

FACULTY HANDBOOK 2021-2022



**St. John the Evangelist Regional
Catholic School**

52 Jefferson St. Uniontown, PA 15401
Phone: 724-438-8598 FAX: 724-438-8585
<http://stjohnevangalistschool.org>

SCHOOL

St. John the Evangelist Regional Catholic School is a vital part of the mission of The Diocese of Greensburg. St. John the Evangelist Regional Catholic School will provide a Christ-centered Catholic education, with a focus on academic excellence, and the development of each individual child.

St. John the Evangelist Mission Statement

The mission of St. John the Evangelist Regional Catholic School is to educate our students for this world and prepare them for the next. We will do this by incorporating the message of the gospel into all areas of the curriculum. We will model service and include it as a prerequisite for success. Our faculty, staff, parents, and community at large will work together for the good of our students. The two great commandments of love will be our guide, and the Holy Sacrifice of the Mass will be our inspiration.

Message

Students should be educated academically, emotionally, and spiritually. By incorporating the gospel values in all subject areas, we teach "as Jesus taught" and provide a complete education.

Service

It is our duty as a total faith community to establish a oneness with each other by taking a responsible leadership role in creating a just society. Teaching respect, responsibility, compassion, honesty, and justice is essential to the development of each child.

Community

Learning is most effective when students, teachers, and parents share the responsibility of the educational process. As students are most affected by our ever-changing society, we must encourage them to take ownership of their learning environment.

Worship

It is our first obligation to love God above all things and to love our neighbors as ourselves. The goal of our Catholic education is to expect the best from our students academically, and do all we can to ensure that they leave us as faith-filled individuals.

PHILOSOPHY

"Be it known to all who enter here that Christ is the reason for school; the unseen, but ever - present teacher in its classes, the model of its faculty, the inspiration of its students."

The aim of Saint John the Evangelist is to educate the child for this world and prepare him for the next. We do this by affording the fullest opportunity to realize the fourfold purpose of Christian education, message, service, community and worship.

It is our vocation to "Teach as Jesus Did." Students are encouraged through instruction and example in every area of the curriculum to accept and apply the Gospel Message.

As Catholic school teachers, we will help students acquire skills, virtues, and habits of heart and mind required for effective service to others. Realizing the parents' right and obligation to be primary educators of their children, we will assist them in fulfilling this responsibility.

Being a total faith community, parents, teachers, priests, administrators, and students must earnestly desire to establish a oneness with the community by taking a responsible leadership role in creating a just society.

Recognizing that the Mass is the most perfect form of worship, this holy sacrifice is presented as an integral part of the school program. We pledge, through our example, that our students will always respect the first obligation by which all are bound - to love God above all things and to love one's neighbor as oneself.

We see this as our duty, our privilege.

For it is this "integration of religious truths and life which distinguishes the Catholic school."

HISTORY

Saint John the Evangelist Grade School was built on Jefferson Street (formerly Center Street) in 1912-1913 under the pastorate of Father Bernard P. Kenna. The dedication took place on September 7, 1913, and classes began that same month. Saint John School was Uniontown's first parochial school.

The new school, built directly across the street from the church, was a red brick building, three stories high. It had six large classrooms and a spacious third-floor auditorium with a stage and a small balcony. A frame house next door was acquired for a convent for the Sisters of Saint Joseph, Baden, who originally staffed the school.

In 1914, high school classes were added to the curriculum. Having both high school and grade school classes in the same building, coupled with increasing enrollment, eventually led to a parish building program initiated by Pastor Bernard P. Kenna.

In 1935, Father Thomas J. Dunn became the pastor. Under his direction, the decision to build a new school was made. It would be located on property behind the church owned by the estate of the late Congressman Allen Cooper. Included was the Cooper mansion on Pennsylvania Avenue to be used as a convent and possibly for additional classrooms.

The new two-story brick building had eight classrooms and a large gymnasium in the basement. With the completion of the grade school, Saint John High School took over the entire building on Jefferson Street. This led to a greatly expanded program of extracurricular activities including forensics, choir, yearbook, catechism teaching, C.Y.O., and especially athletics.

Under the tutelage of James "Lash" Nesser, who coached for a quarter-century, the Saint John Eagles won the Diocesan championship year after year. In 1965, they won the state championship, and in their final year, they advanced to the state public-parochial finals.

Rising costs and the problems of maintaining an old building finally forced the closing of Saint John High School, the last class graduating in 1976. Saint John Elementary School has continued in operation for generations of boys and girls, a tribute to the foresight and sacrifice of priests, religious, teachers, parents, parishioners, and other friends of the school.

Growing enrollment and enhanced programs created the need for more space. The carriage house for the convent, known as the "music room" for years, was converted into the first kindergarten in 1977. Locker rooms were converted into additional classrooms, and additional classrooms were established in the Saint Francis Center, the former Trinitarian Convent, in 1992. Recent additions to the school program include a preschool for three and four-year-old children since the 1990-91 school years and a learning support program for students with special needs in the 1993-94 school year.

The gymnasium was restored in the fall of 1991. In the summer of 1993, the main entrance of the school was reconstructed and equipped with a ramp. Side entrances were rebuilt adding a ramp and planters in the summer of 1994. The school and gymnasium roofs were replaced along with air conditioning installed in the gymnasium in 1997-98.

The main school building, located next to St. John Church and rectory, is a two-story brick structure with a multi-functional lower level. This building houses eight classrooms and teachers' workroom. The lower level houses the gymnasium, which also serves as the cafeteria, one conference room and one computer lab. The administrative offices are in the lower level of the school. It also houses the nurse's office and guidance office. Preschool is in the former carriage house of the parish convent. A room for the Kindergarten students was built in the basement of the former carriage house. Speech therapy, remedial math/reading and learning support are in the upper level of the carriage house.

INTRODUCTION

Because the faculty substantially determines whether or not our school is successful, you are vitally important to St. John the Evangelist Regional Catholic School. To insure that you can live your vocation in faith, a positive spirit of hope should pervade our school. Staff, students, and parents alike should be appreciated, respected, and should feel "at home".

To enable us to work together, all staff members are responsible for:

1. Implementing the St. John the Evangelist Regional Catholic School philosophy
2. Knowing the material in the parent/student handbook and presenting it to the students
3. Following this faculty handbook

ACCREDITATION

St. John the Evangelist Regional Catholic School is accredited through the Middle States Association Colleges and Schools. The faculty is expected to support the goals and action steps of the Middle States plan.

EQUAL EMPLOYMENT OPPORTUNITIES

The Diocese of Greensburg Office of Catholic Schools shares in the Mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, they promote equal opportunity and treatment in the areas of recruitment, hiring, training, transfer, promotion and termination. Decisions in these areas are made on the basis of qualifications that meet the needs of positions offered, and not on the basis of race, color, age, religion, gender, marital or veteran status, national origin or disability, except in those instances where ordination, or religious belief or practice is relevant to the promotion of Catholic principles.

CONTRACTUAL RESPONSIBILITIES

Attendance

Timely attendance by school employees is a matter of primary concern to the Diocese. The Office for Catholic Schools delegates to the building principal the duty of determining how tardiness and absence on the part of teachers are to be addressed.

It shall be the responsibility of the building principal to address the matter when a professional employee fails to meet attendance requirements. Frequent tardiness to school or to Diocesan assignments is reason for suspension from work and eventual dismissal.

Cardinal Clause

When hiring teachers and administrators for all Catholic Schools in the Diocese of Greensburg, including private schools, teachers and administrators are required to sign the Cardinal Clause.

During the hiring process for teachers and administrators, teachers and administrators are required to read the Cardinal Clause and ask any questions before signing the form.

Cardinal Clause

The employee recognizes the religious nature of the Diocese of Greensburg and agrees that the employer has the right to dismiss an employee for serious public immorality, public scandal, or public rejection of the teachings, doctrines or laws of the Roman Catholic Church, hereby terminating any and all rights that the employee may have hereunder, subject, however to the personal due process promulgated by the Roman Catholic Church.

Examples of the violation of this clause would include, but are not limited to, participation by an employee in a marriage which is not recognized as being valid by the Roman Catholic Church, support of activities which espouse beliefs contrary to Catholic Church teachings and laws such as advocacy of a practice such as abortion, or the holding up to doubt or question the official teachings, doctrines or laws of the Catholic Church.

This clause is included in the teacher contract.

Catechetical Certification

Requirement for Elementary School Religion Teachers

A teacher of elementary school religion must present a letter of recommendation from his or her pastor testifying to the fact that the candidate is a practicing Catholic.

In addition, religion teachers will need to take both the basic and permanent levels of Catechetical Certification.

Catechetical Certification Process

The first initiative of the Catechetical Master Plan called for the establishment of a Training and Catechetical Certification Process for those who hold catechetical roles in our parishes, Catholic schools and other settings where catechesis takes place. Those who would be a part of this certification process include parish catechetical leaders, in particular those who have no formal training to date in catechesis or any formal accreditation, catechists, youth ministry leaders and volunteers, RCIA leaders and team members, and Catholic school teachers. The diocesan-wide certification process includes:

- Orientation sessions for those new to catechetical ministries.
- The establishment of basic and permanent certification levels.
- Local and national on-going formation opportunities.
- Attendance and record keeping policies.

The training and certification process includes alternative certification options, as well as credit given for equivalent courses.

Attendance

Attendance is required. Participants must attend the full class or workshop to get credit for attendance. For the orientation, basic, and permanent levels, attendance will be taken by sign-in sheets at both the beginning and ending of the class or workshop.

For those who want to receive on-going formation credit by attending the annual Evangelization and Faith Formation Conference (diocesan sponsored) they will need to turn in a credit/attendance form at the end of the conference.

Those attending conferences/workshops not sponsored by the Diocese of Greensburg will have to send in a copy of the conference schedule and a written reflection on the conference along with a credit/attendance form after the conference.

Those who would like on-going formation credit by attending a conference not on the on-going formation list will first have to seek the approval of the Diocesan Managing Director of the Office for Evangelization and Faith Formation.

Record Keeping

The training and certification records of all leaders, administrators, teachers, catechists, volunteers, or team members will be kept by the Office for Evangelization and Faith Formation. However, it is recommended that all principals keep a record of training and certification at the school or parish site.

