



PARENT/STUDENT HANDBOOK

St. John the Evangelist* *Regional Catholic School

52 Jefferson Street. Uniontown, PA 15401
Phone: 724-438-8598 FAX: 724-438-8585

<http://school.stjohnevangelistschool.org>

The principal retains the right to amend the handbook for just cause. Parents will be notified.



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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to St. John the Evangelist Regional Catholic School! In choosing St. John the Evangelist Regional Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. John the Evangelist Regional Catholic School. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. John the Evangelist Regional Catholic School.

The faculty and staff of St. John the Evangelist Regional Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

Throughout this document policy of the Diocese of Greensburg is referenced and has been adopted by St. John the Evangelist Regional Catholic School.

God bless you,

Christine Roskovensky
Principal

History

History of Saint John the Evangelist Regional Catholic School

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. A new science lab was added in 2016.

In 2009-2010, St. John's became a regional school. With this restructuring, the school now has a board of trust administrators which is comprised of six pastors from the local parishes. They oversee the fiscal management and the operational affairs of the school.

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 the 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 Regional Catholic School is to educate the child and to prepare him for this world and 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 help them in fulfilling this responsibility.

Being a total faith community, parents, teachers, priests, administrators, and students must earnestly desire to establish an 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."

Administration

Board of Trust Administrators

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

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

Principal

The principal is the delegated administrative officer of the school and is responsible for its organization, supervision, and discipline according to the terms of contract with the pastor and the Superintendent of Schools. The principal's further duty is to cooperate with the pastor in fulfilling all administrative responsibilities in the school. The principal works closely with the Superintendent of Schools to see that everyone follows and supports the mission statement and policies of the Catholic Schools Office.

Responsibilities of the School Principal

- * To develop the instructional program in collaboration with the members of the faculty
- * To provide effective leadership
- * To oversee the maintenance of the buildings so that the students' and teachers' health, safety, and well-being are not endangered
- * To give frequent reports to the pastor regarding the progress of the school and its pupils
- * To see that the reports of the school are properly completed and returned to the Catholic Schools Office regularly
- * To be involved in the hiring and dismissal of teachers
- * To see that the school policies and procedures set forth by the Catholic Schools Office are implemented.

Faculty

The staff consists of dedicated lay teachers. The lay teachers are screened and approved by the Diocese of Greensburg, Pennsylvania. All teachers, religious and lay, are certified and qualified educators who are working to meet the needs of children by their participation in workshops, classes, and in-service programs to keep themselves abreast in the teaching field. Teachers adhere to and comply with any and all federal, state, and local laws as well as the teaching doctrine or laws of the Roman Catholic Church.

Acceptable Use Policy

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

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

Attendance

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. John students and is aligned with the state statutes of the state of Pennsylvania.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained by the teacher for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests should be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

The faculty & staff has adopted a new homework/test policy. This policy has become effective 8/29/22:

For each day a student is absent, he/she has one day to make up the missed work. After this time, grades will be lowered at the discretion of the teacher. All work must be turned in one (1) week prior to the end of the grading period or it will not be assessed.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Academic Information

The curriculum of the Diocese of Greensburg is a living document, which is continually updated and reviewed. Our rigorous curriculum is infused with the Catholic faith and aligned with Pennsylvania state and national standards. Parents may receive a copy by contacting the school office.

Academic Improvement Plan

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

Accreditation

St. John the Evangelist Regional Catholic School is accredited through the Middle States Association of Colleges and Schools.

Admission Information

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

- Catholic schools, having been established and maintained out of the contributions and personal sacrifices of the Catholic citizenry, may justly give preference in admissions to Catholic children. This principle not only accords with justice but constitutes a proper accommodation to religious conscience.
- All applicants must file with the school the admission application, and when accepted, the registration materials.

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

Compulsory School Age

“Compulsory school age” shall mean the period of a child’s life from the time the child enters school, which may be no later than at the age of six (6) years, until the age of eighteen (18) years of age. This does not include a student who holds a certificate of graduation from high school.

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

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

The Sworn Statement Pertaining to the Prior Conduct of a Pupil Seeking Admission Form is located in the appendix of this document. [\(400 A\)](#)

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

A copy of the Request for Records form is located in the appendix of this document. [\(400 B\)](#)

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

A copy of the Memorandum of Understanding is located in the appendix of this document. [\(400 C\)](#)

The following documents are needed for admission:

Preschool, Kindergarten and First Grade

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

After First Grade

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

The following documents are needed yearly:

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

- All documents provided to parents/guardians for completion throughout the school year, either electronically or on paper, are required to be completed, signed, and returned to the school by the date requested.

Kindergarten

Any child who reaches the age of five (5) by September 1 of the current school year, may be admitted to kindergarten unless there is evidence that the child is not ready to begin.

First Grade

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

Other Grades

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

Withdrawal

Parents are requested to give ample notice in writing if a child is being transferred to another school. Stating the school the child will be attending is necessary. After January 1st no refund will be given on tuition if your child(ren) withdraws from the school for any reason.

Withdrawal Prior to the End of the School Year

If a student leaves the school prior to the end of the school year for any reason, the tuition obligation is to the end of the current semester.

If a student is expelled during the school year there is no refund of tuition in the event of payment made past the semester. The obligation of payment due until the end of the current semester is required.

Financial Obligations

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.factstuitionaid.com or at the school office.

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by September 1 of the current year
- Pay ½ annual tuition by July 1st and the remainder by December 1 of the current year
- Enroll in the FACTS® Tuition Management Service. Payments begin in July.

Tuition

The Office for Catholic Schools coordinates a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy is established to ensure that the tuition procedures and guidelines are consistent and fair among families with children attending Catholic schools within the Diocese. This policy is implemented through the Office for Catholic

Schools, under the approval of the Superintendent for Catholic Schools. The Office for Catholic Schools reserves the right to adjust this policy and coinciding procedures as deemed necessary.

Establishing Tuition

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

Tuition Planning and Payment Schedule

All schools follow the following process:

End of January – beginning of February – Catholic schools open their application process for the upcoming school year and FACTS Grant and Aid application forms are available for parents/guardians to submit for financial aid. End of May – Once parents/guardians have completed the FACTS Grant and Aid financial aid application process and this information has been verified, financial aid award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.

