



KOLBE ACADEMY

Recover. Succeed. Transform.

STUDENT/PARENT
HANDBOOK
2019-2020

August 2019

Dear Students, Parents, and Guardians:

Welcome to Kolbe Academy! Thank you for your commitment to our school, to the recovery community we foster and to distinctive Catholic education. As we prepare for our opening, we are excited to welcome our first students, families and school colleagues in August 2019. We are all excited to build a school and create a life-giving culture together. We take great pride in the personal care and concern we will show to each student.

Given that goal, the pages following this letter are the Kolbe Academy Student/Parent Handbook. Please carefully read through this important document. The information that is found in this handbook serves as a daily guide to the successful function of the school.

In this handbook, you will find information such as: administration and staff contacts, the grading scale, bell schedules, the discipline policy, dress code, graduation requirements, the attendance policy, and much more.

For a school like Kolbe Academy to operate in a caring and loving manner, all stakeholders must understand and follow the rules and regulations that exist. These rules are not meant to be punitive but to allow our school to be a community that is safe and benefits all of us, especially our students. While you may not agree with every regulation, as a member of our community, we appreciate your support knowing that this handbook exists to maintain order and civility.

We are excited that you are a part of the Kolbe Academy community. We are grateful for your commitment and for choosing us to be your partners in education and the well-being of your child. Please know we are all here to help you and your child. Please contact us if you need something.

With warm regards,

John P. Petruzzelli

John P. Petruzzelli
Principal

MISSION STATEMENT

Kolbe Academy exists to provide individualized academic programs in a safe, compassionate Christ-centered school for high school students in recovery from substance addiction. Our goal is to promote life-long recovery and success.

Recover. Succeed. Transform.

VISION STATEMENT

To transform and restore the lives of students in recovery so they may fulfill God’s plan for their lives.

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CODE OF CONDUCT

Kolbe Academy is a community, and therefore, it has rules to govern the behavior of its members for the sake of good order. Rules and regulations are not intended to be restrictive or punitive in nature. They are necessary to act as a positive guide to good order and ultimately to a well-rounded education.

Our rules, regulations and policies are conceived to assist our students to develop Christian ideals, attitudes, understanding and good habits of behavior that will help to prepare them to take a responsible place in society.

Rules remain merely a guide to preserving the good order of the school community and cannot be regarded as absolute; they are not matters for open debate, discussion or personal interpretation. Some cases may result in more or less severe consequences, depending upon the circumstances. The Principal and/or designee will make the determination.

TO THE PARENT(S) AND GUARDIAN(S)

Our goal is to provide a safe environment that will allow your children to develop as young Catholic men and women and to be a support in their recovery journey. We, at Kolbe Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life. Your choice of Kolbe Academy involves a commitment on several levels – it exhibits a concern for helping your child to recognize God as the greatest good in his or her life; it enforces the belief that recovery from addiction is supported by the entire family; and it binds the family and the school in an educational partnership with your child at the center.

Once you have chosen to begin this partnership with Kolbe Academy, we expect and trust that you will be cooperative, supportive and loyal to this commitment. During these important high school years, your child needs constant support from both parents and the school in order to develop his/her whole person and to be successful in his or her recovery journey. When your child sees a mutual respect between parents and school staff, they will witness firsthand good mature behavior and relationships.

We expect students to advocate for themselves. They should see teachers and administrators when necessary or if they have a concern about something. It is essential that a student takes responsibility for himself or herself. Thus, your child needs to be responsible for grades earned, counseling appointments, assignments given to be completed, service hours and attendance.

Attending Kolbe Academy is a privilege not a right. Therefore, Kolbe Academy reserves the right to discipline and/or disenroll any student that does not comply with the rules and regulations of the school, has engaged or is engaging in any behavior the administration deems immoral or inappropriate, has failed to follow their recovery program or has engaged in conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

STUDENT LEADERSHIP

The student body in conjunction with the Principal will determine what type of student leadership organization is desired. The task of leadership carries with it both an obligation to promote the good of the community and the authority to carry out necessary tasks. If a student fails to do these things, he/she may be removed from any leadership position. Leadership is service and should always be taken very seriously.

ACADEMICS

ACADEMIC CONCERNS

Any academic concern a parent/guardian may have should be directed to the classroom teacher. If you still have concerns, contact the Principal.

COLLEGE COURSES

Any student wanting to take a college course, must get the approval of the Principal. The student is required to supply the Principal or his delegate with a syllabus of the course before the student registers for the course for

approval.

CAFETERIA AND SNACK BAR

The cafeteria and snack bar are typically pleasant spaces for students to relax. The snack bar will be open before and after school for student enjoyment. However, in consideration of peers and staff members, students are to keep their places clean and return food items to the designated areas. Students should place disposable waste, cans and bottles in their proper containers. Students must follow the instructions of the cafeteria proctors at all times to maintain cleanliness and order.

Food and beverages may not be taken out of the cafeteria or snack bar at any time during the school day. The school dress code remains in full effect during lunch periods.

COLLEGE VISITATIONS

“Excused” college visits are limited to three (3) per year for seniors and one (1) per year for juniors. Any additional visits will be considered “unexcused”. All requests for college visitations must be submitted in writing, or by phone call, in advance of that visitation. The visit must be verified by a note from the college’s Administration Office, parking pass, visit itinerary, etc. and presented to the Main Office upon that student’s return to school.

COMPUTERS/TECHNOLOGY

See Acceptable Student Internet Use Policy (Appendix B).

COURSE CHANGE PROCEDURE

Kolbe Academy will work with students to make sure they have appropriate schedules. Every consideration will be given when the student education plan is designed at the time of enrollment. Given a student’s academic background, transfers, course requirements and teachers’ schedules, students’ course load will be determined. If a legitimate change is requested by a student or suggested by a faculty member during the school year, a decision will be made the administration.

EDUCATIONAL TESTING

We ask that you provide the school with a copy of any past psychological and/or educational testing that could be helpful to us in working with your child.

FIELD TRIPS AND OTHER OFF-CAMPUS EVENTS

Kolbe Academy creates opportunities for students to attend educational field trips like museums, nearby college campuses, arts events, service work projects, etc. Students and parents are required to sign a permission slip for off-campus events and field trips.

FINANCIAL OBLIGATIONS

Kolbe Academy is committed to providing an affordable opportunity for all students to experience educational excellence, recovery counseling and spiritual growth. Scholarships and financial aid are offered based on need, merit and available resources. Students face the possibility of losing financial aid due to a poor academic record or conduct/behavior issues. However, the majority of the school’s funding comes from tuition and fees. We cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis.

The Board of Directors will write a tuition policy to be shared with all school families.

It is Diocesan Policy that no student shall receive a diploma or transcript, if any financial obligations are outstanding. Kolbe Academy reserves all rights to collect any past-due tuition.

GRADE POINT AVERAGES AND CLASS RANK

Kolbe Academy and the other six Catholic high schools of the Diocese of Allentown do not rank students. Students’ standings are judged according to GPA only.

