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600 Responsibility of Staff for Student Welfare

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

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

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

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

- Never leave class unattended while pupils are in the room.
- Never leave class with an unqualified person in charge.
- Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person.
- Do not permit pupils to use equipment in the classroom which has not been approved for school use. (Some teachers or pupils bring personal equipment which may be dangerous.)
- Do not permit the use of machinery except for the instructional purpose it was provided.
- Do not permit students to work in a shop, kitchen, or laboratory at other than the regularly scheduled period, and then, only under qualified supervision and in accordance with the prescribed safety procedures.
- Report promptly unsafe equipment or conditions to immediate supervisor.
- Do not permit pupils not enrolled in shop classes or laboratory courses to use power tools or other dangerous equipment.
- Never permit equipment to be operated in an unsafe manner.
- Do not allow pupils whose recognized physical or mental condition makes them especially prone to accidents to use dangerous equipment.
- Organize classroom materials and equipment so as to minimize danger or injury to pupils and to self.

- Ensure that proper safety equipment is used whenever safety equipment is specified, e.g., safety goggles in labs.
- In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property.

601 Student Health Emergency Policy

In case of an emergency concerning the health of a student, the following procedures shall be followed to the extent circumstances permit. Emergency health matters, by their very nature, may often dictate reasonable deviation from this policy.

601.1 Emergency Care Card

Each school in the Diocese of Greensburg shall maintain an emergency care card for each enrolled student, which shall contain the following information:

- Student's name
- Name and address of parents or guardians and where they may be reached during normal school hours.
- Name, address and telephone number of a third party who may be contacted in the event the parents or guardians cannot be reached.
- Name of medical insurance provider and policy number.

601.2 Health Emergency

- A serious accident or illness shall be considered a health emergency. In case of a health emergency, the school nurse and the school principals shall be immediately notified.
- The school nurse shall be primarily responsible for rendering medical assistance. The determination as to whether outside emergency care is needed shall be made by the school principal, and if possible, the school nurse.
- The school principal shall be responsible for notifying the parent, guardian, or person designated on the student's emergency card, and shall do so as soon as possible.
- If hospitalization or treatment at a medical facility is necessary, and in the event time permits, the parent, guardian or person designated on the student's emergency card shall be consulted and that person shall make the final decision on medical treatment. The principal and/or school nurse shall discuss emergency treatment with this person.
- In the event no one on the student's emergency card can be reached in a timely manner, the school nurse or school principal shall decide whether hospitalization or treatment at a medical facility is necessary.

601.3 Hospitalization

- If hospitalization or treatment at a medical facility is necessary, then suitable transportation to the medical facility shall be arranged by the principal or nurse, including ambulance, school van or private vehicle, as the situation may dictate at parental expense.
- In the event hospitalization or treatment at a medical facility is required, the school nurse or any other individual designated by the school principal, shall accompany the student to the medical facility, unless:
 - Outside emergency personnel (e.g., paramedics) have undertaken the task and they have advised the nurse that no further assistance is necessary; or
 - The parent, guardian or person designated on the student's emergency care card can accompany the student to the hospital.
- In the event the school nurse or other individual designated by the school principal, is required to accompany the child to the medical facility, the nurse, or other individual, shall remain with the student until:
 - Hospital personnel have admitted the student for treatment; or
 - The parent, guardian or person designated on the student's emergency care card has arrived at the medical facility.
- In the event hospitalization is required, the non-school medical personnel shall be informed of the content of the student's emergency care card for the purposes of enabling the hospital to contact the persons designated thereon and admit the student as a patient.

601.4 Releasing Student

- At no time is an ill or injured student to be sent home unless a parent, guardian or person designated on the emergency card has consulted with the administration.

In the event, the parent(s), guardian(s) or person designated on the student's emergency care card are, after having been contacted, capable but unwilling to undertake the care and responsibility for the ill or injured student, Child Protective Services shall be contacted for assistance.

An incident report form should be completed for injuries and accidents. Form is located in the appendix of this document. [\(600 D\)](#)

602 Health Services

The School Laws of Pennsylvania provide for the medical, vision, and dental examination of students at intervals required by the state. The school nurse is responsible for coordinating these procedures.

603 Immunizations

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

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

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

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

***Usually given as MMR

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

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

603.1 Seventh Grade

For attendance in seventh grade students need:

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

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

603.2 Twelfth Grade

For attendance in Twelfth grade students 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.

604 Administration of Medications Policy

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

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

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

The following regulations are in effect:

604.1 Administration of Medication During School Hours

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

- Date;
- Student's name;
- Diagnosis;
- Medication, dosage, how administered, time schedule and length of time to be administered in school;

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

604.1a 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.

604.1b 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.

604.1c 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.

604.1d Labeling and Storage of Medication in School

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

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

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

604.1e Personnel Responsible for Administration of Medication

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

Functions of the school nurse:

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

- Consults by phone or in person with physician or parent at any time.

Responsibilities of the Principal:

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

It is required that:

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

604.1f 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.

605 SAP/ESAP

Each diocesan school is required to participate in the Commonwealth of Pennsylvania's Student Assistance Program (SAP) or Elementary Student Assistance Program (ESAP), which are

designed to assist school personnel in identifying issues including alcohol, tobacco, other drug and mental health issues which pose a barrier to a student's success. The primary goal of the SAP/ESAP is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

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

There are four phases to the student assistance process:

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

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

606 Smoking Policy

The Diocese of Greensburg, in recognition of the health and safety hazards associated with the use of tobacco, shall prohibit smoking or the use of tobacco products within all school buildings of the Diocese of Greensburg Schools and other school property or facilities.

606.1 Definitions:

School: Any building, school bus, or other facility used for the purpose of education or school-related activity. Other facilities could include, but not be limited to, any indoor or outdoor athletic facility or stadium.

