



Saint George Catholic School  
1612 Bryant Street, Erie, PA 16509  
(814) 864-4821  
[www.eriecatholic.org/sgs](http://www.eriecatholic.org/sgs)

# **Erie Catholic School System Elementary/Middle School Handbook 2022-2023**



# Saint George School

1612 Bryant Street

Erie, Pennsylvania 16509

814.864.4821

Doors Open

7:40 AM

Tardy After

8:10 AM

## Dismissal:

**Half Day Preschool** at 11:00 on Georgian Way  
(Door 1)

**Full Day Preschool** at 2:40 pm on Georgian Way  
(Door 1)

**Grades K - 5** at 2:45 pm on Georgian Way (Door 1)

**Grades 6 - 8** at 3:00 pm on Georgian Way (Door 1)

## **ACADEMIC POLICIES**

### **Course of Studies:**

Core curriculum courses are offered in the following subjects: English/Language Arts, Mathematics, Social Studies, Science, Religion, Technology, Physical Education, Art, Library/Media and General Music.

ECSS uses the Diocese of Erie curriculum standards and approved textbooks. The Erie Diocese curriculum can be accessed at [www.eriercd.org](http://www.eriercd.org) under the Catholic Schools Education link choose.

### **Religion:**

ECSS provides regular instruction in the Catholic faith and students attend Mass weekly. All students, Catholic or 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.

### **Homework:**

Homework provides an important extension of classroom instruction, reinforcing skills and knowledge learned in class. Homework is usually assigned nightly. Research has shown that children who complete their homework on a regular basis perform better in school.

The ECSS wants each child to reach his/her optimal academic potential. Parents are the most influential people in their children's lives and can make a positive impact on their child's learning. Here are a few guidelines on how parents can support academics:

- Establish homework as a top priority for their children
- Make sure children do homework in a quiet environment
- Establish a daily homework time
- Provide supportive feedback when homework is completed

## **Remote Learning Policy:**

The ECSS believes that in-person instruction is the best and most effective learning modality for our students. Face-to-face instruction allows us to focus on the whole child and addresses the educational, spiritual, and social needs of each student.

As such, our 2022-23 academic year will only offer fully in-person classroom instruction. If a student is absent any given number of days for any reason, he/she will have the option of accessing their class assignments and worksheets via Google Classroom. (Our teachers have been and will continue to be trained in the use of this platform.) Additionally, parents will have the option of picking up their child's assignments at the School Office. The School Office will determine when the parent may pick up those materials.

Should a student be required to be absent from school for a longer period of time (> a month) for a medical reason or other extenuating circumstance, the school principal and classroom teachers will review the situation and determine if a remote learning option would be employed. The parent must provide a medical professional's recommendation and/or other supporting documentation in order for this request to be considered. This will be done on a strictly case-by-case basis.

## **Missing Assignments:**

All assignments are due to the teacher by the designated date. Assignments that are not handed in on time are considered incomplete until they are submitted to the teacher. Students with a missing assignment(s) will complete the work for partial credit based on meeting the standards.

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 – 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 would be Wednesday, and by adding two days the assignments would be due on Friday. 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.

## **Cheating/Plagiarism:**

Cheating/plagiarism is defined as copying and/or taking someone else's work and passing it off as their own. Enabling or helping others to cheat is also cheating. Plagiarism can be done by obtaining and copying other people's work or using technology.

Parents will be notified if their child has been involved in any type of cheating/plagiarism. A student found guilty of cheating/plagiarism can expect consequences which may include: detention, being assigned an alternate assignment, a reduced grade on the assignment,

suspension or expulsion. This will be decided on a case-by-case basis by the teacher/school administration.

### **Grading Policy:**

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. Student progress will be monitored and reported regularly to both students and parents. Sincere efforts will be made to correct deficiencies.

The goal of academic excellence can only be reached when parental involvement occurs and open communication among parents, guardians, teachers, students, and administrators is practiced. 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

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

These \*I = Incomplete

### **Failure:**

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

### **Service:**

Each middle school student will be responsible to complete a minimum of four hours of community service per quarter with a total of 16 hours by May 2nd of that school year. These hours are a requirement of the school program. Students can start accumulating service hours from June 1<sup>st</sup> of the new school year. Forms for the submission of service hours are available in the back of the student handbook and on the school website.

### **Report Cards:**

Grades and student progress for students in grades 1 - 8 are always available on the Rediker Parent Portal. Parents/Guardians and students are encouraged to check the Portal on a regular basis. There are four grading quarters. Report Cards can be printed upon request.

**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.

**Classroom Assessments:**

Assessments include projects, portfolios, curriculum-based tests, journals, oral presentations, PowerPoint projects, written essays and more.

**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 in curriculum and instruction as needed.

**Special services Available in the Erie Catholic Schools:**

Available Services 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 their first 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 accordingly.

ECSS does not provide special education services. This includes Individual Education Plans and Section 504. However, the 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.

**Catholic High School Honors:**

Please contact Mercyhurst Prep and Cathedral Prep to inquire about the prerequisites regarding these programs.

**Educational/Enriching Opportunities:**

These include but are not restricted to: Pennsylvania Junior Academy of Science Local and State Competitions, Challenge 24, Math Counts and more.

**SPIRITUAL DEVELOPMENT**

The Erie Catholic School System strives to develop each student academically, socially, physically, mentally and spiritually. 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 (3 times a year)  
Retreats  
Service Projects  
Prayer Services  
Adoration  
The Rosary  
Stations of the Cross  
Seasonal Church Celebrations

## **ERIE CATHOLIC SCHOOL SYSTEM SERVICE LEARNING**

**Who:** Grades 6-8

**What and When:** 16 hours of Service Due to Religion Teacher by May 2<sup>nd</sup> of the school year.

- 1<sup>st</sup> Quarter-4 hours
- 2<sup>nd</sup> Quarter-4 hours
- 3<sup>rd</sup> Quarter-4 hours
- 4<sup>th</sup> Quarter-4 hours

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 of true selflessness and self-giving, and most importantly, to do the work that Christ asks of us.

### **Service Learning Requirement Guidelines:**

The student must be supervised by an adult.

