



**Erie Catholic School System
School Handbook
2022-2023**



606 Lowell Avenue
Erie, Pennsylvania 16505
814-838-7676

Doors Open 7:45 AM

Tardy Bell 8:15 AM

Car Dismissal 3:00 PM

Bus Dismissal 3:00 PM

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 “education” tab to parent resources.

Religion: ECSS provides regular instruction in the Catholic Faith and students attend Mass weekly. All students Catholic and non-Catholic are required to receive religious instruction and attend and participate in weekly Masses and prayer services throughout the school year.

As part of daily school life, both within and outside religion class, emphasis is placed on encouraging students to develop a sense of caring and respect for others, and developing social responsibility.

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

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

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

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

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

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

Missing Assignments: All assignments are due to the teacher by the designated date. Assignments that are not turned in on time are considered incomplete until they are submitted to the teacher. Consequences for incomplete work will be determined at the teacher's discretion.

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. Please see behavior policy for missing assignments.

Missing Assignments Due to Legal Absence: The time allotted for make-up work corresponds to how many days the student was absent. For example, if a student was absent two days on Monday and Tuesday, then the student has two days to complete the work. The two make-up days begin on the day of the student's return, which in this case is Wednesday, and by adding two days, makes Friday the due date.

It is the student's responsibility to ask the teacher when a missed test may be made up. This can include time during the school day or after/before school. The teacher will make arrangements with the student/parent to schedule a time.

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 also be done by obtaining and copying other people's work or using technology.

Parents will be notified if their child has been involved in any type of cheating/plagiarism. A student found guilty of cheating/plagiarism can expect consequences, which may include: detention, being assigned an alternate assignment, a reduced grade on the assignment, suspension or expulsion. This will be decided on a case-by-case basis by the teacher/school administration.

Grading Policy: The ECSS schools are committed to academic excellence. All students are encouraged to reach their full potential through an academic program, which consists of high standards. Student progress will be monitored and reported regularly to both students and parents. Sincere efforts will be made to correct deficiencies.

The goal of academic excellence can only be reached when parental involvement occurs and open communication among parents, guardians, teachers, students, and administrators is practiced. Parents are encouraged to follow their students' progress online.

Grading Scale: The scale for grades is as follows:

A = 93 – 100

B = 85 - 92

C = 76 – 84

D = 68 – 75

F = 67 and below

*I = Incomplete Assignment

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

Honor Roll

First Honors: All A's and 3's and 4's

Second Honors: All A's and B's and 3's and 4's

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

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

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: Formative and summative assessments are given on a daily/weekly basis and may include quizzes, projects, portfolios, curriculum based tests, journals, oral presentations, PowerPoint projects, written essays and more.

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

Standardized testing includes: NWEA Map/Fluency Assessments Standardized Test– given in grades three through eight as a measure of academic achievement and ability.

These assessments are administered three times 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 Erie Catholic Schools include: Services available include: Title I math and language arts remediation, and Act 89 mathematics, reading and speech and language therapy.

New students to a school are screened each year for services. If a student qualifies for any of the above services a permission slip will be issued prior to any services being rendered throughout the school year. As part of these services students will be given multiple assessments to determine their academic progress and level of proficiency throughout the year. These assessments align with and support the curriculum of ECSS and the results will be shared with the parent/guardian accordingly.

ECSS does not provide special education services. This includes Individual Education Plans and Section 504. However, Intermediate Unit 5 can provide screening services, to test to see if a child may qualify for extra services beyond Title I and Act 89 as necessary.

Special Education Identification is only permitted to occur under the direction of a school district in the State of PA. ECSS can assist in scheduling testing with a family's school district of residence, but cannot identify any special education label or service independently of the local school district of residence.

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

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

Spiritual Development

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

- Daily Religious Instruction
- Weekly Mass celebrations
- Reconciliation (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 Requirement

Service: Each class will complete one project, focused on service to the school or focused on the community. In addition, students in middle school 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 the school year. These hours are a requirement of the middle school program. If a student fails to submit service hours, they will be unable to attend class trips. Students can start accumulating service hours on June 1st. Forms (appendix B) for the submission of service hours are available in the school office.

Who: Grades 6-8

What and When: 16 hours of Service

- 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 Requirements 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 1st until May 1st.

Library

The library has an extensive collection of fiction, non-fiction, reference and easy-reading/picture books available for student use. The school library is open to St. Jude students, faculty and staff for reference materials and book exchange. The library also contains magazines and audio-visual materials for educational use and educational periodicals for the faculty.

