

GEIBEL CATHOLIC

JUNIOR-SENIOR HIGH SCHOOL

STUDENT-PARENT HANDBOOK



**STRENGTH THROUGH UNITY
UNITY THROUGH FAITH**

611 EAST CRAWFORD AVENUE • CONNELLSVILLE PA 15425

**724-628-5600 FAX 724-626-5700
WWW.GEIBELCATHOLIC.ORG**

ALMA MATER

**Dear Alma Mater,
Great Geibel High School,
Faithful we all stand,
United as we sing.
Duty and friends,
Glory ascends.
Hail to thee Geibel,
Forever shall stand.**

**Father John Mark Klaus
Geibel Catholic Class of 1969**



THE GEIBEL CATHOLIC ACADEMIC SHIELD

THE SHIELD EMBODIES THE MISSION AND PHILOSOPHY OF GEIBEL CATHOLIC JUNIOR-SENIOR HIGH SCHOOL. THE CROSS IS THE MOST PROMINENT SYMBOL ON THE SHIELD AS CHRIST IS THE FOUNDATION OF THE SCHOOL. THE FOUNDATIONAL CROSS CONTAINS SEVERAL SYMBOLS: THE DOVE (THE HOLY SPIRIT) THAT HOVERS ABOVE AND ENKINDLES THE LAMP OF LEARNING BELOW; THESE TWO SYMBOLS ARE CENTERED BETWEEN THE ALPHA AND THE OMEGA TO SHOW THAT THE DIVINELY GUIDED KNOWLEDGE IS CENTERED IN CHRIST.

Geibel Catholic Junior-Senior High School
Student/Parent Handbook
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GENERAL INFORMATION

WELCOME

Welcome to the new school year! At Geibel Catholic Junior-Senior High School (GCHS) we strive to provide all students with a vigorous academic program that encourages personal excellence in a faith-filled environment that emphasizes community service and spirit. We are pleased that you have chosen to be a member of our student body and look forward to working together to make our school community the best that it can be.

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

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

MISSION STATEMENT

The mission of Geibel Catholic Junior-Senior High School is to achieve and sustain excellence in faith formation, academics, and service.

STATEMENT OF PHILOSOPHY

We believe that all knowledge originates with and flows from God. Therefore, our educational environment is gospel-centered and value-based, reflecting the teachings of the Catholic Church.

We seek to develop this environment by forging a partnership among parents, students, educators, diocese, and community, while recognizing the unique and special talents of each.

We respect the individuality of each student, and acknowledge the unique challenges of adolescence. Our holistic educational process provides opportunities for academic, spiritual, physical, inter-personal, and emotional development.

We have charted a course that integrates personal development and accountability to self and community. Our mission is to empower our students with the education necessary to live as responsible Christians in a complex world.

GOALS

To present the teachings of the Catholic Church in areas of Sacred Scripture, religious doctrine, ethics and morality.

To nurture faith in God, hope in the risen Christ, and love of God and neighbor.

To provide a strong academic background for post-secondary education and the continued pursuit of knowledge.

To develop critical and analytical skills for independent thinking and cooperative learning.

To encourage the creative potential and individual learning style of each student.

To promote self-worth, interpersonal skills, and emotional and physical well-being.

To create opportunities for faculty, staff, and parent development that support the school's mission.

HISTORY

Father Geibel Memorial High School opened its doors for the first time on January 6, 1964. Father William K. Sheridan, the school's first principal, and his staff of 13 sisters, two priests and three lay teachers, welcomed 290 students to the school. The students walked up Crawford Avenue from the Immaculate Conception High School to their new facility.

Two years prior, Bishop William G. Connare had determined that the facilities at Immaculate Conception could no longer accommodate the growing needs of Catholic high school students in the area. He initiated plans to construct a regional high school and chose the name Father Geibel to honor the priest who had been pastor of Immaculate Conception parish for 35 years, and who purchased the property on which the school in Connellsville Township would be built. Ground was broken March 6, 1963, and the school was dedicated April 26, 1964. The new \$1.2 million building was designated by Joseph F. Bontempo and Associates of Rochester, Pa., and constructed by William Garlick and Sons, Inc. of Connellsville. The existence of the regional high school was a blessing to Catholic education in the area and provided a comprehensive secondary program for local students.

In 2012, the school was renamed Geibel Catholic Junior-Senior High School. The chapel, dedicated to the Blessed Pier Giorgio Frassati, was blessed by Bishop Brandt in May 2013. The chapel features stained glass windows, mosaic Stations of the Cross, plaques, statues and altar furnishings from the former Holy Trinity Parish in Connellsville.

In the fall of 2012 Geibel Catholic was named one of the top 50 Catholic high schools in the nation by the prestigious Cardinal Newman Society, a national organization that recognizes excellence in Catholic identity, academics, and civic education. Geibel Catholic was again honored as a "School of Excellence" by the Cardinal Newman Society in the Fall 2014. Less than five percent of the Catholic high schools in the nation receive this distinction.

In the summer of 2016, the media center became a STEM lab equipped with Smartboards, 3-D printers, mediascape tables, and robotics. Engineering and Programming curriculum offerings for students expanded to address 21st century skills.

All classrooms are equipped with a Smartboard and each student has an upgraded laptop in the expanded 1:1 device environment during the 2019-2020 school year.

ACCREDITATION

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

GOVERNANCE OF SECONDARY SCHOOLS

Geibel Catholic Junior-Senior High School is under the direction of the Office for Catholic Schools as a diocesan school. The Catholic secondary schools in the diocese must adhere to the policies and procedures established and interpreted by the Superintendent for Catholic Schools.

HIGH SCHOOL ADVISORY COUNCILS

The High School Advisory Councils are established by the Bishop of Greensburg to be consultative to him, the Superintendent, and the principal on policies, programs, services, and strategic planning for the high schools. They conduct special studies and assignments as requested by the superintendent and the principal. They present Catholic schools to the public, to civic authorities, and to the Catholic community as schools imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic. All potential names for Advisory Council members must be approved by the Office for Catholic Schools before beginning any initial conversation with the candidate.

NON-DISCRIMINATION POLICY

Geibel Catholic Junior-Senior High School will not discriminate based on race, gender, or national origin. Students seeking acceptance or enrollment will be considered based on religion, academics, character, morality and conduct consistent with Catholic doctrine, and applicable payment history within a Catholic or private/nonpublic school. The school maintains the right to give preferential acceptance and enrollment to Catholic students. As Geibel Catholic Junior-Senior High School is a private, nonpublic institution, the administration reserves the right to terminate the enrollment of a student for any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate enrollment of a student for any reason at any time.

RIGHT TO AMEND

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

Geibel Catholic Junior-Senior High School

611 E. Crawford Ave.
Connellsville, PA 15425

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

Phone: 724-628-5600 Fax: 724-626-5600

ADVISORY COUNCIL

Mr. Michael Delmar
Father Willie Lechnar
Ms. Lynn Bainbridge
Mr. John Coleman
Ms. Stephanie Connell
Ms. Marian Cadwallader
Mrs. Cherie Dolan

ADMINISTRATION

Mr. Robert Fetter, Principal
Mrs. Darlene McWilliams,
Assistant Principal

CHAPLAIN

Fr. Peter Guardiano

DIRECTOR OF CAMPUS MINISTRY

Mr. Chris Anderson

FACULTY & STAFF

ENGLISH

Dr. Justin Stevenson
Mr. Scott Procko

FINE ARTS

Dr Eugene Dangelo
Mrs. Julie Yankovich

GUIDANCE COUNSELOR

Ms. Jennifer Smith

HEALTH/PHYSICAL EDUCATION

Mrs. Rachelle Harner
Mr. Joseph Hall

MATHEMATICS

Ms. Angela Swan
Ms. Gabrielle Lucas

SCIENCE

Mrs. Rachelle Harner
Mr. Dean Austraw

RELIGION

Mr. Chris Anderson
Mr. Scott Procko

SOCIAL STUDIES

Mr. Chris Dangelo
Mr. Collin Brant

WORLD LANGUAGE

Mr. Joseph Hall
Mrs. Maria Rivas

TECHNOLOGY

Ms. Gabrielle Lucas

ADMINISTRATIVE ASSISTANT

Mrs. Lora Speeney

ATHLETIC DIRECTOR

Mr. Christopher Teagarden

BUSINESS MANAGER

Mrs. Tiffany Bell-Zylka

CAFETERIA STAFF

Mrs. Lynda Prolenski

ACADEMICS

ACADEMIC REQUIREMENTS/COURSES

All students attending Geibel Catholic Junior-Senior High School must fulfill several requirements and earn a minimum number of credits in order to graduate from Geibel Catholic. Geibel Catholic Junior-Senior High School requires a **minimum** of 27.5 credits in order to graduate. The breakdown of credits is as follows:

Units of Credit:

4	Religion	3	Science
4	English	.5	Health
4	Social Studies	.5	Physical Education
2	Foreign Language	3	Fine Arts & Humanities
3	Math	3.5	Electives

A student must receive a passing grade in **ALL** required courses to graduate. Student Service Hours **must be completed** to be eligible for a Geibel Catholic diploma. Transfer students are evaluated on an individual basis by the Administration. It is the responsibility of every student to know if his/her credits will meet the graduation requirements. Biology and chemistry are required for all students, freshmen and sophomore year, respectively. Algebra, Geometry, and Algebra II should be taken in that sequence, and during separate years, except under extraordinary circumstances.

**Typical Course Load per Year*

Freshman	Sophomore	Junior	Senior
Religion	Religion	Religion	Religion
English	English	English	English
Social Studies	Social Studies	Social Studies	Social Studies
Math	Math	Math	Math
Science (Biology)	Science (Chemistry)	Science	Science (Elective)
Language	Language	Language	Language (Elective)
Fine Arts	Fine Arts	Fine Arts	Fine Arts
	Health		
	Physical Education		

ACADEMIC ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES

Geibel Catholic Junior-Senior High School's primary interest is the personal educational program of each student; thus, it is mandatory that he or she maintains satisfactory grades. A student participating in sports and/or extra-curricular activities who are failing two (2) classes as of Thursday at midnight of each week will be deemed ineligible to participate in the sport and/or extracurricular activity and will not be permitted to participate in practice or games while ineligible. If a student fails to meet this eligibility requirement, she or he will lose eligibility from the following Sunday through Saturday. The ineligible student will not be permitted to attend practices while ineligible, as she or he should be attending to her or his studies.

ACADEMIC PROBATION

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

ACADEMIC PROGRESS REPORTS

Parents can check their child's academic progress at any time by checking the parent portal of Power School. There is a link to Power School on the homepage of our website, www.geibelcatholic.org. Power School usernames and passwords will be mailed during September of each year once a signed Acceptable Use Policy (AUP) has been received.

