race, which is held in May at Latrobe Memorial Stadium. Students earn more tickets the more names they submit. These tickets are then used to try and win exciting prizes. Students participate each year in helping to choose these prizes.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties should be sent to the homes of students unless an invitation is being given to *every student in the entire grade*. If choosing to send Valentines, they are to be distributed to every child in the class. A class list will be supplied.

GOVERNANCE

The elementary schools are Pennsylvania Charitable Trusts with the Bishop of Greensburg as the Trustee. They are governed by a Civil Structure and a set of bylaws.

GOVERNMENT PROGRAMS

Students may benefit from additional educational services. Based on the results of standardized tests, teacher observations, and/or recommendations, students are eligible for the following auxiliary services:

Speech
Math/Reading Title I
Math/Reading Act 89
Guidance Services

Written parent consent/refusal will be obtained for those students recommended, and will be kept in the student's file.

GRADING SCALE

Cheating, late work, and missing work is recorded as "incomplete" rather than a zero. There is an opportunity to replace an "incomplete" with a score without penalty.

The school year is divided into four quarters. Formal grades for each quarter appear on the report card. It is recommended that teachers do not grade homework, participation, or behavior.

The following code is a general guide to grading for grades 4-7

A = 93 – 100

B = 85 – 92

C = 75 – 84

D = 65 – 74

F = 64 or below

I = Incomplete, grade given when exceptional circumstances prevent the completion of quality work.

The following code is a general guide to grading in each Subject including Specials for grades 1-3.

O = 93 – 100

G = 85 – 92

S = 75 – 84

H = 74 or below

I = Incomplete, grade given when exceptional circumstances prevent the completion of quality work.

Parents have the ability to follow their child/childrens' grades online through our Powerschool system. Families with multiple children will be able to access grades through one portal using a single login. Students will also be given separate login information.

Each year, families must sign an electronic user agreement before gaining access to the Powerschool system.

HOMEWORK

Homework is generally given daily by teachers in Grades 1 through 7 to reinforce concepts that have been learned or to extend or deepen knowledge. Homework assignments are also a valuable practice in the development of responsibility and the exercise of initiative. The parent's role is to insure that a suitable place for study is available and to help the student to observe the optimum study time. Finally, parental discretion is needed to help the child maintain a study plan and to make certain that the homework is legible, neat and complete. Generally speaking, parents should supervise homework but not actually do the work.

Homework (written or study) is a regular part of all classes especially in Grades 4 through 7. The homework policy of Christ the Divine Teacher School is as follows:

Grades 1 – 3 approximately 20 – 30 minutes a night

Grades 4 – 5 approximately 50 – 60 minutes a night

Grade 6-7 approximately 60 - 90 minutes a night

Projects are assigned at least 1 to 2 weeks before they are due in order to assure adequate time for completion. Homework is usually given each school night. If your child repeatedly says he or she has no homework, please contact your child's teacher to verify a homework schedule.

Homework Assignment Books will be provided to students. Parents should make a habit of checking the Homework Assignment Book.

IMMUNIZATIONS

All students need the following vaccinations for attendance in all grades:

- 4 doses of tetanus, diphtheria, and acellular pertussis*
(1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after the previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td

**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR

On the first day of school, unless a child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

Seventh Grade

For attendance in seventh grade students need:

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

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

ITEMS BROUGHT TO SCHOOL

Christ the Divine Teacher 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.

LIBRARY

Each student spends 1 period per week in the school library. During this time books may be taken out or returned. Books must always be checked out before being removed from the room and must be returned in the same condition in which they were checked out. Parents must pay for lost or damaged books. We welcome volunteers throughout the school year for service in the library.

Through the school year students will have the opportunity to visit Adams Memorial Library during school hours for research, reading or story time. A parent permission form will be provided at the time of enrollment. This form will remain in the child's permanent record file

LITURGY/PRAAYER SERVICES

Once a week, student in Grades 1 through 7 participate in the celebration of the Mass. Kindergarten students attend Mass during the second semester, and preschool students also attend on a regular basis. Students have the opportunity to receive the Sacrament of Reconciliation, reception of ashes, and to participate in the Stations of the Cross. If school is in session on a Holy Day of Obligation, students will attend Mass on that day. Students in grades K-7 will also attend monthly Eucharistic adoration.