A record for each leader, administrator, teacher, catechist, volunteer or team member will be established after a determination has been made on grandfathering credit by the Diocesan Managing Director of the Office for Evangelization and Faith Formation.

Starting with the 2010-11 academic year all principals will be sent a letter from the Diocesan Managing Director of the Office for Evangelization and Faith Formation requesting submission of an updated roster of teachers and school personnel by September 15 of each year, so that the office can update its record of those working in Catholic schools in the diocese, as well as their training and certification status.

The Office for Evangelization and Faith Formation will notify principals of the training and certification status of those working in their school by October 15 of each year.

Equivalency

The following programs and/or classes are approved to take the place of some or all of the requirements in the Catechetical Certification process.

Pathways/Alpha

Pathways is the diocesan adult faith formation program. It is a series of 12 sessions, three workshops and a retreat. Each of the 12 sessions addresses a specific topic that is presented in the form of a question. Participants must attend the first workshop, "Called and Gifted," prior to attending classes, and attendance is mandatory to earn the Pathways Certificate of Completion. Earning a Pathways Certificate of Completion will satisfy all the requirements for basic certification.

Virtual Learning Community for Faith Formation (VLCFF)

The Virtual Learning Community for Faith Formation (VLCFF) began in 1997 as an Internet based distance learning initiative of the Institute for Pastoral Leadership at the University of Dayton. In collaboration with diocesan partners, VLCFF complements and supports diocesan efforts in adult faith and catechist formation, anytime and anywhere, via the Internet. The following VLCFF courses will qualify for equivalencies for basic and permanent certification courses:

Basic Certification (Topic)

Creed
Sacraments
Morality
Liturgy & Prayer
Ecclesiology

Equivalency (Course Title)

Catholic Beliefs
Sacraments
Christian Morality
On Bended Knee
Beginnings of the Church

Permanent Certification (Topic)

Scripture
Christology
Church History
Catholicism in America
Catholic Social Teaching

Equivalency(Course Title)

Scripture
Images of Jesus
Church History I
Church History II
Advanced Catholic Social Teaching

Catechesis of the Good Shepherd

Catechesis of the Good Shepherd (CGS) applies Montessori principles of education to catechesis of children. This model builds on the child's religious potential and nascent spirituality, serving the religious needs of the child. It respects the natural relationship that children experience with God.

Catechesis occurs in a religious environment called an atrium using objects and furniture that have been adapted to children's levels and needs. The children discover liturgical symbols, engage in stories of sacred Scripture and work with religious symbols and objects. Catechists are specifically trained to facilitate an encounter between Christ and the children through the use of Scripture and liturgy.

Training in the specific levels of Catechesis of the Good Shepherd will satisfy the varying levels of the Training and Catechetical Certification Process.

Courses

Levels I and II and Sacramental Preparation Training
Levels II and III
Training

Level Satisfied

Basic Certification
Permanent Certification

Basic and Permanent Levels (Catechetical)

After attending orientation sessions, all principals, assistant principals, and teachers are required to attend all five workshops in basic certification. After attending all five basic certification workshops, all teachers who are catechists, are required to attend all five workshops in permanent certification.

Principals and assistant principals will have the option to attend the permanent certification workshops to fulfill their on-going requirement. During this transition year, prior work in catechetical training will be considered for credit for basic and permanent certification by the Office for Evangelization and Faith Formation.

A variety of course formats have been designed so they can be as convenient as possible for participants.

- One day workshop, which includes lunch and two breaks
- Two – 2 ½ hour workshops that includes one break
- Four - 75 minute workshops
- An overnight retreat beginning Saturday and concluding Sunday, which would include two courses
- Online option through Echoes of Faith

There are also a number of equivalents through Pathways, so please view the equivalencies or policy section for details. A Pathways certificate of completion will satisfy all the requirements for basic certification. Certain training for Catechesis of the Good Shepherd will result in equivalencies in the training and certification process.

The six courses in the theological module will be equivalent with:

- Creed
- Sacraments
- Liturgy and Prayer
- Morality
- Scripture
- Ecclesiology

Basic Courses

Creed/What We Believe: This course/workshop will enable the student to appreciate the doctrine/beliefs of the Catholic Church that are presented in the Nicene Creed. Topics to be presented will include the Holy Trinity, the paschal mystery, Mary, and the church.

Sacraments/What We Celebrate: This course/workshop will give the participant a deeper understanding of the nature and role of sacraments in our life. It will include an in-depth look at the sacraments of initiation, the sacraments of healing, and the sacraments of service.

Morality/How We Live: Topics covered in this course/workshop will include: The dignity of the human person, sin, the moral law, the Ten Commandments, and the Beatitudes.

Liturgy and Prayer/On Bended Knee: In this course/workshop participants will critically reflect upon their understanding of the Eucharist, and its meaning and impact on their lives. They will look at the Lord's Prayer as the fundamental Christian prayer, liturgy, the Eucharist and service, and the many rich prayer traditions in the Catholic Church.

Ecclesiology/What the Church Is: This course/workshop will introduce the participants to the theological study of the church. They will become familiar with basic terms and concepts that are essential for understanding the church's nature and mission, and how these have been a constant theme in the church's evolution as a "living organism" throughout history.

Permanent Courses

Scripture/The Word: In this course/workshop participants will discuss an overview of salvation history; the cultural factors, which influenced the events around the writing of the Old and New Testaments; and what church documents tell us about the Bible, particularly the Catechism of the Catholic Church.

Christology/Who Do You Say I Am: In this course/workshop participants will discover what we know and believe about the central figure of the Christian faith, Jesus Christ, using Scripture, tradition and modern sources.

Church History/2,000 Years: This course/workshop will cover the Apostles and early church; the doctors and the Middle Ages; the reformation; and the Second Vatican Council and the church today.

Catholicism in America/The Church in America: This course/workshop will look at the history of the Catholic Church in America. The workshop will begin with a look at the landing of the ark and the dove and the founding of the California missions. It will also include a survey of the Plenary Councils of Baltimore, American saints and blessed, and Catholicism in Western Pennsylvania.

Catholic Social Teaching/The Church in the World: This course/workshop will look at the seven key themes of Catholic social teaching outlined by the United States Conference of Catholic Bishops (USCCB) in their document, *Sharing Catholic Social Teaching: Challenges and Directions* and the social doctrine of the church.

Cell Phones

Teachers are not permitted to accept or make calls on their personal cell phones during their teaching periods. If teachers experience a family emergency while at work, the building principal should be made aware of such a situation. The principal may allow use of the cell phone on a limited emergency basis to a teacher.

It is recommended that teachers with duties, club advisors, coaches, band directors, etc. have cell phones or access to one in the event of an after school emergency. Use of cell phones that enhance the educational process is permitted. Additionally, cell phone use that supports the multi-hazard plan is permitted.

At no time when teachers are in the presence of students should they be involved in texting or talking on their cell phone.

Clearances

Signed Act 24 Form

Criminal History Record Check

PA Child Abuse History Clearance

FBI Clearance or PAE Registration Number (PAE number to be submitted to OCS for clearance retrieval)

Mandated Reporter Training Certificate within 1 month of hire

Virtus Training within 1 month of hire date

Completed "Sexual Misconduct/Abuse Disclosure Release" forms (Act 168) for all current employers and all applicable former employers that were school entities where the applicant was employed in a position that involved direct contact with children.

Notarized Employee Affidavit if clearances were not obtained specifically for employment with the diocese

Copies of these documents are to be maintained in a locked, fire-proof cabinet under principal supervision. Clearances need to be updated every five (5) years and a copy sent to the Office for Catholic Schools.

Confidentiality

Confidentiality refers to protecting the information held about the pupils in school and their families. All staff will endeavor to maintain confidentiality when appropriate, for example by considering the conversations they have about pupils and their families, the purpose of these conversations and where these take place.

Students: Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the Principal, Assistant Principal, or Counselor must be advised immediately and the situation resolved.

Faculty: The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members should be considered as equally important members of our team. Interactions with colleagues should be honest and when differences occur, both parties should work toward a mutually satisfactory resolution.

Administration: Mutual respect, loyalty, and support between the administration and the faculty are required for a good working relationship. Communication must be honest and direct. The faculty must support the decisions of the administration and refrain from discussing professional differences with students or parents. Any breach of professional confidence may be cause for dismissal.

When speaking with parents, on or off campus, in person or online, there should be no criticism of our administrators, faculty members, parents, or students. Discussions with parents must focus only on their child. Discussions regarding the behavior and attitude of every child should be objective and framed in positive language.

Credit Reimbursement (Elementary School)

Credit reimbursement is a policy subject to authorization by the Board of Trust Administrators for the elementary school. Pennsylvania certified teachers *may* be reimbursed fifty percent of the cost of tuition for graduate credits as well as for undergraduate credits relative to the teacher's certification or teaching assignment area, with the following provisions: Limit of twelve (12) credits per year, credits must be completed during a fiscal year, which shall be July 1 to June 30; course work must get prior approval by the building principal for budgetary purposes. **All requested graduate credits must be submitted by January 31 for the following school year.** The teachers need to receive a B grade or higher for reimbursement and an official statement of the tuition and transcripts must be forwarded to the school. The payment of credits will be made only if said teacher returns to the diocesan system for the subsequent school year.

Diocesan Grievance Procedure

It is the policy of the Diocese of Greensburg to encourage a harmonious and cooperative relationship between building and teaching staff and to resolve employee grievances in accordance with fair and ordered procedures. In the event a dispute arises, the teacher should address the dispute informally with the building Principal in order to secure a solution at the lowest possible level.

Definition of Grievance

A grievance is a dispute concerning the interpretation, application, or alleged violation of a specific term or provision of the teaching contract, diocesan educational policy, or local policy.

Right to Representation

Either party is entitled to select a representative of her/his own choosing for the purpose of providing counsel during and at all steps of the grievance procedure.

- **First Step-Local Level**

An employee shall orally present the grievance to the immediate supervisor (normally the building principal) within five (5) working days following the occurrence of the alleged grievance. The immediate supervisor shall attempt to resolve the grievance to the mutual satisfaction of all parties within five (5) working days of its presentation.