The 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 to May 1.

## **LIBRARY**

Our Library has an extensive collection of fiction, non-fiction, reference and easy-reader/picture books available for student use. The school library is open to St. George students, faculty and staff for reference materials and book exchange. The Library also contains magazines and other educational materials for student and faculty/staff use.

A library program is provided for grades Kindergarten through fifth grades. Books are circulated on a weekly basis with the option of renewal. The fine for an overdue book is five



cents a day, excluding weekends, holidays, and excused absences. Students should return books the day they return from being absent.

Beginning in Grade 6 and continuing to Grade 8, a Media class will replace the weekly scheduled Library class. The Middle School's Media class will be in addition to their weekly Technology class. The Media class will focus on study and organizational skills, research skills, the proper method of using citations, as well as the participation in independent study projects done in coordination with the various content teachers. Students will still have the opportunity to sign-out a weekly book to read.

There will be a charge for lost books. If a book is not found one month from the date that it was borrowed, a note will be sent to the parents requesting payment for a replacement book.

## **TECHNOLOGY**

**Chromebook, Tablets and iPads:** Personal laptops and iPads are not allowed. The school will provide the needed technology that each student needs to complete his/her work.

### **Cell Phones/Personal Devices:**

The use of cell phones, smart watches and other electronic devices are not permitted at school or on field trips. (See Appendix D) (see appendix for field trip policy). Cellular phones and other electronic communication devices are not to be powered on, heard, used, or visible during school hours and must be handed in to the classroom teacher upon entrance to the classroom. Cell phones and devices will be returned at the end of the day. Cell phones and similar electronic devices that are discovered powered on, seen, or heard by faculty/staff members during school hours will be confiscated. Devices confiscated will be held until the parent can pick up the device at dismissal. If there is a second offense, the student will be prohibited from bringing in the cell phone/device at all. The school is not responsible for any lost, stolen, or broken cell phones/devices.

### **Acceptable Use of Technology:**

The use of school technology resources is a privilege. The privilege of using the technology resources provided by the ECSS is not transferable or extendible by students to other individuals or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. All parents and students must sign the Diocesan Acceptable Use Policy yearly.

### **Unacceptable Use of Technology:**

The following is a non-exhaustive list of strictly prohibited student activities:

- Illegal installation, appropriation, or transmission of copyrighted materials
- Any action that violates existing ECSS policies or public law
- Sending, accessing, uploading, downloading, or distributing offensive or embarrassing, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning
- Using the iPad/Chromebook camera, video, FaceTime or other apps in any way that is offensive, profane threatening, pornographic, obscene, sexually explicit or damaging to another person
- Use of chat rooms, sites, or other means that sell/copy/distribute term papers, book reports and other forms of student work
- Taking pictures of other students without specific permission granted by the teacher
- Use of bit torrents or any illegal file sharing sites
- Any form of jail breaking, rooting or in any other way tampering with the iPad's iOS/computer's operating system
- Changing iPad/Chromebook settings (exceptions include personal settings such as font size, brightness, etc. in which teacher permission has been specifically granted)
- Spamming, sending mass or inappropriate emails
- Gaining access to other student(s) or faculty/staff accounts, files, and/or data
- Use of the school's Internet, network or e-mail accounts for financial or commercial gain or for any illegal activity
- Use of any form of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior

- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment. This may result in disciplinary action and/or monetary restitution.
- Bypassing the school's web filter through a proxy server or any other means
- Using another student's/faculty's/staff's iPad
- The iPad/computer may not be used to take pictures, videos or record sounds of other students, guests or school personnel without their express consent.
- A student cannot take a picture, video or record sounds of another child without the permission of the parent if the child is under the age of 13.

### **Device Insurance:**

Insurance for school issued devices will be included as part of the student's billed Technology fee.

### **Legal Propriety/Copyright:**

All students must comply with trademark and copyright laws and all license agreements.

Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the ECSS handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited.

Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

### **Policy Violations and Disciplinary Consequences:**

Disciplinary action and or loss of privileges/features may be taken by the school depending on the severity of the infraction. Violations may result in restitution and disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved. The school principal will be the sole arbiter of interpretation, violation and penalization of every aspect of this policy.

## **Social Media:**

Parents/guardians, relatives, etc., should be made aware of best practices regarding pictures they take on field trips, at class parties, plays, activities, etc. Parents should not post pictures on personal and social media websites that include children other than their own without parental permission.

The following are prohibited on any personal websites, blogs or social networking sites:

- Pictures, photos or drawings of the school's name or logo, including clothing.
- Pictures, photos, drawings, references to or names of school employees or students.
- Threats or disparaging remarks about the school, its employees or its students.
- Cyber bullying or sexual harassment or any behavior that is ill-mannered or disrespectful.

The consequences for the above will be handled on an individual basis.

## **SCHOOL SECURITY CAMERA PROTOCOL**

### **I. PURPOSE**

St. George School 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.

### **II. GENERAL PROTOCOLS**

#### **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.

**Limited Access to Recordings:**

Any video recordings used for security purposes in school buildings or grounds are the sole property of St. George School and ECSS. 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.

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

## **PARENT TEACHER COMMUNICATION**

**Rediker – Student Information System:**

The Erie Catholic School System employs Rediker Software for data management. Parents receive a login to access the system, which allows them admission to their child's data and information such as grades, schedules and homework. Parents also receive alerts and announcements through the Rediker system. The portal directory provides access for parents to send email to any staff member.

**Email Guidelines:**

Students do not have school email addresses per Erie Diocesan policy. Students will have Google Classroom accounts that allow them access to the Google Education Suite online resources. Google Drive will permit students to share and store documents with other students and with teachers.

**Conferences:**

Parent/Teacher Conferences are held initially in October or November to review the First Quarter Report card and results of the NWEA/Fluency Map Assessments. Conferences are then held at the discretion of the parent and/or teacher. Preschool parents will be notified when their particular conferences will be held.

