

Erie Catholic School System
Parent/Student Handbook
2020 – 2021



2602 Buffalo Road

Erie, Pennsylvania 16510

814.899.3429

Doors Open	7:30 AM
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Morning Bell	8:15 AM
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Bus Dismissal	2:45-2:50 PM
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Car Riders	2:50-3:00 PM
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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 under the Catholic Schools Parent link.

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 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

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. Consequences for incomplete work will be determined by the teacher.

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.

***When the student is not in school (physical building) and healthy enough to participate in remote learning, it is expected that all assignments, will be completed and turned in on time.**

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's 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, 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. All students will have the opportunity to retake summative assessments/ tests one time within three school days.

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. These situations will be handled on an individual basis.

*I = Incomplete

Honor Roll for Grades 6 – 8

First Honors: All A's, and all S's, 3's and 4's

Second Honors: All A's and B's, and all S's, 3's and 4's

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.

Summer School will be required if a student fails a subject for the year – this means that his/her final grade in an F – 67% or below. He/She must receive a passing grade for the summer program in order to move on to the next grade.

Service:

Each class will complete two projects, one focused on service to the school, the second, focused on the community. In addition, each student will be responsible to complete a minimum of four hours of community service per quarter with a total of 16 hours by May 1st of that school year. These hours are a requirement of the school program. If a student fails to submit service hours, they will be unable to attend that year's class trip. Students can start accumulating service hours from June 1st 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 available 24 hours a day, 7 days a week by logging into the Parent Portal via Rediker. Parents/Guardians and students are encouraged to check the portal on a regular basis. There are four grading quarters for students in grades 1 – 8. Report cards will no longer be printed for these students unless requested. Students in preschool and kindergarten will receive progress reports three times a year.

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:

ACT-Aspire Standardized Test– given in grades three through eight as a measure of academic achievement and ability.

Benchmark tests are administered up to 4 times per year throughout the 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:

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, Cathedral Prep and Villa Maria Academy to inquire about the prerequisites regarding these programs. These programs have specific grade and standardized testing requirements that must be met for the student to be eligible to attend.

Educational/Enriching Opportunities:

These include but are not restricted to: Pennsylvania Junior Academy of Science Local and State Competitions, Challenge 24, Quiz Bowl, Math Options, 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 REQUIREMENTS

We are suspending the service-learning requirement for the 20/21 school-year

Who: Grades 6-8

What and When: 16 hours of Service due by May 1st of the school year

- 1st Quarter-4 hours
- 2nd Quarter-4 hours
- 3rd Quarter-4 hours
- 4th 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. (Appendix A)

LIBRARY

***Students will not have a class time scheduled for library until further notice.**

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. James 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 Preschool through eighth. 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.

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. If the book is found, the money will be returned minus a \$1.00 late fee.

TECHNOLOGY

***See the Technology Section in the COVID Addendum Section**

Personal Laptops, 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 and other electronic devices is not permitted at school or on field trips. (See Appendix D). 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.

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/computer 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/computer 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
- 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.

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 refrain from posting pictures on personal and social media websites that include children other than their own. Discretion should be used to honor the wishes of parents who do not want their children's pictures available on the internet.

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.

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 Office 365 accounts that allow them access to the online resources of Word, Excel, Power Point and One Drive. One Drive will permit students to share and store documents with other students and with teachers.

Conferences:

Student Led Conferences (SLC) differ from traditional conferences in that they place students at the helm of teacher-supported discussions with parents about student progress and learning. SLCs also present opportunities for students to prepare, reflect on, and discuss evidence of

their learning and growth by way of student portfolios. SLCs encourage students to take responsibility and ownership for their learning by involving them in the goal setting and assessment process. They engage families in richer, more transparent conversations about student progress.

DRESS CODE

Remote learners must wear their school uniform during the time they are “in class” (Zoom meeting). They may wear gym clothes or appropriate dress down clothing on gym days.

Girls' Uniforms:

- Traditional plaid uniform jumper (Grades K – 5)
- Traditional plaid uniform skort (Grades K – 5)
- Traditional plaid uniform skirt (Grades 5 – 8)
- Navy blue walking shorts (August-November and May-June)
- Navy blue dress slacks
- Navy blue polo/knit shirt – long or short sleeved (Grades 6 – 8)
- White polo/knit shirt – long or short sleeved (Grades K – 5)
- Navy blue – Cardigan, V-neck, or crew
- Navy blue sweatshirt (crew neck) or School sweatshirt
- Closed-toe dress shoes with a heel no higher than 1 inch- black, brown, navy blue **(plain, leather style Sperry’s only – no patterns or sneaker styles, no TOMs or similar canvas-type shoes, no sneakers, no moccasins)**
- White or navy blue socks- ankle, crew or knee high **(no-show socks are not permitted, logos, stripes, or patterns are not permitted)**

Boys Uniforms:

- Navy blue walking shorts (August-November and May-June)
- Navy blue dress slacks
- Brown or black belt (required for grades 2 -8)
- White polo shirt- Long or short sleeved
- White turtleneck
- Navy blue sweater- Cardigan, V-neck, or crew
- Navy blue sweatshirt (crew neck) or School sweatshirt
- Closed-toe dress shoes- black, brown, navy blue **(plain, leather style Sperry’s only – no patterns or sneaker styles, no TOMs or similar canvas-type shoes, no sneakers, no moccasins)**
- White or navy blue socks- ankle or crew **(no-show socks are not permitted, logos, stripes, or patterns are not permitted)**

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

Physical Education Uniform: Students are expected to wear an appropriate T-shirt, school gym shorts and clean sneakers. Students are not permitted to wear tank tops of any kind including cut-offs. All t-shirts must cover the entire torso so that no skin is showing between the shirt and the shorts. On Dress Down Days, students are not permitted to wear their jeans during physical education class.

*Students in grades 4 – 8 will wear their gym uniform/sneakers to school on the day they are scheduled for gym class. Students may wear athletic pants over their shorts that can then be removed for gym. Students in Kindergarten through third grades may wear their sneakers with their school uniforms on their scheduled gym days.

