

DuBois Central Catholic Elementary School

STUDENT HANDBOOK 2022 – 2023



DUBOIS CENTRAL
CATHOLIC

*This handbook was compiled by Mr. A.J. Zelenky, Academic Scheduling Coordinator for DuBois Central Catholic on July 19, 2022 under the direction of Mrs. Gretchen Caruso, Mrs. Karrie Miller, and Mrs. Theresa Liddle governed by Diocese of Erie Policies and all relevant legislature in the Commonwealth.

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PREFACE

This handbook has been prepared to acquaint you with the philosophy, goals, objectives, policies and commitment of DuBois Area Catholic School and its faculty.

This school exists for one purpose.... to foster in each child the Christian ideals of love, witness, and service.

MISSION STATEMENT

The DuBois Area Catholic School is an educational complex for student's pre-K through grade twelve. As a school of the Diocese of Erie, we exist to fulfill the mission of the Catholic Church to teach as Jesus did. We strive to accomplish this mission by evangelizing, educating and socializing our students, and worshipping God as a community of believers. We are dedicated to the growth of the whole person, and we help students recognize and develop individual talents so that they can know God and serve Him in building a just society.

We value . . .

The Catholic faith that is the tradition of DuBois Central Catholic, and will offer opportunities for students to be formed in Gospel values and Christian attitudes and to take these values and principles to the community.

The person, made in the image of God, through celebrating the Eucharist, prayer and all forms of expression of our Catholic faith which constitute the core of who we are.

Academic excellence and life-long learning are dedicated to the growth of the whole person emphasizing self-development, critical thinking, reason, imagination, creativity, adaptability and the ability to communicate.

The faith-centered community, fostering a family spirit that promotes respect, team work, service to others, cooperation and communication.

Stewardship, the responsible use of human, material and financial resources which create a balanced environment.

The development of the integrity of an individual who is open to growth and intellectual competence, and is loving, religious and committed to justice.

The on-going spiritual, physical and financial contributions of the extended DuBois Central Catholic family and will continue to build on this support.

PARENTS AS EDUCATORS

Parents are commissioned to be the primary educators of their children. When children enter school, parents are encouraged by professional staff members to reinforce their children's study habits and skills learned at school. Children learn better if the parents reinforce what is taught in the classroom.

Parents' attitude toward the school and its teachers are reflected in the attitudes of the children and ultimately in their behavior. Children often react publicly to what is said privately in their home. Therefore, parents are asked to maintain good communication with the school on all educational matters.

As a parent of children attending DCC, you should expect the following from our teachers and staff:

- 1. Quality instruction**
- 2. Order and discipline in the school and in our classroom**
- 3. Fairness: fair is not equal, equal is not fair**
- 4. Individual consideration of the child**
- 5. Updates on your child's progress**
- 6. Communication from teachers when there are problems**
- 7. Communication from teachers when there are successes**
- 8. Teachers' presence at activities**
- 9. That we are Catholic in all we do**
- 10. That we speak positively about our students and our school**

As teachers and staff of the children attending DCC, we should expect the following from our parents:

- 1. Support for school policies**
- 2. Support for teachers' decisions**
- 3. Help with homework and assignments; check that they are done**
- 4. Response to teachers' notes and messages**
- 5. Take children to church**
- 6. Presence at school activities (Programs, Open Houses, School Picnic, Fundraisers)**
- 7. Provision of school supplies; make sure children have pens, pencils, paper, lunch, clean clothes**
- 8. Supplement/follow through with lessons**
- 9. Accountability for children's whereabouts**
- 10. That you speak positively about our school**

CHRISTIAN PRAYER LIFE

The atmosphere at DuBois Area Catholic Elementary School reflects the spirit of Christian life and learning. The building of an age appropriate faith community in which students can experience the living of the Gospel is paramount.

All students have the opportunity to share in the Eucharistic celebration as a school community weekly. These school liturgies teach ritual prayer by encouraging full and active participation in public worship.

Formal prayers are an essential part of each day. Spontaneous prayers are encouraged to help students become more aware of the presence of God in common events as well.

Non-Catholic students will participate in all aspects of the school's religious education program with the exception of the final phases of the sacramental receiving of Holy Communion and the Sacrament of Reconciliation.

IMPORTANT POINTS TO REMEMBER

School Phone Number: 371-2570

School Web Site: www.duboisatholic.com

- Call before 8:15 am if your child will be late or absent.
- No parent or visitor is to go to a classroom to drop something off or pick up a student, at ANYTIME.
- ALL visitors (parents included) MUST check in the office before going anywhere in the building.
- No one is to be picked up in the front foyer at dismissal. Parents must wait in the pick-up line.
- Dismissal is 2:30 pm for Grades K-5. Preschool dismissal is 2:40 pm.
- If a child will be out of school for an extended time (3 or more days), a note should be sent to the classroom teacher and the office a week ahead of time.

*Backpack Buddies – All information pertaining to the entire school will be sent home on a weekly basis. “Backpack Buddies” will be sent home every Thursday with the oldest elementary child. The envelopes are to be emptied, signed by the parent and returned by the following Monday.

*Cell Phone Information – Students are permitted to have cell phones in the building. However, phones must remain OFF and in the student’s backpack during the entire school day. If the phone is out of the backpack, the teacher will take it and turn it in at the office. Parents will then be notified and will have to come to the office to pick it up. Students are not permitted to use cell phones to call home, take pictures or use social media during school hours. All phone calls to and from students must be made in the office.