**DRESS CODE****Girls' Uniforms:**

- Traditional plaid/navy blue uniform jumper
- Traditional plaid/navy blue uniform skort
- Traditional plaid/navy blue uniform skirt
- Navy blue walking shorts
- Navy blue dress slacks
- Red or white polo/knit shirt - long or short sleeved
- Red or white turtleneck
- Navy blue, red, or white - Cardigan, V-neck, or crew
- Navy blue, red or white sweatshirt (crew neck) or School sweatshirt, ¼ zip
- White T-shirt must be worn under uniform shirt
- Closed-toe dress shoes with a heel no higher than 1 inch- black, brown, navy blue.
- White, black, dark grey, red, or navy-blue tights or socks- ankle, crew or knee high, school spirit socks

**Boys Uniforms:**

- Navy blue walking shorts
- Navy blue dress slacks
- Red or white polo shirt- Long or short sleeved
- Red or white turtleneck
- Navy blue, red, or white sweater- Cardigan, V-neck, or crew
- Navy blue, red, or white sweatshirt (crew neck) or School sweatshirt
- Closed-toe dress shoes- black, brown, navy blue
- White, black, dark grey, or navy blue socks- ankle or crew

**All Students: Shirts must be tucked in at all times unless a banded shirt is worn.**

**Physical Education Uniform:** Students in grades K – 8 will wear their gym uniform/sneakers to school on the day they are scheduled for gym class. Gym uniform will consist of a St.

George t-shirt that can be purchased at Milagro. Shorts must be of appropriate length. Students may wear athletic pants over their shorts that can then be removed for gym.

**Hair - Boys:** Male students are expected to have neatly trimmed hair that does not impair one's vision. It is also expected that one's hair is of a natural color and styled in a tasteful and appropriate fashion. Extreme hair styles are not permitted. No novelty hair accessories.

**Hair - Girls:** Female students are expected to have neatly styled hair that does not impair one's vision. It is also expected that one's hair is of a natural color and styled in a tasteful and appropriate fashion. Extreme hair styles are not permitted. No novelty hair accessories.

**Make-up and Nail Polish:** Female students in grades 6-8 are permitted to wear minimal and tasteful make-up. Students wearing an abundance of make-up or make-up that is very dark will be required to remove it. Female students are also permitted to wear lightly colored nail polish. Students wearing dark or very bright colored nail polish, acrylic or fake nails will be required to remove it.

**Jewelry - Boys:** The following accessories are acceptable: Wrist watch, a thin bracelet (not dangly or stretchy), one ring, and a thin gold or silver chain (remaining inside of shirt).

**Jewelry - Girls:** The following accessories are acceptable: Wrist watch, a thin bracelet (not dangly or stretchy), one ring, a thin gold or silver chain (remaining inside of shirt), and stud-style earrings. Girls are not permitted to wear hoop or dangling earrings.

**All Students:** Students are not permitted to wear facial jewelry of any kind including nose, lip or eye brow piercing.

**Dress Down/Casual Day:** Throughout the year on designated days, students are permitted to dress down or casually. Students are often asked to donate a \$1.00 for this privilege. The monies collected are then donated to a local charity, mission, or other worthy cause.

The following are permissible on dress down days: jeans, khakis, cargo pants, cords, athletic pants (no tear-aways), and appropriate fitting sweatpants. Shorts and skirts must be no more than 3 inches above the knee. Leggings are permissible if worn with a top that is fingertip length or longer and covers the posterior. Appropriate tops, t-shirts and sweatshirts are allowed. They must be long enough so that the midriff is covered when raising your hand.

The following are not permissible on dress down days: tank tops, tear-away pants, pants or shorts with writing on the backside, stretch/lycra pants, or tight-fitting pants. Sandals, flip-flops or shoes that don't enclose the foot entirely aren't permitted.

***Dress Down Day clothing should be acceptable and appropriate for a Catholic school student. Modesty and self-respect should be observed. Any messages on clothing should be appropriate and positive.***

## **ATTENDANCE POLICY Absenteeism and Tardiness:**

Regular attendance at school is important to student development, readiness to learn, and social and academic progress. The Erie Catholic School System is required by the State of Pennsylvania to provide a school environment that enforces the compulsory attendance law

through proactive cooperation among students, parents, administrators, teachers, district judges, juvenile probation and the Office of Children and Youth. ECSS is responsible for monitoring and maintaining records of the attendance of students. Please ensure daily and timely attendance for your student(s).

Parents are responsible for notifying the school when their child is going to be absent. If your child is going to be absent, please notify the school in the morning by 8:00 am using one of the following methods:

1. Email at [sgs.attendance@eriecatholic.org](mailto:sgs.attendance@eriecatholic.org). **\*Please include the following in the email: child's name, homeroom, reason for absence and request for homework. We are able to accept the email as the excuse note and the absence will automatically be marked as excused. Please CC: your child's homeroom teacher.**
2. Call the school at 814-864-4821 and press #1 for the Absentee Line.

**Homework requests may be picked up in the school foyer after 3:30 p.m.**

Lawful Excuses from the attendance of school include the following: mental or physical illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travels of five days or less, and student-centered court hearings.

Students must present a written excuse within three days upon returning to school; otherwise, the absence is considered unexcused. After 5 or more consecutive days of illness a doctor's excuse must be provided. Written excuses for dental or doctor appointments must be presented to the homeroom teacher the day of the appointment. The parent or designee must pick the student up in the school office and sign him/her in and out of the building for security reasons. Students are responsible for making up any work missed.

#### **Cumulative Lawful Absences:**

A maximum of ten days of lawful absences, verified by written excuses are permitted during one school year. All absences past the ten allotted require a written excuse from a physician.

#### **Unexcused Absences:**

Any absences for which the school has not received a written excuse from the parent/guardian is considered unexcused. If an excuse is not produced within three days of the absence, the absence becomes permanently unexcused. Students who do not receive advanced permission for educational travel will accumulate unexcused absences for the days missed.

If the parent/guardian is neglectful in providing written excuses or does not meet such requirements in a timely fashion, reasonable allowances should be made to help them comply with the law. Schools should document and maintain a record of all communications, including telephone calls, written correspondence, and any other documents.

1. First unlawful absence: Parent/guardian receives notice of unlawful absence from the school. The name and telephone number of a school contact person are included with the notice. Legal



penalties established by law for violation of compulsory attendance requirements are attached to the notice.