Hair - Boys: Male students are expected to have neatly trimmed hair that does not exceed the shirt collar and 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.

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 – cat ear, unicorn headbands or large bows, etc are permitted.**

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 will be required to remove it. No acrylic/fake nails are permitted

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). Male students are not permitted to wear earrings of any kind.

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 school sweatpants. Shorts and skirts must be no more than 2 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, jeans with holes, non-school sweatpants, pants or shorts with writing on the backside, yoga pants, stretch/lycra pants, or tight-fitting pants. No open toe or backless shoes are 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

***When the student is not in school (physical building) and healthy enough to participate in remote learning, that the child, do so. Students will also use remote learning on weather emergency days or for other reasons the school may need to close. It is expected that all assignments will be completed and turned in on time.**

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 calling the school when their child is going to be absent. Parents may leave a message to notify the school of the absence, between the hours of 7a.m. and 9 a.m. When calling, please give the child's name, homeroom teacher, reason for absence, and request for any homework you wish to be sent home if the child will be absent for more than one day. Specify the name and grade of the child who will be taking the homework assignments and books. Homework requests may also be picked up in the school office between 1 p.m. and 3:45 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 3 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.

**After 10 consecutive unexcused/unlawful absences, the student will be automatically withdrawn from the school and must re-enroll in either his/her current school or his/her school district of residence. At this point, a referral will be made to the truancy courts.*

Educational Travel:

Students are permitted to utilize a maximum of five (5) excused school days for educational travel per year. **An Educational Travel application (Appendix B) 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 are required to make up all work missed when they return for educational travel.

**Students traveling to destinations considered COVID-19 “Hot Spots” will be expected to quarantine for 14 days upon returning home (remotely learning from home) before coming back to school.*

Tardiness:

Students are considered tardy if they are not present by 8:15 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 9:30am 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. James School will follow the Erie Catholic School System schedule regarding closing. In the event of a delay of one of our districts, the students will not be marked tardy. The Before School Program will open as usual for those parents who need it. After School Care will be available until 6:00 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. This policy can be found at:

www.eriercd.org/pdf/schools/wellnessPolicy07.pdf

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:

***Immunizations were waived by The Pennsylvania Department of Education until October 31, 2020. See specific Immunization Information in the COVID-19 Addendum Section.**

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 (Measles, Mumps, Rubella)	2 doses
Varicella (Chicken Pox)	2 doses

Additional requirements for grades 7 – 12:

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

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 may require a doctor's note/excuse before your child is permitted to return to school.

MMR	Diagnosis and recommendation by physician
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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	All nits (eggs) must be removed 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. 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 99 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.

***See Student Protocols for COVID-19 in the COVID-19 Addendum Section.**

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).

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 and requires emergency medication to be kept at school, an Allergy Action Plan (Appendix C) must be completed by the child's physician and kept on file at the school.

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 certified guidance counselor will be available on campus. The counselor works with both small groups and individuals as well as classroom programs.

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.

***Parents/Non-employee adults will not be permitted in the school building to volunteer during the COVID-19 Pandemic.**

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 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 school 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 may also be posted on the local television networks.

**It is a possibility that we will be able to hold class remotely during weather emergencies. If so, parents will be instructed when to have students log on and remote in for the school day.*

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.

***See modified arrival in COVID Addendum Section**

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 run until 6:00 PM unless stated otherwise.

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

***See the COVID-19 Return to Safe Play Plan in the COVID Addendum Section**

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:

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. 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 Athletics Program:

Cross Country	Soccer	Golf
Cheerleading	Basketball	Football
Swimming	Wrestling	

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
Model UN	Altar Servers	Lego Robotics

Eligibility:

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

PARENT INVOLVEMENT

*Parents/Non-employee Adults will not be permitted in the school building to volunteer during the COVID-19 Pandemic. Please keep your clearances current in anticipation of when volunteers will be permitted in the school again.

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
- *Federal Criminal History Record Information
 - FBI check is needed only if the adult has not lived in PA for the past ten continuous years. If one is not necessary then an Affidavit (Statement of Disclosure) must be signed.*
- *Volunteer Confidentiality Agreement
- *Internet Safety Agreement
- *Application for Adults Working with Children
- *Creating a Safe Environment - Protection of Children/Youth
- *Statement of Intent for Compliance Document
- *Office of Protection of Children and Youth (OPCY) Clearance – done by the principal

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 12 – 13.

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 9– 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 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...

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...

Appendix A

St. James School - ECSS - Service Learning Documentation

Minimum of 16 Service Hours – Due to your Religion Teacher by: May 1st, 2020

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 _____

We are suspending the service-learning requirement for the 20/21 school year

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_____

*Students traveling to destinations considered COVID-19 "Hot Spots" will be expected to quarantine for 14 days upon returning home (remotely learning from home) before coming back to school.

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 _____ Date _____
(required)

Appendix D

Field Trip/Cell Phone Policy



Dear Parents and Guardians,

I wanted to review the expectations of our cell phone policy in regards to field trips at the beginning of this school year.

Due to the field trip being a school day function, the cell phone policy, found in the student handbook, is in effect. Therefore, if your child chooses to bring his/her cell phone (at his/her own risk), the cell phone must be kept in his/her bag turned off. If a cell phone is out during the field trip, unless permission has been given, the cell phone will be collected by the chaperone and held for a parent to pick up upon arrival back at the school.

Students will be given specific times throughout the trip to use their cell phones to contact home such as arrival at destination, lunch time, departure from destination, etc. Students will also be given opportunities to use their cell phones for pictures. Any photographs taken during the field trip cannot be posted to social media until they return home and the photos have been previewed by parents/guardians. Social media use is strictly prohibited during the field trip.

If you are a chaperone or traveling with students in a car, please make sure students follow all cell phone policies while in your care.

We are looking forward to a wonderful day of building new friendships, cementing old ones, and providing a memorable experience for the students.

Sincerely,

Mrs. Gina Brennan
Principal

SCHOOL HOURS

Daily Schedule – Pre-school – Grade 8

Arrival:

The required temperature checks will be taken daily by a St. James staff member at each entrance.