ATTENDANCE POLICY

Based on the policies of the Diocese of Erie and the Pennsylvania Department of Education:

When a student must be absent from school, the following procedure will be followed:

- a) A parent/guardian must **telephone the school before 8:15 a.m.** each day of the absence to report a student off; and
- b) **A written note**, which includes **the student's full name, date of absence and reason for absence, signed by the parent/guardian**, must accompany the student the day he/she returns to school. This is to be turned in to the main office. Failure to excuse the absence in writing within three (3) calendar days will result in an unexcused absence. **Three unexcused absences will result in the school taking legal action based on the compulsory attendance policies of the state of Pennsylvania.** A Parent Excuse form is available on the school's web site.

LEGAL absences and tardies can occur for the following reasons:

- Sickness** (up to 10 days)
- Medical Appointments** (with doctor's excuse)
- Family Emergencies** (as judged by the administration)
- Religious Holidays/Observances**
- Funerals**
- Extreme Weather** (as judged by the administration)
- Pre-approved Educational Trips**

ILLEGAL or **UNEXCUSED** absences or tardies include, but are not limited to:

- Failure to get up; alarm did not go off**
- Missing the bus**
- Babysitting**
- Shopping or running errands**
- Chronic problems with cars or traffic**
- Sickness beyond 10 days without doctor's excuse**
- Failure to bring in a written excuse within three (3) calendar days**
- Attendance on a sibling's field trip**

If parents are out of town and children are in school, the school must be notified in writing as to who has guardianship of the children. This is important, especially in regards to who should be contacted in case of illness, absenteeism and permission for school events.

If a student is absent more than 10 days in a school year, the school will request an excuse from a medical doctor for each additional absence. Failure to comply with this request will result in an illegal absence and will be treated as truancy.

If a student is **late for school**, it is expected that an excuse signed by a parent/guardian will be presented on arriving at school. Students are to be in the cafeteria by 7:50 a.m. each day for morning assembly. Attendance is checked by the homeroom teacher after morning assembly. A student is considered tardy when they report to school after 7:50

a.m. and before 11:00 a.m. If a student reports to school after 11:00 a.m., they are considered a half-day absent.

Failure to excuse the tardy in writing within three (3) calendar days will result in an unexcused tardy.

Permission to attend funerals of family members will be routinely given.

Doctor and dental appointments should be made on non-school time. When this is not possible, the student must bring a written excuse from the parent/guardian to the main office. The student must check in at the office when they return.

EMERGENCY PROCEDURES

When the fire alarm sounds, all teachers, students and staff are to carry out the following instructions:

1. Close the windows before leaving the room.
2. Instruct all students to move out of the room, by row, in single file.
3. Turn off lights, close the door of the room after you.
4. Proceed with class or group in an orderly fashion, walking, not running, to the designated exit.
5. Students are to move out of the building and to their designated areas until all are completely clear of the building. Do not stop immediately outside the building since this area must be kept free for fire equipment
6. Teachers are instructed to keep their groups together and to check attendance after they are outside the building.
7. School personnel are appointed to inspect all areas of the school to make certain that all windows and doors are closed and that no one is left in the building.
8. All personnel must leave the building.
9. Should an exit be blocked by fire or smoke, or the fire department, students and teachers should proceed to the nearest exit in an orderly fashion.
10. The alarm system consists of a loud horn which sounds constant for a period of three minutes. When you hear it, cease all other activities and follow the instructions above.

TUITION PAYMENT

Each family that registers at the DuBois Central Catholic School assumes a responsibility for paying tuition. Tuition payments must be made at the time designated. Tuition assistance is available for qualifying families.

NON-DISCRIMINATORY POLICY

Central Catholic Elementary School does not discriminate on the basis of sex, race, color, and national origin. All students are afforded equal educational opportunities without regard to sex, race, color or national origin. Prejudice for any reason is not tolerated.

DRESS CODE 2022 - 2023 SCHOOL YEAR

All students with the exception of the kindergarten students, will wear uniforms beginning the first day of school.

BOYS GRADES 1 – 5

BOTTOMS - navy - dress slacks
- no jeans or denim
- no oversized or baggy slacks

SHORTS - navy - walking style
- no shorter than 2 inches above the knee
- no oversized or baggy shorts
- worn August, September, October, April, May, and June (weather permitting)
- **shorts are not permitted to be worn at Mass**

SHIRTS - red - golf style shirt (short/long sleeve)
- shirt must be tucked in at all times

SWEATER - school approved uniform sweater *or sweater vest*
- school sweaters must be worn all day on Mass days (During extreme heat Administration may permit students to remove sweaters.)
- sweaters may be purchased at Standard Pennant
No hoodie sweaters or sweatshirts are permitted

HAIR - hair must be neat, collar length
- no longer than the top of the shirt collar
- no "outlandish" styles or unnatural colors permitted
-no hair in the eyes

SOCKS – navy or white - ankle socks with slacks or shorts

GIRLS GRADES 1 – 5

BOTTOMS - navy - dress slacks
- no jeans or denim
- no oversized or baggy slacks
- slacks can be worn all year
(slacks are not permitted to be worn to Mass)

-
SHORTS/SKORTS- navy - walking style
- no shorter than 2 inches above the knees
- no oversized or baggy shorts
- worn August, September, October, April, May and June (weather permitting)

- shorts/skorts are not permitted to be worn at Mass

TOPS - white - round or oxford blouse (long or short sleeve) (worn with jumper/skirt)

JUMPER- plaid jumper grades 1 – 5 may be purchased at Standard Pennant

SKIRT - plaid skirt grades 4 & 5 only may be purchased at Standard Pennant

- no shorter than 2 inches above the knee

SWEATER - school approved uniform sweater or sweater vest

- school sweater must be worn all day on Mass days (During extreme heat

Administration may permit students to remove sweaters.)