2. Second unlawful absence: Parent/guardian receives second notice of unlawful absence from the school. Name and telephone number of a school contact person are included. An offer of assistance is made to the parent. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice.

3. Third unlawful absence: Within 10 days of the third unlawful absence the Parent/guardian receives a third notice of unlawful absence by certified mail, noted as "official notice of child's third illegal absence." Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. Additionally, the parent/guardian should receive a phone call from the school indicating the student's third unlawful absence and an invitation to attend a school attendance improvement conference. Three days after such notice, the student and/or parent/guardian who violates these requirements shall be liable without further notice. At this time, the school is required to convene an attendance improvement conference for the purpose of developing a School Attendance Improvement Plan. A written invitation will be sent to the parent/guardian and the student to participate in the conference. All parties should sign the SAIP. Specific directions for developing and writing a School Attendance Improvement Plan are attached as an appendix. The school must hold the attendance improvement conference even if the parent/child refuse to attend. The school must document the outcome of the conference in a written School Attendance Improvement Plan (SAIP). Representatives from the student's school district of residence should be invited to attend the conference and, once completed, should be given a copy of the SAIP.

4. Subsequent unlawful absence: After agreeing to an SAIP, or if there is no agreement, and three (3) days have passed, if the child is unlawfully absent at any point within the school year, a notice of unlawful absence is sent home via certified mail. Additionally, the student's school district of residence will be notified of the unlawful absences and that the student is at risk of becoming classified as "habitually truant."

5. Continued truancy: Once a student has six unlawful absences during a school year, they are classified as "habitually truant." The school must report to the superintendent cases when a child is habitually truant. The student's case will be referred to his/her school district of residence where decisions will be made on the following: a. Refer student to school based or community-based attendance improvement program b. Refer student to county child and youth agency for possible disposition as a dependent child c. File truancy citation with the appropriate judge

6. When referring a habitually truant student to the district of residence, the school will collaborate to provide documentation for the district to comply with the PA School Code truancy requirements. Upon request, the school shall provide the student's school district of residence with the following documentation: a. the student's attendance record b. notices provided to the parent/guardian c. actions taken by the school to address truant behavior d. copy of the School Attendance Improvement Plan e. optional - copy of the student's academic performance

7. Upon request, the school shall participate in court proceedings related to juvenile dependency referrals or citations for truant behavior. Participation in such proceedings may be in person, by phone conferencing, by video conferencing or by any other electronic means.

**Educational Travel:**

Students are permitted to utilize a maximum of five (5) excused school days for educational travel per year. All educational travel must be submitted to the school principal two weeks prior to the date of leave. Parents must complete the educational travel form provided by the school. If the educational travel experience is not approved by the school principal, the absences accrued will be marked as unexcused. Special circumstances will be reviewed by the principal on an individual basis. Students will not be given work ahead of time due to educational travel and are required to make up all work missed when they return.

**Tardiness:**

Students are considered tardy if they are not present by 8:10 AM. Tardy students must obtain a tardy slip from the school office upon arrival before going to class. Parents are also required to produce a valid excuse for tardiness. The following excuses are acceptable: mental or physical illness, family emergency, death of a family member, medical or dental appointments, or authorized school activities. Tardy minutes will be tracked by the school. When the total number of tardy minutes reaches a full school day, an additional absence will be documented and counted as an absence in the student's attendance file. Students with frequent and persistent tardiness issues may receive relevant consequences accordingly. Tardiness due to bus delays is not counted against the student.

**Participation in Extra-Curricular Activities:**

Students must attend a full day of school in order to attend any extra-curricular activities on that day. The only exceptions to this rule are as follows: excused absences due to a doctor or dental appointment and funerals. Students must be in school by 9:30 am to be considered present and must stay for the remainder of the school day in order to be eligible for extra-curricular activities.

**Truancy:**

A student is considered truant when he/she is absent for six (6) or more days without a valid excuse. After the six (6) unexcused absences, the truancy office from the home district of the student will be notified. The truancy officer will issue fines through the courts if deemed necessary.

**Inclement Weather:**

In case of inclement weather, St. George will follow the Erie Catholic School System schedule regarding closing. In the event of a two hour delay of one of our districts, the students will not be marked tardy. After School Care will be available until 5:30 PM. Inclement weather that results in a school delayed starting time, early dismissal, or cancellation will be communicated via the Rediker Communication System.

## HEALTH AND WELLNESS

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 of residence. 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 (DTaP or DTP or DT or Td)	4 doses
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 the 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.

<b>COVID-19/Flu</b>	Follow current guideline.
<b>MMR</b>	Diagnosis and recommendation by physician
<b>Chicken Pox</b>	Return 6 days after last crop vesicles
<b>Scarlet Fever</b>	Return after 7 days of onset or 24 hours from the institution of antibiotics.
<b>Pink Eye</b>	Must be excluded from school until the eye is clear or has received a doctor's clearance that it is no longer contagious.
<b>Impetigo</b>	Diagnosis and treatment by a physician. May return to school with doctor approval.
<b>Tonsillitis</b>	May return 24 hours from the institution of antibiotics.
<b>Strep Throat</b>	May return 24 hours from the institution of antibiotics.
<b>Scabies</b>	May return 24 hours after treatment
<b>Ringworm</b>	May return to school with doctor approval
<b>Head Lice</b>	All nits (eggs) must be treated for return to school. Shampooing with lice shampoo must be repeated again after 8-10 days to be sure that all lice have been eliminated. Student must be checked and cleared by the school nurse before returning.

**Illness:**

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.

**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.

**Counseling:**

A counselor may be available on campus. The counselor works with both small groups and individuals as well as classroom programs.

**FOOD ALLERGIES**

It is the parent/guardian's responsibility to notify the school of any known allergies that may impact their child while at school. If the allergy is severe requiring emergency medications to be kept at school, the parent will be provided an Allergy Action Plan (Appendix C) form to be completed by the child's doctor. The school nurse and administrative team will work with the parent to develop a health plan. All teachers are trained annually on how to administer an EpiPen in case emergency medication is needed. Epi-Pens are available in the school cafeteria and in the nursing office for emergency situations.

