



THE CAMPUS SCHOOL
of Carlow University

PARENT/STUDENT HANDBOOK

THE CAMPUS SCHOOL

of Carlow University

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Pittsburgh, PA 15213

PARENT/STUDENT HANDBOOK

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The Campus School of Carlow University focuses on character formation and intellectual preparation by weaving experiences into the school day that are related to our mission and philosophy. These values are strengthened by incorporating the *Six Pillars of Character* in the **Good Character Counts Program**.

- Responsibility:** A person of character meets the demands of duty, is accountable, pursues excellence and exercises self-control.
- Trustworthiness:** A person of character is trustworthy, lives with integrity, is honest, reliable, and loyal.
- Respect:** A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy, and freedom of others, is courteous and polite to all and is tolerant and accepting of differences.
- Fairness:** A person of character is fair and just, is impartial, listens and is open to differing points of view.
- Caring:** A person of character is caring, compassionate, kind, loving, considerate, and charitable.
- Citizenship:** A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and law.

THE CAMPUS SCHOOL OF CARLOW UNIVERSITY

Purpose of the Handbook

The handbook outlines the policies and procedures of The Campus School. The cooperation of parents and students is vital to the success of the school program. The school makes every attempt to follow these policies and procedures as written. In the event that a situation prevents the strict adherence, the circumstances will be determined by and addressed at the discretion of the administration. If a change in policy occurs, parents will be notified.

Mission Statement

The Campus School of Carlow University, a Catholic coeducational program rooted in the values-based tradition of the Sisters of Mercy, offers a creative learning environment providing a holistic liberal education for the young.

Philosophy

The Campus School espouses Judeo-Christian values, features a strong, comprehensive core curriculum and champions a holistic approach to learning that develops the creativity and unique gifts of each child. Students of all faiths, our Children of Spirit, form a community that embraces religious diversity and encourages a deep respect for the religions and traditions of others. The Campus School's partnering of spiritual values and academic excellence fosters in each child a love of life and learning and a sense of responsibility and purpose.

Respect for Diversity

The Campus School is enriched by diversity. The school respects individual differences regarding religion, race, national origin, gender, sexual orientation, socioeconomic level, disability and age.

Middle States

The Campus School of Carlow University is accredited by the Middle States Association of Colleges and Schools. Accreditation is a public manifestation of confidence in our school's mission, goals and objectives, philosophy and performance. The evaluation process for accreditation is ongoing, with self-study and evaluation continuously happening throughout the school. Schools are reevaluated by the accreditation committee every 7 years in order to ensure validation and quality of education.

Admissions Policy

The Campus School of Carlow University admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national or ethnic origins in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs. Newly enrolled students will be admitted on a probationary basis for the first quarter (9 weeks).

Administration

The Executive Director and Assistant Directors form an Administrative Team to provide instructional, operational and spiritual leadership, facilitate communication, and encourage participation in school functions for all members of The Campus School community.

Advisory Council

The Advisory Council acts as a resource for the Director in fulfilling the mission of The Campus School. The Council is composed of members representing all constituencies of The Campus School. Advisory Council guidelines are available upon request.

Safe Environment Program

Teachers, coaches and other school volunteers at The Campus School must have the appropriate clearances. It is necessary to complete all the steps below to complete the clearance process.

1. Register on the Pittsburgh Diocese Safe Environment Database at:
https://www.eappsdb.com/Login.asp?ORGZ_KEY=39
2. The Criminal Record Clearance will automatically be generated with registration on the Database.
3. Notify the office when registration is complete.
4. The Criminal Record Clearance and the Child Abuse Clearance application will be sent to you. The Child Abuse Clearance application is also available in The Campus School main office.
5. Complete and mail to:

Childline and Abuse Registry
Department of Public Welfare
Box 8170
Harrisburg, PA 17105-8170
6. Attend the Protecting God's Children Program at any location in the Diocese. Submit a copy of the Certificate of Attendance to The Campus School main office.
7. Read booklet titled Code of Pastoral Conduct. Sign the last page and return to The Campus School main office.

SCHOOL ATTENDANCE

Regular, on-time attendance is imperative if students and teachers are to accomplish their educational goals. When students consistently miss school or arrive late, the learning process is disrupted. All attempts should be made to ensure consistent, on-time arrival.

Arrival

Students in Tiernan Hall should arrive between 7:45 a.m. and 7:55 a.m.
Homeroom begins promptly at 8:00 a.m.

Students in Trinity Hall should arrive between 7:45 a.m. and 8:15 a.m.

Students who arrive before 7:45 a.m. **MUST** report to the Campus School Library. Students are **NOT** permitted to report to school before 7:30 a.m., as no supervision is available before that time.

Tardiness

Students arriving after 8:00 a.m. are considered late and should report to the office. If school personnel are not available outside, parents must park their car and walk their child into the school's main office. Teachers receive notification of the student's arrival. A record of tardiness is kept in the Main Office. Consistent patterns of tardiness will result in action taken by the administration to correct the problem. Classwork missed due to tardiness must be made up.

If a student arrives at school after 11:30 a.m., he will be marked absent for one half of the school day.

Early Dismissal

The parent/guardian **MUST** send a note to school with the student specifying the reason for the early dismissal and the name of the adult who will pick up the student at The Campus School office. Students should give the note to the homeroom teacher who will initial the note and send it to the Main Office. The adult must meet the student in the Main Office and sign out the student. The office reserves the right to ask for proper identification if the adult is unfamiliar to the staff.

If a student leaves school prior to 11:30 a.m., he will be marked absent for one half of the school day.

Changes in Dismissal Plans

Parents should avoid making last-minute dismissal changes. However, if a change is necessary please notify the Main Office with a phone call **AT LEAST ONE HOUR** before dismissal. Because Campus School faculty and staff are often unable to check email during the school day, please do not send dismissal changes via email.