A library program is provided for grades K-4 to develop basic library skills and activities are done to stimulate research by using the encyclopedias, atlas, maps and dictionary. The library also supports a Maker's Space to enhance Science, Technology, Religion, Engineering, Art and Math. Students participate in STREAM activities on a regular basis during their library period.

Books are circulated on a week-to-week basis, with the option of renewal. Encyclopedias may be borrowed overnight only. Students should return books the day they return from absence. There will be a charge for lost books. If the book is not found one month from the date it was borrowed, a note will be sent to the parents requesting payment. If the book is found, the money will be returned minus a \$1.00 late fee.

Technology

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: **Students are not permitted to use cell phones, smart watches and other electronic devices during the school day** or on field trips (see appendix for field trip policy). Cellular phones and other electronic communication devices are not to be powered on, heard, used, or visible during school hours and must remain in book bags during school hours. Cell phones and similar electronic devices that are discovered powered on, seen, or heard by staff/faculty members during school hours will be confiscated. The first offense for violation of the cell phone usage policy will result in the phone being confiscated and the student's parents or guardian must come to the office to retrieve it. If there is a second offense, the child will be prohibited from bringing in the cell phone at all. The school is not responsible for any lost, stolen, or broken cell phones.

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

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 or distribute term papers, book reports and other forms of student work
- Taking pictures of other student's work unless working on a group project without specific permission 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, faculty or 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, faculty or staff member's iPad
- The iPad/computer may not be used to take pictures, videos or record sounds of other students, guests or school personnel without their express consent.
- A student cannot take a picture, video or record sounds of another child without the permission of the parent if the child is under the age of 13.

Device Insurance: Insurance for issued devices will be included as part of the student's billed technology fee.

Legal Propriety/Copyright

All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the ECSS handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

Policy Violations and Disciplinary Consequences

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

Social Media: Parents/guardians, relatives, etc., should be made aware of best practices regarding pictures they take on field trips, at class parties, plays, activities, etc. Parents should not post pictures on personal and social media websites that include children other than their own. 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 and/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 Google Classroom accounts that allow them access to the online resources Word, Excel, Power Point and Google Drive. Google Drive will permit students to share and store documents with other students and with teachers.

Conferences: Parent/Teacher conferences are held after the completion of the first quarter. Conferences may be held by Zoom or in person. Parent/Teacher Conferences are held initially in November to review the First Quarter Report card and results of the NWEA/Fluency Map Assessments. Conferences are then held at the discretion of the parent and/or teacher.

Dress Code

Girls Uniforms:

Grades K-4:

- St. Jude traditional plaid uniform jumper
- St. Jude traditional plaid uniform skort
- St. Jude traditional plaid uniform skirt
- Navy blue walking shorts
- Navy blue dress slacks
- Navy blue uniform skirt/skort
- Navy blue or white polo shirt- long or short sleeved

Grades 5-8:

- St. Jude traditional plaid skirt/skort
- Navy blue shorts or pants
- Navy blue or white polo shirt- long or short sleeved

All Girls:

- Navy blue or white sweater- Cardigan, V-neck, or crew
- Navy blue St. Jude sweatshirt (crew neck or ¼ inch zip)
- Closed-toe dress shoes with a heel no higher than 1 inch- Black, brown, navy blue, gray (no sneakers except for Kindergarten and First Grade)
- Navy blue or white socks- ankle, crew or knee high (no stripes or patterns of any kind)
- White or navy blue tights (no footless leggings)
- Skirts, skorts, jumpers and shorts must be no shorter than 2 inches above the knee
- Sanctioned St. Jude School sports sweatshirts (no hoodies)

Boys Uniforms:

- Navy blue or khaki walking shorts
- Navy blue or khaki dress slacks
- Navy blue or white polo shirt- long or short sleeved
- Navy blue or white sweater- Cardigan, V-neck, or crew
- Navy St. Jude School sweatshirt (1/4 zip or crewneck)
- Closed-toe dress shoes- Black, brown, navy blue, gray (no sneakers except for Kindergarten and First Grade)
- Navy blue, black or white socks- ankle or crew (no stripes or patterns of any kind)
- Sanctioned St. Jude School sports sweatshirts (no hoodies)

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

Physical Education Uniform (Grades 3-8):

- Gray St. Jude gym T shirt (purchased through the school)
- Black or navy blue gym shorts of an appropriate length, sweat pants or athletic pants (no jeans)
- Sneakers

*Students will wear their gym clothes to school on the day they are scheduled for gym class.