Tobacco: Lighted cigarettes, cigars, pipes or smokeless tobacco of any form including, but not limited to, snuff, ecigarettes, or chewing tobacco.

- All persons found in violation on any Building Officials and Code Administrators (BOCA) code, fire code, etc. as applicable to smoking shall be subject to prosecution initiated by the school and/or diocese and, upon conviction, be sentenced to pay a fine as may be provided by such code.
- Employees of the diocese, in addition to such fines as may be imposed above, shall be subject to discipline up to and including reprimand through dismissal depending upon the severity and repetition of the offense.

607 Pupils Smoking/Use of Tobacco Policy

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

607.1 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, 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.

608 WELLNESS POLICY

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

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

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

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

The Superintendent or his/her designee shall be responsible for the implementation and oversight of this policy to ensure each of the schools, programs, and curriculum is compliant with this policy, related policies, and established guidelines or administrative regulations.

Each building principal or his/her designee shall report annually to the Superintendent or his/her designee regarding the status of wellness programs and compliance of this policy in his/her school regarding:

- A listing of activities and programs conducted to promote nutrition and physical activity.
- Recommendations for policy and/or program revisions.
- Suggestions for improvement in specific areas.

The Superintendent or his/her designee will establish a Wellness Committee which shall conduct an assessment of this policy at least once every three (3) years based on content and implementation. This assessment will be made available to the public in an accessible and easily understood manner and include:

- The extent to which each school is in compliance with law and policies related to school wellness.
- The extent to which this policy compares to model wellness policies.
- A description of the progress made by the schools in attaining the goals of this policy.

At least once every three (3) years, the policy will be updated or modified, as needed, based on the results of the most recent triennial assessment and/or as diocesan and community needs and priorities change; wellness goals are met; new health science, information, and technologies emerge; and new federal or state guidance or standards are issued.

The schools in the Diocese of Greensburg shall annually inform the public, including parents/guardians, students, and others in the community about the contents, updates, and implementation of this policy via website, student handbook, newsletters, posted notices, and/or other efficient communication methods. This notification shall include information on how to access the School Wellness Policy and how the school is working to improve the health and physical activity of the students.

608.1 Recordkeeping

The Office for Catholic Schools shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

- The written Diocesan Wellness policy.
- Documentation demonstrating that the schools have informed the public, on an annual basis, about the contents of the wellness policy and any updates to the policy.
- Documents of efforts to review and update the wellness policy, including who is involved in the review and methods used to inform the public of their ability to participate in the review.
- Documentation demonstrating the most recent assessment on the implementation of the wellness policy and notification of the assessment results to the public.

608.2 Wellness Committee

The Schools shall establish a Wellness Committee comprised of principals, teachers (including Physical Education teachers), parents/guardians, and community members. This committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, reviewing, and updating the wellness policy.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.

608.3 Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.

608.4 Nutrition Education

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

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

608.5 Nutrition Promotion

Nutrition promotion and education positively influences lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

- Schools shall promote nutrition through the implementation of Farm to School activities where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms, and incorporation of local foods into the school meal programs.
- Consistent nutrition messages shall be disseminated and displayed throughout the school.

608.6 Physical Activity

- Schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.
- Physical activity breaks shall be provided for students during classroom hours.
- Physical activity shall not be used or withheld as a form of punishment.

608.7 Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented.

- Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
- Physical education classes shall be the means through which all students learn, practice, and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

608.8 Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals should administer the school meal program, and professional development should be provided, as required by federal regulations.

- Schools shall provide adequate space for eating and serving school meals.
- Students shall be provided a clean and safe meal environment.
- Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

608.9 Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in the schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch and/or Breakfast programs shall comply with established federal nutrition standards.

Food and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

608.9a Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where food and beverages are sold to students, which may include, but are

not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts, and fundraisers.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For the purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

608.9b Fundraiser Exemptions

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.

The school may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.

The schools shall establish regulations to implement fundraising activities, including procedures for requesting a fundraiser exemption.

608.9c Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the school.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards the foods and beverages will not be used as a reward or incentive.

- Classroom parties shall offer a minimal amount of foods containing added sugar as the primary ingredient.
- When possible, water, 100 percent fruit juice or 100 percent fruit juice diluted with water, and/or low-fat or non-fat milk will be served at classroom parties.
- Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.

The school shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff.

608.9d Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with school policy. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

608.10 Management of Food Allergies

The school shall establish regulations to address food allergy management in order to reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions and ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction. The school will also protect the rights of students by providing them, through accommodations when required, the opportunity to participate fully in all school programs and activities.

608.11 Safe Routes to School

- The school shall assess, and, to the extent possible, implement improvements to walking and biking to school safer and easier for students.

NSLP school lunch payment policy is in the appendix of this document. ([600 F](#))

609 Diocese of Greensburg Policy Protecting God's Children

Educators and other professional employees are responsible for the welfare and safety of pupils in their charge. They are required to report suspected child abuse occurring within the home, community, or school to the building principal who in turn will notify the superintendent and Children and Youth Services.

Preventing child sexual abuse is the goal of "Protecting God's Children for Adults," the program selected by the Diocese of Greensburg to educate clergy, staff and volunteers who work with children about child sexual abuse and the ways to create safe environments for children. Adults learn how to recognize the signs and symptoms that an adult is a potential risk of harm to children and how to know that a child is being abused or exploited in some way. All clergy, staff, and volunteers who have regular contact with children and youth are required to attend the training session. All diocesan employees are required to have participated in the Diocesan provided "Protecting God's Children Program" as a condition of employment.

The Protecting God's Children mandate also includes assuring that all children in our schools and parish education programs receive training to help them protect themselves from persons who might inflict sexual abuse on a child. Each school must submit to the Diocese their plan for

fulfilling this mandate, which includes partnering with the county agency that provides the required training. It is important to teach children their dignity and right to the respect of others, how to recognize potentially harmful behavior toward them, and what to do when they feel themselves threatened in some way.

