



## Student Handbook 2023-2024

### OUR MISSION

*The Erie Catholic School System, in collaboration with the Diocese of Erie and in partnership with family and community, maximizes every child's academic and spiritual potential through engaging learning experiences and the Gospel values of Jesus Christ, in a welcoming and safe environment.*

### OUR VISION

*Based on the principles of the Catholic faith, Erie Catholic will be the school system of choice by instilling in our students a strong moral character, skills for academic success, and a zeal for service to others.*

Revised 8/25/23

Blessed Sacrament



Our Lady of Peace



St. George



St. James



St. Jude



St. Luke



# Erie Catholic School System

## Campus Directory

### Blessed Sacrament School

2510 Greengarden Blvd

Erie, PA 16502

814-455-1387

<https://www.eriecatholic.org/bss/>



### Our Lady of Peace School

2401 W 38<sup>th</sup> Street

Erie, PA 16506

814-838-3548

<https://www.eriecatholic.org/olp/>



### St. George School

1612 Bryant Street

Erie, PA 16509

814-864-4821

<https://www.eriecatholic.org/sgs/>



### St. James School

2602 Buffalo Rd

Erie, PA 16510

814-899-3429

<https://www.eriecatholic.org/sja/>



### St. Jude School

606 Lowell Ave

Erie, PA 16505

814-814-838-7676

<https://www.eriecatholic.org/sju/>



### St. Luke School

425 East 38<sup>th</sup> Street

Erie, PA 16504

814-825-7105

<https://www.eriecatholic.org/sls/>



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August 2023

Greetings from the Erie Catholic School System Principals,

It is with great enthusiasm that we present you with the first “The Erie Catholic School System Student Handbook” for your reference and guide. Our primary focus with this collective handbook is to strategically align our expectations, processes, and procedures across all six school campuses. At the same time, this handbook will also provide you with website links to the traditional school-specific information to assist with your school year plans and schedules.

Our administrative team recently completed a revision of our ECSS mission statement, and it reads as follows: *“While teaching the Gospel values of Jesus Christ, the Erie Catholic School System, under the guidance of the Diocese of Erie, provides academically distinguished schools that cultivate every child’s potential.”* As Principals of the six Erie Catholic Schools, we ask for your support and prayers as we strive to fulfill this mission daily.

Please don’t hesitate to call any of us at our home school offices with any questions or concerns. Thank you for your cooperation and may God bless your family.

Sincerely,

The Erie Catholic School System Administration,

Mr. William Hall  
**Blessed Sacrament School**

Ms. Shivani Suri  
**Our Lady of Peace School**

Mr. Donald A. Fuller  
**St. George School**

Mrs. Gina M. Brennan  
**St. James School**

Mrs. Holly Morphy  
**St. Jude School**

Mrs. Haley Kolash  
**St. Luke School**

## **CURRICULAR INFORMATION**

Core curriculum courses are offered in the following subjects: Art, English/Language Arts, General Music, Mathematics, Physical Education, Religion, Science, Social Studies, and Technology. ECSS follows the Diocese of Erie curriculum standards and approved textbooks. Access curriculum at [Erie Diocesan curriculum](#).

**Catholic High School Honors:** Please contact Mercyhurst Prep and Cathedral Prep to inquire about the prerequisites regarding these programs.

**Religion:** ECSS provides regular instruction in the Catholic Faith and students attend Mass weekly. All students Catholic and non-Catholic are required to receive religious instruction and attend and participate in weekly Masses and prayer services throughout the school year. As part of daily school life, both within and outside religion class, emphasis is placed on encouraging students to develop a sense of caring and respect for others and developing social responsibility.

### **Erie Catholic School System Service Hours**

**Service:** Each middle school class will complete one project, focused on service to the school or focused on the community. These hours are a requirement of the middle school program. If a student fails to submit service hours, they will be unable to attend class trips. Students can start accumulating service hours on June 1st. Forms for the submission of service hours are available in the school office and on your campus' website.

**Who:** Grades 6-8

**What and When:** 16 hours of Service Due to Religion Teacher by May 2nd of the school year. 4 hours should be completed in each grading quarter. It is recommended that students complete 4 hours of service each quarter as to avoid trying to complete them all at the end of the year.

**Where:** Anywhere outside of one's home.

**Why:** To give our students opportunities to become active members of their community, to have a positive impact on society, to acquire life skills and knowledge, to develop a sense to true selflessness and self-giving, and most importantly, to do the work that Christ asks of us.