Hair - Boys: Male students are expected to have neatly trimmed hair that does not that does not impair one's vision and does not exceed the shirt collar. It is also expected that one's hair is of a natural color and styled in a tasteful and appropriate fashion. Extreme hairstyles (including Mohawks) 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 hairstyles are not permitted. Hair accessories must be tasteful and not distracting in color or size. Novelty hair accessories (cat ears/unicorn headbands, large bows etc) are not 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 but no acrylic or fake nails. Students (including male students) wearing dark or very bright colored nail polish will be required to remove it.

Jewelry - Boys: The following accessories are acceptable: Wristwatch, one thin bracelet (no dangle or stretchy bands) one ring, and a thin gold or silver chain (remaining inside the shirt). Male students are not permitted to wear earrings of any kind.

Jewelry - Girls: The following accessories are acceptable: Wrist watch, one thin bracelet (no dangle or stretchy bands) one ring, a thin gold or silver chain (remaining inside the 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.

Casual/Dress Down Day

Throughout the year on designated days students are permitted to dress casually. Students are often asked to donate at least \$1.00 for this privilege of dressing casually. The monies collected are donated to a local charity, mission, or other worthy causes.

Girls- All shorts, skirts and dresses must be no shorter than fingertip length. Shirts must have sleeves (no tank tops or spaghetti straps). Pictures, logos and messages on clothing should be appropriate for a Catholic School. Tight fitting shirts or dresses are not permitted. Open-toe or open back shoes are not permitted.

Boys- Shirts must have sleeves (no tank tops). Pictures, logos and messages on clothing should be appropriate for a Catholic School. Shoes are to enclose the foot entirely.

Casual day clothing should be acceptable for a Catholic school student. Modesty and self-respect should be observed. Failure to comply with the dress code will result in dress down privileges being revoked.

Attendance Policy

Absenteeism and Tardiness: Regular attendance at school is important to student development, readiness to learn, and social and academic progress. The Erie Catholic School System is required by the state of Pennsylvania to provide a school environment that requires 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 7am and 9am or send an email to the attendance mailbox. 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. Homework will be placed on the "homework table" in the main entryway foyer at the end of the school day for parents pick up. Homework can also be sent home with another student. Specify the name and grade of the child who will be taking it home.

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

Students must present a written excuse within three days upon returning to school; otherwise, the absence is considered unexcused. **After 5 or more consecutive days 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 absence 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. All educational travel (appendix A) 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 while on leave for educational travel. **Students will not be given work ahead of time due to educational travel and are required to make up all work missed upon their return.**

Tardiness: Students are considered tardy if they are not present by 8:20 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. The school will track tardy minutes. When the total number of tardy minutes reaches a full school day, an additional unexcused absence will be documented and counted as an unlawful absence in the student's attendance file. Students with frequent and persistent tardiness issues may receive relevant consequences accordingly. Tardiness due to bus delays is not counted against the student.

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

Truancy: A student is considered truant when he/she is absent for (6) six or more days without a valid excuse. After the (6) six 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. Jude School will follow the Erie Catholic School System schedule regarding closings and delays and will be communicated via the Rediker Communication System. In the event of a delay, the students will not be marked tardy. On days that school is on a two (2) hour delay, there will be no before school care available.

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

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

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

Immunizations

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

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

Additional requirements for grades 7 – 12:

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

Exceptions:	Medical – a medical contraindication because of rare conditions.
	Religious – this requires a written statement from the parents/guardians.
	Philosophical/Strong Moral or Ethical Conviction – this requires a written statement from the parents/guardians

Communicable Diseases

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

❖ MMR	Diagnosis and recommendation by physician
❖ Chicken Pox	Return 6 days after last crop vesicles
❖ Scarlet Fever	Return after 7 days of onset or 24 hours from the institution of antibiotics
❖ Pink Eye	Must be excluded from school until the eye is clear or has received a doctor's clearance