The immediate supervisor shall consult with Chair of the Board of Trust Administrators in an attempt to resolve the alleged grievance at the local level. The employee filing the grievance shall also have access to consultation with the Board Chair in attempting to resolve the grievance. If said grievance is not resolved informally, the employee or her/his representative shall file a formal written grievance through certified mail with the Office for Catholic Schools within five (5) working days of the local decision and proceed to Second Step.

- **Second Step-Office for Catholic Schools**

Within five (5) working days of receiving the written grievance of the employee, the Superintendent for Catholic Schools or her/his designee shall arrange a meeting with the administrator and the grievant for the purpose of hearing the matter. Within five (5) working days following that meeting, the Superintendent for Catholic Schools or her/his designee shall present the employee with a written decision which shall be final and binding upon the parties.

Time Constraints

If the stated time constraints cannot be met, they can be extended by mutual written agreement.

Drug-Free Workplace Policy-Staff

The Office for Catholic Schools recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As such, the Office for Catholic Schools is very much concerned about the problem that may be caused by drug use by employees, and its impact upon the student body.

It is the declared policy of the Office for Catholic Schools that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. The Office for Catholic Schools is committed to making a good faith effort to continue to maintain a safe drug-free workplace by the implementation of this policy.

All school employees are prohibited from:

* Using, possessing, or being under the influence of any intoxicating beverage or restricted drug (including medical marijuana) or any material which the employee purports to be such, while on school grounds or anywhere during a school activity.

Definitions

Drugs or Controlled Substance: The term “drug” or “controlled substance” means a controlled substance listed in Schedules I through V of Section 202 of the Controlled Substance Act (35 P.S. §

780-101, et seq.). The term also includes medical marijuana, as defined in the Medical Marijuana Act (35 P.S. § 10231.101 et seq.), and anabolic steroids; Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Conviction: The term “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug status.

Criminal Drug Statute: The term “criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

Workplace: The term “workplace” shall be defined as the site for the performance of work.

Drug-Free Workplace: The term “drug-free workplace” means a site for the performance of work done in connection with a specific grant at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in accordance with said Drug-Free Workplace Act of 1988.

All school employees are prohibited from:

Using, possessing, or being under the influence of any intoxicating beverage or restricted drug (including marijuana) or any material which the employee purports to be such, while on school grounds or anywhere during a school activity.

“Restrictive drugs” includes opiates, hallucinogenic substances, marijuana, amphetamines, glue and other solvent-containing substances, medical marijuana, as defined in the Medical Marijuana Act (35 P.S. § 10231.101 et seq.), and all those substances defined as “controlled substances” and prohibited by the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101 et seq.).

For purposes of establishing whether an employee is “under the influence” the following factors shall be considered:

Establishment that an incident occurred which would be expected of an intoxicated person;

Whether an employee's breath smells of alcohol;

Incoherent speech;

Unawareness of surroundings;

Inability to perform basic co-ordination tests, such as walking straight line, touching his nose, etc.

Odor of alcohol or liquor and/or

Any outward signs that would indicate that the person has possessed or used alcohol or any restricted drug.

If any one of the above factors exists, the employee, for purposes of this policy, will be considered to be under the influence.

Possessing drug paraphernalia while on school grounds or anywhere during school activity. "Drug paraphernalia" shall include those items as listed in the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101 et seq.).

Employee's Notice Requirement Regarding Criminal Drug Statute Conviction

All employees are required to advise the Office for Catholic Schools of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction, by notifying the Superintendent for Catholic Schools.

All employees are required to advise the Superintendent of Catholic Schools of any conviction for delivery of a controlled substance or conviction for possession of a controlled substance with the intent to deliver, as prohibited by said Controlled Substance, Drug Device and Cosmetic Act (35 P.S. § 780-101 et seq.) no later than five (5) days after such conviction.

The Office for Catholic Schools shall notify the federal granting agency within the (10) days after receiving notice from the employee or otherwise receiving actual notice of the employee's criminal drug statute conviction for a violation occurring in the workplace.

Prohibited Conduct Regarding Drugs or Steroids

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in school buildings, on school grounds, on school buses, and/or at school-sponsored events away from school grounds.

Penalties

Any employee who is convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver, as prohibited by said Controlled Substance, Drug, Device and Cosmetic Act, shall be terminated from her or his employment, pursuant to section 527 of the Public School Code (24 P.S. § 5-527). This penalty is mandatory and shall apply even if the violation did not occur in the workplace.

Any criminal drug statute conviction occurring in the workplace or any violation of the prohibitions regarding drugs and/or anabolic steroids will result in the Office of Catholic Schools taking appropriate personnel action against the employee up to and including termination; provided, if the conviction for a violation occurring in the workplace was for delivery of a controlled substance or possession of a controlled substance with intent to deliver, the employee shall be terminated.

An employee who is disciplined, but not terminated, may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Furthermore, an employee who is not subject to mandatory termination may, as a condition precedent to returning to work, be required to certify that she or he has enrolled in and/or completed such drug abuse assistance or rehabilitation program.

Notwithstanding anything to the contrary stated elsewhere in this policy, an employee found to be a user of any alcohol or drugs shall be terminated from employment if such employee's function if performed improperly poses a threat to public safety, such as but not limited to a bus driver.

Drug-Free Awareness Program

The Office of Catholic Schools in cooperation with the Diocesan Human Resources department shall maintain a drug-free awareness program for its employees which shall inform them about the dangers of drug abuse in the workplace.

Office of Catholic School's policy of maintaining a drug-free workplace. The availability of drug-counseling, rehabilitation and employee assistance programs that may exist within the community.

The above penalties that may be imposed upon employees for drug abuse violations.

Distribution of the Policy

* Each principal shall provide all employees reporting to her or him with a copy of this Drug-Free Workplace Policy.

* Any employee engaged in the performance of a federal grant shall, as a condition of employment in such a grant, expressly agree in writing to abide by the terms of this policy.

* The building principals will be responsible for otherwise implementing this policy as directed by the Superintendent for Catholic Schools.

Elementary School Grievance

In the event of an alleged violation, misrepresentation, misapplication or improper application of a provision of a policy, the grieved party may appeal by following the approved diocesan grievance procedure.

Elementary Teacher Work Schedule

Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school.

The school has the authority and responsibility to determine the hours during which educational programs and services shall be available to the students and the community.

The superintendent shall develop administrative procedures for assuring adherence to the following work schedule guidelines for professional employees:

- Teachers are required to be present at their assigned classrooms or stations not less than fifteen (15) minutes before the time prescribed for commencing school.
- Teachers shall remain in their rooms or assigned stations after pupils have been discharged for the purpose of assisting pupils in need of extra aid. Teacher's day is determined by contract or by Principal ruling.
- A minimum thirty minute (30) lunch period is granted to all teachers.
- Employees may leave the school building during their lunch or prep period with approval of the principal.

During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal. Principals shall see to it that such duties shall, wherever possible be equitably distributed.

The elementary teacher's school year is one hundred eighty-seven (187) days.

E-Mail should never be considered "private." The administration of St. John the Evangelist Regional Catholic School reserves the right to read any e-mails generated from the school e-mail account without prior notice to the employee.

Faculty Meeting

Faculty meetings are encouraged at least once a month. All teaching staff members are expected to attend each faculty meeting unless specifically excused by the principal.

In case of excused attendance, the staff member so excused shall meet with the building principal at the earliest convenient time to discuss the information shared at the faculty meeting.

Freedom of Speech in Non-Instructional Settings

The Office of Catholic Schools acknowledges the right of its professional employees as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to our school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this Diocese.

The following guidelines are adopted by the Office of Catholic Schools to help clarify and therefore avoid situations in which the employee's expression could conflict with the Office of Catholic Schools' interests. In situations in which the teacher is not engaged in the performance of professional duties, he/she should:

- State clearly that his/hers expression represents personal views and not necessarily those of the school or the diocese.
- Refrain from expressions that would interfere with the maintenance of discipline by school officials.
- Refrain from expressions that would contradict the teachings of the Catholic Church.
- Refrain from making public expressions which he/she knows to be false or made without regard for truth or accuracy.

Violations of these qualifications may result in disciplinary action, including dismissal.

Gum

Teachers should not chew gum when interacting with students or parents at school.

Health Benefits and Retirement

All full time diocesan employees are covered by a group hospitalization, prescription, dental, vision, life insurance, and 403(b) plan with matching funds in prescribed circumstances. Premiums for these benefits are shared by the employee and the local school. Optional inclusion of family in the plan is available. Details of these plans are available from the Office of Human Resources.

As a religious, private non-profit organization, the Diocese of Greensburg's health care program is designated as a "church plan", and, therefore, is not subjected to The Consolidated Omnibus Budget Reconciliation Act or COBRA regulations.

Induction

The Office of Catholic Schools will arrange an annual meeting for new teachers and principals at which time they will be introduced to the Teacher/Principal Induction Program.

The teacher induction process is required for any new full-time teacher who has not already gone through an induction program.

Induction forms are completed throughout the school year and submitted to OCS by June 30.

Jury Duty

When an employee is required to serve on a jury, the employee will receive her/his regular wages for a maximum of ten (10) days. Any compensation earned through just services will be given to the school. Travel mileage at the prevailing rate of the Internal Revenue Service may be retained by the employee.

If a teacher is subpoenaed by any judicial system, the teacher will be granted one (1) day of regular wages and may apply unused personal days if additional days of court duty are required. If a teacher is subpoenaed to appear for a school related matter, any absence will be excused as a work related absence and will not require a teacher to use accumulated sick or personal days.

If there is a witness fee, the teacher will turn over to the school whatever compensation is received less travel expenses, except in the case of a personal day. This benefit does not apply to those who volunteer for jury duty.

Pay Period

Full-time teachers are paid according to contract based on a 12-month schedule. EFTs are issued on the 15th and last day of the month. My Earning statements are available on myHalo.

Political Activities

The Diocese recognizes and encourages the right of its employees, as citizens, to engage in political activity. School property and school time may not be used for political purposes.

The Office for Catholic Schools adopts the following guidelines for those staff members who intend to engage in political activities:

- No professional employees shall engage in political activities upon property under the jurisdiction of the Diocese of Greensburg.

- The collection of campaign funds and/or the solicitation for campaign workers is prohibited on school property.
- No material that would promote the candidacy of any candidate or political party may be displayed in a facility of the Diocese of Greensburg.

Diocesan employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incidental to such office, except as such times may qualify under the leave policies of the Office of Catholic Schools.