After an in-depth study by the Diocese of Allentown and in conjunction with the findings of many national colleges and Catholic institutions, it was determined that the class ranking of students puts the students at a disadvantage when applying for college scholarship and financial aid programs.

GRADING SYSTEM - REPORT CARDS AND HONOR ROLL

Student report cards are issued at the end of each academic quarter. Numeric grades are used to designate student progress. The quarter grades are an average of class tests, class participation and homework assignments for the grading period. The semester grade is the average of the first two quarters and the semester examination (1/5th of the semester grade is derived from the examination mark). The final grade is the average of the two semester averages.

The honor roll is published at the end of each quarter. Students whose grades average 95% or above are accorded Distinguished Honors; 90% or above are accorded First Honors; 85% or above merits Second Honors. To achieve honors, a student must have passing grades in all subjects and in conduct. A passing grade is 70% or higher. Any and all incompletes issued on a report card may be changed to a failure if work is not made up in a timely fashion as determined by the administration. Exceptions will be considered for extenuating medical reasons. In addition, report cards will be emailed to parents each quarter.

GRADUATION REQUIREMENTS

Graduation from Kolbe Academy requires a minimum 27 credits of the following basic courses as mandated by the Commonwealth of Pennsylvania and the Board of Education, Diocese of Allentown Policy #5127:

- Theology4 credits
- English4 credits
- Mathematics3 credits
- Science3 credits
- History3 credits (American History, World History and American Government)
- Foreign Language.....2 credits
- Electives.....5 credits
- Minors2 credits (including PE, Health)
- Community Service1 credit (.250 credits earned each year)

All classes taken must be passed with a final average of 70% or higher, regardless of the number of credits completed.

Any student who has not completed or passed all subjects necessary to receive a diploma or who has a serious discipline problem may not be eligible to participate in the Graduation Ceremony.

Besides meeting the academic criteria in order to be eligible to participate in the Graduation Ceremony and receive a diploma, a student:

- must have a passing grade in conduct
- must have fulfilled all counseling obligations
- must have fulfilled the required service hours
- must have satisfied all financial obligations
- must attend all Baccalaureate and Graduation rehearsals

Student speakers at Graduation will be selected based on an audition of a written speech. A Valedictorian and Salutatorian may be recognized at Graduation but must audition in order to be a graduation speaker.

HEALTH ROOM

Kolbe Academy is staffed with a nurse. A student wishing to go to the Health Room must ask the classroom teacher for a Health Room pass. This pass must be presented to the nurse upon arrival to the Health Room. Students who request to see the nurse near the end of the class should see their next class period teacher for a pass. Any student who is too ill to remain in school will have a parent/guardian contacted by the nurse. This student must be signed out by a parent or guardian in the Main Office. If the nurse is absent, a student who feels too ill to remain in school

must report to the Main Office where he/she can contact a parent or guardian. Students who are ill are not to text or call a parent/guardian without the express knowledge of the nurse or an administrator.

MEDICATIONS

Kolbe Academy will store and administer medication if requested by a parent or of vital therapeutic or medical need. The following procedures must be followed when it comes to medications:

- Administration of medication by the school nurse to students shall be done only in **exceptional** circumstances when the child's health may be jeopardized without it.
- A written statement by the family physician shall be required. This statement should indicate the necessity of the medications being given to the child during school hours, the name of the medication, the time it is to be given, the dosage and possible reaction if any (see Appendix A).
- Medication must be brought to school by a parent or guardian and marked with the student's name, name of physician, dosage of drug to be given and when it is to be given.
- Prescribed medications must be kept in the Health Room unless indicated by a physician.
- Students are not permitted to give medication (aspirin, Midol, etc.) to another student.
- All medications, including over-the-counter brands, must be in the original pharmacy container.
- If these procedures are not followed, the medication that is sent to school (not delivered in person) will not be administered.

It is important that all emergency care information be up to date (name of doctor, emergency contact phone numbers, etc.). Please contact the school to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

MEDICAL CONDITIONS

The parent/guardian of any student who suffers from a chronic medical illness or condition must submit a doctor's letter which includes a diagnosis, prognosis and any additional medical information deemed necessary to both the school nurse and the Main Office at the beginning of each school year.

HOMEWORK

Kolbe Academy believes that students need time after school to focus on family, recovery and other interests that encourage wellness and personal balance. Students at Kolbe Academy will receive weekly homework in subjects as well as occasional out of school work for special projects. We respect the need for balance between education and recovery by assigning "light" homework.

INTERNET USAGE POLICY

See Acceptable Internet Use Policy (Appendix B).

LAWSUITS

Student(s) of any family or parent/guardian who files a lawsuit against Kolbe Academy, or any faculty or staff member of Kolbe Academy will be immediately disenrolled.

LEARNING DIFFERENCES AND DIFFICULTIES

If a student is experiencing learning difficulties, the parent should contact the Principal or teacher of the subject to discuss support services. This system links students to a variety of support options, including referrals for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutoring or other academic or behavior support services that are available. At any time, a parent may request from their home public school district an educational evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. The parent should provide a copy of the report to the school. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated.

LOCKS AND LOCKERS

Lockers are the property of the school and the Administration has the right to inspect them at all times. The school is not liable for property lost or stolen from lockers whether locked or unlocked. Students are responsible for the proper care of his/her locker and will be held accountable for any damage to the locker. Lockers can be inspected at any time with or without notice.

LOST AND FOUND

Lost articles may be claimed in the designated cafeteria area. Students who find lost articles are asked to take them to the cafeteria where the owner can claim them. The school can accept no liability for lost or stolen property. From time to time throughout the year, unclaimed items will be either donated or disposed of.

ONLINE COURSES

Kolbe Academy has a partnership with Catholic Virtual for our online academic coursework. Students may take a variety of courses through this online provider both during the school year and in the summer for credit recovery.

SUMMER SCHOOL/CREDIT RECOVERY

Regarding failures, the Board of Education, Diocese of Allentown School Policy #5123 states that students must successfully complete make-up work for all subjects failed. Except for Theology, this may be accomplished through summer school at the student's local school district, on-line, at a community college or by hiring a qualified private tutor. When students need to make up a class that he or she missed, the same venues may be used to make up that class.

As per Diocesan policy, two failures can be made up through credit recovery to enable a student to be promoted to the next grade; with three or more failures, a student may be disenrolled. When this occurs, a meeting will need to occur with the family and the administration to determine how to proceed.

Kolbe Academy will run a Recovery Credit Summer School program for students by invitation only for those who fail classes or transfer into the school and are missing certain required credits.

STUDENT INSURANCE

Every student is covered by school insurance. This is supplemental to the student's primary insurance.

TRANSCRIPTS

The school will send a transcript, upon request, to any properly accredited college or university, as well as to any industry, which legally can qualify as a recipient for classified information. No official transcript is ever given to individual students or relatives for personal delivery. There is a \$5 fee for each transcript requested. A two-week period should be allowed for the processing of records both at this school and the receiving institution. All fees must be paid before transcript requests will be processed.