Dismissal

Students in Trinity Hall will be dismissed at 2:55 and should be picked up in front of Trinity Hall. This decision has been made to allow time for young students to be properly buckled into car seats without delaying the loading of older students. Kindergarten students, along with Pre-K and Montessori students not yet picked up by 3:10, will be brought over to Tiernan Hall pick-up area by the teachers. Kindergarten students in Tiernan Hall will be dismissed in the Convent Circle.

Teachers in Tiernan Hall escort students from their homerooms at 3:10 p.m. to the Convent Circle and the busses. A teacher remains on duty until all students are picked up. Please do not use this time to engage faculty and staff in conversation. In the interest of safety, students are expected to behave appropriately while waiting for their ride. Students are not permitted to run/jump on the Convent stairs or porch area. If a student is not picked up by 3:25 p.m., he/she will be escorted back to the Main Office to wait for his/her ride. If a child is not picked up by 3:45 p.m., the child will be brought to the Extended Day program, and the parent will be required to pay the appropriate fee. On half days, children who are not picked up by 12:15 will be brought to the Extended Day program, and the parent will be required to pay the appropriate fee.

Absences

Parents should notify the office by phone before 8:00 a.m. on the day of the student's absence. **A WRITTEN EXCUSE (hard copy or email) IS REQUIRED FOLLOWING EACH ABSENCE.** Pennsylvania state law mandates that a student bring a note from his parent/guardian to explain the absence. The note should contain: student's name, date of absence, reason for absence, and parent signature.

Parents should avoid scheduling medical or dental appointments during the school day. If an appointment must be scheduled, parents should notify the office and submit a written excuse. If your child is absent from school for a reason other than illness, please let the office and the teachers know in writing as far in advance as possible. This will ensure that your child has a clear understanding of assignments that need to be completed during and after the absence.

Homework Requests During Absences

Parents should make arrangements to pick up homework or have it sent home via another student when notifying the office of their child's illness. Campus School students are responsible for promptly completing homework, assignments, quizzes, and tests given during an absence. All requests for make-up work must be made before 8:00 a.m. to allow teachers the time to gather the homework.

Physical Education Excuses

If a student cannot participate in gym or swimming classes for health reasons, parents must send a note to the Physical Education teachers. A doctor's excuse is needed for extended absences.

LUNCH

Pre-school through Kindergarten

Students in Preschool, Pre-Kindergarten, Kindergarten, and the Montessori preschool and Kindergarten bring their lunch to school and eat either in the lunch room or in their classrooms. Lunches should include an icepack, utensils, napkin, and a drink. Microwaves will not be available for student use.

Grades 1 through 8

Students in grades one to eight are extended the privilege of using the University cafeteria located in Tiernan Hall. Lunch plans are available for purchase or students may bring their own lunch. **Students who bring their lunch will not have the option to purchase food or drinks a la carte.**

Lunch Payment

Students use pre-loaded swipe cards to pay for lunch. Payment instructions are available on the Campus School website.

Cafeteria Behavior

Students in grades 1 – 8 are expected to:

- Walk down the stairs and into the cafeteria in a quiet and orderly fashion.
- Behave in a manner that is respectful of others.
- Use appropriate table manners.
- Dispose of food appropriately at the end of the meal.
- Use a **moderate** tone of voice at all times.

Students who do not meet these expectations will be required to bring a bag lunch and eat in an alternative setting.

TRANSPORTATION

School Bus Riders

Students arriving by bus are dropped off in the Main lot off Terrace Street.

Students arriving in vans or small buses are dropped off in the Convent Circle.

Students are expected to walk in crosswalks and on the sidewalks as they approach the school building. All directions given by Carlow University Police are to be followed.

Bus Behavior

Students are expected to behave appropriately while riding on the bus and to abide by all student transportation policies and procedures of the school district providing transportation. The bus driver reserves the right to issue a warning for improper conduct. **Continued inappropriate conduct or violation of these guidelines is cause for suspension or removal from the bus.**

To insure that each bus ride is a safe one, students are expected to:

- Enter and exit the bus in an orderly manner
- Remain seated at all times
- Use a seat belt if one is provided

Prohibited behaviors on the bus include, but are not limited to:

- Fighting/Pushing
- Screaming
- Profanity
- Throwing objects
- Bullying
- Gesturing at others outside the bus
- Leaning out of windows / Putting hands and arms out of windows
- Tampering with emergency exits or windows

For liability reasons, bus drivers contracted to all school districts are not permitted to carry any passengers who are not officially assigned to them. Please keep this in mind when your child is making afternoon plans with friends. In these cases, it is a good idea to consider carpooling.

Car Riders

Due to limited space, drop-off and dismissal often become challenging situations. The Carlow Police work with us to create the best possible procedure for drop-off and dismissal. The following procedures are crucial to ensuring a smooth flow of traffic and the safety of all students, faculty and staff. Please follow all directions given by Carlow Police, faculty and staff. Please also remember to be courteous and kind to all who help with drop-off and dismissal.

Tiernan Hall

Students may be dropped off in the designated area in the Convent Circle. Fifteen-minute parking areas are reserved for Campus School parents in the center row of Lot B. In order to ease traffic congestion and for the safety of our students, parents are not permitted to park in the circle from 7:45 - 8:15a.m. and from 2:45 - 3:25p.m.

Trinity Hall

Students may be dropped off in front of Trinity Hall between 7:45 a.m. and 8:30 a.m. If you choose to drop your child off or pick up in the circle, please do so safely and quickly. Please assist us in maintaining a safe environment by not engaging staff in conversation during this time. If you arrive after 8:30 a.m., or a teacher is not present, you must walk your child inside the building. Due to limited space and time used to buckle and unbuckle young children, traffic can become congested easily. Fifteen-minute parking spaces are reserved in the center section of Lot B. They are marked with Campus School signage.

