

Student/Parent Handbook

2015 – 2016



Quigley Catholic High School
Baden, PA

The Student/Parent Handbook is provided in electronic format for Quigley Catholic High School students, parents, and teachers. Information contained in the handbook may change over the course of the school year. Please check the online version at www.qchs.org to check for any updates, additions, or changes.

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WELCOME

On behalf of the Board of Directors, Faculty, Staff, and Administration WELCOME to the 2015-2016 school year. When you enrolled in Quigley Catholic High School, you became a part of a rich history of education in the Diocese of Pittsburgh.

QUIGLEY CATHOLIC HIGH SCHOOL BOARD

Members of the Corporation:	Most Reverend David A. Zubik, DD Bishop of Pittsburgh Very Reverend Lawrence A. DiNardo, VE, JCLVicar General, and General Secretary Dr. Michael A. Latusek, Superintendent of Catholic Schools		
Ex officio Members:	Dr. Edward Scheid, Diocesan Educational Consultant Mrs. Kristen Boose-Repkin, Esq., Diocesan Legal and Canonical Services Mrs. Rita M ^c Cormick, Principal		
Board of Directors:	Mr. Scott Calligan Mrs. Joanne Fyda Dr. Timothy Jackson	Mrs. Judy Deelo Dr. Jeffrey Hein Mr. Paul Myron Mrs. Lorraine Walley	Fr. Samuel Esposito Dr. Madonna Helbling Mrs. Lisa Scolieri

QUIGLEY CATHOLIC HISTORY

Quigley Catholic High School first opened its doors to students in September of 1967. The 440 students came to the new school while construction of the building was still being finished around them. Growth and construction of one sort or another has been going on ever since.

Quigley Catholic is the first and only regional Catholic high school in Beaver County. Quigley Catholic, although a relatively young school, nevertheless, has a proud heritage of education in this area from its two parent institutions, Mt. Gallitzin High School and St. Veronica High School.

The Sisters of St. Joseph opened Mt. Gallitzin High School for girls in September, 1934 at the suggestions of Bishop Hugh C. Boyle. Convent facilities were expanded to include the new high school along with the academy for boys which had been open since 1902. The first class graduated in 1938, the centennial year of Baden. The school offered both academic and commercial courses and was noted for its broad cultural program and the individual attention and direction given to each student. Most of the girls were commuters, save some boarders who were preparing to enter the Congregation of the Sisters. At the time of the consolidation in 1967, the student enrollment was 245.

St. Veronica High School was opened in September, 1924, under the supervision of Father John Martin, pastor, and the Sisters of St. Joseph who staffed the new parish high school. Seventeen students were in the first graduating class. Growth continued so quickly that within 15 years new space was desperately needed. Reverend James O'Connell and Reverend Paul Nee continued the education expansion at St. Veronica's. A building at 5th and Beaver Road was obtained through cooperation from the Ambridge School board in 1945. When a new school for elementary level was built in 1959, the high school eventually moved back to its original home on Melrose Avenue. At the time of the consolidation in 1967 the enrollment of 243 included students from many other parishes besides St. Veronica.

Quigley Catholic High School enjoyed a healthy enrollment until the late 80s when the steel mills in the area closed. Through the 80s, 90s, and early 2000s the enrollment continued to drop and tuition increased. In 2006 a benefactor came forth to support Quigley Catholic. His generous help enabled tuition to drop from \$8,000 to \$6,200 per student. Additionally, he gave tuition grants to those who could not pay the stated tuition and aided Quigley Catholic High School in many areas.

In 2010 Quigley Catholic was blessed with a benevolent donor family. Their support and vision has allowed for Quigley Catholic's increased visibility and continued viability. Due to their help with funding and development impactful media campaigns there has been an increased communication to stakeholders of the excellent religious, academic, and extracurricular programs that Quigley Catholic offers.

Quigley Catholic continues to be blessed by numerous benefactors who share in our Mission and Philosophy, and join us as we continue to move "Faith Forward" as a growing Roman Catholic, college preparatory, co-educational secondary school.

About the Namesake of Quigley Catholic High School:

MONSIGNOR THOMAS J. QUIGLEY 1905-1960

“...This new school has been named in honor of the late and beloved Monsignor Thomas J. Quigley, who was Superintendent of the Schools from August 1939 to December 1955. This extraordinary priest served the diocese, its schools, and the general community as a spiritual leader and an accomplished educator from 1931 until his untimely death in 1960. No man gave so much to education or to the Church as he did. In every area of education he was outstanding. Readily recognized as a leader by public and non-public educators, this priest contributed, in an extraordinary way, to the development of education for all children and for all segments of our community. It is significant that the priests of Beaver County voted by an overwhelming majority to dedicate this school in his memory. In this way, they hoped to memorialize and to express appreciation for a life spent in improving both the city of God and the city of humankind.

Dedicated priest, scholarly educator, prolific writer, able administrator, but most of all a man committed to a cause - this was Monsignor Quigley. And while we honor his memory by naming this school after him, we do, in fact, honor this school by using his name and identifying it with all that is good in education and community life.

Auxiliary Bishop, Most Reverend John B. McDowell (then, Superintendent of Schools)
April, 1968 from the Dedication of Quigley Catholic High School

Bishop John J. Wright saw the need of expanding the Diocesan presence in a regional Catholic high school to serve the people of the Beaver Valley. In 1966, under the supervision of Bishop McDowell, this land was purchased from the Sisters of St. Joseph and ground was broken. The formal dedication and blessing of the building took place on April 28, 1968. The school opened under the leadership of Father Robert J. Reardon as Headmaster and with the excellent guidance of Sister St. Bede Downey, CSJ, who continued to serve Quigley Catholic for many years until her death.

Those alumni who were here in the opening days of unfinished rooms and mud, come back to be impressed by the beautiful campus Quigley Catholic has today. Some of those students in the first graduation classes now have children of their own in these halls. Quigley Catholic continues to grow...

THE QUIGLEY CATHOLIC SEAL, MASCOT, COLORS

Superimposed on the world of the CHI RHO, the first Greek letters in the word Christ, symbolize the dynamic Christ who is present in the world, especially in the presence of each Christian. The outline map of Beaver County represents the community that Quigley Catholic High School serves. The map, the laurel branches, and the state flower of Pennsylvania, stand for citizenship. The foil formed by the Beaver and Ohio Rivers is a symbol of progress. The two books are an educational symbol which, linked by the chain, represents the union of the two schools - Mount Gallitzin and St. Veronica.

MASCOT: THE SPARTANS

COLORS: BURGUNDY AND WHITE



FACULTY AND STAFF

Quigley Catholic High School
200 Quigley Drive, Baden, PA 15005
School Office Hours 7:30 AM to 3:30 PM
Main Office (724) 869-2188 - Fax (724) 869-3091- www.qchs.org

ADMINISTRATION:

PRINCIPAL

Mrs. Rita M^cCormick

DIRECTOR OF GUIDANCE

Sister Bridget Reilly, O.S.B.

SUPPORT STAFF:

CHAPLAIN

Reverend Bob Miller

DEVELOPMENT DIRECTOR

Mr. Harry Colin

BUSINESS MANAGER

Mr. Robert Hramika

ATHLETIC DIRECTOR

Mr. Matthew Kuntz

DIRECTORS OF ADMISSIONS

Mrs. Renee Price
Miss Lauren Turkovich

ADMINISTRATIVE ASSISTANT

Mrs. Pam Doré

OFFICE

Mrs. Reneé Colonna

ATHLETIC CONSULTANT

Mitch Yanyanin

TECHNOLOGY SUPPORT

Mr. Matthew Kuntz

TECHNOLOGY CONSULTANT

Mitch Yanyanin

GUIDANCE

Mrs. Marge Berckmiller

FORENSICS/MOCK TRIAL

Mr. Timothy Waxenfelter

FACULTY:

ART

Mrs. Mary Jane Herrington

COMPUTER SCIENCE

Mrs. Anna Hipfel

ENGLISH

Miss Emily Lyons
Mrs. Kathleen Philips

FORIEGN LANGUAGE

Mrs. Denise Barker

HEALTH/PHYSICAL EDUCATION

Mr. Matthew Kuntz

MUSIC

Mrs. Marta Zak

MATH

Mrs. Pam Doré
Mrs. Anna Hipfel
Miss Lauren Turkovich

RELIGION

Mrs. Katie Matlak

SCIENCE

Dr. Maria Diaz
Miss Elisabeth Talamo

SOCIAL STUDIES

Mrs. Caitlin Miller
Miss Maria Myron
Mr. Timothy Waxenfelter

BELL SCHEDULES

STANDARD

First Bell	8:00 A.M.
1 st Period	8:03-8:43
Announcements	8:43-8:59
2 nd Period	9:02-9:43
3 rd Period	9:45-10:25
4 th Period	10:28-11:08
5 th Period (Lunch)	11:11-11:36
6 th Period (Class)	11:39-12:19
5 th Period (Class)	11:11-11:51
6 th Period (Lunch)	11:54-12:19
7 th Period	12:22-1:02
8 th Period	1:05-1:45
9 th Period	1:48-2:28
Announcements	2:28-2:30

MASS/ASSEMBLY 1

First Bell	8:00 A.M.
1 st Period	8:03-8:36
Announcements	8:36-8:52
2 nd Period	8:55-9:29
3 rd Period	9:31-10:04
Mass/Assembly	10:04-11:04
4 th Period	11:04-11:37
5 th Period (Lunch)	11:40-12:05
6 th Period (Class)	12:07-12:40
5 ^h Period (Class)	11:40-12:13
6 th Period (Lunch)	12:15-12:40
7 th Period	12:43-1:16
8 th Period	1:19-1:52
9 th Period	1:55-2:28
Announcements	2:28-2:30

HALF-DAY

First Bell	8:00 A.M.
1 st Period	8:03-8:24
Announcements	8:24-8:40
2 nd Period	8:43-9:04
3 rd Period	9:07-9:28
4 th Period	9:31-9:52
No Lunch	
5 th Period (Class)	9:55-10:16
6 th Period (Class)	9:55-10:16
No Lunch	
7 th Period	10:19-10:40
8 th Period	10:43-11:04
9 th Period	11:07-11:28
Announcements	11:28-11:30

MASS/ASSEMBLY 2

First Bell	8:00 A.M.
1 st Period	8:03-8:38
Announcements	8:38-8:44
2 nd Period	8:47-9:22
3 rd Period	9:25-10:00
4 th Period	10:03-10:38
5 th Period (Lunch)	10:41-11:06
6 th Period (Class)	11:09-11:44
5 th Period (Class)	10:41-11:16
6 th Period (Lunch)	11:19-11:44
7 th Period	11:47-12:22
8 th Period	12:25-1:00
9 th Period	1:03-1:38
Mass/Assembly	1:41-2:28
Announcements	2:28-2:30

TWO HOUR DELAY**SCHEDULE 1**

First Bell	10:00 A.M.
Report to 4 th Period	10:03
Announcements	10:05
Attendance sent to office	10:15
4 th Period ends	11:08
5 th Period (Lunch)	11:11-11:36
6 th Period (Class)	11:39-12:19
5 ^h Period (Class)	11:11-11:51
6 th Period (Lunch)	11:54-12:19
7 th Period	12:22-1:02
8 th Period	1:05-1:45
9 th Period	1:48-2:28
Announcements	2:28-2:30

SCHEDULE 2

First Bell	10:00 A.M.
Report to 4 th Period	10:03
Announcements	10:25
Attendance sent to office	10:15
4 th Period ends	11:08
5 th Period (Lunch)	11:11-11:36
6 th Period (Class)	11:39-12:19
5 th Period (Class)	11:11-11:51
6 th Period (Lunch)	11:54-12:19
1 st Period	12:22-1:02
2 nd Period	1:05-1:45
3 rd Period	1:48-2:28
Announcements	2:28-2:30

FOUNDATION DOCUMENTS

Belief Statements

We believe that:

- Jesus Christ is the reason for this school.
- the gospel is the central focus.
- all students are made in the image and likeness of God.
- we must form committed Christian citizens.
- all students can learn.
- all students can reach their maximum potential.

Mission Statement

Quigley Catholic High School is a Roman Catholic, college preparatory, co-educational secondary school. With gospel values as its foundation, Quigley Catholic strives to form faith-filled Disciples of Christ, life-long learners who will contribute to the common good of the Church and the world. We do this through the collaborative efforts of all of the members of the Quigley Catholic community.

Philosophy

Quigley Catholic High School recognizes that every person is uniquely created in the image and likeness of God the Father, redeemed by his Son, and given life by the Spirit. Quigley accepts the mission to proclaim this good news and seeks to develop a challenging educational environment in which Jesus Christ is encountered in teaching, in community, and in service. As a school, Quigley Catholic is dedicated to the spiritual, intellectual, social, emotional, physical, and cultural development of its students within a disciplined learning environment. The ultimate educational goal is the formation of a mature Christian who will integrate intellectual knowledge and Catholic faith values to better the world and further the Kingdom of Christ.

Graduate Profile

In the light Quigley Catholic High School's beliefs, mission, and philosophy, our graduate:

- values experiential encounters with Jesus Christ in Scripture, sacraments, Eucharist, prayer, and community.
- has intellectually encountered Jesus Christ through a religious education curriculum in keeping with the teaching of the Catholic Church.
- has experienced challenging academic programs which responds to intellectual needs, stimulate curiosity, and broaden the perspective for life-long learning.
- can communicate effectively with others both orally and in writing.
- has had opportunities for the sharing of time, talent and leadership with family, school, church and community.
- values cultural diversity and is sensitive to the needs of others.
- has experienced creative self-expression through a fine and performing arts curriculum.
- can appreciate physical education and sports as an opportunity for athletic recreation and a means to develop important values such as loyalty, perseverance, friendship, sharing and solidarity.
- has been exposed to a variety of extracurricular activities, which encourage the personal use of talent, recognize specific achievements and afford the opportunity for creative leisure.

Parameters

Quigley Catholic High School:

- is a Roman Catholic secondary school under the jurisdiction of the Diocese of Pittsburgh.
- is a college preparatory school educating young men and women in grades nine through twelve with the intent that they continue their education.
- does not tolerate violence in any form.