Grades K, 1, and 2: West-side door (Door B)

Grades 6, 7, 8: East-side door (Door L)

Grades 3, 4 and P3: West-back door (Door E)

Grades 5A, 5B, PKA, and PKB East-back door (Door I)

Buses, Families with multiple students, and students coming from St. James Daycare are to use the Front doors (Door A).

Upon arrival to school, students must wear a face covering and report directly to their homerooms.

Dismissal:

Dismissal routines may take longer as students will be dismissed in smaller groups. We ask for your patience during this process. We ask that parents form three rows of cars in the school parking lot. **Please do not block the entrance that leads to the back of the school**, as Preschool students will be dismissed from that location. **We ask that parents not get out of their vehicles or congregate on the front porch.**

Prior to the start of school you will receive a laminated card containing the 'family name' and the number of students for that family. St. James staff, utilizing walkie-talkies, will relay to the office the 'family names' of the first two to three cars in each row. Students will be dismissed by car in the order that they are lined up. As soon as your children are in your vehicle, we ask that you pay close attention to others traveling to their vehicles as you exit and leave the parking lot. We ask for your help in keeping our parking lot safe. The lines of cars will then move up to accommodate the next group of students.

Preschool students with no siblings attending St. James will be dismissed at the same doors that they use for arrival. Otherwise, Preschool students will be dismissed with their siblings in the manner described above.

Students riding buses will walk over to the St. James Place parking lot for dismissal. Students will be escorted by a St. James staff member.

1:1 Technology Grades K-8

All students in grades K-8 at St. James School and within the Erie Catholic School system will have a personal (1:1) device signed out to them for the 2020-2021 school year. These devices are owned by the Erie Catholic School System. Students will be trained on the use of the device they receive and in Google Classroom. Students will use their device in school and at home. Remote Learning students are required to log into their Google Classroom account for their schoolwork and according to the expectations of their respective grade level and teacher(s).

The devices that are assigned to each student for the 2020-2021 school year will be allowed to go home. Anytime a device is sent home, St. James School will provide a charger. Each student will be responsible for both the charger and the device. It is expected that all devices are fully charged before the beginning of each school day. Students will also be provided an appropriate case, protecting the device from damage.

1:1: devices (iPads for students in K-3 and Chrome books for students in grades 4-8) must be well-maintained, inventoried and used responsibly. When signing the *Erie Catholic School System Acceptable Use Policy*, parents allow their children to use software, devices and the network. Families are responsible for the devices physical condition, software contents and charger. This responsibility applies to both at school use and at home use. When taken home, these devices should only be used by the assigned student and their parent(s)/guardians(s). St. James/Erie Catholic School System provides internet filtering only in the physical school building.

An orientation of the use of these devices will be given at the beginning of the school year for both remote and in-person students. Dates, times and specifics about this process coming soon.

Face Covering Policy

Face Covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen. For purposes of this policy, a face covering includes a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or be improvised from household items, including but not limited to, scarfs, bandanas, t-shirts, sweatshirts, or towels. While procedural and surgical masks intended for healthcare providers and first responders meet these requirements, such as N95 respirators, these specialized masks should be reserved for appropriate occupational and health care settings.

Requirements

Face coverings must be worn by all students, employees, visitors, vendors or any other persons, age 2 and above while in or on school property

Erie Catholic School System Schools will allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.

*According to PADOH August 17, 2020 Universal Face Covering Order.

Exceptions to the Cloth Face Covering Requirement

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student’s health care provider, school nurse, and IEP/504 team.

Cloth face covering are the rule, face shields are the accommodation to the rule and if neither can be used remote learning will be expected.

Discipline

The wearing of a mask is a health issue. Compliance will be dealt with as a health issue, not as a disciplinary issue. A student’s willful refusal to comply with the terms of this policy will be addressed consistent with the Student Code of Conduct.

SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable, DT or Td*

*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

****Usually given as MMR*



ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.



- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.



pennsylvania
DEPARTMENT OF HEALTH

When students become ill during the school day we have the following protocols:

Student Protocols During the School Day

EXPOSURE - NO SYMPTOMS: Student shares they were exposed to someone with COVID-19 within the last 2 weeks but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 14 days after last close contact, if no symptoms develop, and do not have a positive COVID-19 test.
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Face coverings must be worn by all students from pre-school through 8th grade, and all adults, inside school buildings, and anywhere on school grounds, including outside when less than 6 feet from others.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Notification

- ☐ School must contact the Erie County Health Department to report potential exposure^[1]_{SEP}
- ☐ School must follow the directions shared by the ECDOH for this particular instance.

Closure

- ☐ School must follow the directions shared by the ECDOH for this particular instance.

Cleaning

- ☐ School must follow the directions shared by the EDDOH for this particular instance.

Communication with students, families, and staff

- ☐ School must follow the directions shared by the ECDOH for this particular instance.

DIAGNOSIS - NO SYMPTOMS: Student shares they were diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic

Exclusion

- ☐ Separate student in designated area with supervision by a delegated staff person until transportation is available
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home safely
- ☐ Student may return to school 10 days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test
- ☐ Student should participate in remote learning while out.

Infection Control

- ☐ Ensure Face coverings must be worn by all students from pre-school through 8th grade, and all adults, inside school buildings, and anywhere on school grounds, including outside when less than 6 feet from others.
- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering while remaining at least six feet away.

Notification

- ☐ School must notify the Erie County Department of Health of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.
- ☐ School must follow the directions shared by the ECDOH for this particular instance, such as contacting students, staff, and families, and/or specific cleaning protocols.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the ECDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the ECDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.

- ☐ The ECDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an EPA-registered disinfectant that is active against coronaviruses. Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ☐ Follow ECDOH, CDC guidelines for additional cleaning and disinfection recommendations. ^{[[L]]}_{SEP}
- ☐ School must follow any other directions shared by the ECDOH for this particular instance.