Options for payment:

- One lump sum payment by **September 1st** of the upcoming school year.
- Two equal payments – **1st payment due July 1st** of the upcoming school year and the second payment due by **December 1st** of the current school year.
- Monthly payment plan set up on FACTS Payment Plans that will bring the balance to zero by June 30 of the current school year.

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

Tuition Payment Agreement is located in the appendix of this document. (500 A)

Tuition Payment in Default

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

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

The parents/guardians must agree to the following:

- To pay all amounts due under the tuition payment agreement/policy. If another person is responsible to pay any part of the amount due for the child(ren), and she/he fails to pay when due, the parents/guardians must agree to pay all amounts due immediately upon notification by the school;
- To pay for the entire semester if the child(ren) leave before that semester is completed;

- To abide by the student-parent handbook and know that if the child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from school for any reason consistent with the student-parent handbook or Office for Catholic Schools policy, then the parents/guardians are not entitled to a proportionate refund of tuition. In addition, the parents/guardians are legally responsible for paying any tuition owed at the time the child(ren) stopped attending the school.
- To be legally responsible for paying the tuition described above according to the tuition payment agreement and within the applicable timeframes. The school may take any action available and consistent with applicable law in order to collect unpaid tuition owed by the parents/guardians including but not limited to withholding academic transcripts and diplomas.
- To understand that their child(ren) may be subject to restriction of school activities or events while tuition is in default.

Transfer of Students with Past Balance

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

After School Care

The “after school program” is offered to any student attending Saint John the Evangelist Regional Catholic School in Preschool All Day 4 year old program through eighth grade when school is in session from 8:20 to 2:30 for an additional fee.. It is not available on those days when there is early dismissal. After Care hours are 2:30 p.m. – 5:30 p.m. Anyone wishing to use the “after school program” must let the school office know as soon as possible. Envelopes are available in the school office for your convenience. .

Students remaining after school for the program will wait in the gymnasium and then will be taken over to the Preschool. After roll call is taken the children will have time to complete their homework/study, eat a snack and unwind.

If you are sending someone else, to pick up your child(ren) please inform the school office about the change.

Allergy Policy

Allergies

St. John the Evangelist Regional Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. John the Evangelist Regional Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action

Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Books

We are continuously updating the textbooks and curriculum to meet current standards. Many of the textbooks are received through Acts 195 and 90 and are not the property of the school. Each parent, therefore, signs a textbook loan card upon registration. Students may not take books home unless the books are in some type of book bag. All books must be covered.

Buckley Amendment [FERPA]

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

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

Bullying and Cyberbullying

Prohibiting Harassment, Intimidation, Hazing, or Bullying

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

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

General Statement of Policy

- An act of harassment, intimidation, hazing or bullying (which collectively shall be referred to in this document as "bullying") by either an individual student or group of students is expressly prohibited on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off school grounds if these actions are intended to and/or do adversely affect the safety and well-being

of students while in school (including cyberbullying). This policy applies not only to students who directly engage in such an act but also to students who, by their indirect behavior, condone or support another student's unacceptable behavior.

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

Definitions

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

Responsibilities of Administrators, Supervisors, Teachers and Others

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

- Have the responsibility for maintaining a work place, work area, learning area and/or activity area free of harassment, intimidation, hazing, and bullying. Teachers should establish a positive, friendly, and trusting relationship with the class and each individual student. The best results are obtained through a combination of generous verbal praise or other social reinforcements for positive activities and consistent negative consequences for aggressive, rule-violating behavior.
- Have the responsibility to ensure that all information concerning the policy prohibiting harassment, intimidation, hazing, or bullying is disseminated to all

subordinates, to all families, and to all students. This information may be in the form of rules, regulations, orders, procedures, policies, or other written or oral directives. All parties are to be instructed as to the full meaning and application of all such directives.

- Have the responsibility to be particularly alert to possible situations, circumstances, or events that may lead to or constitute bullying and immediately report to his or her immediate supervisor: any actions viewed by him or her which, in his or her opinion, may be construed as falling within the definition of bullying as contained within the policy; and/or any instances, reports or allegations of bullying which come to his or her attention.
- Have the responsibility, upon receiving an allegation of bullying, to complete the Bullying, Harassment, or Intimidation school investigating form.
- Document incidents in the Diocesan PowerSchool student management system for the purpose of program evaluation and planning, as directed by the Superintendent and the Office for Catholic Schools.

Responsibilities of Students

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

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

Reporting Procedures

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

- The building principal (or designee) is the person responsible for receiving oral or written reports of bullying at the building level. If the report is given verbally, the principal (or designee) shall reduce it into written form using the Bullying, Harassment, or Intimidation school investigation form. This form is located in the appendix of this document. [\(600 A\)](#)
- All other members of the school community, including parents/guardians, students, volunteers, and visitors, are encouraged to report any act that may be a

violation of this policy to a school employee. While submission of the report form is not required, it is encouraged. The Bullying, Harassment, or Intimidation reporting form is used for reporting and is found in the appendix of this document. [\(600 B\)](#)

- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's: grades, educational environment, future employment, work assignments or work environment.
- The school and the Office for Catholic Schools respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness(es) as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data, and will not be disclosed except as required by law.
- Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report, but only when validated.
- If the complaint concerns alleged conduct by the Principal, the report form shall be delivered to the Superintendent.