TEACHER ISSUES/CONFERENCES

A parent who has any question or concern about their son/daughter in any class is encouraged to contact the teacher in question via email or by phone. However, if a personal meeting is preferred or if a parent wishes to meet with all of the student's teachers, a scheduled conference can be arranged by contacting the Main Office.

SCHOOL POLICIES

ALCOHOL AND ILLEGAL DRUGS

As per the Diocesan Policy and Regulation issued by the Allentown Diocese, each situation involving drugs and/or alcohol abuse by students will be dealt with on an individual basis. If a student relapses, the family will meet with

the counselor and administration to evaluate his/her recovery plan and determine what changes need to be made. While relapse will be taken seriously, it is not a reason for disenrollment from school.

ANTI-HAZING POLICY

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every diocesan elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

Superintendent's Regulation - Adopted: August 1, 2016

ATTENDANCE POLICY

Following the attendance guidelines as set forth by the Board of Education of the Allentown Diocese, Policy 5113.1, students who are absent for more than twenty (20) days a year, for whatever reason, except for a special health condition will not be issued report cards or marks until work is made up:

- a. Through summer school work
- b. Make-up assignments as approved by the Principal outside of regular class assignments
- c. Online courses
- d. In light of extenuating circumstances, the Principal can waive (a), (b) or (c).

Students who have a chronic health condition that causes frequent or repeated absence from school, must have a letter on file from their physician identifying and explaining the specific medical condition. Excessive absences (more than 20 days) may warrant a special program of study to meet the needs of these students. For any student who needs to go into in-patient care, the school will meet with the family to determine the academic plan that will be needed to be followed.

Parent/Guardian Notification

1. At ten absences, parents/guardians will be notified to make them aware of the school policy and current absences to date.
2. At fifteen absences, parents/guardians may be contacted by a school official to seek solutions to the attendance issue.
3. At twenty days absent, a meeting may be scheduled with the Principal or designee to review the situation and determine an appropriate course of action.

ATTENDANCE PROCEDURES

ABSENCES:

Notification: If a student is going to be absent or late, a parent or guardian must call the Main Office by 8:00 a.m. by contacting 610-419-3333.

If you leave a message about the absence, please include the following in the message:

- Name of the student
- Grade level (freshman, sophomore, etc.)
- Reason for absence
- Identity of the caller (mother, father, guardian, etc.)
- Return phone number

When a phone call is not received by 8:00 a.m., the school will attempt to contact the parent/guardian. Notification is required on each consecutive day the student is absent.

Student Absence Excuse Note: In addition to the phone call on the day the student returns to school, a physician's note or a standard Student Absence Excuse form signed by a parent/guardian must be provided. Please use the standard form which is available in the appendix of this handbook. Absence Excuse Forms are also available in Main Office. For record keeping purposes the standard form is required (Appendix C). We take attendance very seriously at Kolbe Academy. Please be diligent in notifying the school when necessary.

VACATION POLICY

Parents/guardians who are taking their child out of school for family vacations must write a letter informing the school specifying the dates of absence. A copy of the letter must be submitted to the Main Office. This letter must be received at least one week in advance of the vacation. Students should notify their teachers of their impending absence and will be responsible for any missed assignments. Vacations during the school year are frowned upon, given the amount of work a student misses while away on vacation. Please make every effort to take vacations when school is not in session.

ADVANCE NOTICE OF ABSENCE

If a student knows in advance that he/she will be absent from class (e.g. vacation, funeral, college visit, etc.) a written note must be received at least one day in advance. If written notification is given in advance, families will not be required to call the school on the specified day(s) of absence.

ADVANCE NOTICE REQUIRED FOR APPOINTMENTS

If your child has an appointment and will be late to school, please notify the Main Office by 8:00 a.m. If your child needs to be released early for an appointment, you must notify the Main Office at least one day in advance by phone, or by submitting an Early Dismissal Request which is available in the appendix of this handbook. Early Dismissal Request Forms are also available in the Main Office. Parents/Guardians must sign out their child in the Main Office when picking them up early for an appointment (Appendix D).

Students should follow this procedure when leaving early for an appointment:

1. Pick up a release pass in the Main Office on the day of the appointment.
2. Present this to the classroom teacher at time of release and report to the Main Office to be signed out by a parent or guardian.
3. Students must provide a verification slip from the office of the professional. The slip should include the date and time of the appointment. If the student does not return to school the day of the appointment, an appointment verification slip must be provided on the following day.

ATTENDANCE/ACADEMIC REQUIREMENTS

It is the student's responsibility to complete all academic work missed during all absences. Upon the student's return to school, the following timetable will be in effect:

- **One Day Absence:** The student must be prepared to make-up all homework, quizzes, tests, presentations, etc., on the day he/she returns to school, unless this varies from the teacher's individual classroom policy.
- **Two or More Consecutive Days Absence:** Students and parents/guardians are encouraged to speak with and/or email their teachers directly.
 - (1) Upon returning to school it is the student's responsibility to meet with each teacher to make arrangements to make-up work, quizzes or tests.

- (2) The student will have a maximum of five (5) school days to make up all missed work.

CLASSROOM POLICY

Each teacher has a specific classroom policy that governs academic and classroom procedures. Parents and students are informed of the teacher's expectations, grading policies and classroom procedures at the beginning of the school year. Parents and the student are encouraged to review this policy paper throughout the year. If there are questions, the teacher should be contacted for an explanation.

DRUG TESTING

Kolbe Academy requires frequent, random and ongoing drug testing of all students as part of our mission and accountability for the school. Drug and alcohol testing will be performed at the school site by trained staff. Students must comply with all procedures and protocols established by the school. A student's failure to submit to a drug test or to comply with all procedures and protocols is a violation of this Drug Testing Policy and may result in a discipline consequence. It is important to remember that a positive test result does NOT automatically identify a student as a user. The staff will determine whether any legitimate alternative medical explanation could account for the positive result. When a student is notified by Kolbe staff to consent to a specimen collection and/or alcohol test, they will be allotted 30 minutes to provide the sample. If the student cannot provide the sample in the allotted time, reasonable disciplinary action may be taken if there is suspicion of "avoiding" or "withholding." Any drug test and its result will be communicated to parents. The fees for drug testing are included in the tuition.

DISCIPLINE POLICY/CONDUCT GRADES

Staff will meet at the end of each academic quarter to determine a student's conduct grade – pass or fail. The student's behavior both in and out of the classroom setting will help determine the grade. For larger school behavior issues, the student will meet with the Principal to determine consequences. Parents will be notified of any major behavior incident. Among the disciplinary consequences are:

DETENTIONS: Detentions will be held after school on Mondays and during lunch period for 30 minutes. A student who does not comply with and fulfill his/her detention requirements will be liable for any or all of the following: social suspension, parent meeting, and discipline contract.

SOCIAL SUSPENSION: This suspension may include any of the following: Student may be prohibited from attending events, attending Sprom, taking part in school-related activities (field trips, dress-down days, etc.), or parking in the school lot. Students may be required to do extra community service. The implementation date, terms and duration of the suspension will be determined by the Principal. Additionally, social suspension may also be applied to instances where a student maligns, harasses, ridicules or threatens a teacher or fellow student via the internet, phone or any other electronic device.