BELL SCHEDULE

Regular School Day	
Period	Times
HR/Prayers	7:30 AM – 7:40 AM
1	7:43 AM – 8:25 AM
2	8:28 AM – 9:10 AM
3	9:13 AM – 9:55 AM
4	9:58 AM – 10:40 AM
5	10:43 AM – 11:25 AM
6	11:28 AM – 12:10 PM
7	12:13 PM – 12:55 PM
8	12:58 PM – 1:40 PM
9	1:43 PM – 2:25 PM
Prayers	2:25 PM – 2:27 PM

Mass/Activity Period Day	
Period	Times
HR/Prayers	7:30 AM – 7:40 AM
1	7:43 AM – 8:20 AM
2	8:23 AM – 9:00 AM
3	9:03 AM – 9:40 AM
4	9:43 AM – 10:20 AM
5	10:23 AM – 11:00 AM
6	11:03 AM – 11:40 AM
7	11:43 AM – 12:20 PM
8	12:23 PM – 1:00 PM
9	1:03 PM – 1:40 PM
Mass/ Act.	1:43 PM – 2:27 PM

2 Hour Delay Day	
Period	Times
HR/Prayers	9:30 AM – 9:42 AM
1	9:45 AM – 10:13 AM
2	10:16 AM – 10:44 AM
3	10:47 AM – 11:15 AM
4	11:18 AM – 11:46 AM
5	11:49 AM – 12:19 PM
6	12:22 PM – 12:52 PM
7	12:55 PM – 1:23 PM
8	1:26 PM – 1:54 PM
9	1:57 PM – 2:25 PM
Prayers	2:25 PM – 2:27 PM

Early Dismissal Day	
Period	Times
HR/Prayers	7:30 AM – 7:40 AM
1	7:43 AM – 8:02 AM
2	8:05 AM – 8:24 AM
3	8:27 AM – 8:46 AM
4	8:49 AM – 9:08 AM
5	9:11 AM – 9:30 AM
6	9:33 AM – 9:52 AM
7	9:55 AM – 10:14 AM
8	10:17 AM – 10:36 AM
9	10:39 AM – 10:58 AM
Prayers	10:58 AM – 11:00 AM

BUCKLEY AMENDMENT (FERPA)

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

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

COLLEGE IN HIGH SCHOOL COURSES (CHS)

The curriculum for College in High School courses is determined by the college or university granting the credit for the course. All students enrolled in a CHS course must enroll for credit in the course. To receive college credit students must meet all requirements of the course and pay the course fee as determined by the institution. As with all courses, administration reserves the right to enroll or remove a student in any course at the administration's discretion.

The College in High School (CHS) program is an Articulation Agreement for Dual Enrollment. The Office for Catholic Schools has initiated discussions with local Catholic universities and colleges to form articulation agreements between our Catholic high schools and local Catholic universities and colleges. The purpose of forming these articulation agreements is to provide a means to bring our vision "Forming for Life" to fruition.

As part of this vision, it is our desire to provide a seamless offering of Catholic school education, pre-kindergarten through post-secondary. By forming these articulations with our local Catholic post-secondary institutions, we hope to provide an opportunity to our Catholic youth to experience their formation in the Catholic faith into their adulthood.

College in High School courses are currently offered through:

Mount Aloysius College

Saint Vincent College

Seton Hill University

The enrollment process transpires between the parents and the college or university in the Fall after the academic school year has begun. Students who are in a CHS class but miss the deadline to enroll through the college or university will have the weight of the class reduced from a 5.0 to a 4.0 grade point.

COMMUNICATION WITH THE SCHOOL

Parents are encouraged to monitor their child's progress and, if necessary, contact teachers by email. Please allow a teacher 24 hours to respond.

COURSE/SCHEDULE CHANGES

Course registration for the following school year will take place during the second semester of the current year. Each department sets standards and requirements for admission into courses. Parents and students must sign course registration sheets. Insufficient registration in a course may result in a course not being offered. Students who wish to register for placement in an advanced course but do not meet the prerequisites or are not recommended by the teacher for placement must, together with their parents, sign an Academic Waiver Form to enroll in the course. By signing this form, the student and his/her guardians acknowledge that the student is registering for the course contrary to the professional

judgment of the faculty, guidance department and the administration and that the student will remain in the course for its duration and accept the grade earned. A copy of the Academic Waiver form is available on our website, www.geibelcatholic.org.

Students may not be able to change courses once the course sheet is approved. With administrative approval, any changes to student schedules should be made prior to the start of the next school year. Schedule changes may only be made with administrative approval in extenuating circumstances. If an extenuating circumstance exists, a student may be withdrawn from a scheduled course after October 1 (for the first semester) and after February 15 (for the second semester), the course will appear on the student's official transcript with a "W" noting that the student withdrew from the course. Students may only schedule one study period per semester unless otherwise approved by administration.

GRADE SCALE AND GRADING POLICIES

GRADE SCALE - WEIGHTED

			Weighted Honors	Weighted CHS
100%	4.000		4.500	5.000
99%	4.000		4.500	5.000
98%	4.000		4.500	5.000
97%	3.934		4.434	4.934
96%	3.868		4.368	4.868
95%	3.802		4.302	4.802
94%	3.736		4.236	4.736
93%	3.670		4.170	4.670
92%	3.556		4.056	4.556
91%	3.443		3.943	4.443
90%	3.330		3.830	4.330
89%	3.165		3.665	4.165
88%	3.000		3.500	4.000
87%	2.890		3.390	3.890
86%	2.780		3.280	3.780
85%	2.670		3.170	3.670
84%	2.585		3.085	3.585
83%	2.500		3.000	3.500
82%	2.415		2.915	3.415
81%	2.330		2.830	3.330
80%	2.220		2.720	3.220
79%	2.110		2.610	3.110
78%	2.000		2.500	3.000
77%	1.890		2.390	2.890
76%	1.780		2.280	2.780
75%	1.670		2.170	2.670
74%	1.536		2.036	2.536
73%	1.402		1.902	2.402
72%	1.268		1.768	2.268
71%	1.134		1.634	2.134
70%	1.000		1.500	2.000
69%	0.000		0.000	0.000

GRADING SCALE

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

QUALITY POINT AVERAGE

The QPA is calculated using the values from the scale above. Partial credit courses are adjusted accordingly. Advanced level courses are designated as “weighted courses” and are worth an extra 0.5 or 1.0 grade point, as designated. QPA is not rounded off.

GRADING POLICIES

- Failure in a required course must be made up in summer school prior to the start of the next school year.
- Students failing three or more courses may be asked to leave Geibel Catholic.
- Missing assignments will be marked as Incomplete, "I", and a zero score will be entered.
- An "I" on a report card will become a failure if the work is not completed within the determined designated time-period. Extenuating circumstances may be considered with administrative approval.
- Absences of 10 days in a semester or 20 days in a year may not receive credit for the course.
- Seniors must earn passing grades in all required subjects in order to graduate.
- Absent, make-up, and missing work policy: Students are responsible for submitting all assignments. Any assignments submitted after the end of the grading period are at the teacher's discretion to accept.
- On-level Classes
 - Same number of days as the **EXCUSED** absence to submit missing work to receive the full score earned. It is at the discretion of the teacher to accept assignments that students miss during an unexcused absence.
 - All missing work must be completed by the end of the grading period during which it is assigned.
 - Students who fail to resolve an Incomplete grade by the deadline may be placed on academic probation.
- Honors Classes
 - Same number of days as the **EXCUSED** absence to submit missing work to receive the full score earned.
 - One or two classes late – grade reduction at the discretion of the teacher
 - More than three classes late – zero (0)
- CHS courses
 - Same number of days as the **EXCUSED** absence to submit missing work to receive the full score earned.
 - One class late – grade reduction at the discretion of the teacher
 - More than one class late – zero (0)

GRADUATION HONORS

• VALEDICTORIAN/SALUTATORIAN

A cumulative GPA will determine the Valedictorian and Salutatorian designation at graduation at the end of the 4th quarter. To be eligible for Valedictorian or Salutatorian honors, a student must complete all four years of their high school coursework at Geibel Catholic.

• HONOR CORDS

All graduating seniors with a cumulative GPA of 3.50 or above will receive an honor cord.

GRADUATION REQUIREMENTS

- A student must receive a passing grade in all required courses to graduate.
- Transfer students will be evaluated on an individual basis.
- It is the responsibility of every student to know the quality and quantity of his/her credits so he/she will meet the graduation requirements.

- Seniors who are not current in their payments as of the last billing cycle may not be permitted to take part in the graduation ceremony.
- A student must complete all required service hours.
- A student must attend class retreats.
- Textbooks, lock, laptops, and accessories must be returned in good condition.
- Graduation, Cafeteria, and Art fees must be paid.
- Tuition balance must be paid in full.

HONOR ROLL

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

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

HONOR CODE OF ACADEMICS

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

TERMS AND DEFINITIONS REGARDING ACADEMIC HONOR CODE

- **Academic matter:** any work, required or volunteered, that is a) submitted to a faculty member, b) submitted for publication in a school-sponsored or school affiliated academic publication, or c) submitted for use in conjunction with a school-sponsored event or activity.

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

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

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

ACADEMIC HONOR CODE VIOLATIONS

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

Type of Dishonorable Conduct Examples of Proscribed Conduct:

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

- Misrepresenting oneself or one's accomplishments for the purpose of gaining an academic advantage
- Falsifying documents including alteration or forgery

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

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

Cheating:

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

HONOR CODE VIOLATIONS CONSEQUENCES

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

FIRST VIOLATION:

- Parent will be notified verbally or in writing by the teacher.

- Administration will be notified.
- Assignment must be made up within two weeks for a maximum of a 75%.
- Disciplinary action will be allotted based on the severity of the violation (in accordance with Discipline Offenses and Recommended Responses)

SECOND VIOLATION

- Parent will be notified verbally or in writing by the teacher.
- Administration will be notified.
- Mandatory grade reduction on the assignment with no opportunity to redo the work as determined by the teacher or the Administration.
- Disciplinary action will be allotted based on the severity of the violation (in accordance with Discipline Offenses and Recommended Responses)

THIRD VIOLATION

- Parent must be notified verbally or in writing by the teacher.
- Administration is convened to determine if a failing grade for the marking period is justified.
- Disciplinary action will be allotted based on the severity of the violation (in accordance with Discipline Offenses and Recommended Responses)

VIOLATIONS LEVELS

Level 1 Violations

- Plagiarism in the form of inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting an insignificant portion of the work; source is cited. · Unauthorized collaboration on a homework assignment.

