



The Campus Laboratory School  
*of Carlow University*

**FAMILY HANDBOOK**

*Updated: August 2021*

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#CLSLearnLoveLead

Table of Contents	
Mission Statement .....	7
Philosophy.....	7
Core Values .....	7
Compelled By Mercy.....	7
Educational Courage.....	7
Inspired By Faith .....	8
Principled Leadership.....	8
A Voice For Dignity and Respect .....	8
Our Community.....	8
Emergency Plans and Fire Drills .....	9
Cell Phone and Mobile Device Policy .....	9
Birthday Celebrations.....	10
Photographs/Video Taping .....	10
Transfer of Records and Letters of Recommendation .....	10
FERPA .....	11
Dress-Up and Dress-Down Days.....	14
Recess and Activity Time.....	15
Student use of the Elevator.....	15
Illness and School Attendance .....	15
Inhalers.....	15
Family Nurse Practitioner/Nursing Support .....	16
Dental Hygienist .....	16
Clinical Psychology Intern .....	16
Dropping Off at Tiernan Hall .....	17
Dropping Off at Trinity Hall .....	17
School Bus Transportation (K-8).....	18
Bus Behavior .....	18
Car Riders .....	19
Alternative Transportation.....	19
Parent Parking Permits.....	19
Visitor Parking Permits.....	19

Parking Violations (Carlow University Policy).....	19
Arrival.....	20
Tardiness: K-8.....	20
Tardiness: Preschool .....	20
Early Dismissal.....	21
Absences: K-8.....	21
Absences: Preschool.....	22
Homework Requests During Absences: K-8 .....	22
Physical Education Excuses: K-8 .....	22
Academic Honesty Policy .....	22
Behavior Expectations.....	22
Detention, Suspension and Expulsion Policies .....	23
Detention of Students.....	23
Suspension of Students.....	23
Expulsion of Students .....	24
Carlow University .....	24
Building the Bridge between The Campus Laboratory School and Carlow University .....	25
Diocese.....	25
Advisory Council.....	25
Middle States Accreditation.....	25
Mercy Education Systems of America (MESA) .....	26
International Association of Laboratory Schools (IALS) .....	26
Pennsylvania Association of Independent Schools (PAIS).....	26
International Dyslexia Association .....	26
Curriculum.....	27
Field Trips .....	27
Extended Day Program .....	28
After School Activities and Clubs.....	28
Athletics .....	28
Homework.....	29
Student Progress.....	29
Promotion .....	29

Academic Probation .....	30
Trinity Lunch Program .....	30
Tiernan Lunch Program .....	30
Lunch Payment .....	30
Cafeteria Behavior .....	30
Parent Communication .....	31
Rights of Non-Custodial Parents .....	31
Parent -Teacher Association (PTA) .....	31
Mandated Reporting .....	32
Diocese of Pittsburgh Safe Environment Program .....	32
PA Safe2SaySomething Program .....	33
Emergency/Snow School Closings .....	33
Fire Drills, Lockdown, and Evacuations .....	34
Visitors Policy .....	34
Weapons Policy .....	34
Student Assistance Program (SAP) .....	35
The Pittsburgh-Mt. Oliver Intermediate Unit .....	35
CLS Dyslexia Center and Learning Lab .....	35
Crisis Response .....	36
Self-Harm and Suicide Intervention and Postvention Guidelines .....	36
Clinical Psychology Intern .....	36
Private Tutoring and Support Personnel .....	36
School Assigned Computer Equipment .....	37
Computer Network/Internet Acceptable Use Policy .....	37
Consequences for violation of these guidelines may include but not limited to: .....	38
Social Media Policy .....	38
Age Restrictions .....	38
Individual Accountability .....	38
Confidential Information .....	38
Student-Staff Relations .....	38
Inappropriate Behavior .....	38
Guidelines for Acceptable Behavior on Social Networks .....	39

Privacy.....	39
School Values.....	39
Inappropriate Content.....	39
Public Information and Responsibility .....	39
Safety .....	40

# HANDBOOK AGREEMENT

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

Our Parent/Student Handbook is now online. Parents, please read and discuss all policies and procedures of the handbook with your children. Parents must sign the Handbook Agreement line on the yellow Emergency Contact form prior to the first day of the child's enrollment in the school.

# Welcome to Campus Laboratory School

## Mission Statement

As a multi-generational Campus Lab School community, we believe in fostering intellectual curiosity and student creativity, engaging in innovative and hands-on learning, and cultivating student voice and leadership while centering our work in the Mercy Catholic tradition of faith, love, and service.

## Philosophy

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

## Core Values

Our Core Values are the hallmarks of a Mercy Education. These are the ideals we stand up for and strive to live up to. We hold ourselves to these standards as an institution, as a community and as individuals. Each value is interconnected and necessary as we take Mercy into the world.

### *Compelled By Mercy*

Mercy students, in the spirit of our founder Catherine McAuley, are steadfastly determined to take Mercy into an interconnected world. Our shared sense of social consciousness is fortified by universal empathy and a conviction that all are worthy of God's mercy. This deep awareness and compassion move us to take principled action and serve the needs of others.

### *Educational Courage*

Mercy students welcome the challenge of pursuing their full potential in a culture of excellence, critical thinking and curiosity. Their multifaceted journey builds character while it builds essential skills. Our holistic program expects engagement, a thirst for knowledge and personal responsibility, while preparing students to thrive for a lifetime.

### ***Inspired By Faith***

Mercy students become living models of faith and forceful advocates for Gospel values. Grounded in our Catholic identity in the Mercy tradition, we welcome all faiths and are strengthened and shaped by these relationships. As we pursue a personal relationship with God, we strenuously follow Jesus Christ's example of social justice, love and service.

### ***Principled Leadership***

Mercy students are poised to lead with their unique gifts. Prepared with an ethical and moral compass, we put Mercy values into action and work assertively for what is right. We're equipped to make difficult choices, learn from our mistakes and develop high emotional intelligence. As an international community, we're confident in our ability to make a positive difference and push for systemic change.