Communication with students, families, and staff

- ☐ Schools must coordinate with the ECDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- ☐ If positive COVID-19 test:
 - The ECDOH will assist in notifying staff and families that there was an ^{[[L]]}_{SEP} individual who was at the school who has tested positive with COVID-19 ^{[[L]]}_{SEP}
 - A public health professional may contact staff and families if they are identified as a close ^{[[L]]}_{SEP} contact to the individual who tested positive. ^{[[L]]}_{SEP}
 - The notice to staff and families must maintain confidentiality in accordance with ^{[[L]]}_{SEP} state and federal laws.
- **Local Health Department Next Steps** ^{[[L]]}_{SEP}
 - ☐ The ECDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who

were in close contact (defined as within 6 feet for 15 minutes or longer).

- ☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.
- ☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.
- ☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine.

SYMPTOMS: Student presents with at least one of the following COVID-19 symptoms (*Fever of 100.4 or above • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell*)

Exclusion

- ☐ Immediately isolate student in designated area with supervision by a delegated staff person
- ☐ School must notify designated parent/guardian/family member, or other individual to facilitate student getting home and to medical care safely
- ☐ If diagnosed with COVID-19 based on a test or symptoms, student may return to school when:^[1]_[SEP]
 - At least 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - At least 10 days have passed since symptoms first appeared.
- ☐ If they have had a negative COVID-19 test, student may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 24 hours.
- ☐ Student should participate in remote learning while out if they are feeling well enough.
- ☐ A student can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Infection Control

- ☐ Delegated staff person supervising while student is held before safely returning home must wear a cloth face covering and any necessary PPE given symptoms, while remaining at least six feet away.
- ☐ Face coverings must be worn by all students from pre-school through 8th grade, and all adults, inside school buildings, and anywhere on school grounds, including outside when less than 6 feet from others.
- ☐ The symptomatic student must wear a cloth face covering or surgical mask unless a family member states that an exception applies.

Notification

- ☐ If positive diagnosis AND symptomatic individual: School must notify the ECDOH of laboratory-confirmed COVID-19 case(s) among students or staff and work with them to follow their procedures such as contact tracing.

Closure

- ☐ Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
- ☐ Consult with the ECDOH as to whether closure of a classroom or entire building is required. There may be no need to close the school if the ECDOH determines that close contacts are excluded and there is sufficient space to continue normal operations.
- ☐ The ECDOH may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis.

Cleaning

- ☐ Close off areas used by the sick person and do not use these areas until after cleaning and disinfecting.
- ☐ Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ☐ People should not be in the classroom, room, or other area of the facility while it is being cleaned.
- ☐ Open outside doors and windows to increase air circulation in the area.
- ☐ Use an EPA-registered disinfectant that is active against coronaviruses. Clean and disinfect frequently touched surfaces.
- ☐ Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.

- ☐ Follow [ECDOH](#), [CDC](#) for additional cleaning and disinfection recommendations.
- ☐ School must follow any other directions shared by the ECDOH for this particular instance.

Communication with students, families, and staff

☐ Schools must coordinate with the ECDOH to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.

☐ If positive COVID-19 test:

- The ECDOH will assist in notifying staff and families that there was an ^[L]_[SEP] individual who was at the school who has tested positive with COVID-19 ^[L]_[SEP]
- A public health professional may contact staff and families if they are identified as a close ^[L]_[SEP] contact to the individual who tested positive. ^[L]_[SEP]
- The notice to staff and families must maintain confidentiality in accordance with state and federal laws. ^[L]_[SEP]

• If positive COVID-19 test: Erie County Dept. of Health Next Steps ^[L]_[SEP]

☐ The ECDOH staff will interview the person who tested positive for COVID-19 (or their family member, if it is a young child). As part of the interview, public health staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer).

☐ Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19.

☐ Public health staff will recommend the close contacts be tested to identify additional positive cases.

☐ Public health staff will share that close contacts testing negative will still need to complete the full original 14 day quarantine

Screening Flow Chart

Screen for COVID-19
Complete Screening App by 8AM Daily

**SYMPTOM &
EXPOSURE FREE**

Proceed to school

**EXPOSURE
NO SYMPTOMS**

Cannot go to school
 Home for 14 days
 since exposure

**DIAGNOSIS
NO SYMPTOMS**

Cannot go to school
 Home for at least 10 days
 since first positive
 COVID-19 test

SYMPTOMS

Cannot go to school
 - If confirmed positive COVID-19 OR person has not been tested: at least 10 days since the first symptoms, no fever for 24 hours (without the use of fever reducing medicine), AND symptom free, including coughing & shortness of breath.

- If negative COVID-19 test: No fever for 24 hours (without the use of fever reducing medicine), AND they have felt well for at least 24 hours.

- If confirmed diagnosis is other than COVID-19 (e.g., stomach virus, ear infection): Follow normal school policies to return to school.

DEFINITIONS

EXPOSURE -being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more (also referred to as *close contact*)

SYMPTOMS -

Group A

[1 or more symptoms]

- Fever (100.4 or higher)
- Cough
- Shortness of breath
- Difficulty breathing
- New lack of smell or taste