### **Service-Learning Requirements Guidelines**

- Student must be supervised by an adult.
- Student cannot be working for monetary gains.
- The work cannot be a requirement for membership in any type of club.  
Work for family such as: daily chores—putting away the dishes for one's mother does not count.
- Always discuss possible service opportunities with your Religion teacher if you are unsure if it will qualify or not.
- Service hours may be obtained from June 1<sup>st</sup> until May 1<sup>st</sup>.

## **TECHNOLOGY**

**Personal Communication Devices:** Personal laptops, iPads, and Smartwatches are not allowed. The school will provide the needed technology that each student needs to complete his/her work. All parents and students must sign the [Erie Catholic Acceptable Use Policy](#) yearly.

**Cell Phones/Personal Devices:** Students are not permitted to use cell phones during the school day or on field trips. Cellular phones and other electronic communication devices are not to be powered on, heard, used, or visible during school hours. If a student must carry a cell phone, it must be turned off and handed in to their homeroom teacher upon entrance to school. This time includes waiting in the cafeteria before school for homeroom and waiting for pickup after school. Cell phones and similar electronic devices that are discovered powered on, seen, or heard by staff/faculty members during school hours will be confiscated. The school is not responsible for any lost, stolen, or broken cell phones.

## **ACADEMIC INFORMATION**

**Standardized Assessments:** The primary purpose of diocesan testing is to improve student learning by driving instruction.

**Standardized testing includes:** NWEA Map/Fluency Assessments - given in grades kindergarten through eight as a measure of academic ability. These assessments are administered three times during the school year. Results are used to address educational needs of individual students by making adjustments with instruction as needed.

**Special Services available Include:** Title I math and language arts remediation, and Act 89 mathematics, reading and speech and language therapy. New students to a school are screened each year for services. If a student qualifies for any of the above services, a permission slip will be issued prior to any services being rendered throughout the school year. As part of these services, students will be given multiple assessments to determine their academic progress and level of proficiency throughout the year. These assessments align with and support the curriculum of ECSS and the results will be shared with the parent/guardian accordingly. ***ECSS does not provide special education services.*** This includes Individual Education Plans and Section 504. However, Intermediate Unit 5 can provide screening services, to test to see if a child may qualify for extra services beyond Title I and Act 89 as necessary. Special Education Identification is only permitted to occur under the direction of a school district in the State of PA. ECSS can assist in scheduling testing with a family's school district of residence but cannot identify any special education label or service independently of the local school district of residence.

**Student Support Services:** School counselors are available to students at all ECSS campus schools. The counselor works with small groups and individuals as well as coordinating/teaching classroom programs.

**Services Provided by the School Counselor:** Services provided by the School Counselor include but are not limited to:

1. Social and emotional development by one-on-one counseling for anxiety, depression, family stress, peer conflict, and other mental health concerns.

2. Large group guidance lessons on topics such as hygiene, bullying, suicide, drugs and alcohol, peer conflict, overcoming failure, study skills, social skills, etc.
3. Collaboration with teachers, administration, parents/ guardians, outside counseling services, and the Diocese either by phone call, email, or face-to-face meeting.
4. Academic Planning
5. Referrals for other resources and services outside of the Erie Catholic School System.

**Crisis Intervention and Grief Counseling:** The Erie Catholic School System has adopted a Suicide Awareness policy in acknowledgement of our school's commitment to:

1. Maintain a safe school environment by having procedures in place to prevent, assess the risk of, intervene in and respond to suicide,
2. Protect the health and well-being of our students and school community, and
3. Safeguard against the threat or attempt of suicide among our school-aged youth, and
4. Engage professional educators and students in regular educational experiences to gain knowledge related to youth suicide awareness and prevention methods. [ECSS Suicide Policy](#)

**Grading Procedures:** The ECSS schools are committed to academic excellence. All students are encouraged to reach their full potential through an academic program which consists of high standards. Parents are encouraged to follow their students' progress online.

**Grading Scale:** The scale for grades is as follows:

A = 93 – 100

B = 85 – 92

C = 76 – 84

D = 68 – 75

F = 67 and below

I = Incomplete Assignment

**\*Due to certain circumstances the teacher, in conjunction with the administration, may issue an incomplete on the report card. These situations will be handled on an individual basis.**

**Failure:** A student may be retained if a child is failing one or more classes. Summer school and retention decisions will be made on an individual basis by the teachers, principal, and parent/guardian.