SPIRITUAL LIFE

Jesus Christ is the reason for this school, the unseen but ever-present teacher in its classes, the inspiration of its students, teachers, administrators, and staff.

All School Liturgies

Quigley Catholic makes every attempt to see that the whole school community comes together once a month for Mass. From time to time there may be individual class liturgies. At all liturgies, students are expected to participate and behave in an appropriate manner. Parents are always welcome.

Campus Ministry

The Religion Department of Quigley Catholic High School will provide an opportunity for faculty, students and personnel to minister to each other through a ministry team. This ministry team should be open and reflect the spiritual needs of the school. More specifically, they will help for Masses and other services. The ministry team will also provide activities during the year so that the Quigley Catholic family has a chance to express itself spiritually.

Chapel

The Blessed Sacrament is reserved in our chapel; the students are encouraged to find time for private prayer. The students may not use the chapel for activities other than prayer.

Daily Prayer and Announcements

After the first period, the schedule stops for Morning Prayer and announcements. This is the most important time, and all students are expected to behave accordingly. All announcements will be posted.

Days of Reflection and Class Retreats

In keeping with the philosophy of Quigley Catholic, a day of recollection or a retreat is scheduled for each class during the school year. These days are required school days to which the normal policies of attendance and tardiness apply. There is a fee for freshmen, sophomores, juniors and seniors. The fee is determined by the retreat and transportation costs. Non-attendance will require six (6) hours of community service.

Kairos Retreat (optional)

A Kairos retreat is an amazing, unique, and once in a lifetime opportunity for high school students. Begun by American Jesuits in the 1970s as the "Christian Awakening Program", the retreat has evolved over the years, and many high schools have adopted different versions.

Quigley Catholic will conduct this optional retreat during the school year. Information is available through the Religion Department.

Liturgical Seasons

A variety of liturgical services, speakers, and prayer opportunities are planned during Advent and Lent to assist the students in their spiritual growth and preparation.

Sacrament of Reconciliation

Students will have the opportunity for the Sacrament of Reconciliation during Advent and Lent.

ACADEMIC POLICY

The awarding of a diploma is based on the fulfillment of the requirements stipulated by the State Board of Education of Pennsylvania and the Department for Catholic Schools Office of the Diocese of Pittsburgh.

Quigley Catholic High School requires 29 credits for a high school diploma.

The 29 credits will consist of the following:

- 4 credits in Religious Studies
- 4 credits in English
- 4 credits in Social Studies
- 4 credits in Mathematics or successful completion of Calculus
- 3 credits in Sciences (Biology is mandatory for graduation)
- 3 consecutive years in the same foreign language
- 2 credits in the Fine or Performing Arts (electives)
- 1 credit in Physical Education/Health (if students miss 3 or more gym classes, they will fail for the quarter)
- 4 credits in electives

Each year the Quigley Catholic student must carry a minimum of 7.25 credits. Transfer students will be dealt with on an individual basis.

Only grades earned at Quigley Catholic High School become part of the student's Q.P.A.

All students' academic progress will normally be reviewed every two (2) weeks during the year. If a student is failing two or more subjects at any of the check points, the student will be ineligible to participate in extracurricular activities, practices, games, clubs, or travel with any team or extracurricular group/club during that two (2) week period of time.

Students may not be given "special" or extra tests in order to become eligible to participate in any in extracurricular activities, practices, games, or clubs.

The students who fail two or more courses for the quarter may become ineligible until the halfway review (**four weeks**) of the next quarter.

Students who fail a course must remove this failure by August 1st using one of the following methods:

- (1) any accredited summer school
- (2) an accredited tutoring school approved by Quigley Catholic Administration
- (3) private tutor approved by Quigley Catholic Administration who meets the following requirements:
 - (a) state certification in academic area to be tutored
 - (b) submission of a course of study that meets the approval of the school counselor

Any student who fails a first semester course may make up the course starting the second semester. Any student who fails a second semester course or a yearlong course must make up the course once the current school year ends.

Seniors who fail a course during senior year must use the same methods to receive their diplomas. No diplomas will be granted until all failures are made up.

Religion failures are removed by successfully completing summer school at Central Catholic High School.

Any student who has a total of three (3) credit failures in one school year will not return, and if a Senior, will not graduate.

TECHNOLOGY DAYS

All students are expected to have access to a computer and internet connectivity at home. In the event that a Cyber Day is called, Cyber Day procedures must be followed. These include but are not limited to:

Log in by 8:00 A.M. on a scheduled day to attendance@qchs.org and by 10:00 A.M. on a 2 hour delay.

You are required to log in on time and be online during school hours to receive full credit for attendance that day. The site will be open until 2:30 P.M. each Cyber Day. Teachers are online for instruction, questions and clarification during school hours.

FINANCIAL/GRADUATION POLICY

No student will be able to participate in any Quigley Catholic High School sports, dances, fieldtrips, extra-curricular, or co-curricular activities of any type without fulfillment of all required obligations which include, but are not limited, to tuition, service hours, books fees, Raku fees, retreat fees, athletic uniforms, sport fees, and all items included on the Quigley Catholic High School "Owe List".

No student will receive a cap and gown, diploma, or participate in commencement exercises without fulfillment of all obligations which include, but are not limited, to tuition, service hours, books fees, Raku fees, retreat fees, athletic uniforms, sport fees, and all items included on the Quigley Catholic High School "Owe List".

No transcript of grades will be issued at any time in the future if a student leaves Quigley Catholic without fulfillment of all obligations which include, but are not limited to, tuition, service hours, books fees, Raku fees, retreat fees, athletic uniforms, sport fees, and all items included on the Quigley Catholic High School "Owe List".

FINANCIAL POLICY

1. 2015-2015 Tuition for Catholic students = \$8,700 plus the sale of 40 \$10 tickets
2. 2015-2016 Tuition for non-Catholic students = \$9,700 plus the sale of 40 \$10 tickets
3. 2015-2016 Tuition for International students = \$10,840 plus the sale of 40 \$10 tickets
4. Senior Graduation Fee \$180.00
5. Payments may be made in full or on a ten month basis through the SMART Tuition Collection plan. All payments must be kept current or the student may be asked to leave, or placed on the "Owe List". Tuition must be paid for July and August for students to be admitted in September.
6. NON PAYMENT OF TUITION WILL RESULT IN:
 - *No diploma or participation in graduation ceremony.
 - *No grade report.
 - *No transcript of grades for any transfer or for college applications.
 - *No attendance of the Christmas Dance, Prom, or any extended school trips.
 - *No transfer of grades issued at any time in the future.
 - *No return to Quigley Catholic High School without fulfilling financial obligation of the previous year.
 - *No participation in school sponsored trips.
 - *No participation in "World Youth Day".
 - *No participation in Quigley Catholic sports, extracurricular, or co-curricular school activities.
7. Financial Aid is available for the Catholic student in need of financial assistance as stated by the PSAS (Private School Aid Service). Application must be made in March for the following school year to a Diocesan financial aid service. Financial aid will be contingent upon need and a good disciplinary record. At the end of each quarter, the disciplinary record will be reviewed. No financial aid will be given if any of the above requirements are not met.
8. Students with a poor disciplinary record will not receive aid for that quarter.

WITHDRAWAL POLICY

- *Tuition will be charged for each semester that the student attends Quigley Catholic.
- *This includes the semester in which the withdrawal occurs.

The **SMART Tuition** Collection Plan runs from July 1st to April 30th. Therefore, all tuition must be paid in full by April 30th. A late charge will be imposed for all negligent accounts.

GRADING SYSTEM

WEIGHT POINTS FOR VARIOUS LEVEL COURSES

LEVEL	AP/CHS	HONORS	REGULAR
93-100 (A)	6.0	5.0	4.0
85-92 (B)	5.0	4.0	3.0
84-75 (C)	4.0	3.0	2.0
70-74 (D)	3.0	2.0	1.0
0-69 (F)	0	0	0

AP/COLLEGE in HIGH SCHOOL:

AP English 12
 AP American History
 AP European History
 CHS Calculus
 CHS Chemistry
 CHS Ceramics
 CHS Spanish 3
 CHS Spanish 4
 CHS Statistics
 CHS Biology II

HONORS:

Honors British Literature
 Honors American Literature
 Honors Physics
 Honors Spanish III & IV
 Honors History 10
 Honors American Government
 Honors Algebra I/Honors Geometry
 Honors Algebra II/Trigonometry
 Honors Biology II
 Honors Religion

LEVEL OF COURSES:

Level 1	AP/College in High School
Level 2	Honors
Level 3	Regular
Level 5	Pass/Fail

- An "I" (incomplete) on the report card will automatically change to an "F" (failure) if the student has not made up the work within 2 weeks of returning to school.
- A final grade in a semester course is an average of the 1st and 2nd quarter grades and the final exam.
- Mid-term and final exams count for 20% of a student's semester grade and must be taken when scheduled.
- A final grade in a full year course is an average of the four quarter grades (80%) and the two exam grades (20%).

The class rank to determine the Valedictorian and Salutatorian will be calculated at the conclusion of the *3rd quarter grading period of the senior year*. Students must attend Quigley Catholic High School for five (5) consecutive semesters to be Valedictorian or Salutatorian. (The final class rankings which are printed with senior final grades may vary slightly from the 3rd quarter rankings).

ADVANCED PLACEMENT TESTS AND COLLEGE CREDIT CLASSES

Students enrolled in Advanced Placement classes must take the Advanced Placement test in the spring. Payment is due in March. No test will be ordered without prior payment. No refunds are given. **If the Advanced Placement test is not taken, AP weight credit will not be given for the course.**

Students enrolled in the College in High School program through the University of Pittsburgh and the SCHOLAR program through LaRoche College, Saint Vincent College, and the Carlow University College in High School Program must meet the requirements of the program to receive college credit. All payments for these courses are determined by the college or university and are payable to them through Quigley.

College Level

Juniors and Seniors

Selected courses may be in addition to courses offered by Quigley Catholic High School.

Requirements as determined by Sister Bridget.

Courses costs are about \$350 per class, students will pay all fees and books.

HONOR ROLL

Academic achievement is highly affirmed at Quigley. A traditional expression of this affirmation is the Honor Roll. At Quigley we have the following honor roll distinctions:

90 - 92%	Honors
93 - 97 %	High Honors
98 - 100%	Highest Honors

In order to qualify for the honor roll, a student may not have a grade lower than 75, any incompletes, or failures.

DROP AND ADD COURSES

Students are not permitted to drop or change any course after the first four weeks of the course. Signature of the student and signature and permission of the teacher, parent, and administrator are required for these changes. Any student who drops a course after the first four weeks of a course will receive a withdrawal/F grade for the course. Forms are included in the handbook.

COURSE QUESTIONS and/or CONCERNS

If there are any questions or concerns regarding classes, grades, projects, etc., the student should first communicate their concern to the appropriate teacher. If there is no resolution, the student and their parent(s) should request a meeting with the appropriate teacher. Should no resolution be reached at this meeting, a meeting with the student, parent, school counselor, and principal will then be arranged. Following this procedure is extremely important in order to establish an efficient line of communication.

ATHLETIC, CO-CURRICULAR, and/or EXTRACURRICULAR ACTIVITIES

Participating in athletics, co-curricular, and/or extracurricular activities is a necessary part of the educational process. However, maintaining good attendance and punctuality for school and the event must be observed. Failure to meet and maintain the standards of attendance and punctuality may prevent a person from further participation in any said activity. Failure to attend school the day of and the day after any said activity or tardiness the day of any said activity, will prevent participation on any said day of the activity.

Athletic activities are very important to the atmosphere and life of Quigley Catholic. However, sports are only secondary to what must happen in the academic classroom. We adhere to the guidelines set by the P.I.A.A./W.P.I.A.L. Any student failing to meet those requirements, for his own welfare and growth, will not be permitted to participate until improvement is made.

All students will be reviewed twelve (12) times during the year, at the halfway point of each quarter, two weeks later and at the end of each quarter. If a student is failing two or more subjects at any of the check points, the student will be ineligible to participate in extracurricular activities, practices, games, and travel with the team for two (2) weeks.

The students who fail two or more courses for the quarter will become ineligible until the halfway review (**four weeks**) of the next quarter. Students may not be given "special" or extra tests to participate in sports.

HOMework REQUESTS

If a student is absent for a period of time, it is the responsibility of the student to make up course material missed during an absence. Students should contact teachers by email to get assignments. *NOTE: The secretary will not get assignments for students.* Parents should arrange for homebound tutors if a student is advised by his/her doctor that he/she will be absent from school for a prolonged period of time. Parents should contact the home school district and Quigley Catholic High School immediately when it seems possible that a student will be absent for a substantial length of time in order to initiate this process. The secretary will not fax or email homework to student. Parents may not email or fax assignments to the school. It is the student's responsibility to know their assignments and bring their assignments to his/her teacher when they are due.

NATIONAL HONOR SOCIETY

The National Honor Society is a prestigious recognition of an individual's **outstanding leadership, service, character, and scholarship**. A cumulative academic average of 3.50 and no failures must be attained by the end of the third quarter in the junior year for initial consideration. Those students who meet the additional requirements for membership are inducted during the Award Convocation at the end of their junior year. Once inducted, National Honor Society members must continue to maintain a 3.50 cumulative academic average with no failures and continue to exhibit **outstanding leadership, service, and character** as defined by the National Honor Society handbook. Additionally, members of the National Honor Society will be required to plan, coordinate and participate in a service project or projects during the academic year as determined by the members, moderator, and school administration. Members who are deficient in academics will be placed on an eight week probation. Failure to improve an academic deficiency will result in dismissal from the Honor Society. Committee or Administration determined breaches in leadership, service or character will result in immediate dismissal from National Honor Society.

Eligibility to wear an honors cord at graduation is based on having earned the rank of Summa Cum Laude.

PROGRESS REPORTS

Student progress reports may be accessed through the Internet through MMS. However, due to the drastic changes in student effort toward the final weeks of the quarter, a failure may occur without notification in some cases. If parents have a question, they are to call Sister Bridget.