- red - golf style shirt (long or short sleeve) (worn with shorts /skorts/slacks)

- must be tucked in at all times

- sweaters may be purchased at Standard Pennant

- No hoodie sweaters or sweatshirts are permitted

SOCKS - navy - knee socks with jumper

- navy or white - ankle socks with slacks or shorts/skorts

- navy - tights with jumper/skirt in winter

HAIR - hair must be neat - no "outlandish" styles or unnatural colors permitted
no head scarfs/bandanas permitted

BOYS & GIRLS – Grades 1-5

SHOES

- dress shoes must be worn with pants, navy plaid skirts and jumpers

-sneakers are permitted ONLY when shorts may be worn

- dress shoes to be worn with socks or tights

- clogs, sandals, platform shoes or boots are not permitted.

- no sneakers are to be worn on Mass day

MASS DAY

- girls Jumper/skirt

- boys slacks - navy

- school sweater MUST to be worn to all school Masses

- no sneakers are permitted on mass day

- No hoodie sweaters or sweatshirts are permitted

****Due to the uniform shortage, navy plaid skirts and jumpers are allowed for students in
Grades 1-5****

GYM CLOTHES - sweatshirt (school-imprinted or plain) - navy
- sweatpants or shorts (shorts in warm weather) – navy-
available only at Standard Pennant

- school T-shirt (school-imprinted)

- clean sneakers are permitted with shorts and gym clothes

- No other sweats or shorts allowed for gym unless purchased at
Standard Pennant.

**If sweats or shorts are too tight or too short, students will have to call home for
a change.**

- DRESS-UP DAY - Boys will be permitted to wear dress slacks, dress shirts, suits, jackets or sweaters of their choice.
- Girls will be permitted to wear dresses, skirts, dress slacks, jackets or sweaters of their choice.
 - Sneakers and jeans are not permitted.

DRESS DOWN DAY - There will be days when more casual clothes such as jeans and sneakers may be worn. No crop tops (short tops) or inappropriate logos on T-shirts are permitted. No flip flops are permitted.

CAUTION AVOID THESE:

- School imprinted sweatshirt with jumpers, slacks, dress slacks or shorts.
- White socks with jumper or skirt.
- Too tight or too loose clothing.
- Clothing that is stained or dirty.
- Sweatshirts with logos from other schools.
- Over sized sweaters or sweatshirts.
- No earrings - boys, No dangly earrings - girls.
- No make-up.

The Administration maintains the right to make the final determination concerning the appropriateness of students' attire.

KINDERGARTEN GRADING POLICY

Kindergarten students are given a report card at the end of the first, second, third and fourth grading periods. Parent conferences are held after the first grading period. Additional parent conferences can be scheduled at the request of the parent and/or teacher any time either feels that a conference is needed for better communication.

CURRICULUM

The curriculum consists of the following:

Religion, Language Arts, Mathematics, Science, Social Studies, Handwriting, Music, Art, Physical Education, Health, and Technology.

The Curriculum is in accordance with standards set by Pennsylvania.

Department of Education and the Catholic Schools Office of the Diocese of Erie.

ACADEMICS AND SPORTS

Students participating in basketball (boys and girls) and cheerleading are expected to keep class work a first priority. The service of each individual teacher is available to help ensure that students are able to maintain good class averages while participating in sports.

DIOCESE OF ERIE TESTING PROGRAM

The NWEA TEST IS GIVEN TO ALL ELEMENTARY STUDENTS IN THE DIOCESE OF ERIE in the fall, winter, and spring of the school year.

The testing program is as follows:

Grade K,1,2,3, 4,& 5

The NWEA test is a growth assessment test.

The tests are extensive -- please see that your child gets plenty of rest the nights before scheduled testing and has a good breakfast in the morning. If your child is upset for any reason or has a cold on testing days, please send a note to school making us aware of this. These things do affect testing.

GRADING POLICY

Evaluation of student's academic work at each quarter will be recorded in percentage scores. Report cards will contain quarter grades and a yearly average. The grading score is:

GRADES 1 THROUGH 5

ACHIEVEMENT KEY

A - 93 - 100%

B - 85 - 92

C - 76 - 84

D - 69 - 75

E - 68 - Below

EFFORT KEY

3 - Proficient

2 - Basic

1 - Experiencing Difficulty

Report cards will be mailed to the student's home address.

SCHOOL HOURS

School hours are from 7:50 a.m. until 2:30 p.m. each school day. Tardiness is a distraction to all students in the classroom. Please have your child to school no later than 7:45 a.m. each day. Children are NOT to arrive earlier than 7:30 a.m., or remain on the school grounds later than 2:45 p.m. unless they are participating in a school supervised activity. Supervision will not be provided for students who arrive before 7:30 a.m. or remain later than 2:45 p.m.

ATTENDANCE

Regular attendance by each pupil during the school year is of utmost importance. The morning bell rings at 7:45 a.m. classes begin at 7:50 a.m. All students arriving after this time will be marked tardy unless they are on a late bus.

Parents must accompany the student to the office for a late pass.

TARDINESS

Students arriving late distract the whole class.

Students are marked tardy if they report to school after 7:50 a.m., they must report to the office for an admission slip with parent/guardian.

Absences/tardiness are recorded on students' permanent files. Students riding buses are not marked tardy if the bus arrives late.

Parents/guardians will need to send a written excuse within three calendar days in order for the tardiness to be marked excused.

DISMISSAL

All students need to be picked up by 2:45. NO EXCEPTIONS

DAILY SCHEDULES

All Day Kindergarten to Grade 5

7:50 a.m. School begins

2:30 p.m. Dismissal

*Individual classroom schedules are given to students the first week of school.