610 Multi-Hazard Plan

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

School safety and security are important issues of concern for every school principal. All diocesan schools shall have a Safety Committee consisting of the building principal, pastor, custodian and representatives from the faculty, fire department and police. This committee shall review the building for safety issues and develop a plan for evacuation and lock-down situation.

All schools in the diocese must review their plan each year in order to update information and ensure teachers and staff are familiar with their roles and responsibilities.

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

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

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

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

610.1 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.

610.2 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.

610.3 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.

611 Megan's Law

Local authorities may inform a school when a sexually violent predator moves into the neighborhood. You can also access information on sexually violent predators at www.pameganslaw.state.pa.us

If you receive notification that a sexually violent predator is in close proximity to the school, you are able to print a flyer from the above website. This should be distributed to all employees who supervise children, including crossing guards. They have the responsibility to notify the police if they observe the registered sex offender in the area and the offender “appears to be present without purpose or otherwise create a concern for the safety of the children”

Principals can also send a letter home to parents indicating that the school has received word that there is a sexually violent predator in the area. You are also able to give them the website address to access the information.

612 Locker Search

The Diocese acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers, desks and cabinets for such storage.

All lockers and desks are and shall remain the property of the school. As such, students shall have no expectation of privacy in their lockers or desks. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Diocese reserves the right to authorize its employees to inspect a student's locker or desk at any time for the purpose of determining whether the locker or desk is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

Students shall be notified annually concerning the contents of this policy and it should appear in the school's handbook.

The Superintendent shall develop procedures to implement this policy which shall require the following:

- All requests or suggestions for the search of a student's locker or desk shall be directed to the school building principal.
- Wherever possible, before opening the locker or viewing a desk for inspection, the principal shall notify the student and give her/him an opportunity to be present. However, school authorities may search the student's locker or desk without prior warning in seeking contraband. Such a search is not an "illegal" search but a reasonable exercise of the school authority in the interests of the health, welfare and safety of all school students. The school extends locker use to students only for legitimate purposes.
- The principal or representative shall be present whenever a student locker or desk is inspected.
- The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary consent of the student.
- The principal shall be responsible for the safe-keeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker or desk. Such material may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.
- The principal shall be responsible for the prompt recording in writing of each locker or desk inspection which record shall include the reason(s) for the search, persons present, objects found and their disposition.

Whenever the search of a student's locker or desk is prompted by the reasonable suspicion that the contents of a student's locker or desk create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly her/his duty to protect the person and property in the school.

613 Students and the Police

The Diocese recognizes that compulsory attendance laws impose on the school, the custodianship of the school children while they are present in the schools.

When police request permission to interrogate a student at school, the principal shall inform the Superintendent; determine why such interrogation could not occur at the student's home; and attempt to inform the student's parents.

Whenever the Superintendent or delegate has determined that the police have a legitimate purpose in interrogating a child within the confines of a school building, the principal or her/his representative shall be present throughout the proceedings.

When the police request permission to arrest a student at school, the principal shall inform the Superintendent; to the degree possible, determine why such arrest could not be made at the student's home; attempt to inform the student's parents; and request and inspect the arrest warrant.

No child shall be released to police authorities without proper warrant, appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property as determined by the principal.

614 Possession of Weapons on School Grounds

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

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

614.1 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.

614.2 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.

614.3 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*.

614.4 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.

614.5 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.

615 Record Keeping on Incidents of Violence

Each school within the Diocese shall maintain and update records of all incidents of violence, incidences involving possession of a weapon and convictions or adjudication's of delinquency for acts committed on school property, at school sponsored events, or on a school bus.

616 Safety Patrols

All schools should organize a safety patrol to encourage safe crossing of public highways at the times of assembling and dismissing of schools. Only students from the upper grades may be appointed to the safety patrols. The written consent of their parents is to be filed in the principal's office.

617 Drug-Free Workplace Policy-Staff

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

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

All school employees are prohibited from:

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

617.1 Definitions:

Drugs or Controlled Substance: The term "drug" or "controlled substance" means a controlled substance listed in Schedules I through V of Section 202 of the Controlled Substance Act (35 P.S. § 780-101, et seq.). The term also includes medical marijuana, as defined in the Medical Marijuana Act (35 P.S. § 10231.101 et seq.), and anabolic steroids; Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

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

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

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

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

All school employees are prohibited from:

- Using, possessing, or being under the influence of any intoxicating beverage or restricted drug (including marijuana) or any material which the employee purports to be such, while on school grounds or anywhere during a school activity.
 - “Restrictive drugs” includes opiates, hallucinogenic substances, marijuana, amphetamines, glue and other solvent-containing substances, medical marijuana, as defined in the Medical Marijuana Act (35 P.S. § 10231.101 et seq.), and all those substances defined as “controlled substances” and prohibited by the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101 et seq.).
- For purposes of establishing whether an employee is “under the influence” the following factors shall be considered:
 - Establishment that an incident occurred which would be expected of an intoxicated person;
 - Whether an employee’s breath smells of alcohol;
 - Incoherent speech;
 - Unawareness of surroundings;
 - Inability to perform basic co-ordination tests, such as walking straight line, touching his nose, etc.;
 - Odor of alcohol or liquor and/or
 - Any outward signs that would indicate that the person has possessed or used alcohol or any restricted drug.

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

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

617.2 Employee’s Notice Requirement Regarding Criminal Drug Statute Conviction

- All employees are required to advise the Office for Catholic Schools of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction, by notifying the Superintendent for Catholic Schools.
- All employees are required to advise the Superintendent of Catholic Schools of any conviction for delivery of a controlled substance or conviction for possession of a controlled substance with the intent to deliver, as prohibited by said Controlled Substance, Drug Device and Cosmetic Act (35 P.S. § 780-101 et seq.) no later than five (5) days after such conviction.
- The Office for Catholic Schools shall notify the federal granting agency within the (10) days after receiving notice from the employee or otherwise receiving actual notice of the employee's criminal drug statute conviction for a violation occurring in the workplace.