**Report Cards:** Grades and student progress for students in grades K – 8 are available 24 hours a day, 7 days a week by logging onto the [Rediker](#) Parent Portal. Grades are updated weekly. Parents/Guardians and students are encouraged to check the portal on a regular basis. There are four grading quarters, however, report cards will not be printed and distributed unless otherwise requested. Parents have the ability to print a copy of the report card from home.



**Honor Roll:****First Honors:** All A's and 3's and 4's**Second Honors:** All A's and B's and 3's and 4's

**Missing Assignments:** All assignments are due to the teacher by the designated date. Assignments that are not turned in on time are considered incomplete until they are submitted to the teacher. Consequences for incomplete work will result in an automatic grade reduction as follows:

**1 day late-25%** (reduction)     **2 days late-50%** (reduction)     **3 days late-75%** (reduction)

\*After the 3<sup>rd</sup> day of incomplete, assignments will NOT be accepted, unless prior arrangements are made between the teacher and the student. A zero will be given for this assignment.

Our goal is to teach each child to be responsible for his/her own choices. Their development in this area will enhance their potential for success.

**Missing Assignments Due to Legal Absence:** The time allotted for make-up work corresponds to how many days the student was absent. For example, if a student was absent two days on Monday and Tuesday, then the student has two days to complete the work. The two make-up days begin on the day of the student's return, which in this case is Wednesday, and by adding two days, makes Friday the due date. It is the student's responsibility to ask the teacher when a missed test may be made up. This can include time during the school day or after/before school. The teacher will make arrangements with the student/parent to schedule a time.

**SPIRITUAL DEVELOPMENT**

The Erie Catholic School System strives to develop each student academically, socially, physically, mentally, and spiritually. The spiritual development of our students is a very important part of our Catholic Identity. The following are an integral part of preparing our students to be strong and faithful Christians:

- Daily Religious Instruction
- Weekly Mass celebrations
- Reconciliation
- Adoration
- Retreats
- Prayer Services
- Stations of the Cross
- Liturgical/ Seasonal Church Celebrations

**EXTRACURRICULAR ACTIVITIES**

**Athletics:** The ECSS recognizes that athletics and other extracurricular activities enrich students' lives. With God and Christianity as a foundation, the ECSS mission is to cultivate academic excellence and enable students to reach their full potential in the classroom and in life. Therefore, students participating in extracurricular activities are expected to keep classwork as a priority.

### **Eligibility for Grades 4-8 School Level Sports:**

1. Students receiving a D or F in any class will be given a warning the first week/time and will be re-evaluated weekly/bi-weekly.
2. If the student is successful in raising the D or raising the F **to a passing grade** (68% or above), he/she will be permitted to participate in the respective sport.
3. If after a week the student does not provide evidence of raising the D or raising the F to a passing grade (68% or above), he/she is not permitted to participate in practices or games, including playoffs. This suspension is indefinite until evidence of growth has been provided.
4. **It is the student's responsibility to provide evidence of improvement to the principal.**
5. Student behavior may impact the eligibility to participate.
6. If a student is absent, he/she will not be permitted to participate in practice or a game on the same day he/she is absent. Exceptions to the above are those students who have pre-excused absences such as doctor or dental appointments, funerals, etc.

**Sportsmanship:** Participation in athletics is a privilege which carries responsibilities to the school, team, community, and to the students themselves. The obligation of good conduct, fair play, honest competition, and respect extend far beyond the actual contests and into everything from bus trips to practices. Proper sportsmanship is expected from all student athletes. If sportsmanship comes into question, consequences may be issued by the school administration accordingly.

**Sport Activities:** These are examples of the sports programs that are offered in the Erie Catholic Athletics Program across the various campuses.

- |                |                 |            |
|----------------|-----------------|------------|
| • Basketball   | • Cross Country | • Football |
| • Swimming     | • Track & Field | • Soccer   |
| • Golf         | • Wrestling     | • Tennis   |
| • Cheerleading | • Volleyball    | • Lacrosse |

**Student Organizations and Activities:** Students are strongly encouraged to become involved in a variety of activities. Not only does involvement develop leadership skills, it also offers students the chance to develop a more positive attitude toward school.

**Extracurricular Activities:** These are examples of the activities that are offered in the Erie Catholic School System across the various campuses.

- |             |                   |                     |
|-------------|-------------------|---------------------|
| • Band      | • Challenge 24    | • Bowling           |
| • Choir     | • Student Council | • Math Competitions |
| • Quiz Bowl | • Drama/Theater   | • Patrols           |
| • Scouts    | • Yearbook        | • PJAS              |

**\*Eligibility:** Students participating in extracurricular activities are bound by the eligibility rules which apply to sports. “Public school students are prohibited from participating in ECSS competitive sports programs.”