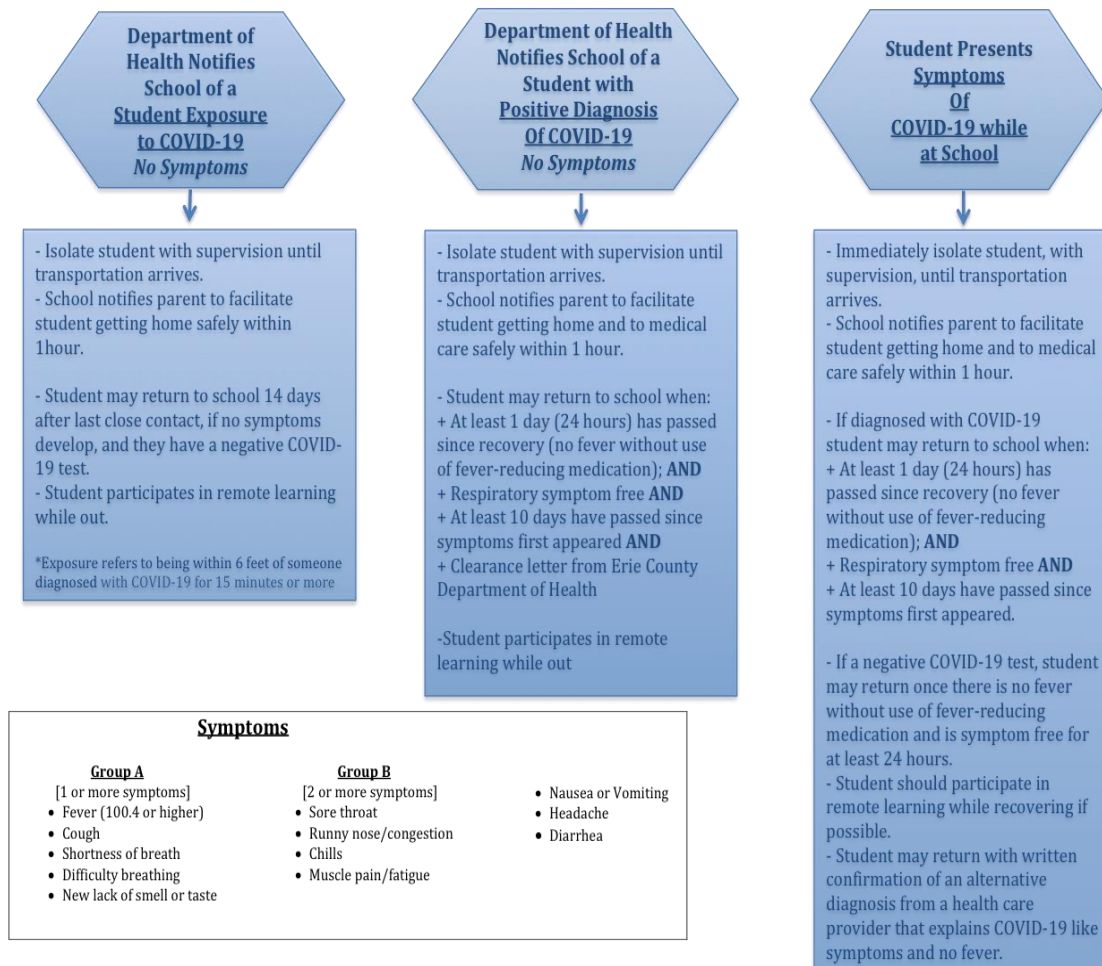
Group B

[2 or more symptoms]

- Sore throat
- Runny nose /congestion
- Chills
- Muscle pain/fatigue
- Nausea or Vomiting
- Headache
- Diarrhea

DIAGNOSIS - positive COVID-19 test (case)

Student Protocols During the School Day



St. James School

COVID-19 Return to Safe Play Plan (RTSP Plan) as of 08/27/2020

Our response to COVID – 19 for the St. James School Athletic Program is to mitigate the risk of the spread of this disease. St. James School/Erie Catholic School System has developed the following guidelines and recommendations based on the PA Department of Health and the Center for Disease Control (CDC). As more public health information is available, administration will work with our students and coaches to release further guidance which could impact our athletic season(s).

Introduction:

The COVID-19 virus is a highly contagious illness that primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control and Prevention (CDC), among others, has found that while children do get infected by COVID19, relatively few children with COVID-19 are hospitalized. However, severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current research suggests there are many steps schools can take to reduce the risks to students, coaches, and their families

In this document, we lay out the guidance from the PIAA and best practices in the areas of classification of sports, gathering size limitations, and levels of participation guidance so that all stakeholders will have a level of awareness of those points. The document concludes with St. James School specific policies, outlined either in congruence with or increased precaution in reference to the guidelines provided. An appendix has been added with helpful information from the CDC regarding COVID-19 and the PA Department of Health information on contact tracing.

St. James School will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, PA Department of Health, as well as the NFHS and PIAA. The knowledge regarding COVID-19 is constantly changing as new information and treatments become available. Thus, these recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our staff, students, and, eventually, spectators.

PIAA Classification of Sports:

High Risk: Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants. Examples: football, wrestling, cheerleading (stunts).

Moderate Risk: Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports that use equipment that cannot be cleaned between participants. Examples: basketball, volleyball, baseball, softball, soccer, hockey, tennis, water polo, pole vault, high jump, long jump, 7 on 7 football.

Low Risk: Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between uses by competitors. Examples: running events, cross country, throwing events, swimming, golf, weightlifting, sideline cheer.

**** High/Moderate Risk Sports may move to a Low risk category with non-contact modifications. Team activities should be limited to individual skill development drills that maintain social distancing.**

Pennsylvania Group Size Limitations:

Any sports-related activities in Yellow or Green phased counties must adhere to the gathering limitations set forth by the Governor's Plan for Phased Reopening (25 in yellow, 250 in green) and the facility as a whole may not exceed 50% of total occupancy otherwise permitted by law. During the Yellow and Green phases of reopening, sports-related activities at the PK-12 level are limited to student athletes, coaches, officials, and staff only. The addition of visitors and spectators will be contingent upon future health conditions within the state and local communities.

PIAA Levels of Participation Guidance:

Level 1 (PA State Red) Team Activities: No in-person gatherings permitted, athletes and coaches may communicate via online meetings (ex. Zoom), athletes may participate in individual home workouts including strength and conditioning.

- All school facilities remain closed as per PA State Guidelines.
- Athletes and coaches should abide by guidelines set forth by the local and state governments

Level 2 (PA State Yellow or Green): Team Activities may include team meetings, open gym, kick around, weight training/conditioning, running events, cross country, throwing events, swimming, golf and cheer, etc.

Pre-workout Screening:

- All coaches and students will be screened for signs/symptoms of COVID-19 prior to a workout. The screenings could range from a verbal/written questionnaire to a temperature check or both. (school plan outlined below)
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student or coach develops COVID-19.
- Any person with positive symptoms reported will not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional. A clearance may be required to return to play.