### ***A Voice For Dignity and Respect***

Mercy students honor the intrinsic value of the individual and recognize God's presence in each person. We embrace a global vision and value differences of opinion and are unafraid to confront hostile or hurtful attitudes. By standing up for those who can't, we go beyond acceptance to help make sure everyone feels recognized and heard.

### ***Our Community***

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

The Campus Laboratory School faculty are trained in the tenets found in the Responsive Classroom philosophy. The Responsive Classroom approach to teaching is comprised of a set of well-designed practices intended to create safe, joyful, and engaging classroom and school communities. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs. Additionally, we have adopted schoolwide behaviors that are taught and reinforced throughout our school community.



# CLS LABS



Leaders  
Adaptable  
Brave  
Scholars

Behaviors are generally managed in the classroom. When misbehavior occurs, our community is committed to utilizing respectful and productive ways to respond that encourage student problem-solving skills and ownership of one's own actions through logical consequences. These consequences will vary based on the severity of the behavior. It is the responsibility of parents, teachers, students and administrators to work together to assure a smooth and continuous learning environment and to solve problems as they arise. Our behavioral expectations include all athletic events and extracurricular activities, as well as the Extended Day Program.

## Emergency Plans and Fire Drills

Fire Drills are conducted monthly and emergency drills every trimester in collaboration with the Carlow University Campus Police. All staff are trained in emergency preparedness.

## Cell Phone and Mobile Device Policy

Personal electronic devices ***are prohibited during school hours and after school activities.*** Students who choose to bring electronic devices to school **MUST** leave them in their

backpacks/lockers and in the “off” position. Cell phone usage is prohibited during school hours. The school is **NOT** responsible for lost or stolen items.

This equipment includes, but is not limited to:

- Cell phones
- MP3 players and iPods
- Hand-held devices, watches and toys
- Cameras
- iPads and other e-readers

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

## **Birthday Celebrations**

CLS supports the celebration of student birthdays. Families should contact classroom teachers to plan for any student allergies or dietary restrictions and to limit classroom interruption.

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

## **Photographs/Video Taping**

During the school year, your child may be photographed or video-taped for various reasons such as newspaper articles highlighting school activities or news coverage of school events. **If you do not want your child photographed or videotaped during the current school year, please complete the photographic release form located on our website and submit to the main office.**

## **Transfer of Records and Letters of Recommendation**

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

## FERPA

The Family Educational Rights and Privacy Act indicates that no personally identifiable records, files or personal information of a student shall be released without the written consent of a parent, or guardian. One exception is the transmission of information between schools and school systems. Thus, no parent release is required to transmit these records between schools.

Academic Record consists of:	Standardized Test Scores
Attendance Record	Report Cards
Psychoeducational reports (when specifically requested by parents or incoming schools)	

## Dress Code

The Campus Laboratory School has adopted a dress code and uniform policy with the goal of supporting equitable educational access. The policy is written in the spirit of respecting diversity. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently while respecting the values of others in the spirit of Mercy values. In that spirit, we ask that families alert the Head of School to any considerations needed for modification that has not been considered below.

We are committed to the importance of a school uniform for several reasons: to allow students to focus on a rigorous academic program of students; as an outward sign and pride in our community; and as a symbol of the mission calling us to a culture of Mercy values. Many of our students will continue their education in a private high school setting and a uniform code prepares students for the next level of their education.

***Campus Laboratory School strictly prohibits clothing or accessories that reasonably can be construed as being, implying or including content that is racists, lewd, vulgar, obscene or hate speech.***

## Preschool, Montessori 3-6, Pre-Kindergarten and Kindergarten

Students in these programs are not required to follow the uniform code.

### Grades 1 – 8

Please observe the following dress code when shopping for school clothes for students in grades 1-8: Please label your child's name or initials on each item.

#### Shirts

**Colors:** Classic Navy, Chambray Blue, or White only.

**Styles:** Polo (i.e. collared) or turtleneck shirts with sleeves.

**Logo:** Logo is not required; however, Lands' End supplies shirts with The Campus Laboratory School logo.

#### Pants

**Colors:** Classic Navy or Khaki slacks only.

**Styles:** Pants must be dress pants. **No cargo pants or cargo shorts. Tight-fitting pants are NOT permitted.** Navy, White or Black solid color leggings may be worn **under skirts or shorts.**

#### Jumpers, skirts, shorts and skorts

**Colors:** Classic Navy, Khaki or Classic Navy Plaid. **Classic Navy Plaid (Lands' End)**

**Styles:** Shorts, jumpers and skirts must have bottom hems at least as long as the tips of the middle finger when arms are fully extended at the student's sides.

## Sweatshirts and Sweaters

**Colors:** Classic Navy, White, Light Blue or Black.

**Styles:** Pullover sweatshirts, sweaters, or cardigan styles are acceptable. All sweatshirts/sweaters must be free from decoration and LOGO or Brand free. **Hoods cannot be worn during school hours.**

## Shoes

**Colors:** Black, Brown, or Navy Blue only.

**Styles:** Shoes with no open toes or heels. Logos on shoes must be the same color as the shoe so as not to be visible. A pair of tennis shoes should be kept in the classroom for gym.

## Socks

**Colors:** Solid Classic Navy, White, Light Blue or Black.

**Styles:** Ankle or knee. Similar color tights for girls are also acceptable.

## Physical Education Uniform *All PE clothes should be labeled.*

**Shirt:** Plain Navy Blue, White, Black or Light Blue athletic t-shirts; Carlow or CLS t-shirts are permitted.

**Shorts:** Students may wear their own **navy blue** athletic shorts which must have bottom hems at least as long as the tips of the middle finger when arms are fully extended at the student's sides. **Short Athletic shorts are NOT permitted. Students may choose to wear navy, black or gray leggings underneath PE shorts.**

**Shoes:** Clean, dry athletic shoes are required.

*Students will wear their gym uniform to school on their assigned gym day and it is considered a school uniform; it will be enforced as such. Also, the gym is often very warm, and the students should wear the gym shirt and shorts under their sweat suit.*

During cool weather, an **official Carlow Sweatshirt** and **navy blue** or **black** sweat pants may be worn over the gym uniform. (These may be ordered through the CS Athletics Boosters Association every fall.)