REPORT CARDS

Quigley's grading scale operates on a quarter system. Grades are mailed to the parents. Final report cards will be held until the student is removed from the OWE LIST.

SERVICE PROGRAM

Quigley Catholic High School requires the students to share their blessings with those in the community who are in need.

Annual Service Requirement:

Freshman- Each student is required to do 15 hours of service on their own time. All hours are due no later than April 1st (double hours due are imposed on this date) to Miss Maria Myron. At this time, students will also be put on the Owe List until all service hours are completed.

Sophomores/Juniors- Each student is required to do 20 hours of service on their own time. All hours are due no later than April 1st (double hours due are imposed after this date) to Miss Maria Myron. At this time, students will also be put on the Owe List until all service hours are completed.

Seniors- Each student is required to serve a minimum of 35 hours total; 18 hours will be served during the three (3) school days that are set aside by Quigley Catholic specifically for Senior Service. The remaining hours (to be done on the student's own time) are due no later than April 1st (double hours due are imposed after this date) to Miss Maria Myron. At this time, students will also be put on the Owe List. Students will not receive a diploma until all service hours are completed.

Exclusive of Senior Service days, Service Hours done in excess of those needed will be rolled over to the next year.

All service hours are due within 30 days of completion. All service must be documented and signed by the agency where the service is being performed and by the student.

Service hours are subject to review, verification and approval of the administration. If not approved, these hours will not be recognized in fulfillment of required hours. Service hours are a component of the Owe List.

Information about service opportunities is available to students through religion classes and the school website.

The following will not be considered for service:

- Activities for profit making businesses
- Activities for family members
- Fundraising activities for an organization, team, or class of which you are a member.

All forms are to be turned into Miss Maria Myron.

CO-CURRICULAR and EXTRACURRICULAR PROGRAM

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out is accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

Sports, Clubs and Activities

The co-curricular and extracurricular program includes the following sports and activities:

SPORTS:

Cheerleading
Golf
Boys' Soccer
Girls' Soccer
Boys' Basketball
Girls' Basketball
Ice Hockey *
Baseball
Softball
Football **
Volleyball
Wrestling **
Track/Field**

CLUB/ACTIVITY:

School Musical
Forensics
Generation Yearbook
Pennsylvania Jr. Academy of Science
National Honor Society
Math League
Campus Ministry
Music Ministry
Mock Trial
Student Council
Student Tutors
Student Ambassadors

*Quigley and OLSH co-sponsored sports

** Quigley & Freedom co-sponsored sports

DRESS CODE

DRESS CODE - BOYS

School Year 2015 – 2016

A Quigley Catholic student represents his/her school and his/her family at all times. To this end, he/she is expected to display good habits of grooming and good manners. "It is the purpose of Quigley Catholic to instill in our students a sense of modesty and dignity in their appearance, as well as a sense of self-discipline that serves them well in the larger world."

The school reserves the right to set the following standards, as well as those it may deem necessary during the course of the school year in the best interest of the student body.

(Boy's polo shirts, slacks, shorts, blazers, sweaters, vests, and gym uniforms *must* be ordered from Schoolbelles – 412-630-8480)

Slacks or Shorts

- Black or beige Khaki solid DRESS slacks
- Pants must be worn with a simple black or dark brown belt and be worn to the waist.
- Slacks may not be torn, reach the floor, or ride on the hips

Shirts

- Oxford-style, solid color shirt worn with a tie (these shirts are with button down collars)
- Top button must be buttoned
- A white t-shirt or tank top is to be worn under the all shirts.
- The t-shirt or tank-top may not have decorations or colors that show through.
- Knots of the tie must be pulled up to the top of the shirt
- Shirrtails are always to be tucked into the slacks
- Short sleeved shirt sleeves may not be rolled up

Ties: only traditional neckties will be acceptable and are to be purchased on your own. Administration has the right to make the final decision as to whether a tie is acceptable or not. Ties are to be tied to traditional length.

Polo shirts

- White or burgundy - short or long sleeve with the Quigley Catholic Emblem
- A white t-shirt or tank-top is to be worn under the polo shirts.
- The t-shirt or tank may not have decorations or colors that show through.
- Only the top button of the polo may be unbuttoned
- Long sleeve shirts may not be worn under short sleeve shirts
- Short sleeved polo sleeves may not be rolled up

**Note: All tattoos must be covered during school day and during all school activities.
If tattoos go down the arm, long sleeves must be worn.**

Sweaters:

- a) V-neck pullover - burgundy OR black OR gray OR white
- b) V-neck cardigan - burgundy OR black OR gray OR white
- c) V-neck vest – burgundy OR gray OR black OR white

Blazer A burgundy blazer, purchased from "Schoolbelles" may be worn.

Shoes

Simple, solid color black, or dark brown shoes are to be worn (no emblems or decorations may be on the shoes). No backless shoes or sandals may be worn. No shoes above the ankles are to be worn. No moccasins of any kind. **NO TENNIS SHOES OF ANY KIND.**

Solid color black, tan, or white socks that provide leg coverage up to the mid-calf are to be worn. Shoes may be purchased at www.schoolshoe.com or www.trimfootco.com

Jewelry

A watch and a simple ring may be worn.

One simple chain or necklace may be worn

One bracelet may be worn

Boys may not wear earrings, including gauge earrings.

Hair

Hair is to be neat and combed away from the face. Bangs must be at least ½" above the eyebrows. No multi-colored hair, no unnatural hair color. Unacceptable hairstyles including, but not limited are as follows: overly spiked hair, lines, stripes on the sides, razor cuts, Mohawks, partially or completely shaven heads. The school has the right to determine if a hair style is inappropriate.

Face

Boys are to be shaved clean. Facial hair is not permitted. No facial piercings are permitted.

Compliance

Students are expected to be in compliance with the dress code at all times during the school day. Students improperly dressed may be sent home to correct the situation, assigned detention, or receive a warning. The administration reserves the right to make final decisions regarding the appropriateness of a student's appearance.

Mandatory Gym Uniforms

All students must wear the Quigley Catholic lined black gym shorts with draw string. The black Quigley Catholic sweat pants may also be worn. All students must wear the short sleeved maroon or white Quigley Catholic t-shirt (which may be worn on dress down days). *The Quigley Catholic gym clothing must be purchased through "Schoolbelles".*

For health reasons, you may not lend or borrow any gym uniforms or tennis shoes.

NO OTHER ITEMS OF CLOTHING MAY BE WORN OTHER THAN THOSE STATED.

NO COATS, JACKETS, SWEATSHIRTS, QUIGLEY CATHOLIC SPIRIT WEAR OR ATHLETIC GEAR MAY BE WORN IN CLASSES.

GYM CLOTHES CAN ONLY BE WORN DURING PHYSICAL EDUCATION CLASS.

Schoolbelles – School Uniforms

255 Mt. Nebo Pointe Drive

Pittsburgh, PA 15237

DRESS CODE – GIRLS

School Year 2015 – 2016

A Quigley Catholic student represents his/her school and his/her family at all times. To this end, he/she is expected to display good habits of grooming and good manners. "It is the purpose of Quigley Catholic to instill in our students a sense of modesty and dignity in their appearance, as well as a sense of self-discipline that serves them well in the larger world."

The school reserves the right to set the following standards as well as those it may deem necessary during the course of the school year in the best interest of the student body.

(Girl's polo shirts, slacks, shorts, sweaters, blazers, skorts, skirts, vests, and gym uniforms *must* be ordered from Schoolbelles – 412-630-8480)

YOUNG LADIES are to wear:

Slacks or Shorts

- Black or beige khaki solid color DRESS slacks or shorts
- A simple solid color black or brown belt is to be worn.
- Pants are to be worn to the waist.
- Slacks may not be torn at the bottom, reach the floor, or ride on the hips.

Shirts

- Oxford-style, solid color shirts can be worn (these shirts are with button down collars)
- Only the top button of the oxford shirt may be unbuttoned.
- A white t-shirt, white camisole, or white tank-top is to be worn under the all shirts.
- The t-shirt, camisole, or tank-top may not have decorations or colors that show through.
- Shirrtails are always to be tucked into the slacks
- Short sleeved shirt sleeves may not be rolled up

Polo shirts

- White or burgundy - short or long sleeve with the Quigley Catholic Emblem
- A white t-shirt, white camisole, or white tank-top is to be worn under the all shirts.
- The t-shirt, camisole, or tank-top may not have decorations or colors that show through.
- Only the top button of the polo may be unbuttoned
- Long sleeve shirts may not be worn under short sleeve shirts
- Short sleeved polo sleeves may not be rolled up

Note All tattoos must be covered during school day and during all school activities.
If tattoos go down the arm, long sleeves must be worn.

- Skirts**
- a) Kilts - wool blend plaid
 - b) Four kick pleat - wool blend plaid OR poly-cotton solid black
 - c) Skort – side pleat skort with knit shorts underneath
 - d) Box Pleat

***Note: All skirts must be worn with solid color, black, gray, blue, white or burgundy opaque tights
All skorts may be worn with solid color, black, gray, blue, white or burgundy opaque tights or knee highs
All shorts must be worn with solid color, black, gray, blue, white or burgundy knee highs
All skirts, skorts and shorts cannot be any shorter than the top of the knee.

Blazer A burgundy, blazer purchased from "Schoolbelles" may be worn.

- Sweaters**
- a) V-neck pullover - burgundy OR black OR gray OR white
 - b) V-neck cardigan - burgundy OR black OR gray OR white
 - c) V-neck vest – burgundy OR gray OR black OR white

Shoes

Simple, solid color black or dark brown dress shoes are to be worn (no emblems or decorations may be on the shoes). No moccasins of any kind. NO TENNIS SHOES OF ANY KIND. No backless shoes or sandals may be worn. No shoes above the ankles are to be worn. Solid color black, blue, gray, or white knee-socks, or opaque tights are to be worn. Heels on shoes may not be higher than one inch or narrower than one inch. Shoes may be purchased at www.schoolshoe.com or www.trimfootco.com

Jewelry

Watch, simple earrings (no larger than 1 inch and no gauge earrings), and a simple ring may be worn. Only one earring may be worn in each ear. One simple chain or necklace may be worn. Simple hair bands may be worn.

Face

No facial piercings are permitted.

Hair

Hair is to be neat and combed away from the face. Bangs must be at least ½” above the eyebrows. No multi-colored hair, no unnatural hair color. Unacceptable hairstyles including, but not limited are as follows: overly spiked hair, lines, stripes on the sides, razor cuts, Mohawks, partially or completely shaven heads. The school has the right to determine if a hair style is inappropriate.

Compliance

Students are expected to be in compliance with the dress code at all times during the school day. Students improperly dressed may be sent home to correct the situation, assigned detention, or receive a warning. The administration reserves the right to make final decisions regarding the appropriateness of a student's appearance.

Mandatory Gym Uniforms is as follows:

All students must wear the Quigley Catholic lined black gym shorts with draw string. The black Quigley Catholic sweat pants may also be worn. All students must wear the short sleeved maroon or white Quigley Catholic t-shirt (which may be worn on dress down days). *The Quigley Catholic gym clothing must be purchased through “Schoolbelles”.*

For health reasons, you may not lend or borrow any gym uniforms or tennis shoes.

NO OTHER ITEMS OF CLOTHING MAY BE WORN OTHER THAN THOSE STATED.

NO COATS, JACKETS, SWEATSHIRTS, QUIGLEY CATHOLIC SPIRIT WEAR OR ATHLETIC GEAR MAY BE WORN IN CLASSES.

GYM CLOTHES CAN ONLY BE WORN DURING PHYSICAL EDUCATION CLASS.

Schoolbelles
255 Mt. Nebo Pointe Drive
Pittsburgh, PA 15237

GUIDANCE SERVICES

Sister Bridget Reilly, O.S.B., Director of Guidance
Phone: (724) 869-2188

It is important that students take advantage of the consultation services available. These services, available to both students and parents, are listed below. Students may make appointments to see their counselor. Appointments should be scheduled, if possible, during a study hall period. Visiting the guidance office without an appointment and during a scheduled class may be considered an unexcused absence or class cut.

Guidance services are funded through Pennsylvania Act 89 and allocated by the Beaver County Intermediate Unit. The I.U. contracts with Catapult Learning to provide a certified Guidance Counselor to the school. Guidance services may include (but are not limited to) whole class participation for help in study skills, career interests, social concerns, school problems, etc. Classroom teachers are involved in deciding appropriate topics according to Diocesan curriculum guidelines.

Counseling services for individual students or small groups are provided for specific needs based upon teachers and/or parent referrals. Parents will be notified and written consent will be obtained before ongoing sessions and/or assessments are scheduled.

The Catapult Learning Guidance Counselor is available to the students, parents and school faculty.

Your signature upon reading this handbook will indicate your acceptance of these guidance services. Students will be required to sign-in in the Guidance office.

Academic Counseling Services

1. Course Selection--Counseling with students and parents in order to make appropriate high school course selections for each succeeding year.
2. Academic Deficiencies--Counseling with students who may have course work problems.
3. Standardized Test--Interpretation of standardized testing data to students and parents in order to provide a more complete picture of the students aptitudes, interest and post-high school potentialities.
4. Post-High School--Counseling with students and parents in order to assist in making appropriate college or technical school applications, or in finding employment.
5. Career Planning--Counseling with the students and parents for the purpose of exploring career possibilities and alternatives.

Personal Counseling Services

1. Provide direct counseling services to students in areas of social and emotional adjustment.
2. Provide individual and group counseling where appropriate.
3. Consult with parents, teachers, administrators, and school personnel on behalf of the student.
4. Provide appropriate referrals to outside agencies and professionals, and serve as a liaison between students, parents and these agencies.
5. Drug and alcohol prevention, after care and Student Assistance referrals.