If the student must avoid certain foods due to an allergy or intolerance (peanuts, tree nuts, gluten etc.) documentation from the child's doctor must be on file. The parent/guardian is responsible for providing a safe snack for the student to be kept in the classroom (or sent in on the days of a scheduled or a requested event).

Each classroom containing a student who has a severe food allergy will have a sign posted on the door stating that NO FOOD containing the allergens is allowed in that particular classroom.

## **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. He/She will then be given a Visitor Badge to wear while in the school building or on school property. Every visitor must remain in the Office until the school administration grants permission to enter any other part of the school building. 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. The Erie Catholic Buses will act as transportation for Erie School District residents who are located within the travel route area. Other circumstances will be determined considering capacity, distance from school, and other factors as approved by the administration. 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.

Erie Catholic 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 may be required to take their children to and from the event.

## **Emergency Drills:**

The following drills are conducted throughout each school year:

- Tornado Drills
- Fire Drills
- Gas Leak Evacuation
- School Lock-Downs

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 collaboration with the Diocese of Erie and the Catholic Schools Office.

## **Severe Weather Closings:**

In the case of severe weather, when the physical school building would need to be closed, an announcement would be made by the Erie Catholic School System. The announcement would be made via Rediker (the Student Information System) email. It will be posted on the local television networks.

\*It is a possibility that we will be able to hold class remotely. Parents may be instructed to have students login to Google Classroom and/or Zoom.

## **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. The teachers would not report to school, so they would not be hosting Zoom meetings like they do on Remote Learning Days. The biggest advantage of a Flexible Instruction Day is that it counts as a school day and would not have to be made up later in the year. School families will be notified if St. George School will be using one of its Flexible Instructional Days.

## **Emergency and Crisis Procedures:**

A Critical Incident Plan (CIP) for each campus school covers a wide range of incidents, such as bomb threats, gas leaks, weapons, hazardous spills, hostage 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 by the Erie Catholic School System as to how to proceed in order to keep our students safe.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Student Arrival:**

When students arrive for school, they should follow campus procedures. If arrival time is before school, they should go to the Before School Care Program. Once the teachers have arrived and are in their classrooms, students may report directly to their homerooms.

### **Early Dismissal:**

Early Dismissal will take place based on the school calendar each month. Students will be dismissed at 12:30 PM. Each campus school will inform parents/guardians as to which buses are available for early pick-up of students. If no bus is available parents will be responsible for picking up their child(ren) on that day. **The After School Program will not run during early dismissal days.**

### **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

### **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 foster academic excellence and enable students to reach their full potential in the classroom and in life. Therefore, students participating in inter-scholastic sports are expected to keep classwork as a first priority.

### **Eligibility for Grades 5-8 School Level Sports:**

1. Students receiving a D or F in any class will be given a warning and re-evaluated weekly.
2. If the student is successful in raising the grade, he/she will be permitted to participate in the respective sport.
3. If after a week the student does not provide evidence of improvement, 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 with it 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 by all student athletes. If sportsmanship comes into question, consequences may be issued by the school administration accordingly.

### **Sports Programs:**

These are examples of the sports programs that are offered in the Erie Catholic/Diocesan Athletics Programs:

Cross Country	Soccer	Golf	Football
Lacrosse	Basketball	Football	Swimming

## **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.

### **Examples of Activities:**

PJAS	Student Council	Math Competitions
Drama/Theater	Class Activities	Choir
Altar Servers		

### **Eligibility:**

Students participating in extra-curricular activities are bound by the eligibility rules which apply to sports.

## PARENT INVOLVEMENT

### Volunteer Opportunities:

\*Parents/Non-employee adults must have current clearances to participate.

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 - <https://epatch.state.pa.us/Home.jsp>
  - \*Child Abuse History Certification - <https://www.compass.state.pa.us/cwis/public/home>
  - \*Mandated Reporter Compliance Document - <http://www.eriecd.org/pdf/mandatedreporters.pdf>
  - \*Mandated Reporter Training – <http://www.eriecd.org/pdf/reportertraining.pdf>
  - \*Federal Criminal History Record Information – FBI Report – <http://www.pa.cogentid.com/>
- If FBI is not needed, the Affidavit needs signed.
- FBI check is needed only if the adult has not lived in PA for the past ten continuous years.*
- \*Volunteer Confidentiality Agreement
  - \*Application for Adults Working with Children
  - \*Creating a Safe Environment – <http://www.eriecd.org> - Protection of Children/Youth
  - \*Statement of Compliance Document

\*\*\*Please see Appendix E for Letter (Also can be found on Erie Catholic website under Careers link/Volunteers: <https://www.eriecatholic.org/careers/volunteers> )

### Parent Teacher Organization (PTO)

The Parent Teacher Organizations 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.

### Behavior Policy

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, a positive self-image, 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. The focus of the ECSS Middle School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly with empathy towards others and their property. We remind students to reflect on the life of Jesus and how He teaches us to live our lives. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

### **Standards of Behavior:**

All students will be expected to uphold certain standards of behavior as part of the Erie Catholic School System.

In order to show **respect, maintain safety**, and **focus on learning**, I will:

- 1. Be kind and respectful to other students, teachers, and school personnel.**
- 2. Follow all classroom and school rules.**
- 3. Participate in religious activities.**
- 4. Follow safety rules.**

### **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 all 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.*

## **DESCRIPTION OF EXPECTATIONS AND POTENTIAL CONSEQUENCES**

### **Classroom Behavior:**

**Students are expected to listen and follow all teacher directions and classroom rules.**

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, etc ...

### **Behavior in Halls:**

**Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.**

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, etc...

### **Behavior in Restrooms:**

**Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.**

Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school detention, in-school suspension, suspension, etc...

### **Behavior in Lunchroom:**

**The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.**

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; lunch detention, suspension, etc...

### **Behavior on Playgrounds/Recess:**

**The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.**

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, etc...

### **Behavior on Bus:**

**The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.**

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school detention, in-school suspension, and suspension, etc...

#### **Behavior During School Sponsored Activities/Field Trips:**

**Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.**

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school detention, in-school suspension, exclusion from future activities, suspension, etc...