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| | that it is no longer contagious |
| ❖ Impetigo | Diagnosis and treatment by a physician
May return to school with doctor approval |
| ❖ Tonsillitis | May return 24 hours from the institution of antibiotics |
| ❖ Strep Throat | May return 24 hours from the institution of antibiotics |
| ❖ Scabies | May return 24 hours after treatment |
| ❖ Ringworm | May return to school with doctor approval |
| ❖ Head Lice | Students can return to school after being treated. Shampooing with lice shampoo must be repeated again after 7 – 10 days to be sure that all lice have been eliminated. Student must be checked and cleared by the school nurse or designee before returning. |
| • COVID/Flu | Follow current guidelines |

Illness: If your child has a fever of **100.4 degrees or above** becomes sick and vomits or has diarrhea, please keep them home. They should be free from fevers, vomiting, or diarrhea for 24 hours before returning to school, without fever-reducing medication. This is to ensure the health and well-being of our students and faculty/staff.

If your child becomes ill at school, he/she will be seen by the school nurse (if available) or the office staff (and/or principal). If your child has a fever above 100.4 degrees, becomes sick and vomits or has diarrhea, we will notify the parent(s) and the child will be sent home. If the parent(s) cannot be contacted, we will contact the person(s) listed on your Emergency Data Form.

Medical Emergencies

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

Medications: Any medications (over-the-counter or prescription), including cough drops, cannot be dispensed by the school nurse or office personnel unless written permission has been received from the parent(s).

If a child has need of an inhaler, epinephrine auto-injector, or seizure medication, the school must have on file a medical permission form filled out by both the parents and the child's health care provider.

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

FOOD ALLERGIES

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

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

Each classroom containing a student who has a severe food allergy will have a sign posted on the door stating that NO FOOD is allowed in that particular classroom. All snacks and food must be consumed in the cafeteria and students with a food allergy or intolerance may sit at an allergy-free table clearly marked and cleaned appropriately.

During classroom parties, holidays, birthdays, etc. students may bring in treats but all treats must be pre-packaged in individual portions, marked with the students' name and be brought directly to the cafeteria for consumption during lunch. **NO HOMEMADE TREATS OR SNACKS WILL BE ALLOWED.**

Safety

Visitor Procedures: Any person, parent or non-parent, must be buzzed into the school and go directly to the Office. Every visitor must then sign in at the Office stating the purpose of his/her visit. Unfamiliar individuals may be asked for proof of identification. He/She will then be given a Visitor Badge to wear while in the school building or on school property. Every visitor must remain in the office until school administration grants permission to enter any other part of the school building. Once his/her business is completed, he/she must return to the Office to sign out and return the badge.

Please call or email the teacher to set up an appointment. Parents are not permitted to enter the building and go to a classroom to see a teacher as it disrupts the educational process and compromises the safety of our students. No meetings can be guaranteed, unless they are scheduled and agreed upon prior to visitation.

Transportation: Parents are responsible to transport their child(ren) to and from school and school activities, unless they receive busing from their local school district.

If a student needs to take a different form of transportation home, parental written or verbal notification must be received by the Office. If possible contact the school by 2:00 PM. Buses will be used to transport students on field trips. These will be arranged through the school office and will be noted on Field Trip Permission Forms. In the event that only a small group of students needs to be transported, parents will be required to take their children to and from the event.

Emergency Drills: The following drills are conducted throughout each school year:

- ❖ Tornado 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 cooperation with the Diocese of Erie and the Catholic Schools Office.

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

Flexible Instructional Days: These days were created by the PA Department of Education. The days are available to schools as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in a usual manner. An example of this would be a snow day. Teachers would provide their lessons for their students with previously sent home packets or in Google Classroom on that day. The teachers would not report to school, so they would not be hosting Zoom meetings like they do on Remote Learning Days. The biggest advantage of a Flexible Instruction Day is that it counts as a school day and would not have to be made up later in the year. School families will be notified if St. Jude School will be using one of its Flexible Instructional Days.

Emergency and Crisis Procedures: A Critical Incident Plan (CIP) for each campus school is a plan, which 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.

SCHOOL SECURITY CAMERA PROTOCOL

I. PURPOSE

Saint Luke School has implemented video cameras throughout the school for the purpose of enhancing school safety and security. The goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property and to diminish the potential for personal and school loss or destruction of property.

II. GENERAL PROTOCOLS

Signage and Notification:

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

Camera Placement:

The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, parking lots, exterior/interior entrances or exits to the school building, gymnasium, cafeteria, lobby and main entrance.

Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, nurse's offices or locker rooms.

Viewing:

Reviewing the recordings, in the case of a suspected emergency or safety concern, will occur only when a suspected incident is committed inside or outside the building.