PARKING

Parent Parking Permits

Parents may park in unrestricted areas, in the back lot (lot B), the upper lot above Terrace Street (Lot C), and the Fifth Avenue lot (Lot A). One permit will be permitted per household upon completion of a parking application. There is a **\$5.00 fee for an additional and/or lost permit**. The permit must be displayed on the vehicle's dashboard. Parents are not permitted to park in spaces labeled "Sisters of Mercy," or "Carlow University Faculty."

Visitor Parking Permits

A visitor's permit is required for temporary parking on the campus and may be obtained from the Campus School Office.

Parking Violations (Carlow University Policy)

Parking violations for permit holders will result in a \$35.00 citation for each violation. If you wish to appeal your ticket, a form can be obtained at the Police Department dispatch office. Campus School administration has no authority to assist in appeals. Payment is due within 10 days of the date issued. Parking in fire lanes, blocking crosswalks or obstructing traffic will result in immediate towing. For additional information, please call Carlow University Campus Police at 412-578-6005. **School safety is our number one priority!**
Please drive slowly and obey all signage while on campus.

CURRICULUM AND ACADEMICS

Curriculum

The curriculum is designed to develop mastery in the traditional academic areas of language arts, mathematics, science and social studies. Curriculum and instructional strategies integrate the use of critical thinking, collaboration, creativity and communication. Religious education is an important component of the curriculum, leading students to develop a relationship with Jesus Christ and to live according to Gospel values. Catholic students are prepared for the reception of the sacraments of Reconciliation (grade 2), Eucharist (grade 2), and Confirmation (grade 8). Religion class and religious activities are a required component of the Campus School curriculum. The curriculum also includes art, computer, French, Spanish, library, music, and physical education. Upper School students participate in an Activity Period with electives that may include but are not limited to: music, computer, creative writing, and forensics. Curriculum committees meet to update curriculum and to approve the adoption of current textbooks and materials.

STEAM Rises (Science, Technology, Engineering, the Arts, and Math) (Rigorous Integration of Student Engagement in School)

The STEAM Rises initiative provides us with a dynamic process to enhance the teaching and learning in our school. We embed collaborative partnerships across grade levels and disciplines into the work we do in the STEAM subjects. Curriculum in the STEAM content areas extends our existing curriculum with increased opportunities for cross-curricular collaboration and integration with students and teachers.

Library Resources

A professional, full-time librarian staffs The Campus School Library located in Tiernan Hall. The library is open from 8:00 a.m. to 3:00 p.m. Students may visit the library before school, during designated library periods, or at the

discretion of the librarian. Students may check out books for one week with the option of renewal. A fine of 10 cents will accrue for each school day that a book is late (weekends and holidays are not included). All books must be returned at the end of the school year and fines paid before final Progress Report will be issued. **The Carlow University Library (Grace Library)** is adjacent to Tiernan Hall. Campus School students use library resources under the direction of teachers and with the support of Carlow University librarians.

Field Trips

Field trips and off-campus activities, an integral part of The Campus School's curriculum, enrich themes taught in the classroom or culminate in units of study. During field trips, the safety of our students is of the utmost importance. The school will provide a permission release form prior to each trip. Each student is required to submit a signed permission/release form prior to the field trip or he/she will not be permitted to accompany the class. If you choose to volunteer for your child's field trip, please remember that this is an important responsibility and that you should not bring siblings or use this as a social time with your child or other adults. Field trips are considered a privilege and students are expected to behave in a courteous and respectful manner and to abide by the rules of the faculty member in charge. ***Please note that a student may be denied participation in a field trip if he/she does not meet the school's academic and behavior requirements.***

Homework

Individual teachers will discuss specific homework expectations. Students are responsible for independently completing homework assignments. However, younger students may need parental supervision and assistance, within reason. **The parent's role should be primarily supervisory. Students need a consistent, quiet place to do their assignments. If the assignments seem unduly long or difficult, please do not do your child's work, but discuss the**

matter with his or her teacher. Consistent completion of homework assignments should also help students become more responsible and organized. Students are expected to complete homework on time. Incomplete homework will have a negative impact on the student's grade. Assignment books must be used by students in grades 3-5 and are available for purchase through the school. PCR Educator is utilized by teachers in grades 3-8. Parents and students in grades 3-8 may access PCR Educator at any time to check homework due dates and test schedules. Parents should check assignment books in the event that an additional assignment has been added.

All requests for make-up work, including homework, must be made before 8:00 a.m. to allow teachers the time to gather the homework.

Student Progress

Student progress will be discussed at scheduled Parent Conferences. Conferences are scheduled once during the fall semester and once during the spring semester. Student Progress Reports are available electronically quarterly for students in grades 1-8 and traditional Kindergarten. Teachers will alert parents if concerns arise regarding student progress. Progress Reports are made available only if all outstanding tuition and fees are paid and all school materials are returned. Grades for Math, Science, Language Arts, Social Studies, Religion, World Languages in grades 3-8 are based on the following percentages:

A= 94 - 100

B= 87 - 93

C= 77 - 86

D= 70 - 76

F= 69 and below

Grades for core subjects in grades K-2 and non-core subjects in grades K-8 including Art, Computer, Music, Physical Education and Swimming are recorded as follows:

- **C=Commendable**
- **D=Developing Skill**
- **E=Emerging Skill**
- **O=Outstanding**
- **P=Proficient**
- **S=Satisfactory**
- **U=Unsatisfactory**

An Incomplete (I) is given only if a student has been ill and a teacher determines that an extension is needed. Students will be given a reasonable amount of time, as determined by the teacher, to complete assignments.

Promotion and Academic Probation

Students who fulfill grade requirements will be promoted to the next grade level. A student with a failing grade in a core subject will not be promoted unless the course is completed in an approved summer school program or with a tutor. The program or tutor must submit a report to the Executive Director for evaluation. A student who has failed two or more subjects for the year must have approval from the Executive Director to return to The Campus School. The approval is based on individual circumstances and the probability for future academic success. If approved to return, the student will be placed on **Academic Probation** and reevaluated at the end of each quarter.