**TITLE IX:** Title IX is a federal law that states no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

**Title IX Clause:** While reserving the right to make religious exceptions as provided by law and in accord with Catholic religious belief, the Catholic schools within the Diocese of Erie do not discriminate on the basis of sex. This includes being excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of sex.

*The ECSS Title IX coordinator is Tiandra Humes. [thumes@eriecatholic.org](mailto:thumes@eriecatholic.org)*

## **PARENT INFORMATION**

### **Parent Teacher Communication**

**Rediker – Student Information System:** The Erie Catholic School System utilizes Rediker a data management system. Parents receive a login to access the system, which allows them admission to their child’s data and information such as grades, attendance and school announcements. The portal directory provides access for parents to send emails.

**Email:** Students do not have school email accounts per Erie Diocesan policy. Student will have access to Google Suits (Google classroom, Google Docs). Google Drive will permit students to share and store documents.

**Conferences:** Parent conferences are held after the completion of the first quarter. Parents/Guardians may request a conference at any time by contacting teachers or administrators to schedule an appointment.

**Student Records:** Parents and students over the age of 18 have the right to inspect their records upon written request. The federal mandate Family Educational Rights and Privacy Act (FERPA) requires that parents/guardians be informed of this mandate every school year. Notification is issued at the beginning of every school year. Records may be reviewed by making an appointment with the principal.

## Parent Involvement

**Volunteer Opportunities:** The ECSS enjoys significant volunteerism by parents and alumni.

Parent/Grandparent volunteers may serve as “Room Parents.” Other volunteer activities may include, but are not limited to, coordinating class parties, assisting as field trip chaperones, helping in the classroom, and assisting with a variety of other activities and projects for the schools. All volunteers need to possess the appropriate paper work which can be obtained in the school office or on the ECSS’s website.

Volunteers need all the following:

- [PA State Police Criminal Record Check](#)
- [Child Abuse History Certification](#)
- [Mandated Reporter Compliance Document](#)
- [Mandated Reporter Training Online](#)
- [Federal Criminal History Record](#) – use Service Code 1KG6ZJ  
FBI check is needed only if the adult has not lived in PA for the past 10 continuous years.
- Volunteer Confidentiality Agreement
- Diocesan Application for Adults Working with Children.
- Creating a Safe Environment – <http://www.eriescd.org> - Protection of Children/Youth
- Statement of Compliance Document

**Parent Teacher Organization (PTO):** The parent teacher organization in each school supports the families, faculty, and staff of the ECSS through parent education and community-building activities. The PTO provides and sponsors events and opportunities that enhance the sense of community within the school family through Christian-based activities to support the goals and mission of the school.

**Attendance:** The Erie Catholic School System (ECSS) requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, policy and procedures. Each school shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, policy and procedures. The educational program offered by the ECSS is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. The ECSS believes there is an educational nexus between classroom presence and achievement and that class attendance is relevant to the students' overall performance, achievement, and academic success.

**Participation in Extracurricular Activities:** Students must attend a full day of school in order to attend any extracurricular activities on that day. Exceptions to this rule may include excused absences due to a doctor or dental appointment and funerals. Students must be in school by 10:00 am to be considered present and must stay for the remainder of the school day to be eligible for extracurricular activities.

**Inclement Weather:** In case of inclement weather, the Erie Catholic School System will communicate delays and closings via [Rediker](#). In the event of a delay, the students will not be marked tardy. On days that school is on a two (2) hour delay, Before School Care and half day preschool will **NOT** be in operation. After School Care will be available until 5:30 pm. It may also be posted on the local television network.

**Forgotten Items/Messages:** In the event that your child forgot something needed for class, the item may be dropped off at the Office. No parent is permitted to go directly to a classroom to deliver an item to a student. If you should need to speak to your child directly, we will call them to the Office for you. Any messages either phone or written, will be delivered by the Office staff.

## **STUDENT DISCIPLINE**

The Erie Catholic School System (ECSS) focuses on Catholic Social Teaching and the academic success of every student. We seek to build within each child a love for God and His creations, a love of learning, a sense of responsibility, self-discipline, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

**Philosophy:** School discipline is a collaborative effort by the parents, guardians, students, and staff to promote positive behavior. We remind students to reflect on the life of Jesus and how He teaches us to live our lives.