Level 2 Violations

- Plagiarism: Inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting a significant portion of the work; source is cited. · Plagiarism: Direct use of others' words, without quotation affecting a minor portion of the work; source is not cited. · Unauthorized collaboration on a lab report or paper · Submitting one work for two courses without advanced permission from the current instructor · Providing work to another student and/or enabling another student's dishonesty · Any second Level I violation

Level 3 Violations

- Plagiarism: Direct use of others' words, without quotation, affecting a significant portion of the work; source is not cited · Inventing or falsely attributing the sources used in a paper or other work · Cheating on an examination · Falsifying data or research · Submitting a fraudulent excuse to receive an extension on an assignment or examination · Bringing materials or equipment into a room where an exam is being given in contradiction of school/department or the instructor's course policies · Using or viewing any materials or equipment, including a cell phone or other electronic device, during an examination without explicit instructor authorization · Unauthorized collaboration on a take-home exam or paper · Submitting a paper, lab report, project, thesis or other assignment as one's own that has been significantly created by someone else, whether the work has been purchased, borrowed, found, etc. · Soliciting another to participate in unethical behavior · An additional violation after the student has had a prior Level II violation

MIDTERM AND FINAL EXAMS

Mid-year and final exams are administered to students enrolled in high school classes. Alternate cumulative assessments may be given with the approval of the Administration. Administrative approval is required for a student to make-up a mid-year or a final exam. Teachers may also administer mid-year and final exams to junior high students at their discretion. Please do not plan vacations or doctor appointments on these days.

NATIONAL HONOR SOCIETY

All juniors and seniors who have spent at least one semester at Geibel Catholic and who have a cumulative scholastic QPA of 3.75 at the end of first semester are academically eligible for consideration for membership in the National Honor Society. An appointed faculty committee reviews student information sheets, faculty recommendations, and school discipline and attendance records to assess the character, service, and leadership of the students. Qualified students are then selected by a majority vote. *Student application and QPA do not automatically qualify a candidate for acceptance into the National Honor Society.* Students must meet NHS standards to become a member and continue to adhere to the standards to maintain membership in NHS. Inductions are held in the spring only.

OFFICE RECORDS

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

PARENT/TEACHER CONFERENCES

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

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. Parents/guardians are able to monitor their child's information through accessing selected settings in PowerSchool.

PROCESS FOR ACADEMIC SUCCESS (PAS)

The schools in the Diocese of Greensburg do not use an Individual Education Plan that is used in the public school. Instead, they have the Process for Academic Success (PAS). This Process for Academic

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

REPORT CARDS

Report cards are distributed electronically via PowerSchool at the end of each quarter. The June report card will be mailed but not be sent to a student who has outstanding bills or who has not turned in required educational materials such as textbooks. Seniors who are not current in their payments as of the last billing cycle will not be permitted to take part in the graduation ceremony or receive report cards and transcripts.

SCHOOL HOURS

The regular school day runs from 7:30 AM until 2:27 PM. Students may begin to arrive at school at 7:00 AM. Students arriving at school before 7:30 AM should report DIRECTLY to the gymnasium. Students are NOT permitted in ANY area of the building prior to 7:30 AM, without direct supervision from school personnel. Students may meet with a classroom teacher prior to 7:30 AM but students are NOT permitted in the hallway or locker room areas until the 7:30 AM bell rings. At the end of the school day, all students are to leave the school premises by 3:00 PM, except for those participating in athletic practices, games, or other supervised school activities. The school attempts to provide a staff person to provide supervision in the cafeteria no later than 5:00 PM on regular school days. Any student who stays on school premises after 3:00 PM for an activity that starts later should report to the cafeteria. Students are not permitted to be anywhere in the building without the supervision of school personnel.

SCHOOL OFFICE HOURS

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

STUDENT RECORDS

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

Availability of Records

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

STUDY HALLS

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

Roll will be taken. Failure to report to study hall will be considered a class cut. Students are expected to stay in their study halls unless they have permission in advance from a teacher, administrator, or staff member to be elsewhere in the building.

SUMMER SCHOOL

Students are limited to the number of courses they may repeat in case of failure for the year. A student is only permitted to repeat two, full-year, required courses at an approved summer school during the four-year period in which they are enrolled as a high school student at Geibel Catholic Junior-Senior High School. If a student repeats two, full-year, required courses in an approved summer school and consequently fails a third course of the same status, the student will have to repeat the required course during their next academic year at Geibel Catholic Junior-Senior High School. All summer school courses must be pre-approved by administration.

- Any required courses failed must be made up in an accredited summer school.
- It is the responsibility of the parent/guardian for any fees associated with summer school.
- Tutoring will not count as credit. Tutoring will only be accepted as enrichment to help students succeed in that course the following year.
- No credit is given for enrichment courses; however, they can appear on the transcript.
- No courses taken during the summer can be substituted for a course that should be taken during the school year.
- No courses taken during the summer can be used to move to a higher-level course during the school year unless it was taken to make up a failure.
- Please request that all summer school grades be sent to Geibel Catholic Junior-Senior High School Guidance Office.

TESTING

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

TEXTBOOKS

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

ADMISSIONS/TRANSFERS/WITHDRAWALS

ADMISSIONS INFORMATION AND POLICY

An application is available online at the Geibel Catholic website under Admissions. Once the application is submitted, Administration will review the documentation and any pre-admission testing to determine acceptance. Students may apply for admission to Geibel Catholic for grades 7-11.

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

- Catholic schools, having been established and maintained out of the contributions and personal sacrifices of the Catholic citizenry, may justly give preference in admissions to

Catholic children. This principle not only accords with justice but constitutes a proper accommodation to religious conscience.

- All applicants must file with the school the admission application, and when accepted, the registration materials.
- Non-Catholic students shall be admitted to a Catholic school as school circumstances permit.
- Non-Catholic school students attending a Catholic school shall be expected to attend religious activities during the school day.
- Children of any race, color, handicap, or national origin are eligible for admission to any Catholic school. Children of any religion are likewise eligible for admission to any Catholic school subject to the rights of Catholic children stated above.
- The legal name of the student shall be used on school records and documents which are deemed official. Changes in the child's name cannot be affected by an act of the parent but must be authorized only through official court documents. Custody arrangements or a change in the marital status of the parent has no bearing whatsoever on the legal name of the child. Requests by the parent to have the child called by a name other than the legal surname or to have that name placed on official school papers cannot be considered.

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

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

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

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

The following documents are needed for admission:

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

The following documents are needed yearly:

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

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

TRANSFER/WITHDRAWAL/DISENROLLMENT POLICY

An official withdrawal form must be completed and returned to the Main office before the withdrawal process will be completed. Since tuition payments begin on July 1st of the current academic year, students transferring from Geibel Catholic Junior to another school after this date will be required to pay their tuition balance due through the end of the current semester before records will be forwarded.

A student may be disenrolled, i.e., expelled, at any time at the discretion of the administration consistent with but not limited to the following content. The administration may choose not to accept a student for enrollment for reasons consistent with but not limited to the following content as well.

- **Conduct:** Geibel Catholic Junior-Senior High School has the right to expel any student for conduct that is not consistent with our philosophy, mission statement, goals and objectives and code of conduct delineated in our handbooks and policy. This could include but is not limited to criminal arrest and conviction at the local, state, or federal level. As a nonpublic school, we have the right to consider all conduct internal or external to the school. For instance, a student may be expelled for conduct that is not consistent with our philosophy, mission statement, goals, and objectives and code of conduct whether the action or incident occurs at the school, at a school event, or within the community at large.
- **Academic Apathy:** Geibel Catholic Junior-Senior High School has the right to expel any student for lack of effort in the classroom, such as failure to display appropriate classroom behaviors necessary for academic success. This may include but is not limited to completion of homework and class assignments, failure to come to class properly prepared, and/or behaviors that impede or disrupt the academic or social environment of other students.
- **Attendance:** Geibel Catholic Junior-Senior High School has the right to expel any student for excessive, unexcused tardiness or absenteeism. For instance, not providing proper medical documentation as defined in this Student / Parent Handbook.
- **Financial:** Geibel Catholic Junior-Senior High School has the right to expel any student for noncompliance with the diocesan and school tuition policy.
- **Family Code of Conduct:** The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdraw of a student if the administration determines that the partnership is irretrievably broken. Additionally, Geibel Catholic Junior-Senior High School has the right to expel any student if the student's family member--extended or immediate-- causes disruption in the school community in any way. This would

include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider conduct disruptive or detrimental if it is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.

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

ATTENDANCE POLICY & PROCEDURES

ABSENCES

There is a strong relationship between regular classroom attendance and academic achievement. Absences from class disrupt the continuity of class work and student/teacher interaction. To promote educational excellence, the following policy will be enforced regarding excessive absences. Please note that each classroom teacher takes “physical” attendance. In other words, if a student is not physically present in class, whether they are absent or excused for another activity, they will be marked absent. This allows the classroom teacher to correlate attendance or lack thereof, to academic performance if necessary. A student will be referred by the teacher to the administration if he or she has frequent absences in a class for any reason. A letter will be mailed to the parents advising them of the policy on absenteeism and continued absence may result in denial of credit.

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

EXCUSED TEMPORARY ABSENCES

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

- Observance of religious holidays.
- Religious Instruction-This is restricted by law to a maximum of 36 hours per school year.
- Educational trips, not school sponsored. Upon receipt of a written request from the parents of the pupils involved, pupils may be granted excused temporary absences from school to participate in an educational trip during the school term when such trip is so determined by the school principal to service an educational purpose. The following conditions must be followed:
 - Educational trips will be considered for approval if the school principal determines that such a trip will be of educational significance to the student. For the school principal to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the trip, the reason why the trip could not be taken on days when school is not in session, and an outline of the educational value of the trip.

- The total number of days granted for an educational trip, not school sponsored, will be based upon the student's attendance and academic record.
- Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the trip.
- Unless some unusual family circumstances exist, such trips shall not be approved during the final two (2) weeks of the school term.
- If more than one child in a family will be taking the trip, the request for all the children shall be included in the request made to the school principal.
- Students are granted the privilege of making up all assignments and tests missed during the excused absence. However, the responsibility for making up this work lies with the student. Appointments should be made with the teachers to find out what work is to be made up. The student assumes the responsibility for completing this work within two (2) weeks after her/his return.
- Health Care: Absence for a portion of the school day may be excused for medical or dental appointments which cannot be arranged after school hours.
- College Visitations/Job Interviews: The student must have written verification of the visitation or interview and must have prior written approval of the principal. College visitations are not to exceed three (3) school days per year. Upon return from a college visit, a letter from the college visited should be verified with the date of visit.
- Illness and other urgent reasons: These are the most common reasons for temporary absence from schools. In general, absences for the following reasons should be excused:
 - Illness or recovery from an accident
 - Quarantine of the home
 - Death in the family
 - Court appearance
- Family emergency (unavoidable)
 - Illness/hospitalization
 - Death in immediate family
 - Impassable roads
 - Issuance of a Farm or Domestic Service Emergency Permit
 - Urgent reasons affecting the child, does not include working at home
 - Family trip pre-approved by administration
 - College visitation day

ABSENCE – UNEXCUSED OR UNLAWFUL ABSENCES

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

First Offense- A first offense consists of three or more days of absence without lawful excuse. The parents will be notified via phone call or email of the unlawful or unexcused absence and the ramifications surrounding the offense and any future offenses.