LUNCH PROGRAM

Students may bring their lunch to school or buy a hot lunch. Milk (white, chocolate, 2%) is available for purchase. Monthly menus are distributed with daily lunch choices listed. Lunch counts are taken each morning. Free and reduced lunch applications forms are available in the school office. Money must be deposited in your child's lunch account. When the account falls below \$7.05, a notice will be sent home with your child.

VACATIONS

Although absence for vacation trips is not unlawful, every effort should be made to avoid unnecessary absence from school.

If a parent wishes to take his child out of school for reasons other than sickness or death in the family, full responsibility for covering school work missed rests with the parent and the student, NOT the teacher. Assignments will be given according to the teacher's preference. The student will be given a reasonable amount of time to complete all assignments. If on vacation at the end of the school year, all work and books must be returned before the student leaves for vacation.

Students will not be able to access on-line learning for vacations.

VISITORS

Parents are welcome to visit the school. When visiting for any reason during the school day please report to the school office first. If it is necessary to contact a teacher or a student the secretary or the principal will

make the contact to avoid disturbing the students' learning experience. All transactions are performed through the school office during school hours. No parent should appear at the classroom door to summon a student or to drop off items.

TELEPHONE

Students and teachers will not be summoned for incoming calls. If the message is urgent, it will be relayed to the classroom teacher or student by the school office. Phone calls by students are restricted to urgent situations and requires the permission of the principal.

EDUCATIONAL FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A telephone call will not be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are non-refundable.
13. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older.

BIRTHDAY POLICY

Invitations to parties may be passed out in school with the teacher's permission: **ONLY** when the **ENTIRE** class is invited, or if **ALL** girls or **ALL** boys are invited. This is to avoid any hurt feelings.

BIRTHDAY TREATS

Parents may bring a "special" lunch for their child on his/her birthday. **Any edible treats for the class must be passed out during lunch.**

HOMEWORK

Central Catholic understands that a complete educational experience involves not only work done at school, but homework as well. Students should expect to do homework every evening. Homework includes not only assigned work but regular study and review which the student should undertake on his or her own initiative. Students who fail to complete assigned work will be held responsible for missing work. Homework is due the day after being assigned. If a student is sick, they will have the amount of days absent to make up their work (if a student missed 2 days, they will have 2 days after returning to turn in all homework).

*** Students who turn in work late will not receive full credit for the assignment. 1 point will be deducted for each day the assignment is late. Students will receive a "0" if not handed in within one week of the assigned date.**

HOMEWORK WHEN ABSENT

When your child is absent from school and needs his/her homework assignments, please telephone the school office in the morning by 8:15. The teacher will be notified and will arrange to have all homework assignments ready to be picked up at the end of the school day in the office or sent home with another child, if requested. The assignments will be due the day after returning to school. **On-line learning will not be available for student illness.**

SCHOOL SUPPLIES

A list of necessary school supplies will be distributed in the parent packet in early August. Please make sure to supply your students with these items. Teachers may let students know of additional items during the first week of school.

STUDENTS' CODE OF CONDUCT

To maintain a Christian academic atmosphere, all students will:

1. Respect the rights of parents, teachers, school personnel, volunteers and fellow students.
2. Be honest.
3. Use respectful and moral language.
4. Develop good study habits and work to the best of his or her ability.
5. Share good sportsmanship.
6. Take care of personal, school and classmates' property.
7. Observe the dress code.
8. Refrain from chewing gum on school property.
9. Refrain from using alcohol, drugs, or tobacco.
10. Treat others as Jesus would treat me.

DISCIPLINE POLICY

Central Catholic Elementary School is a student-centered school. The faculty and administration strive to develop the spiritual, intellectual, physical, social, and emotional growth of each student. Realizing that students respond best to positive reinforcement, discipline used by the faculty and administration should reward - in a positive way - correct behavior.

Rules for acceptable behavior are written in the student handbook and each teacher will post general rules in each classroom such as; being prepared for class with completed work and materials; being courteous to faculty and staff; proper care of school property; following the school dress code; teachers may also add special objectives for their classrooms. Classroom teachers will handle discipline problems in their respective rooms according to standards set for their classes. Students are responsible for knowledge of school regulations and are to conduct themselves with Christian courtesy.

When a rule or regulation is broken, students have the responsibility of accepting reasonable and fair discipline meted out by school officials. Any pupil or parent needing clarification of these policies and regulations should direct their inquiries to the principal.

Students have a scheduled recess - a time away from regular classroom activities. This time is closely chaperoned by teachers. As part of the discipline code, taking away part of this free time will be an effective penalty for not following the rules of the school and/or classroom guidelines. The teacher will determine how much time is taken away for each offense. Most problems can be handled by the teacher in this manner.

REGARDING CLASSROOM MANNERS STUDENTS WILL

1. Be on time.
2. Enter classrooms quietly and prepare for the school day.

3. Complete assignments neatly and on time.
4. Follow the teacher's directions.
5. Use time wisely for own growth and that of others.
6. Always ask permission before borrowing from others.
7. Be courteous at all times.
8. Help keep classroom and school property clean.

REGARDING CHURCH, ASSEMBLIES, OR GYM ACTIVITIES

1. Walk to and from all activities in an orderly and respectful manner.
2. Be attentive, reverent, and prayerful in church.
3. Show politeness and respect toward speakers at all time.
4. Participate in liturgies, assemblies and school functions by actions such as singing, reciting, and praying appropriately.

REGARDING LUNCHROOM CONDUCT

1. Remain seated while eating, using a conversational tone of voice.
2. When directed, clean up your space, throw garbage into containers and line up at the door.