**Positive Behavioral Interventions and Supports (PBIS):** PBIS is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. It also improves teacher health and wellbeing.

**Bullying/Cyberbullying:** ECSS is committed to providing a safe, civil, positive learning environment for staff and students. All schools recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, presents an obstacle to social/emotional development of students, and may lead to more serious violence. Therefore, all ECSS school campuses prohibit bullying by students and staff.

Bullying, including cyberbullying, is defined as an intentional and repeated electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or either in or outside a school setting, that is severe, persistent or pervasive and has the effect of any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school.

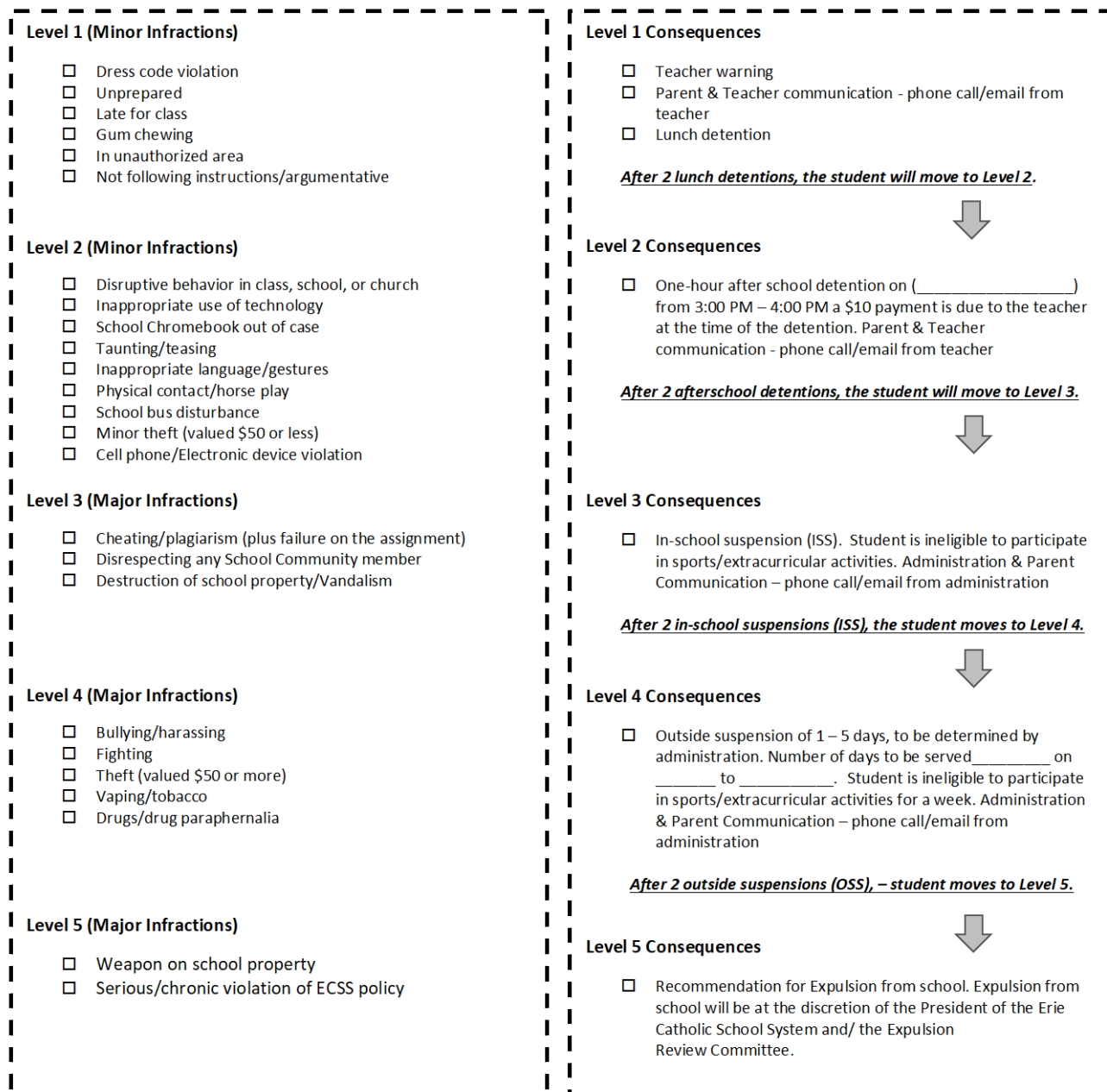
**Suspension/Expulsion:** Though every effort is made to retain all of our students, the rare occasion may arise when a student must be suspended or expelled from our school system in order to maintain a safe environment within the school that is conducive for effective instruction and learning.