Second Offense- After the first offense is closed, the next session during the school year that the student is unlawfully absent becomes a second offense and requires an official notice to the parents. The school's official notice of absence to parents shall be served in person or by certified, registered or

regular mail to the parent's home as soon as a pupil has three (3) days, or their equivalent, of unlawful absence after the first offense.

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

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

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

- Truancy
- Parental neglect
- Missing the bus
- Sleeping in
- Car problems
- Unlawful employment
- Pupils who run away from home
- Shopping
- Trips not approved in advance

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

ABSENCES - VACATIONS

Trips and vacations during the school year are discouraged, particularly during exam weeks. If it is necessary for a student to miss several days of school, parents should submit a letter to the Administration at least two weeks in advance for approval. The student is responsible for obtaining assignments from teachers and taking tests.

ABSENCES – COLLEGE VISITS

Seniors are encouraged to schedule college visits on free days but are permitted three (3) excused absences to visit prospective colleges. Juniors are permitted one excused absence for a college visit. The student must present verification from the college of their visit.

ASSEMBLY/LITURGY ATTENDANCE

Students must report promptly and quietly to Liturgy and assemblies. They must remain in their seats until dismissed. Conduct at Liturgy, assemblies, and other school-sponsored events should always be appropriate to the nature of the activity. When an assembly, Eucharistic liturgy, or program is planned,

students must be present until the entire day is concluded. ***STUDENTS ARE REQUIRED TO ATTEND LITURGIES AND ASSEMBLIES AT SCHOOL.***

ASSIGNMENTS WHEN ABSENT

A legitimate absence from class does not excuse the student from the work missed. The student should email the teacher when out or meet with the subject teacher on the first day of return to school in order to arrange for make-up work and to schedule missed tests or quizzes. Parents and students can access Schoology and PowerSchool via the PowerSchool link on the school website: www.geibelcatholic.org. Parents will receive their pass code to this website in September, once a signed Acceptable Use Policy has been received by the school.

Students who have an EXCUSED absence have one day for each day of an EXCUSED absence to make up any missed work. Students who miss multiple days of school due to an EXCUSED illness or injury have the same number of days to make-up all work missed.

In cases of serious illness or injury, the student may need to go on homebound instruction. Geibel Catholic Junior-Senior High School does NOT offer homebound instruction. Students needing this service must transfer from Geibel Catholic Junior-Senior High School and take homebound instruction from their home school district. When the student is able to return, he/she would re-enroll at Geibel Catholic.

Students who have UNLAWFUL/UNEXCUSED absences have no claim on the right to make-up missed exams, quizzes, or other types of assignments. In that event, the availability of make-up work will be determined on a case-by-case basis after consultation between the teacher and administration.

All course requirements must be completed by the end of each marking period in order to be computed in the grade. In an extenuating circumstance, the administration will allow a student to be given an Incomplete, or an "I" on their report card and will be given a time extension in order to make-up the work. In cases when a student has been given an Incomplete and work is NOT made up within the agreed upon time frame, the student will lose credit for the work and fail those assignments.

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.

PARENT RESPONSIBILITY

Compulsory Attendance holds parents or guardians legally responsible for the regular school attendance of their child. In addition to the legal ramifications, the Diocese of Greensburg, Office for Catholic Schools recognizes that parental attitude is a factor which influences the regularity of school attendance. As part of their responsibility, parents are expected to provide the school with a written excuse for their child's absence. After three (3) days of continuous absence or after 15 days of cumulative absence, the principal or her/his designee may require the parent to verify the student's illness by a written statement from a physician for the purpose of issuing an excused temporary absence.

EARLY DISMISSAL

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

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

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

Early dismissals are discouraged and should be requested only when necessary. Early dismissals will be granted for the same reasons allowable for excused absences. Students are encouraged to schedule appointments with the doctor or dentist other than during school hours. However, when emergency demands, the appointment should be made as early or late as possible or during study halls. Missing class for an early dismissal counts towards the (20) twenty days permitted in the Forfeiture of Credit Policy.

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

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

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

FORFEITURE OF CREDIT

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

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

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

LATE ARRIVAL – TARDINESS

For tardiness to be excused, the student must present verification of the reason for being late, such as a doctor's appointment form. Written verification from a parent for a justifiable reason may also be acceptable. A parent is also asked to call the main office if there will be an excused tardy. The same rules apply for excused tardiness as those for lawful absence. All other tardiness is considered unexcused.

Students arriving after the first period begins should report to the main office. The student must receive an admit slip before the student is admitted to class. The rules for an unexcused/unlawful tardy will apply in both cases.

Students who drive to school or ride with others to school and accumulate five unexcused tardies will lose driving privileges for one month. If these students continue to be tardy, they will lose driving privileges permanently.

Students who arrive after 9:30 AM will not be eligible to participate in extra-curricular activities or athletic events for that day. Students who arrive late the morning after a game, match, or performance three (3) times will be ineligible for participation in the next game, match, or performance.

SCHOOL RESPONSIBILITY

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

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

STUDENT RESPONSIBILITY

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

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

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

SCHOOL CLOSING OR DELAY

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

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

Geibel Catholic has approval from the Office of Catholic Schools in the Diocese of Greensburg to schedule up to five Flexible Instruction days in place of cancelations and make-up days. If we close school and choose to use a Flexible Instruction Day, we will use our regular means of alerting families. Teachers will review the Flexible Instruction expectations with students and will further explain their specific class expectations prior to the first flexible instruction day. Faculty members will electronically post any resources and assignments to their Schoology courses by 9:00 AM on the scheduled Flexible Instruction days. Faculty and administration will be available through email from 9:00-3:00. Students must access their courses through Schoology and submit all assignments within 3 days. All assignments must be completed, or the student will be marked absent.

CATHOLIC IDENTITY

CAMPUS MINISTRY

Campus Ministry is a response of this Christian Community to the needs of our students and to assist them in sharing their unique gifts of youth with the larger community. Campus Ministry works to foster the total personal and spiritual development of each young person through responsible participation in the life, mission, and work of the Catholic Church. The students of Geibel Catholic Junior-Senior High School are given the opportunity to grow in their relationship with God and others by involvement in programs sponsored by the Campus Ministry Department. These programs are both religious and social in nature. Campus Ministry assists the Religion Department in coordinating the required service

component. Through Campus Ministry, students respond to the challenge to live their faith in a supportive and nurturing environment.

RETREATS

Retreats are organized and scheduled by Campus Ministry. The Retreats are a graduation requirement; therefore, they are mandatory.

CHAPEL

The Pier Giorgio Frassati Chapel is located on the second floor for student use. The Chapel is available for use during school hours for family and friends of the school, with prior notification to the Main Office. The Religion Department and Campus Ministry schedule time for students and faculty to attend Mass, Prayer Services, meditation, devotions, and adoration.

CHAPLAIN

The Bishop of the Diocese of Greensburg appoints a Chaplain to the school. The Chaplain celebrates liturgies, is available for the Sacrament of Reconciliation upon request, and is generous with his time for any student or faculty need. As a designated student advocate and a willing listener, the Chaplain is available for counseling as a member of our Guidance team. The Chaplain is also a member of the Campus Ministry team.

CODE OF CONDUCT

BEHAVIOR IN GENERAL

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

Anti-Bullying/Anti-Hazing Policies

Prohibiting Harassment, Intimidation, Hazing, or Bullying

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

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

General Statement of Policy

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

Definitions

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

False Accusations

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

Cyberbullying

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

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

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

CARE OF SCHOOL PROPERTY

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

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

CELL PHONE/ELECTRONIC DEVICES

Students are permitted to bring cell phones to school; however, cell phones should remain silent and out of view during class. Apart from academic purposes required by the teacher, cell phones are not permitted to be used during class. The school is not responsible for cell phone loss, damage, or misuse by another person using a cell phone without the owner's permission.

The use of any blue tooth device or headphones – including Air Pods – is allowable prior to morning prayer, at lunch, and upon dismissal. Use at any other time will be handled in the same manner as cell phone violations. Repeated violations of these policies may result in the loss of electronic privileges in the building.

Personal Electronic Devices Violations Consequences:

1. Warning to put away
2. Take electronic device to administration and student retrieve at the end of the day.
3. Take electronic device to administration. Parent must pick up from administration and a meeting with administration will take place. Disciplinary action will be enforced.
4. Loss of privilege to possess personal electronic devices. Disciplinary action will be enforced.

In an emergency, parents should call the school office to contact their son or daughter. Please note that by attempting to contact your son/daughter on their cell phone, you are putting them in a position of violating the discipline code and they will have to face the necessary consequences.

Students who have their phones out during class, are using them to cheat, or are otherwise using phones in a manner contrary to academic integrity or the handbook guidelines will face appropriate disciplinary action. ALL final disciplinary interpretations and decisions are the prerogative of the Administration of Geibel Catholic Junior-Senior High School and the Superintendent of Catholic Schools for the Diocese of Greensburg.

CLASS/GROUP/FIELD TRIPS

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

- Students who have been suspended during the year
- Students with excessive absences
- Students whose tuition payments are delinquent
- Students involved in the consumption, possession, and/or sale of drugs or alcohol
- Students who have had serious, consistent and/or gross violations of school disciplinary policy

Student behavior off campus is held to the same high expectations as on-campus. Behavior that violates the Geibel Catholic standards will result in disciplinary procedures. This includes off-campus bullying and cyber bullying. Students consuming, or found to be in possession of, drugs or alcohol while on a trip will have their parents notified and will be sent home from the trip at their parent's expense. All disciplinary policies will apply. Geibel Catholic adheres to Diocesan policy regarding possession/use of illegal substances.

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 trip. A 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 Trip Participation for the specific event is on file with the school.

Appropriate dress for school-sponsored events is the school uniform. The school sponsor may determine an exception. Parental permission slips must be submitted prior to the event. While attending trips students are to behave in an appropriate manner. The parent/guardian will be called to take the student home if his/her behavior is deemed inappropriate.

CUTTING CLASS

Students who cut class will face disciplinary action, and the ability to make up missed work will be at the discretion of administration.

DANCES/PROM/SEMI-FORMAL and DRESS CODE

Various organizations plan dances throughout the school year. While attending dances students are to behave in an appropriate manner. The parent/guardian will be called to take the student home if his/her behavior is deemed inappropriate. Geibel Catholic adheres to Diocesan policy regarding possession/use of illegal substances.