**Campus Laboratory School will honor and respect head coverings for religious purposes, however hats and hoods are not to be worn in the building.**

***Please be advised, the Campus Laboratory School Administration reserves the right to regulate any clothing or accessory concern that is distracting or disruptive to the learning environment. We also reserve the right to send any child home to change clothing that is not in compliance with these regulations.***

Campus Laboratory School uniform apparel can be purchased through Lands' End **Website:** [www.landsend.com](http://www.landsend.com) or call: 1-800-963-4816 **using Preferred School Code 9001-0123-9**

## **Dress-Up and Dress-Down Days**

Students may wear “dress-up clothes” on the first day of school and on days of liturgy, special assemblies, and school pictures or honors programs. *Dresses, dress pants or skirts with dress shirt, or dress pants are encouraged on dress up days.*

**Dress-down days are special days when students may wear casual clothes.** Students are permitted to “dress down” on their birthday. Special days are set aside for summer birthdays as well.

Please note: the philosophy of the CLS dress code applies during both dress up and dress down days.

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

- T-shirts with inappropriate messages
- Tight shirts, sleeveless shirts, halter tops or spaghetti-strap tops
- Torn blue jeans or torn pants
- Tight clothing such as spandex shorts or pants (i.e., yoga pants or exercise pants)

- Short shorts
- Hats and hoods in the school building

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

## Health and Wellness Information

### Recess and Activity Time

All students enjoy recess outside during every day when the weather permits. On any day when it is 32 degrees or higher, the children will be outside.

We ask that students dress appropriately for outdoor weather conditions each day. Students must remain in designated play areas and may not enter the school, the gym or other buildings without staff supervision. During inclement weather, a variety of other activities are available. We prioritize outdoor classroom activities and outdoor learning across all grades.

### Student use of the Elevator

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

### Illness and School Attendance

Student experiencing fever, vomiting or diarrhea are to be kept home until the elevated temperature has remained normal (below 100°F) for 24 hours, without the use of medication. Parents should call the school to report the absence and inform the school of the illness. If a student becomes ill or develops a fever at school, experiences diarrhea or vomiting, the parents will be called by the school nurse and will be required to pick up their child immediately. Students must be fever, vomiting and diarrhea free for 24 hours before returning to school.

### Inhalers

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

## **Family Nurse Practitioner/Nursing Support**

Pennsylvania regulations require a certified school nurse be assigned to each independent school. Our certified nurse is assigned annually through Pittsburgh Public Schools and has direct reporting requirements to the Commonwealth. The nurse is not present daily.

The Campus Laboratory School has a partnership with the University Family Nurse Practitioner department at Carlow University. A registered nurse is on-site every day on a rotating basis to provide basic medical support to all students. These nurses are students in the Family Nurse Practitioner program. They will, therefore, be under the direct supervision of a Family Nurse Practitioner faculty member who will be on-site 3 hours each day. This program will provide health lessons to students throughout TCLS.

A nurse's office has been established on the first floor. This program provides, but is not limited to:

- Health assessments (vision, hearing, general health)
- Health records management
- Medication administration with parental written permission
- Management of all health issues while in school
- Diagnosis of minor medical ailments
- Provision of state-mandated reports to the certified school nurse

All students will have access to the nurse unless parents choose to decline these services. All families wishing to have the nurses administer over the counter medications (Tylenol, ibuprofen, Benedryl or antacids) must complete a Consent for Treatment form.

## **Dental Hygienist**

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

## **Clinical Psychology Intern**

As part of our laboratory school model, CLS partners with the Carlow University and Psychology and Counseling Departments to provide a year-long internship for doctoral candidates. This individual serves as a one-on-one counselor for students who require additional emotional supports, and provides classroom-based lessons for all students, training and consultation to our staff and supports for parents in navigating the mental health resources in our region. If you feel your child would benefit from direct support from our clinician, please contact your child's homeroom teacher to discuss next steps.



# Arrival and Departure Procedures

## Tiernan

Student Arrival 7:40 am  
Student Dismissal 3:00 pm

## Trinity

Student Arrival 7:45 am  
Student Dismissal 3:00 pm

Parents wishing to modify transportation for their children must communicate these changes prior to 2 pm. Please do not leave an email or voicemail message for transportation changes after 2 pm as we experience high levels of activity the end of the day. Please ensure you have confirmation from staff that your request has been received.

## Dropping Off at Tiernan Hall

Students may be dropped off in the designated area of the Convent Circle. By the end of September of each year, parents must have taught their child(ren) exit the car independently in this location. **CLS Faculty will facilitate and supervise school drop off from 7:40 am through 8:00 am.** Classes begin promptly at 8:00 am therefore any family arriving after 8:00 am will be considered tardy. Parents are required to accompany their child to the main office to sign in and may park in the designated CLS parking spots in the circle or Lot B after 8:10 am for tardy drop off.

In case a parent wants to spend more time in dropping off their child(ren), fifteen-minute parking areas are reserved for Campus Laboratory School parents in the center row of Lot B.

In order to ease traffic congestion and for the safety of our students, parents are not permitted to park in the circle from 7:45 - 8:10 a.m. and from 2:45 - 3:25p.m.

## Dropping Off at Trinity Hall

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

If you arrive after 8:30 a.m., or a teacher is not present, you must walk your child inside the building. Please use your cell phone to call the office (412-578-6157) and notify them of a late arrival. Then ring the doorbell on the front door of Trinity. Someone will come to let your child into the building. Parents are expected to leave quickly at this time as school will have already started.

## **School Bus Transportation (K-8)**

Students arriving by bus or small bus are dropped off in the Main lot off Terrace Street. Students arriving in vans are dropped off in the Convent Circle. Students are expected to walk by themselves in crosswalks and on the sidewalks as they approach the school building.