IN AND OUT-OF-SCHOOL SUSPENSION: This suspension occurs when a student refuses to obey a rule or regulation of the school, verbally disrespects a teacher or staff member or is involved in extreme misbehavior (fighting, stealing, destroying property, etc.) at any time, on or off school property. In the event the misbehavior becomes public knowledge either through legal actions, published police reports or articles written in newspapers, additional consequences may be incurred. The setting and duration of the suspension will be determined by the Administration. An out-of-school suspension causes an automatic failure in conduct. A student will not be permitted to return to school until his/her parent/guardian meets with the Principal.

DISCIPLINE CONTRACT: The terms of this contract will be determined by the Principal. A meeting will be held with the student and his/her parents for the purpose of explaining and discussing the conditions set forth in the contract. If all parties agree, the contract is signed and becomes active and binding at that time. In the unfortunate event that the student does not meet the terms of the contract, he/she may be disenrolled.

LATENESS POLICY

We want students to arrive to school on time. When a student is late, he/she will miss the morning check-in meeting. Excessive unexcused lateness to school is unacceptable and will warrant any or all of the following

consequences: parent notification, detention and/or community service. For chronic cases, an attendance plan will be put together and followed by the student in order for he/she to remain a student at Kolbe Academy.

The lateness policy does not apply to the following:

- Severe inclement weather
- Official signed notes from a doctor, dentist, therapist or other professional. A note written by a parent/guardian is not necessary inasmuch as it does not exempt the student from an unexcused lateness.
- Verifiable emergencies or situations
- A late school district bus
- Documented court appearance
- Department of Transportation appointment

Note: Students who arrive after 11:30 a.m. will be marked absent for the day.

It is a Pennsylvania State Department of Education requirement that every absence, absence note and lateness be recorded.

CARE OF SCHOOL PROPERTY

Respect is an important condition at Kolbe Academy. Students are expected to treat all people and materials with respect. Students are responsible for the proper care of all books, supplies, school areas and furniture. Any student who breaks or damages school property must report it to the Main Office immediately. Students who disfigure or damage property will be required to make restitution and/or face disciplinary consequences.

CELEBRATION OF MASS AND OTHER LITURGIES AND PRAYER SERVICES

The Celebration of the holy Mass as a community of believers is the heart of the Church. It is the whole Christian community united with Christ. By its very nature the Mass calls for a full, conscious and active participation of the faithful. The entire school community will gather at least twice monthly to celebrate Mass together. Mass will also be celebrated from time to time in the chapel during school hours in which any member of the school community may attend.

At Mass and other para-liturgical services, we gather before the Lord united as one Church. Reverence and respect for Christ during these services are mandatory. All students will be required to attend school masses and other prayer services, regardless of church affiliation.

CHEATING/PLAGIARISM

Cheating and plagiarism of any kind, is a serious offense. When this occurs, a student jeopardizes his grade in the class as well as his reputation with the teacher. The student will receive no credit under these circumstances.

COMMUNITY SERVICE HOURS

As part of a Kolbe Academy education, students are required to volunteer in their community. Given our call as Christians, the opportunity for students to grow socially and personally, and understanding the importance service plays in the 12-Step Program, student will be required to complete 15 hours of community service each year. Completion of service is a requirement for Graduation. If the service hours are not completed by graduation, a student will not receive his/her diploma. Any questions or concerns regarding the fulfillment of the service hour requirement should be directed to his/her religion teacher.

DRESS CODE

All uniform articles, except knee socks, tights/leotards and shoes, **must be purchased from Flynn & O'Hara Uniform Company.**

- All students must wear their photo ID. This tag is a required part of the uniform and must be worn every school day from 8 a.m. – 2:30 p.m. The tag must be worn with the uniform lanyard. Daily rental tags are available in the Main Office for any student who forgets his or her tag (cost \$1).

- Lost or damaged ID tags or lanyards must be replaced immediately (tag \$3, lanyard \$2).
- Uniforms are to be neat, clean and in good condition. Any part of the uniform that is outgrown or damaged beyond repair, must be replaced.

THE GIRLS' UNIFORM IS AS FOLLOWS:

- The uniform kilt (must cover the thigh) or uniform khaki slacks (worn at the waist). A kilt which is deemed to be too short must be lengthened or worn with tights.
1st and 4th Quarter: Uniform golf shirt (sleeves may not be rolled). Plain gray or white knee socks
Optional: Flynn & O'Hara uniform fleece, khaki walking shorts worn with gray or white crew socks and the uniform shoes.
2nd and 3rd Quarter: Uniform Golf shirt and uniform fleece (required).
Gray or white leotards (required) or slacks.

THE BOYS' UNIFORM IS AS FOLLOWS:

- The uniform khaki slacks. Slacks must be worn at the waist.
- Plain black, brown or tan belts are optional. Oversized buckles are not permitted.
- Only plain white undershirts may be worn. No graphics or writing is permitted.

1st and 4th Quarter: Uniform golf shirt (sleeves may not be rolled) and uniform fleece (optional). Optional: Flynn & O'Hara (no other brand) khaki walking shorts worn with plain black, brown, tan or white crew length socks and the uniform shoes.
2nd and 3rd Quarter: Uniform golf shirt (short or long-sleeves; uniform fleece (required)).

ALL STUDENTS:

HAIR

- Extreme styles and cuts are not permitted. The Administration will determine what is not acceptable.
- Non-traditional colors (pink, purple, green, etc.) are not permitted.

BOYS

- Hair length may be no longer than the bottom of the shirt collar.
- Hair may not cover the eyebrows.
- Sideburns may not extend below the earlobe.
- Moustaches, beards or goatees are not permitted.
- Face must be clean-shaven. Only a note from a dermatologist stating frequency of shaving and length of treatment time will excuse a student from the daily shaving requirements. The student must keep facial hair neatly trimmed. In the event the length of treatment exceeds one quarter, a new note from the dermatologist must be provided.

FOOTWEAR

Plain black, brown, blue or tan shoes are required. Sneakers, sneaker-style shoes (Vans, Keds, etc.), shoes with logos, moccasins, backless shoes, flannel or fur/sheepskin lined slippers (Uggs) and boots are not permitted. A suggested style would be a leather boat shoe.

JEWELRY/ACCESSORIES

- Inappropriate, excessive or oversized items are not permitted.
- Facial piercing jewelry (e.g. lips, eyebrows, noses, cheeks, jaws, chins, etc.) is not permitted during school hours.
- Visible tattoos must be covered.
- Earrings: Boys are not permitted to wear earrings during school hours. Girls: earrings are to be modest in size, length and number per ear. Ear bars are not acceptable. Any student who gets a new facial piercing or

any boy who gets a new ear piercing(s) at any time during the school year will be in violation of the dress code and will be required to remove the item(s). **Band-aids may not be worn to cover new piercings.**

Dress Code Violation Consequences: A student in violation of the uniform dress code (non-uniform pants, sneakers, etc.) will receive one warning for the year. All subsequent violations for the same offense will warrant detention. A violation that can be corrected immediately (shaving, unrolling skirt, pulling up knee socks, etc.) will not cause a discipline write-up unless it becomes habitual.