REGARDING RECESS STUDENTS WILL

1. Observe "fair play" with everyone.
2. Avoid fighting or pulling on clothing or grabbing hats.
3. Snowball throwing is not permitted.
4. At end of recess, stop playing, line up in assigned area and throw garbage away into proper receptacles.

REGARDING DISMISSAL STUDENTS WILL

1. Walk quietly out of the building to bus pickup area.
2. Remain in classroom if staying for extra help unless instructed to do otherwise.
3. Do not reenter building after dismissal unless permission is given by teacher or principal
4. If being picked up by car follow signs for elementary pick up.

DEFINITION OF TERMS

In School Suspension:

The exclusion of a student from class for a specified period of time

usually lasting from one to five days. Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$100) per day by the suspended student's parents. The student will eat and complete all school assignments in a room or area provided by the principal.

Students will not receive credit for any class work, including tests missed during suspension. Written work will be given to students to complete throughout the day.

Out of School Suspension:

The removal of a student from school for a specified period of time.

Expulsion:

Possible dismissal of a student following accumulation of three (3) in school suspensions by the decision of the administration.

The following are areas of misconduct which may result in school suspension, out of school suspension, or expulsion from Central Catholic Elementary School.

(Description follows)

These categories are general in nature and are not deemed all-inclusive:

1. Conduct relating to public and private property.

Examples Theft; misuse of books, materials and equipment; defacing school property trespassing (unauthorized presence in building); and willful, malicious destruction of another person's or school property.

Parents/students will be responsible for payment of damages.

2. Conduct relating to citizenship

Examples Violation of state laws, local ordinances, approved safety and fire codes; use possession, selling or use of drugs narcotics, tobacco, or alcoholic beverages; physically threatening any student or staff member, cheating; extortion; persistent disobedience; racial slur; gross behavior; possession of pornography; or sexual harassment.

Any other action or conduct which is considered by the school to be inappropriate will be subject to discipline by the school in its sole discretion.

Central Catholic Elementary School reserves the right unto itself to amend, revise or otherwise modify the rules and regulations of the school at any time when such is necessary to protect the interests of the school or its students.

EXTRA ORDINARY PROCEDURES FOR IN-SCHOOL SUSPENSION, OUT OF SCHOOL SUSPENSION, OR EXPULSION OF A STUDENT

While the violation of any of the school regulations is considered to be a serious matter, there are violations which are intolerable. Every effort will be made to counsel students and parents so that drastic measures, such as in or out of-school suspension or expulsion, may not be necessary; however, occasions may arise when such action is in the best interest of all.

The principal of the school has the authority to suspend or expel a student from the school. Students and parents may appeal disciplinary measures to the Student Affairs Committee, if they do not agree with any disciplinary actions taken by the faculty or administration of the school.

Central Catholic Elementary School holds the right to enforce its regulations in a manner best suited to the individual situation and in accordance with the regulations as approved by the DuBois Area Catholic School Board's Student Affairs Committee.

DETENTION PROCEDURES

WARNINGS

Written notice of violation of rules.

VIOLATIONS FOR WRITTEN WARNINGS

1. Written warning issued for inappropriate conduct during school or school functions.
2. Written warning issued after failing to complete assigned homework a total of three (3) times in a grading period.

NORMAL DISCIPLINARY PROCEDURES

In order to facilitate communications between parents and teachers, a conduct referral form is used to inform parents about behavior problems. Parents will be notified within 24 hours of a conduct referral.

A reprimand for willful and/or repeated violation of school regulations will be the responsibility and prerogative of the classroom teacher. Additional reprimands which may result from continued or more serious offenses will involve the student's parents and school administrators. The specific disciplinary step is to be determined by the school principal.

For students to have a consistent understanding of expectations, parents and teachers need to work together. With this consistent understanding,

students are less likely to become confused and learning will take place in a more positive environment.

When an issue or circumstance develops which is interfering with a child's ability to benefit from educational experience at Central Catholic Elementary School, please follow these procedures:

1. Parents should consult the teacher before contacting the principal. Parents should contact the teacher at the first sign of a problem. Call the school or write a note to set up an appointment. Teachers cannot be called out of class to accept phone calls. In most cases contacting the teacher will remedy the problem.
2. If the problem cannot be resolved through discussions with the teacher, parents can then request a meeting with the principal.

Discipline for violation of the Student's Code of Conduct will be the responsibility and prerogative of the classroom teacher. Repeated violations of the Student's Code of Conduct or more serious behavior will require the principal's involvement who will determine the specific discipline indicated.

A behavioral report will be prepared giving a brief statement of the incident and the specific actions taken to resolve the issue. This report will be maintained in the principal's office. Parents will be notified in such instances.

The steps outlined above are intended to permit a fair, prompt and orderly response to school related problems. If you feel your concerns have not been addressed you should then contact the Chairman of the Student Affairs Committee and request a meeting of all parties.

POLICY ON WEAPONS

It is **FORBIDDEN** for anyone to possess a weapon of any sort in the buildings, on the premises or within the geographic boundaries of DuBois Area Catholic Elementary School without the prior approval of the Principal. Only in instances where there is supervised and approved school activity and / or course study will permission to have a weapon be given. In such cases, the instructor and / or teacher must request and receive approval from the Principal.

A student is **FORBIDDEN** to bring a weapon from home to school for a supervised activity without the instructor and / or teacher first requesting and receiving approval from the Principal and permission from the student's parent(s) or legal guardian(s). Requests and permissions will be kept on file in the school office.

Any student, teacher or non-student who violates this policy shall be subject to appropriate disciplinary action by civil and / or school authority.