### ***Bus Behavior***

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

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

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

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

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

Students who live in the same school district are, from time to time, permitted to ride home together with parental written consent. Students who do not live in the same school district cannot ride home together. Bus drivers contracted to certain school districts are not permitted to carry any passengers who are not officially assigned to them. Carpooling is therefore a better option for students who want to go home with friends.

## Car Riders

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

## Alternative Transportation

Students are permitted to walk or utilize public transportation with written permission from parents. Please understand there may be no crosswalks or crossing guards along the route your child travels.

### ATTENTION:

**School personal are not permitted to release your child to any parent or individual who does not have permission on file with the school. We require verbal or written permission to the main office for any requests for release to an individual not on file for pick up from school.**

## Parent Parking Permits

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

## Visitor Parking Permits

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

## Parking Violations (Carlow University Policy)

Parking violations for permit holders will result in a \$35.00 citation for each violation. If you wish to appeal your ticket, a form can be obtained at the Police Department dispatch office.

**Campus Laboratory School administration has no authority to assist in appeals.** Payment is due within 10 days of the date issued. Parking in fire lanes, blocking crosswalks or obstructing traffic will result in immediate towing. For additional information, please call Carlow

University Campus Police at 412-578-6005. **School safety is our number one priority! Please drive slowly and obey all signage while on campus.**

## Attendance Policies

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

### Arrival

Students in Preschool or Montessori should arrive in Trinity Hall between 7:45 and 8:30 AM. Doors are locked at 8:30 AM and parents must be buzzed in.

Students in grades K-8 should arrive in Tiernan Hall between 7:45 and 7:55 AM. Homeroom begins promptly at 8:00 AM. Students are NOT permitted to report to school before 7:40 AM as no supervision is available before that time.

### Tardiness: K-8

School faculty will supervise school drop off from 7:40-8:00 am. Students arriving after 8:00 AM. are considered late and should report to the office. If school personnel are not available outside, parents must park their car and walk their child into the school's main office. If a student arrives at school after 11:30 AM, he/she will be marked absent for one half of the school day.

The office will keep a record of tardy arrivals, and excessive tardiness (more than 4 per trimester) will appear on students' permanent records. Persistent concerns about tardiness will result in a request for a meeting to determine how to best support timeliness to school and avoid missed instruction.

### Tardiness: Preschool

Students arriving after 8:30 AM are considered late and should report to the office. If school personnel are not available outside, please use your cell phone and call the office (412-578-6158) to announce that you have arrived. Then ring the doorbell at Trinity and someone will let you in.

Late arrivals in the classroom disturb the classroom schedule and create a disturbance to the other children who are there.

## Early Dismissal

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

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

## Absences: K-8

Parents should hold attendance at school as a high priority. Children learn best when they can attend class and explore new material with the guidance of a teacher. Worksheets mailed to an absent child cannot replace in-class learning; extended absences will compromise the child's potential to learn the material.

In the case of an absence, parents should notify the office by phone before 8:00 a.m. on the day of the student's absence. **A written excuse (hard copy or email) is required following each absence.** Pennsylvania state law mandates that a student bring a note from his/her parent or guardian to explain the absence. The note should contain the student's name, date of absence, and reason for absence, as well as the parent's signature.

The school classifies absences as one of the following:

1. **Excused:** Student is absent from class or school for reasons of illness, emergency, special events involving the immediate family, or religious observances. Parents must follow the standard absence request and notification procedures. The school reserves the right to request a written medical excuse from the student's healthcare provider.
2. **Qualified Excused:** A qualified, excused absence may be granted in unusual circumstances such as unavoidable family travel outside of school holidays. Requests for such absences will follow normal procedures; however, families should avoid vacations while school is in session.
3. **Unexcused:** When a student is absent from class or school without appropriate notification, reason or permission, it will be considered an unexcused absence. In this case, the student will receive a zero for work on that day with no recourse for making it up.

## Absences: Preschool

Students in the preschool program are encouraged to attend and parents should hold their attendance as a high priority. Records of attendance are not kept at the main office. However, parents of children who are frequently absent will be called regarding attendance.

## Homework Requests During Absences: K-8

Parents should plan to pick up homework or have it sent home via another student when notifying the office of their child's illness. Students are responsible for promptly completing homework, assignments, quizzes, and tests given during an absence. All requests for makeup work must be made before 8:30 a.m. to allow teachers the time to compile the homework.

## Physical Education Excuses: K-8

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

# Behavior Expectations

The Campus Laboratory School provides an environment that fosters the continued growth and development of each student. We encourage independent, constructive, and positive behavior through the Six Pillars of Character.

## Academic Honesty Policy

Honesty is one of the most basic character traits necessary for a productive school environment. When cheating occurs, all students suffer. Students who cheat, lie, plagiarize, engage in unauthorized collaboration, or act dishonestly regarding their academic endeavors, jeopardize the learning environment of the school. Therefore, academic dishonesty will be addressed as a serious offense. Students who are caught cheating may also receive a zero for the assignment/test, which may impact their overall grade.

## Behavior Expectations

All Campus Laboratory School students are expected to:

- Be honest, courteous, and respectful of others **at all times**.
- Take pride in their personal hygiene and appearance. Uniforms should be worn unless otherwise directed.

- Be on time for classes and activities.
- Abide by school regulations
- Complete their assignments on time and meet course requirements
- Take good care of books, chrome books, materials, school property and equipment

## **Detention, Suspension and Expulsion Policies**

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

### ***Detention of Students***

Detention will occur at the discretion of the teacher in charge. After-school detention may be assigned for offenses such as the following:

- Persistent Uniform code violations
- Disruptive behavior
- Lying, cheating, plagiarism

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

### ***Suspension of Students***

A student may be temporarily suspended by the Head of School for a serious infraction of school regulations or for repeated violations of school policy. The parents and the student will receive a written Notice of Suspension and will also meet with the Head of School. The Notice of Suspension is kept on file in the Head of School's office and a copy is given to the parents. During suspensions, students will be given assignments in various subject areas and will not be allowed to participate in any athletic events or school activities. The parents will meet during this period with the Head of School and teacher to define expectations upon the student's return to class.