Limitations on Gatherings:

- No gathering of more than (25 Yellow/250 Green) individuals per group including coaches per practice area
- Controlled non-contact practices only, modified game rules
- Social Distancing should be applied during practices and in locker rooms and gathering areas

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable disease
- Athletic facilities should be cleaned prior to arrival and post workouts and team gatherings; high touch areas should be cleaned more often
- Exercise equipment should be wiped down after an individual's use
- Appropriate clothing/shoes should always be worn in the weight room to minimize sweat from transmitting onto equipment surfaces

Physical Activity:

- Lower risk sports practices may begin
- Modified practices may begin for Moderate and High-risk sports (workouts must remain noncontact and include social distancing where applicable, activity should focus on individual skill development)
- Students should refrain from sharing clothing/towels and clothing/towels should be washed after each practice, including pinnies
 - Athletic equipment that may be used by multiple individuals (balls, shields, tackling dummies, shot put, discus, pole vault, etc.) should be cleaned intermittently during practice and events as deemed necessary (or students using them will need to wear gloves)
- Hand Sanitizer should be used periodically as resources allow

Hydration:

- Students MUST bring their own water bottle. Water bottles must NOT be shared
- Hydration stations (water coolers, water fountains, water cows, water troughs, etc.) should NOT be utilized

Level 3 (PA State Green):

Team activities may include basketball, volleyball, baseball, softball, soccer, hockey, water polo, tennis, pole vault, high jump, long jump, 7 on 7 football, etc.

Pre-workout/Contest Screening:

- Any person who has COVID-19 symptoms will not be allowed to participate in practice/games and should contact their primary care physician or another appropriate health-care provider. A clearance may be required to return to play
- COVID-19 Screenings (questionnaire and temperature checks may continue as per State and Local government recommendations)
- Team attendance should be recorded

Limitations on Gatherings:

- As per State and Local Guidelines
- When not directly participating in practices or contests, social distancing should be considered and applied when able

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable disease
- Athletic facilities should be cleaned prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often
- Exercise equipment should be wiped down after an individual's use

Physical Activity and Athletic Equipment:

- Low, Moderate, and High risk practices and Low and Moderate Risk competitions may begin (As per State, Local, and PIAA Guidelines)
- Students should refrain from sharing clothing/towels and clothing/towels should be washed after each practice, including pinnies
- Athletic equipment that may be used by multiple individuals (balls, shields, tackling dummies, shot put, discus, pole vault, etc.) should be cleaned intermittently during practice and events as deemed necessary
- Hand Sanitizer should be used periodically as resources allow

Hydration:

- Students MUST bring their own water bottle. Water bottles must NOT be shared
- Hydration Stations may be used but MUST be cleaned after every practice/event

Level 4 (PA State Green):

Team Activities include: Low/Moderate Sports may resume. High risk sports (football, wrestling, and cheerleading stunting) may begin full person to person contact and competition.

Pre-workout/Contest Screening:

- Any person who has COVID-19 symptoms will not be allowed to participate in practice/games and should contact their primary care physician or another appropriate health-care provider

- COVID-19 Screenings (questionnaire and temperature checks may continue as per State and Local government recommendations)
- Team attendance should be recorded

Limitations on Gatherings:

- As per State and Local Guidelines
- When not directly participating in practices or contests, social distancing should be considered and applied when able

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable disease
- Athletic facilities should be cleaned prior to arrival and post workouts and team gatherings, high touch areas should be cleaned more often
- Exercise equipment should be wiped down after an individual's use
- Appropriate clothing/shoes should always be worn in the weight room to minimize sweat from transmitting onto equipment surfaces

Physical Activity and Athletic Equipment:

- All sports may resume normal practice and competition
- Students should refrain from sharing clothing/towels and clothing/towels should be washed after each practice, including pinnies
- Athletic equipment that may be used by multiple individuals (balls, shields, tackling dummies, shot put, discus, pole vault, etc.) should be cleaned intermittently during practice and events as deemed necessary
- Hand Sanitizer should be used periodically as resources allow
- Spotters for maximum weight lifts should be stationed at each end of the bar

Hydration:

- Students MUST bring their own water bottle. Water bottles must NOT be shared
- Hydration Stations may be used but MUST be cleaned after every practice/event

Sidelines/Bench:

- Sidelines/Bench – appropriate social distancing will need to be maintained on sidelines/bench during contests and events, as deemed necessary by the school, PIAA, state and local governments. Consider using tape as a guide for students and coaches

Who should be allowed at events?

Group people into tiers from essential to non-essential and decide which will be allowed at an event:

- Tier 1 (Essential) – Athletes, coaches, officials, event staff, medical staff, security
- Tier 2 (Preferred) – Media
- Tier 3 (Non-essential) – Spectators, vendors
- Only Tier 1 and 2 personnel will be allowed to attend events until state/local governments lift restrictions on mass gatherings
- Changes to seating capacity and social distancing may be necessary for each venue facility and will be determined as more recommendations are released by the local/state governments

Overnight/Out of State Events/ Events in COVID-19 Hot Spots:

- The school will evaluate each event and follow all local/state government guidelines on a case by case basis. Every consideration will be taken as to not expose students to unnecessary or potential high-risk exposure

Concessions:

- Concession stands or other food must adhere to the Guidance for Businesses in the Restaurant Industry.