LOCKERS

Logic School students will be issued a locker and have the option of using a lock. If a lock is used, the combination must be provided to the school office.

LOST AND FOUND

Please mark all clothes and personal items for the purpose of identification. Found articles are placed in the school's LOST AND FOUND box located in the main lobby. Unclaimed items will be donated to charity at the end of the school year.

LUNCH PROGRAM

Christ the Divine Teacher School participates in the National School Lunch Program, which requires that all lunches meet specific nutrient requirements. A Free and Reduced Lunch Application Form is sent home in the beginning of each school year and upon request throughout the term. Applications are reviewed annually. Rules for acceptance and participation in the program are the same for each student regardless of race, color, national origin or religion.

Students have two options for lunch. They may bring a packed lunch from home or buy lunch from the school cafeteria (NO take-out food). A menu is provided each month and families are asked to place orders online. Lunch accounts are funded in advance by parents. These payments are made online using the FACTS system. While in the cafeteria, students pay for lunches using a provided identification card with a unique bar code for each child. No money changes hands. Parents place money on the card's balance which is deducted each time food is purchased. All

lunch purchases are entered into the Powerschool computer system and parents can track these transactions from any computer with Internet access. Parents will be notified of any changes in the cost of lunches from one year to the next. **Children may purchase additional entrees ONLY if only if the account balance has money.** No child will be denied a hot lunch, even if there is a temporary negative balance on the payment card, but the card balance must be brought up to date before additional items can be purchased. Parents will be notified monthly in writing when their account balances are in arrears but it is advisable to check these balances on a regular basis.

Milk is sold separately for those who carry their lunches. Daily payment for milk is required, and payment is made in the manner described in the above paragraph. Students who forget their packed lunches eat a hot lunch in the school cafeteria. The cost of the lunch is to be paid the next school day. Christ the Divine Teacher School advocates healthy eating through good food and drink choices. No junk food or soft drinks (pop) is permitted.

In the operation of the child nutrition program, no child will be discriminated against because of race, sex, color, national origin, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, Washington, D.C. 2025-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

MEDICATION

Administration of Medications Policy

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

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

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

The following regulations are in effect:

Administration of Medication During School Hours

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

- Date;
- Student's name;
- Diagnosis;

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

School Nurse Responsibilities

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

Orientation should include:

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

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

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

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

Delivery of Medication

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

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

Medication Restrictions

Supply of medication to be kept at school:

- Single day supply for short-term illness.

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

Labeling and Storage of Medication in School

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

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

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

Personnel Responsible for Administration of Medication

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

Functions of the school nurse:

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

Responsibilities of the Principal:

- Designates in writing the person(s) authorized to administer medications (if other than the school nurse).
- Reviews school policy regarding administration of medication by designee.
- Contacts the school nurse on receipt of medication request.
- Reviews specific medications with the school nurse. Review to include pupil response and emergency procedures.
 - The school will administer only essential medicines prescribed by a physician and accompanied by written instructions signed by a physician. Essential medication

- includes only medicine prescribed by a physician, and without which the student could not attend school. No over-the-counter medicine such as: Aspirin, Tylenol, Midol, cough syrup will be dispensed. No cough drops.
- Fully inform parents that if the school nurse is not available and the parents cannot administer the medication, someone designated by the administrator will give the medication.
- When someone other than the nurse administers medication, school policies should include guidelines which will direct and protect the school personnel.

It is required that:

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

Documentation of Medication Administration

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

OFF-CAMPUS CONDUCT

The administration of Christ the Divine Teacher 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.

***Juvenciles 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 reside.

Cyberbullying complaints should be directed to law enforcement 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.

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.

PARENTS AS PARTNERS

As partners in the educational process at Christ the Divine Teacher School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has available lunch money or nutritional sack lunch every day.

- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

PARENT'S ROLE IN EDUCATION

We, at Christ the Divine Teacher School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of school involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

Once you have chosen to enter into a partnership with us, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature

behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT-TEACHER CONFERENCES

Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents to keep informed about school programs, student progress and special student activities. Faculty members are always eager to discuss pupil progress with parents. The proper time to confer with teachers is at Parent-Teacher Conferences. However, teachers are available for conferences at other times as well. To make an appointment with the teacher, please email the teacher. The teacher will call to arrange the appointment. At no time are parents permitted disrupt a Teacher during class time, or while the teacher is performing other duties (for example, recess or dismissal supervision)

PARTIES

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, it is your responsibility to make other arrangements for the distribution of invitations. The school will provide a parent directory. Please refer to that publication for addresses. The school cannot supply address or phone information to families, other than for families who have agreed to have that information printed in the school directory.

Parents may wish to provide their child's classmates with a treat for birthday celebrations. This small, healthy treat will be distributed at lunchtime or at the end of the school day (exceptions made at the discretion of the administration). Ordering take-out food (McDonald's/pizza) is not permitted for birthday parties.

PERSONAL RESPONSIBILITY

Each student is responsible for being on time and thoroughly prepared with proper materials and assignments for each class. The student is responsible for bringing books, homework, gym shoes, lunches, band instruments, etc. to school. After dismissal, students are not permitted to return to

their classroom at any time to get books or personal items, unless special arrangements are made with the principal

Books must be kept clean and free from tears and pen or pencil marks. All children should have book bags. A School Store List and Supply List for each grade level will be made available to parents and students. Supplies may be purchased from the school store on designated days and times.

Students are responsible for the proper care of all books, supplies and furniture. The school furnishes textbooks and workbooks to all students. Payment is required for all lost and damaged books.

Students may not bring articles to school that are distracting to the learning process or expense to replace. Exceptions may be made for special occasions at the discretion of the teacher. Games may be brought to school and used during indoor recess with approval from the teacher.

Students may bring cell phones to school under the following conditions. Parents must send a note authorizing the phone being brought to school with a reason why this is necessary. The phone must remain in the student's backpack during school hours and must be turned off at all times. If these policies are not followed the phone will be taken and held in the main office and the parent will be notified to pick it up.

Students enrolled in our before school care/after school care programs may bring electronic games or IPODS to school but must follow the same procedures listed for cell phones, i.e. the devices must remain in backpacks during the day and a parent note must be sent.

Note: The school is not responsible for the loss or damage of any electronic devices/cell phones brought to school.

POWER SCHOOL STUDENT INFORMATION SYSTEM

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

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

PROMOTION POLICY AND RETENTION POLICY

After third grade, students should not be retained. Research shows that retention does not improve achievement, but promotion plus remediation does.

Parents should be notified early in the school year when there is question of retention of a child.

Remediation alternatives must be considered before retention of a student, such as providing extra instructional help within the context of normal grade promotion; providing remediation through government programs during the school day or tutoring before and after school hours; providing remediation through summer school; using instructional aides to work with the child in the regular classroom; encouraging peer tutoring, as well as other identified recommended strategies.

RECESS

All students are required to be outdoors for recess, with the exception of choosing a study hall option which is available to logic school students. No one is permitted in the classrooms at this time unless accompanied by a teacher. It is necessary to enforce this policy to ensure the safety of the students. During inclement weather, children will remain in the classrooms and will not be permitted walk the halls or visit other rooms. Students are encouraged to bring board games or coloring books. Electronic games as described in the previous section are not permitted during recess.

REPORT CARDS/PROGRESS REPORTS

In all elementary schools, reporting pupil progress to parents shall occur as soon as possible after the 45 day quarter has ended. Each local elementary school shall use the official diocesan report card either by paper or electronically. The official diocesan report card shall be evaluated every six years by a committee established through the Office for Catholic Schools.

Parent-teacher conferences shall be used in conjunction with the report card as a means of evaluating progress. Principals of local elementary schools shall establish policy for scheduling parent-teacher conferences. These conferences shall occur at least one time during the school year.

RETURNING TO SCHOOL AFTER DISMISSAL

Students returning to the classroom after hours is prohibited unless the student has permission, and is accompanied by the principal or the principal's designee.