617.3 Prohibited Conduct Regarding Drugs or Steroids

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

617.4 Penalties

- Any employee who is convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver, as prohibited by said Controlled Substance, Drug, Device and Cosmetic Act, shall be terminated from her or his employment, pursuant to section 527 of the Public School Code (24 P.S. § 5-527). This penalty is mandatory and shall apply even if the violation did not occur in the workplace.
- Any criminal drug statute conviction occurring in the workplace or any violation of the prohibitions regarding drugs and/or anabolic steroids will result in the Office for Catholic Schools taking appropriate personnel action against the employee up to and including termination; provided, if the conviction for a violation occurring in the workplace was for delivery of a controlled substance or possession of a controlled substance with intent to deliver, the employee shall be terminated.
- An employee who is disciplined, but not terminated, may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Furthermore, an employee who is not subject to mandatory termination may, as a condition precedent to returning to work, be required to certify that she or he has enrolled in and/or completed such drug abuse assistance or rehabilitation program.
- Notwithstanding anything to the contrary stated elsewhere in this policy, an employee found to be a user of any alcohol or drugs shall be terminated from employment if such employee's function if performed improperly poses a threat to public safety, such as but not limited to a bus driver.

617.5 Drug-Free Awareness Program

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

- The dangers of drug abuse in the workplace.
- Office for Catholic School's policy of maintaining a drug-free workplace.
- The availability of drug-counseling, rehabilitation and employee assistance programs that may exist within the community.
- The above penalties that may be imposed upon employees for drug abuse violations.

617.6 Savings Provision

This policy permits the Office for Catholic Schools to take disciplinary action against an employee for any drug-related infractions, including such infractions occurring off school grounds during non-school hours.

617.7 Distribution of the Policy

- Each principal shall provide all employees reporting to her or him with a copy of this Drug-Free Workplace Policy.
- Any employee engaged in the performance of a federal grant shall, as a condition of employment in such a grant, expressly agree in writing to abide by the terms of this policy.
- The building principals will be responsible for otherwise implementing this policy as directed by the Superintendent for Catholic Schools.

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

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

618.1 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.

618.2 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.

618.3 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.

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

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

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

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

expressly prohibited on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school (including cyberbullying). This policy applies not only to students who directly engage in such an act but also to students who, by their indirect behavior, condone or support another student's unacceptable behavior.

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

619.2 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.

619.3 Responsibilities of Administrators, Supervisors, Teachers and Others

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

- Have the responsibility for maintaining a work place, work area, learning area and/or activity area free of harassment, intimidation, hazing, and bullying. Teachers should establish a positive, friendly, and trusting relationship with the class and each individual student. The best results are obtained through a combination of generous

verbal praise or other social reinforcements for positive activities and consistent negative consequences for aggressive, rule-violating behavior.

- Have the responsibility to ensure that all information concerning the policy prohibiting harassment, intimidation, hazing, or bullying is disseminated to all subordinates, to all families, and to all students. This information may be in the form of rules, regulations, orders, procedures, policies, or other written or oral directives. All parties are to be instructed as to the full meaning and application of all such directives.
- Have the responsibility to be particularly alert to possible situations, circumstances, or events that may lead to or constitute bullying and immediately report to his or her immediate supervisor: any actions viewed by him or her which, in his or her opinion, may be construed as falling within the definition of bullying as contained within the policy; and/or any instances, reports or allegations of bullying which come to his or her attention.
- Have the responsibility, upon receiving an allegation of bullying, to complete the Bullying, Harassment, or Intimidation school investigating form.
- Document incidents in the Diocesan PowerSchool student management system for the purpose of program evaluation and planning, as directed by the Superintendent and the Office for Catholic Schools.

619.4 Responsibilities of Students

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

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

619.5 Reporting Procedures

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

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

619.6 Investigation Procedures

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

- A full written report shall be completed by the principal or the principal's designee upon completion of the investigation. Such report may include, but shall not be limited to:
 - Written and/or transcribed verbal statement(s) of the reporting or aggrieved party.
 - Written and/or transcribed verbal statement(s) of the accused party.
 - Written and/or transcribed verbal statement(s) of all witnesses.
 - Diocese of Greensburg Schools Harassment, Intimidation, Hazing, and Bullying Investigation Form (600 A)
 - Factual findings and recommendations.
 - All written and/or transcribed verbal statement(s) shall be signed by the person offering such statements.

619.7 Discipline and Remedial Action

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

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

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

- Upon completion of the investigation, the building principal (or designee) will take appropriate action. Disciplinary consequences will be sufficiently severe to try to deter

violations and to appropriately discipline prohibited behavior. Consequences and appropriate remedial action for students who commit acts of bullying may range from positive behavioral interventions, referral to school and outside resources, detentions, up to and including suspension or expulsion. In summary, action taken for violation of this policy will be consistent with the applicable statutory authority, and the school and diocesan policies and regulations.

- The parents/guardians concerned should be contacted. Depending on the situation, meetings can be held together with parents/guardians of both sides, or to minimize tensions, meetings can be held with each family separately. To support the teacher convening this meeting, the school psychologist, guidance counselor, principal or assistant principal may be invited to attend.

619.8 Protection for those Reporting Incidents

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

619.9 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.

619.10 Cyberbullying

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

The policies and procedures herein related to other forms of bullying, and in the Diocese of Greensburg Schools Technology Resource Acceptable Use Policy, also apply to cyberbullying. However, because the motives, methods, profile, and demographics of cyberbullies are varied and

sometimes different from the traditional bully, the solutions and prevention messages must address their special issues.