- Senior High dances are held from 7:00 PM to 10:00 PM. (unless otherwise noted).
- Junior High dances are held from 7:00 PM to 9:00 PM. (unless otherwise noted).
- Dress requirements will be set by the committee responsible for planning the dance and must be approved by the administration.
- Any couples attending dances must be boy-girl couples.
- Students must arrive at school no later than a half hour after the start of the dance in order to attend any dance. Those arriving after this time will not be admitted.
- Parents/Guardians of students who sign up to attend the dance and do not show up will be called to alert them their son or daughter did not arrive.
- All students attending a dance must remain until the announced conclusion of the event. The only exception will be if the parents come and inform the moderators of the dance that they are taking their child home with them.
- Smoking or the use of tobacco products is forbidden on the school campus. The use or possession of alcohol or unlawful drugs is cause for referral to the authorities which will result in suspension of driver's license in accordance with the Pennsylvania State Law on underage drinking.
- Dances are closed to persons other than Geibel Catholic Junior-Senior High School students unless otherwise specified.
- The school Discipline Code applies to dances.
- Dancing guidelines (applies on and off the dance floor) include but are not limited to:
 - o No straddling legs
 - o No front to back touching/grinding
 - o No inappropriate or suggestive touching
 - o No overt and/or prolonged public displays of affection
 - o No Mosh Pit – dancing in a tight group
 - o No lewd and lascivious dancing such as “freaking”

PROM/SPRING FORMAL

Prom/Spring Formal is sponsored by the Junior Class. Any couples must be boy-girl couples. All guests of Geibel Catholic Junior-Senior High School students are subject to the same rules and regulations that govern the student body. Geibel Catholic Junior-Senior High School students are responsible for the behavior and actions of the guests they invite to school sponsored activities. All school rules apply to off campus activities related to the prom/spring formal.

DRESS ATTIRE

Prom/Spring Formal and semi-formal dress attire for a Geibel Catholic student, and their guest, is to be modest and within the boundaries of Catholic moral principles. Young men should be dressed in business style suit or tuxedo complete with necktie and dress shoes. Young women

should be dressed appropriately as well. Students may be required to bring in a picture of the dress for approval.

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

REMEMBER: You must wear a dress that follows the above guidelines. It is not our responsibility if you purchase a questionable dress that cannot be returned. Dresses are subject to approval prior to the event.

FAMILY MEMBER CONDUCT

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

FIGHTING OR HARASSMENT

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

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

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

LOCKERS

All lockers are the property of Geibel Catholic Junior-Senior High School and must be always locked with a school-issued lock. Students are not permitted to use unassigned lockers. School authorities and the administration reserve the right to search lockers without notice. Care of the lockers and personal

property within is the responsibility of the individual students. Students caught vandalizing or in any way damaging lockers will be assessed a fee to cover damage and will have disciplinary consequences. Locks not issued by the school will be removed unless administrative approval has been granted. Geibel Catholic Junior-Senior High School is not responsible for damage to locks that must be removed. THE SCHOOL IS NOT RESPONSIBLE FOR PROPERTY STORED IN LOCKERS.

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

OBSCENITY/PROFANITY

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

OFF CAMPUS CONDUCT

Geibel Catholic has the right to consider all conduct internal or external to the school. A student may be disenrolled for conduct that is not consistent with our philosophy, mission statement, goals, and objectives and code of conduct whether the action or incident occurs at the school, school event, or within the community at large.

PUBLIC DISPLAYS OF AFFECTION

Any public display of affection is inappropriate and is not permitted and is subject to disciplinary action.

SMOKING/VAPING

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

Definitions:

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

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

Tobacco: Lighted or unlighted cigarettes, cigars, pipe or smokeless tobacco in any form, including, but not limited to, snuff, ecigarettes, vaping devices, and chewing tobacco. Pupils found to be in violation of the provision of this policy shall be subject to discipline as prescribed by the disciplinary code of the respective school(s) which could include reprimand through suspension or expulsion depending upon the severity and repetition of the offense. These measures may be in addition to any fines imposed by the Magistrate for violation of local Building Officials and Code Administrators (BOCA) codes, fire codes, etc.

SUBSTANCE ABUSE

Drug and Alcohol Policy and Administrative Guidelines-Students

A student on school grounds, during a school session, or anywhere at a school-sponsored activity who is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells or

aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline. **The school reserves the right to search anything brought on school property.**

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

Through the use of curriculum, 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 drugs, 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 related compounds |
| 10. Methyltestosterone | |

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

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

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

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

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

LEGAL REFERENCES:

Act 93 of 1989

Public School Code of 1949

P.S. 407, Rules and Regulations

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.

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 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.

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.

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.

FIRE ALARM

The fire alarm is denoted by a loud horn. When the alarm sounds, students are to move quickly and silently in single file to the nearest exit. Directional signs are posted in every classroom and rooms in the building. While outside, students are to remain with their class and teacher in an orderly manner and

are to follow all directions given by the teacher. Students are to return to the school only at the direction of their teacher.

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.

When the alarm sounds, students are to move to the designated locations. Directional signs are posted in every classroom.

Procedure:

- Art Room:
 - o Lower floor hallway by Music Room
- Cafeteria:
 - o Boys to Room 112
 - o Girls to Room 113
- Gymnasium:
 - o Locker Rooms
- Second Floor:
 - o Down main steps and report to the cafeteria hallway.

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

DISCIPLINE OFFENSES AND RECOMMENDED RESPONSES

Discipline is an integral part of the learning process. In order to develop self-control, the student must be helped to understand her/his emotions and impulses, to live in harmony with others, to respect the rules of family, to keep the laws of the country, and to obey the laws of God. The dignity of the student demands that humiliating and embarrassing punishments be avoided. Acceptable means of settling behavior problems are reproof, loss of privileges, and detention. Extreme disciplinary problems are referred to the principal for appropriate action. ALL final disciplinary interpretations and decisions are at the discretion of the Administration of Geibel Catholic Junior-Senior High School and the Superintendent of Catholic Schools for the Diocese of Greensburg. The administration reserves the right to impose additional disciplinary actions as needed.

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 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.

Geibel Catholic Junior-Senior High School recognizes the spiritual, academic, and personal growth of a student as its primary concern. To meet this obligation, formal disciplinary standards and policies must be enforced to provide an environment conducive to this goal. The objectives to the disciplinary code are:

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

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

Standards of Conduct

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

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

Off-Campus Conduct

The administration of Geibel Catholic Junior-Senior High School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to *cyber-bullying*. **Pennsylvania Act 26** (effective September 28, 2015)

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

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

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

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

*Threatens to inflict harm on the child

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

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

WHERE is the Crime Committed?: The crime may be deemed to have been committed where the victim child resides. Cyberbullying complaints should be directed to law enforcement in the community in which the child lives.

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

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

LEVEL ONE

Level I Offenses:

- Failure to Comply with a Request of a Teacher, Administrator, or adult in charge
- Unlawful/Unexcused Tardy to Class (referred every 3 tardies)
- Disruption Inside or Outside of the Classroom, including Mass or assemblies
- Unacceptable Language/Gestures (including public display of affection)
- Absent from Class Without Permission
- Dress Code Violations
- Body Art/Tattoos that are not covered or body piercings that are not allowed and not covered according to school policy
- Cell Phone (refer to Cell Phone section for additional information pertaining to a Cell Phone violation)

Level I Consequences:

- First Offense: Referral with parent or guardian
- Second Offense: After-school detention
- Third Offense: In-school suspension
- Fourth Offense: One day out-of-school suspension
- Fifth Offense: Implementation of Expulsion Procedures

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

LEVEL TWO

Level II Offenses:

- Cutting Class (including excessive bathroom use or requests to leave the classroom lasting greater than 10 minutes)
- Insubordination/Disrespect of a Faculty or Staff Member
- Disrespect of another student or their property
- Truancy/Leaving School Grounds Without Permission from School Official
- Forgery of Parent or School Official Signature
- Academic Honor Code Violation (refer to Academic Honor Code section for additional information pertaining to violations)
- Violation of any listing in the Acceptable Use Policy for Technology, unless otherwise specified
- Public display of affection, suggestive contact or more pronounced

Level II Consequences:

- First Offense: After-school detention
- Second Offense: Three After-school detentions
- Third Offense: In-school Suspension
- Fourth Offense: up to 10 days of out-of-school suspension
Implementation of Expulsion Procedures

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

LEVEL THREE

Level III Offenses:

- Intentionally sounding an unauthorized false alarm of any kind, such as a severe weather, fire, or evacuation drill
- Fighting - In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- Student Harassment –Ethnic, verbal, physical, or by use of a technological device -In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- Possession, viewing, or transfer of obscene or pornographic material, music, or media as defined by the school
- Vandalism/Theft (Restitution Required)
- Any infraction where property, safety, or security of the school, students, faculty, or staff are plausibly deemed at risk of loss, damage, injury, or compromise of the educational process, or where failure to report the infraction of another can be reasonably proven

Level III Consequences:

- First Offense: 3 (or more) days In/Out of School Suspension
Parental Conference to Return to School
- Second Offense: Up to a 10-Day Out of School Suspension
Implementation of Expulsion Procedures

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

LEVEL FOUR

Level IV Offenses: The following offenses are considered very serious in nature. Therefore, the violation and the consequence have been listed separately.

•**HARASSMENT – EXTREME IN NATURE:** Sexual, Ethnic, Physical, Verbal or by use of a Technological Device

- Immediate 10 Day Suspension
- Immediate Implementation of Diocesan Guidelines
- PA State Police Notification
- In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.

• VERBAL OR PHYSICAL THREAT TO SCHOOL PERSONNEL

- Immediate 10 Day Suspension
- Immediate Implementation of Expulsion Procedures
- PA State Police Notification
- In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.

•POSSESSION OF DANGEROUS CHEMICALS OR FIREWORKS

- Immediate 10 Day Suspension
- Immediate Implementation of Expulsion Procedures
- PA State Police Notification

•BOMB OR TERRORIST THREATS

- Immediate 10 Day Suspension
- Immediate Implementation of Expulsion Procedures
- PA State Police Notification

•VANDALISM / THEFT – REPEATED OR EXTREME IN NATURE

- Immediate 10 Day Suspension
- Immediate Implementation of Expulsion Procedures
- PA State Police Notification

•TAMPERING WITH FIRE EXTINGUISHERS/FIRE ALARMS OR ARSON

- Immediate 10 Day Suspension
- Immediate Implementation of Expulsion Procedures
- PA State Police Notification

•ASSAULT OF SCHOOL PERSONNEL OR HIS/HER PERSONAL PROPERTY

- Immediate 10 Day Suspension
- Immediate Implementation of Expulsion Procedures
- PA State Police Notification

•POSSESSION OF A WEAPON

No person other than public officers in uniform in the exercise of their duties shall bring any weapon as defined I Section 012 of the Pennsylvania Crimes Code, 18 Pa. C.S. 912, onto school grounds or in any school building or vehicle even though they have a legal permit to carry such weapon.