STUDENT SERVICES

Student Assistance Program (SAP)

The Student Assistance Program is designed to assist, but not diagnose, those students who are experiencing difficulties that impact their academic performance and school behavior. The SAP Team is comprised of three teachers, the Executive Director, Assistant Directors, IU Psychologist, or other personnel, where applicable. The team meets on a regular basis to discuss intervention techniques and strategies in order to make recommendations to improve school performance. Signed parent permission is required for a student to be entered into the SAP program. The team may also refer a student to the Intermediate Unit or outside services for an assessment. Appropriate paperwork must be submitted *yearly* for each student who takes part in this program.

The Pittsburgh-Mt. Oliver Intermediate Unit

The **Pittsburgh-Mt. Oliver Intermediate Unit** provides a speech therapy program and a reading specialist for students in kindergarten through grade eight. Psychological testing and the services of an intervention specialist are also available through the unit. Limited ESL intervention is available.

Tutoring

A student can only be released from class for tutoring with written permission from Administration and/or the Student Assistance Team. In an effort to help faculty coordinate effective instructional programs for students, we ask parents to inform us of tutoring outside of school during the school year or the summer.

School Nurse

A Registered Nurse, assigned to The Campus School by the Pittsburgh Board of Education, schedules regular visits to conduct hearing tests, vision screenings and to maintain and update health and immunization records. Carlow University

has a Registered Nurse on staff that provides service to The Campus School in an emergency. The Campus School must abide by the health and safety policies set forth by the Allegheny County Health Department.

Dental Hygienist

A dental hygienist, assigned to the Campus School by the Pittsburgh Board of Education pays a yearly visit to selected classrooms.

BEHAVIOR EXPECTATIONS AND DISCIPLINE SYSTEM

The Campus School provides an environment that fosters the continued growth and development of each student. We encourage independent, constructive, and positive behavior through the six pillars of the Good Character Counts Program. Furthermore, teachers have the right to teach and every student has the right to learn. In order to protect these rights, all students will be disciplined assertively and with dignity. Emphasis will be on positive reinforcement, although loss of privileges will be used when the learning process is interrupted. It is the responsibility of parents, teachers, students, and administrators to work together to assure a smooth and continuous learning process and to solve discipline problems as they arise. The following policy and procedures extend to and include all athletic events and extracurricular activities and the Extended Day Program.

School Behavior Expectations

All Campus School students are expected to:

- Be honest, courteous, and respectful of others **at all times**
- Take pride in their personal hygiene and appearance (hair should be neatly maintained and not extreme in color as determined by the administration)
- Be on time for classes and activities

- Abide by school regulations
- Complete their assignments on time and meet course requirements
- Take good care of books, materials, school property and equipment

Discipline Infractions

There are three levels of offenses relating to the misbehavior of students. Appropriate discipline procedures, as outlined next, will be applied. Students who misbehave repeatedly may also be referred to the Student Assistance Program team.

Level I Offenses

Level I offenses refer to misbehaviors on the part of a student that disrupts the learning environment. These misbehaviors are usually handled by staff members, but may require the intervention of the administration.

Examples of Behavior

Level I Examples (but not limited to):	
Classroom/school disturbance/disruption	Expressing physical superiority
Tardiness to school/class	Threatening gestures
Unauthorized or improper use of school property/facilities/equipment	Pushing/shoving
Inappropriate classroom/school behavior	Taking items from others
Littering	Insulting remarks/name calling
Unauthorized presence in halls or unauthorized areas	Teasing
Violation of Uniform Code	Dirty looks
Defiance of rules or authority	Gossiping, starting and spreading rumors
	Ignoring someone
	Excluding others from a group
	Not returning signed discipline forms

Level II Offenses

Level II offenses refer to misbehavior with seriousness or frequency that tends to disrupt the learning environment of the school and/or consequences that endanger the health or safety of others in the school.

These infractions, which may result from the continuation of Level I misbehaviors, may require the intervention of the administration because the Level I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough which may require corrective action by administrative personnel. Some of these misbehaviors may be against the law.

Level II Examples (but not limited to):	
Continuation or extreme Level I misconduct	Threatening physical harm
Disorderly bus conduct	Starting fights
Insubordination, defiance or disrespectful behavior to staff	Pushing, tripping or causing a fall
Disruptive behavior during school programs/trips	Assault
Theft	Insulting family
Vandalism/destruction of school property or destruction of others	Harassing with phone calls
Possession of lighter, matches, combustible materials	Insulting size, intelligence, clothes, race, religion, gender, disability, etc.
Possession of unauthorized electronic devices	Ostracizing using notes, instant/text messaging, etc.
Illegal use of technology	Posting slander in public places
Swearing	Playing mean tricks to embarrass someone
Unauthorized sharing of passwords	Cyber bullying
Plagiarism/cheating	

Level III Offenses

Level III offenses refer to acts whose frequency or severity disrupt the learning environment of the school or acts directed against persons or property that pose a threat to the health, safety or welfare of others in the school. These acts require administrative action that could result in the immediate removal of the student from the school, as well as the possible intervention of law enforcement authorities. Most of these misbehaviors are against the law.

Level III Examples (but not limited to):	
Continuation or extreme Level II misconduct	Making repeated threats/harassing
Possession or use of tobacco products	Threatening to keep someone silent (If you tell...)
Destruction of public/private property	Physical cruelty
Leaving school property without permission	Repeatedly acting in a violent or threatening way
Third offense truancy	Assault with a weapon
Possession or inappropriate use of prescriptive or over-the-counter medication	Harassment
Unauthorized or improper use of school facilities/equipment/property	Writing graffiti with bias against race, religion, ethnicity, gender, disability or sexual orientation
Bomb threat or threatening phone calls	Enforcing total group exclusion against someone by threatening others if they don't comply
Possession/use/transfer of weapons	Arranging public humiliation
Lighted or ignited objects	Minority, ethnic or racial slurs or intimidation
Possession/sale of stolen property	
Arson or attempted arson	
Unauthorized use of fire alarm or equipment	
Terroristic threats	
Other violations of federal, state or local laws	
Extortion or attempted extortion	

Disciplinary Procedures

This table may be used in conjunction with the behaviors listed prior.