TESTING SERVICES

Nine Grade:	Admission Testing IOWA Tests ACRE (Religion) [if not taken in the 8 th grade]
Tenth Grade:	IOWA Test, Preliminary National Merit Scholarship Aptitude Test (PSAT) on elective basis
Eleventh Grade:	Preliminary Scholastic Aptitude Test National Merit Scholarship Qualifying Test (PSAT/NMSQT) Scholastic Aptitude Test (SAT) on elective basis ASVAB Test (Armed Service Vocational Aptitude Battery Test) American College Test (ACT) on an elective basis
Twelfth Grade:	Scholastic Aptitude Test and Achievement (SAT) on an elective basis American College Test (ACT) on an elective basis ACRE (Religion)

Student Services

Other student services include the following:

Orientation programs, registration, student tutoring program, visits by representative of colleges, technical schools and armed forces, College Fair, Financial Aid Seminar, Post-Secondary Planning Guide, Senior Survey of post-high school plans, scholarship and financial aid services, Career Resource Center, Career Exploration Program, College View, Student Assistance Program, Guidance Department News, college applications and recommendations, summer school, employment application and recommendations.

SCHEDULING OF COURSES

1. Throughout the year, counselors meet with students in an effort to advise them on the appropriate selection of courses to fulfill their needs and goals. Effort is made to provide students with the most competent professional counsel available. In addition to the school counselor, students are advised to consult with individual subject faculty, parents, professional in the world of work and college representatives. The choice of the appropriate course selection is probably the most important decision a student can make during the high school years.
2. Scheduling will be done in the spring of each year. Students are given a Course Description Booklet plus a Course Selection sheet. After appropriate consultation with classroom teachers and others, courses are selected for the forthcoming year. Requests for courses must be approved by teacher, parents and counselor. The administration may be called upon to intervene in course selection conflicts where any of the parties involved deems it necessary.

STUDENT OUTREACH: ASSISTANCE AND REFERRAL

QUIGLEY CATHOLIC STUDENT ASSISTANCE PROGRAM (CORE TEAM)

Philosophy

The Secondary Education System within the Diocese of Pittsburgh, incorporate a group of concerned personnel staffed in each high school, who have received training in recognizing behaviors that inhibit the educational process.

The primary function of the program is to identify the student whose behavior causes reason for concern and to begin a positive plan of intervention.

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

Through the Student Assistance Program, each high school within the diocese, in cooperation with the family, will strive to assure that our young people are educated to assume responsibility for becoming holistic individuals living in society.

Preface

The secondary educational systems within the Diocese of Pittsburgh recognize and affirm that we are a community of faith, responding to the love of God revealed in Jesus Christ. We recognize that every person is uniquely created in the image and likeness of God, redeemed and enlivened by the Spirit.

Therefore, we recognize that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical dependency have an adverse effect on the ability of all members of each school community to achieve personal and educational goals within the diocese.

Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives. Because it is our conviction that chemical dependency is a treatable illness, the secondary educational systems within the Diocese of Pittsburgh have adopted the following policy:

Introduction

The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance he/she would receive for any other illness. Early identification and referral of a student evidencing problems with chemical use, abuse or dependency will be the primary goal. Disciplinary procedures will be administered with the best interests of the student and student body in mind. Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents. These shall include but are not limited to: Section 1317 of the Pennsylvania School Code, which give the school the "loco parentis" power, and the Civil Immunity Bill, Section 2, Title 42 as amended, which gives civil immunity to school officers and employees relating to drug and alcohol abuse.

Student Assistance Team

The Student Assistance Team is composed of teachers, counselors, and administrators who are trained through the Office of Drug and Alcohol Programs, Department of Education of the Commonwealth of Pennsylvania.

Purpose: This team has been created to help recognize problems that may interfere with a student's spiritual, emotional, physical, intellectual, social growth or development.

These problems may include:

- | | | |
|----------------------|--------------------|-------------------|
| *Social impairment | *Depression | *Drug and Alcohol |
| *Disruptive Behavior | *Suicidal Thoughts | *Family Problems |
| *Anxiety | *Eating Disorders | |

Goals

- *To develop an atmosphere of trust in which students or parents will seek help from the team.
- *To provide assistance and support for any student who is experiencing personal problems.
- *To assure students and parents that problems are resolvable and that Student Assistance Team members can guide them to the appropriate intervention.
- *To have emotional support available for students before, during, and after any difficulty they may be having. *To be a resource for teachers to turn to when they become concerned about a student.

Services

- *Listen to and help students resolve problems.
- *Facilitate communication among concerned parties.
- *Obtain teacher's observations of student behavior and academic progress.
- *Refer students to in-school services, or to community resources for individual or family counseling when appropriate.
- *Intervene in a crisis.
- *Be a resource for parents who are experiencing difficulty with their son/daughter and do not know where to turn.

To Seek Help

- *Students, parents or teachers can personally contact any team member.

In Addition

Quigley Catholic High School strives to serve students, to promote the total wellbeing of each student. In response to the Diocese of Pittsburgh, members of the administration and faculty have formed a Student Assistance team, referred to as CORE TEAM.

MEMBERS OF THE CORE TEAM INCLUDE:

Principal – Mrs. Rita M^cCormick
Sister Bridget Reilly, O.S.B. - Director of Guidance

SUBSTANCE ABUSE PREVENTION

Because Substance Abuse is such a grave problem in today's world, aggressive efforts are made to prevent any form of Substance Abuse at Quigley Catholic High School.

Surveys

Drug and alcohol surveys may be administered to students. Possible surveys are: 1) the American Drug and Alcohol Survey; 2) Diagnostic Plus, a Commonwealth of Pennsylvania Survey; and 3) Sports and Drugs Survey, developed at the University of Pittsburgh.

Searches

Searches in the school building and on school grounds may be implemented.

Lockers, student desks, and cars may be searched on a regular basis.

Signs must be posted if searches are to be done in parking lots or in other areas open to visitors.

Searches are done by designated school professional employees.

Searches by Dogs

Trained dogs will be used to conduct drug searches

The appropriate municipal or state police are alerted and procedures worked out with them.

Searches by dogs are limited to lockers, cars, and to empty classrooms, gym, cafeteria, and auditorium.

During the search, students may be directed to remain either in their classrooms or to go to a public area.

Students will be in lock-down situation: No one may move through the school until the search is complete.

If positive results are found anywhere in the school, students are dealt with according to the Substance Abuse Policy of the Diocese of Pittsburgh. The Secretariat for Education is informed.

Drug Survey

Quigley Catholic High School reserves the right to administer a drug survey to the student body. This survey will be given during the school day at the discretion of the administration.

DIOCESE OF PITTSBURGH POLICY STATEMENT ON SUBSTANCE ABUSE

The Department for Catholic School recognizes that chemical abuse is a serious problem. Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives, emotionally, spiritually, intellectually and socially.

Situations	Action	Investigation	Notify Parents	Notify Police	Student Disposition	Discipline	Substance Disposition
1. A staff member is concerned about possible D/A abuse.	Refer to administrator.	Refer to Core Team for appropriate investigation.	Contact will be made.		Refer to Core Team for appropriate referral and recommendation.	If D/A abuse is substantial, the student be expected to attend D/A education classes provided by a licensed D/A agency. The Core Team will follow up with the student/parents and recommend other alternatives to the administration if the student/parents do not cooperate.	
2. Student is currently under the influence of drugs and/or alcohol.	Report to administrator who will call parents and the nurse. Student is searched.	The administrator will request that the student empty all pockets and/or purse. The student's locker, desk and all personal property will be searched. The student will not be left alone for any reason.	Parents are contacted and asked to come to school immediately.	In accordance with the law, proper authorities will be contacted when: * a substance is located *a deal is witnessed *notes relating to sale of drugs is found.	Same.	1. Suspension in accordance with school policy with possible request for immediate withdrawal from school. 2. Arrangements for an assessment with a licensed drug and alcohol agency will be made within five days. 3. Students and parents must comply with recommendations of agency prior to student's readmission. 4. There will be follow-up consultations between agency and school to determine compliance with recommendations 5. Refusal to comply with school's recommendations may result in immediate withdrawal.	1. Immediately take the substance to the administrator. 2. Place the substance in a sealed bag and label with the date and time of day. 3. Place the bag in a locked cabinet. 4. Police should immediately be called by the administrator.
3. A student is caught with drugs or alcohol.	School personnel will confiscate the substance. Summon the administrator or escort the student to the administrator's office.	Same.	Parents are contacted	Same	Same	Same	Same
4. A student is found using, in possession of, or suspected to be under the influence at any school event.	The group sponsor or administrator will be notified. An anecdotal Written report is filed.	Same	Parents are contacted and will be requested to transport student home. If unwilling, police or emergency personnel will transport student.	Same	Same	Same	Same
5. A student is found in possession of any apparatus connected with the use of drugs (i.e., papers, pipes.)	Refer to situation three (3).	Same	Parents are contacted	Same	Same	Same	Same
6. A student is caught in process of distributing drugs to anyone.	Refer to situation three (3).	Same	Parents are contacted	Same	Same	Expulsion	

ATTENDANCE POLICIES AND PROCEDURES

Appointments

Appointments with doctors, dentist, etc., should not ordinarily be made during school time. However, should no other avenue be possible, students should bring a written note signed by parents or guardians requesting such a dismissal. This request must be submitted to the principal, administrative assistant, or school secretaries before the morning late bell.

Attendance

Absence from school is one of the chief causes of failure and poor grades. Students should make every effort to maintain a good attendance record. If a student must be absent from school, the parent/guardian should call (724) 869-2188 before 9:00 am on the day the student is absent. It is the duty of the student to remind his parent/guardian of this obligation.

Immediately upon the student's return from an absence, a letter or an "Absence Form" completed by the parent/guardian must present to the main office. Noncompliance will result in an unexcused absence.

In case of prolonged or contagious illness (three or more days), a doctor's certificate must be presented upon the student's return to school. Only in this instance will a student have three (3) school days to make up missed assignments/tests.

Since absence from school is a serious matter, a serious reason for absence will be required. An "excused absence" includes non-attendance for illness, quarantine, death in the immediate family, and other serious family emergencies. In this case prior to student's absence or immediately upon the student's return from this absence a letter or an "Absence Form" completed by the parent/guardian must present to the main office. Noncompliance will result in an unexcused absence.

An "unexcused absence" is the non-attendance of a pupil for employment, truancy, and parental neglect. Such excuses as "over-slept", "visiting", and "missed the bus", are unexcused absences. Please note that a parent excusing a child's absence does not automatically make it "excused". The Administration reserves the right to pass judgment on the validity of such excuses.

Students arriving later than 9:00 a.m. or leaving early without a doctor's excuse cannot participate in any school activity that day or evening. This includes all sports, musical, forensic, and mock trial practices and any school sponsored clubs.

If a student arrives after the fourth period or leaves before the fifth period, a half-day absence will be registered. Students who are absent more than twice on a day of a major test in a particular subject, will be reviewed.

If a repetitive pattern occurs, the student's absences, tardiness, and early dismissals will be reviewed and may impact participation of an extra-curricular activity i.e. sports, musical, mock trial, PJAS, Kairos, etc.

Attendance Policy

After five absences per quarter, a student's attendance record will be referred to the Core Team. Any student who misses 20 days of school or more without medical excuses will be required to do six hours of community service per day beyond 20 days and their attendance report will be reviewed for consideration for the upcoming school year. The community service hours must be pre-approved by the principal and completed by the 3rd Friday in May for seniors and the 3rd Friday in June for underclassman.

Early Dismissal

Similar to the request for a doctor's appointment, students needing early dismissals must bring a written excuse from their parent or guardian, which also must be presented at the main office before the 8:03 bell.

Tardiness

Any student on his or her way to class after the 8:03 bell is late for school. That student, for whatever reason, is to report to the office for an admit slip.

Any student not in school by 9:00 A.M. without a doctor's excuse cannot participate in any extra-curricular school sponsored activities for the entirety of the day.

If possible, parents should call and notify the office if their child is to be late. Please note that a parent excusing a child's tardiness does not automatically make it "excused". The Administration reserves the right to pass judgment on the validity of such excuses.

Students are to make up all unexcused tardy time. In addition, 1 detention (60 additional minutes) will be given for every 5 unexcused tardies.

Tardy time must be made up before school or after school where a teacher is present. (Example: in detention). Excuses for tardiness and absences must be handed in within two days or it will be unexcused. Excessive excused tardiness will be referred to the administration and may result in similar consequences to those listed above. Students will be placed on the Owe List until all tardy time is made up.

If a repetitive pattern occurs of late arrivals or early dismissals, student's absences and tardiness will be reviewed and may impact participation.

Tardiness-classroom

It is expected that students arrive on time for class. If a student arrives after the class late bell, he/she will comply with the established policy that has been set by the teacher, along with the principal.

Persistent tardiness will be referred to a member of the administrative team and may result in similar consequences to those listed above.

College Visits/Family Trips and Vacations

Juniors and seniors are permitted to take two (2) pre-approved college visits per year. These are considered excused absences. Students are expected to receive approval from the Guidance Counselor at least 2 days prior to the visit. **No visits will be approved for May or June for any student.**

Vacations or family trips are not a recognized valid excuse for absences. Please refrain from taking vacations during school time. If a trip can be shown to have some educational value, pre-approval must be requested in writing at least one week in advance for the days missed to be considered "excused". If a trip is taken without administrative permission, the absence will be recorded as unexcused and the teacher will be under no obligation to provide make-up work, tests, etc. No trips will be approved for May or June. All school work for preapproved absences must be completed and submitted to the teacher(s) within three (3) school days of a student's return to classes. No trips are permitted during testing periods.

ACADEMIC STUDY HALLS

Everyone, including seniors, must be in a first period class or study hall. If a student has any failures from the past grading period, he/she will not be permitted to leave the study hall room for any reason. If a student needs to leave a study hall to meet with a teacher or guidance counselor, he/she must get a note from the teacher or counselor before-hand. When the student returns to study hall, he/she must bring an admit slip from the teacher or counselor.

Only seniors who have a scheduled last period study hall and have written permission from their parents on file in the office, may leave school early. This privilege does not hold if a school activity is planned during the last period or at the end of the day. Forms are available in the office for this purpose.

The following rules regarding procedure for the study hall will be observed by all students and enforced by all faculty:

Study halls are academic, therefore they are quiet.

Everyone must report on time with books or study materials.