BUS TRANSPORTATION

Students residing in the DuBois, Brockway, Brookville and Punxsutawney School District will have transportation provided for them through these districts. Schedules will be published in the local newspaper or information is available from each school district's transportation director.

For the safety of each child, students are expected to follow the directions of the driver of their bus and obey the discipline code set up by the bus contractor and the school district as well as the discipline code of Central Catholic. Students who misbehave on the bus or at the designated bus stops can lose their right to ride the school bus for a specific amount of time.

BUS PASS

If your child(ren) will be riding a different bus from the one they are assigned, (ex., home with a friend) a written note with the date and the BUS NUMBER that they will be riding and stop location must be sent in to the office. Students will only be given a bus pass with an approved written note from their parent or guardian.

DROP OFF - PICK UP

All students must follow proper drop off/pick up procedures. Any student arriving by car must be dropped off at the back of the school until 7:50 am. After that time, they must enter the school at the main entrance. At dismissal, all car riders must be picked up at the side of the building. Students are not to be picked up in the lobby.

All car riders must be picked up in the car rider line.

Any student going home with a friend will need to bring in a written notice from their parent/guardian. In addition, the student who is providing the transportation will also need a note to verify the scheduled plans.

Due to safety issues, parents are not permitted to park and walk to meet their child. **The office must be notified by 2 pm of any last- minute dismissal changes to ensure the safety of all children.**

SICKNESS OR ACCIDENT

If a child becomes ill or is injured during the school day, the nurse (or in her absence the secretary) will notify the parent. If the parent cannot be reached, the person indicated on the emergency slip will be contacted.

If it is impossible for someone to come for your child due to lack of transportation or inability to leave a situation, we request that the custody parent or guardian provide transportation for the child by calling a neighbor or relative and then notify the school with this extra ordinary permission.

Any student leaving school with a fever must stay at home the next day. All students should be fever free for 24 hours with no medication before returning to school.

CARE OF BOOKS AND SCHOOL PROPERTY

Each student is responsible for proper care of his/her books. Students are required to have a book bag to carry books to and from school. All textbooks must have book covers at all times. Writing in hard covered books is not permitted. If a book is lost or damaged, the student/parent will be responsible to reimburse the school for the cost of the book. Please do use any type of covering that has an adhesive backing.

EMERGENCY CLOSING

Should there be an occasion when weather or some other emergency necessitates a closing or delayed opening of school, parents are asked not to call the school office, but to check their texts and email for a message from the school. listen to their radio as early as 6:00 a.m. for information.

Central Catholic follows the DuBois Area School District decision relating to school closings. For this purpose, a list of radio and television stations are as follows:

WDSN- 106.5 FM Channel 10- Altoona or Channel 6- Johnstown.

HEALTH RECORDS AND ILLNESS

Parents are asked to complete school health surveys and to keep the school current of student health information. It is essential that all information be kept current for the well-being of the child. Our objective is to promote, protect and maintain the health of all students.

Parents of children with special medical needs must notify and instruct the staff member(s) on how to handle emergency situations pertaining to their child's special health problem.

A physical exam is required by State Law for all students entering kindergarten and transfer students at all levels from other states.

A tuberculin test must be obtained for kindergarten students.

A dental exam is requested for kindergarten, grade 3, and all transfer students.

A school nurse is available to our school every day. The school nurse checks the height and weight and administers a vision test on all students annually.

MEDICAL APPOINTMENTS

A student may be excused for a doctor or dentist appointment if the written excuse is presented to the school office for approval at least one day in advance.

The note should include the time the child will be leaving school and the reason for the request.

IF SOMEONE OTHER THAN THE PARENT IS COMING FOR THE CHILD, PLEASE INDICATE SO ON THE NOTE. The child will be dismissed at the time requested and should return to school after the appointment is over. Parents are urged to make all attempts to arrange for appointments out of school hours.

MEDICATION

Students needing occasional medication are to take these medications at home if possible. Medication prescribed three times a day can be given before the student comes to school, after school, and at bed time. In instances in which medication MUST be administered at school, the following will apply:

1. No medication can be administered by school personnel without written instructions received from a physician.
2. Parents must sign a permission form allowing specific school personnel to dispense medication as ordered. Forms are available in the school office or on the web site.
3. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. The students will not be permitted to transport any medication to and from school, unless it is an inhaler or Epi-pen needed for emergency use by the student and a self-carry form is filed with the school.
4. All student medication must be in the properly labeled bottle or container, as purchased from the pharmacy. Pharmacies will provide an extra properly labeled bottle for school when asked.
5. No more than a thirty (30) school day supply for any one medication should be stored at school.
6. At the end of the school year, all medications must be picked up at the school by the parent/guardian or a responsible adult designated by the parent/guardian. Medications will not be sent home with students. Please do not pick up any emergency medication such as inhalers, Benadryl, Epi-pens or Diastat until the last day of school, so that in the event your child needs this medication, it will be available to him/her. Any medication remaining in the school after the last day of school will be disposed of according to school district procedure.
7. The above information applies for all prescription and non-prescription medications.
8. A record will be kept by the school nurse of medication given.

PLEASE DO NOT send a child to school if he/she is ill. If your child has a fever, he/she should remain at home until the temperature has been normal for 24 hours without medication. The telephone number of your family physician can also be important in an emergency situation.

PERMANENT RECORDS

Central Catholic Elementary School complies with local, state and national requirements in maintaining permanent records for each student. Since the information we keep is vitally important to you and your child, we ask that you help keep it current by notifying the school office of any changes in address, telephone, parental status, new birth or death. We need current documentation on custody rights, visitation rights and who has permission to assume responsibility for child care.