#### **Behavior at Church:**

**Students are expected to conduct themselves in a respectful and reverent manner during school Liturgies, prayer services, Reconciliation services and other programs that occur in church. Behavioral expectations are consistent with school policies.**

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school detention, in-school suspension, exclusion from future activities, suspension, etc...

#### **Excessive Tardiness, Truancy, Leaving School Without Permission:**

**Students must be on time for school and in their classrooms by 8:25 AM; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.**

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school detention, in-school suspension, referral to law enforcement, etc...

#### **Dress Code:**

**See Dress Code Policy on Pages 11 – 12.**

Possible Consequences: Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, etc...

#### **Fighting/Physical Aggression:**

**This includes but not limited to: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.**

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, etc...

#### **Missing Assignments:**

**See policy on page 3 – 4.**

Consequence: Students will serve a detention after two (2) missing assignments until all work is completed.

#### **Cheating or Plagiarism:**

**See Plagiarism Policy on page 4.**

#### **Inappropriate Use of the Computer Systems:**

**See Technology Safe Usage Policy on Pages 8– 11.**

#### **Incendiary Devices:**

**This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.**

Possible Consequences: Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement, etc... **Bullying:**

**Bullying exists if all three parts of the following exist: 1. Any intentional electronic, written, verbal or physical act or series of acts, which are severe, persistent or pervasive; 2. Are directed at another student(s) or adult(s) with the intent to hurt/harm; 3. AND there must be an imbalance of power between the two or more parties involved.**

**To constitute bullying, the acts must have the effect of**

- **Substantially interfering with a student's education**
- **Creating a threatening environment**
- **Substantially disrupting the orderly operation of the school**

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion, etc...

#### **Physical Attack on Staff or Fellow Student:**

**This includes any aggressive physical battery on staff member or person. This includes but not limited to any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.**

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion, etc...

#### **Threats and/or Verbal Abuse:**

**This includes but is not limited to any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.**

Possible Consequences: The Diocesan Threat Assessment Policy procedure will be started, Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, recommendation for expulsion, etc...

#### **Hazing – Anti-Hazing Policy:**

**The Erie Catholic School System prohibits any form of hazing of or by employees, volunteers, or students.**

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

**Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it immediately to the school administration. School**

**Administration shall investigate the reported incident, and shall render disposition of the reported incident pursuant to this policy and/or any other relevant policy school administration deems appropriate.**

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion, etc...

**Teasing, Verbal or Non-Verbal:**

**This includes but is not limited to name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's appearance or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.**

Possible Consequences: Staff/student conference, referral to the administration, personal apology to student who was teased, a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school detention, in-school suspension, suspension, etc...

**Malicious Pranks and Pseudo Threats:**

**This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.**

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion, etc...

**Acts of Hate / Violence:**

**This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.**

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion, etc...

**Inappropriate Language/Gestures:**

**This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an**



**environment free from profane, hateful, racist, prejudice or obscene language and gestures.**

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, etc...

### **Sexual Harassment:**

**Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.**

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, transfer to another class, in-school detention, in-school suspension, suspension, recommendation for expulsion, etc...

### **Theft/Extortion:**

**Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.**

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion, etc...

### **Theft/Burglary:**

**This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.**

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, full restitution, etc...

### **Insubordination/Disrespect:**

**This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, etc.). This includes but is not limited to not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.**

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school detention, in-school suspension, suspension, etc...

### **Title IX Statement:**

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, being denied the benefits of, or being subjected to discrimination under any education program or activity on the basis of sex. Title IX Information can be found at <https://www.eriercd.org/schools/titleix.html>

#### **Destruction of Property/Vandalism:**

**This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.**

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement, etc...

#### **False Fire Alarm:**

**False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.**

Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school detention, in-school suspension, suspension, recommendation for expulsion, etc...

#### **Weapons:**

**This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons), which could be used as a weapon. This is a very serious offense and is strictly prohibited**

Possible Consequences: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion, etc...

#### **Possession of Communication and Other Electronic Devices:**

**Cellular phones or personal devices are not allowed. Laser pointers and other disruptive devices will be confiscated**

Possible Consequences: Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school detention, in school suspension, suspension, etc...

#### **Possession or Use of Destructive or Harmful Substances:**

**This is possession of matches, fire-crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.**

Possible Consequences: Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess

privileges, in-school detention, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion, etc...

**Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials:**

**This is possession of intoxicants, inhalants, smoking materials or controlled substances, which are prohibited.**

Possible Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion, etc...

**St. George School**  
**Discipline Plan: Grades 4-8**

<b>Level 1 Infractions</b> Late for class Dress code violation Unprepared for class Arguing/disrespect/lying Class disruption In unauthorized area Taunting/teasing Disruptive behavior during mass/prayer service School Chromebook out of case Cell phone/portable electronic device violation (warning, phone in office) School bus disturbance (warning, call home, lunch detention, bus suspension)	<b>Level 1 Consequence</b> Step 1: Teacher warning  Step 2: Parent phone call-made by both teacher and student  Step 3: Lunch detention  *After three lunch detentions, the student will move to Level 2 Consequence.
<b>Level 2 Infractions</b> Truancy Misuse of school devices Inappropriate language/gesture/swearing Failure to report to office/classroom when requested Minor destruction of school property Non-compliance and disrespect Cheating/plagiarism (plus failure on assignment)	<b>Level 2 Consequence</b> 1-hour afterschool Tuesday or Thursday detention (3:00-4:00) A \$10 payment made to the teacher by the student/parent is due at time of detention. A mentor teacher will be assigned to student.  *After three afterschool detentions, the student will move to Level 3 Consequence.
<b>Level 3 Infractions</b> Major destruction of property Physical, sexual, or verbal harassment Bullying Fighting	<b>Level 3 Consequence</b> In-school suspension. Student is ineligible to participate in sports/extracurricular activities.  *After two ISS, the student will move to Level 4 Consequence.
<b>Level 4 Infractions</b> Vaping etc. Theft of school property	<b>Level 4 Consequence</b> Out-of-school suspension or considered for expulsion. Student is ineligible to participate in sports/extracurricular activities for a week.
<b>Level 5 Infractions</b> Weapon on school property Violation of school drug policy	<b>Level 5 Consequence</b> Expulsion from school for the remainder of the school year will be at the discretion of administration and the Erie Catholic School System.