No food or drink is permitted, including water bottles or containers.

No game playing, including cards.

Cutting Class

Cutting class is not tolerated. A detention and points will be issued and no academic credit will be given for the missed classes.

CODES OF CONDUCT

Quigley Catholic reserves the right to take action upon any other unforeseen, yet unacceptable, inappropriate conduct.

Cafeteria

While in the cafeteria, it is expected that students will be respectful towards each other, the cafeteria staff and the cafeteria furnishings. Rude or discourteous behavior will not be tolerated; nor will any defacement or destruction of school property.

Students are to remain in the cafeteria until the appropriate time when they will be dismissed by the proctors. Students should clean up the entire area around where they are seated. Students should cooperate in keeping the cafeteria clean. No food or drink is permitted to leave the cafeteria at any time. Students are permitted to use the machines outside of the cafeteria only at lunch time, never between classes. These products are to be consumed in the cafeteria only. Failure to comply will not be tolerated.

Library

The library is to be a place for silent study and individual research. The teacher may choose to let students work together quietly. Students are responsible for bringing the necessary materials for study when they come to the library.

Overdue books are fined \$.35 each day including Saturdays, Sundays and holidays. All lost books must be paid for in full.

Announcements

All students are to remain in their classrooms during announcement period in its entirety. Scheduled meetings will take place after announcements. Only students called at announcement time may leave the classroom. No other students are permitted in the hallway.

INFRACTIONS AND PENALTIES OF DISCIPLINE CODE

As an educational institution, Quigley Catholic believes it essential that a disciplined learning environment be maintained. Quigley Catholic students are expected to behave appropriately. Violation of these expectations may result in detentions, points, suspensions or expulsions. This includes all school activities both on school property and off school property.

The following list contains conduct infractions and their penalties. **This list is not exhaustive** of all Codes of Conduct, therefore, Quigley Catholic reserves the right to deal with any omission of the inappropriate behavior or unforeseen violation of policy on an as needed individual basis.

<u>Infraction</u>	<u>Penalty</u>
Going to car without permission	detention and 2 points
Cutting class	detention and 2 points
Leaving class without permission	detention and 2 points
Cutting school	6 hours of detention and 2 points and no academic credit
Uniform Violation.....	detention
10 uniform violations	Parents will be called and 2 points along with a detention for each additional violation
Chewing gum	detention
Disruptive behavior	detention and 1 point
Disrespectful of Administrator, Teacher or Staff	detention and 2 points
Eating or drinking in class or in area where food or drink is not permitted	detention
Leaving school property without permission	5 hours of service, 2 detentions, 2 points, and no participation in activities for a week
Fighting	5 hours of service, 2 detentions, 2 points, and no participation in activities for a week
Damage/Destruction of school property	detention, 2 points and restitution
Inappropriate gesture	detention and 1 point
Inappropriate language	detention and 1 point
Late for class	detention
Roughhousing	detention and 1 point
Lack of courtesy	detention and 1 point
Forgery of note or excuse	detention and 2 points
Misbehavior at school sponsored event	detention, 2 points/may include suspension
Insubordination (repeated violation of same rule)	detention and 3 points
Five unexcused tardies	detention
Five detentions (accumulation)	1 point

No change of detention day. Exceptions only under special circumstances and with permission of the Administration.

Sports, extracurricular, or co-curricular activities are not an excuse to miss detention

A student will be considered late and assigned an additional detention if he or she reports to detention more than five minutes after everyone is dismissed.

Possible Actions for Infractions

- I Detention
- II 1 point
- III Detention and 1 point
- IV Detention and 2 points
- V Detention and 3 points
- VI Suspension

Detention is defined as a period of time spent after school for non-compliance to school policy or expected behavior. Detention is held after school on an assigned day for any violation of school rules. Failure to show at any detention will result in additional detention and 1 point. No participation in activities until both detentions are made up.

In the event that repeated infractions of the Codes of Conduct become a problem, the student's behavior will be closely monitored by the Administration and teachers with possible results of:

- 6 points - 5 hours of service, a detention and no participation in activities for a week
- 12 points – 10 hours of service, a detention and no participation in activities for a week
- 16 points – 15 hours of service, two detentions and no participation in activities for two weeks
- 20 points – 25 hour of service, three detentions and no participation in activities for three weeks.

All service is done on the student's own time after school.

24 points - suspended for the remainder of the school year, with the possibility of expulsion or withdrawal.

Any of these penalties may necessitate a parent conference and/or notification. Any student who has been expelled and/or asked to leave Quigley Catholic High School, may not attend Quigley Catholic High School sponsored functions.

Suspension

A student may be temporarily suspended by the principal for a serious infraction of school regulations or for repeated detentions. Suspension may vary in length from one to ten day. However, no prior notice is needed. The principal shall meet with the parents and the parents shall receive a written Notice of Suspension. The Notice of Suspension is kept on file in the principal's office and a copy is given to the parents. This document will not only explain why the student was suspended but will contain an agreement between the student/parents and the principal describing the student's future cooperation in a program designed to resolve the student's problems.

Suspension may be either out of school or in-school. Out of school suspension, when given, is from all school activities, academic and extracurricular. Parents must accompany student for re-admission to school on the next school day. Students who are permitted to make up work must do so within three (3) school days. Make up work cannot be done during regular class time. Any work not completed after 3 school days will result in a zero.

Expulsion

An expulsion may be necessary for persistent and willful disregard of school rules and regulations. The following examples are illustrative but not exhaustive:

- 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 students to comply with school policies

An expulsion may also be necessary for a single serious incident or event or situation involving disregard for or a clear violation of a school rule or regulation. The following examples are illustrative but not exhaustive:

- selling or using drugs or alcohol
- violation of the Weapons Policy
- physical abuse of other students or staff
- indecent behavior
- arson
- theft

Good Reputation of the School

Students are expected always to be courteous and to demonstrate respect for all persons and property. Students are responsible for the good name of Quigley Catholic. Students who bring discredit to themselves and/or Quigley Catholic through any unlawful activity outside of school, including Internet activity, are subject to immediate expulsion, since such activities are contrary to the Philosophy and Mission of Catholic education.

Unlawful activity specifically will include, but not be limited to, membership, involvement or association with a group or gang that engages in sexual offenses, violence, harassment or intimidation of others, use or sale of illegal substances, theft, or possession of a weapon.

DISCIPLINE-SPECIFIC PROBLEMS

ANTI-HAZING - POLICY STATEMENT

Hazing has no place in the Catholic school experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church, and the wider community.

Hazing is defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary or secondary school in the Diocese of Pittsburgh. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

The following are examples of hazing and may not only be limited to these offenses:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person.
- Willful destruction or removal of public or private property for the purpose of initiation or admission into affiliation with, or as a condition of continued membership in any organization.
- Forcing or requiring the drinking of alcohol or any other substance.
- Forcing or requiring the eating of food or anything an individual refuses to eat.
- Calisthenics such as push-ups, sit-ups, jogging and running.
- Paddling or striking in any manner.
- Treasure or scavenger hunts, road trips.
- Marking, branding, or shaving the head or body hair.
- Prevention/restricting normal personal hygiene.
- Sexual harassment such as "tea bagging", causing indecent exposure or nudity at any time.
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress.
- Requiring the carrying of items.
- Treating a person in a degrading or demeaning manner.
- Requiring New Members to practice periods of silence.
- Conducting "interrogations" or any other types of questioning.

It is the responsibility of students and supervising adults not to stand silently if they observe hazing. Silence condones these activities and may make the observer just as guilty as the hazers themselves. If a hazing incident is witnessed by a student or supervising adult, it is his/her responsibility to report the incident to the principal. Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school.

Bullying/Cyber Bullying Policy

Bullying/Cyber-bullying is defined as an intentional electronic, written, verbal or physical act directed at another student or students that occur in school setting (in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school). Bullying involves, but is not limited to unwanted, negative actions, an imbalance of power or strength, and exhibits a pattern of repeated behavior over time that is persistent, severe, or pervasive and has the effect of doing any of the following: substantially interfering with the student's education, interfering with the orderly operation of the school, and/or creating a threatening environment for the student.

It is the duty of students and parents to report bullying and cyber-bullying incidents that occur at school to school officials. Individuals or groups found in violation of this policy will be subject to disciplinary action that may include suspension or expulsion from school.

Electronic Postings, Communications & Public Sites

Students must be aware that the use of the Internet, whether in school or at home, for posting of on-line communication and/or information is often accessible to the public for reading, downloading and printing. Therefore, any postings by a Quigley Catholic student in word or image that disrespects, defames, denigrates, harasses, intimidates or threatens another individual, student, family member or school personnel will be handled in a serious disciplinary manner.

Additionally, any such postings that bring discredit to the school, or are immoral, illegal or contrary to proper Christian values will be brought to the attention of parents and handled as a serious school matter, including the possibility of expulsion.

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. For the purpose of this policy, a weapon is defined to be a gun, knife or any other article which 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. The matter will be referred to local police authorities if in the sole discretion of the school administration such a referral is appropriate. After a review of the facts concerning the particular incidents, the administration of the school will decide upon the appropriate disciplinary measure to be taken. The disciplinary action may result in expulsion.

Harassment/Fighting

Fighting, verbal threats and sexual harassment between students is a serious infraction. This will be dealt with by the Administration and can warrant up to a three day out of school suspension or even more severe measure if necessary.

Theft

In light of the Christian mission of our school, stealing is a serious moral offense, cutting at the very fabric of trust and friendship. Stealing will incur a minimum of a three day out of school suspension, restitution to the injured party and the possibility of expulsion.

Smoking

Quigley Catholic is a smoke free/nicotine free campus. Smoking, chewing, nicotine and any other possession or use of tobacco or nicotine products is forbidden for all students at all times while on school property and during all school sponsored activities. Violations will result in: parental notification and a fine of \$50 on first offense and for all subsequent offenses, parental notification and \$100 fine.

Textbooks

Students are responsible for all books in their possession. Should a book be lost or damaged, the student will be required to make restitution.

Fire Alarm

Pulling a fire alarm illegally is a serious offense and will be treated accordingly with severe measures.

ELECTRONIC DEVICES

Internet capable devices such as cell phones, iPods, iWatches, Smartwatches, cameras, and other electronic devices, that are not the property of Quigley Catholic High School, are not to be used in school between 7:30 A.M. and 2:45 P.M. – nor during detention.

With regard to internet capable devices (cell phones, smart watches, etc.):

All must be turned OFF. That means “powered off” and not in “vibrate” or “silent” mode. Forgetting to turn off any electronic device is not an excuse.

These devices may not be visible. They may not be sitting on desks, not in clothing (i.e. shirt, sweater, pant, etc.) pocket, and not visible in an open purse and/or backpack. If an electronic device is heard or seen it will be confiscated. No “warning” will be given. Cell phones are RESTRICTED from use while students are driving on school grounds.

The use of cameras is strictly forbidden AT ALL TIMES (including events) in private areas, such as locker rooms, restrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code, and the phone, camera may be turned over to the police.

The 1st time an electronic device is confiscated it will be returned at the end of the next school day. After the second offense it will be returned at the end of the third school day. Also, a detention and one point will be assigned. Each additional offense a detention and 1 point and the parents will be given the electronic device after five (5) school days.

BUS/CAR DISMISSAL

Only students riding a bus or van may leave at the first bell. Students not riding the bus are to remain in the classroom unless called to the office. A detention will be assigned if a student not riding the bus is found in the halls. Any student who leaves the building and/or goes to his/her car before the drivers are dismissed will lose car privileges for one (1) week – first offense; lose car privileges for two (2) weeks – second offense, etc.

FIELD TRIPS

*Uniforms must be worn on academic field trips.

Extended School Trips

All trips, whether foreign or domestic are subject to the approval one year in advance, of the Diocese of Pittsburgh. In addition, the Diocese may cancel any trip without any advance notice based on Homeland Security Risk Level.

All students enrolled at Quigley Catholic High School attending extended school trips are bound by all school rules and policies. No student will be permitted on extended school trips if they have been suspended or owe any tuition or other financial obligations. This policy is in effect from the first day of the school year to the first day of the following school year.

Incoming freshmen, students who have graduated, and students not returning to Quigley Catholic High School for the following school year are not eligible for any summer trips.

Freshmen are normally not eligible for overnight field-trips that require lodging unless they are academic in nature and tied to a competition (Mock Trial, PJAS, athletic championships) and even then, only with administrative approval and possible restrictions.

Leaving School Grounds without Permission

Once on school grounds, any student leaving the school grounds without permission of a School Administrator is subject to 5 hours of service and 2 detentions and 2 points and no participation in activities for a week. Parent must accompany student for re-admission on the next school day.

LOCKERS

Nothing may be pasted on lockers at any time without administrative permission. All lockers are the property of Quigley Catholic, Inc. not the student. The use of lockers is a privilege, not a right. Students shall have no expectation of privacy therein as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities.

Care of the lockers and personal property within is the responsibility of the individual student. Students will be responsible for the repair of damages, broken or vandalized lockers. The administration reserves the right to inspect and search lockers at any time. The school is not responsible for the loss of property stored in lockers. There is no initial charge for lockers; however, if lockers are damaged, appropriate charges will be made. Lockers should be locked.

Each student is provided with two lockers which are to be kept closed and locked at all times. Backpacks are to be in the locker or with the student. Detention will be given to students who have items hanging out of their lockers.

Students should get necessary books and supplies from lockers before school begins, at lunch time and after school. It is unnecessary to run to lockers between each class, nor is this an acceptable excuse for being late to class.

Student locker numbers will be registered in the office. If for any reason students must change their lockers, the requests must be made in the office.

MEDICINES

Students should not carry medication with them during the school day. Only those medications which absolutely must be administered during school hours should be brought to Quigley Catholic for distribution by school personnel.

The school cannot administer benign/non-prescription/prescription medications unless we have the parent's written permission to do so on file in the office, along with acquiring verbal permission each time the student requests medication.

Procedures for prescription medications:

1. The medication should be delivered to the school by a parent/guardian or other responsible adult, along with the physician's written request for distribution by school personnel (Form A).
2. The medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
3. Parent/Guardian must sign the Indemnity Agreement (Form B).