Investigation Procedures

- Upon receipt of a report or complaint that alleges harassment, intimidation, hazing or bullying, the building principal (or designee) shall undertake a prompt, thorough and complete investigation of the alleged incident in as confidential a manner as possible. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall be documented using the Bullying, Harassment, or Intimidation school investigation form
- (600A) and may include other methods and documents deemed pertinent by the investigator. The building principal (or designee) may take immediate steps, at her/his discretion, to protect the complainant, student(s), or others, pending completion of an investigation of bullying, consistent with applicable law.
- Whether a particular action(s) or incident(s) constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.
- The building principal (or designee) is not obligated to disclose to a victim any educational or personnel data, including any disciplinary action taken against an alleged perpetrator. To the extent permitted by law, the principal will notify the parent(s) or guardian(s) of the student(s) involved in a bullying incident and the remedial action taken, based on a substantiated report.
- A full written report shall be completed by the principal or the principal's designee upon completion of the investigation. Such report may include, but shall not be limited to:
 - Written and/or transcribed verbal statement(s) of the reporting or aggrieved party.
 - Written and/or transcribed verbal statement(s) of the accused party.
 - Written and/or transcribed verbal statement(s) of all witnesses.
 - Diocese of Greensburg Schools Harassment, Intimidation, Hazing, and Bullying Investigation Form (600 A)
 - Factual findings and recommendations.

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

Discipline and Remedial Action

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

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

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

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

Protection for those Reporting Incidents

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

False Accusations

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

Cyberbullying

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by a peer using information and communication technologies. The policies and procedures herein related to other forms of bullying, and in the Diocese of Greensburg Schools Technology Resource Acceptable Use Policy, also apply to cyberbullying. However, because the motives, methods, profile, and demographics of cyberbullies are varied and sometimes different from the traditional bully, the solutions and prevention messages must address their special issues.

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

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

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

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

Policy Dissemination, Prevention Programs, and Curriculum

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

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

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

Car Pool

Children are not permitted to be transported by car to any school function unless two adults are in the vehicle.

Cell Phones

All cell phones and electronic devices are to be rendered to the school office upon the student's arrival. They will be kept in the school office until the end of the day.

Child Abuse and Immunity Laws

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

Child abuse can be one of several different things:

- Non-accidental *physical injury* that causes severe pain, or that significantly impairs the child's physical functioning, even temporarily;
- Non-accidental clinically-diagnosable *mental injury* that renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, unable to perform

age-appropriate developmental and social tasks, or in reasonable fear that his or her life or safety is threatened;

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

Perpetrators

A perpetrator of child abuse can be a:

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

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

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

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

Mandated Reporters

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

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

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

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

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

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

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

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

Permissive Reporter

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

Reporting

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

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

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

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

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The administration reserves the right to determine the appropriateness of an action if any doubt arises.

*****Cheating***

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

Conferences

The Parent-Teacher-Student Conferences are used in conjunction with the report cards as a means of evaluating progress. At least one parent or guardian must accompany the student. Two such conferences are mandatory per year. Conferences are held on the first and second quarters of the year. All of the children's grades can be accessed through Power School using the designated password.

Crisis Plan

Multi-Hazard Plan

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

School safety and security are important issues of concern for every school principal. All diocesan schools shall have a Safety Committee consisting of the building principal, pastor, custodian and representatives from the faculty, fire department and police. This committee shall review the building for safety issues and develop a plan for evacuation and lock-down situation. All schools in the diocese must review their plan each year in order to update information and ensure teachers and staff are familiar with their roles and responsibilities.

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

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

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

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

Fire Drills

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

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

Severe Weather Drill

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

Bus Drills

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

Discipline

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

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

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

Standards of Conduct

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

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

Detention

Students may be detained after class hours for repeated tardiness, unexcused absences, and disciplinary infractions. Parental notification will be given prior to the time of the detention.

Detentions are from 2:45 – 3:45 on a day designated by the teacher. Students are to be picked up at the glass doors in front of the school.

If a student does not have (3) homework assignments in a subject, a detention will be issued by the teacher.

When 3 detentions are served in a year the student is not permitted to attend the yearly field trip. If this event has already occurred then the student will not be permitted to participate in Olympic Day.

Demerits:

A demerit will be issued for any behavior that a teacher deems inappropriate. Demerits will also be issued for students who are out of uniform. After three demerits, a detention will be served.

Sports:

If a student receives a detention he/she will not be permitted to play in the regularly scheduled game immediately following the detention. Only regularly scheduled games, which are on the school calendar can be missed because of the detention. If a student is absent or leaves school early due to sickness, he/she may not practice that evening. The coaches will be notified.

Suspension

For a serious infraction of school regulations, a student may be temporarily suspended by the principal. The time of the suspension should never exceed three (3) days. Suspension becomes effective after the principal has notified the parent/guardian through certified mail.

Ordinarily suspension is held in school and the student is not marked absent. In cases where professional intervention is required, out of school is acceptable. In all cases the student is required to complete the class work missed.

Expulsion

Expulsion is a severe punishment that should be used as a last resort and after serious deliberations, or when circumstances warrant.

Reasons for which a student **might be expelled include, but are not limited to:**

1. Infractions of school regulations, or the disciplinary codes.
2. Continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students
3. Continued malicious disobedience or disrespect for authority
4. Possession, use, or transporting a weapon
5. Possession, use sale, conveyance of any controlled substance, drug, look-alike
6. Assault or battery of a fellow student, teacher, or employee
7. Bomb threats
8. False alarms
9. Use of vulgar or obscene language
10. Excessive absence or tardiness
11. Fighting
12. Disrespect toward the school in word or action

In the event of an expulsion, the following procedure will be used:

1. First, a time of suspension will be imposed during which there should be private consultations of parents with pastor, principal, guidance counselor, and a teacher.
2. The final decision concerning expulsion rests with the principal. Before any such administrative decision, cases should include prior consultation with the pastor, appropriate local authorities, and the Office of Catholic Schools.
3. A written report of the expulsion is to be made out immediately and sent to the Office of Catholic School.
4. Parents/Guardians may always have recourse to the Office of Catholic Schools.

Cafeteria Rules

Students are expected to conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

1. Enter and leave the cafeteria at a walk.
2. Form and keep a single line at the service area.
3. Ask permission of a teacher to leave the cafeteria.
4. Refrain from loud and boisterous talk, yelling, and screaming.
5. Do not throw any object, no matter how small, for however short a distance.
6. Do not take food of any kind outside the cafeteria.
7. Leave the table clean and suitable for luncheon use by other students.
8. Fold hands and participate in the after meals prayer.
9. Do not enter the kitchen area.
10. Do not send your child to school with gum. Our school policy is no gum anywhere.
11. When the students are required to bring a bag lunch to school, no fast foods are permitted.
12. No Sharing Food.