The following situations are exempt from the provisions of this policy: the discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as: history, current events, and political science; the conduct of student elections and campaigning connected therewith; the conduct of employee representative elections.

Violations of any of the foregoing rules shall, at the discretion of the Superintendent, constitute cause for reprimand, penalty, or dismissal.

Professional Development

Improvement of instruction and better use of educational materials are promoted through planned meetings, in-service sessions, and conferences and workshops from a variety of educational sources. All principals and teachers must participate in activities that foster professional development to maintain certification.

Professional employees with a Level I Certification must work to attain the Level II Certification within the time allotment issued by the State. This applies to both teachers and principals. Once Level II certification is obtained, teachers must continue to accrue Act 48 credits according to state regulations. Principals must continue to accrue Act 45 credits according to state regulations.

Teachers and school administrators must complete 180 hours of professional development as determined by each teacher's continuing education information on the Professional Education Records Management System (PERMS) website.

Professional Dress

The faculty, as employees of the Catholic Church, best advance the work of the Church when they manifest charity by attitudes of courtesy, friendliness and enthusiasm in discharging their duties with fellow employees and all guests, visitors, and clients. Personal appearance and the appearance of the environment where one works is important to self-respect, productiveness, morale of employees and the overall impression. Therefore, it is expected that all employees will be neat in appearance, and dress in a professional manner.

The faculty should present a professional appearance at all times. Clothing should be clean and, if necessary, pressed. Faculty should remember that they serve as the role models for the young women in the school and should present an image consistent with their job responsibilities. Modifications may be approved on a temporary basis such as field trip attire, or dress down days. Special exceptions may also be made for special circumstances.

Appropriate attire will demonstrate a high regard for education and for the teaching profession.

The following is the expected attire for St. John the Evangelist Regional Catholic School teachers.

Male faculty attire:

- Dress shirt and tie
- Dress pants with belts

- Dress shoes
- Neatly groomed , natural colored hair, beards and mustaches

Female faculty attire:

- Modest dress blouse/shirt with sleeves (PERSONALIZE FOR SLEEVES, IT'S YOUR CALL)
- Dress pants (PERSONALIZE FOR CAPRIS)
- Skirts or dresses that are to the top of the knee or longer
- Leather or leather-like dress shoes
- Neatly groomed, natural colored hair

As representatives of the Diocese of Greensburg, professional attire for diocesan workshops or conferences is mandatory unless otherwise noted.

Administration reserves the right to determine professional attire and appearance.

Professional Education Plan (Act 48)

Pennsylvania and the Diocese of Greensburg mandate Act 48 continued education hours as an ongoing certification requirement. Teachers must acquire 6 credits or 180 staff development within the time allotment issued by the state. Failure to comply will invalidate a teaching certificate. This shall result in a freeze of salary for one year. If the teacher in question does not earn the required hours within the allotted one (1) year, the teacher shall be terminated for not maintaining a valid teaching certificate. If the teacher in question earns the required 180 hours after one (1) year salary freeze, the salary increment is not retroactive. Teachers certified in religion and not having a Pennsylvania Teaching Certificate are not on the PDE list as certified employees and therefore cannot have Act 48 hours submitted on their behalf to PDE. However, all teachers of religion must participate in school professional development programs. A record of hours will be maintained in the professional file of the employee at the school site.

Act 48 hours will be printed off the PDE website by teachers by May 31 of each year and sent to the Office for Catholic Schools for verification.

Prohibiting Harassment, Intimidation, Hazing, or Bullying

The Office of 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.

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 of Catholic Schools.

Reporting Procedures

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

* The building principal (or designee) is the person responsible for receiving oral or written reports of bullying at the building level. If the report is given verbally, the principal (or designee) shall reduce it into written form using the Bullying, Harassment, or Intimidation school investigation form.

All other members of the school community, including parents/guardians, students, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to a school employee. While submission of the report form is not required, it is encouraged.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's grades, educational environment, future employment, work assignments or work environment.

The school and the Office of 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 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.

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, teachers, aides, and staff 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 of Catholic Schools prohibits intimidation, harassment, or intentional disparate treatment against any person who makes a good faith report of alleged bullying, any person who testifies, assists, or participates in an investigation; or any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Counseling, corrective discipline, and/or referral to law

enforcement may be used to change the behavior of the perpetrator and remediate the impact on the person who reported the incident. Disciplinary action will be in accordance with diocesan policies, procedures, and agreements, and may range from positive behavior intervention up to and including suspension, expulsion and/or reports to appropriate law enforcement officials.

False Accusations

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

Cyberbullying

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

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

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

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

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

By gathering information using the Bullying, Harassment, or Intimidation school investigation form and procedures detailed in this policy, including the telecommunication method used and the effect of the threat at school. Collecting and preserving electronic evidence is important to facilitate the investigation and any eventual prosecution. Do not: 1) install or allow to be installed any programs; 2) remove or allow to be removed any programs; or 3) take or allow other remedial action on the involved computer or communication device during this process. These actions may adversely affect the investigation and any eventual prosecution.

In one or more of the following ways:

Contact law enforcement if the victim is in danger of physical harm

Contact both sets of parents/guardians and try to mediate the situation and reiterate applicable policy

Institute an educational and awareness program to help stop further cyberbullying by students, and to help educate parents/guardians about the problem

Policy Dissemination, Prevention Programs, and Curriculum

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

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

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

Sexual Harassment

Recognizing the dignity of all employees and students, the Diocese of Greensburg is committed to making a good faith effort to maintain a safe and healthy workplace and learning environment through the implementation of these policies dealing with sexual harassment.

Policy on Sexual Harassment-Staff

It is the policy of the Diocese of Greensburg that all employees should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment.

There is hereby established a policy strictly prohibiting all forms of sexual harassment in any work area, learning area, activity area or any other place under the permanent or temporary control of the Diocese of Greensburg, or in any school located within the Diocese (hereinafter referred collectively as the "Diocesan School Community") by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the Diocese of Greensburg.

All persons associated with the Diocesan School Community, including, but not necessarily limited to, the administration and staff are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Appropriate sanctions shall be applied against all proven offenders of this policy.

Definitions:

Academic: is defined to include any school-sponsored activity, whether as a participant or as a spectator, including clubs or special events.

Allegation: is defined as an unproven claim being asserted or declared and which the asserting party undertakes to prove.

Explicit: is defined as being unambiguous in expression, or as being so plain and distinct that there is no reason for ambiguity or difficulty in interpretation.

Implicit: is defined as being implied, or capable of being understood from something else though unexpressed.

Sexual Harassment: is defined to include:

* Any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

* An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision.

* An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades, or academic social status.

* Any case in which submission to or rejection of such conduct is used as the basis for any employment or academic decision affecting any individual.

* Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal, professional, work, or academic performance.

* Any case in which such conduct creates or tends to create an offensive, hostile, or intimidating work or academic environment.

* Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.

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

* Sexual comments

* Sexually-oriented, verbal "kidding" or joke telling.

* Explicit or implicit pressure to engage in sexual activity of any nature.

* Repeated remarks to a person, if such remarks have sexually demeaning implications.

* Non-verbal gestures of a sexual nature.

* Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, assault, or restricting an individual's movement.

* Use of unwelcome terms of endearment.

Unwelcome: is defined as being undesirable or unwanted or offensive to the harassed individual and not solicited or incited by the individual.

The Diocese hereby affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.

Criteria for Determining Whether an Action Constitutes Sexual Harassment

The Diocesan School Community shall use, and hereby establishes, three (3) criteria for determining whether an action constitutes sexual harassment.

* Submission to the conduct is either an explicit or implicit term or condition of employment, promotion, grades, or academic or social status; or

* Submission to or rejection of the conduct is used as a basis for any decision affecting the person who did the submission or rejection; or

* The conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work force or academic environment.

Responsibilities of Administrators, Supervisors, Teachers, and Others

To the extent that such person has control over 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 sexual harassment, intimidation and bullying.

Have the responsibility to ensure that all information concerning sexual harassment which they may receive in the form of rules, regulations, orders, procedures, policies, or other written or oral directives, is or has been disseminated to all subordinates under their supervision, and that such subordinates are instructed as to the full meaning and application of all such directives.

Have the responsibility to immediately report to his or her immediate supervisor: any actions viewed by her or him which, in her or his opinion, may be construed as falling within the definition of sexual harassment as contained within the policy; and/or any instances, reports, or allegations of sexual harassment which come to her or his attention.

Have the responsibility upon receiving an allegation of sexual harassment to distribute a complaint form to the complainant and instruct her or him to deliver the same to the Superintendent; or, in the alternative, personally deliver the completed complaint form to the Superintendent on behalf of the Complainant.

Have the responsibility of notifying the Superintendent in writing that a complaint was received and that a complaint form was distributed to the complainant.

Reporting Procedures

Any employee, staff member, aide or volunteer who feels she or he is or has been a victim of sexual harassment shall bring the matter to the immediate attention of an administrator, principal, pastor, or to the Superintendent.

Any such reports of sexual harassment shall be forwarded to the Superintendent, as soon as possible, in writing, by the person who received such a report. The report shall be signed by the complainant and the person who received the report.

If the complaint concerns alleged conduct by the Superintendent, the complaint form shall be delivered to the Vicar General of the Diocese of Greensburg.

Investigative Procedures

The Superintendent and/or his designee(s) shall promptly and thoroughly investigate all matters or allegations of sexual harassment in as confidential a manner as possible.

A full written report shall be completed by the Superintendent or his/her designee(s) upon completion of the investigation after the complaint is received. Such a 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.
- * Factual findings and recommendations.

All written and/or transcribed verbal statement(s) shall be signed by the person offering such statements.

If the allegations are verified by the investigation, the Superintendent shall take appropriate corrective action as soon as practically possible after his/her receipt of or completion of the investigative report.

Upon completion of the investigation, the Superintendent shall notify the complainant, in writing, as to:

- * Factual findings, recommendations, and conclusions as to the accuracy of the charges alleged.
- * If appropriate, any decision as to disciplinary measures which have been, or are contemplated to be meted out.