Illness

If a student becomes too ill to attend class, he or she should report to the classroom teacher who will refer the student to the main office. Parents will be contacted. Parents are asked to pick up students who are too ill to attend class. For safety reasons, students will not be permitted to drive home without parent's verbal and/or written permission. *We request that parents do not send sick children to school.*

Students will never be sent home without parental authorization; neither will they be sent home unless transportation is provided. The parent or authorized person picking up the ill student must report to the school office and sign the student out of school.

We cannot be responsible for managing students' allergies and/or medical conditions. All students need to monitor themselves. Students should however, alert the administration and their teachers as to their conditions.

Record Transfer Procedure

Access to student records by parents and/or students is governed by Diocesan school policy which is in compliance with the State Board of Education Regulations on Pupil Records and consistent with the Family Educational Rights and Privacy Act of 1974 (Buckley Act) and its revisions. Please contact the school for further information.

After the Principal has been notified by the parents, the student may request a release of information form from the main office. Records cannot be released without this form. All bills must be paid and books returned before records are transferred to another school.

STUDENT VEHICLES

The speed limit in a school zone is 15 mph. The school zone begins at the driveway and continues throughout the property.

Students are permitted to drive to and from school under the following conditions:

1. Students who drive must register their vehicles in the office and display school parking decal on the said vehicle.
2. Drive safely and slowly.
3. Be on time for school.
4. Park in student parking area (east of the bump in the pavement).
5. Keep car locked.
6. Students may not return to their car during the school day without teacher or administrative permission and supervision.

Non-Compliance with above rules will result in:

- 1st offense: withdrawal of driving privilege for two (2) weeks
 2nd offense: withdrawal of driving privilege for one (1) month
 3rd offense: total withdrawal of driving privileges for the remainder of the school year

INCLEMENT WEATHER/DELAYS/SCHOOL CLOSING

In case of emergency of severe weather, cyber-day and school closings will be announced on KDKA-TV and KDKA radio 1020. Follow the school district in which you reside.

Visitors

During school hours and after school as well, ALL VISITORS are required to register at the main office.

Parents are always welcome but need to report and sign in at the office as well.

Parents who wish to consult with teachers should call and arrange a time for the visit prior to coming to Quigley Catholic.

Upon arrival at the visitor's entrance, visitors must ring the buzzer to notify the main office of their presence.

The visitor will be asked to identify themselves and the reason for their visit.

The visitor will then proceed to the main office.

Visitors should sign in upon arrival.

Visitors should wear a badge to indicate they are an official school visitor and have checked in with the office.

A visitor, if given permission, may move within the building or may be escorted by a staff member or student.

Visitors should sign out when leaving.

Work Permits

Work permits are obtained through the school district in which the student resides.

Student Records Policy

Access to student records by parent and/or students is governed by Diocesan school policy which is in compliance with the State Board of Education Regulations on Pupil Records and consistent with the Family Education Rights and Privacy Act of 1974 (Buckley Act and its revisions). Please contact the school for further information.

Non-Discriminatory Policy

Quigley Catholic High School admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at Quigley Catholic. Quigley Catholic does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

POLICY

COPYRIGHT STATEMENT

It is policy of the Department of Catholic Schools of the Diocese of Pittsburgh that employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers and students may copy print or non-print materials allowed by:

- 1) copyright law
- 2) fair use guidelines
- 3) specific licenses or contractual agreements
- 4) other types of permission

Employees, volunteers, and students who willfully disregard copyright laws are in violation of diocesan policy are doing so at their own risk and assume all liability.

**Pages
To Be
Referred To
For
Informed Signature
(33 through 38)**

**Signature Pages
Begin on Page 39**

DIOCESE OF PITTSBURGH
SECRETARIAT FOR EDUCATION
DEPARTMENT FOR CATHOLIC SCHOOL

INTERNET ACCEPTABLE USE AGREEMENT

Internet access is available to students of Quigley Catholic High School. Our goal in providing this service is to promote education excellence by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also come the availability of material that may not be considered to be of educational value or consistent with the teachings of the Roman Catholic Church. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. We believe that the valuable information and interaction available on the worldwide network outweigh the possibility that users may procure material inconsistent with our educational goals and religious principles.

The guidelines provided here are to make you aware of the responsibilities you are about to acquire. In general this required efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, access to the information service may be denied, and he or she may be subject to disciplinary action.

The signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Please read this document carefully before signing

Terms and Conditions of Use

1. Personal Responsibility

You accept personal responsibility for reporting any misuse of the network/Internet access to school authorities. Misuse can come in many forms, but it is commonly viewed as any messages/information sent or received that indicate or suggest pornography or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, promotion of violence, hate literature, harassment and defamation and other issues described below.

2. Acceptable Use

Your use of the network/Internet access must be in support of education and research and consistent with the educational and religious objectives of the school. You are personally responsible for this provision at all times when using the electronic information service.

Materials obtained from sources not consistent with our educational objectives may not be used.

Use of other organization's network or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any national or state regulations is prohibited and the school will not be held accountable for any civil or criminal action brought against the user as the result of the use of this network/Internet access. This includes, but is not limited to copyrighted material, or material protected by trade secret.

Use of commercial activities is generally not acceptable.

Use for product advertisement of political lobbying is also prohibited.

Use of the network/Internet access is governed by the schools disciplinary code.

Use of materials for the purpose of plagiarism is prohibited.

3. Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school will deem what is inappropriate use and its decision is final. The school may close an account at any time as required. The administration, faculty, and staff of the school may deny, revoke, or suspend specific users.

4. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite. Do not get abusive in your messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

Privacy. Do not reveal your personal address or phone numbers of students or colleagues.

Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.

Disruptions. Do not use the network or related equipment in a way that would disrupt the use of the network by other users.

5. Warranties

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer, or cause others to suffer while on this system. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy of quality of information obtained through its services.

6. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network/Internet access, please notify school authorities at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from the individual and appropriate school authorities. Never log on to the Internet as a system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the information system, and may have to appeal to school authorities for reinstatement.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and possible legal referral.

8. YouTube and Facebook

Students may not post anything concerning Quigley Catholic High School on YouTube or Facebook.

9. Updating

The information service may occasionally require new registration and account information for you to continue the service. You must notify school authorities of any changes in your account information.

10. Blogging

What students do off-campus can detrimentally impact a school or program's reputation. The administration reserves the right to discipline students for off-campus conduct, including but not limited to deliberate defamation of others. Students will be held accountable for intentional harm they cause others.

INTERNET ACCEPTABLE USE POLICY
Required Signatures

Student

I understand and agree that by allowing me use of the Internet, the school does not create a property right and the school may revoke my access or privilege for any reason. I understand and will abide by the provisions and conditions of this contract. I further understand that any violation of the above regulations may result in disciplinary action, the revoking of my user account, and appropriate legal action.

Parent or Guardian

As the parent or guardian of this student, I have read this contract and understand that this access is designed for educational purposes. I understand that the school has taken precautions to eliminate controversial or inappropriate material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired via the network/Internet access. I also agree to report any misuse of the information system to the school. Misuse can come in many forms, but can be viewed as messages sent or received that indicate or suggest pornography or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language and other issues described above.

I hereby give permission to Quigley Catholic High School to provide network/Internet access to my child and certify that the information contained on this form is correct.

CHEATING POLICY

Because Quigley Catholic expects its students to conduct themselves at all times in a manner conducive to their moral, academic, social and physical wellbeing, certain behaviors, namely cheating is not tolerated.

The following situations are considered cheating and will be dealt with accordingly.

Homework - The copying of homework from one student to another is strictly forbidden. The penalty will be decided by the affected subject teachers.

Subject Evaluations - any classroom evaluations, including but not limited to tests, quizzes, projects, lab reports and papers will receive a 0% on that evaluation. In addition, parents will be notified and a notification of cheating will be placed in the student's file.

I have read the policy on cheating and understand the consequences.

DRUG SURVEY

Quigley Catholic High School reserves the right to administer a drug survey to the student body. This survey will be given during the school day at the discretion of the administration.

SENIOR POLICY

Parents/Guardian:

This policy will be in effect for the seniors during the 2015-2016 school year. Any senior, who has a regularly scheduled 9th period study hall, may leave the school grounds at the beginning of 9th period, provided that there is not assembly and the following criteria are fulfilled:

1. The student must sign out each day with the study hall teacher and on the appropriate sign out sheet in the office.
2. The student must maintain a passing grade in all major classes.
3. The student must not have any disciplinary, absentee, or tardiness problems as determined by the administration.
4. The student must not be suspended for any reason.
5. Student must leave immediately and may not return to the school grounds prior to 3:00 PM of that same day.
6. The student must have this form on file and signed by parent/guardian acknowledging that they know the student is leaving the school grounds early.

Any student who fails to adhere to all the criteria stated above will have the privilege of leaving early revoked.

AFTER SCHOOL POLICIES

Many students who participate in Quigley Catholic's sports, extracurricular, or co-curricular programs are remaining after school. We want our students to be involved and enjoy these activities, but we also want them to be in a supervised surrounding.

1. On specified dates, QCHS will provide a moderator from 2:30 P.M. until 4:00 P.M. for students whose parents have contacted the school requesting this service.
2. It is required that all students that have been signed up for this program report to the assigned room and "sign in" with the moderator by 2:45 P.M.
3. Students may do their homework or quietly socialize.
4. On any given day only those students who have been signed-up to stay after school may remain at school.
5. *Any student who leaves the school is not permitted to return to school until their scheduled practice time.*
6. All students attending events scheduled after 4:00 P.M. must leave the school grounds by 2:45 P.M.
7. On 1/2 school days, no student may remain at school for any activity unless a coach/moderator is with them.

Please contact the school office via email one full day prior to each request.

**After school supervision will only be provided as scheduled by Quigley Catholic High School
Please refer to the QCHS website calendar to verify the dates that this service is offered
Students are not permitted to stay after school waiting for games or practices that start after 4:00 P.M.**

Thank you for your cooperation in this endeavor.

QUIGLEY CATHOLIC STUDENT ATHLETIC HANDBOOK

Quigley Catholic will maintain a carefully regulated program of interscholastic athletics as an integral part of the total school program.

Participation in athletics is a privilege that carries with it responsibilities to the school, team and student body.

Athletic contests should always be played with emphasis on fun, physical development, skills, social experience and good sportsmanship.

Tuition payment must be current in order to participate in any sports.

After School Program

- No student may stay after school if his/her team activity meets after 4:00 P.M.
- Any student who stays after school to wait for practice, game, or bus departure must report to the assigned school area immediately after the dismissal of all students.
- Students are not to roam the hallways, locker rooms, or athletic facilities.
- If an athlete leaves school, he/she is NOT to return until the time of practice, game, or bus departure.
- No student may be in the downstairs or in a locker room without a coach present.
- Students who break the "after school" program procedure will be dismissed from the team.

Please contact the school office via email one full day prior to each request.

Athletic Fee

- Quigley Catholic will charge a fee of \$220 per sport played by each student.
- Athletic Fees must be paid before each season's official first day of practice.

Attendance

- Quigley Catholic has a school policy that will be enforced.
- For an athlete to compete in a game, practice, or off season conditioning, that student cannot be late to school or cannot leave school early.

Conduct

1. All student athletes are a representation of Quigley Catholic High School and expected to act in a manner that is suitable. Athletes who fail to abide by school rules and regulations will be suspended from the next game and possibly future athletic events.
2. When visiting another school, exemplary conduct and courtesy is expected from all athletes. Any damage to property can lead to dismissal from the team and payment for the damage.
3. Any disrespect, disobedience or hostility to anyone can lead to dismissal from the team.

Discipline and Ejection from Contest

1. When disciplinary action is taken by a coach or the staff concerning the temporary to permanent suspension of a student athlete in a program, the Athletic Director and Principal will be notified.
2. Students may be suspended from future games or from the team.
3. If a student athlete is ejected from a contested game, the athlete is automatically suspended from the next game. This is a P.I.A.A. rule, however, Quigley Catholic has the right to review the infraction and apply additional disciplinary measures if it is deemed necessary.

Eligibility

Academic Requirements: *Quigley Catholic will review their students eight times during the year. The students are reviewed at the midway point of each quarter and at the end of each quarter. A student becomes ineligible when:*

1. The student is failing two or more subjects at the midway point of any quarter.
2. The student fails two or more subjects at the end of any quarter.
3. Any student who is ruled ineligible at the midway point will be reviewed two weeks later.
 - a. If that student is passing **all** subjects, he/she will become eligible to participate.
4. Any student who is ruled ineligible at the end of the quarter will be reviewed in four weeks.
 - a. If that student is passing **all** subjects he/she will become eligible to participate.
5. When a student becomes ineligible, he/she is forbidden to participate in practice, games, off season conditioning and traveling with the team to home and away games.

Physical Examinations

- All student athletes must have a verified physical examination by a physician before participating in his/her athletic team. Quigley Catholic offers physical examinations once a year in the summer. A physical examination must take place after June 1st for the examination to count toward the next school year. There are two forms needed for a complete physical examination.
- Diocese of Pittsburgh, Form A
- CIPPE Form Section 1-4
- Any student who participates in more than one sport at Quigley Catholic is required to fill out Section 5 of the CIPPE, the recertification form.
 - All CIPPE forms and Diocese of Pittsburgh forms can be found on our school website or in the school office.

Return of Uniform

- Uniforms will be collected by each coach at the conclusion of each team's season. Any uniform or piece of equipment that is not returned on the day of collection will result in the \$1.00 for every day it is not returned.

QUESTIONS and/or CONCERNS

If there are any questions or concerns regarding practices, playing time, etc., the student athlete should first communicate their concern to the appropriate coach. If there is no resolution, the student athlete and their parent(s) should request a meeting with the appropriate coach. Should no resolution be reached at this meeting, a meeting with the student athlete, parent, and Athletic Director will then be arranged. The principal will be informed about any concerns through the Athletic Director. Following this procedure is extremely important in order to establish an efficient line of communication.