Students who accumulate an unusual number of disciplinary incident reports or two detentions may be placed on disciplinary probation. Parents will be notified by letter. Participation in school-related activities will be at the discretion of the Head of School. Generally, students are placed on probation for one semester, at the end of the time period the student's status will be reviewed by the administration. If there has not been improvement, the student may continue on disciplinary probation. Further misconduct may result in dismissal or the withholding of an enrollment contract.

### ***Expulsion of Students***

An expulsion is a severe punishment and will only be applied in very serious circumstances. Every attempt will be made during earlier offenses to provide guidance and counseling to the student and parents. An expulsion may be necessary for persistent, willful disregard of school rules and regulations or an infraction of such magnitude that expulsion is warranted. Some examples include but are not limited to:

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

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

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

## **GOVERNANCE**

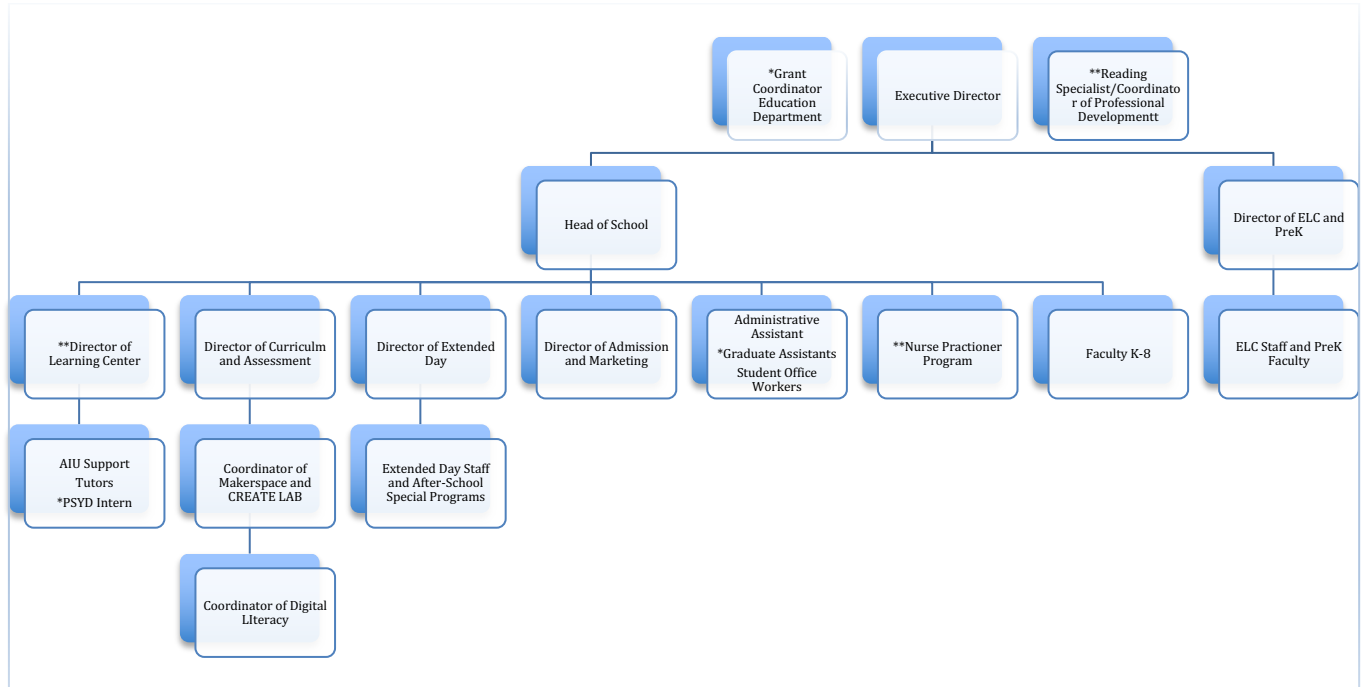
### **Carlow University**

The Campus Laboratory School is governed by Carlow University and its Board of Trustees. Carlow University operates in relationship to the Conference for Mercy Education Higher Education. Carlow University is not governed by the Pittsburgh Diocese.

The Campus Laboratory School is considered an entrepreneurial unit of the University. The Chair of the Education Department serves as the Executive Director of the Campus Laboratory School. In this regard, the Executive Director reports directly to the University Provost. The Provost reports directly to the President of the University. Billing, parking, facility maintenance, technology infrastructure, tuition/fee structures, personnel contracts, and grant management for Early Learning Center and The Campus Lab School are facilitated through Carlow University offices.



## *Building the Bridge between The Campus Laboratory School and Carlow University*



\*University-sponsored/funded or grant-funded

\*\* Shared position/funding with University

### Diocese

The Campus Laboratory School has a reporting relationship to the Diocese as it pertains to the Safe Environment Program. The Campus Laboratory School is not governed by the Diocese.

### Advisory Council

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

### Middle States Accreditation

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

## **Mercy Education Systems of America (MESA)**

The Mercy Education System of the Americas (MESA) is rooted in the Gospel, through the Catholic faith and Mercy charism. Inspired by Catherine McAuley, MESA nurtures highly competent and deeply companionate leaders ready to serve a vulnerable world. Faculty and staff will be encouraged to take advantage of such programs as orientation, retreats, and other programs offered through the Mercy Education System to develop themselves both spiritually and professionally as Mercy educators. Students will have opportunities to learn, share and live out the Mercy mission through programs specially designed for students through the Mercy Education System. As a MESA school, we will participate in a program of regular assessment and evaluation as developed by the Mercy Education System to maintain the status as a school sponsored by the Sisters of Mercy and a Member Institution of the Mercy Education System of the Americas, Inc.