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

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

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

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

619.11 Policy Dissemination, Prevention Programs, and Curriculum

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

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

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

620 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.

620.1 Perpetrators

A perpetrator of child abuse can be a:

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

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

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

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

620.2 Mandated Reporters

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

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

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

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

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

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

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

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

620.3 Permissive Reporter

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

620.4 Reporting

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

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

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

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

621 Missing Children

Act 106 of 1990, 35 P.S. § 450, 401-A et seq., requires an investigating law enforcement agency to report to a school district when one of its students who is under the age of 18, is lost, abducted, missing, or runaway. When any such report of a missing child is made by an investigating law enforcement agency to the Office for Catholic Schools, Diocese of Greensburg, the following procedures will be implemented.

- Whenever the Office for Catholic Schools or a school receives a report from an investigating law enforcement agency that an individual under 18 years of age is lost, abducted, missing, or runaway it shall make a notation on the school record of the missing child so that, if that school record is requested, the school will be alerted to the fact that the school record is that of a missing child. If the school is notified of the recovery of a missing child, it shall remove the notation.
- Whenever the school receives a request for information from a record which has a “Missing Child” notation, no information contained in the record shall be released to the requester prior to contact with the investigating law enforcement agency. The school shall make an effort to obtain information to identify the person whose request is verbal and shall contact the investigating law enforcement agency to coordinate a response.

“Investigating Law Enforcement Agency” shall mean the Pennsylvania State Police or local police force responsible for investigating missing persons or children reports within the political subdivision where the child was reported lost, missing, abducted, or runaway.

622 Sexual Harassment

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

622.1 Policy on Sexual Harassment-Staff

- It is the policy of the Diocese of Greensburg that all employees should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment.
- There is hereby established a policy strictly prohibiting all forms of sexual harassment in any work area, learning area, activity area or any other place under the permanent or temporary control of the Diocese of Greensburg, or in any school located within the Diocese (hereinafter referred collectively as the “Diocesan School Community”) by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the Diocese of Greensburg.
- All persons associated with the Diocesan School Community, including, but not necessarily limited to, the administration and staff are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.
- Appropriate sanctions shall be applied against all proven offenders of this policy.

622.2 Definitions:

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

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

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

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

Sexual Harassment: is defined to include:

- Any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision.
- An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades, or academic social status.
- Any case in which submission to or rejection of such conduct is used as the basis for any employment or academic decision affecting any individual.
- Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal, professional, work, or academic performance.
- Any case in which such conduct creates or tends to create an offensive, hostile, or intimidating work or academic environment.
- Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.

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

- Sexual comments
- Sexually-oriented, verbal "kidding" or joke telling.
- Explicit or implicit pressure to engage in sexual activity of any nature.
- Repeated remarks to a person, if such remarks have sexually demeaning implications.
- Non-verbal gestures of a sexual nature.
- Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, assault, or restricting an individual's movement.
- Use of unwelcome terms of endearment.

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

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

622.3 Criteria for Determining Whether an Action Constitutes Sexual Harassment

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

- Submission to the conduct is either an explicit or implicit term or condition of employment, promotion, grades, or academic or social status; or
- Submission to or rejection of the conduct is used as a basis for any decision affecting the person who did the submission or rejection; or
- The conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work force or academic environment.

622.4 Responsibilities of Administrators, Supervisors, Teachers, and Others

To the extent that such person has control over other persons, activities, and environments, each administrator, principal, teacher, aide or volunteer shall:

- Have the responsibility for maintaining a work place, work area, learning area and/or activity area free of sexual harassment, intimidation and bullying.
- Have the responsibility to ensure that all information concerning sexual harassment which they may receive in the form of rules, regulations, orders, procedures, policies, or other written or oral directives, is or has been disseminated to all subordinates under their supervision, and that such subordinates are instructed as to the full meaning and application of all such directives.
- Have the responsibility to immediately report to his or her immediate supervisor: any actions viewed by her or him which, in her or his opinion, may be construed as falling within the definition of sexual harassment as contained within the policy; and/or any instances, reports, or allegations of sexual harassment which come to her or his attention.
- Have the responsibility upon receiving an allegation of sexual harassment to distribute a complaint form to the complainant and instruct her or him to deliver the same to the Superintendent; or, in the alternative, personally deliver the completed complaint form to the Superintendent on behalf of the Complainant.
- Have the responsibility of notifying the Superintendent in writing that a complaint was received and that a complaint form was distributed to the complainant.

Form is located in the appendix. ([600 B](#))

622.5 Reporting Procedures

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

- Any such reports of sexual harassment shall be forwarded to the Superintendent, as soon as possible, in writing, by the person who received such a report. The report shall be signed by the complainant and the person who received the report.
- If the complaint concerns alleged conduct by the Superintendent, the complaint form shall be delivered to the Vicar General of the Diocese of Greensburg.

622.6 Investigative Procedures

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

A full written report shall be completed by the Superintendent or his/her designee(s) upon completion of the investigation after the complaint is received. Such a report may include, but shall not be limited to:

- Written and/or transcribed verbal statement(s) of the reporting or aggrieved party.
- Written and/or transcribed verbal statement(s) of the accused party.
- Written and/or transcribed verbal statement(s) of all witnesses.
- Factual findings and recommendations.

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

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

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

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

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

- Clearly spells out the nature and extent of the disciplinary action.