In all cases where the investigation has verified the allegations and a decision has been made to take disciplinary action against the accused, the complainant will be supplied with a form that:

- * Clearly spells out the nature and extent of the disciplinary action.
- * Provides space for a response from the complainant as to whether she/he agrees with the disciplinary action that was or is to be taken. This form is to be dated and signed by the complainant and returned to the Superintendent.

If, after a complete and thorough investigation, the allegations remain unsubstantiated and unverifiable, but the Superintendent has reason to believe the accused's version of events, the Superintendent shall carefully record her or his conclusions in writing, and shall document all the steps that were taken in an attempt to verify the allegations. The Superintendent shall also document the basis for his/her decision regarding the allegations.

Disciplinary or Administrative Measures

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

If it is determined that any other associate of the School (such as a contracted service employee, aide, or volunteer) not employed by the school on a full-time basis has engaged in sexual harassment in violation of the policies, rules and/or regulations of the school, she or he shall be subject to appropriate administrative action, up to and including suspension or termination of the existing association.

The procedures contained in the Policy are not intended to supersede or circumvent any procedures for redress of grievances outlined in collective bargaining agreements made with the Diocese.

The provisions of the Policy shall not be construed to supersede any state or federal laws regarding discipline or separation of employees, nor shall this Policy in any way be construed as to limit the intent of any other policies of the Diocese.

If it is determined that any employee or other associate has, with intent, falsely accused another of engaging in sexual harassment, she or he shall be subject to appropriate administrative or disciplinary action, at the discretion of the Superintendent.

Upon receipt of any complaint or report of sexual harassment, the Superintendent shall immediately consult with the Diocesan School Solicitor with regard to investigation and disciplinary procedures.

Rights of the Accused

The Diocese hereby recognizes that all allegations of harassment are not necessarily true, and acknowledges that employees, supervisors, and associates may be unjustly accused.

The Diocese hereby affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.

All matters involving sexual harassment complaints shall remain confidential to the full extent possible.

Superintendent's Rights and Responsibilities

In addition to any other rights and responsibilities granted or assigned to the Superintendent by this Policy, the Superintendent shall:

Provide or arrange to provide adequate education to all affected parties as to the existence, meaning, purpose and effect of this policy;

Make sure that all affected parties are aware of the complaint procedure for reporting possible violations of this Policy; and

Make sure that complaint reports are readily available to all appropriate parties at all times.

Qualified Tuition Reduction (QTR) for Dependents Policy

A qualified tuition reduction program is an opportunity for a Catholic School in the Diocese of Greensburg to offer a tax-free fringe benefit to its employees. Under a qualified tuition reduction program, the school will offer a tuition discount to the students of its employees, and this tuition discount is not considered as taxable income to the employees. This benefit is also extended to employees of the Office for Catholic Schools. This was created to reward those who dedicate their lives to furthering Catholic education in the Diocese of Greensburg.

Dependents of eligible full-time school employees (defined as actively functioning in a work capacity on a full-time basis), who meet the program requirements, are eligible for a 100% reduction in K-12 tuition at elementary and secondary schools of the Diocese of Greensburg. The Qualified Tuition Reduction (QTR) program will pay no more than 100% of tuition charges for Kindergarten through grade 12.

Please Note: The QTR benefit does not include books, supplies, registration fees and other school fees, nor tuition for a pre-school program.

Eligibility

QTR eligibility is extended to administrative, professional, faculty and support staff employees who are Full-Time employees eligible for benefits (as defined in the Diocesan Policy Handbook) and whose employment is expected to continue six (6) months or more at a non-privately owned Catholic school within the Diocese of Greensburg or within the Office for Catholic Schools.

To be eligible, the children of an eligible employee must be claimed as dependents on the employee's health insurance policy and as dependents for Federal income tax purposes. If an employee has opted out of the Diocesan health insurance because their spouse has medical coverage through another employer, the employee must provide proof of dependency for the dependent to be considered as eligible.

An employee who, by court order, has been granted custody or guardianship of a child is also eligible for this benefit upon proof that the child is the employee's dependent. Grandchildren, nieces and nephews of employees are not eligible for this tuition benefit, unless the employee, by court order, has been granted custody or guardianship of the child, the employee provides proof of dependency, and the child resides in the employee's home. The employee must immediately inform the Diocese of any change in the dependency or custody status of the child. In the event that the child's custody status changes during the school year and he or she becomes ineligible for this benefit, tuition benefits will continue only for the semester in which the child is currently enrolled and end thereafter.

If an eligible child has more than one eligible parent working at the Diocese, he or she is eligible for only one QTR benefit. The student is not eligible for more than 100% tuition reduction through this program.

If you are eligible for the QTR program, then you are not eligible for the Tuition Reduction Incentive Program (TRIP) benefit. An employee drawing 50% or more of their wages from a school within the Diocese or the Office of Catholic Schools will be considered to be eligible for the QTR benefit.

This benefit is extended to eligible current full-time employees or those full-time employees hired within the first 30 days (calendar days) of the start of the applicable school semester. Employees hired after this initial 30-day window will be eligible for the benefit at the start of the following school semester.

Extenuating Eligibility

Dependent children of eligible employees on approved leave of absence, not to exceed ninety (90) days, will continue to be eligible for the QTR benefit for the school year in which the leave of absence has begun. This includes employees who qualify for and receive long-term disability, workers compensation, short-term disability (if applicable) or other approved leave.

If the employee is out of work on a leave of absence, or a series of such absences, for more than nine (9) months in any three year period, the employee is ineligible for this tuition benefit.

Upon the death of the eligible employee, tuition will be waived for the dependent children until completion of their education in the school in which they are enrolled.

Enrollment and Admission Requirements

Employee's children are subject to the same order of admissions and registration procedures at the designated school as other students.

Student applicants must be admitted or readmitted to a Diocese of Greensburg Catholic school in accordance with the normal requirements for admission and readmission.

The parent is responsible for all school fees not associated with tuition.

A student continues to be eligible so long as he or she remains a student in a qualified Diocese of Greensburg Catholic school and remains free of any suspension or serious disciplinary infraction. A student adjudicated delinquent or convicted of any misdemeanor or felony is ineligible for this benefit.

Taxability

If you have questions regarding QTR tax implications, it is your duty to consult a tax advisor regarding all possible tax liabilities related to this qualified tuition reduction benefit

Procedures

Employees must submit the attached QTR application form for the upcoming school year by **March 15**. Completed and approved QTR forms should be sent to the Office for Catholic Schools for processing, including authorization from the Superintendent of Catholic Schools. Employees who choose to opt-out of this benefit may do so simply by not completing and submitting the Diocese of Greensburg QTR application prior to the announced deadline.

Please note that an application to FACTS Grant and Aid Assessment is no longer necessary; however, should this benefit terminate, a FACTS Grant and Aid Assessment application would need to be completed (at the employee's expense) to determine eligibility and financial aid need.

This policy will be reviewed for each school year and the Diocese of Greensburg reserves the right to modify or change this policy without prior notice.

Termination of the QTR Benefit

Employees terminating employment or transferring to a non-eligible position within the first 30 days (calendar days) of applicable school semester will have the QTR benefit immediately terminated, and will be responsible for payment of full tuition costs and fees. Employees terminating employment or transferring to non-eligible position after this initial 30 day window will continue to receive the QTR benefit until the conclusion of the current semester only.

Credit

All reimbursements will be made directly to the school. The student's statement will be credited once the paperwork is completed and approved. No monies will be distributed directly to the employee.

Responsibility of Staff for Student Welfare

The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved.

The Superintendent shall prepare and promulgate guidelines to ensure the maintenance of the following standards:

- Each teacher must maintain a standard of care and concern for supervision, control and protection of students commensurate with the assigned duties and responsibilities.
- A teacher should not voluntarily assume responsibility for duties she/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.
- A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.
- Each employee has the responsibility to immediately report to the principal an accident or a safety hazard she/he detects.
- A teacher may not send students on any personal errands.
- A teacher may not transport students in a personal vehicle except unless specifically permitted by the Principal, but never alone.
- A pupil shall not be required to perform work or services that may be detrimental to her/his health.

Teachers and other professional employees are responsible for the safety of pupils in their charge within the building and on school property. Each teacher must be in the classroom or at any other assigned station at all times or must make sure that another teacher is temporarily in charge. The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

- Never leave class unattended while pupils are in the room.
- Never leave class with an unqualified person in charge.
- Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person.
- Do not permit pupils to use equipment in the classroom which has not been approved for school use. (Some teachers or pupils bring personal equipment which may be dangerous.)

- Do not permit the use of machinery except for the instructional purpose it was provided.
- Do not permit students to work in a shop, kitchen, or laboratory at other than the regularly scheduled period, and then, only under qualified supervision and in accordance with the prescribed safety procedures.
- Report promptly unsafe equipment or conditions to immediate supervisor.
- Do not permit pupils not enrolled in shop classes or laboratory courses to use power tools or other dangerous equipment.
- Never permit equipment to be operated in an unsafe manner.
- Do not allow pupils whose recognized physical or mental condition makes them especially prone to accidents to use dangerous equipment.
- Organize classroom materials and equipment so as to minimize danger or injury to pupils and to self.
- Ensure that proper safety equipment is used whenever safety equipment is specified, e.g., safety goggles in labs.
- In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property.
- Accidents involving students are to be reported to the Principal immediately and a written detailed report, using forms in the office, must be submitted by the end of the school day.

Salaries for Teachers

Salaries for the employees of the elementary schools will be determined by the principal in consultation with their Board of Trust Administrators.

Seniority for Elementary Schools

There are no provisions for seniority considerations for teachers in the elementary schools.

In the event of any reduction in the number of positions available to the lay teachers in an elementary school, lay teachers will be laid off in accordance with their certification within their building.

When reducing staff in elementary school, length of service, quality of teaching, and certification should be taken into consideration.

Sick Leave (Elementary School)

Sick leave is paid and may be used for an employee's illness or an illness of an employee's immediate family member. Immediate family members for purposes of this benefit are spouse, child, or parent.