Level	1 st Offense	2 nd Offense	3 rd Offense	
Level I	<p>Warning – Student fills out a warning form</p> <p>Teacher contacts parents</p>	<p>One lost recess/privilege where student will complete and process a “Think About It” form</p> <p>Teacher calls parents</p>	<p>Three lost recesses/privilege where student will complete and process a “Think About It” form</p> <p>Student calls parents</p>	<p>After the third time a student challenges the school discipline policy, a behavior plan is developed by a team consisting of the student, parents, teacher and administration</p>
Level II	<p>One lost recess/privilege where student will complete and process a “Think About It” form</p> <p>Student calls parents</p>	<p>Three lost recesses/privilege where student will complete and process a “Think About It” form</p> <p>Student calls parents</p>	<p>Five lost recesses/privilege where student will complete and process a “Think About It” form</p> <p>Student calls parents</p>	
Level III	<p>Three lost recesses/privilege where student will complete and process a “Think About It” form</p> <p>Student calls parents</p>	<p>Five lost recesses/privilege where student will complete and process a “Think About It” form</p> <p>Student calls parents</p>	<p>Student calls parents</p> <p>Classes only for three days</p>	

*Note: Students in Trinity Hall through 2nd grade may receive additional warnings/prompts, as these are teachable social moments. Students at this age will benefit from the directed instruction rather than the negative consequences.

Bullying Policy

The faculty and staff of The Campus School of Carlow University will not tolerate bullying under any circumstances. It is the duty of everyone to report all instances of bullying. It is critical that every student on campus has a positive learning experience and feels safe at school.

Beginning in the fall of 2013, The Campus School of Carlow University will engage in an active anti-bullying campaign to educate our population about the

behaviors of people who bully, those who defend the bullied, and bystanders. Using weekly class meetings, students will participate in age-appropriate, in-depth discussions focusing on our school's anti-bullying rules; practice ways to deflect bullying; examine situations in role play; and build connections with peers in team-building activities. Our goal is to have honest conversations with students, parents, and faculty that will lead to a safer school climate for everyone.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself (Olweus, 1993). In other words, bullying is one-sided, with an imbalance of power, and bullying behavior hurts and humiliates the person who is targeted (Crowe, 2012). The Campus School of Carlow University has adopted the following rules to prevent and treat bullying and bystander behavior:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Students who engage in bullying behavior will be subject to the discipline policy as outlined above.

Academic Honesty Policy

Honesty is one of the most basic character traits necessary for a productive school environment. Without honesty in the classroom, there can be no true learning of academic subjects. When cheating occurs, all students suffer. Therefore, students who cheat, lie, plagiarize, engage in unauthorized collaboration or act dishonestly in regard to their academic endeavors will be dealt with promptly and effectively. Parents/guardians will be informed of student cheating and in some situations. Meetings will be held with the teacher, parent/guardian, and administration to deal with cheating. Students who are

caught cheating may also receive a zero for the assignment/test, which may impact their overall grade.

**INVOLVEMENT WITH WEAPONS OF ANY KIND, ALCOHOL,
DRUGS OR TOBACCO MAY RESULT IN IMMEDIATE SUSPENSION
OR EXPULSION.**

Detention of Students

Detention will occur at the discretion of the teacher in charge. After-school detention may be assigned for, but not limited to, the following offenses:

- Uniform code violations
- Disruptive behavior
- Failure to complete assignments and homework
- Lying, cheating, plagiarism

Parents will be notified in advance of the date of detention and be required to provide transportation home on the detention day.

Suspension of Students

A student may be temporarily suspended by the Executive Director for a serious infraction of school regulations or for repeated violations of school policy. A suspension may vary in length from one to ten days. The parents and the student will receive a written Notice of Suspension and will also meet with the Executive Director. The Notice of Suspension is kept on file in the Director's office and a copy is given to the parents. During suspensions, students will be given assignments in various subject areas and will not be allowed to participate in any athletic events or school activities. The parents will meet during this period with the Director and teacher to define expectations upon the student's return to class. Students who accumulate an unusual number of disciplinary incident reports or two detentions may be placed on disciplinary probation. Parents will be notified by letter and the student will serve a one day in-school suspension as an automatic consequence. Participation in school-related

activities will be at the discretion of the Director. Generally, students are placed on probation for one semester, at the end of the time period the student's status will be reviewed by the administration. If there has not been improvement, the student may continue on disciplinary probation. Further misconduct may result in dismissal or the withholding of an enrollment contract.

Expulsion of Students

An expulsion is a severe punishment and will only be applied in very serious circumstances. Every attempt will be made during earlier offenses to provide guidance and counseling to the student and parents. An expulsion may be necessary for persistent, willful disregard of school rules and regulations or an infraction of such magnitude that expulsion is warranted.

Some examples include but are not limited to:

- Chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other students
- Continued malicious disobedience or disrespect for school authority
- Continued refusal by parents and/or student to comply with school policies

An expulsion also may be necessary for a single serious incident, event, or situation involving disregard for a clear violation of a school rule or regulation.

The following examples are illustrative but not exhaustive:

- Selling or using drugs or alcohol
- Abusive behavior toward other students or faculty and/or staff members
- Indecent behavior
- Arson
- Theft

STUDENT UNIFORM CODE

Daily Uniform

Montessori 3-6, Preschool, Pre-kindergarten and Kindergarten students are not required to follow the uniform code.