Only a note written by a Medical Professional or a Sports' Trainer, with a diagnosis and prognosis specified, including the length of time indicated, will exempt a student from a dress code violation or any other school rule or policy. Only sweatpants/athletic shorts or basketball length shorts may be worn in place of the standard uniform. The school nurse or Principal reserve the right to verify any medical excuse if deemed necessary.

CASUAL/DRESS DOWN DAY:

Kolbe casual and dress down days are special days earned when students and faculty participate in activities in the gym or outdoors, are part of a special event such as Spirit Week, a pep rally or Field Day, as a reward for significant accomplishments or for charitable causes. Both dress down alternatives express and support our Kolbe spirit and culture.

Kolbe Casual: Permitted items include Kolbe shirts, club or activity shirts, school store t-shirts, Kolbe sweatshirts or jackets, class shirts, Kolbe sweatpants, jeans, uniform shorts, uniform slacks/kilts and sneakers or regulation shoes. All items must be clean, modest and in good repair. Boys must be clean shaven and may not wear earrings. Visible tattoos must be completely covered; no facial piercings. All students must wear their ID tags.

Dress Down: Permitted items include appropriate tops, jeans/pants/sweats, appropriate-length shorts, sneakers and shoes. Boys must be clean shaven. Visible tattoos must be completely covered; no facial piercings. All students must wear their ID tags.

For safety and modesty reasons, the following items are not permitted: Any item in poor repair (i.e. rips, holes); jeans/sweat pants not worn at the waist; pajama pants, leggings/tights/yoga pants; inappropriate tops (i.e. tanks, low-cut, cropped, sleeveless, etc.); shirts with questionable pictures/logos or sayings, and unsafe footwear (i.e., backless shoes, flip flops, boots, high heels, etc.) A student who does not follow the stated guidelines will not be permitted to take part in future dress down/casual days.

Kolbe Academy is a school that takes its reputation very seriously. The school fosters Christian values and beliefs. The appearance of our students directly impacts how the community views the school. Therefore, any types of clothing, makeup, hair style, tattoo, jewelry or any other accessory deemed to be inconsistent with these values and beliefs are not acceptable and will not be permitted at any time during school hours. The school administration reserves final judgment in all dress code matters.

ENTERING AND LEAVING THE SCHOOL BUILDING/SECURITY SYSTEM

Doors: The school doors are locked during the school day. The Front Entrance can be gained by pushing the buzzer. Upon proper identification you will be given access. Visitors are to report immediately to the Main Office to sign in.

Buses: All buses will pick-up and discharge student passengers in the front of the school building. Students should enter the front doors.

Note to Parents: To ensure the proper safety and supervision of our students, students should not be dropped off at school prior to 7:15 a.m. On days when Alternative Peer Groups are not run, students who are not directly supervised by a teacher or staff member should leave school property by 3:30 p.m. A parent who comes to pick up a student during the school day may be required to show a photo id.

GAMBLING

Gambling activities are not permitted at anytime or anywhere on school property. Appropriate penalties (e.g. confiscation, detention, parent notification, etc.) will be enforced.

HARASSMENT/BULLYING & CYBER BULLYING

- **Bullying** (intentional, repeated, hurtful acts, words or other behavior such as name calling, threatening and/or shunning by one or more individuals against another) or **cyber bullying** (sending or posting harmful or cruel text or images using the Internet, cell phone or any other digital communication device) will not be tolerated. If a student experiences any type of harassment, he or she (or a parent) should immediately contact the Principal. This report will be dealt with **confidentially**.
- Harassment of any kind is taken very seriously. Any proven case of harassment, which cannot be resolved through standard methods of conflict resolution or restorative practice, will result in one or more of the following consequences: parent notification and/or conference, detention, social suspension, in-school suspension, discipline contract and/or disenrollment.

A copy of the Diocese of Allentown's Policy #5139 regarding these issues is available upon request by contacting the Principal.

IDENTIFICATION TAGS

ID tags are an important part of the security of the school and the safety of the student body. They must be worn every school day (8:00 a.m. – 2:30 p.m.). This includes dress down days and exam days. This policy insures the safety of the school. If an ID tag is forgotten, students will need to rent one from the Main Office. If an ID tag is lost or defaced, students will need to purchase a replacement tag. All visitors will be asked to wear an ID tag when they are in the school building during the school day.

MATRIMONY

The Sacrament of Matrimony, along with many other serious requirements, mandates a commitment that a full-time high school student is unable to fulfill. As such, a Kolbe Academy student may not be married. Public announcement of engagement is also prohibited, and the student will not be allowed to participate in Graduation exercise.

PARKING (STUDENT VEHICLES)

School parking privilege is granted only to students who are properly registered. Students will be required to pay a \$25 parking tag fee for the year or \$15 per semester. Parking is limited. An unregistered car or a car without a visible tag will warrant a \$5 fine. Parking privileges are suspended until the fine is paid.

Any student (whether registered or not) caught speeding; entering the wrong way or driving carelessly on school property will pay a \$25 fine.

PHONES and SMARTWATCHES

Due to technology capabilities (e.g. video taping, photographing, recording, etc.) students are not permitted to carry or use cell phones or wear Smartwatches in the building except for the cafeteria during the school day. Violation of this rule results in the following:

1st offense: (1) Confiscation of device until 2:30 p.m., (2) parent notification

2nd offense: (1) Confiscation of device until 2:30 p.m., (2) \$10 fine, (3) parent notification

3rd offense (and each subsequent offense): (1) Confiscation of device until 2:30 p.m., (2) \$25 fine, (3) parent notification. Cell phones must be turned in to the Main Office from 8:00 a.m. – 2:30 p.m. until the fine is paid.

A student who uses a cell phone to record or video tape any school employee without his/her permission and then posts it on any social media (Snapchat, Instagram, YouTube, etc.) will be liable for any or all of the following: in-school suspension, failure in conduct, legal action or expulsion.

A student who, for any reason, must contact a parent/guardian during the school day is to do so from the Main Office or the Health Room. A parent or guardian who needs to contact a student before 2:30 p.m. is asked to do so

by calling the Main Office at 610-419-3333. Messages will be relayed immediately. If a student is found to have texted or phoned a parent/guardian, for the purpose of being picked up or dismissed early without the knowledge of the nurse or the administration, he or she will be given disciplinary consequences.

ELECTRONIC DEVICES WITH INTERNET ACCESS

Electronic devices (iPads, iPods, tablets, laptops, etc.) may be used with teacher approval and supervision and only for academic purposes (research, note taking, dictionary, etc.). A student who is found to be accessing non-academic sites (Snapchat, Twitter, YouTube, games, etc.) will lose his/her usage privilege for a set period of time to be determined by the Principal.