The ECSS recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without serious consideration.

**Disciplinary Actions:** While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline potential disciplinary actions and are not inclusive or exhaustive.

*Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school. Consequences will be at the discretion of the school administration.*

## ERIE CATHOLIC SCHOOL SYSTEM DISCIPLINE FLOWCHART



**ECSS Administration reserves the right to assign any level of consequence at its discretion.**

Blessed Sacrament



Our Lady of Peace



St. George



St. James



St. Jude



St. Luke



Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

**Levels 1 and 2 (Minor Infractions)**

- ☐ Dress code violation
- ☐ Unprepared
- ☐ Late for class
- ☐ Gum chewing
- ☐ In unauthorized area
- ☐ Not following instructions/argumentative
- ☐ Disruptive behavior in class, school, or church
- ☐ Inappropriate use of technology
- ☐ School Chromebook out of case
- ☐ Taunting/teasing
- ☐ Inappropriate language/gestures
- ☐ Physical contact/horse play
- ☐ School bus disturbance
- ☐ Minor theft (valued \$50 or less)
- ☐ Cell phone/Electronic device violation
- ☐ Other: \_\_\_\_\_

**Levels 3 and 4 (Major Infractions)**

- ☐ Cheating/plagiarism (plus failure on the assignment)
- ☐ Disrespecting any School Community member
- ☐ Destruction of school property/Vandalism
- ☐ Bullying/harassing
- ☐ Fighting
- ☐ Theft (valued \$50 or more)
- ☐ Vaping/tobacco
- ☐ Drugs/drug paraphernalia
- ☐ ECSS policy (*specify*) \_\_\_\_\_

**Level 1 Consequences**

- ☐ Teacher warning
- ☐ Parent & Teacher communication - phone call/email from teacher
- ☐ Lunch detention

√ **After two lunch detentions, the student will move to Level 2 Consequence.**

**Level 2 Consequences**

- ☐ One-hour after school detention on (\_\_\_\_\_) from 3:00 PM – 4:00 PM a \$10 payment is due to the teacher at the time of the detention. Parent & Teacher communication - phone call/email from teacher

√ **After two afterschool detentions, the student will move to Level 3 Consequence.**

**Level 3 Consequences**

- ☐ In-school suspension (ISS). Student is ineligible to participate in sports/extracurricular activities. Administration & Parent Communication – phone call/email from administration

√ **After 2 in-school suspensions (ISS), the student moves to Level 4 consequences.**

**Level 4 Consequences**

- ☐ Outside suspension of 1 – 5 days, to be determined by administration. Number of days to be served \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_. Student is ineligible to participate in sports/extracurricular activities for a week. Administration & Parent Communication – phone call/email from administration

√ **After 2 outside suspensions (OSS),– student moves to Level 5 consequences.**

**Level 5 Consequences**

- ☐ Recommendation for Expulsion from school. Expulsion from school will be at the discretion of the President of the Erie Catholic School System and/ Expulsion Review Committee.

Teacher Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Failure to get Parent Signature may result in additional consequences.**



**Confidentiality:** The School Counselor takes confidentiality very seriously. What is said in the counseling office stays in the counseling office unless the student is (1) being hurt by someone, (2) wants to hurt someone, (3) wants to hurt him/herself, or (4) gives permission for the information or conversation to be shared with another trusted adult. The school counselor and student are to have a trusted relationship where the student feels comfortable sharing information they may not want shared with others and know the information is safe.

**Release of Records:** For the school to provide necessary and appropriate academic and support services for students who are involved in treatment for drug and alcohol and/or mental health problems, parents should be expected to permit the release of appropriate information from agencies, programs, or institutions to the school. Erie Catholic will release necessary information to agencies involving student care only with the written permission of the student and/or his or her parents.

## **HEALTH and SAFETY**

The Erie Catholic School System is committed to providing an environment that promotes student health – physically, mentally, academically, and spiritually. Proper nutrition and education, along with physical activity help students develop a healthy lifestyle and promote overall well-being. The Erie Catholic School System in conjunction with the Diocese of Erie maintains a Student Wellness Policy.

**Health Services:** A school nurse is provided by the local public school district on an intermittent basis. The school nurse is responsible for all student health records. These include but are not limited to immunization records, physical exams, and dental exams.