PARENTAL AND STUDENT AGREEMENT

1. Parent and School hereby agree that _____ shall be enrolled in Quigley Catholic High School for the 2015-2016 school year.
2. It is also agreed that tuition shall be paid monthly according to the schedule set up this school year 14-15, and each succeeding year the student continues to be enrolled.
3. The School reserves the right to refuse admission or discontinue attendance of the student if tuition is not paid according to the schedule issued by the school each year.
4. The Student and Parent acknowledge and understand the guidelines for student behavior established by the rules and regulations set forth in the Quigley Catholic High School Handbook. These regulations obviously do not cover every conceivable situation. Final authority rests with the school administration on all disciplinary matters. In the case of any unforeseen event, the school reserves the right to require a parent to withdraw the child/student from the school.
5. Student and Parent are aware of the grounds for which the student may be dismissed from school and it is agreed that dismissal shall not constitute grounds for non-payment of tuition. In the event that the student is expelled, it is agreed that tuition payment shall be due for each semester up to and including that in which the expulsion occurred.
6. We have read the Student/Parent Handbook and are aware of school policies and procedures. By signing this Parental and Student Agreement, I acknowledge that I have read and accept the Internet Acceptance Policy, the Cheating Policy, the After School Policies, the Drug Survey Policy, the Senior Policy (if applicable), Sport Program Policies, Academic Policies, Extracurricular Policies, and any other policy that is listed in the Student/Parent Handbook.
7. We agree that my child's photograph may be used for publication purposes, media recognition or in-house use, such as any school publication.
8. We have also read, filled in, signed, and returned the Release/Consent to Treat forms, the Safety Instruction Sheet-Diocese of Pittsburgh form for science labs, Loan of Textbook form, and the Quigley Catholic Student Athlete Handbook form.
9. The School is not responsible for omissions in the handbook
10. T-Shirts, Sweatshirts, for any sport or class activity may not be printed without the approval from the administration

_____ Parent/Guardian Signature

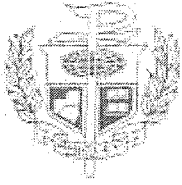
_____ Student Signature

_____ Date

PLEASE RETURN THIS FORM BY AUGUST 24, 2015 TO THE MAIN OFFICE

**ADDITIONAL
FORMS
TO BE
SIGNED
AND
RETURNED**

By August 24, 2015



QUIGLEY CATHOLIC HIGH SCHOOL

August 2015

Dear Parents and Guardians of Students Enrolled for the 2015 – 2016 School Year:

Thank you for enrolling your child(ren) at Quigley Catholic High School for the 2015-2016 school year. We are pleased that you will be an important part of the life of our school community throughout the school year.

As we prepare for the new school year, I am writing to remind you of the primary reason for our very existence as a Catholic school in the Diocese of Pittsburgh. As a Catholic school, our primary purpose is to form students in the values of Jesus Christ and the teaching of the Catholic Church. While we maintain an outstanding academic program and a number of extra-curricular, co-curricular, and athletic activities, we have the responsibility to make certain that Catholic values and moral integrity permeate every facet of our school's programs. In full partnership with you and your family, we are committed to upholding these principles which underlie our presence in the community as a Catholic School.

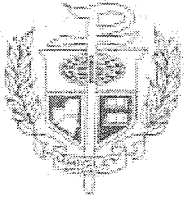
Please note that the Memorandum of Understanding on page #42 (you are required to complete and sign one form for each of your enrolled children at this time) and Student/Parent Handbook signature page on page # 43 must be completed and be signed for your child(ren) to be enrolled in our school. This is necessary for the registration process to be completed.

All forms on pages 39, 44, 45, 46, 47, 48, 49, and 50 must be turned into the main office by August 24, 2015.

Please note that additional forms of importance and interest that address various occasions and activities may be found on pages 52 through 65.

Again, thank you for enrolling your child(ren) at Quigley Catholic High School and for giving us the opportunity to help you educate your child(ren) spiritually, academically, emotionally, and physically.

Blessings and Smiles,
Mrs. Rita A. M^cCormick
Principal



QUIGLEY CATHOLIC HIGH SCHOOL

Revised June 2010

CATHOLIC SCHOOL PARENTS
MEMORANDUM OF UNDERSTANDING

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

- 1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the diocese, or religious community.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern Quigley Catholic High School.

Father:

Mother:

Guardian:

Printed

Printed

Printed

Signature

Signature

Signature

Student's Name (Please Print)

School

Date:



QUIGLEY CATHOLIC HIGH SCHOOL

It is important that parents/guardians, students and staff know the policies and procedures of Quigley Catholic High School. To ensure that the process of communication is complete, please review the revised Parent/Student Handbook with your student(s). When you have reviewed the contents, please sign and return this form to the school's main office via your student.

We the parent(s)/guardian(s) of a Quigley Catholic High School student, consent that I/we have read the Student/Parent Handbook, understand and agree that our student(s) registration at Quigley Catholic High School demonstrates our willingness to abide by and comply with the school's regulations, policies and procedures stated herein. We understand that the administration of Quigley Catholic reserves itself the right to interpret, amend, or change the contents of the Student/Parent Handbook if necessary at any time.

Family Name: _____
(Please Print)

Student Name(s): _____

(Please Print)

I have read and agree to be governed by the Parent/Student Handbook of Quigley Catholic High School.

Student Signature(s): _____

Parent(s)/Guardian Signature: _____

Parent(s)/Guardian Signature: _____

Date: _____

RELEASE FORM

All Quigley Catholic High School Events

August 17, 2015 through August 17, 2016

EVENT NAME

DATE OF EVENT

NAME

AGE

SEX

ADDRESS

CITY

STATE

ZIP

PHONE

SCHOOL

GRADE

BIRTHDATE

PARISH

EMAIL

PERMISSION

I/WE, THE PARENTS OR GUARDIANS OF THE ABOVE MENTIONED CHILD, FOR MYSELF/OURSELVES AND FOR MY/OUR CHILD, GIVE PERMISSION FOR MY/OUR CHILD TO PARTICIPATE IN THE ABOVE MENTIONED PROGRAM ON THE ABOVE WRITTEN DATE.

MEDICAL AUTHORIZATION

In the event of any injury or illness to my/our child during his/her participation in this program, I/we hereby give my/our permission for the necessary medical treatment to be given to my/our child.

I/we agree that in case of injury to my/our child, I/we will apply my/our hospitalization and/or accident insurance toward payment of the expenses incurred and will not look to the department for Youth and Young Adult Ministry, Quigley Catholic High School, the Catholic Institute or the Roman Catholic Diocese of Pittsburgh for the payment of any medical costs or injury related costs.

Parent/Guardian Signature

Parent/Guardian Phone Number

Insurance Company

Policy Number

and phone number of person if parent/guardian is not available. Name

CONSENT TO TREAT

I/We the undersigned parent(s)/guardian of _____, a minor, do hereby authorize treatment of my/our child by a licensed medical physician in case of any accident or illness that may so arise, or any hospitalization necessary.

Father/Legal Guardian

Mother/Legal Guardian

Date: August 17, 2015

This consent form will remain effective until August 17, 2016

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. Of the following statements pertaining to medical matters, sign only those in accordance with your wishes.

1) Medications: My child is taking medications at present. My child will bring all such medications necessary, and such medications will be well labeled. My child will administer his/her own medication.

Signature: _____ Date: _____

2) I hereby grant permission for nonprescription medication (such as Tylenol, throat lozenges, cough syrup) to be given to my child, if deemed advisable.

Signature: _____ Date: _____

3) No medicating of any type whether prescription or nonprescription may be Administered to my child unless the situation is life-threatening and emergency Treatment is required.

Signature: _____ Date: _____

Any know allergies? _____

Any physical limitations? _____

Any medically prescribed dietary needs? _____

Are you a vegetarian? YES NO

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, fainting? YES NO

If yes, explain: _____

SAFETY INSTRUCTION SHEET - DIOCESE OF PITTSBURGH

SAFETY must be first in the minds of administrators, teachers, parents and students actively involved in a science program. Everyone in the school community shares the responsibility for safety and for the enforcement of the regulations and laws.

Prudent foresight, proper planning and continued care must be exercised by everyone. Following the listed safeguards and heeding the precautions included in the lab course will help you learn good safety skills.

SAFETY REGULATIONS

To ensure that a safe and healthful environment is maintained in the chemistry laboratory course, all students should read and follow the safety regulations listed below. To indicate that you have read and understood the safety regulations, you are asked to sign and date this list upon completion of this important task. Space is provided on page 2 for your parents to sign the form and complete the necessary medical information.

1. Safety goggles and an apron must be worn by everyone (including visitors) upon entering the science laboratory.
2. Contact lenses must not be worn in the laboratory because there is a possibility that chemicals may infuse under the contact lenses and cause irreparable eye damage.
3. You should prepare for each laboratory lesson by reading all instructions before you come to class. Follow all directions and review with your teacher the safety precautions needed to conduct the experiment safely before you begin. Only materials and equipment authorized by your teacher may be used.
4. Everyone should be alert and proceed with caution at all times in the laboratory. Take care not to bump another student, and remain at your lab station while performing an experiment. An unattended experiment can result in an accident.
5. Your apparel should be appropriate for laboratory work. Long hanging necklaces, heavy jewelry and excessive and bulky clothing should not be worn in the laboratory. Cotton clothing is preferred over nylon, polyester and wool.
6. Only lab manuals and lab notebooks are permitted in the work areas. Books, purses and such items should be placed in your desk or storage area.
7. No food, beverage or smoking in any science laboratory.
8. NEVER taste chemicals. NEVER touch chemicals with your hands.
9. Extreme caution should be exercised when using a Bunsen burner. Keep your head and clothing away from the flame and turn off the Bunsen burner when it is not in use. Gas burners should be lighted only with a sparker in accordance with your teacher's instructions. Before leaving the laboratory, check to see that all gas valves and hot plates are turned off.
10. You should know the proper fire drill procedures and the location of fire exits.
11. Work areas and apparatus should be kept clean and tidy. At the conclusion of each laboratory experiment, always clean and wipe dry all apparatus, desks, tables or laboratory work areas.
12. Hands must be washed thoroughly with soap at the conclusion of each laboratory period.
13. You should know locations and operations of Safety Control Equipment including fire extinguishers, eye washes, fire blankets, etc.
14. Everyone should recognize and heed all safety symbols and cautions incorporated in the procedures of the laboratory experiments.
15. All accidents must be reported to the teacher immediately, no matter how minor.
16. NEVER WORK ALONE IN THE LABORATORY. You should only work in the laboratory while under the supervision of your teacher and with your assigned class.

17. No horseplay is permitted in the laboratory. Laboratory equipment is not meant for play. Unauthorized use of the equipment will not be permitted.

I, _____ have read and agree to abide by the safety regulations set forth above and also by any additional printed instructions provided by the teacher and/or school. I further agree to follow all other written and verbal instructions given in class.

Date

Signature

TO THE PARENTS

As mentioned in the preface of this safety sheet, you, as the parents, share in the concern for the safety of your child in the laboratory. Your requirement that they follow the rules set forth in this document and your support of the school in cases where safety procedures have not been followed provide a strong alliance in making this chemistry laboratory a safe environment.

Despite our best safety procedures, accidents may happen. Therefore, we ask that you complete the following information as an aid to quick action in cases of an accident.

FATHER'S NAME _____

WORK PHONE _____

Permission is necessary for transport and treatment at a hospital, therefore this is mandatory.

MOTHER'S NAME _____

WORK PHONE _____

Permission is necessary for transport and treatment at a hospital, therefore this is mandatory.

HOSPITAL OF CHOICE _____

(In cases of severe accidents, the closest trauma center will be used)

FAMILY DOCTOR _____

INSURANCE CARRIER AND NUMBER _____

If you plan on being away, even for a day, it is important that the school be notified of the person that can be reached in case of an accident.

Signature of parent (guardian) completing this form.

Family Name _____

***CERTIFICATE OF INDIVIDUAL REQUEST
FOR LOAN OF TEXTBOOKS
AND INSTRUCTIONAL MATERIALS***

I hereby request the loan of textbooks and instructional materials in accordance with PA Act 195 and Act 90 for my child(ren) attending Quigley Catholic High School.

Date _____ (Signed) _____
(Parent or Guardian)

This law is applicable to Pennsylvania residents only.

Please sign and return the Quigley Catholic High School Internet Use Policy. This signed document will permit your student(s) access to the computer lab and Internet system.

Individual Student Internet Use Agreement - Parents/Guardians:

Be advised that your student(s) will not be permitted to access Quigley Catholic High School's Internet access until this agreement is signed, dated, and returned.

Student(s) Agreement:

I have read the School Policy on Internet Access and the guidelines established from that policy. I understand fully and agree to abide by the policy statement and the guideline statements expressed or implied. Each student in the household who attends Quigley Catholic High School, must sign this agreement.

Student Signature: _____ Student's Name Printed: _____

Student Signature: _____ Student's Name Printed: _____

Student Signature: _____ Student's Name Printed: _____

Student Signature: _____ Student's Name Printed: _____

Parent(s)/Guardian Agreement:

I have read the School Internet Access Policy and the guidelines established from that policy. I understand fully the information that is contained therein. I agree to not hold school administration and faculty responsible for materials my student(s) acquires as a result of inappropriate Internet use. I accept full financial responsibility if and when my student(s) access the Internet without an account on equipment provided on the school site.

Parent/Guardian Signature: _____

Parent's Name Printed: _____

Parent/Guardian Signature: _____

Parent's Name Printed: _____

Date: _____

Return this document to Quigley Catholic High School (main office).

Please sign and return to the Athletic Office verifying that each Student Athlete and Parent has read and understands the responsibilities and duties of participating in athletics at Quigley Catholic High School.