Students in grades 1-8 follow the uniform code every school day except on “dress up” or “dress down” (casual) days. School clothes should be purchased through the *Land’s End catalog or on line*. *All clothing should be marked with initials/names on the neck tag or at appropriate places. Parents are strongly urged to help enforce the Uniform Code throughout the school year and ensure that students are wearing clean, weather-appropriate clothing. The Uniform Code can only be successful with parental support and cooperation.*

THE CAMPUS SCHOOL UNIFORM CODE FOR GRADES 1-8

1. *Shirts for boys and girls*

Colors: Classic navy, Chambray blue or white only

Styles: Polo or turtle neck shirts to the elbow or wrist. Shirts must be long enough to be tucked in. White blouses, a Peter Pan collar, scoop neck and polo shirts are acceptable to wear with jumpers.

Logo: Land’s End supplies shirts with The Campus School Logo. Put child’s initials on neck tag.

2. *Slacks or shorts for boys and girls*

Colors: Classic navy or khaki slacks only

Styles: Slacks must be dress slacks with a belt. No cargo slacks or cargo shorts. Shorts must be walking shorts with a belt and worn no more than 3 inches above the knee. No short shorts

or tight-fitting shorts or slacks. Shorts may be worn at any time during the school year.

3. *Jumpers, skirts and culottes for girls*

- Colors:** Skirts and culottes must be navy, khaki or classic navy plaid. New for Fall 2013 – Classic Navy Plaid (Lands’ End)
- Styles:** Skirts and culottes must have straight lines, be worn with a belt and be no more than 3 inches above the knee.

4. *Sweatshirts and sweaters for boys and girls*

- Colors:** Classic navy or white
- Styles:** Classic navy pullover sweatshirts, sweaters, or cardigan styles are acceptable. **Hoods cannot be worn during school hours.**

5. *Shoes for boys and girls*

- Colors:** Black, brown or navy blue
- Styles:** Dress shoes with no open toes or heels. **Tennis shoes are for gym class only. Brown or black boots may be worn during the winter months only.**

6. *Socks for boys and girls*

- Colors:** Classic navy or white, to the ankle or knee. Tights are also acceptable.

7. *Gym/Swim uniform for boys and girls*

- Shirt:** The Campus School gym shirt is available in the bookstore. Put child’s initials on neck tag.
- Shorts:** Students may wear their own navy blue shorts.
- Shoes:** Clean, dry athletic shoes are required. A pair of tennis shoes should be kept in the classroom at all times for gym class.

Swim: Students should bring a swimsuit, towel, comb or brush in a waterproof bag to swim class. **All gym and swimming clothes should be labeled and taken home after class.**

Note: When dress-up days fall on a gym day, students should dress in the appropriate dress-up attire, and gym class will be modified. When dress-down days fall on a gym day, students may wear dress-down clothing for gym.

Beginning in the 2013-2014 school year, there will be some important changes concerning the Physical Education uniform. Students will wear their gym uniform to school on their assigned gym day.

The uniform will include:

- An official light blue gym shirt (that may be purchased through the school office).
- Navy blue Athletic shorts
- Gym Shoes. Students will be required to carry tennis shoes to class. These shoes must be left at school.
- During cold weather months, an official Carlow Sweatshirt and navy blue sweat pants may be worn over the gym uniform. (These may be ordered through the Athletic Association.)

These changes will increase class time by eliminating changing time. Please keep in mind that this is considered a school uniform and will be enforced as such. Also, the gym is often very warm, and the students should wear the gym shirt and shorts under their sweat suit. On swimming days, the students should be dressed in their regular school uniform.

*****Clothing available at Land's End / School Code: 9001-0123-9*****

Dress-Up and Dress-Down Days

Students are expected to wear “dress-up clothes” on the first day of school and on days of liturgy, special assemblies, and school pictures or honors programs.

Girls (grades 1-8) should wear dresses, dress pants or skirts with blouses. Boys (grades 1-8) should wear a dress shirt, and dress pants.

Dress-down days are special days when students may wear casual clothes.

Students are permitted to “dress down” on their birthday. Special days are set aside for summer birthdays as well.

Unacceptable clothing

Clothing **NOT ACCEPTABLE AT ANY TIME** including dress-down days:

- T-shirts with inappropriate messages
- Tube tops, sleeveless shirts, halter tops or spaghetti-strap tops
- Torn blue jeans or pants
- Short shorts or excessively short skirts or dresses
- Tight clothing such as spandex shorts or pants

The Campus School reserves the right to judge the appropriateness of dress-down day attire. Parents/guardians of students who are inappropriately dressed will be required to bring a change of clothes to school for their child.

CAMPUS SCHOOL POLICIES

Illness Policy

It is often difficult to decide if a student should be kept home from school when complaining of illness. An objective measure is the student’s temperature. The recommendation is to keep a student home until the elevated temperature has remained normal (below 100°F) for 24 hours, without the use of medication. Students who are too sick to profit from instruction should also be kept home. Parents should call the school to report the absence and inform the school of the illness. If a student becomes ill or develops a fever at school, the parent or guardian will be required to pick up their child immediately.

Medication Policy

Taking medication of any kind involves some risk of complications and can only be administered by a school nurse. For this reason, The Campus School, in compliance with state regulations, cannot be responsible for the administration of prescription or over-the-counter medication.

Lifesaving medication is an exception to this policy.

Injectable Medication

Because the Campus School does not have a school nurse available on a consistent basis, injectable medication would have to be administered by the parent. **One exception is EpiPen Medication. If a student is unable to self-administer the EpiPen, it may be given by the designated person.** It should include a letter from the physician with instructions for medication administration.

Inhalers

If a student is in Montessori 3-6 or Preschool through second grade, an inhaler must be kept in the office or with the classroom teacher. If the student is in grade three through eight, the parent may sign a permission form which allows the student to keep the inhaler in his/her backpack.

**PLEASE REVIEW THE PREVIOUS STATED GUIDELINES
CAREFULLY. MEDICATION WILL NOT BE ADMINISTERED
EXCEPT AS OUTLINED IN THIS POLICY.**

Electronic Devices

Personal electronic devices *are prohibited during regular school hours.* Students who choose to bring electronic devices to school **MUST** leave them in their backpacks/lockers and in the “off” position. Cell phone usage is prohibited

during school hours. The school is **NOT** responsible for lost or stolen items.