St. James School Athletic and Facility Use Policies, Procedures, and Protocols:

1. St. James School staff will review and consider the CDC and PA DOH guidance on consideration for youth sports and work with the appropriate stakeholders to modify practices and games to mitigate the risk of spreading the virus. This includes focusing on individual skill building versus competition and limiting contact in close contact sports in conjunction with PIAA Guidelines.
2. All students participating and their parent(s)/guardian(s) will be required to sign a "Participation Waiver for Communicable Diseases Including COVID-19" form (See Appendix). That form will need to be completed and on file before they are able to participate in any practices/events.
3. The primary point of contact for all questions related to COVID-19 is Gina Brennan, Principal of St. James, gbrennan@eriecatholic.org , (814) 899-3429.
4. Should a student or coach who has been within our facilities receive a positive test for COVID-19, or has a confirmed member of their household with COVID-19, we will immediately consult with and follow the most current guidelines of the Erie County Department of Health concerning the expectations for their return to play/coach.
5. Should a student or coach who has been within our facilities receive a positive test for COVID-19, or has a confirmed member of their household with COVID-19, we will immediately consult with and follow the most current guidelines of the Erie County Department of Health concerning the expectations for use and cleaning of the facility or affected areas.
6. Student athletes or coaches who have symptoms of acute respiratory illness are expected **to stay home** and not come to practice/events until they are free of fever (100.4° F [37.8° C] or greater), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). The following symptoms may appear 2-14 days after exposure.
 - Fever
 - Cough
 - Shortness of breath
 - Sore throat
 - Pneumonia
 - Difficulty breathing

- Nasal congestion
 - Any other symptom as identified by the Erie County Department of Health
7. Educational materials will be made available to all students and families (included in the appendix at the end of this document) and coaches will review with all of their student-athletes' symptoms of COVID-19, when to stay home from practice/events, and proper handwashing/sanitizing.
 8. All coaches, staff, and other adult personnel are at all times required to wear face coverings (masks or face shields), unless they have a medical or mental condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering. If a coach, staff member or adult personnel is affected in this way, they must confer with the principal before starting any coaching duties.
 9. Coaches and athletes must maintain appropriate social distancing at all times possible, including in the field of play, locker rooms, sidelines, dugouts, benches, and workout areas. During down time, athletes and coaches should not congregate.
 10. Coaches and athletic staff must screen and monitor athletes for symptoms prior to and during practices/events. If individuals participating in sporting activities show symptoms, have a temperature of 100.4 degrees or higher, or are sick, they must be sent home. Coaches/trainers/staff will ask students a series of questions and take their temperature at the beginning of each practice, recording results in a log.
 11. All athletes, coaches, and staff must bring their own water and drinks to team activities. Team water coolers for sharing through disposable cups are not allowed. Fixed water fountains should not be used.
 12. Activities that increase the risk of exposure to saliva must not be allowed including chewing gum, spitting, licking fingers, and eating sunflower seeds.
 13. Avoid shaking hands, fist bumps, or high fives before, during or after games and practices. Limit unnecessary physical contact with teammates, other athletes, coaches, officials, and spectators.
 14. Whenever possible, equipment and other personal items should be separated and not shared. If equipment must be shared, all equipment should be properly disinfected between users. For the time being, locker rooms and the weight rooms will remain closed, student-athletes should come ready to practices/events in

appropriate attire. Notification will be sent out when this changes.

15. Each athletic team reporting for a practice/event at St. James School will be required to enter and exit (drop off/pick up) through specific areas to reduce additional student-athlete contact.

Education:

Staff, coaches, parents and student-athletes will be educated on the following:

- COVID-19 signs and symptoms
- Proper ways to limit exposure to COVID-19 (use of face coverings, hand washing, cough/sneeze into elbow, disinfecting high-touch surfaces, social distancing, avoid touching eyes, nose, face and mouth, no spitting, gum chewing, etc.)
- No Handshakes/Celebrations involving physical contact (high fives, fist/elbow bumps, chest bumps, hugging, etc).
- The content of this *Return to Safe Play Plan*
- Any pertinent COVID-19 information released by state/local governments, NFHS and PIAA
- Students should be prepared to come dressed for activity
- Limit indoor activities and the areas used. Locker room use may be curtailed, and showers cannot be used
- Student athletes should remain with their assigned groups during each workout and during daily workouts to limit the number of people they come in contact with
- No students allowed in training areas without the presence of an athletic trainer

For all levels of athletics:

1. Anyone who is sick must stay home.
2. Educate athletes, coaches, and staff on health and safety protocols, including COVID-19 signs and symptoms.
3. Plan in place if an athlete or coach gets sick.
4. Identify staff and students who may be at a higher risk of severe illness from COVID-19 due to underlying medical conditions.(See - CDC “People Who are at a Higher Risk for Severe Illness”)
5. Intensify cleaning, disinfection, and ventilation in all facilities. Intensify cleaning and disinfection of shared equipment.
6. Athletes and coaches **MUST** provide their own water bottle for hydration. Water bottles must not be shared. Touchless water re-fill stations may be used. Water fountains must **NOT** be used.

7. Athletes, Coaches, and Staff will undergo a COVID- 19 health screening prior to any voluntary workout, practice, event or team meeting. The type of screening will be dependent upon the available resources and the Phase level. The purpose is to check for signs and symptoms of COVID-19. The screenings could range from a verbal/written questionnaire to a temperature check or both. Individuals with temperatures registering at 100.4 or higher will be sent home.
8. Promote healthy hygiene practices, such as hand washing (20 seconds with warm water and soap) and coaches wearing a facemask according to the PA DOH current face covering order. Hand sanitizer will be available for team use.
9. Face coverings will be worn at all times by all coaches. Coaches are to put on their face covering prior to leaving their vehicle upon arrival on site and continue to wear the face covering until returning to their vehicle after their team activity concludes.
10. Athletes will wear face covering upon arrival on site and during the health screening process, unless they fall under an exception listed by the current PA DOH Face Covering Order. Athletes must wear face coverings unless they are outdoors and can consistently maintain social distancing of at least six (6) feet. Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must otherwise wear face coverings when on the sidelines, in the dugout, and anytime six (6) feet of social distancing is not possible.
11. Encourage social distancing through increased spacing, small groups, and limited mixing between groups, if feasible.
12. Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures and updates to policies and procedures.
13. Gloves, masks, and eye protection will be used as needed and situations warrant, or determined by local/state governments.
14. Concession stands or other food venues must adhere to the Guidance for Businesses in the Restaurant Industry.

REMINDERS FOR ALL PARTICIPANTS

1. You must have a participation waiver signed by both parents/guardians and yourself
2. You must come dressed and ready for activity. There will be no locker room use.
3. You must wear a face covering upon arrival to site check-in (see #10 above for details).
4. You must go through a health screening upon arrival to site check-in.
5. You must bring your own water bottle (filled) with your name on it (re-fill stations may not be available)
6. You must wear a mask anytime you are not actively engaged in your sport (see guidelines).