Access to these records is limited to school professional staff. NO ONE ELSE may examine a student's file unless he/she has the written consent of the parents. If a parent wishes to examine their child's file, he/she should call the school office for an appointment. Prior to the examination of their file, a form must be signed, dated and intent listed. A review of the information from the file is done with the principal. This form is then kept as part of the student's file.

STUDENT EMERGENCY INFORMATION

Emergency information forms are sent electronically to all students at the beginning the of the school year. It is of the utmost importance that the emergency forms be properly completed, signed and updated as needed throughout the school year.

Any changes in the name, address, phone numbers or emergency contacts should be made promptly at the school office.

REGISTRATION

The registration dates for Preschool, Kindergarten and new students will be announced each year through parish bulletins, local newspapers and school newsletters. DuBois Central Catholic requires that an entrant for Kindergarten be five (5) years old on or before July 1, and six (6) years of age for grade one.

A copy of the following are requested upon registration:

1. Birth Certificate
2. Baptismal Certificate
3. Child's Social Security Number
4. Child's Record of Immunizations
5. A non-refundable registration fee is required for each family registration or registration for each school year.

TRANSFER STUDENT

A student transferring to the Elementary grades must present a transfer form and the following documents:

1. Birth Certificate
2. Baptismal Certificate
3. Child's Social Security Number
4. Child's Record of Immunizations
5. Most recent report card

6. A non-refundable registration fee is required for each family registration or re-registration for each school year.

WITHDRAWAL

Parents are requested to give ample notice (in writing) if a child is leaving the school. It is important that the notice state what school the child will be attending upon leaving. Exit forms must be signed by parents before records can be released to the new school. An exit interview with the principal can bring positive closure and assure both parents and administration of a smoother transition.

EDUCATIONAL ACCOMMODATIONS FOR STUDENTS POLICY

Please see Policy 301.2 from the Diocese of Erie for the complete Diocese policy

A. Definitions

Accommodations: “Minor” adjustments to daily classroom instruction that may change how instruction is delivered without changing expectations and curriculum requirements.

TEAM PROCESS FOR STUDENT SUCCESS POLICY

Policy 301.3.2 from the Diocese of Erie

Each Catholic school is required to have a systematic building level support team process used to mobilize school and community resources to remove barriers to learning. The primary goal of this team support is to help students overcome these barriers so that they may achieve and advance in school.

DuBois Central Catholic is using the Student Assistance Program (SAP), it does generate a student record, so the team must have written permission from the parent/guardian. If using a process that does not create an educational record, then written permission is not required. When the issue lies beyond the scope of the school, the team will assist the parent/guardian and student so they may access services within the community.

Team members do not diagnose, or provide treatment. The team may refer a student and their parent(s)/guardian to a community-based service for further assessment and support.

REPORTING STUDENT PROGRESS

Policy 301.4 from the Diocese of Erie

Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized in each school for the following purposes:

- To inform parents/guardians of the progress of their child(ren) on a regular interval
- To determine the academic needs of students so that an effective academic program may be offered
- To determine effectiveness of school-level academic programs.

EDUCATIONAL AUXILIARY STUDENT SERVICES POLICY

Policy 301.5 from the Diocese of Erie

Auxiliary Student Services refers to state or federally funded student support programs offered in the nonpublic schools. Auxiliary Student Services are intended to supplement a child's core instructional program and not supplant. Two examples are Act 89 and Title I, Part A.

Supplant refers to superseding and replacing core instructional programming.

Supplement refers to additional instruction added to the core instructional programming.

Parental permission is required for students to participate in an auxiliary student service program. Signed permission forms for participation must be kept on file in the student's permanent record folder. Should a parent refuse permission for participation in an auxiliary program, notice of refusal must also be kept in the student's permanent record folder.

RESTRICTIVE USE OF ELECTRONIC DEVICES

Policy 302.8 from the Diocese of Erie

The school prohibits the unlawful use of electronic devices by students. Use of any electronic device to record audio or video data is prohibited in locker rooms, bathrooms, health suites and other changing areas at all times. Use of an electronic device to call 911 in an emergency is permitted.

The school prohibits possession of laser pointers by students in school buildings, on school property, on school buses and vehicles, and at school-sponsored activities. The school shall not be liable for the loss, theft, damage or misuse of any electronic device.

EMERGENCY MEDICAL PLAN POLICY

Policy 303.5 from the Diocese of Erie

The Emergency Medical Plan developed for students who have been diagnosed with long-term illnesses who have a greater risk of having a life-threatening situation during the

school day or school sponsored event. The Emergency Medical Plan is prepared by the school administrator with input from the parent/guardian, physician and school nurse.

The

Emergency Medical Plan should include, at minimum, the following information:

1. Student demographics
2. Emergency contact information
3. Description of all medical conditions
4. Potential Problems: Changes/issues that need addressed
5. Actions that will be taken by school staff if a problem occurs
6. Outline of responsibilities regarding medical changes and/or modifications to the plan
7. Signature of school administrator and parent/guardian.

With or without an Emergency Medical Plan, first aid care of all students is a responsibility of an employee of the school in case of a medical emergency, until a medical professional or parent/legal guardian assumes responsibility for the medical care of the student. Notification to the parents should occur as soon as practical without compromising appropriate medical attention to the student. Any such first aid must be recorded on the Student Accident/Injury Report form. (Appendix 303.5A) This would include the use of an epinephrine auto-injector by an adult or the student him/herself

HARASSMENT POLICY

Policy 302.1 from the Diocese of Erie

DuBois Central Catholic strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of DCC to maintain an educational environment in which harassment of any form is not tolerated. The school prohibits all forms of unlawful harassment of students by other students, staff members, contracted individuals, vendors and volunteers.