- Immediate 10 Day Suspension
- Any student found to be in violation of this policy will be subject to disciplinary action and reported to the appropriate law enforcement agency for criminal prosecution under 18 Pa. C.S. 912.
- Police will be notified, and a criminal complaint will be initiated.
- Student(s) will be arrested.
- Immediate Implementation of Expulsion Procedures
- Non-school students who violate this policy shall be prosecuted as trespassers.
- In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.

•USE and/or POSSESSION OF ILLEGAL DRUGS AND/OR ALCOHOL

- Immediate 10 Day Suspension

- PA State Police Notification
- Parents must arrange for a readmission conference for the student. (The readmission decision is at the discretion of a review panel.) If readmission is granted, it is contingent upon ongoing drug therapy and testing at the expense of the family.
- Immediate Implementation of Diocesan Guidelines
- Possible Implementation of Expulsion Procedures
- In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.

•SELLING OF ILLEGAL DRUGS AND/OR ALCOHOL

- Immediate 10 Day Suspension
- Immediate Implementation of Diocesan Guidelines
- Immediate Implementation of Expulsion Procedures
- PA State Police Notification
- In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.

*Participation in athletics and extracurricular activities at Geibel Catholic Junior-Senior High School is a privilege and carries behavioral responsibilities for our students during and after the school day, on school grounds and off. Geibel Catholic students who are convicted of shoplifting, simple assault, harassment, driving under the influence, underage drinking, possession of illegal drugs and other such misdemeanors or felonies, shall be removed from athletics and extracurricular activities for a minimum of 90 calendar days (from the conviction) up to one year at the discretion of the administration.

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

THE PENNSYLVANIA STATE POLICE CANINE UNIT WILL BE USED TO SEARCH FOR ILLEGAL SUBSTANCES WITHOUT PRIOR NOTICE TO THE STUDENTS.

DETENTION

Detention Regulations:

1. Regular detention periods are scheduled after school at the discretion of the principal and assistant principal. Detention begins on the earliest scheduled detention day following the infraction.
2. Students are not permitted to leave the room, eat, sleep or rest heads on desks.
3. No personal electronic devices (i.e., cell phones, air pods, etc.) are permitted to be used.
4. Students will complete a written Detention Reflection and verbal discussion with Administration.
5. Scheduled detentions take a priority over the participation in extra-curricular activities and sports practices and/or contests. Exclusion from participation in extra-curricular activities and sports practices and/or contests is in effect during the detention hour on scheduled days. Detention will NOT be changed to accommodate such activities.
6. Students may not represent the school in any sports or extracurricular activities unless the student has made prior arrangements to schedule and serve out the detention(s).

7. The administration reserves the right to suspend any individual from participation in any or all extra-curricular or athletic events for violations of the school's discipline code.
8. Parents will be notified of detention by phone and/or email.
9. If a student fails to serve his or her first scheduled detention, his/her detention(s) will be doubled. Failure to serve two (2) scheduled detentions results in an in-school suspension being issued. Failure to serve the in-school detention will result in a one-day suspension. Discrepancies will be addressed by the administration. In addition, students who do not serve detentions will be declared ineligible to participate in extra-curricular activities, including sports, for 5 school days.

DISCIPLINARY PROBATION

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

A student who acquires four (4) detentions or one (1) in school suspension may be placed on disciplinary probation. This means the following:

- Parent conference is required.
- Student becomes ineligible to participate in extracurricular activities, including sports and social events, while on probation.
- Student membership in National Honor Society and other school organizations will be placed on probation.
- Student will remain on probation for a minimum of ten (10) school days from notification of probationary status.

SUSPENSION

Suspension is the temporary removal of a student from classes or school for a specified period of time. Suspension is a very serious method of discipline and is used when needed. A student may be suspended by the principal for a serious infraction of school regulations or for repeated detentions. A suspension may vary in length from one to ten days. No prior notice to parents is needed for a suspension. For an out of school suspension, the student is not permitted on school grounds, in any school vehicle or any other instrument of the school and may not attend or participate in any school activity during the suspension. Any student violating this directive will be subject to trespassing charges. A parent conference is required before a student is permitted to return to school after an out of school suspension for three (3) or more days.

The student will have the responsibility to make up schoolwork as scheduled.

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

- The principal shall talk with the parents and the parents shall receive a written notice of suspension.
- The written Notice of Suspension is kept on file in the principal's office and a copy is given to the parents. This document will not only explain why the student was suspended but will contain an

agreement between the student/parents and the principal describing the student's future cooperation in a program designed to resolve the student's problems.

- Suspensions should be held in school, and the student not marked absent, unless the offense is particularly egregious, in which case, out-of-school suspension is the remedy. Out-of-school suspensions follow the same guidelines as in-school suspensions except the student is marked absent and assignments are given in the various subject areas for home study.
- The parents will meet during this period with the principal and teachers to define expectations upon the student's return.

EXPULSION

Expulsion is a permanent removal of the student from the school. Expulsion is carried out at the recommendation of the Administration and the approval of the Superintendent of Catholic Schools.

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

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

- Infractions of school regulations, or the disciplinary codes applicable to each school
- Continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students
- Continued malicious disobedience or disrespect for authority
- Possession, use, or transporting a weapon
- Possession, use, sale, conveyance of any controlled substance, drug, look-alike drug, alcohol, or anabolic steroid
- Assault or battery of a fellow student, teacher, or employee
- Bomb threats
- False alarms
- Use of vulgar or obscene language
- Excessive absence or tardiness
- Fighting
- Disrespect toward the school in work or action

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

- The Principal (or designee) must report the pending expulsion to the Superintendent for Catholic Schools prior to any such decision being finalized and communicated to the student or parent. Immediate suspensions are possible in certain circumstances to allow the principal time to consider an expulsion by gathering the necessary data. Such notification of

the pending expulsion should be made at the time of the suspension, both through a phone call and, as a follow up, in writing.

- Through consultation between and among the Superintendent for Catholic Schools, Principal, and legal department, if necessary, the expulsion decision will be finalized and formalized. Usually, the decision for expulsion will be made within ten (10) school days from the commencement of the suspension. All procedures as outlined in the applicable student handbooks must be followed, including appropriate communications to the student and parents.
- A written report of the expulsion must be completed and forwarded by the principal to the Superintendent for Catholic Schools. The report must include a copy of the letter of expulsion sent to the student and parents, including a statement that any request for further review of the matter must be forwarded to the Superintendent for Catholic Schools within five (5) days from the date of the expulsion.
- If such a request for a review of the expulsion is made by the student's parents, it must be received in writing by the Superintendent for Catholic Schools within five (5) days from the date of the expulsion. The Superintendent will determine who will participate in this review. The review will be made within a reasonable period of time. The decision from this review will be communicated to the principal by the Superintendent for Catholic Schools. The parents and student will be mailed a written notice of the outcome of this review.

DRESS CODE

Geibel Catholic Junior-Senior High School is committed to the affirmation of the self-worth of each person. We believe that the style of dress influences the students' self-concept, so a dress code has been instituted. Enrollment at Geibel signifies the intent of each student to abide by the standards set forth. Final decisions on dress code applications will be the sole responsibility of the school administration. Any dress code violations will result in the following consequences.

First Offense:	Warning
Second Offense:	Referral and conversation with parent/guardian
Each Additional Offense:	One detention

Students are expected to be in compliance with the dress code at all times during the school day. The administration reserves the right to evaluate and critique an individual student's interpretation of the dress code policy as evidence by his/her appearance at that time. Final interpretation will be at the discretion of the administration.

Required School Uniform

Uniforms are an integral part of our culture at Geibel Catholic. All students are expected to take pride in their appearance and to dress and groom in a manner that will not disrupt the instructional climate. To maintain an orderly and safe environment, and to promote an appreciation of the importance of appropriate attire in the workplace, students are expected to dress according to the following guidelines.

The Geibel Catholic regulation uniform is as follows:

BOYS:

- **Navy or Khaki** pleated or flat front **“Docker’s Style” slacks w/belt loops**. Joggers and cargo pants are not an approved style of pants for school.
- **Belt – leather, black, dark brown, or navy-blue belt (no designs)** must be worn with slacks **White or green knit polo shirt**, short or long sleeve, with school monogram. Please note that shirts must be tucked in at all times.
- **White or green oxford shirt**, short or long sleeve, with school monogram. **(Students MUST have an oxford shirt, as they are required for Liturgy and formal attire days.)** Please note that shirts must be tucked in at all times.
- **Tie – A tie is REQUIRED for Liturgy and formal attire days.**
- **V-neck pullover or sweater vest, white or green**, all with school monogram. Approved green quarter zip or fleece, both with school monogram may be worn. **(Hoodies and sweatshirts are NOT permitted.)**
- If **undershirts** are worn, they **MUST be plain white**
- Socks must be worn. **Crew socks** in a design of student choice. Socks must be appropriate and in compliance with the mission of the school. No show socks are not permitted.
- Shoes must be traditional solid colored dress shoes in the following colors: black, brown, Navy blue, tan, white, gray. Loafers, boat shoes, and oxfords are permitted but must be of solid color. Shoes must be low heeled, closed toe with a closed back. Not permitted are shoes with patterns or designs, boots, flip flops, sandals, Crocs, or athletic shoes of any kind.

GIRLS:

- **Navy/green plaid skirt or solid navy skirt. Skirts MUST be within three inches of the top of the knee and not rolled to alter length.**
- **Navy or Khaki “Docker’s Style” slacks w/belt loops. (Sweatpants, yoga pants, and leggings are not permitted.)**
- **Belt – leather, black, dark brown, or navy-blue belt (no designs)** must be worn with slacks
- **White or green knit polo shirt**, short or long sleeve, with school monogram
- **White or green oxford shirt**, short or long sleeve, with school monogram. **(Students MUST have an oxford shirt, as they are required for Liturgy and formal attire days.)**
- **V-neck cardigan, V-neck pull-on sweater (white or green)**, both with school monogram. Approved green quarter zip or fleece, both with school monogram may be worn. **(Hoodies and sweatshirts are NOT permitted)**
- If **undershirts** are worn, they **MUST be plain white.**
- Socks must be worn. **Knee socks or crew socks** in a design of student choice. Socks must be appropriate and in compliance with the mission of the school. No show socks are not permitted.
- **Tights** (not pantyhose) in **black, white, or navy** are permitted. No patterns or designs.
- Shoes must be traditional solid colored dress shoes in the following colors: black, brown, Navy blue, tan, white, gray. Loafers, boat shoes, and oxfords are permitted but must be of solid color. Shoes must be low heeled, closed toe with a **CLOSED BACK**. Not permitted are shoes with patterns or designs, boots, flip flops, sandals, slipper-style, Crocs, or athletic shoes (i.e., any shoes with laces that are supposed to tie) of any kind.