This equipment includes, but is not limited to the following:

- Cell phones
- MP3 players, iPods, etc.
- Hand-held games and toys
- Cameras
- iPads and other e-readers

If the devices are used inappropriately at school, they will be held in the Main Office and a parent will be required to pick them up. If there is a need for a student to make a phone call during the school day, telephones are available in the Main Office.

Computer Network/Internet Acceptable Use Policy

All Campus School students have the opportunity to develop skills in computer network technology and to become responsible users of the Internet. The Campus School has adopted an *Acceptable Use Policy*, which prohibits the following:

- Users are not permitted to access “My Space”, “Facebook”, “You Tube”, or other similar sites at any time. Personal websites may not be accessed or maintained at school.
- Users may not access or create sites, emails, or instant messages which threaten, intimidate, bully, harass, or make fun of another person.
- Users may not post photographs of people on websites, in emails, or other electronic mediums.
- Users are not permitted to participate in interactive chat sites or to use instant messaging except under the direction of a teacher.
- Users may not post or send information of a private nature about individuals or The Campus School to any publicly accessible site (personal web pages, bulletin boards, etc.).
- Users may not transmit or view pornography or any other information generally considered inappropriate.
- Users may not give out personal information such as surname, address, phone number, or social security number.
- Users are not permitted to download software of any kind to any computer or workstation on the school’s network without explicit direction from the computer teacher.

IF A STUDENT ENCOUNTERS MATERIAL ON THE NETWORK THAT WOULD BE CONSIDERED INAPPROPRIATE, HE/SHE IS RESPONSIBLE FOR NOT PURSUING THIS MATERIAL AND FOR REPORTING IT TO THE TEACHER.

Consequences for violation of these guidelines may include but not limited to:

1. Conference with a parent or guardian
2. Loss of technology use for a determined period of time
3. Revocation of individual access privileges
4. Legal action and/or responsibility for any cost incurred due to student negligence or misuse.
5. Suspension and/or expulsion

Students in grades 3-8 and their parents will be asked to sign a contract in which they will agree to abide by all terms of the Acceptable Use Policy.

Social Media Policy

School Policies Regarding Social Networks

Age Restrictions: The Campus School acknowledges that many social network sites require members to be at least 13 years of age. We encourage students to adhere the policies of these sites.

Individual Accountability: The Campus School students are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and not those of the Campus School.

Confidential Information: Online postings and conversations are not private. Do not share confidential information, internal School discussions or specific information about other students or staff.

Student-Staff Relations: Inviting staff members to join your social network is strongly discouraged. Please respect the privacy of staff members and their preferences regarding their social networks.

Inappropriate Behavior: The core values of The Campus School apply to student behavior both on and off campus. In the online environment, students must follow all Campus School policies and conduct himself/herself as in School. The School will work in partnership with parents to monitor behavior that negatively affects our students or reflects poorly on the values of our school, and students may face consequences for behaviors that violate our values and policies and/or disrupts the learning environment of the school.

Guidelines for Acceptable Behavior on Social Networks

Privacy: When posting, even on the strictest settings, students should act on the assumption that all postings are in the public domain. In micro blogging (Twitter etc.), comments made using such media are not protected by privacy settings.

Profiles: Ensure your profile and related content is consistent with how you wish to present yourself with staff, parents, and students.

School Values: The Campus School encourages students to set and maintain high ethical standards in their use of social networking. Staff, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents or staff nor the School in general. If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Your posts and comments should help build and support the School community. Do not comment on nor forward unsupported information, e.g. rumors.

Inappropriate Content: Do not use ethnic slurs, innuendos or any other inappropriate content. Do not use profane or threatening language. If you come across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your parents or a teacher right away.

Public Information and Responsibility: Social media venues are public and information can be shared beyond your control. Be conscious of what you post online, as you will leave a long-lasting impression on many different audiences. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a

future employer to see. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, admissions officers or future employers to access.

Safety: Never give out personal information, including, but not limited to, last names, phone numbers, addresses or exact birthdates. Do not share your password with anyone besides your parents. Only accept social network invitations from people you know. If you feel unsafe online, tell your parents or a trusted adult right away.

Cyber bullying is a Level II Offense and will be treated as such in adherence to our Discipline Policy.

Weapons Policy

Any person carrying a weapon onto school property, including, but not limited to, a school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school related activities poses a clear and present danger to other students and staff. A weapon is defined to be a gun, knife, or any other article that could be used to cause injury. If a student is found to be in possession of a weapon, his/her parents will be immediately notified. At the discretion of the Administration, the matter can be referred to local police authorities. After a review of the facts concerning the particular incident, the Administration will decide upon the appropriate disciplinary measures to be taken. The disciplinary action taken may result in expulsion.

Crisis Response

Suicide Intervention and Postvention Guidelines

The Campus School recognizes its part in the total community's responsibility for responding to suicide and self-destructive behaviors of our students. The policy regarding a student's harm to self is available in the school office.

Emergency/Snow School Closings Policy

School closings are announced over KDKA and KQV radio and KDKA, WTAE and WPXI television/internet:

- When Pittsburgh Public Schools announce a 2-hour delay or a school closing, The Campus School will be delayed or closed as well.
- In the event of a delay, please do not bring your child to school until the appropriate delayed start time, as teachers will not be in the building. Children may not arrive to school before 9:30 a.m. on 2-hour-delay days.
- Start time on a 2-hour-delay day is 10:00 a.m., unless otherwise indicated.
- If there is a delay on a scheduled half day (11:45 dismissal), school is canceled for the day.

Any information regarding the home school district affects transportation to and from The Campus School. If a school district announces an early dismissal during the school day, students who are transported by that district are released when their transportation arrives. Students who are not transported by a public school district bus or van are not released early without parental consent. On days of bad weather, the number of incoming calls from school districts and carriers makes it difficult for The Campus School to notify parents of their child's estimated home arrival time. While we will make every attempt to notify parents about early school closings, parents should listen to the local radio and TV stations during questionable weather conditions or call the bus company that is providing transportation. Many of the buses are equipped with radios so that they can be in constant contact with their respective garages.