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

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

622.7 Disciplinary or Administrative Measures

- If it is determined that any employee has engaged in sexual harassment in violation of these policies, rules, and regulations, she or he shall be subject to appropriate disciplinary action, up to and including suspension or discharge.
- If it is determined that any other associate of the School (such as a contracted service employee, aide, or volunteer) not employed by the school on a full-time basis has engaged in sexual harassment in violation of the policies, rules and/or regulations of the school, she or he shall be subject to appropriate administrative action, up to and including suspension or termination of the existing association.
- The procedures contained in the Policy are not intended to supersede or circumvent any procedures for redress of grievances outlined in collective bargaining agreements made with the Diocese.
- The provisions of the Policy shall not be construed to supersede any state or federal laws regarding discipline or separation of employees, nor shall this Policy in any way be construed as to limit the intent of any other policies of the Diocese.
- If it is determined that any employee or other associate has, with intent, falsely accused another of engaging in sexual harassment, she or he shall be subject to appropriate administrative or disciplinary action, at the discretion of the Superintendent.
- Upon receipt of any complaint or report of sexual harassment, the Superintendent shall immediately consult with the Diocesan School Solicitor with regard to investigation and disciplinary procedures.

622.8 Rights of the Accused

- The Diocese hereby recognizes that all allegations of harassment are not necessarily true, and acknowledges that employees, supervisors, and associates may be unjustly accused.
- The Diocese hereby affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.
- All matters involving sexual harassment complaints shall remain confidential to the full extent possible.

622.9 Superintendent's Rights and Responsibilities

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

- Provide or arrange to provide adequate education to all affected parties as to the existence, meaning, purpose and effect of this policy;
- Make sure that all affected parties are aware of the complaint procedure for reporting possible violations of this Policy; and
- Make sure that complaint reports are readily available to all appropriate parties at all times.

623 Policy on Sexual Harassment-Students

- It is the policy of the Diocese of Greensburg that all students should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment.
- There is hereby established a policy strictly prohibiting all forms of sexual harassment in any learning area, activity area or any other place under the permanent or temporary control of the Diocese of Greensburg, or any school located within the Diocese (hereinafter referred collectively as the "Diocesan School Community" or by or toward any student of the Diocese of Greensburg.
- All persons associated with the Diocesan School Community, including, but not necessarily limited to, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.
- Appropriate sanctions shall be applied against all proven offenders of this policy.

623.1 Definitions:

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

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

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

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

Sexual Harassment is defined to include:

- Any unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature;

- Any explicit or implicit requirement of submission to sexual advances as a condition of promotion, grades, or academic or social status;
- Any case of which submission to or rejection of such conduct is used as the basis for any academic decision affecting any individual;
- Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal or academic performance;
- Any case in which such conduct creates or tends to create an offensive, hostile, or intimidating academic environment;
- Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.

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

- Sexual comments.
- Sexually-oriented, verbal "kidding" or joke telling.
- Explicit or implicit pressure to engage in sexual activity of any nature.
- Repeated remarks to a person, if such remarks have sexually demeaning implications.
- Non-verbal gestures of a sexual nature.
- Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, assault, or restricting an individual's movements.
- Use of or display of visual objects such as sexually explicit photographs or posters.
- Use of unwelcome terms of endearment.

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

623.2 Criteria for Determining Whether an Action Constitutes Sexual Harassment

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

- Submission to the conduct is either an explicit or implicit term for promotion, grades, or academic or social status; or
- Submission to or rejection of the conduct is used as a basis for any decision affecting the person who did the submission or rejection; or
- The conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating or hostile academic environment.

623.3 Responsibilities of Administrators, Supervisors, Teachers and Others

To the extent that such person has control over other persons, activities and environments, each administrator, principal, teacher, aide, or volunteer shall:

- Have the responsibility for maintaining a work place, work area, learning area and/or activity area free of sexual harassment and intimidation.

- Have the responsibility to ensure that all information concerning sexual harassment which they may receive in the form of rules, regulations, order, procedures, policies, or other written or oral directives is or has been disseminated to all subordinates and students under their supervision, and that such subordinates are instructed as to the full meaning and application of all such directives.
- Have the responsibility to immediately report to her or his immediate supervisor: any actions viewed by her or him which, in her or his opinion, may be construed as falling within the definition of sexual harassment as contained within the policy; and/or any instances, reports or allegations of sexual harassment which comes to her/his attention.
- Have the responsibility upon receiving an allegation of sexual harassment to distribute a complaint form to the complainant and instruct her or him to deliver the same to the Principal or, in the alternative, personally deliver the completed complaint form to the Principal on behalf of the Complainant.
- Have the responsibility of notifying the Principal in writing that a complaint was received and that a complaint form was distributed to the complainant. [\(600 B\)](#)

623.4 Reporting Procedures

- Any student who feels she or he is or has been a victim of sexual harassment by an employee or another student shall bring the matter to the immediate attention of any teacher, administrator, principal, counselor, or to the Superintendent.
- Any such reports of sexual harassment shall be forwarded to the Principal, as soon as possible, in writing, by the person who received such a report. The report shall be signed by the complainant and the person who received the report.
- If the complaint concerns alleged conduct by the Principal, the complaint form shall be delivered to the Superintendent for Catholic Schools.

623.5 Investigative Procedures

The Principal and her/his designee(s) shall promptly and thoroughly investigate all matters or allegations of sexual harassment.

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

A full written report shall be completed by the Principal or his/her designee(s) upon completion of the investigation after the complaint is received. Such report may include, but shall not be limited to:

- Written and/or transcribed verbal statement(s) of the reporting or aggrieved party;
- Written and/or transcribed verbal statement(s) of the accuse party;
- Written and/or transcribed verbal statement(s) of all witnesses;
- Factual findings and recommendations.

All written and/or transcribed verbal statement(s) shall be signed by the person offering such statements. If the allegations are verified by the investigation, the Superintendent shall take

appropriate corrective action as soon as practically possible after his receipt of or completing of the investigative report. Upon completion of the investigation, the Superintendent shall notify the complainant, in writing, as to:

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

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

- Clearly spells out the nature and extent of the disciplinary action; and
- Provides space for a response from the complainant as to whether she/he agrees with the disciplinary action that was or is to be taken. This form is to be dated and signed by the complainant and returned to the Superintendent.
- If, after a complete and thorough investigation, the allegations remain unsubstantiated and unverifiable, but the Superintendent has reason to believe the accused's version of events, the Superintendent shall carefully record her or his conclusions in writing, and shall document all the steps that were taken in an attempt to verify the allegations. The Superintendent shall also document the basis for her/his decision regarding the allegations.