The school encourages students who have been harassed to promptly report such incidents to the administration. Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and moral obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. [*Sec 703 of Title VII of Civil Rights Act of 1964; Sec 5(a) PHRC Act; Title IX of the 1972 Education Amendment*]

The term "harassment" includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical contact relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile or offensive educational environment. [*OCR Guidelines on Sexual Harassment*]

BULLYING/CYBERBULLYING POLICY

Policy 302.2 from the Diocese of Erie

"Cyber-bullying" is the term used to refer to bullying and harassment by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers and websites. It intends to cause emotional distress and can be as simple as continuing to send e-mail to someone who has said they want no further contact or may include threats, sexual remarks, or labels (hate speech)

Act 26, signed by Governor Wolf on July 10, 2015 created the offense of "cyber-harassment" which would include making seriously disparaging statements about a

- Child's physical characteristics
- Sexuality

- Sexual activity
- Mental or physical health
- Threats to inflict harm.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group, which creates an intimidating, hostile or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

DuBois Central Catholic treats all complaints of sexual abuse seriously and deals with such allegations in a confidential, prompt, and thorough manner with compassion and consideration for those involved. Information provided by the Diocese of Erie is available for parents' use.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students may choose to report harassment to an administrator, counselors or teachers. If the administrator is the subject of a complaint, the student shall report the complaint to another administrator or directly to the President of the DCC.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive, or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established procedure:

1. A student shall report a complaint of harassment in writing to the administration or another designated faculty member, who shall inform the student of his/her rights and of the complaint process.
2. The administrator shall notify the President and conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the President and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the school shall take prompt corrective action to ensure the harassment will not recur.

Discipline

A substantiated charge against a staff member shall subject such staff member to disciplinary action, including discharge (as provided by Diocesan policy).

A substantiated charge against a student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling or referral to the CARE Team.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the discipline code.

TERRORISTIC THREATS OR ACTS OF HARM BY STUDENTS POLICY

Policy 302.5 from the Diocese of Erie

All threats of harm need to be taken seriously and evaluated carefully. Staff members and students shall be responsible for informing the building administrator regarding any information or knowledge if they believe a threat has been made. The administrator will determine if the incident should be classified as a threat of harm. If classified as a threat of harm, law enforcement should be notified immediately. The administrator then notifies the Pastor/President then the Superintendent. A threat assessment team is then assembled. A team approach must be employed. Depending upon the circumstances of the threat, the recommendations of trained individuals may be sought and considered by the team. The purpose of threat assessment is to assess the level of danger posed by the threat made and to determine the most effective plan of intervention for the child/children who made the threat.

When an administrator has evidence that a student has made a terroristic threat or committed

a terroristic act, the following guidelines shall be applied:

1. The building administrator may immediately suspend the student.
2. The administrator shall report the student to law enforcement officials.
3. The building administrator may inform any person directly referenced or affected by a terroristic threat.
4. The administrator shall report the student's violation to the student's parents/guardians. A conference with the student's parents/guardians shall be scheduled.
5. Depending on the severity of the threat, the Catholic Schools Office may need to be involved.

If a student is suspended for making terroristic threats or committing terroristic acts, the administrator may require, prior to consideration for readmission, that the parent/guardian provide competent and credible evidence that the student does not pose a risk of harm to others.

When a parent/guardian, employee, or community member has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. If there is imminent danger, the administrator or designee shall immediately call 911. If not imminent, the administrator shall report the incident to local law enforcement officials.
2. The administrator may notify the offender that he/she no longer has the privilege of entering school property or attending any school-related functions to which community members are invited.

FOOD ALLERGY MANAGEMENT POLICY

Policy 303.1 from the Diocese of Erie

To maintain the health and safety of the students, first aid or emergency care may be administered by an officer, employee of the school, or volunteer.

Parent/guardians are responsible for informing the school, coaches/activity sponsors and bus drivers of any allergies that a student may have that would cause a severe allergic reaction. This information is to be submitted in writing at the start of each school year or upon initial diagnosis. If a parent wishes to have the student self-administer medication via an EpiPen or asthma inhaler, an authorization form (Appendix 303.1A, Appendix 303.1B) must be signed by the physician and parents and kept on file.

Administrators must notify all school employees and volunteers that come in contact with a child, who has a severe food allergy, at the start of each school year or upon initial diagnosis. For students with severe food allergies, an Emergency Medical Plan should be written and available in case of an extreme reaction. The Emergency Medical Plan must include which, if any, peers need to be notified due to lunch seating, locker location, and field trips. Students have the responsibility of not putting themselves in a situation that might cause an allergic reaction.

COMMUNICABLE DISEASE

Policy 303.6 from the Diocese of Erie

Parents/guardians are expected to inform the administrator if or when their child has a communicable disease in order that the school administrator can provide for the protection of the child and other individuals in the school. Students shall not be excluded from school by reason of infection unless the student poses a reasonable risk to himself or to other persons in the school. Level of risk is determined by the student's parent/guardian, student's physician, school nurse and the school superintendent. The final decision rests with the local administration.

The right to privacy of the infected student shall at all times be respected. School administrators will determine if any person in the school has a direct need to know that the child is infected. If a school employee is deemed to have such a need, the school administrator, with advance notice to the parent/guardian, will inform these persons making clear the confidentiality requirement.

TITLE IX POLICY

While reserving the right to make religious exceptions as provided by law and in accord with Catholic religious belief, the Catholic schools within the Diocese of Erie do not discriminate on the basis of sex. This includes being excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity on the basis of sex. Additional Title IX information is available at <https://www.eriercd.org/schools/titleix.html>.