The above infractions and consequences are meant as a guide and are at the discretion of administration in all respects.

## **Erie Catholic Schools Outstanding Tuition and Debt Collection Policy**

1. Tuition and fees represent approximately 70% of Erie Catholic School's operating budget, and are therefore the driving force in our ability to provide the highest quality educational experience possible for our students and families.
2. In order to maintain Erie Catholic's competitiveness, sustain high academic standards, and enable a rich learning environment for our students, we will seek to recover as much unpaid tuition and fees as possible. Effective immediately the Director of Finance and the school Business Managers will pursue collection of outstanding tuition and other categories of debt along the following guidelines:
  - a. For past due accounts, wherein the family/account holder still has a student or students enrolled in the system for the current school year and/or the next school year, a signed payment plan contract will be developed by the appropriate school business manager.
  - b. In this contract, the family/account holder will agree to clear the owed balance no later than two weeks before the start of the next school year.
3. Failure to remit the initial payment and/or payments according to the signed agreement will result in the following administrative actions:
  - a. A bar to enrollment for the next school year. If no student is set to enroll for the next year due to graduation, then the diploma for the graduating student will be withheld until the account is clear.
  - b. The affected student(s) will be ineligible for all extracurricular activities including, but not limited to: Sports, clubs, dances or other social events, field trips, and graduation ceremonies. School masses are considered part of the curriculum, and are not affected by this guidance
  - c. Families will be ineligible to utilize the extended care and summer programs.
  - d. The affected student(s) will be dismissed at the end of the current academic quarter.
4. For accounts with any balance greater than \$250, wherein the family/account holder no longer has any student(s) enrolled in the system and does not intend on enrolling any child in the future, and wherein the account holder has not cleared the past due balance within three calendar months from the time their student(s) has departed the system, the Director of Finance will turn over the account to a collections agency for recovery of the past due amount.



## **Suicide Awareness and Prevention Policy**

### **Purpose:**

The Erie Catholic School System adopts this policy in acknowledgment of St. George School's commitment to maintaining a safe school environment; to protect the health, safety, and welfare of its students; to promote healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. Therefore, in order to ensure the safety and welfare of students, the school will work to educate school personnel and students on the actions and resources necessary to promote well-being and prevent suicide.

### **Definitions:**

**At-Risk for Suicide** shall mean any youth with risk factors or warning signs that increase the likelihood of suicidal behavior.

**Behavioral Health** shall mean the emotion, behaviors, and biology related to a person's mental well-being, their ability to function in everyday life and their concept of self.

**Postvention** shall mean activities which reduce risk and promote healing after a suicide death.

**Prevention** refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support, and protect individuals from suicide.

**Resilience** is the process of adapting well in the face of adversity, trauma, tragedy, threats, or significant sources of stress or "bouncing back" from difficult experiences.

**Suicide** shall refer to death caused by self-directed injurious behavior with intent to die as a result of the behavior.

**Suicidal Act or Suicide Attempt** shall mean a potentially self-injurious behavior for which there is evidence that the person intended to kill him/herself; a suicidal act may result in death, injuries, or no injuries.

**Suicide Threat** shall mean a verbal or nonverbal communication that an individual intends to harm him/herself with the intention to die but has not acted on the behavior.

**Warning Signs** are evidence-based indicators, often observable, that someone may be in danger of suicide, either immediately or in the very near future.

**Suicide Awareness and Prevention:** The Erie Catholic School System will utilize its individual schools' building level support teams. These team will provide a multifaceted approach to suicide awareness and prevention, which includes the following:

- **Staff Development:**

All school personnel shall receive information, in writing, regarding the school/system's protocols for suicide awareness and prevention. Youth suicide awareness and prevention education will be provided for all school personnel about the importance of suicide prevention, the recognition of suicide risk factors and warning signs, and how to respond. Staff education should also include strategies to enhance protective factors, resilience, and school connectedness. Professional staff in all school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

- **Prevention Education for Students:**

Students shall receive age-appropriate lessons in their classrooms through health education or other appropriate curricula on the importance of safe and healthy choices, as well as help seeking strategies for self and/or others.

- **Intervention/Prevention:**

Information received in confidence from a student may be revealed to the student's parents or guardians, the building administrator or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

The building administrator shall develop guidelines for responding to a suicide threat.

Any school personnel who observes a student exhibiting a warning sign for suicide, or who has another indication that a student may be contemplating suicide, shall refer the student for risk assessment and intervention in accordance with Erie Catholic's referral procedures.

If the student has been identified as being at increased risk of suicide, the individual school shall create an Emergency Medical Plan to support the student.

Any school personnel who is made aware of any threat or witnesses any attempt towards self-harm that is written, drawn, spoken or threatened shall immediately notify the building administrator or designee. Any threat in any form shall be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. In cases of suicidal thoughts and behaviors, a student's confidentiality will be waived, except when involving the seal of confession. The individual schools' response procedures shall be implemented.

If an expressed suicide thought or intention is made known to any school personnel during a before or after school program, school-sponsored event or sport team and the building administrator or designee are not available, call East Erie County Emergency 1-814-898-3333 OR West Erie County Emergency 1-814-860-1563, 1-800-SUICIDE, or 1-800-273-TALK for help. Inform the building administrator of the incident and actions taken.

- **Procedures for Parental Involvement:**

Parents or guardians of a student identified as being at risk of suicide must be immediately notified by the school and must be involved in consequent actions and provided with crisis and community resources. If any mandated reporter suspects that a student's risk status is the result of abuse or neglect, that individual must comply with the reporting requirements of the Child Protective Services Law.

**• Response to Suicide Attempt:**

The building administrator or designee shall develop guidelines for responding to a suicide attempt on school grounds or during a school-sponsored event.

The first school personnel on the scene of a suicide attempt on campus must follow the individual schools' response procedures and shall immediately notify the building administrator or designee.

The individual school will immediately notify the parents or guardians of the affected student(s).