Playground Rules

1. Students play outdoors when weather permits. Please listen to weather reports and dress your child appropriately. During inclement weather, the students remain indoors.
2. Play equipment brought from home must meet safety requirements and approval by the student's home room teacher.
3. Students are not permitted to engage in any conduct or activity that will harm themselves, another, or school property.
4. At the conclusion of outdoor recess students are required to line-up in an orderly fashion according to grade level before entering the building.

Bus Policy

1. Students using the bus as transportation to and from school are expected to maintain quiet and orderly conduct.
2. The bus driver has the same authority on the bus as the teacher does in the classroom, and it is the driver's duty personally to report all misconduct to the principal.
3. Student transportation is a service provided by the Board of School Directors and the State of Pennsylvania. This service may be denied any student according to policies established by the school district that provides the student's transportation.
4. Students may be denied the privilege of being transported to and from school for the following reasons: using foul language at any time, loud or boisterous noise which could distract the bus driver, throwing or shooting objects, smoking, marking or destroying any part of the school bus, striking or fighting any member of the traveling group, spitting or throwing any trash on the floor, refusing to sit in the seat assigned by the bus driver, pushing or disorderly rushing to the bus while loading, placing arm or body part from windows, throwing objects or materials from the bus or at the bus, failure to remain in seat while bus is in motion, boisterous and annoying yells to the passing public, illegal use of emergency door, violating the property of others, and misconduct at the bus stop. Destruction of property will result in suspension, and students will be required to make restitution for damages.

Athletic Program

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

ATHLETIC PROGRAMS OFFERED

| | |
|----------|---|
| Fall - | Diocesan Co-Ed Cross Country – Grades 3-8 |
| | Diocesan Girls Basketball – Grades 4 –8 |
| Winter - | Diocesan Boys Basketball -- Grades 3 – 8 |
| | Diocesan Girls Cheerleading – Grades 2-8 |
| Spring - | Diocesan Girls Volleyball -- Grades 4 - 8 |
| | Diocesan Co-Ed Soccer – Grades 4-8 |

Drugs and Alcohol

Drug and Alcohol Policy and Administrative Guidelines-Students

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

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

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

Definition of Terms

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

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

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

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

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

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

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

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

Guidelines

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

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

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

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

Parents of the students involved are to be contacted immediately by the appropriate school administrator with a recommendation that the student be taken to a physician for a complete examination and request that the parents notify the school of the results of the examination. The principal shall also give immediate notice to the police of the incident and efforts shall be exerted

to obtain positive identification of the substance whether it be a narcotic, a restricted drug, alcohol, or marijuana. The school will make every effort to protect a student by assisting the police in the apprehension of the person or persons who made such substances available.

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

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

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

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

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

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

No student shall be permitted to resume participation in school athletics unless the principal has received a medical report indicating that no residual evidence of steroids exists. As a further

condition of reinstatement into the school athletic program, the student shall be required to participate in a drug counseling and/or treatment program satisfactory to the principal.

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

LEGAL REFERENCES:

Act 93 of 1989

Public School Code of 1949

24 P.S. 407, Rules and Regulations

Emergency Cards

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

- Student's name

- Name and address of parents or guardians
- Phone numbers where they may be reached during school day
- Name and phone number of a third party who may be contacted in the event the parents or guardians cannot be reached
- Name of medical insurance provider and policy number

E.S.A.P. (Student Support Team TEAM Program)

An E.S.A.P. Team. is a formal, consistent, and systematic approach to the early identification of students who are exhibiting behaviors which may indicate increased vulnerability to drug/alcohol, mental health, or other personal problems. This program provides for intervention with these students in order to develop strategies for prompting success in school. These strategies may include suggestions of appropriate family or individual services, as well as support for the students returning to school after treatment. The E.S.A.P. also works to prevent student problems through awareness campaigns, fostering a positive school climate, and a promotion of personal wellness in all students. Thus, E.S.A.P. is an intervention, not a treatment program that integrates a process of information gathering, intervention, and recommendations for referral through a core team.

Extra Curricular Activities

Choir

Children may join the choir in grades four and up. Students give of their time after school, and special practice sessions are held as needed. The choir leads the congregation in the singing of the Mass and other services held in the church.

A vocal as well as instrumental program is also offered to our students.

Clubs Offered

Reading Team, Robotics, Math Club

Pennsylvania Junior Academy of Science

Junior high students have participated in the Pennsylvania Junior Academy of Science (P.J.A.S.) competition for more than twenty-five years and have been recognized for having the highest percentage of first place winners in the region.

Forensics

Forensics competition is offered to the junior high students. The students compete against area diocesan students in dramatic and humorous categories. The students have always received a high percentage of first place winners.

Field / Trips

Field Trip Policy

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

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

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

No student may participate unless a signed Field Trip Participation for the specific event is on file with the principal. This form is located in the appendix of this document. (400 E)

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 chaperone 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.

If the child rides the bus to the field trip, he or she must ride the bus back from the field trip. Parents may not act as drivers on school field trips unless through discussion with and designation by the school principal.

Fund Raising

There will be 3 mandatory fundraisers per year.

Every family is still expected to do their part in these fundraisers:

1. Sarris Candy Sale
2. Spaghetti Dinner
3. Marathon

If you do not wish to participate in any of the fundraisers listed above, you can pay a flat fee of \$600.00.

Gifts

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

Invitations for parties should be sent to the homes of students unless an invitation is being given to *every student in the entire grade*. The only exception to this is if a party is being held for all boys or all girls.

If choosing to send Valentines, they are to be distributed to every child in the class. A class list will be supplied.

Governance

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

Breakfast Program

Students are offered breakfast on a daily basis from 7:30 a.m. – 7:55 a.m. This service is provided by the Uniontown School District.

Lunch Program

Students may purchase their lunch or bring a lunch from home. No fast food is permitted. Students are not permitted to bring carbonated beverages or glass containers.

When the students are required to bring a bag lunch to school, no fast foods are permitted.