Sick leave for regular full-time employees incorporates the following elements:

- Ten (10) days of sick leave per year.
- For each of the first three (3) years in the Diocese of Greensburg, teachers and administrators receive ten (10) non-cumulative sick leave days. Employees cannot carry over unused sick leave to the following year and will not receive any compensation in exchange for unused sick leave.
- At the end of the fourth year the employee may utilize the sick leave benefit in several ways:
 - A teacher or administrator may opt to receive ten dollars (\$10) per day of unused sick leave.
 - A teacher or administrator may accumulate up to thirty (30) days of sick leave benefits.
 - A teacher or administrator at her/his own discretion may elect to receive ten dollars (\$10) per day of unused sick leave benefits so that at no time shall the accumulated benefits exceed thirty (30) days, nor shall the alternate option of ten dollars (\$10) per day exceed three hundred dollars.

- A teacher or administrator who has been absent for a period of three consecutive days or more may be required to send to the principal, business manager, or Superintendent a medical verification signed by a physician.

Personal Leave

An elementary teacher may take two paid personal days per year, non-cumulative and non-redeemable. The principals should be informed at least three (3) days in advance. However, in the event of an emergency, and at the discretion of the principal, less than three (3) days notice may be sufficient. Availability of substitute teachers will also be considered when approving personal days.

FMLA Leave

Under the Family and Medical Leave Act (“FMLA”), an employee may be eligible for an unpaid leave of absence. Under the federal FMLA, a person who has worked as an employee for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, son, daughter, or parent who has a serious health condition; or
- Care for the employee’s own serious health condition.
- Care for spouse, son, daughter, parent who is a current member or veteran of the Armed Forces with a serious injury or illness, or employee is the next of kin to a current member or veteran of the Armed Forces, with a serious injury or illness;
- Emergency circumstances relating to a spouse, son, daughter, or parent who is in the Armed Forces and currently on covered active duty.

If the need for leave is foreseeable, employees should notify a superior 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify the Diocese as soon as practical, giving as much notice to the Diocese as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee’s family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee’s status and intent to return to work.

Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

The employee shall be entitled to continue insurance benefits during the FMLA leave at his/her own expense by remitting the cost to the Diocese. Benefits are terminated if employee does not return to employment.

Bereavement Leave

Bereavement leave of up to three (3) consecutive days with pay will be granted to full-time employees in the case of death in the “immediate family”. “Immediate family” is defined as spouse, parent, child, sister,

brother, grandchild, grandparent, son-in-law, daughter-in-law, parent-in-law, or other relative living within the same household.

One (1) day is granted for “near relative”. “Near relative” is defined as uncle, aunt, niece, nephew, sister/brother-in-law, and first cousin.

Bereavement leave must start within two days of internment.

Military Leave

In the elementary schools, employees who enter the Armed Forces shall be granted unpaid Military Leave and be reinstated in accordance with the laws governing reemployment of veterans.

Smoking

St. John the Evangelist Regional Catholic School is a smoke-free building; therefore, smoking is prohibited in the building and anywhere on campus. This policy includes a teacher smoking in his/her car if it is parked on school property and the use of e-cigarettes.

Social Networking Sites

Any photographs or statements made on an individual’s Social Networking Site may be cause for dismissal. This includes defamatory comments made about the school administration, other teachers, students, or the parish.

*Teachers should not “friend” their students or the parents of students on their social networking sites. This is a breach of professional boundaries.

State Certification

School personnel are required to conform to all certification requirements of the PDE unless granted an exemption by the Superintendent for Catholic Schools.

Teachers are to be hired according to their area of certification unless granted an exemption by the Superintendent of Catholic Schools.

Teacher Absence

All absences should be reported to the Principal as early as possible or by 6:30 AM on the day of an unplanned absence. Substitutes will be contacted by the administration. **Teachers should not just leave a message on the school voice mail.** This practice does not allow ample time for the Principal to contact a substitute for the day. Teacher Assistants should contact the Principal to report her absence. It is not sufficient to just notify one’s supervisory teacher

Teacher Evaluation

The observation of teachers is an essential part of staff development and shall be formative in nature. The evaluation of teachers is summative in nature and is based on multiple sources of information which include, but are not limited to: formal and informal observations, anecdotal reports, commendations, and recommendations. The evaluation form to be utilized in the applicable school year will be given to all teachers in the beginning of the school year in the faculty handbook. A copy of any formative or summative observation or evaluation report shall be given to the teacher within five (5) Diocesan work days. Observation

and evaluation reports that are placed in the teacher's file must be signed by the teacher. A copy of the teacher evaluation is to be sent to the Office for Catholic Schools.

Evaluation Procedure Elementary Teachers

Instructional II certified teachers must be observed and evaluated for a minimum of one observation and one evaluation per school year. Instructional I certified teachers must be observed and evaluated for a minimum of one observation and one evaluation per semester, when in a dual semester school year.

All observations shall be conducted openly and with full knowledge of the teacher being observed. No recording devices shall be used in the evaluation process.

All observation reports will be completed on the appropriate forms and will be reviewed by the evaluator with the teacher within five (5) Diocesan work days of the classroom observation or end of term, or a mutually agreed upon time. The teacher will be given a copy of the evaluation and must sign the evaluation as an indication that they have reviewed the evaluation. All evaluations shall be rated satisfactory or unsatisfactory. All unsatisfactory evaluations must contain an explanation or anecdotal report. In the event the teacher does not agree with any or all of the evaluation, the teacher shall have a right to submit a written rebuttal within five (5) Diocesan work days of the review which shall be attached to and made part of the evaluation.

Unsatisfactory Evaluation

In the event a teacher receives an unsatisfactory evaluation, the Administration in consultation with the teacher will develop a plan of remediation. The teacher will be given an opportunity to remedy deficiencies in performance, unless circumstances otherwise warrant immediate disciplinary action. This provision does not limit in any way the Administrator's right to discipline or terminate a teacher for cause.

- After the first unsatisfactory written evaluation, the employee shall be given a period of at least 30 days during which to show improvement. If at the conclusion of this period the employee has not demonstrated sufficient improvement, a second unsatisfactory written evaluation shall be given.
- If mutually agreed upon, the second evaluation may be performed by someone other than the first evaluator. The second evaluator shall be properly qualified.
- Two successive unsatisfactory written evaluations shall be cause for termination or non-renewal of contracts.

Teacher Personnel File

A teacher's personnel file is the administration's file, not the teacher's file. The administration has total authority over the files, records, and data that it determines are necessary for operations.

A teacher has the right to examine his/her file and to place rebuttals in the file. This will take place upon a teacher's request at a mutually agreed upon time. The review shall be in the presence of administration. This process is subject to the laws of the Commonwealth of Pennsylvania regarding personnel files.

A teacher must be given a dated copy of all documents placed in his/her file. The teacher has the right to submit a written rebuttal within ten (10) diocesan work days of the receipt of the documentation which shall be attached to the applicable document.

A teacher's personnel file shall remain confidential; only the teacher, the administration, human resources, and the Superintendent for Catholic Schools, or his/her designee, shall have access to the file. Applicable documentation from the file may be used during legal, complaint, and grievance proceedings.

Confidentiality is subject to applicable law regarding the disclosure of information in connection with any governmental agency investigation or judicial procedure, or any other valid subpoena.

Technology Usage:

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.

Each teacher is expected to sign an Acceptable Use Policy.

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.

Termination/Non-Renewal of Contract

Contracts between the school (for an elementary school) or the Diocese of Greensburg, Office of Catholic Schools (for high schools) and a religious educator or lay professional may be terminated according to conditions stipulated in the official documents.

A professional employee may terminate a contract by submitting a written resignation thirty (30) days before the resignation becomes effective.

The contract of a professional employee may be terminated for, but not limited to, the following reasons: immorality, incompetence, intemperance, cruelty, persistent negligence, mental derangement, advocating or participating in un-American or subversive doctrines and persistent and willful violation of the policies, practices and procedures of the Diocese of Greensburg or the Roman Catholic Church.

Misrepresentation of any items enumerated in the Catholic Identity and Mission Clause statement are cause for dismissal.

Reasons for Termination/Non-Renewal

- A contract shall not be renewed if unsatisfactory performance is confirmed by two unsatisfactory overall evaluations.
 - A regular procedure of evaluation shall prepare the employee for termination or non-renewal of contract. Ordinarily, the possibility of termination or non-renewal must be discussed with the employee within a reasonable time prior to the dismissal. The principal must document evidence supporting the reason for termination or non-renewal of contract. The documentation should contain a complete description of the behavior leading to the termination or non-renewal of contract, including the date, time and location of the act(s) in question. It should also contain a statement by the individuals present during the act(s) in question including teachers, administrators and students if necessary. Both principal and teacher must sign this document. Opportunity and assistance for improving conduct or job performance should have been given prior to dismissal.
- The unsuccessful completion of the induction program shall be grounds for termination.

- Failure to complete the Protecting God’s Children Program (PGC) as required by the Diocese of Greensburg is cause for dismissal.
- Failure to earn continuing education hours as specified by the State of Pennsylvania (Act 48 hours) resulting in loss of certification is cause for dismissal.
- Failure to convert an Instructional I teaching certificate to an Instructional II certificate is cause for dismissal.

Termination/Non-Renewal for Religious or Moral Reasons

The church retains the sole right and duty to operate its schools as it shall determine in accordance with the philosophy of Catholic education, the doctrines, laws and teachings of the Catholic Church.

The right of termination and/or non-renewal of contract also includes an employee whose life contradicts the doctrines, laws and teachings of the Catholic Church.

If sufficient evidence exists to charge an employee to be in opposition to the religious doctrines or moral tenets of the Catholic Church, the principal will study the charges and commit them to writing **after consultation with the Superintendent of Catholic Schools**. This written statement shall then be hand-delivered or sent by certified mail to the employee, with a copy given to the Superintendent for Catholic Schools. The employee may respond to the charges within five (5) working days to the principal. If the response is unacceptable, the principal shall document the reasons for the termination or non-renewal of a teacher’s contract for religious or moral reasons as set forth in the Catholic Identity and Mission Clause statement. If the termination is contested, the employee may appeal to the Superintendent for Catholic Schools for a final determination.

Uncompensated Leave of Absence

The Diocese recognizes that in certain instances an employee may wish for extended leave for personal reasons, and the Diocese could benefit from the return of said employee. This policy establishes guidelines for the allowance of uncompensated leaves of absence.

The Diocese reserves the right to specify the conditions under which uncompensated leave may be taken.

A teacher or administrator must have exhausted the use of all sick days prior to the commencement of an uncompensated leave of absence.