## **International Association of Laboratory Schools (IALS)**

The International Association of Laboratory Schools (IALS) is an international association of laboratory and university affiliated schools engaged in practices of teacher training, curriculum development, research, professional development, and educational experimentation for the purpose of supporting member's schools and as a voice speaking for the improvement of learning for all children. Traditionally laboratory schools' commitment has been to assist in preparing teachers while delivering quality instructional programs for children in the classroom. These schools are affiliated with a college or university for specific purposes that go beyond the scope of traditional public and private institutions. Over the years, laboratory schools have changed to reflect the diverse needs of the teaching professional and have often led the way in improving the science and art of teaching

## **Pennsylvania Association of Independent Schools (PAIS)**

Pennsylvania Association of Independent Schools (PAIS) is the state association serving over 115 independent schools across the Commonwealth of Pennsylvania and in Delaware. Our diverse membership includes single sex and coed schools, religiously affiliated schools, schools for children with learning differences, small and large day and boarding schools. PAIS offers services which strengthen member schools, including collaborative dialogues on important school issues, professional development programs, vital communication on governmental affairs as well as advocacy, and a rigorous accreditation process.

## **International Dyslexia Association**

The International Dyslexia Association (IDA) is the oldest organization dedicated to the study and treatment of dyslexia. Carlow University MEd Reading Specialist Program is currently a

candidate for IDA Accreditation and supports the work of CLS Faculty and our Dyslexia and Learning Center.

# Instructional Programming

## Curriculum

The curriculum is designed to develop mastery in the academic areas of language arts, mathematics, science and social studies. Faculty strive to design curriculum that reflects our pedagogical foundations of culturally responsive and inquiry-based teaching to provide a well-rounded and global perspective. Curriculum and instructional strategies integrate the use of critical thinking, collaboration, creativity and communication. Religious education provides students with a broad understanding of world religions and specific history and significance of Judeo-Christian perspectives in the Mercy system. Catholic students are prepared for the reception of the sacraments of Reconciliation (grade 2), Eucharist (grade 2), and Confirmation (grade 8). Religion class and religious activities are a required component of the Campus Laboratory School curriculum.

The curriculum also includes art, French, Spanish, library, music, and physical education. Students in grades 6 - 8 participate in an elective period including music, PJAS, robotics, English Festival, technology, creative writing, and forensics. Curriculum committees meet to update curriculum and to approve the adoption of current textbooks and materials. Curriculum information can be found on the Campus Laboratory School website. Please note that curriculum is fluid and may be revised to meet the needs of students and curricular requirements.

## Field Trips

Field trips and off-campus activities, play an integral role in enriching The Campus Laboratory School's curriculum. Student safety during field trips is of utmost importance. The school will provide a universal permission release form at the beginning of each school year. This release applies to all field trips

If you choose to volunteer for your child's field trip, you will be required to all clearances required. Copies of those clearance requirements can be obtained by visiting our website. The process can take more than a month to complete.

Please remember that accompanying a field trip is an important responsibility and that you should not bring siblings or use this as a social time with your child or other adults. Field trips are considered a privilege and students are expected to behave in a courteous and respectful

manner and to abide by the rules of the faculty member in charge. ***Please note that a student may be denied participation in a field trip if he/she does not meet the school's academic and behavior requirements.***

## **Extended Day Program**

The Extended Day Program allows students the opportunity to participate in outdoor play, organized games, art projects, music lessons, or to relax quietly with a good book. Older students will be allotted time to complete their homework. The afternoon is designed to provide a balance of study time, activities and social interaction with school friends. The program is offered each school day during the academic year.

Extended Day is available for Montessori, Preschool, Pre-Kindergarten, Kindergarten and Grades 1 – 8 from dismissal to 6:00 pm.

The tuition includes all supplies and a daily afternoon snack. Inquiries about registration for the Extended Day Program may be made by contacting the Director of Extended Day Program at 412-578-6154.

## **After School Activities and Clubs**

CLS provides opportunities for enrichment outside the school day through after school clubs and activities for students in 3-8 grade. These clubs will provide students with an opportunity to extend their knowledge and skills while providing time for socialization and are seen as an extension of the school day. All families who choose to participate in these opportunities will be required to register for Extended Day. Students who participate will be expected to have transportation arranged according to the time of dismissal for the club or to stay for Extended Day programming. Any late pick-ups will result in the student participating in Extended Day. Families will be charged for use of the Extended Day Program in the event of a late pickup from a club or activity.

All after school programs will be posted on the school website and shared through our communication channels. Afterschool activities are a privilege. Interference with academic achievement or unacceptable behavior may result in suspension or removal from participation in extracurricular activities.

## **Athletics**

The Campus Laboratory School has a variety of athletics activities and encourages students to participate. Athletics are a privilege. Interference with academic achievement or unacceptable behavior may result in suspension or removal from participation in athletic activities.

Athletic extra-curricular teams are:

- Basketball
- Cross Country
- Soccer

## Homework

Individual teachers will discuss specific homework expectations. Students are responsible for independently completing homework assignments. However, younger students may need parental supervision and assistance, within reason.

The parent's role should be primarily supervisory. Students need a consistent, quiet place to do their assignments. If your child is experiencing difficulty in completing the homework, please do not do your child's work, but discuss the matter with his or her teacher. Teachers in grades 5-8 use the CLS designated Student Information System (SIS) to post homework dates and test schedules for parents and students to view. Parents should also check daily assignment books for additional assignments.

All requests for make-up work, including homework, must be made before 8:30 a.m. to allow teachers the time to gather the homework.

## Student Progress

Student Progress Reports are available electronically on a trimester basis for students in all grades and in our Montessori classrooms. Student progress will be discussed at scheduled Parent Conferences and on an as-needed basis. Formal conferences are scheduled once during the fall trimester and once during the spring trimester. Progress Reports are made available only if all outstanding tuition and fees are paid and all school materials are returned.

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

## Promotion

Students who fulfill grade requirements will be promoted to the next grade level. Students must complete all core subjects (math, language arts, science and social studies) with at least 60%. If a student receives a grade below 60% as averaged over all trimester grading periods, the student may not be promoted. This decision is made collaboratively with parents, administrators and teachers. Work habit evaluations will be considered as part of this decision. Consideration may be given to promoting the student if the course is completed in an approved summer school program or with a tutor. The program or tutor must submit a report to the Head of School for evaluation.