If any student is allergic to milk, he or she may have orange drink if a note from his or her doctor is provided.

Free and reduced lunches are offered for eligible families. No child will be discriminated against because of race, sex, color, national origin, age, or disability.

It is recommended that students with special dietary needs/food allergies pack a lunch from home as St. John the Evangelist Regional Catholic School offers specific food items that might not meet the student's dietary needs. Additionally, St. John the Evangelist Regional Catholic School is **not responsible** for food-label interpretation or food cross-contamination of any food prepared in the cafeteria kitchen. A "peanut-free" area is provided in the cafeteria for students who need a safe space to eat. St. John the Evangelist Regional Catholic School offers a lunch program which is provided by the Uniontown School District.

Grading Scale

Kindergarten

- 4 – Student demonstrates an advanced understanding of concepts, skills, and processes taught in this reporting period. Exceeds the required performance.
- 3 - Student consistently demonstrates an understanding of concepts, skills, and processes taught in this reporting period.
- 2 - Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
- 1 - Student does not demonstrate an understanding of grade level concepts, skills, and processes taught in this grading period. Student is performing significantly below grade level expectations.

Grades 1-3

O = Outstanding

G = Good Progress

S = Satisfactory
H = Having Difficulty

Grades 4-8

A = 93 – 100

B = 85 - 92

C = 75 - 84

D = 65 – 74

F = Below 65

I = Incomplete

O= Outstanding

S = Satisfactory

U = Unsatisfactory

Communication

The Principal has an open door policy. Teachers are required to return phone calls and emails from parents before the end of the school day. It is the belief of St. John the Evangelist Regional Catholic School that a student's success depends on open communication between the home and school. There is protocol in place when a problem arises. Parents are to call the teacher first. If not resolved, contact the principal. No calls are to be made to the diocese without informing the principal.

Homework

Homework is essential for the full scholastic development of the child. Children are expected to do a reasonable amount of home study, and it is the responsibility of the parent to supervise this work. Homework may consist of written assignments, reading, research, or work on special projects.

All assignments must be completed.

Every student Grades 1 through 8 must have a homework notebook in which to write his/her assignments. Assignment notebooks are available at the school.

The faculty & staff has adopted a new homework/test policy. This policy has become effective 8/29/22:

For each day a student is absent, he/she has one day to make up the missed work. After this time, grades will be lowered at the discretion of the teacher. All work must be turned in one (1) week prior to the end of the grading period or it will not be assessed.

Homework due to Vacations/Planned Absences

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests should be taken within one week of the original test date.

Immunizations

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

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

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

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

***Usually given as MMR

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

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

Seventh Grade

For attendance in seventh grade students need:

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

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

Items Brought To School

St. John the Evangelist Regional Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Library

St. John the Evangelist Regional Catholic School utilizes the Uniontown Public Library.

Lost and Found

A box is kept in the janitor's supply room with all lost items.

Medication

Administration of Medications Policy

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

This policy shall be implemented in collaboration with public school districts who provide health services to Catholic schools. Only essential medications will be given at school, with parent/guardian taking full responsibility for any medication sent into the school.

The following regulations are in effect:

Administration of Medication During School Hours

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

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

School Nurse Responsibilities

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

- Principles of medication administration;

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

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

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

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

Delivery of Medication

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

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

Medication Restrictions

Supply of medication to be kept at school:

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

Labeling and Storage of Medication in School

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

- Name of medication, dosage and frequency of administration.

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

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

Personnel Responsible for Administration of Medication

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

Functions of the school nurse:

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

Responsibilities of the Principal:

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

It is required that:

- School personnel supervise the student's self-administration of medication when a student is old enough or capable to do so.

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

Documentation of Medication Administration

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

Off-Campus Conduct

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

Pennsylvania Act 26 (effective September 28, 2015)

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

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

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

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

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

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

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

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

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

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

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

Office Records

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

Parents As Partners

As partners in the educational process at St. John the Evangelist Regional Catholic School, we ask parents:

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

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

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student’s well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student’s total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

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

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

Once you have chosen to enter into a partnership with us at St. John the Evangelist Regional Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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

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

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

Home and School Association

The Home and School Association is a vital part of St. John the Evangelist Regional Catholic School. The Association has a Meet and Greet night before school begins in August and introductory meeting in September.

Parental input, suggestions and willingness to help are both encouraged and appreciated.

Intermediate Unit

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 Iowa Tests 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.

Parties

The Home and School Association sponsors' classroom parties for Halloween and Valentines' Day. Treats are provided by them and no additional treats are to be sent to school

Playground Rules

1. Students play outdoors when weather permits. Please listen to weather reports and dress your child appropriately. During inclement weather, the students remain indoors. Parents may volunteer to help supervise the children on the playground.
3. Play equipment brought from home must meet safety requirements and approval by the student's home room teacher.
3. Students are not permitted to engage in any conduct or activity that will harm themselves, another, or school property.
4. At the conclusion of outdoor recess students are required to line-up in an orderly fashion according to grade level before entering the building.

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.

Promotion Policy and Retention Policy

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

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

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

Report Cards/Progress Reports

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

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

Returning to School After Dismissal

It is strongly discouraged by the school for a child to return after dismissal to retrieve forgotten items. It will be permitted as long as it is not habitual.

School Daily Schedule

Because of transportation restrictions, time schedules will be adjusted to coincide with any revisions by the public school districts in which the Saint John the Evangelist School is located. The school will follow the following schedule, regardless of starting and dismissal time, to the practicable extent:

1. Students arriving before 8:00 A.M. are required to report to the gym.
2. Students arrive at least five minutes before the opening bell which is 8:15 A.M.
5. Morning prayers and salutation to the flag are required.
4. Class periods and time allotments for specific subjects will follow the recommendations of the Office of Catholic Schools.
5. Pre lunch prayers are designated.
6. Lunch and playground has supervision by the faculty/staff.
7. Post lunch prayers are designated.
8. Class periods
9. Closing prayers
10. Dismissal (daily 2:25 P.M.)