Families should also sign up for E2 Campus Emergency Updates on The Campus School website (<http://campusschool.carlow.edu>), which will send school closing and emergency announcements to designated cell phones and/or email addresses. This is the only form of communication between school and home during an actual emergency. Please do not call the school during an emergency. We will update you using e2 Campus as the situation dictates.

GENERAL INFORMATION

Visitors

To ensure the safety of our students, **all visitors**, including parents/guardians, must report to the main office upon entering the building to sign the visitor's ledger and receive a visitor's pass. Parents must enter through the main entrance only. Parents are not permitted to visit their child's classroom without reporting to the main office first.

Rights of Non-custodial Parents

The Family Educational Rights and Privacy Act gives full right to each parent, unless the school has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school, and those persons responsible for the student(s) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the student(s) through reports, progress reports and parent/teacher conferences.

Fire Drills, Lockdown, and Evacuations

Every precaution is taken to ensure the safety of the students during normal school hours. The Campus Police conduct regular fire and lockdown drills to make certain that students learn proper safety procedures and adhere to all safety guidelines.

Parent Communication

In order to preserve a productive learning environment, please do not disrupt your child's classroom by calling the teacher during the school day. If you need to give a message to your child or your child's teacher, please leave a message with the Campus School office at (412) 578-6158. If you need to make an appointment with a teacher for a meeting, you may do so by calling and leaving a message with the main office or by e-mailing your child's teacher. Please

refrain from conferencing with teachers at drop-off and dismissal times, as it may interfere with confidentiality and traffic flow.

To make an appointment with a member of the Administration Team, please contact the Campus School office directly.

Elevator

Students may use the elevator **ONLY** for medical reasons. To use the elevator for medical reasons, submit written requests for approval in the Main Office. Students must be accompanied by staff when using the elevator.

Forgotten Items

Items left at home (i.e. lunchbox, gym clothes) should be taken to the Main Office and not to the student's classroom. The office staff will deliver the items.

Invitations

In order to preserve a cohesive classroom, invitations to birthday or other parties may only be distributed in school if an invitation is given to each student in the class. If you are only planning to invite only some students from the class, please do not send those invitations to school for distribution.

Photographs/Video Taping

During the school year, your child may be photographed or video-taped for various reasons such as newspaper articles highlighting school activities or news coverage of school events. If you do not want your child photographed or video-taped during the current school year, **please submit this request in writing to the main office.**

Telephone

The office telephone is available to students for emergency use. The school secretaries will make the necessary call in an emergency situation. Students should clarify after-school plans **BEFORE** coming to school. Classroom telephones are for the use and convenience of the teachers.

Textbooks/Library Books

Student textbooks and library books are the property of either The Campus School or the State of Pennsylvania. Students are responsible for their care and are accountable for their return at the end of the school year. The school must be reimbursed for lost or damaged books.

Transfer of Records and Letters of Recommendation

Parents of students requesting the release of transcripts for high school enrollment, as well as teacher recommendations, should submit such requests in writing to the Director of Admissions at least two weeks prior to the high schools' deadlines. Transcripts and Progress Reports **will not be released unless all fees are paid and accounts are current.** Medical records will be forwarded. Upon receipt of the request for transcripts, the Director of Admissions will forward them to the appropriate faculty for completion.

Parent -Teacher Association (PTA)

The PTA provides a framework for parent/teacher involvement in school activities, fundraising, and for promoting school spirit. Meetings are scheduled regularly and the PTA publishes a newsletter. By-laws of the PTA are available upon request.

Homeroom Parents

Homeroom parents recruited for each homeroom are responsible for:

- Establishing a telephone/e-mail communication system for their homeroom.
- Relaying information from teachers, staff and PTA.
- Assisting with extracurricular activities, parties, and field trips (as suggested by the homeroom teacher).
- Assisting and providing information to new families.

Athletics and Extra-Curricular Activities

The Campus School has a wide variety of athletics and extra-curricular activities and encourages students to participate. Athletics and extracurricular activities are a privilege. Interference with academic achievement or unacceptable behavior may result in suspension or removal from participation in athletics and extracurricular activities. These activities include but are not limited to the following:

- | | |
|---------------------------|------------------|
| ◆ Basketball | ◆ Cross Country |
| ◆ Forensics | ◆ Language Clubs |
| ◆ Piano and Voice Lessons | ◆ Robotics |
| ◆ Ski Club | ◆ Soccer |
| ◆ Student Council | ◆ Swim Team |
| ◆ Upper School Play | ◆ Yearbook |

Recess and Activity Time

Primary and intermediate students enjoy recess outside during the day, weather-permitting. We ask that students dress appropriately for outdoor weather conditions each day. Students must remain in designated play areas and may not enter the school, the gym or other buildings without staff supervision. During inclement weather, students may read, play board games or cards, or use the computers in the classroom.

After School - Extended Day Program

The Extended Day Program allows students the opportunity to participate in outdoor play, organized games, art projects, or to relax quietly with a good book. Older students will be allotted time to complete their homework. The afternoon is designed to provide a balance of study time, activities and social interaction with school friends. The program is offered each school day during the academic year. Extended Day is available for Montessori, Preschool, Pre-Kindergarten, Kindergarten and Grades 1 – 8 from dismissal to 6:00 pm. The tuition includes all supplies and a daily afternoon snack. Inquiries about registration for the Extended Day Program may be made by contacting the Director of Extended Day Program at 412-578-6154.

HANDBOOK AGREEMENT

Enrollment in the Campus School requires full adherence to the policies set forth in this handbook.

Our Parent/Student Handbook is now online. Parents should read and discuss all policies and procedures of the handbook with their children. Parents must sign the Handbook Agreement line on the yellow Emergency Contact form.