Uncompensated leave may be taken for the following purposes:

- Study;
- Travel;
- Special work assignment;
- The birth of a child and to care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, son, daughter, or parent who has a serious health condition;
- Care for employee’s own serious health condition;
- Care for spouse, son, daughter, parent who is a current member or veteran of the Armed Forces with a serious injury or illness, or employee is next of kin to a current member or veteran of the Armed Forces, with a serious injury or illness; or,
- Emergency circumstances relating to a spouse, son, daughter, or parent who is in the Armed Forces and currently on covered active duty.

Employees shall make requests for uncompensated leave to the Superintendent at least thirty (30) days in advance of the desired start date.

All applications for uncompensated leave are subject to final approval by the Superintendent in consultation with the principal.

Uncompensated leave may be granted for a period of one school year. The employee granted an uncompensated leave of absence shall inform the school within sixty (60) days of the scheduled return date as to her/his intentions.

If said notification is not received, it shall be assumed that employee has terminated employment with the school.

The employee shall be entitled to continue insurance benefits during the leave of absence at her/his own expense by remitting the cost to the Diocese. Benefits are terminated if employee does not return to employment.

Leave of absence is a local matter for teachers and other employees and requires the decision of the local school authorities who should consider the following conditions when making the decision:

- The request for leave of absence must be in writing giving the reason and length of time needed.
- The statement of approval must be signed by the Chairman of the Board of Trust Administrators, elementary school principal and the Superintendent of Catholic Schools.
- No salary payment is made during the leave of absence.
- Hospitalization insurance may be continued provided the teacher pays the premium to the Diocese.
- This uncompensated leave is not intended to be an extension of FMLA Leave. If an FMLA-eligible employee applies for uncompensated leave and leave is being taken for an FMLA-qualifying reason (explained more fully in section below), the Diocese's FMLA policy in section of this handbook shall be followed. An employee on designated FMLA leave who exhausts the allotted 12 weeks of unpaid leave in any 12-month period may apply to take the remaining 40 weeks of uncompensated leave available under this policy.
- Upon return, the employee is offered a position in the same school. Position is determined by certification and the needs of the school. The salary is commensurate to when leave occurred. All rights and privileges are returned.
- The maximum time for an uncompensated leave of absence is one year.
- All of the above items should be addressed in writing prior to granting a leave of absence.

Unemployment Compensation

The Diocese, as it is a religious, private, non-profit entity, has established its own unemployment compensation program which mirrors the weekly pay rate of the Commonwealth of Pennsylvania program. If a teacher qualifies to receive unemployment compensation, the plan established by the Diocese will be used. In order to qualify for unemployment, the teacher must have completed one (1) year of service and must have been laid off through no fault of her/his own. The benefit is limited to a maximum of sixteen (16) weeks.

The Diocese reserves the right to amend the policy at any time. Any amendments will be reported to teachers in writing within thirty (30) days of the commencement of the change.

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

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.

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.

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.

Worker's Compensation

Worker's compensation coverage is extended to all diocesan employees and that coverage complies with Pennsylvania Worker's Compensation Laws. Any injury, regardless of how minor, occurring in the work place should be immediately reported to the employee's supervisor. Failure to report a work-related illness or injury promptly could result in denial of benefits. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Benefit will be provided as required by law.

TEACHER PROCEDURES/INSTRUCTIONAL RESPONSIBILITIES

Communication with Parents/Guardians

- a. Contact should be frequent. Teachers should be responding to parent communication within 24 hours.
- b. Take a positive approach in communication with parents. Achievement and improvement, in addition to negative behavior and failing grades, are good reasons for contact with parents.
- c. Deficiency reports will be sent home four times a year – September, December, February. April. Deficiencies are sent home to any students who has a low "C" or below average. The parents are Requested to contact the school after receiving the deficiency notice to help rectify the situation.
 - a) A communication log to parents should be kept and turned into the principal at the end of each school year.
 - b) Academic Progress Plan document should be used to monitor students that are experiencing any academic or behavioral difficulties. See Appendix.

Curriculum

Each school shall implement the curriculum according to the guidelines provided by the Office of Catholic Schools. The local school administrator shall consult with the Office for Catholic Schools before introducing or piloting any new educational program.

Curriculum Committee

The curriculum committee is comprised of dedicated teachers that represent both the elementary and secondary schools in the Diocese of Greensburg.

The curriculum committee assumes responsibility for developing, reviewing, and updating the curriculum on a regular basis to ensure that the curriculum is kept current.

The committee also provides leadership in curriculum development. They are responsible for keeping the principal and faculty updated on their progress.

Curriculum Development

The diocese recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum shall be developed, adapted, and evaluated on a continuing basis and in accordance with a plan for curriculum growth. As educational leader of the diocese, the Superintendent for Catholic Schools shall be responsible for the development of curriculum and shall establish procedures for curriculum development, which ensure effective participation of teachers, principals and parents as appropriate.

Curriculum Mapping

Curriculum mapping was undertaken in the Diocese of Greensburg in order to ensure that a consistent, clearly articulated curriculum infused with Gospel values is being provided to all students in our schools. Teachers are required to diary map their courses and follow the Diocese of Greensburg consensus map. Principals are required to ensure that consensus maps are being implemented in each curricular area.

Parent/Teacher/Student Conferences

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.

Permanent Records

All information must be complete and recorded on individual student permanent records by the end of the school year. This includes student attendance.

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, School Messenger, to broadcast important school information, attendance notifications, weather delays and the like through voice, e-mail and SMS broadcast channels

St. John the Evangelist Regional Catholic School is part of the PowerSchool, student management system used in the Diocese of Greensburg. PowerSchool is used in the school for managing classes, schedules, emergency information, discipline logs, special programs, and demographics. PowerSchool is used for attendance. . Another component of PowerSchool is PowerGrade. PowerGrade enables a teacher to have a current grade for every student, every day! The final piece to PowerSchool system is the Parent Portal. This online connection provides parent access to their child(ren)'s grades, attendance and teacher email contact.

PowerSchool provide each parent with a user name and password for creating his/her own Parent Portal login. A temporary user name and password is given along with a Student Access ID for each child in our school if an account is not already set up. That Student Access ID is used only once to connect that child to the parent(s)' account. Once this is done for each child, each child is connected to the parent's/parents' login. This remains the same from year to year. As children enter school, additional connections can be made for each child entering St. John the Evangelist Regional Catholic School. A letter containing the Student Access ID and temporary password is sent for the newly enrolled child.

Attendance is kept using PowerSchool. Parents can see patterns of tardiness, the number of absences, and dates of early dismissals. Teachers are able to keep class attendance, too. If they choose, they can track student's absences or late entries for any given class. Automated alerts are sent for unexcused absences and tardies.

Grades 1-8 use PowerSchool to keep track of assignments and grades and missed/late work.

School Messenger is used to announce school closings/delays, early dismissals, general school or grade level announcements or news, or emergency alerts. This is also used for general announcements from the school office. Emergency alerts are sent to every phone.

School Messenger can be used to contact parents about absent students. If a parent does not contact the school about a daily absence, the system will send a notification alerting you of the recorded absence.

Parents can also access their accounts for their child(ren) and request automatic updates sent at intervals the parent wants for the daily/weekly grade reports in any subject.

Process for Academic Success (PAS)

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

discretion of the school administration and can be adjusted or removed by school administration at any time. As well, this

Process for Academic Success is not to be seen as a guarantee for ongoing enrollment at the school. Administration reserves the right to terminate enrollment for any reason and at any time.

Reporting of Student Progress

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 4-8.

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.

The following code is a general guide for Special grades for grades 4-8.

O = 93 – 100

G = 85 – 92

S = 75 – 84

U = 74 or below

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

- All communication on student work should be academically focused, ensuring that the student’s dignity remains intact.
- Teachers should submit to the Principal, at least once during the school year, one set of graded papers for each subject and grade level taught. Additional papers may be requested by the Principal.

SAP/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

Standardized Testing

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

- a) Grades 3-8: ACT Aspire is administered in April of each year. Some schools administer online interim tests.
- b) Grades K-3: Dibels Next Reading and/or Math
- c) Kindergarten students attend an Orientation Session. On that day, the student receives screenings by the school nurse, speech, pathologist, vision specialist and school counselor. The counselor administers the Brigance Readiness Test.

Student Records:

St. John the Evangelist Regional Catholic 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.

Subject Area Assessments

Teachers should follow the SMART model (Specific, Measurable, Attainable, Relevant, Timely) when developing tests/assessments. The assessments should reflect the standards that were taught through direct instruction. Both Formative and Summative Assessments are necessary to gain a complete picture of student learning.

CLASSROOM MANAGEMENT PROCEDURES

Administration of Medications Policy

The Office of 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 of 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.

604.1e 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.

All-School Assemblies and School Liturgy

Presiding over students at an assembly will be handled by teachers assigned to teach during that period. All teachers should attend liturgy.

Before and After Care

A student may arrive at school at 7:30 a.m. A teacher is assigned duty for morning supervision.

An after school program is offered daily from 2:30 p.m. – 5:30 p.m. No after school program is offered on days of early dismissal. An additional fee is required for this service.

Campus Facilities

A number of campus facilities, such as the Church and the Parish Center are at our disposal; however, we share them with other programs on campus. Therefore, arrangements for reserving these facilities are to be made through the Parish Administrator who will check the availability of date and time.

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 also be completed and forwarded to the county children and youth agency within 48 hours after making the report...report was made to ChildLine, a report of suspected child abuse (CY 47) must

Children of Faculty & Staff

The presence the children of faculty members (who are not students of St. John the Evangelist Regional Catholic School) on regular school days or professional development days will be determined at the discretion of the Principal.

Children of Faculty and Staff must report to the gym upon arrival at school each morning. This service is provided to Faculty and Staff at no charge. Children of Faculty and Staff should not remain in the classroom or the classroom office before or after school or during Faculty Meetings.

Class Parties

Students are permitted two class parties a year: Halloween, and Valentine's Day. Homeroom parents may assist the classroom teacher with these two parties. Birthday treats may be brought to school and we request that they be prepared into individual servings.

Classroom Conduct

Within the classroom, all ordinary discipline matters are the responsibility of the teacher. The following procedures help set an atmosphere necessary for learning:

- a. At the beginning of the school year, outline expectations for student conduct and academic work.
- b. Set classroom rules, **post**, and insist that they be followed from the first day.
- c. Well-planned lessons that keep students on task decrease the time available for misconduct.
- d. Be firm, fair, and consistent.