FORMAL UNIFORM:

BOYS: OXFORD SHIRT, KHAKI/NAVY BLUE SLACKS, BELT, TIE, GREEN/WHITE SWEATER/SWEATER VEST.

GIRLS: OXFORD SHIRT, PLAID SKIRT/KHAKI OR NAVY-BLUE SLACKS WITH BELT, GREEN/WHITE SWEATER/SWEATER VEST.

GROOMING:

BOYS:

Hair	Hair must be neat, clean, and moderate in length, not to exceed the bottom of the collar and out of the eyes. No extreme styles or unnatural colors. No hairstyles involving designs or architecture.
Facial Hair	Facial hair must be trimmed and neat.
Jewelry	Piercing in ears only. No visible body piercings other than earrings. Chains and necklaces must be worn inside the shirt collar. No excessive jewelry.
Tattoos	No visible tattoos are permitted. Students who have tattoos must have them covered at all times.

GIRLS:

Hair	Hair must be neat and clean. No extreme styles or unnatural colors. No hairstyles involving designs or architecture.
Make-up	Make-up must be tasteful and appropriate.
Jewelry	Piercing in ears only. No visible body piercings other than earrings. Chains and necklaces must be worn inside the shirt collar. No excessive jewelry.
Tattoos	No visible tattoos are permitted. Students who have tattoos must have them covered at all times.

It is the responsibility of parents to ensure that their child(ren) leaves for school dressed in appropriate school attire. All faculty members have the responsibility to enforce the dress code. The administration reserves the right to determine and curtail unacceptable articles of dress, jewelry, and hairstyle.

Outerwear that is not part of the uniform may not be worn inside the building

All uniforms must be in good condition.

Frayed, torn, or ripped uniforms are not permitted.

When ordering uniforms, please keep in mind that the shirts and skirts must be worn for four years and must fit appropriately according to the above guidelines at all times.

CLOTHING FOR ALTERNATE DRESS DAYS

Clothing for **Dress Down Days** is to be appropriate, neat, clean, and of proper fit and length. Jeans and Capri pants are acceptable if they are not too tight, low rise, or ripped/torn. Short length to 3 inches above the top of the knee is acceptable. Skirts and dresses should be no shorter than 3 inches above the top of the knee.

Tight or suggestive clothes, sleeveless shirts, halter tops, low cut shirts, exposed midriff, pajama bottoms, flannel pants, yoga pants, leggings, short dresses/skirts (even with tights), and hats/head gear of any kind are NOT permitted.

Clothing for **Dress Up Days** is to be of the type worn to a dress up event. Jeans and shorts are not permitted on a Dress Up Day. The above restrictions also apply.

GIRLS: Not Permitted:

Ripped, torn jeans/pants, legging (jeggins) style pants, ANY sleeveless or low “V” neck shirts, shorts/skorts/skirts/dresses more than 3 inches above the top of the knee of ANY kind, (including shorts/skorts/skirts/dresses worn with tights), bare midriffs, clothing with inappropriate pictures/sayings. No flip flops or sandals.

BOYS: Not Permitted:

Ripped, torn jeans/pants, any sleeveless shirts or tank tops, clothing with inappropriate pictures/sayings, hats (of any kind), flip flops or sandals.

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

To promote school spirit, pride, and unity, clothing with or promoting other high schools, their teams, or their logos are not permitted at any time. The exception to this policy is a cooperative sport/activity into which Geibel Catholic Junior-Senior High School has entered with another school. (Example: Girls Soccer with Southmoreland High School.)

EXTRACURRICULAR ACTIVITIES

CLUBS

Geibel Catholic Junior-Senior High School offers a variety of clubs and organizations. Each club will determine when and how often they will meet.

Club/Organization/Activity

Art Club
Campus Ministry
Chamber Ensemble
Chess Club
French National Honor Society
Gator Ambassadors
Intramurals
Junior High Science Bowl
Math League
National Junior Honor Society
National Honor Society
PA Jr. Academy of Science
Pep Band
Poetry Club

Moderator

Mrs. Julie Yankovich
Mr. Chris Anderson
Dr. Eugene Dangelo
Mrs. Rachelle Harner
Mr. Joe Hall
Mrs. Darlene McWilliams
Mr. Collin Brant and Mr. Chris Dangelo
Mr. Dean Austraw
Ms. Angela Swan
Ms. Jennifer Smith
Ms. Jennifer Smith
Mr. Dean Austraw
Dr. Eugene Dangelo
Dr. Justin Stevenson

Prom/Spring Formal Committee
Spanish National Honor Society
Student Council
Trap Team
Yearbook

Mr. Scott Procko, Ms. Jennifer Smith
Mrs. Maria Rivas
Mrs. Shelley Harner
Mr. Mark Zavatchan
Mr. Scott Procko

SERVICE/VOLUNTEER ACTIVITIES

Students at Geibel Catholic Junior-Senior High School are required to complete 24 hours of service each year. Members of the National Honor Society and National Junior Honor Society are required to complete 36 hours of service each year. Throughout the year, opportunities to volunteer and serve at community functions are available to students. Students will be made aware of these opportunities in a timely manner.

SPORTS

Geibel Catholic Junior-Senior High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and District 7 in the Western Pennsylvania Interscholastic Athletic League (WPIAL). It is the belief of Geibel Catholic that participation in sports encourages the development of leadership and teamwork qualities. Students lose eligibility when they have reached the end of their fourth consecutive year beyond the eighth grade. If a student repeats a grade after eight, they become ineligible as a senior.

Athletic Director: Chris Teagarden
Administrative Assistant:
Lora Speeney

phone: 724-628-5600
phone: 724-628-5600

email: cteagarden@geibelcatholic.org
email: lspeeney@geibelcatholic.org

Sport

Cross Country
Esports
Golf
Boys Soccer
Girls Soccer
Girls Volleyball
Football
Girls Basketball
Boys Basketball
Track
Cheerleading
Baseball
Softball
Cross Country (CYO)
Boys Basketball (CYO)
Girls Volleyball (CYO)

Coach(es)

Mrs. Sara Larkin
Mr. Jeff Love
Mr. John Holt

Southmoreland Co-op
Mr. Collin Brant
Southmoreland Co-op
Mrs. Sara Larkin
Mr. Gary Tarbuk
Mrs. Sara Larkin & Mr. Joe Hall
Mrs. Michelle Stockey
Mr. Derek Victor
Mrs. Sara Larkin & Mr. Joe Hall

Dr. Justin Stevenson

MEDICAL AUTHORIZATION/PHYSICAL

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

STUDENT COUNCIL

Student Council is the student government of Geibel Catholic Junior-Senior High School. The student body elects officers and members of the Student Council. Representatives are elected in September. The Student Council sponsors Homecoming festivities and Cutie King celebrations, as well as organizes other student activities.

FINANCIAL POLICY

FINANCIAL AID

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

TUITION/PAYMENT OPTIONS

There are four options for payment:

1. One lump sum payment by August 15 of the upcoming school year;
2. Two equal payments – First payment due August 15 of the upcoming school year and the second payment due January 15 of the current school year;
3. Monthly payment plan on FACTS that will bring the balance to zero by June 30 of that school year completed in June.

Payment Policy:

- Check, money order or credit card are the preferred methods of payment.
- One of the three plans must be chosen for payment.
- If a case of hardship exists, the parents/guardians may ask for a meeting with the principal to request to pay less than the per month minimum (the school reserves the right to adjust this per month minimum payment). Such a request is approved on a case-by-case basis by an administrative review team. The parents/guardians must submit a written appeal to the principal asking for such consideration and delineating their special circumstances. This appeal must be submitted within five calendar days of the meeting with the principal.
- If after reviewing your tuition statement including financial aid and applicable scholarships, you anticipate difficulty with any of the above payment plans, please send a letter to the attention of the principal detailing your concerns.
- Whatever plan is agreed to; the parent/guardian is responsible to make payments accordingly. If a payment is not made, for whatever the reason, the following process will be followed:
 - The parents/guardians will be notified in writing of the payment not being received.
 - The parents/guardians will be given 20 calendar days to bring the account to current status.
 - If the account is not brought to current status, and no other agreement is approved by the principal (or the administrative review team when applicable), the student enrollment may cease after the 20th day.
- All families not paying tuition using the one lump sum or two-payment option must have a FACTS account to pay by monthly bank draft.

- Senior students may not carry a previous balance forward unless a hardship case is determined.
- If a student enrolls in the upcoming school year with a past due balance of 30% or less, the parents/guardians will be placed on an extended agreement plan. In doing so, the parents/guardians will need to submit their social security numbers and sign a FACTS payment plan agreeing to pay at least the monthly minimum payment, as well as signing an extended payment plan specifying that the parents/guardians will agree to continue making such payments until the balance is paid in full:
- If this process is not agreed upon and completed by July 1 preceding the upcoming school year, the student enrollment will cease.
- No students will be accepted at either Catholic high school if they are carrying a past due balance from any Catholic school in the Diocese of Greensburg.

The St. Pope John Paul II

Tuition Opportunity Partnership (TOPS)

The Saint Pope John Paul II Tuition Opportunity Partnership has been established for students who wish to attend a Catholic school in the Diocese of Greensburg.

The TOP student initiative was founded by anonymous donors from the local business community who received Catholic educations and were profoundly influenced by Saint Pope John Paul II. The donors believe that their Catholic faith, education, and moral foundation gave them a great advantage in life. The donors, along with more than 100 others, have become strong supporters of Catholic schools. Their \$2.4 million commitment combined with \$1.7 million in existing funds the diocese has received from donors participating in Pennsylvania's Educational Improvement Tax Credit (EITC) program now make \$4.1 million in scholarships and tuition assistance available for the 12 Catholic Schools in the Diocese of Greensburg.

The Diocese of Greensburg is hopeful that the Saint Pope John Paul II Tuition Opportunity Partnership will become a model for making Catholic education accessible to families who value strong Catholic teaching and formation as a necessary part of their child's development.

Financial Obligations:

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

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

GENERAL POLICIES

ANNOUNCEMENTS

Written announcements submitted by 3:00 PM the day before the announcement is to be made are

acceptable. Student submitted announcements must have the signature of a teacher or administrator to be considered.