School Hours

School hours are 8:00 a.m. to 2:30 p.m. A teacher is on duty daily at 7:30 a.m. for early arrivals. An Aftercare program is provided daily from 2:30 p.m. to 5:30 p.m.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**. The summer hours are 8:00 a.m. – 2:00 p.m.

School Property

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

Search

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

Service Projects

Every class chooses a service project for the entire school year.

Sexting

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

Student Directory

A school directory is compiled every year by the Home and School Association containing the names and address of the children and their families. A family may opt out of having their private information published.

Student Records

St. John the Evangelist Regional Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

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

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

Telephone

Telephones are located in the office suite as well as the teachers' work room. Only faculty and staff are permitted to use these forms.

Testing

The Office for Catholic Schools in consultation with school representatives shall determine the standardized testing program to be used through grades 3-8 to ensure continuity of results and student progress. The use of other tests shall be determined locally. Standardized tests will be given to students according to the grade in which they are registered for the year.

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

Transportation

1. Students using the bus as transportation to and from school are expected to maintain quiet and orderly conduct.
2. The bus driver has the same authority on the bus as the teacher does in the classroom, and it is the driver's duty personally to report all misconduct to the principal.
3. Student transportation is a service provided by the Board of School Directors and the State of Pennsylvania. This service may be denied any student according to policies established by the school district that provides the student's transportation.
4. Students may be denied the privilege of being transported to and from school for the following reasons: using foul language at any time, loud or boisterous noise which could distract the bus driver, throwing or shooting objects, smoking, marking or destroying any part of the school bus, striking or fighting any member of the traveling group, spitting or throwing any trash on the floor, refusing to sit in the seat assigned by the bus driver, pushing or disorderly rushing to the bus while loading, placing arm or body part from windows, throwing objects or materials from the bus or at the bus, failure to remain in seat while bus is in motion, boisterous and annoying yells to the passing public, illegal use of emergency door, violating the property of others, and misconduct at the bus stop. Destruction of property will result in suspension, and students will be required to make restitution for damages.

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 anybody 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.

Uniforms and Dress Code

Uniforms

Wearing the school uniform is mandatory.

Girls Uniform-Grades Kindergarten through Grade 5

A plaid school jumper with an emblem. K-2 Empire waist Grade 3-5 Drop Waist
White long or short sleeve uniform blouse with Peter Pan collar. ~ for under jumper.

Embroidered Polo Shirt (short or long sleeve) to be worn with shorts or pants.

White or navy blue knee socks (No colors, stripes, or designs are permitted)

Anklet socks permitted

Plain white or navy blue uniform sweaters

(Absolutely no over-sized or bulky knit sweaters are permitted.)

White turtlenecks are permitted (November 1st to April 1^s)

Khaki uniform pants or plain white tights may be worn (November 1st to April 1st)
School shoes (No tennis shoes, shoe boots, or trendy fashions are permitted)
Khaki walking shorts are permitted (April 1 to October 31)
No dangling earrings or bangle bracelets. All jewelry must be worn inside the blouse
One small earring (on the lobe)
One small ring, and a wrist watch are the only jewelry permitted
No lipstick, fingernail polish or make-up

Girls Uniform-Grades 6, 7 and 8

Plaid uniform skirt to be worn no more than 2 inches above the knee.
White uniform button-down blouses ONLY ~ No Polo Shirts
Navy blue uniform blazer (After November 1st)
Plain white/blue uniform sweater (no oversized or bulky knit sweaters are permitted)
White turtlenecks are permitted (November 1st to April 1st)
Plain white crew or knee socks. No colors, stripes or designs permitted
Khaki uniform pants and white turtlenecks may be worn (November 1st to April 1st)
School shoes (No tennis shoes, shoe boots, or trendy fashions are permitted)
No dangling earrings or bangle bracelets. All jewelry must be worn inside the blouse
One small ring, and a wrist watch are the only jewelry permitted
One small earring (on the lobe)
No lipstick, fingernail polish, or make-up

Boys Uniform-Grades Kindergarten through Grade 8

Khaki uniform pants and a belt (No pants are to be worn below the waist)
Embroidered Polo Shirt (short or long sleeve) to be worn with shorts or pants.
White turtlenecks are permitted (November 1st to April 1st)
Brown, tan, white, navy blue socks
Grades 6-8 A navy blue uniform blazer (After November 1st) Ties optional
School shoes (No tennis shoes or boots are permitted)
A plain navy blue sweater (Absolutely no oversized or bulky sweaters are permitted)
No fad or long haircuts / No boy's hair should touch their collars or below the ears.
The only jewelry permitted will be a wrist watch
No earrings

****Uniform shorts may be worn by both girls and boys between
August 26th and October 31st and after April 1st.**

Physical Education Uniform

The school gym uniform is worn to school. Students should wear socks and an “athletic” style shoe. A code of conduct statement is issued to the student the first week of school. It must be read, signed by the parent/guardian, and returned to the school before the student can participate in gym classes. (No tennis shoes with wheels).

Dress Down / Dress Up Days

Dress-Up and Dress-Down Days will be announced by the principal.

Dress-down days mean jeans and tennis shoes are permitted.

However, leggings, jeggings, or no t-shirts with inappropriate logos permitted.

Dress-up days means dress-up. No jeans – no tennis shoes – no t-shirts with inappropriate logos.

Grooming

We believe that appearance is a statement of self-image and how we view both ourselves and those activities in which we participate.

1. Uniforms should be clean and neatly pressed at all times
2. No coloring of the hair, including frosting and highlighting, will be allowed.
In fairness to all students boys and girls this policy is being enforced.
3. Boys' hair is not to touch their collar or be below the ears.
4. Writing and drawing on uniforms and shoes is prohibited.
5. Although proper dress and attire have much to do with appearance, students should also pay attention to the formation of other important habits of good grooming, such as cleanliness of body, care of teeth, skin, hair, and nails.
6. No tattoos
7. No body piercings.

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

Visitors

Anyone entering or leaving the building must first report to the school office. Parents are not to take lunches, shoes, books, etc. to the classroom. Any such transaction to child or teacher must be made through the principal's office. This practice helps eliminate class interruptions.

Students who need to be dismissed early for medical or health reasons must be signed out by the parent or guardian in the school office.