## Academic Probation

A student who has failed two or more subjects for the year must have approval from the Head of School to return to The Campus Laboratory School. The approval is based on individual circumstances and the probability for future academic success. If approved to return, the student will be placed on Academic Probation and reevaluated at the end of each trimester.

# Lunch Information

## Trinity Lunch Program

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

## Tiernan Lunch Program

Students in Kindergarten through 8<sup>th</sup> grade are extended the privilege of using the University cafeteria located in Tiernan Hall. Lunch plans are available for purchase or students may bring their own lunch. **Students who bring their lunch will not have the option to purchase food or drinks a la carte.**

NOTE: Kindergarten children will need time to learn how to go through the lunch line. Therefore, until the Christmas break, all kindergarten children will need to bring their lunch. However, we will notify parents of days in which we begin the transition to purchased lunches.

## *Lunch Payment*

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

## *Cafeteria Behavior*

Students using the cafeteria are expected to:

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

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

## Family Engagement

CLS maintains a welcoming policy for family engagement. Families are encouraged to volunteer their time or expertise to enhance our school programming. Multiple opportunities will be offered throughout the school year for engagement and to celebrate the academic, athletic and social growth of our students.

### Parent Communication

Parents are encouraged to reach out with any questions or concerns. Curriculum and classroom questions and concerns should be addressed first with the classroom teacher. In order to preserve a productive learning environment, please do not disrupt your child's classroom by calling the teacher during the school day.

- If you need to give a message to your child or your child's teacher, please leave a message with the Campus Laboratory School office at (412) 578-6158.
- If you need to make an appointment with a teacher for a meeting, you may do so by calling and leaving a message with the main office or by e-mailing your child's teacher.
- Please refrain from conferencing with teachers at drop-off and dismissal times, as it may interfere with confidentiality and traffic flow.
- To make an appointment with a member of the Administrative Team, please contact the Campus Laboratory School office directly.
- We ask that you contact the main office for any transportation changes prior to 2:00 pm in order to ensure ample time to alert faculty and students.

### Rights of Non-Custodial Parents

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

### Parent -Teacher Association (PTA)

All parents are encouraged to become involved in the Campus Laboratory School community. The PTA provides a framework for parent/teacher involvement in school activities, fundraising,

and for promoting school spirit. Meetings are scheduled regularly, and the PTA publishes a newsletter. By-laws of the PTA are available upon request.

The PTA is responsible for:

- Building a strong working relationship among parents, teachers and the school administration in support of the students
- Recruiting and coordinating volunteers for school sponsored events
- Providing special recognition and teacher appreciation activities for teachers
- Organizing parent education events
- Helping to raise funds

## Safety

### Mandated Reporting

Faculty and staff at The Campus Laboratory School are considered Mandated Reporters. In accordance with Commonwealth of Pennsylvania law, anyone who, in the course of their employment, occupation or practice of their profession, comes into contact with children shall report or cause a report to be made to ChildLine when they have reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional official capacity is a victim of child abuse. To make a report, Faculty and staff must call ChildLine at 1-800-932-0313. The telephone service is open 24 hours a day. Abuse can also be reported online at <http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/>.

### Diocese of Pittsburgh Safe Environment Program

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

- Register on the Pittsburgh Diocese Safe Environment Database at: [https://www.eappsdb.com/Login.asp?ORGZ\\_KEY=39](https://www.eappsdb.com/Login.asp?ORGZ_KEY=39)
- In accordance with Commonwealth of Pennsylvania law, the following clearances will be secured and recorded in the Safe Environment Database:
  - PA Child Abuse History (Act 151)
  - PA State Police Criminal Record Check (Act 34)
  - FBI Fingerprinting (Act 114)
  - Mandatory Reporter Training (Act 126)
- The Diocese requires
  - Waiver for Criminal Record for Diocese
  - Protecting God's Children's Workshop
  - Safe Environment Database



- Code of Pastoral Conduct
- Protective Service Law
- All faculty, staff, coaches, and volunteers are required to notify the office when registration for PA requirements is complete. The office staff can be helpful in this process.
- All faculty, staff, coaches and volunteers are required by the Diocese to
  - Attend the Protecting God’s Children Program at any location in the Diocese.
  - Submit a copy of the Certificate of Attendance to The Campus Laboratory School main office.
  - Read booklet titled Code of Pastoral Conduct. Sign the last page and return to The Campus Laboratory School main office.

Copies of all clearances will be kept in a personnel file located in the Head of School Office.

## **PA Safe2SaySomething Program**

The Campus Laboratory School participates in the PA Safe2SaySomething program, created in conjunction with the Sandy Hook Promise. In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity.

S2SS is a life-saving and life-changing school safety program that teaches students, educators, and administrators how: (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others, and (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

More information can found by visiting the S2SS website: <https://www.safe2saypa.org/>

## **Emergency/Snow School Closings**

All families will receive a text via the e2 alert system should there be a change in the usual school schedule. School closings are announced over KDKA and KQV radio and KDKA, WTAE and WPXI television/internet.

CLS relies on the Pittsburgh Public School transportation system for the majority of our students. Therefore, when PPS announces a 2-hour delay or a school closing, CLS will reflect the same programming in most cases. This may not be the same decision of surrounding school districts as each district makes decisions based on their local roads.

- \* If there is a delay on a scheduled half day (11:30 dismissal), school is canceled for the day.

- \* In the event of a delay, your child will not be allowed in the building until the announced delayed start time.
- \* If the delay start time is 2 hours, classes will start at 10 AM. Children may not arrive before 9:40 AM on these days.

Any information regarding the home school district affects transportation to and from The Campus Laboratory School. If a school district announces an early dismissal during the school day, students who are transported by that district are released when their transportation arrives. Students who are not transported by a public school district bus or van are not released early without parental consent.