623.6 Disciplinary or Administrative Measures

- If it is determined that any employee has engaged in sexual harassment in violation of these policies, rules and regulations, she or he shall be subject to appropriate disciplinary action, up to and including suspension or discharge.
- If it is determined that any student has engaged in sexual harassment in violation of these policies, rules and regulations, she or he shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.
- If it is determined that any other associate of the school (such as a contracted service employee, aide or volunteer) not employed by the school on a full-time basis has engaged in sexual harassment in violation of the policies, rules and/or regulations of the school she or he shall be subject to appropriate administrative action, up to and including suspension or termination of the existing association.
- The procedures contained in the Policy are not intended to supersede or circumvent any procedures for redress of grievances outlined in collective bargaining agreements made with the Diocese.
- The provision of the Policy shall not be construed to supersede any state or federal laws regarding discipline or separation of employees, nor shall this policy in any way be construed as to limit the intent of any other policies of the Diocese.
- It is determined that any employee, student, or other associate has, with intent falsely accused another of engaging in sexual harassment, he or she shall be subject to appropriate administrative or disciplinary action, at the discretion of the Superintendent.

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

623.7 Rights of the Accused

- The Diocese hereby recognizes that all allegations of harassment are not necessarily true, and acknowledges that employees, supervisors, students and associates may be unjustly accused.
- The Diocese hereby affirms its resolve to protect the rights of all accused parties to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.
- All matters involving sexual harassment complaints shall remain confidential to the full extent possible.

623.8 Superintendent's Rights and Responsibilities

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

- Provide or arrange to provide adequate education to all affected parties as to the existence, meaning, purpose and effect of this Policy;
- Make sure that all affected parties are aware of the complaint procedure for reporting possible violations of this Policy; and
- Make sure that complaint reporting forms, if used, are readily available to all appropriate parties at all times.

624 Suicide Policy

The Diocese of Greensburg recognizes its part in the total community's responsibility for responding to suicide and the dangerous associated behaviors of students. We initiate responsible leadership in establishing Intervention and Post-interview procedures. These procedures will attempt to coordinate efforts of staff members, family and community services.

It is Diocesan belief that students identified as self-destructive receive the appropriate help as quickly as possible. The primary responsibilities of school personnel working with depressed or suicidal students are support, parental contact, and referral. In these circumstances, confidentiality will be waived in life threatening situations.

624.1 Procedure For a Response to a Student Suicide Threat

A student who communicates suicidal ideation must be viewed with seriousness. Such information must be reported to the Principal, School Nurse, and Counselor immediately.

Immediate Procedures:

- Student must not be left alone.
- Communication to Principal, nurse, counselor or Core Team members.
- Assess the level of risk by collecting and documenting all pertinent information about the student, including an interview with the student.
- Notify parent or guardian immediately. If unable to contact parent or guardian, call Mental Health Crisis Unit.
- Mental Health Assessment is required and subsequently discussed with parent/guardian.
- Steps initiated for “No Suicide Contract” with student if recommended by mental health professional.

Follow-Up Procedures:

- Confirmation of assessment by Building/Administrator or Core Team.
- Monitor student by School Counselor and/or Core Team.
- If parents do not comply with mental health recommendations after assessment, Student Assistance Core Team will meet with parent and student and encourage compliance.
- School staff members who are likely to interact with the student should be verbally notified to be alert for indicators.

624.2 Procedure For a Response to a Student Suicide Attempt

In the event of a student attempting suicide during the school day or on school grounds, the following procedures will be followed:

Immediate Procedures:

- Immediately call the school nurse for first aid services.
- Ambulance services will be called, if needed-call 911
- Notify Building Administrator-who will notify:
 - Parent or Guardian
 - Superintendent, and, if needed:
 - Police
 - Core Team, if assistance is beneficial
 - Mental Health Crisis Unit
- Someone will stay with the student at all times.
- Principal will direct staff to move student classes to another location so the situation may be handled as efficiently as possible.
- The student is to be taken to appropriate medical facility.
- Principals will notify Superintendent, Managing Director of Communications, and Board of Trust Administrators (if applicable).
- Principal/Designee will complete an incident report form.

Form is located in the appendix. ([600 D](#))

Follow-Up Procedures:

- The student must have a mental health assessment.
- Teachers and other school personnel should be encouraged to discuss their concerns about the student and re-admission to school with the Principal or members of the Core Team.
- Contact with the student's parents should be maintained in order to extend support, encourage parental involvement, and monitor progress.
- If parent of student does not comply with mental health recommendation within five days, matter is referred to Principal and Core Team.
- Faculty will be given information as necessary to refer affected students to support personnel.
- Media representatives will not be permitted to contact or speak to students regarding a suicide attempt.

624.3 Procedure for a Response to a Suicide Attempt Outside of School

Immediate Procedures:

- Principal/Designee will verify the validity of the report.

Follow-Up Procedures:

- Once verified, a mental health assessment will be requested through the Core Team.
- Decisions of types of support needed for the student to attend school prior to the assessment will be made by the Principal and the Core Team.
- Periodic checks should be made on the student's progress and well-being by the Core Team.
- Contact with the student's parents should be maintained.
- Request release information if referral initiated by the family.

624.4 Procedure for a Suicide Attempt on a School Bus

- The bus driver will communicate the incident to the Bus Contractor/School Authority immediately or call 911 if able.
- The Bus Contractor/School authority will contact:
 - Police
 - Ambulance, if any
 - Principal or Superintendent
 - Send bus to return passengers to school
- Principal will notify:
 - Superintendent
 - Parent/Guardian
 - Mental Health
- Core Team will assist students upon arrival to school

- Bus driver will give oral report to Superintendent at the earliest practical moment and a written report within 24 hours.