Vision Screening	Grades K – 8 annually
Hearing Screening	Grades K, 1, 2, 3, & 7 annually
Height/Weight	Grades K – 8 annually
Physical Exams	Grades K, 1, & 6 unless verification of a physical exam is provided by the family physician and is on file at the school.
Dental Exams	Grades K, 3, & 7 unless given by a private dentist and the form is on file at the school.
Scoliosis Screening	Grade 6 & 7 unless verification is on file from a family/private physician

**Immunizations:** The Pennsylvania Department of Health requires the following immunizations as a condition of attendance for all children entering school (K – 12):

Diphtheria	4 doses
Tetanus	4 doses
Acellular Pertussis	4 doses (DTaP or DTP or DT or Td)
Polio	4 doses
Hepatitis B	3 doses (Correctly Spaced)
MMR	2 doses (Measles, Mumps, Rubella)
Varicella	2 doses (Chicken Pox)

Additional requirements for grades 7 – 12:

MCV	2 doses (Meningococcal Conjugate Vaccine)
Tdap	1 dose (Tetanus, Diphtheria, Acellular Pertussis)

**Exceptions:** Medical – a medical contraindication because of rare conditions.

Religious – this requires a written statement from parents/guardians.

Philosophical/Strong Moral or Ethical Conviction – this requires a written statement from the parents/guardians.

**Communicable Diseases:** The following are Pennsylvania Department of Health requirements regarding school attendance and communicable diseases. If you suspect that your child has one of the following diseases/illnesses, please consult a physician before sending him/her to school. If your child has been diagnosed by a physician as having one of the following conditions, your child must be kept home for the required period of time. The school will require a doctor's note/excuse before your child is permitted to return to school.

Covid-19/Flu	Follow current guidelines
MMR	Diagnosis and recommendation by physician
Chicken Pox	Return 6 days after last crop vesicles
Scarlet Fever	Return after 7 days of onset or 24 hours from the institution of antibiotics
Pink Eye	Must be excluded from school until the eye is clear or has received a doctor's clearance that it is no longer contagious
Impetigo	Diagnosis and treatment by a physician May return to school with doctor approval
Tonsillitis	May return 24 hours from the institution of antibiotics.
Strep Throat	May return 24 hours from the institution of antibiotics
Scabies	May return 24 hours after treatment
Ringworm	May return to school with doctor approval
Head Lice	Students can return to school after being treated. Shampooing with lice shampoo must be repeated again after 7 – 10 days to be sure that all lice have been eliminated. Students must be checked and cleared by the school nurse or designee before returning.

**Medications:** Any medications (over-the-counter or prescription), including cough drops, cannot be dispensed by the school nurse or office personnel unless written permission has been received from the parent(s). If a child has need of an inhaler, epinephrine auto-injector, or seizure medication, the school must have on file a medical permission form filled out by both the parents and the child's health care provider.

**Nurse Dismissal:** If your child has a fever of 100.4 degrees or above, becomes sick and vomits or has diarrhea, please keep them home. ***They should be free from fevers, vomiting, or diarrhea for 24 hours before returning to school, without fever-reducing medication.*** This is to ensure the health and well-being of our students and faculty/staff. If your child becomes ill at school, he/she will be seen by the school nurse (if available) or the office

staff (and/or principal). If your child has a fever above 100.4 degrees, becomes sick and vomits or has diarrhea, we will notify the parent(s) and the child will be sent home. If the parent(s) cannot be contacted, we will contact the person(s) listed on your Emergency Data Form.

**Medical Emergencies:** In the event of a medical emergency, 911 will be called if deemed necessary and the parent(s) of the student will be contacted immediately.

**Safety: Visitor Procedures:** Any person, parent, or non-parent, must be buzzed into the school and go directly to the Office. Every visitor must then sign in at the Office stating the purpose of his/her visit. Unfamiliar individuals may be asked for proof of identification. He/She will then be given a Visitor Badge to wear while in the school building or on school property. Once his/her business is completed, he/she must return to the Office to sign out and return the badge. Please call or email the teacher to set up an appointment. Parents are not permitted to enter the building and go to a classroom to see a teacher as it disrupts the educational process and compromises the safety of our students. No meetings can be guaranteed unless they are scheduled and agreed upon prior to visitation.

**Transportation:** Parents are responsible to transport their child(ren) to and from school and school activities unless they receive busing from their local school district. If a student needs to take a different form of transportation home, parental written or verbal notification must be received by the Office. If possible, contact the school by 2:00 PM. Buses will be used to transport students on field trips. These will be arranged through the school office and will be noted on Field Trip Permission Forms. In the event that only a small group of students needs to be transported, parents will be required to take their children to and from the event.