A dated written request signed by a parent or guardian is required for a student to leave school before the time of dismissal. The request must state the reason for the dismissal. It will then be approved by the principal or his/her designee. Upon their return the parent/guardian must sign the student in again.

Volunteers

In order to participate in any school function, volunteers must have the clearances listed below. **This includes for chaperones, lunch duty, or any type of volunteering at the school.**

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

School

For Schools, including coaches, applying for the FBI Fingerprint Clearance, please use one of the following two service codes:

School Volunteer (PDE-Volunteer)

School Employee (PDE-Non-Public Schools)

Weather Emergencies and School Closings

In case of inclement weather, it may be necessary to close school or delay the school opening. Do not call the school or convent; listen to the radio for the announcement. School procedure on snow days is to follow the Laurel Highlands School District decision. The announcement will be made on WPQR 99.3 F M and WMBS 590 A.M. Closings will also be broadcasted on T.V. channels KDKA – WTAE and WPXI. For the safety of the students the school is not responsible for students who arrive prior to one-half hour before classes begin. Should it be necessary to close the school for some unforeseen reason, it will also be announced over the radio.

We follow the Laurel Highlands schedule. If they have a two-hour delay then we follow that regardless of when our dismissal is. An individual school does not have the power or authority to cancel school. If a parent does not send their child(ren) to school that is their choice. However, if school is in session and a child is not present, he/she is marked absent. The only time an individual school can cancel is for a power outage or a water-line break.

WEAPONS

Possession of Weapons on School Grounds

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

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

Weapons

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

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

Definitions

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

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

Authority

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

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

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

Delegation of Responsibility

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

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

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

Guidelines

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

Weapons under the control of law enforcement personnel are permitted.

Wellness Policy

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

The schools in the Diocese of Greensburg recognize that wellness and proper nutrition are related to students' well-being, growth, development, and readiness to learn. Research continues to support the inextricable links between student health, behavior, and academic achievement.

Schools that exemplify healthy eating and physical activity strongly influence the development of sound lifetime habits, preferences, and practices for good, all-around health.

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

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

Nutrition Education

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

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

Right to Amend

St. John the Evangelist Regional Catholic School reserves the right to amend this Handbook.

Elastic Clause

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



Parent/Student Signature Page for SJE Handbook

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

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

***Parents and students must both sign.**

Pandemic Information



HEALTH and SAFETY PLAN

The Diocese of Greensburg schools look forward to welcoming students back to their physical school buildings on a daily basis upon the schools' scheduled starting dates. Policies and procedures are being developed and revised as necessary to ensure the safe return of the students to the school. Students who are unable to return to school due to health concerns for themselves or a family member will be considered for distance learning.

This plan is based on the information available at the time of issuance. Changes to the plan will most likely occur as changes in government mandates are decided. This plan will be updated accordingly.

HIGHLIGHTS

Policies for cleaning, sanitizing, social distancing, monitoring the health of the school community and other safeguards have been mandated by the Diocese of Greensburg for all of its Catholic schools.

- Students in all grades will be able to return to school on a full-time basis pending government mandates.
- Students will be able to take advantage of distance learning should the student or a family member become ill or exposed to COVID-19 or if the family believes it is unsafe for the student to return to the physical school location.
- Currently, students will not need to wear face coverings in the classroom as long as students are seated at desks or assigned workspaces at least six feet apart.
- Staff must wear face coverings when working with students.
- Every effort will be made to place students' desks 6 feet apart.
- The Office of Catholic Schools is working to secure clear tri-fold desk shields called "hygiene" barriers for students' desks or tables to improve safety in the classroom.

CLEANING and SANITIZING

- Cleaning and sanitization of classrooms will take place after students are dismissed for the day.
- Hand sanitizing stations will be placed throughout the buildings.
- Drinking fountains will be disabled unless they have an attachment that allows for the refilling of water bottles.
- Windows will be opened, weather permitting, for ventilation in rooms without air conditioning.
- AC classrooms will be ventilated by opening the windows when the room is unoccupied.
- Air purifiers will be used in rooms without windows.
- Gyms will run air handlers for ventilation when students are present.

SOCIAL DISTANCING

- Elementary and secondary students' seats will face in the same direction.
- Students who are seated at tables for classes will have Plexiglas dividers in place.
- One-way traffic patterns will be used in hallways where possible. Students will move through the hallways in single file on designated sides of hallways.
- Pre-school and elementary students will eat lunch in their classrooms unless the cafeteria is large enough to maintain social distancing.
- Lunch periods are to be staggered as necessary.
- In secondary schools, students will be spaced throughout the school with multiple lunch periods.



Self-Isolation – What are the expectations?

We are very excited to welcome the students back to school whether they are reporting in person or connecting virtually! As we return to school during COVID, we will be communicating policies and procedures that will apply specifically to this crisis. This particular communication refers to the recommendation of when to quarantine, also known as self-isolation, rather than have the student report to the school building. If there is a COVID case or exposure to anyone in the school community, the PA Department of Health will immediately be contacted for more specific guidance.

In order to maximize the safety of all the individuals in our school, we are asking families to follow the recommendations set forth by the PA Department of Health and the Centers for Disease Control and Prevention pertaining to self-isolation during this time of COVID. They are:

- Anyone who has symptoms of COVID-19 must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache. Medical consultation should be pursued.
- If anyone in your household has symptoms of COVID-19 student should stay home until it is determined that they have not come into contact with COVID-19.
- Anyone directed to self-isolate by the Pennsylvania Department of Health or local health authority, must follow instructions that will be provided by that agency.
- Anyone who has arrived from a state, country, or region dictated by the Pennsylvania Department of Health, should self-isolate for fourteen days. The list of states changes.
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>
- Anyone who has been in contact with a confirmed COVID-19 case, must self-isolate and monitor their symptoms as directed by the Pennsylvania Department of Health, or the local health authority. At the time of this notice, the self-isolation period is 14 days.
- Additionally, we would ask that you prayerfully consider this as well: anyone who has been in contact with an individual SUSPECTED of having COVID-19 should, until the test results are confirmed, self-isolate and monitor their symptoms. We ask this in the best interest of everyone involved.