If a suicide attempt occurs off campus, then the individual school will follow the school's crisis response procedures and subsequent reentry procedures upon the student's return to school.

The building principal or designee shall meet with the parents/guardians of a student returning to school after a behavioral health crisis, and, if appropriate, meet with the student to discuss reentry and applicable next steps to ensure the student's readiness to return to school.

**• Response to Suicide (Postvention):**

The building administrator or designee shall develop guidelines for responding to a suicide death.

The first school personnel on the scene of a suicide on campus must follow the individual schools' response procedures and shall immediately notify the building administrator or designee.

The individual school will immediately notify the parents or guardians of the affected student(s). Upon confirmation of death, the Erie Catholic School System will immediately implement established postvention procedures, which shall include methods for informing the school community, identifying and monitoring at risk youth, and providing resources and supports for students, staff, and families. The Erie Catholic School System will review any requests for memorials in accordance with ECSS and Diocesan policy.

**• Resources for Youth Suicide Awareness and Prevention:**

A comprehensive set of resources for youth suicide awareness and prevention is to be accessible to students, parents and staff.

Available resources are:



For a list of County Crisis Resources:

[https://www.cor.PA.gov/Documents/PA County Crisis Contacts.pdf](https://www.cor.PA.gov/Documents/PA%20County%20Crisis%20Contacts.pdf)

Prevent Suicide PA: <https://www.preventsuicidepa.org/webinars/>

National Institute of Mental Health: resources to raise awareness about suicide prevention: [NIMH » Shareable Resources on Suicide Prevention \(nih.gov\)](https://www.nimh.nih.gov/health/publications/shareable-resources-on-suicide-prevention/)

Prevent Suicide PA Learning: Free online courses including, “Suicide Prevention for Educators.” [Prevent Suicide PA Learning \(pspalearning.com\)](https://www.pspalearning.com/) This program meets the required four hours of training.

SAMHSA: [Preventing Suicide: A Toolkit for High Schools | Publications and Digital Products \(samhsa.gov\)](https://www.samhsa.gov/preventing-suicide)

Suicide Prevention Resource Center: <https://www.sprc.org/training> includes online courses and virtual learning labs.

Jason Foundation: Educators can locate training as well as several valuable resources: [Educator, Youth Worker, Coach - jasonfoundation.](https://www.jasonfoundation.org/)

The American Association of Suicidology: Offers a wide array of school resources: [School Resources – American Association of Suicidology.](https://www.aas-suicidology.org/school-resources/)

The United States Conference of Catholic Bishops offers this analysis: [Youth Suicidal Behavior | USCCB](https://www.usccb.org/beliefs-and-teachings/our-faith/faith-issues/youth-suicidal-behavior/)

## Appendix A

Erie Catholic School System – SGS - Service Learning Documentation

Minimum of 16 Service Hours – Due to your Religion Teacher by: May 2<sup>nd</sup>, 2021

Name \_\_\_\_\_  
 \_\_\_\_\_

Date	Location of Service	Number of Hours	Area/Type of Service	Adult Name and Signature
				Name _____ Signature _____
				Name _____ Signature _____
				Name _____ Signature _____
				Name _____ Signature _____
				Name _____ Signature _____
				Name _____ Signature _____
				Name _____ Signature _____
				Name _____ Signature _____
				Name _____ Signature _____

## Appendix B

### Application for Educational Travel

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

Parent/Guardian Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Date of the First Day of Student Absence \_\_\_\_\_

Date of Return to School \_\_\_\_\_

Location of Trip \_\_\_\_\_

Reason for Travel \_\_\_\_\_

Educational Opportunities and Objectives \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Principal Signature \_\_\_\_\_

## Appendix C

### Food/Severe Allergy Action Plan

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade/Rm: \_\_\_\_\_ Date: \_\_\_\_\_

\*Allergy: \_\_\_\_\_

What signs and symptoms will this child have if they ingest or come in contact with this allergen?

\_\_\_\_\_  
\_\_\_\_\_

Asthmatic \*Yes \_\_\_\_\_ No \_\_\_\_\_ \*higher risk for severe/possibly life-threatening reaction

Place Child's

Picture Here

### ★ Step 1 – Treatment ★

#### Symptoms:

#### Give Checked Medication

(must be authorized by physician)

- |  |                   |                     |
|--|-------------------|---------------------|
| 1. If a food allergen has been ingested, but <i>no</i> symptoms: | _____ Epinephrine | _____ Antihistamine |
| 2. Mouth itching, tingling, swelling of lips or tongue           | _____ Epinephrine | _____ Antihistamine |
| 3. Skin hives, itching, rash, swelling                           | _____ Epinephrine | _____ Antihistamine |
| 4. Gut nausea, abdominal cramps, vomiting, diarrhea              | _____ Epinephrine | _____ Antihistamine |
| 5. Throat tingling, hoarseness, hacking cough                    | _____ Epinephrine | _____ Antihistamine |
| 6. Lung Shortness of breath, repetitive coughing, wheezing       | _____ Epinephrine | _____ Antihistamine |
| 7. Heart Thready pulse, low BP, fainting, pale, blueness         | _____ Epinephrine | _____ Antihistamine |
| 8. Other _____   |                   |                     |
| 9. If reaction is progressing to several of the above areas:     | _____ Epinephrine | _____ Antihistamine |

#### Dosage:

Epinephrine: inject intramuscularly (circle one)

Epi-Pen ®

Epi-Pen ® Jr.

Twinject™ 0.3 mg

Twinject™ 0.15 mg

Antihistamine: \_\_\_\_\_  
(medication/dose/route)

Other: \_\_\_\_\_  
(medication/dose/route)

### ★ Step 2 – Emergency Calls ★

1. Call 911- State that an allergic reaction has been treated
2. Dr. \_\_\_\_\_ at \_\_\_\_\_
3. Emergency Contacts

Name/Relationship

Phone Number(s)

- |    |       |          |
|----|-------|----------|
| a. | _____ | _____    |
| b. | _____ | _____    |
| c. | _____ | _____    |
|    |       | d. _____ |

**EVEN IF A PARENT OR GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Physician's Signature \_\_\_\_\_  
(required)

Date \_\_\_\_\_