If misconduct occurs, any or all of the following may be helpful. (Punishment should be for behavior, not for lack of scholastic performance.)

- a. Talk with the student.
- b. Withhold privileges.
- c. Assign time out in an isolated area of the room. Do not place students in the hall for time out. Students should be sent to the office for disciplinary matters **only after the teacher has exhausted all possible means of dealing with the situation**. Teachers may need to set up a conference with the parents to alert them and discuss possible ways of improvement.
- e. Avoid punishments that involve the entire class.

End of the Year Procedures

An end of year checklist is provided to the teacher and must be completed before the teacher leaves for the summer. All keys are surrendered to the main office.

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.

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.

Help Desk

The principal is to be notified if assistance from the Help Desk is needed.

Homework

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring home study.

Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	90 minutes

Grades K-7 may be assigned homework Monday through Thursday.

Students in Grade 8 may be assigned homework in Algebra over the weekend.

Tests should not be given to students on the first day of school for the week. If the first day of school for the week is a Tuesday, no test should be administered on that day.

Projects should not be due to be submitted by students on the first day of school for the week. If the first day of school for the week is a Tuesday, no project should be due on that day...

Homework Policy

The purpose of homework is to strengthen basic skills, extend and reinforce classroom instruction, stimulate further interest, reinforce independent study skills, develop life-long skills of time management and self-direction, and learn responsibility. Extension projects may be assigned in addition to daily preparation assignments.

In the elementary grades, it is expected that homework will be assigned on a regular basis, **Monday through Thursday** evenings. **The only homework that can be assigned on Friday in preparation for Monday, is studying for tests.**

The minute guidelines are as follows:

Kindergarten	5 – 10 minutes
Grade 1	15 – 20 minutes
Grade 2	20 – 25 minutes
Grade 3	30 – 45 minutes
Grade 4	45 – 60 minutes
Grade 5	60 – 75 minutes
Grade 6	60 – 75 minutes
Grades 7-8	60 – 90 minutes

The content of homework assignments will vary, but will be linked to skills and concepts that the student is learning in the classroom. Self-selected reading, practice of basic skills, and a review of notes, when needed, should be a regular part of daily study. Classroom teachers are expected to consider the student's performance on homework assignments to determine needs for re-teaching/remediation. Students in all grades are encouraged to read every night in addition to the homework assignment. This would include independent reading and/or someone reading aloud to the student.

Major Test Policy: Weekly maintenance tests (Spelling, Vocabulary (10 words or under) are excluded from this policy.

Grades K-5 Only one major subject area tests daily

Grades 6-8 only two major subject area tests daily.

The teacher has the responsibility to:

- Advise parents and students of the classroom homework policies
- Provide homework that will reinforce, enrich or give practice related to academic skills
- Ensure that the students know and understand the requirements of the assignment(s)
- Check and review student performance on homework assignments to determine needs for re-teaching and remediation
- Inform parents when the student is not completing assignment(s)

Lesson Plans

To facilitate effective instruction, lesson plans must be prepared at least one (1) week in advance. The principal is responsible for inspecting lesson plans on a regular basis to assure conformity to the guidelines established by the Principal for the writing of lesson plans.

Media Policy for the Diocese of Greensburg

All calls from members of the media about any topic involving diocesan policies or diocesan actions are to be forwarded to the Office for Communications, where they will be handled with a response coordinated by either the Chief Communication Officer. This is to be done in all cases — even when it is likely that the person forwarding the call will respond to the inquiry — with the following exceptions:

* If the call is about an event being hosted by a parish or school (including a request to take a photo of the event), an honor for a school or student, or if the media request is part of routine sports coverage, such as; (a game preview article or post-game interview), respond directly without first calling the Chief Communication Officer. However, please e-mail the office as soon as possible to inform a member of the staff that the interview or photo has taken place.

If you have any questions, please e-mail the Chief Communication Officer.

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

The following drills are conducted throughout the school year:

- Monthly Fire Drill
- Evacuation
- Severe Weather
- Enhanced Lock Down

Prayer

Prayers are said at the beginning of the day, before lunch, after lunch and at the end of the day. A decade of the rosary is said during the months of October and May.

Pupil Services

The Intermediate Unit I provides personnel to assist students in various ways.

Counseling

A guidance counselor is available to the students at least one day a week. Students may request this service or be recommended by a parent, teacher, or principal.

Psychological Testing

Any specialized testing requested for a student will be administered by an I.U. psychologist or specialist. A meeting with the parents involving teachers, principals, and specialists will be scheduled to discuss the results of the testing. The specialist will provide a list of recommendations based on the test results.

Speech Therapy

The Intermediate Unit I provides an itinerant speech and language program of a developmental and remedial nature for speech impaired students in Grades K-4, i.e., those whose speech deviates from accepted standards of their individual social and cultural community in a way that interferes with the communication process. In addition, a program is also provided for language impaired students, i.e., those whose expressive and/or receptive language skills, either oral and/or graphic, are deviant in terms of grammatical, morphological, and semantic performances.

Title I

Students who need help in reading or math receive individual help in small group instruction. Remedial help is given to strengthen reading comprehension or math concepts and application skills. These services are provided by Intermediate Unit I.

Diocesan Testing

Saint John the Evangelist Regional Catholic School follows the testing program established by the Diocesan Office of Catholic Schools. The ACT / Aspire Test are administered to Grades 3 – 8. In addition, the Cognitive Skills Test is given to Grades 3, 5, 7. The test results are then shared with the parents.

Rules of Conduct as stated in the Parent/Student Handbook are expected to be enforced by faculty and staff. Teachers and staff should have high expectations for appropriate student behavior and should correct inappropriate behavior of any student when witnessed.

Speakers

Guest speakers for the various areas of the curriculum are encouraged. All arrangements should be discussed and approved by the Principal ahead of time. Arrangements for speakers should be made a month in advance in order to be noted on the monthly calendar.

If you want to have a religious speaker, please see Principal before you begin planning.

Student Phone Use

A student may be permitted to use the office phone with a note from the teacher. Students may not use the phone in a teacher's office.

Teacher Absence

All absences should be reported to the Principal as early as possible or by 6:30 AM on the day of an unplanned absence. Substitutes will be contacted by the administration. **Teachers should not just leave a message on the school voice mail of the Principal.** This practice does not allow ample time for the Principal to contact a substitute for the day. Teacher Assistants should contact the Principal to report her absence. It is not sufficient to just notify one's supervisory teacher.

Visitors

When inviting groups of parents to view special programs or projects, be sure to notify the administration and the building secretary of the time, program, and number expected. Visitors must sign in and out of the visitor's book in the office and to obtain a VISITOR badge from the office.

Be conscious of any unknown persons in the building. Make sure that all unidentified persons are escorted by a teacher to the office.

Books

Rented hardback books should be covered at all times. Teachers are required to assign rented texts to students by number. A record of the rental numbers should be kept. An inventory and evaluation of the condition of these books is made by the teacher at the end of the school year.

Damaged or lost books require replacement or a fee to be paid by the student. Teachers are responsible for collecting the books for their groups.

Bulletin Boards

Change bulletin boards monthly. Bulletin boards in the hall are a shared duty.

Classrooms

Each teacher takes personal responsibility for the physical condition and appearance of the classroom. This includes the preventing of marking on desktops; sitting with chairs against walls or in a tilted position; putting feet on the desks or walls; chewing gum; or scratching floors by dragging furniture. Stickers should not be adhered to desks. Repair requests should be submitted to the Maintenance Department by means of a Work Order.

No stickers, nametags, or tape should be placed on painted or wooden surfaces. No tape or ticky-tack on painted hallway walls or doors. **Classrooms should remain free of clutter. No boxes or stacks of materials in classrooms.** Consider the learning styles of all students. Students with ADD cannot function in a disorderly room.

Computers

Make arrangements with the office in advance of bringing a class or sending a small group to the computer room. Students using wireless computers or desktop computers should be monitored continuously for appropriate use of all sites.

Copy Machine

No copyrighted material will be duplicated or copied. Please limit the number of copies. Students should learn to work neatly on paper rather than rely on duplicated sheets already designed and spaced. When using new paper, use both sides if possible. **Make sure that reproduced work has real teaching value**; avoid busy work. Teachers who use the copy machine for personal use are responsible for paying 5 cents per copy. Teachers should not attempt to repair the copy machine, but should call the office for assistance. Attempting to repair the copy machine has caused the need for costly repairs from a trained technician.

Faculty Lounge/Workroom

One room is set aside for faculty use. Students should not be sent into the Workroom on errands. Please keep the faculty room, table, desks, and any other equipment clean.

Halls

Halls should be free of tables, chairs, trash or any other objects that would interfere with emergency procedures. St. John the Evangelist Regional Catholic School adheres to all safety standards. Hall displays should showcase students work, achievements and learning. They also serve as an important vehicle of public relations for our school.

Tutoring

Tutoring/Remediation during the regular school year is an extension of regular instruction; no compensation should be accepted if a teacher is tutoring the students he/she presently teaches. Teachers may tutor students that they are not presently teaching and may charge the universal fee for this service. Teachers who are interested in tutoring St. John the Evangelist Regional Catholic School students during the school year or during the summer should submit their name to the Principal. A list of potential tutors will be given to parents who inquire. Teachers who tutor students at school must receive permission from the Principal to provide this service at school. A universal fee for tutoring will be set along with a custodial fee for use of the school building. Teachers will follow guidelines regarding the tutoring process. All expenses for tutoring are the responsibility of the tutor. Teachers who tutor at St. John the Evangelist Regional Catholic School are a reflection of the professionalism of its teachers. Tutors should not wear tank tops or short shorts while tutoring.

Valuables, Money in Classroom

Students should not bring valuables to school. If teachers collect money, it should be sent to the school secretary in a marked envelope. **The teacher is responsible for any money collected and left in the room during the day or overnight.**

Right to Amend

St. John the Evangelist Regional Catholic School reserves the right to amend this Handbook. Notice of Amendments will be placed in teacher mailboxes.

Faculty/Staff Signature Page

I have read the Faculty Handbook and agree to follow the school policies and procedures as stated.

Signature

Date