BUS

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous, cooperative, and restrained. The following regulations are required for each pupil:

- Students will wait for the bus to come to a complete stop before entering the bus.
- Except when assigned by the administration or the driver, there are no reserved seats on the bus. Students will take seats available as they get on the bus and will not “save” seats.
- State law forbids students to stand in the aisle while the bus is in motion or to put any part of their bodies out of the bus window.
- In the interest of cleanliness and good appearance, students will not tamper with or deface anything on the bus, nor will they throw anything out the bus windows. Financial responsibility rests with the student for any damage done to the bus.
- Emergency doors are to be used only in an emergency and not as an ordinary exit from the bus.
- Eating, smoking, and use of abusive language are strictly forbidden on the bus.
- Pushing, shoving, and any other unnecessary roughness will not be tolerated.
- When exiting the bus to cross the highway, students are required to cross in front of the bus and to be careful of traffic coming in either direction along the highway.
- The bus driver is in full charge of the bus. Any situation that needs attention on the bus should be reported to the driver at once. The driver will bring the infraction to the attention of the administration.
- A student who arrives on a late bus is required to report to the Main Office, sign in, go to his/her locker, and report directly to the period in session. This will be an excused tardy.
- If a student is reported for any of the above activities, the administration will take appropriate disciplinary action.

CAFETERIA

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Maintaining a clean cafeteria is the responsibility of the student body. In order to keep the cafeteria clean and orderly, please observe the following rules:

- Please cooperate with the cafeteria supervisor
- Empty all debris from trays into the trash receptacles. Return trays to the receiving window before leaving the cafeteria.
- All food and drink must remain in the cafeteria with the exception of bottled water.
- Cafeteria tables and seats must be kept in a neat and orderly fashion.
- Cell phones are permitted in accordance with the cell phone policy.
- Sitting on tables is not permitted at ANY time.
- Students are to remain in the cafeteria for the duration of their lunch period unless they have permission from a school official or cafeteria monitor. **Students are only allowed to leave the cafeteria one at a time.**

Violations of the established guidelines may constitute a health/safety hazard and an infringement upon the rights of other students. Students violating these guidelines are subject to disciplinary action.

CHILD ABUSE AND IMMUNITY LAWS

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

Child abuse can be one of several different things:

- Non-accidental *physical injury* that causes severe pain, or that significantly impairs the child’s physical functioning, even temporarily;
- Non-accidental clinically-diagnosable *mental injury* that renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, unable to perform age-appropriate developmental and social tasks, or in reasonable fear that his or her life or safety is threatened;
- Any type of *sexual abuse* or *sexual exploitation* (such as inducing a child to engage in sexual acts or to be photographed in simulating sexual acts, even if the child “consents” to the acts); or
- Serious *physical neglect* which endangers a child’s life or development or impairs the child’s functioning, but which does not arise solely from the financial inability of the parents to provide adequate housing, clothing and medical care. Child abuse also occurs when an individual places a child in imminent risk of serious physical injury or sexual abuse or exploitation.

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

Reporting is made to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. If an oral report was made to ChildLine, a report of suspected child abuse (CY 47) must also be completed and forwarded to the superintendent and the designated diocesan official.

DELIVERIES

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

DRIVING PRIVILEGES

Students who have parental permission to drive to school must fill out the application to obtain a parking permit, pay a parking permit fee of \$30.00 and submit a copy of their valid driver’s license to the main office. Applications must be submitted and approved prior to students parking on campus. School officials reserve the right to refuse any and all driving privileges.

The following regulations must be observed:

- All student drivers must park in the designated area and may not leave the parking lot until all buses have left the lot.
- If a student driver has to be called to move a car for blocking vehicles or parking in a non-designated area, their driving privilege can be revoked.
- The school will not be held accountable for any damage or other problems encountered by student drivers. By requesting to drive to school, you, the student, assume all liability problems that may arise.
- Report to Main Office on how to acquire parking permits
- All students' vehicles must be properly registered and marked with a valid parking permit.
- After the vehicle is properly parked, ALL occupants must IMMEDIATELY go into the building.

- Students must have administrative permission to go to their cars during school hours for any reason.
- SPEEDING IS NOT TOLERATED. Student drivers must obey all speed limits, directional, and other posted signs. Student drivers and passengers are required to observe the same rules and regulations governing the use of tobacco, alcoholic beverages and controlled substances as apply to all other school property.
- Any student violating any of the above conditions shall IMMEDIATELY LOSE driving and parking privileges.
- **DRIVING PRIVILEGES MAY BE REVOKED IF A STUDENT DRIVER AND PASSENGER(S) ARE TARDY MORE THAN FIVE TIMES.**

EMPLOYMENT CERTIFICATES

Geibel Catholic does not issue employment certificates; only the **student's public school district** does. The office has applications for students. To obtain an employment certificate, the applicant must:

- Be at least 14 years old
- Have a promise of employment (verbal promise is sufficient)

FUNDRAISERS

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

GYM

The gym and sports equipment may be used only under the supervision of a staff member. Students may not be in the gym at any time unless they staff members present.

ITEMS BROUGHT TO SCHOOL

Geibel Catholic Junior-Senior High School is not responsible for loss or damage to any items brought to school by a student.

LOST AND FOUND

Lost and found items are to be turned in or claimed in the main office. Students are encouraged not to bring large sums of money or valuables to school. A school combination lock is issued to students for their assigned locker and lockers are to be locked at all times. Do not leave valuables on your desk, in your lockers, on the cafeteria tables, in the lavatories, or in the locker rooms. It is your obligation to always assume responsibility for your own property.

PARENT VISITATION

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

PHONE CALLS

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

the event of an emergency, students may come to the main office and use their phones to call their parents.

POSTERS AND SIGNS

Posters and signs may be hung on painted walls using a removable adhesive like painter's tape. Duct tape and packing tape are not permitted as they damage the paint finish. Posters and signs are to be removed within two (2) school days after the event.

RESTROOMS

Restrooms are best to be used before and after school, between class periods, and at the beginning and end of the lunch period. Students are expected to keep these rooms clean. Students who feel ill should report to the main office. **STUDENTS ARE NOT TO REMAIN IN THE RESTROOM. If a student chooses to remain in the restroom, it will be considered cutting class.**

SCHOOL FACILITIES

Students may use school facilities and equipment only with the permission and under the direct supervision of a faculty member. Students may not loiter in the classroom areas after 2:30 PM. Students are not permitted to be anywhere in the building without proper school personnel supervision. Propping exterior doors at any time is considered a discipline violation.

SCHOOL GROUNDS

School for the use of the students. Students should take pride in the appearance of the school. It is the student's responsibility to help maintain and keep the premises clean and free of litter. Trash cans are provided.

During school hours and during extracurricular activities, unless otherwise specified, students are to remain on school premises. This rule includes athletes who are practicing, conditioning, or running. Students are not permitted to run or practice on the roadways at any time.

SEARCH

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

STUDENT VALUABLES

Student should not bring large sums of money or valuable objects to school. The student, not the school, is responsible for personal property.

SECURITY/SAFETY PROCEDURES

Geibel Catholic Junior-Senior High School attempts to provide a safe and secure environment for all individuals. Threats, verbal or physical, made against any individual's physical or emotional well-being are taken very seriously. Students who make any such threat will be subject to disciplinary consequences of detention, suspension, and/or expulsion.

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

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

EVACUATION PROCEDURES

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

FIRE DRILLS

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

LOCKDOWN PROCEDURE/SHELTER IN PLACE

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

POTENTIAL DANGER

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

REMOVAL OF A STUDENT

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

TRANSPORTATION

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

with the signing of the proper permission slips to or from any school related activity/event for which transportation is provided.

TRESPASSER

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

VIDEO SURVEILLANCE

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

VISITORS

- Visitors to the school must report to the main office
- Visitors must sign in upon arriving and sign out when leaving
- Visitors should let the administrative assistant, or another office employee know the purpose for the visit
- Students wishing to bring a visitor should obtain permission from the administration in advance.

VOLUNTEERS

This includes 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

STUDENT SERVICES

GUIDANCE SERVICES:

Ms. Jennifer Smith, Guidance Counselor

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

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

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

ACADEMIC SERVICES

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

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

PERSONAL SERVICES

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

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

TESTING PROGRAM

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

STUDENT ASSISTANCE PROGRAM (SAP)

PHILOSOPHY

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

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

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

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

SERVICES OF THE STUDENT ASSISTANCE PROGRAM

- Be a resource for parents who are experiencing difficulty with their child and do not know where to turn
- Facilitate communication among concerned parties
- Intervene in a crisis

- Listen to and help students resolve problems
- Obtain teacher's observations of student behavior and academic progress
- Refer students to in-school services, or to community resources for individual or family counseling when appropriate.

TO SEEK HELP

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

HEALTH SERVICES

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

ACCIDENTS AND INJURY

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

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

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

CONFIDENTIALITY

It is the policy of the Diocese of Greensburg that any information, record, report, or data compiled as a result of any incident of exposure to blood or other bodily fluids shall be confidential except as may be required by law.

ILLNESS DURING THE SCHOOL DAY

Students may see the school nurse when she is on duty. If a student becomes ill during the school day, the student must obtain a pass from the classroom teacher before reporting to the nurse. If the nurse is not at the school, the student reports to the Main Office. If the student fails to do this, the absence will be recorded as a class cut, and penalized accordingly. Students are not to stay out of class or remain in a lavatory.

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

Health screenings, mandated by the state, are annual vision, height and weight screenings for all students, and hearing screenings for juniors.

IMMUNIZATIONS

Seventh Grade

For attendance in seventh grade, students attending Geibel Catholic need:

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

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

Twelfth Grade

For attendance in Twelfth grade, students attending Geibel Catholic need:

- 1 dose of MCV on the first day of twelfth grade.

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

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

These requirements allow for the following exemptions:

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

Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. International students must make sure that their immunizations are current according to Pennsylvania requirements.

MEDICATION POLICY

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

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

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

The following regulations are in effect:

Administration of Medication During School Hours

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

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

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.

PHYSICALS

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

TECHNOLOGY POLICIES

INTERNET USAGE AND ACCEPTABLE USE POLICY (AUP)

Use of Electronic Learning Devices is governed by the Acceptable Use Policy (AUP). Each student and parent are expected to sign an Acceptable Use Policy agreement. Use of the computer and the Internet are provided for **educational purposes only**. Use of electronic devices in an inappropriate manner will be subject to disciplinary action by administration. To use the device **to send jokes, forwarded e-mail messages, bully, or other communication not related to the educational assignment to which you are assigned is strictly prohibited**. Transmission of such material may result in loss of computer privileges, suspension, or expulsion. Please consult the AUP on our website, www.geibelcatholic.org, for further information.

STUDENT-PARENT HANDBOOK AGREEMENT

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

STUDENT-PARENT HANDBOOK AGREEMENT

Please review the contents of this handbook and return this signed agreement or sign online at www.geibelcatholic.org, as indication of your understanding and agreement with all information contained within.

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

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

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

Parent Signature

Date

Parent Signature

Date

Student #1 Signature

Date

Student #2 Signature

Date

Student #3 Signature

Date

Student #4 Signature

Date