SCHOOL HOURS

(K-8)

7:45 a.m.	The school office opens and students may begin to arrive
8:20 a.m.	Homeroom begins
11:10 a.m.-12:00p.m.	Lunch and Recess
2:45 p.m.	Dismissal
3-6 p.m.	After school Care

(Preschool)

8:30a.m.-11:00a.m.	Morning preschool session
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11:10a.m.-11:35a.m. Lunch (all day preschool students)
12:00p.m.-2:30 p.m. Afternoon Preschool session

SCHOOL OFFICE HOURS

The school office is open on all school days from **7:45 AM – 3:30 PM**.

Office Summer Hours are Tuesday-Thursday from **9:00 AM- 2:00 PM**

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

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

SEXTING

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

STUDENT RECORDS PERSONALIZE

Christ the Divine Teacher 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 Christ the Divine Teacher School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

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

TESTING

The Office for Catholic Schools in consultation with school representatives shall determine the standardized testing program to be used, beginning in grade three, 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.

Periodically, students in grades K-3 will be administered the DIBELS assessment, which is an indicator of literacy readiness.

TUITION

Tuition

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

Establishing Tuition

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

Tuition Planning and Payment Schedule

All schools follow the following process:

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

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

Options for payment:

- One lump sum payment by **<school to insert date of choice>** of the upcoming school year.
- Two equal payments – Set up on FACTS Payment Plans due by **<school to insert date of choice>** of the upcoming school year and the second payment due by **<school to insert date of choice>** of the current school year.
- Monthly payment plan set up on FACTS Payment Plans that will bring the balance to zero by June 30 of the current school year.
- No cash will be accepted as payment

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

Tuition Payment in Default

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

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

The parents/guardians must agree to the following:

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

Transfer of Students with Past Balance

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

UNIFORMS AND DRESS CODE

Since parents are the first and foremost educators of their children, it is their responsibility to help students adhere to the Dress Code Policy. Students are required to wear the official school uniform and to be well groomed. Details of the uniform policy can be found on the school web site.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE
DISCRETION OF THE PRINCIPAL**

UNIVERSAL PRECAUTIONS

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

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

VISITORS

All visitors to the school must first come to the main office, sign-in, and receive a visitor's badge. There are no exceptions to this rule. To be in a position to volunteer, visitors must complete all required background checks.

VOLUNTEERS

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

- Diocesan Code of Conduct
- PA Mandated Reporter Training
- VIRTUS Training
- PA Criminal History Check Form - Every Five Years

- PA Child Abuse Form - Every Five Years
- FBI Fingerprint Check - Every Five Years **OR** Affidavit - Every Five Years
- ACT 24 Clearance

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

School Volunteer (PDE-Volunteer)

School Employee (PDE-Non-Public Schools)

WEATHER EMERGENCIES AND SCHOOL CLOSINGS

In the event of a school closing, parents will be notified through the School Messenger System and can receive updates through emails, texts, and phone calls. Therefore it is imperative our office have updated contacted information at all times.

WEAPONS

Possession of Weapons on School Grounds

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

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

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.

WELLNESS POLICY

The vision for Catholic education in the Diocese of Greensburg is one where the environment of every school physically, mentally, morally, spiritually, and socially nurtures children to feel and be secure and loved, to love and respect themselves as children of God, to love and care for one another, and to love coming to school and learning, doing, and succeeding.

The schools in the Diocese of Greensburg recognize that wellness and proper nutrition are related to students' well-being, growth, development, and readiness to learn. Research continues to support the inextricable links between student health, behavior, and academic achievement. Schools that exemplify healthy eating and physical activity strongly influence the development of sound lifetime habits, preferences, and practices for good, all-around health.

To ensure the health and well-being of all students, the Office for Catholic Schools establishes that the schools in the Diocese of Greensburg shall provide to students:

- A comprehensive nutritional program consistent with federal and state requirements.

- Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with Pennsylvania curriculum regulations and academic standards.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety, and Physical Education.

- Nutrition education shall teach, model, encourage, and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
- Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
- Nutrition education lessons and activities should be age appropriate.

**** RIGHT TO AMEND**

Christ the Divine Teacher School reserves the right to amend this Handbook.

**** Student Acceptance into School**

All new students are accepted into Christ the Divine Teacher School provisionally for the first month.