PREGNANCY POLICY

Available upon request. Contact the Principal's Office.

PROGRESS REPORTS

The school does not issue quarterly progress reports due to 24/7 parental access to grades on-line with RenWeb.

RE-ENROLLMENT

If a student is withdrawn for behavior issues, he/she may be eligible for re-enrollment based on compliance with enrollment criteria and a special meeting with all involved parties (i.e., student, parents and Kolbe staff). Certain expulsions are final and re-enrollment will not be an option. The terms of the disenrollment or withdrawal are determined solely at the discretion of the Principal.

RELAPSE POLICY

Random and frequent drug testing is administered on campus for accountability purposes and program integrity. We acknowledge the difference between "getting honest" and "getting caught." Efforts will be made to continue a student's enrollment if he or she is honest about a relapse and effectively moves forward with the relapse treatment plan. It is possible for a student to be disenrolled/withdrawn from school for a first-time relapse even if the student is honest about the event (due to the circumstances and severity of the relapse). A student may be disenrolled/withdrawn from Kolbe Academy if he or she:

- Has more than one relapse
- Tests positive for drugs/alcohol without getting honest
- Refuses to consent to a drug test
- Tampers with a drug test
- Is held accountable for a relapse by another student or an outside party

RETREATS

Retreats are a vital part of our spiritual life. A retreat is our chance to disconnect from this world and reconnect to God. During times of retreat, students are provided the opportunity to examine their lives and their relationship with God. Recognizing the great spiritual value of retreats, every student is given the opportunity to make at least one retreat during the school year. Students are required to participate in at least one (1) retreat a year. Please note, an absence from school on the day of any in-school retreat, does not eliminate this requirement. Any questions or concerns regarding the retreat programs or retreat participation should be directed to the Chaplain.

SCHOOL BUS REGULATIONS AND CONDUCT REQUIREMENTS

School bus transportation is a privilege. Unacceptable behavior and attitudes that threaten order on the bus, and consequently the safety of others, will not be tolerated. Any complaint from a school bus driver will be dealt with promptly.

SCHOOL SAFETY AND SECURITY

In a concerted effort to provide and maintain a safe and drug-free campus, the following methods/procedures are, may be or will be employed:

- All entry doors are locked throughout the day. Access is controlled from the Main Office.
- All students, teachers, staff and visitors wear ID tags.
- Video cameras are located in strategic areas and videotaping may be used if warranted.

- No student will be permitted to return to go out to a car without permission from the Main Office or an administrator.
- Periodic safety drill and procedures (i.e. fire, lock-down, tornado, emergency evacuation, etc.) will be practiced monthly.
- Periodic random locker checks will occur. If warranted, backpacks, purses, students' pockets and cars (including trunk) parked on school property will be checked.
- Canine Units periodically will be brought in to check hallways, lockers and parking lots.
- Any questions or concerns regarding school safety and security should be directed to the Principal.

SEARCHES

Our staff may conduct unannounced searches for alcohol, drugs, paraphernalia or missing/stolen items. Entering the school campus constitutes consent to searches. Students are expected to cooperate in such searches. Searches of students and their personal property which includes, but is not limited to, lunch containers, backpacks, cell phones, desks, work areas, purses, wallets and vehicles may be conducted when there is reasonable suspicion to believe that a student is in violation of the Drug Policy and/or when circumstances and school conditions justify them. Consent to a search is required as a condition of continued enrollment. A student's refusal to consent may result in disenrollment. No student will be touched as part of the search or detained without his/her consent. Students being searched may be asked to empty pockets and remove hats and outer clothing, such as jackets and sweaters. Any illegal or non-prescribed drugs discovered will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this policy. From time to time throughout the year, Kolbe Academy will conduct K-9 Unit drug searches of the building as part of our Diocesan school policy.

SOCIAL BEHAVIOR

Public display of affection (hand holding, kissing, embracing, etc.) is neither appropriate nor acceptable school behavior and, therefore, will not be tolerated. If deemed necessary, parent or guardian will be notified.

TESTS

Major tests should be returned to students within one week of the test; however, not all tests may be kept by the student. Some teachers/departments prefer to keep the tests on file in the school. Parents may schedule an appointment to see any test file held by teachers. Term papers should be returned within four weeks.

TEXTBOOKS

All textbooks are the property of Kolbe Academy. Kolbe Academy has adopted a policy of using classroom textbook sets. Textbooks will be issued to a student on an "as needed" basis to make up missed work due to absences or at the student's request. Students may pick up books before and after school from assigned teachers. If a textbook is lost or stolen while checked out by a student, the student must pay for the book. Students may also be charged for damaged or defaced books. The replacement cost of any textbook that is not paid for by the end of the year will be billed to the student's individual tuition account.

THERAPEUTIC SUPPORT

Student Support staff members (MARS Drug and Alcohol Counselor and school Certified Recovery Specialist -CRS) are available to students throughout the school day for emotional/therapeutic support. Students will be pulled out of class on a rotating basis for individual and group counseling. Teachers may request a student receive support or the student may request it. Regardless of the reason for getting support, students who are out of class will be required to make up any missed work for homework and return it to the teacher within two school days. If the teacher does not receive the work within that timeframe, a zero may be issued. Staff members will communicate important information regarding student support to parents and teachers via email. Major counseling issues should be addressed by the student's primary counselor. Kolbe Academy will work with the counselor as needed. A student's appropriateness for enrollment at Kolbe Academy may be reassessed if their therapeutic needs are consistently interfering with their academics or ability to be at school.

TOBACCO USE (SMOKING, E-CIGARETTES, VAPING DEVICES AND SMOKELESS PRODUCTS)

Kolbe Academy is a smoke-free environment. Kolbe does not support the use of tobacco products for any students (regardless of age). All tobacco and vaping products (cigarettes, dip, lighters, e-cigarettes/juice, etc.) will be confiscated if seen by our staff on campus. All confiscated products will be destroyed and thrown away. This "No

Tobacco Policy" is in place to respect our school partnership with the Sisters of St. Francis, to support health on our campus and to discourage the use of tobacco for students in recovery.

TRUANCY

A student who is found to be truant may warrant a failure in conduct and social suspension.

VALUABLES

Kolbe Academy can assume **NO** liability for lost money, jewelry or personal property including cell phones, iPads and laptops. If a student finds it necessary to bring valuable or a large amount of money to school, it should be checked at the Main Office until the end of the school day.

VISITORS

All visitors, including former students, must report to the Main Office as soon as they enter the school. Former students are requested to call for appointments with the teacher(s) they wish to visit. School policy does not permit social visits during teaching periods.

WEAPONS/VIOLENCE

Any and all verbal or written threats to do physical harm to oneself or to another student(s) or bring a weapon of any type (including explosive devices) to school will be taken seriously. Depending upon the circumstances, discipline action(s) such as suspension, police notification and/or disenrollment may be taken. See Appendix F to review a copy of the Diocese of Allentown's "Safe School Policy (#5140) to Exclude Weapons and Prevent Violence".