POSITIVE CASES AND COACHES, STAFF, OR ATHLETES SHOWING COVID-19 SYMPTOMS

What are the signs and symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. The symptoms may range from mild to severe. Symptoms may include:

- Fever or chills (100.4 or High)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

What to do if you are sick?

- If you are sick with COVID-19 or think you are infected with the virus, STAY AT HOME. It is essential that you take steps to help prevent the disease from spreading to people in your home or community. If you think you have been exposed to COVID-19 and develop a fever and symptoms, call your healthcare provider for medical advice.
- Notify the school immediately (principal, athletic director, athletic trainer, coach).
- It will be determined if others who may have been exposed (students, coaches, staff) need to be notified, isolated, and/or monitored for symptoms.
- If a positive case of COVID-19 is diagnosed, contact tracing will be implemented with the assistance of the Erie County DOH.

What to do if a student or staff become ill with COVID-19 symptoms during practice, event, or during transportation to or from an event?

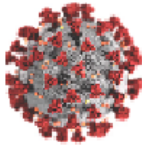
- The ill individual will be isolated/distanced from others, until the student or staff member can leave the school or event.
- If a student comes down with a temperature and/or begins to show symptoms of being sick, the parent/guardian will be contacted immediately, and arrangements will be made for the student to be picked up.
- Ill individual will be asked to contact their physician or appropriate healthcare professional for direction.

Return of student or staff to athletics following a COVID-19 positive diagnosis?

- Student or staff must have written medical clearance from their physician or appropriate healthcare professional, determined to be non-contagious, fever-free (without fever-reducing medicine), improvement in respiratory symptoms (cough, shortness of breath), no vomiting or diarrhea and fit to return to athletic activity.

APPENDIX

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS1748531 04/15/2020

cdc.gov/coronavirus

BACKGROUND

Contact tracing is the process of reaching out to anyone who came into close contact with an individual who is positive for COVID-19. Contact tracing helps monitor close contacts for symptoms and to determine if they need to be tested. Contact tracing is a key strategy for preventing the further spread of infectious diseases such as COVID-19.

WHAT DOES THIS PROCESS LOOK LIKE?

- In contact tracing, public health staff work with a case to help them recall everyone they have had close contact with during the time they were infectious.
- Public health staff then inform individuals who have had close contact (e.g. “close contacts”) that they have potentially been exposed to COVID-19. Close contacts are only told that they may have been exposed to someone who has COVID-19; they are not told who may have exposed them.
- Close contacts are given education, information and support so they understand their risk. They receive information on what they should do to separate themselves from others who have not been exposed, how to monitor themselves for illness, and are made aware that they could possibly spread the infection to others, even if they do not feel sick.
- Close contacts will be asked to quarantine themselves and are encouraged to stay home and maintain social distancing through the end of their infectious period, which is about 14 days, in case they become sick. They should monitor themselves by checking their temperature twice a day and watch for any other symptoms of COVID-19. Public health staff will check in with these contacts to make sure they are self-monitoring and have not developed symptoms.
- If a close contact develops symptoms, they should isolate themselves and let public health staff know. The close contact will be evaluated to see if they need medical care. A test may be necessary unless the individual is already in a household or long-term care facility with a confirmed case, then the close contact would be considered a probable case without a test.

WHAT TERMS SHOULD I KNOW WHEN IT COMES TO CONTACT TRACING?

- A **case** is a patient who has been diagnosed with COVID-19. A case should isolate themselves, meaning they should stay away from other people who are not sick to avoid spreading the illness.
- A **close contact** is an individual who had close contact with a case while the case was infectious. A close contact should quarantine themselves, meaning they should stay at home to limit community exposure and self-monitor for symptoms.
- A **contact of a close contact** is an individual who had or continues to have contact with a close contact. A contact of a close contact should take all regular preventative actions, like washing hands, covering coughs and sneezes, and cleaning surfaces frequently. A contact of a close contact should be alert for symptoms.

When You Can be Around Others After You Had or Likely Had COVID-19

Updated July 16, 2020 by the CDC

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. **If you have [an emergency warning sign](#) (including trouble breathing),** get emergency medical care immediately.

When you can be around others (end home isolation) depends on different factors for different situations.

-Find CDC's recommendations for your situation below.

1. I think or know I had COVID-19, and I had symptoms

You can be with others after

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

2. I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

3. I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

[People with conditions that weaken their immune system](#) might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available in your area, your doctor should work with [an infectious disease expert at your local health department](#) to determine if you are likely to spread COVID-19 to others and need to stay home longer.

4. For Anyone Who Has Been Around a Person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.

Close contact has been loosely defined as within 6 feet of individual for a period of 15 minutes. Close contact in each case will be determined by the Department of Health professional contact tracers.

RESOURCES:

NFHS: Guidance for Opening Up High School Athletics and Activities (per update on May 2020)

Covid 19 Fact Sheet:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf#:~:text=COVID%2D19%20can%20spread,has%20COVID%2D19.>

Contact Tracing Information:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Contact-Tracing.aspx>

Centers for Disease Control and Prevention

Website: [cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

“What You Should Know About COVID-19 to Protect Yourself and Others”,
“Schools Decision Tree”

PA Department of Health

Website: [health.pa.gov](https://www.health.pa.gov)

“Coronavirus Symptoms”

“What is Contact Tracing”

“Phased Reopening Plan by Governor Wolf”

A Guide to Re-Entry to Athletics in Texas Secondary Schools

By Jamie Woodall, MPH, LAT, ATC, CPH and Josh Woodall Med, LAT, ATC

Guidance for All Sports Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees, Athletes and the Public

<https://www.governor.pa.gov/covid-19/sports-guidance/>

Concession stands or other food must adhere to the Guidance for Businesses in the Restaurant Industry.

<https://www.governor.pa.gov/covid-19/restaurant-industry-guidance/>