Student Signature: _____

Student's Name Printed: _____

Sport(s) Participating In: _____

Parent/Guardian Signature: _____

Parent's Name Printed: _____

Date: _____

**STUDENT
FORMS
FOR VARIOUS
OCCASIONS AND
ACTIVITIES**

QUIGLEY CATHOLIC HIGH SCHOOL
ADD/DROP COURSE

Name _____ Date _____

I would like to drop the following:

Course Name _____

Reason _____

Teacher Signature _____

Course Name _____

Reason _____

Teacher Signature _____

Course Name _____

Reason _____

Teacher Signature _____

I would like to add the following:

Course Name _____

Reason _____

Teacher Signature _____

Course Name _____

Reason _____

Teacher Signature _____

Course Name _____

Reason _____

Teacher Signature _____

Principal Signature

Parent Signature

* ANY STUDENT WHO DROPS A COURSE AFTER THE FIRST FOUR WEEKS OF A COURSE WILL RECEIVE A WITHDRAWAL/F FOR THE COURSE.

FAMILY TRIPS AND VACATIONS

Vacations or family trips are not a recognized valid excuse for absences. Please refrain from taking vacations during school time. If a trip can be shown to have some educational value, pre-approval must be requested in writing at least one week in advance for the days missed to be considered "excused". If a trip is taken without administrative permission, the absence will be recorded as unexcused and the teachers will be under no obligation to provide make-up work, tests, etc. **No trips will be approved for May or June.** All school work for preapproved absences must be completed and submitted to the teacher(s) within three (3) school days of a student's return to class.

Name _____

Date of Trip _____

Reason for Trip _____

Educational Value _____

Parent(s) Signature

Date

_____ Approved

_____ Not Approved

Principal's Signature

Date

PLEASE SUBMIT ONE (1) WEEK PRIOR TO TRIP

DIOCESE OF PITTSBURGH
PROTECTED INSURANCE PLAN

DIOCESAN POLICY COVERING PARTICIPATION IN ATHLETICS

EXHIBIT 3

The Diocesan Insurance Manual provides general information on coverage under the Diocesan Self-Insurance Program. More specific details are required for person concerned with athletic programs and athletics.

The following is additional information on athletic program participation. Under the Diocesan Self-Insurance Program, injuries resulting from athletic participation are specifically excluded. Individuals participate in athletics at their own risk, with parents and/or guardians, assuming responsibilities related if minor is injured.

Furthermore, certain requirements of the Schools Office must be met before an individual can participate in Athletic Programs. They are as follows:

1. Physician Medical Release must be executed.
2. Parents Release must be executed.
3. Hospitalization information must be furnished
(Participation in athletics without medical insurance coverage is prohibited.)

A sample of the form, see Form "A" Release Form, has been included which incorporates necessary releases requested above. Permission to Participate Forms are available through the School's Office of the Diocese. After the forms have been executed by all parties, they should be retained in the Local School Office for ready reference. A new Form "A" must be completed, by the parents, prior to participation in each athletic sport, each school year. The form should be retained for three (3) consecutive years from the date of initial signature.

In the event of an athletic injury, a Report of the Accident Form (see Form "B") should be completed and forwarded immediately to the Insurance/Employee Benefits Office. A copy of the signed completed Form "A" must be forwarded along with the Report of Accident Form.

PLEASE NOTE: Preparation of this accident form in connection with Athletic Injury is not to be construed as an agreement on the part of the Diocese to make reimbursements regarding any medical expenses that may be involved. It is merely a report form. The Diocese is providing an excess medical insurance coverage to aid the parents in non-covered expenses associated with an injury incurred while participating in athletics. This is done on a completely voluntary basis, by the Diocese, and may be discontinued at any time. The following limitations on reimbursement for medical expenses apply.

(PIP 4/95)

FOR ATHLETES
DIOCESE OF PITTSBURGH
PROTECTED INSURANCE PLAN (FOR ATHLETES)

REQUEST FOR MEDICAL COVERAGE INFORMATION
FORM "A"

Participating Student _____

Mother's Name _____ SS# _____

Father's Name _____ SS# _____

Mother's Employer _____ Employer's Address _____

Phone _____

Hospitalization Blue _____ Blue _____ Major _____ Group #
Covering Athlete Cross _____ Shield _____ Medical _____ ID# _____

Other _____ Policy _____ ID # _____
Coverage _____ Number _____

Proof of medical coverage is required for an athlete to participate in sports. If no coverage exists, the student CAN NOT participate in athletics.

A parent permitting a student to participate in school athletics after coverage has terminated or without coverage will assume full responsibility for any medical claim resulting from an injury while participating in the sport.

It must be understood that coverage for injury resulting from athletic participation is specifically excluded from the Diocesan Insurance Programs. It is for this reason that the preceding paragraphs must be strictly adhered to.

I/We, the undersigned, do attest to the accuracy of the information provided on this form. Furthermore, should there be a change, the school principal and coach will be notified immediately of any change.

Guardian's Signature (Principal) Approved _____ Parent or

Parent or Guardian's Signature (Form effective 7/1/94)

Athletic Physical Forms

PIAA comprehensive initial pre-participation physical evaluation forms can be obtained from the office or the Athletic Director.

INITIAL EVALUATION: Prior to any student participating in Practices, Inter-School Practices, Scrimmages, and/or Contests at any PIAA member school in the student's first sport in a school year, the student is required to complete a physical evaluation. Those students who choose to undergo a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) must have the appropriate person(s) complete the first four sections of the CIPPE form. Upon completion of Sections 1 and 2 by the parent/guardian, and Section 4 by an Authorized Medical Examiner, those Sections must be turned in to the Principal, or the Principal's designee, of the student's school for retention by the school. Upon completion, Section 3 may be retained by the student and/or the student's Authorized Medical Examiner.

SUBSEQUENT SPORT(S) IN THE SAME SCHOOL YEAR: A student completing a CIPPE, and seeking to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in subsequent sport(s) in the same school year, must complete Section 5 of this form and must turn in that Section to the Principal, or Principal's designee, of his or her school. The Principal or the Principal's designee, of the student's school will then determine whether Section 6 needs to be completed.

Section 1: Personal and Emergency Information

Section 2: Certification of Parent/Guardian

Section 3: Health History

Section 4: PIAA Comprehensive Initial Pre-Participation Physical Evaluation and Certification of Authorized Examiner

Section 5: PIAA Re-Certification by Parent/Guardian

Section 6: PIAA Comprehensive Pre-Participation Physical Re-Evaluation and Re-Certification by Authorized Medical Examiner

Section 7: CIPPE Minimum Wrestling Weight Classification

PLEASE PICK UP A FORM FROM THE ATHLETIC DIRECTOR OR IN THE MAIN OFFICE.

* Please make note of the Attendance Policy and Procedures on Page 26.

College Visit Form
QUIGLEY CATHOLIC HIGH SCHOOL
200 QUIGLEY DRIVE
BADEN, PENNSYLVANIA 15005
Phone (724) 869-2188
Fax (724) 869-3091

Name of Student _____ **Date** _____

Name of College _____

Date of Visit _____

Verification Signature _____
(College Representative)

QUIGLEY CATHOLIC HIGH SCHOOL
200 QUIGLEY DRIVE
BADEN, PENNSYLVANIA 15005
Phone (724) 869-2188
Fax (724) 869-3091

Name of Student _____ **Date** _____

Name of College _____

Date of Visit _____

Verification Signature _____
(College Representative)

UPDATED FAMILY INFORMATION FORM

2015-2016

Student's Name _____ Grade _____

Please fill in any changes below:

Home phone number and area code: _____

Mother's work number and area code: _____

Father's work number and area code: _____

Emergency phone number and area code: _____

Relationship: _____

Home Address _____

Parent's E-Mail address: _____

Parent's Last Name (if different from student): _____

Guardian (if any): _____

Relationship: _____

Others in household: _____

Relationship: _____

Parents Signature _____

Date _____

Change of Address

If a change of address or phone number occurs, please inform the office. **In order to facilitate mailings and in case of emergencies, we need to have accurate information.**

EMAIL: NEEDED FOR MMS LOG-IN _____

EARLY DISMISSAL FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Early Dismissal _____

Reason for Early Dismissal _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

EARLY DISMISSAL FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Early Dismissal _____

Reason for Early Dismissal _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

EARLY DISMISSAL FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Early Dismissal _____

Reason for Early Dismissal _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

TARDY FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Tardy _____

Reason for Tardy _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

TARDY FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Tardy _____

Reason for Tardy _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

TARDY FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Tardy _____

Reason for Tardy _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

ABSENCE FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Absence _____

Reason for Absence _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

ABSENCE FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Absence _____

Reason for Absence _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

ABSENCE FORM 2015-2016

Date _____ Grade _____

Student's Full Name _____

Date and Time of Absence _____

Reason for Absence _____

Parents/Guardian Signature _____

Area Code/Phone Number _____

VEHICLE REGISTRATION FORM 2015-2016

Student's Full Name _____ Grade _____

Vehicle Model, Make and Color _____

Parking Permit Number _____

License Plate Number _____

All vehicles must be registered by September 1, 2015.

If the above information should change any time during the school year, please notify the office. Fines will be imposed for non-compliance.

VEHICLE REGISTRATION FORM 2015-2016

Student's Full Name _____ Grade _____

Vehicle Model, Make and Color _____

Parking Permit Number _____

License Plate Number _____

All vehicles must be registered by September 1, 2015.

If the above information should change any time during the school year, please notify the office. Fines will be imposed for non-compliance.

VEHICLE REGISTRATION FORM 2015-2016

Student's Full Name _____ Grade _____

Vehicle Model, Make and Color _____

Parking Permit Number _____

License Plate Number _____

All vehicles must be registered by September 1, 2015.

If the above information should change any time during the school year, please notify the office. Fines will be imposed for non-compliance.

PLEASE NOTE: Students are to use the permit issued to him/her until graduation.

SERVICE HOUR RECORD

Name _____ Hours _____ Date service provided _____

Agency: _____ Phone: _____

Address: _____

Type of service provided: _____

How did this service benefit your agency? _____

How did this service benefit the community? _____

Printed name and signature of supervisor _____

SERVICE HOUR RECORD

Name _____ Hours _____ Date service provided _____

Agency: _____ Phone: _____

Address: _____

Type of service provided: _____

How did this service benefit your agency? _____

How did this service benefit the community? _____

Printed name and signature of supervisor _____

FORM A

**PHYSICIAN'S INSTRUCTIONS
CONCERNING MEDICATION GIVEN AT SCHOOL
2015-2016**

It is required by Quigley Catholic High School that the attending physician fill out the following form for all medications to be given during school hours.

Student's Name _____ Date _____

Medication and Dosage _____

Name _____ Date _____ to _____ Date _____
(Duration of Medication)

Condition for which medication is requested _____

Possible Side Effects _____

Physician's Area Code & Phone Number _____ Physician's Signature _____

Please send the medication in the prescription bottle with Forms A & B and deliver to:

School's Office
Quigley Catholic High School
200 Quigley Drive
Baden, PA 15005

FORM B

**PARENT REQUEST FOR ADMINISTRATION OF MEDICATION AND
AGREEMENT OF RELEASE AND INDEMNITY
2015-2016**

We request that school personnel of Quigley Catholic High School administer medication per attached Physician's Form A to our child, _____, according to the direction of our attending physician. In making this request, we acknowledge that we have been advised that no physician will be present or available during the administration of medication, that a school nurse will not be present or available for this purpose, and that medication will be administered by a person with no medical training.

We acknowledge our awareness that the administration of medication under the anticipated circumstances might pose a substantial risk of injury to, including death of, our child. On behalf of ourselves and our child, we hereby exonerate, release and discharge Quigley Catholic High School, the Roman Catholic Diocese of Pittsburgh, and their agents and employees, from any and all claims, causes of action and liability whatsoever in respect of any injury to, including death of, our child which may result at any time in the future by reason of any action taken, in good faith, pursuant to this request.

We further agree to indemnify, defend and hold harmless Quigley Catholic High School, the Roman Catholic Diocese of Pittsburgh, and their agents and employees from any suit or proceeding brought to enforce any such claim, cause of action or liability. We enter into this agreement of release and indemnity voluntarily and without coercion for the purpose of inducing the employees of Quigley Catholic High School to administer medication to our child.

Date

Parent/Guardian

Parent/Guardian
(Signatures of all parents/guardians required)

THIS DOCUMENT IS A CONTRACT WHICH AFFECTS YOU AND YOUR CHILD'S LEGAL RIGHTS. YOU SHOULD READ THIS DOCUMENT CAREFULLY. IF YOU DO NOT FULLY UNDERSTAND, YOU MAY SEEK INDEPENDENT LEGAL ADVICE BEFORE SIGNING THIS DOCUMENT.

QUIGLEY CATHOLIC HIGH SCHOOL IS NOT RESPONSIBLE FOR REMINDING STUDENTS TO TAKE THEIR MEDICATION.

FILL OUT AND RETURN ONLY IF MEDICATION IS TO BE DISPENSED.

FAMILY PHONE DIRECTORY

PLEASE PRINT ALL INFORMATION

LAST NAME _____

PARENT'S FIRST NAMES _____

HOME ADDRESS _____

CITY _____ ZIP CODE _____

HOME PHONE # (include area code) _____

E-MAIL ADDRESS (optional) _____

STUDENT'S NAMES IN GRADE ORDER 9 - 12

NAME _____ GRADE _____ HR# _____

NAME _____ GRADE _____ HR# _____

NAME _____ GRADE _____ HR# _____

NAME _____ GRADE _____ HR# _____

NAME _____ GRADE _____ HR# _____

I authorize my family information to be listed in the Quigley Catholic High School Family Directory

(Signature)

If there is more than one address to be listed, note below:

NOTE: This information is for Quigley Catholic school families only!

PLEASE RETURN BY AUGUST 28, 2015

RETURN THIS ONLY IF SUBMITTING FOR THE FIRST TIME OR CHANGES HAVE BEEN MADE TO PRIOR SUBMISSION.

ALMA MATER

Hail to Quigley for all time

Striving souls for peace of mind

Strengthened by Eternal pow'r

Meets the challenge of the hour

All unworthy aims rejecting,

T'ward the heights our gaze reflecting

Where the unknown future lies

Steep the path but great the prize.

So shall we with heart and soul

Ever seek the highest goal

With the help of God to be

Nobly wise and strongly free

With the help of God to be

ALMA MATER QUIGLEY HIGH