**Emergency Drills:** The following drills are conducted throughout each school year: Tornado and Fire Drills, Gas Leak Evacuation, and School Lockdowns. These drills are to ensure the safety of our entire school family. Each of our six school campuses has specific locations within and outside of the building to make sure that our students are safe from any inherent dangers. Critical Incident Plans are in place and are used by each campus. These plans were developed in cooperation with the Diocese of Erie and the Catholic Schools Office.

**Flexible Instruction Days:** Flexible Instructional Days were created by the PA Department of Education. The Days are available to schools as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in a usual manner. An example of this would be a snow day. Teachers would provide their lessons for their students with previously sent home packets or in Google Classroom on that day. School families will be notified if a school campus will be using one of its Flexible Instructional Days.

**Emergency and Crisis Procedures:** A Critical Incident Plan (CIP) for each campus covers a wide range of incidents, such as bomb threats, gas leaks, weapons, hazardous spills, intruder situations, etc. Each campus school has a specific plan to follow in each case scenario. In the event of such an emergency or crisis, parents/guardians would be notified in Rediker as to how to proceed in order to keep our students safe.

## **SCHOOL SECURITY CAMERA PROTOCOL**

**Purpose:** The Erie Catholic School System's school campuses each have installed video cameras throughout the school for the purpose of enhancing school safety and security. The goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and school loss or destruction of property.

**Signage and Notification:** Signage will be posted that notify students, parents, staff and the general public of the school's use of security cameras. Students, parents, and staff will receive notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds through the staff handbook and parent/student handbook.

**Camera Placement:** The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, parking lots, exterior/interior entrances or exits to the school building, gymnasium, cafeteria, lobby and main entrance. Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, nurse's offices, or locker rooms.

**Viewing:** There will be no monitoring of live recordings, except in the case of a suspected emergency or safety concern. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building. Viewing the data is to be performed by authorized personnel that have been expressly designated by the principal. A log book shall include the following details: the person(s) viewing the data, what event triggered the viewing, and the date/time viewed and be maintained by the building principal and made available to the President of the Erie Catholic School System (ECSS). No sound is to be monitored or recorded in connection with the video surveillance system. Surveillance system misuse shall be addressed on a case-by-case basis by the President of the Erie Catholic School System.

**Limited Access to Recordings:** Any video recordings used for security purposes in school buildings or grounds are the sole property of The Erie Catholic School System. Release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Principal or President. Access to video recordings from security camera shall be limited to school administrators (President/designee, School Principal/designee). Law enforcement officials (Chief of Police/designee) shall be granted access to video recordings after giving prior notice to the School Principal, President, or designee.

**Data Storage:** All video recordings and logs are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for thirty days (30) and automatically deleted, unless being used in an ongoing investigation.

**Legal References:** US Department of Justice, Office of Programs Published Research Report, Family Educational Rights and Privacy Act.

## **TUITION DEBT COLLECTION PROCEDURES**

- School business managers are the primary point of contact for tuition accounts.
- Payment conditions and terms are explained in the tuition payment agreement that every family signs at the beginning of each school year.
- If a family falls behind in payments, the business manager will work with them to get the account back into good standing. As each family's needs and situation are different, each account is dealt with on a case-by-case basis, and we will do our best to help as much as possible.
- If after accommodations are made, the family still cannot bring their account back into good standing, terms and conditions of the agreement will be enforced up to and including dismissal of the student from the school.
- Any unpaid balances remaining on the account will be sent to a collection's agency.

## **CAMPUS SPECIFIC INFORMATION**

Please go to the PlusPortals to access information

- Daily Campus Schedules
- Attendance Procedures
- Arrival and Dismissal Procedures
- Student Information/Dress Code

**What is PlusPortals:** This is our main communication site for parents. On this site you will see your child's classes, grades, report cards, the school calendar, and upcoming events. Please get familiar with this site and save it as a favorite for easier access for you!

### **How do I get on PlusPortals:**

1. Go to <https://www.eriecatholic.org>.
2. Click on the PlusPortals tab on the upper right of the screen.
3. Choose your school campus.
4. Enter your User Name (Your email address you provided to the school).
5. Enter your Password (You can update this on your own or call the school office to reset for you).

Blessed Sacrament



Our Lady of Peace



St. George



St. James



St. Jude



St. Luke