624.5 Procedure to Respond to a Suicide

If a suicide does occur, it is our intent to provide support for students, parents, and members of the school staff. We would hope that by establishing procedures, they will serve as guidelines to support decision making at a critical and possibly confusing time.

Immediate Procedures:

- Principal contacts the Coroner to verify report.
- Principal notifies the Superintendent who will inform the Vicar General and Bishop.
- Principal will inform Core Team Members, Teachers, Counselors, and Nurses.
- If grief counselors are needed, schools should contact Catholic Charities prior to contacting outside agencies. 724-837-1840
- If police wish to question students, call parents of those students to notify them and ask if they wish to be present for this questioning, or have administration present at the questioning.
- Principal or designee will consult with parents as to what information they will allow you to release.
- Principal or designee will consult with parents of deceased student to find out the names of students who were close to the deceased and will need special attention.
- The pastor of the student should be notified.
- Principal will draft an announcement to be made to the students. Sample letters are located in the appendix of this document. [\(600 E\)](#)
- Announcement will be made to the students. This must be a simultaneous announcement to prevent students texting others the news. This announcement should begin with prayer and the reading of a prepared statement. Presenters of this statement should not take questions.
- An announcement to parents, priests, pastoral center, and school should be drafted and approved by the Managing Director of Communication and Superintendent. Once approved, the announcement can be sent by email.
- If this occurs at the high school level and there are student drivers who wish to leave the school after the announcement, parents must be contacted to ensure they know and approve of their child leaving the building at a non-dismissal time.
- Parents may arrive to pick up their children. Have a sign-out sheet ready.
- If parents request to take children other than their own, a phone call to these children's parents must occur to verify that this is acceptable.
- Principal will call a faculty meeting to explain post-suicide procedures. See 624.6.
- All contact with the media will be by the Superintendent through the Managing Director of Communications.
- Superintendent or Principal will contact the family of the deceased to offer support.
- Support will be given to students identified as "critically distraught" by the Core Team Members. Additional counselors and support personnel will be requested from county agencies and other Catholic schools.

Action Guidelines:

- Do not demand attendance at the funeral or the funeral home.
- Core Team visits classroom to discuss the incident.
- Emphasize help is available and people do care.
- Emphasize no one is to blame.
- Provide small group opportunities to discuss this incident.

A death of a child to suicide is as traumatic as any other type of student death. Memorials or fundraising in a student's name are to be strongly discouraged, for it may glamorize death in the eyes of other students. It also becomes a practical problem for the school personnel who have to evaluate the appropriateness, location, and maintenance of the memorial.

624.6 Post Suicide Guidelines

- Try to keep to the regular schedule as much as possible.
- Avoid classroom discussions of the situation and refer students to grief counselors who are able to respond to student grief.
- Remember not all students are invested in the situation.
- Any request for special meetings or recognition in memory of the student must be brought to the principal's attention for consideration before any planning or discussion is initiated.

625 Students with an Infectious Disease

Schools cannot prohibit admission to or discriminate against students who attend a schools in the Diocese of Greensburg solely because of an infectious disease.

The school does reserve the right to dismiss a student or curtail a student's activities (curricular, co-curricular, and/or extra-curricular), on a case by case basis, if the principal and attending physician determine that a student presents a substantial risk to himself/herself or to others. If the principal and attending physician cannot agree, a review board appointed by the Superintendent for Catholic Schools will make the final determination.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/Guardians are expected to inform the principal if or when their child has an infectious disease in order that the school principal can provide for the protection of the child and other individuals in the school.

The number of personnel who are made aware of the student's condition should be kept at the minimum necessary to assure confidentiality and to provide proper care and supervision of the infected student, while at the same time providing for the safety and welfare of other students, employees, and volunteers in the school. The principal, in consultation with the parents/guardians of the student, will determine those persons who will be informed of the student's condition. No other school personnel will be informed without prior consultation with the parents/guardians. Subsequent meetings should be scheduled to re-evaluate the condition of the student.

Since immunosuppressed students are at a greater risk of suffering complications from other infections, the student's parents/guardians should consider removing the student from the school during outbreaks of communicable diseases.

In all cases, the students and their parents/guardians are to be treated with Christian compassion and care by all school personnel.

All school personnel, including volunteers who serve the school on a regular basis, must be offered annual instruction on infectious diseases and on the Universal Precautions to be followed.

All school personnel are required to follow the Universal Precautions that are included below in order to reduce the risk for employees, volunteers, and students.

This policy shall be reviewed regularly by the Superintendent for Catholic Schools to determine if it adequately meets the needs of the schools and complies with current medical and legal information. When necessary, this policy will be revised by the Superintendent for Catholic Schools and presented to the Bishop for his approval.

626 Universal Precautions

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

- Wash your hands with soap and running water at regular times during the workday. Common infectious diseases may be contracted from dirt and waste encountered in the work place.
- Avoid punctures with objects that may contain blood from others.
- Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
- Carefully dispose of trash that contains body waste and sharp objects. Use special containers with plastic liners for disposal of refuse that contains blood or for any body spills that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated. Do not bend, break, or recap needles.
- Promptly remove another person's blood and body waste from your skin by washing with soap and running water.

- Clean surfaces that have blood or body waste containing blood on them with an Environmental Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. (The solution should be fresh daily to ensure proper strength.)
- Have a vaccination for protection from hepatitis B if you are in contact with developmentally delayed students, or if you are a school nurse.
- If you are responsible for administering first aid to others or may be placed in a position where you may give first aid, obtain current instruction in first aid and cardiopulmonary resuscitation (CPR). Current instruction will include modification of first aid needed to protect the rescuer from infection.