WITHDRAWAL

The withdrawal process from Kolbe Academy begins with the Principal. If you are withdrawing your child from school, you must contact the Principal to sign a withdrawal card for your child. It will take the school at least 24 hours to complete the paperwork necessary to send all records to your child's new school. Request for records can be made to the Main Office.

RIGHT TO AMEND

Kolbe Academy reserves the right to amend this handbook. Notice of amendments will be sent to parents via email communication.

THANK YOU

We appreciate the time it took you to read this Student Handbook and hope you found it helpful in understanding how Kolbe Academy/Diocese of Allentown operate and function. Please call us if you have additional questions or need clarification. We look forward to being a part of your education and recovery.

Regular Bell Schedule

<i>Check In</i>	8:00	-	8:30
<i>1st</i>	8:32	-	9:17
<i>2nd</i>	9:19	-	9:59
<i>3rd</i>	10:01	-	10:46
<i>4th</i>	10:48	-	11:33
<i>Lunch</i>	11:35	-	12:10
<i>5th</i>	12:12		12:57

Mass Bell Schedule

<i>Check In</i>	8:00	-	8:30
<i>Mass</i>	8:32	-	9:30
<i>1st</i>	9:32	-	10:08
<i>2nd</i>	10:10	-	10:46
<i>3rd</i>	10:48	-	11:24
<i>4th</i>	11:26	-	12:02
<i>Lunch</i>	12:04	-	12:34

6th 12:59 - 1:44

7th 1:46 - 2:31

Early Wednesday

Check In 8:00 - 8:30

1st 8:32 - 9:11

2nd 9:13 - 9:52

3rd 9:54 - 10:33

4th 10:35 - 11:14

5th 11:16 - 11:55

Lunch 11:57 - 12:27

6th 12:29 - 1:08

7th 1:10 - 1:49

PD * 2:00 - 2:45

Rec Act * 2:00 - 3:00

APG * 3:00 - 5:00

5th 12:36 - 1:12

6th 1:14 - 1:50

7th 1:52 - 2:30

Activity/Assembly

Check In 8:00 - 8:30

Act/Asm 8:32 - 9:11

1st 9:13 - 9:52

2nd 9:54 - 10:33

3rd 10:35 - 11:14

4th 11:16 - 11:55

Lunch 11:57 - 12:27

5th 12:29 - 1:08

6th 1:10 - 1:49

7th 1:51 - 2:31

Appendix A

Kolbe Academy
Standing Medication Order Parent Consent

Dear Parents/Guardians:

The Pennsylvania school health guidelines and the State Board of Nursing in Pennsylvania require written orders from a physician or nurse practitioner for a student to receive any medication in school. This includes all over-the-counter medications.

To help students with common complaints and minor injuries a standing order has been obtained. This means that a school physician wrote an order for school students to receive selected medications within the following guidelines. To comply with BASD policy, written parental permission is required. This form must be signed and returned to the school. Please note this authorization is valid for the current school year and MUST be completed each year.

- Written approval will be required from the parent; this form must be signed and on file in the nurse’s office.
- The nurse reserves the right to refuse to dispense medication at any time based on the assessment of the situation and every effort will be made to notify parents of this situation (i.e. repeated requests or overuse).
- Acetaminophen and Ibuprofen will not be given more than 3 times in a thirty-day period for headaches without further written instructions from the student’s health care provider

I have read the standing order guidelines and I agree my student may receive these medications at school during the school day. If my student may not receive one of these medications, I have crossed that medication out. My student is not allergic to these medications.

- Acetaminophen 2 tablets (325 mg each) once during the school day for an uncomplicated headache or menstrual cramps. (headache without fever, head injury and/or other signs and symptoms of illness)
- Ibuprofen 2 tablets (200 mg each) once during the school day for an uncomplicated headache or menstrual cramps. (headache without fever, head injury and/or other signs and symptoms of illness)
- Antacid 1 to 2 tablets complaints of heartburn, sour stomach, indigestion without fever or vomiting.
- Bacitracin for open wounds (cuts, blisters, and abrasions etc.).
- Burn spray or gel to minor burns.
- Caladryl (anti-itch lotion) applied sparingly to bug bites and poison ivy rashes.
- Sting Swabs applied to insect bites/stings.
- Anbesol for toothaches, gum pain and mouth sores.
- Throat Spray (Chloraseptic) 3 sprays for sore throat.
- Throat Lozenges 1 lozenge for cough or throat irritation.

Student Name

Grade

I do hereby release, discharge and hold harmless Bethlehem Area School District and Kolbe Academy, its agents and employees from any and all liability and claims whatsoever in connection with the administration of the above medication to my child. Medication will not be sent on field trips unless specific arrangements have been made.

Parent Signature

Date

Appendix B

**Kolbe Academy
DIOCESE OF ALLENTOWN**

Student Acceptable Use Policy

Kolbe Academy is providing students access to the school’s electronic network. This network includes Internet access, computer services, video conferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students’ acceptable use of the Kolbe Academy electronic network.

- The Kolbe Academy electronic network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, online courses, career development, and limited high-quality self-discovery activities.
- The Kolbe Academy electronic network has not been established as a public access service or a public forum. Kolbe Academy has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege – Not a right.
- It is assumed that students will honor this agreement they and their parent/guardian have signed. The school is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students’ inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Kolbe Academy electronic network.

General Unacceptable Behavior

While utilizing any portion of the Kolbe Academy electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a matter that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or “spamming.”
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Kolbe Academy electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not sue the Kolbe Academy electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

E-Mail

- Students will not establish or access Web-based e-mail accounts on commercial services through the school network.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.
- At this time, Kolbe Academy will not be issuing school email addresses to students.

World Wide Web

- Access to information for students on the Web will generally be provided through prescreened sites and in a matter prescribed by Kolbe Academy.

Real-time, Interactive Communication Areas

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by Kolbe Academy.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Kolbe Academy electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.

- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Kolbe Academy electronic network may lead to discovery that a student has violated this policy or the law. Students should expect that files stored on school servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the idea or writings of other and presenting them as if they were the students'.
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real time.
- Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or school.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Kolbe Academy electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict the student's speech for valid educational reasons. The school will not restrict the student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation, An opportunity will be provided to present any explanation before a neutral administrator (or student) will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal actions.
- If the violation also involved violation of other provisions of other school rules, it will be handled in a matter described in the school rules. Additional restrictions may be placed on the student's use of his/her network account.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators including legal action or actions by the authorities when it is the appropriate course of action.

Appendix C

Kolbe Academy
Bethlehem, Pennsylvania

STUDENT ABSENCE EXCUSE

Doctor's Note Attached

To Parents/Guardians:

The Pennsylvania Department of Education requires a written excuse for every absence. Policy states this excuse is due no later than the third school session following the absence.

To: Kolbe Academy Main Office

Please excuse _____ for his/her absence on _____

For the following reason: _____

Signature of Parent/Guardian

(Additional absence forms are available in the Main Office.)