We understand that some of you planned your vacations long before COVID recommendations were issued. If you visited an area that was identified as a “hot spot” for COVID, please contact the school to discuss the best options for your child’s return to school.

As always, thank you for being a member of our school community. Please remember to pray for an end to this pandemic and a return to health for all those affected.

Guidelines for Excellence in Virtual Instruction

These guidelines were developed with all virtual instruction primarily in mind. That being said, some of these can selectively applied to the hybrid model of some students in person and some students virtual. The guidelines were established with the perspectives of both elementary and secondary, however some items may be specific to one more than the other.

These guidelines address the following areas:

- I. Prayer
- II. Attendance
- III. Grading
- IV. Scheduling and Workload
- V. Submission of Student Work
- VI. Parent Permission
- VII. Special Circumstances
- VIII. Recording
- IX. Mental Health
- X. Professional Development
- XI. Synchronous Instruction

- I. Prayer
 - a. Each class should begin with prayer.
 - b. Group prayers should be shared with students in a virtual way.
 - c. Normal prayer opportunities should be extended to the virtual students as well. For example: Advent Prayer Services, May Crowning, Living Stations, etc.
- II. Attendance
 - a. Parents/students must know the expectations for attendance.
 - i. Perhaps sign off on understanding of teacher's expectations
 - b. Class by Class attendance can be taken.
 - c. Students must be present for the morning prayers and announcements.
- III. Grading
 - a. More critical thinking questions must be used for to establish thought process.
 - b. Recall and simple work must still be used, but lessened.
 - c. Late Work
 - i. Catch up days should be used
 - ii. An Accountability Grade can prevent the concept of grading behavior.
 - iii. Teachers should communicate with parents and do so right away.
 - iv. Make the students/parents understand why the teacher needs work in a timely manner.
 1. Teachers tracking assignments
 2. Understanding where the student is on the learning continuum makes timely work important. Teachers need to formatively assess students ability and learning in order to move on to the next concept.

- d. Teachers should offer regularly scheduled office hours when in complete virtual situation. Their prep period should be used for this.
- e. Submission of work...Some disagreement of this concept. On Schoology-it should be uniformed. No more email, text message, USPS, or other methods?

IV. Scheduling and Workload

- a. Students in virtual learning will follow the same schedule as the face-to-face instruction.
- b. The workload should be cross curricular when possible.
- c. Big projects should be lessened.
- d. Watch learning targets. Teachers need to be focused on learning targets and not on completion of work.
- e. Well written learning targets and essential questions are key to establishing learning in a virtual framework.
- f. Rubrics need to reflect a way of showing that learning has occurred. Better rubrics can lead to recognizing appropriate workload and learning.
- g. Worksheet should not be the only form of assessment nor practice for students.

V. Submission of Student Work

- a. When submitting electronically, it should be done through Schoology.
- b. If not using electronic submission, a live or drop box at the school can be used.

VI. Parent Permission

A form should be created to indicate a parent's desire to have their child learn in a virtual environment.

- a. The form should include:
 - i. Name and grade of student.
 - ii. A start date and reason.
 - iii. If an end date is known.
 - iv. Date of parent/principal meeting

VII. Special Circumstances

- a. Students and families may find themselves in special circumstances the cannot be foreseen. The school will need to be accepting and understanding.
- b. Well written lesson plans with essential questions and objectives for students can help with virtual instruction and learning.
- c. A calendar overview of intended topics can also help with these circumstances.

VIII. Recording

- a. Videos of classes should not be recorded. Live-stream will take place, but recordings should not be made.
- b. If teachers record themselves only for the use of the class, that is acceptable.
- c. Some Video standards:
 - i. No video access to the students without a teacher
 - ii. Students in the video stream must visible and on camera.
 - iii. A co-host can be established when possible. This way, another adult can monitor the video stream while the teacher focuses on the teaching.
 - iv. A waiting room should be used to prevent students from being in the video without a teacher.

IX. Mental Health

Students:

- a. Have Counselors offer lessons with each class
- b. Catchup Days or Days of reduced stress in some way

- c. Students should be provided a prescribed amount of time at the beginning of each virtual lesson for socialization with each other.
- d. This time should be taught as to appropriate behavior, but also free for student discussion with each other.
- e. Students could be afforded a specific time each week for social interaction with the teacher...
- f. First Chapter Friday. Each Friday, you might read the first chapter of a book and the students can discuss that chapter and the book in general or a book they are reading as an example.

Teachers

- a. Remember that answers outside of normal school hours are not required.
- b. All inquiries will be addressed by the next school day.
 - a. Teachers do not always have all of the answers, but a reply is expected.

X. Professional Development

- a. Teachers should seek out ways to improve their skills in virtual education
 - i. The IU's are a good resource.
 - ii. SeeSaw offers a Pioneer Program and Ambassador Program
 - iii. YouTube videos on the use of education apps can be used.
 - iv. Many programs and apps have "how to" videos.
 - v. Use "Catch Up" days as time for PD/PL
 - vi. Find a Professional Learning Network (PLN) on social media. Many teachers share ideas and questions on PLN's within social media content. Find what works and be willing to share and learn.

XI. Synchronous Instruction

- a. In the Synchronous Virtual Instruction the following will be the model. This can be altered to fit the class size, grade level, and content:
 - i. Using the Conference mode in Schoology, teachers will live-stream the opening of each lesson. This will include the anticipatory set, opening formative assessment, essential questions, lesson objectives, direct instruction, and student questions.
 - ii. This method will live stream the video of the teacher and any supplemental materials used in class (visual aids, manipulatives, technology presentations, etc.)
 - iii. The live-stream can be stopped at the guided practice time of the class.
 - iv. All other necessary materials will be posted on the class site at Schoology.
 - v. Virtual students will upload or submit their materials as the class period ends unless assigned for homework.
- b. While in hybrid, students are required to work synchronously with the in-person class.
- c. Whether virtual or face-to-face, relationships remain a vital aspect of education. Teachers should continue to grow those relationships and help student learning.