On days of bad weather, the number of incoming calls from school districts and carriers makes it difficult for The Campus Laboratory School to notify parents of their child's estimated home arrival time. While we will make every attempt to notify parents about early school closings, parents should listen to the local radio and TV stations during questionable weather conditions or call the bus company that is providing transportation. Many of the buses are equipped with radios so that they can be in constant contact with their respective garages.

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

## Fire Drills, Lockdown, and Evacuations

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

## Visitors Policy

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

## Weapons Policy

Any person carrying a weapon onto school property, including, but not limited to, a school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school

related activities poses a clear and present danger to other students and staff. A weapon is defined to be a gun, knife, or any other article that could be used to cause injury. If a student is found to be in possession of a weapon, his/her parents will be immediately notified. At the discretion of the Administration, the matter can be referred to local police authorities. After a review of the facts concerning the incident, the Administration will decide upon the appropriate disciplinary measures to be taken. The disciplinary action taken may result in expulsion.

## **Student Services**

### **Student Assistance Program (SAP)**

The Student Assistance Program is designed to assist, but not diagnose, those students who are experiencing difficulties that impact their academic performance and school behavior. The SAP team is comprised of trained teachers, the School Psychology Clinician, administrators and representatives from Intermediate Unit.

The team meets on a regular basis to discuss intervention techniques and strategies in order to make recommendations to improve school performance. Signed parent permission is required for a student to be entered into the SAP program. The team may also refer a student to the Intermediate Unit or outside services for an assessment. Appropriate paperwork must be submitted yearly for each student who takes part in this program.

### **The Pittsburgh-Mt. Oliver Intermediate Unit**

The Pittsburgh-Mt. Oliver Intermediate Unit provides a speech therapy program and a reading specialist for students in kindergarten through grade eight. Psychological testing and the services of an intervention specialist are also available through the PMOIU. Limited English as a Second Language (ESL) intervention is available. Families interested in exploring supports for their child should contact CLS Director of the CLS Dyslexia and Learning Center for more information.

### **CLS Dyslexia Center and Learning Lab**

Our unique Dyslexia Center and Learning Lab is designed to serve students of all ages with dyslexia and language-based learning differences. We use a multi-sensory, individualized approach based on diagnostic assessments and benchmark testing and coordinate adaptive technology and universally designed instruction.

This program provides in-class supports and pull-out interventions. After-school and summer small- group and individualized tutoring is available. Our fee structure is based on monthly

support. Workshops, seminars and trainings to families, community members, teachers and University students are part of the programming provided. Interested families should reach out to Sarah Sora, Director of the Dyslexia and Learning Lab.

## **Crisis Response**

### ***Self-Harm and Suicide Intervention and Postvention Guidelines***

The Campus Laboratory School recognizes its part in the total community's responsibility for responding to suicide and self-destructive behaviors of our students.

If anyone within the Campus Laboratory School judges that a child is at risk of harming him/herself or suicide, the School Psychology Clinician will be contacted immediately. Parents will be called once a judgement is made as to the nature and possibility of self-harm. If it is deemed necessary or a child is in crisis, RESOLVE (a state-funded crisis response intervention) will also be contacted. A safety plan will be made for all students who have expressed suicidal ideation or intent as well as self-harm.

## **Clinical Psychology Intern**

As part of our laboratory school model, CLS partners with the Carlow University Psychology and Counseling Departments to provide a year-long internship for doctoral candidates. This individual serves as a one-on-one counselor for students who require additional emotional supports, and provides classroom-based lessons for all students, training and consultation to our staff and supports for parents in navigating the mental health resources in our region. If you feel your child would benefit from direct support from our clinician, please contact your child's homeroom teacher to discuss next steps.

## **Private Tutoring and Support Personnel**

Campus Laboratory School welcomes partnerships with service providers who supplement the programming our school provides. To obtain permission for providers to work with students, families will need to collaborate with the Director of the Dyslexia and Learning Center. All private tutors and support personnel must obtain a signed release from parents and an administrator before a student can be released from classroom instruction. All individuals are required to have up-to-date clearances on file in our main office. The Campus Laboratory School main office must be notified of any changes, additions or cancellations.

# Technology and Social Media

## School Assigned Computer Equipment

Students in Grades K– 8 have access to iPads or Chrome Books in their classrooms. Technology is meant to be used for educational purposes only. Teachers will instruct students as to usage and will monitor use. Students are responsible for demonstrating good stewardship of devices and will be responsible for damages incurred due to misuse. Parents will be expected to pay for the repair or replacement of a device should a student misuse technology. Parents will be expected to sign a form agreeing to this policy at the beginning of each school year or upon enrollment. Students may lose the privilege of technology if they do not adhere to the expectations of use.

## Computer Network/Internet Acceptable Use Policy

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

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

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

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

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

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

## **Social Media Policy**

### ***Age Restrictions***

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

### ***Individual Accountability***

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

### ***Confidential Information***

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

### ***Student-Staff Relations***

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

### ***Inappropriate Behavior***

The core values of The Campus Laboratory School apply to student behavior both on and off campus. In the online environment, students must follow all Campus Laboratory School policies and conduct himself/herself as in School. The School will work in partnership with

parents to monitor behavior that negatively affects our students or reflects poorly on the values of our school, and students may face consequences for behaviors that violate our values and policies and/or disrupts the learning environment of the school. **Cyber Bullying is never acceptable. Any student who participates in this kind of bullying will be subject to the discipline policy of the school.**

## **Guidelines for Acceptable Behavior on Social Networks**

### ***Privacy***

When posting, even on the strictest settings, students should act on the assumption that all postings are in the public domain. In micro blogging (Twitter etc.), comments made using such media are not protected by privacy settings. **Profiles:** Ensure your profile and related content is consistent with how you wish to present yourself with staff, parents, and students.

### ***School Values***

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

### ***Inappropriate Content***

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

### ***Public Information and Responsibility***

Social media venues are public and information can be shared beyond your control. Be conscious of what you post online, as you will leave a long-lasting impression on many different audiences. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, admissions officers or future employers to access.

## *Safety*

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