DIOCESE OF ALLENTOWN
Office of Education
Developed by
Annette Cremona, M. Ed PerformancePlus 1996 revised 1998, 1999, 2001

POLICY PROHIBITING SEXUAL HARASSMENT

A. Harassment Prohibited

The schools of the Diocese of Allentown are committed to maintaining a school environment that is free from discrimination and unlawful harassment, including sexual harassment. All students are required to take care that the dignity of others is not abused through unlawful, objectionable and offensive behavior of any kind.

The school will not tolerate harassing conduct that affects, interferes unreasonably with an individual's school performance or that creates an intimidating, hostile or offensive school environment, in violation of the applicable law.

Such conduct is prohibited by this policy and by law.

B. Sexual Harassment Defined

For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests of sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual's status as a student; or
- c) Such conduct has the purpose or effect of unreasonably interfering with a student's school performance; or
- d) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive school environment.

Examples: Examples of sexual harassment include, but are not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures.

C. Persons Covered

This policy prohibits discrimination or unlawful harassment of any Diocesan school student by any other employee, student, volunteer, vendor or visitor. No person is authorized on behalf of the school to engage in conduct violative of this policy.

D. Enforcement of the Policy

The school principal, or another administrator, shall disseminate information about this policy, answer questions about this policy, investigate complaints, and take appropriate corrective action. Any person who feels that he or she has been a victim of discrimination or unlawful harassment shall bring the problem to the immediate attention of the principal. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or in the alternative, if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the Secretariat of Catholic Education of the Diocese of Allentown.

The school will investigate all allegations of discrimination or unlawful harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee or student who is determined, as a result of such an

investigation, to have engaged in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee and dismissal in the case of a student.

E. Enforcement in Case of Allegations Made Against a Priest or Religious

Notwithstanding the procedure set forth in Paragraph D, any complaint alleging discrimination or unlawful harassment by a priest, deacon, or member of a religious congregation or order who is associated with the Diocese's schools shall promptly be put in writing and referred to the Diocese's Secretary for Clergy or Vicar General in the case of a diocesan priest or deacon, or to the Provincial or Major Superior in the case of a member of a religious congregation or order, whose procedures shall be utilized and whose determination of the matter shall be final and binding on all concerned. The school principal will advise any person so requesting of the place where such a complaint should be lodged.

F. Retaliation

Retaliation in any form against a student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action as specified above in Paragraphs D and E.

**DIOCESE OF ALLENTOWN
SEXUAL HARASSMENT COMPLAINT FORM**

Name of alleged harasser _____

Date of place of incident(s) _____

Description of incident(s) _____

Names of witnesses _____

Evidence of harassment, e.g., letters, photos, etc. _____

Any other information _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Name _____

Address _____

Phone number _____

Signature _____

Date _____

Received by _____

Date _____

Time _____

Diocese of Allentown

Bullying Reporting Form

Today's Date: _____ School: _____

1. Name of student victim: _____

2. Name(s) of alleged offender(s) (If known):	Age	School (if known)
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Where did the incident occur?

4. Describe what happened (Attach separate sheet if necessary)

5. What did the alleged offender(s) say or do? (Attach separate sheet if necessary)

6. Why did the bullying occur? (Attach a separate sheet if necessary)

7. Did physical injury result?
NO YES, but did not require medical attention YES, and it required medical attention

8. Was the student victim absent from school as a result of the incident?
NO YES
If YES, please indicate how many days the student victim was absent from school as a result of the incident _____.

9. Did psychological injury result from this incident?
NO YES, but psychological services have not been sought YES, and psychological services have been sought

10. Had steps been taken to resolve such activity prior to this report?

NO YES Not Applicable

11. If there any additional information you would like to provide? (Attach separate sheet if necessary)

SIGNATURE: _____

DATE: _____

Person Reporting Incident

Name:

Best Time of day to contact: AM PM

Telephone:

Email

CIRCLE the appropriate description:

Student Parent/Guardian Close Relative Other (specify) _____

For Office Use

Received By (School Personnel Name and Position): _____ Date

Received: _____

**BOARD OF EDUCATION
DIOCESE OF ALLENTOWN**

**Policy 5140
Safe Schools Policy to Exclude Weapons and Prevent Violence**

“God, the Lord of Life, has conferred on man the surpassing ministry of safeguarding life, ministry which must be fulfilled in a manner which is worthy of man. Therefore, life must be guarded with the greatest care ... (Vatican II, Constitution of the Church in the Modern World).

The Catholic Church has consistently proclaimed the Christian obligation of love and respect for one’s neighbor. It is, therefore, appropriate and a matter of obligation that the environment of a Catholic school be safeguarded to protect the health and well-being of all students, teachers, administrators and others.

Firearms and Explosives

Any student or other person who possesses any firearm, shotgun, pistol, rifle or explosive on school premises or on the premises of a school sponsored event shall be turned over to law enforcement personnel, expelled from the school, and subjected to criminal sanctions, authorized by law. The parent(s) of a student shall be notified immediately by the principal or his/her designee. Any firearm, shotgun, pistol, rifle or explosive confiscated by the school shall also be turned over to law enforcement personnel and disposed of according to law.

Other Weapons and Violence

Any student who possesses any other weapons (as defined below and not specified above) on school premises or on the premises of a school sponsored event or any student who initiates violent conduct may be subject to:

- ✓ Local disciplinary sanctions.
- ✓ Suspension from school activities or extra curricular activities.
- ✓ Out of school suspension or expulsion.

Note: Weapons shall include but not be limited to: any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Procedures and Records

Administrators should consult the Student Crisis Assistance Manual, Section 7 Violence for a review of procedures for prompt intervention concerning students with weapons or threatening violence.

Catholic schools in the Diocese of Allentown shall maintain records of all incidents of violence, incidents involving possession of a weapon and convictions or adjudications of delinquency for acts committed on school property by students enrolled there in on both a Diocesan wide basis and school-by-school basis. Records maintained under this section shall be contained in a format developed by the PA State Police in cooperation with the P.D.E. Safe Schools Office. A statistical summary of these records shall be made accessible to the public for examination by the public during regular business hours. (PA Safe Schools Act, Section 1307A)

A student’s disciplinary record must be available on request for inspection by the student and his or her parents or guardian, to school officials and to state and local law enforcement officials as provided by law. Permission of the parent or guardian shall not be required for transfer of the individual’s student record to another school in which the student seeks enrollment. (PA Safe Schools Act, Section 1306A)

Catholic schools in the Diocese of Allentown may request parents of a transfer student applicant to disclose the student’s disciplinary record as a condition of admission. A disclosure request may include:

- ✓ Whether the student was previously suspended or expelled from the prior school of attendance for an act or offense involving any of the following:
 - ❖ Weapons

- ❖ Alcohol or drugs
- ❖ Willful infliction of injury to another person
- ❖ Any act of violence committed on school property

The disclosure response may be maintained as part of the student's disciplinary record. (PA Safe Schools Act, Section 1304A)

Policy adopted 5/9/06
Episcopal approval 8/14/96