Viewing the data is to be performed by authorized personnel that have been expressly designated by the principal.

A log book shall include the following details: the person(s) viewing the data, what event triggered the viewing and the date/time viewed and be maintained by the building principal and made available to the President of the Erie Catholic School System (ECSS).

No sound is to be monitored or recorded in connection with the video surveillance system. Surveillance system misuse shall be addressed on a case-by-case basis by the President of the Erie Catholic School System.

Limited Access to Recordings:

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

Data Storage:

All video recordings and logs are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

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

Arrival and Dismissal Procedures

Student Arrival: Students should arrive no earlier than 7:45 a.m. unless they are enrolled in the Before-School Program. Students will be allowed to enter the building at 7:45 a.m. Students must proceed to the Gym where they will be released by the teacher on duty to their classrooms. Students who arrive early or are not picked up on time will be sent to the Extended Care Programs and parents will be billed for this service.

All car riders will be dropped off at the Gym doors. These doors will be opened by a staff member no earlier than 7:45am. Students will then be seated on the gym bleachers according to grade level until they are dismissed to their classroom by the staff member on duty.

Preschool students who have no other sibling in the school will be dropped off at the Lowell Avenue doors near the playground. Parents may park and walk their child to the door.

Students enrolled in the Before School Program will enter at the Parish Center doors between 6:45am and 7:45am. Bus riders will be dropped off and enter the gym doors.

Dismissal: Preschool students who have no other sibling in the school will be picked up on the Lowell Avenue side near the playground at 2:45 pm. Preschool students with older siblings in the school will be walked to the sibling's classroom by the classroom aide and dismissed with the older sibling. Students who go home by car are dismissed on the church parking lot side through the gym doors. Please make a double car line at the cones to avoid back up on 6th street during dismissal. Once directed, the double line will funnel into a single line. Students will be loaded into the cars at one of four cones by staff members. Please have your family car sign visible so the car line can move in a timely manner.

All bus riders are dismissed from the gym doors on the Lowell Avenue side.

Students who are enrolled in the After-School Program (Extended Care) meet in the cafeteria with the After-School Program Staff.

Early Dismissal: Early Dismissal will take place based on the school calendar each month. Students will be dismissed at 12:30 PM. Lunch will be served in the classrooms. Parents must check district bus services to see if their children will be picked up. If no bus is available, parents will be responsible for picking up their child(ren) on that day.

Forgotten Items/Messages: In the event that your child forgot something needed for class, the item may be dropped off at the Office. No parent is permitted to go directly to a classroom to deliver an item to a student. If you should need to speak to your child directly, we will call them to the Office for you. Any messages either phone or written, will be delivered by the Office staff. Student requests to call parents for forgotten homework, gym clothes, etc., during the school day will not be honored.

Athletics

The ECSS recognizes that athletics and other extracurricular activities enrich students' lives. With God and Christianity as a foundation, the ECSS mission primary focus 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 the first week/time and reevaluated in one week. Each week during the season the principal will monitor the athlete's grades to determine eligibility.
2. If the student is successful in raising the grade, he/she will be permitted to participate in the respective sport.
3. If after a week the student does not provide evidence of improvement, he/she is not permitted to participate in practices or games, including playoffs. This suspension is indefinite until evidence of growth has been provided.
4. It is the student's responsibility to provide evidence of improvement to the principal.
5. Student behavior may impact eligibility to participate.
6. If a student is absent, he/she will not be permitted to participate in practice or a game on the same day he/she is absent. Exceptions to the above are those students who have pre-excused absences such as doctor or dental appointments, funerals, etc.

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

Sports Programs: These are examples of the sports programs that are offered in the Erie Catholic or Diocesan Athletics Program.

Cross Country	Tennis	Soccer	Golf
Cheerleading	Basketball		Football
Track & Field	Lacrosse	Swimming	Wrestling

TITLE IX

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

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

The ECSS Title IX coordinator is .

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 Competition
Drama/Theater	Class Activities	Scouts
Model UN	Altar Servers	

Eligibility

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

Parent Involvement

***Parents/Non-employee Adults are permitted in the school building to volunteer according to current recommendations and guidelines. Please keep your clearances current.**

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

Parent Teacher Organization (PTO): The parent teacher 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 activity to support the goals and mission of the school.

Students 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, 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**, students 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 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 and/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, 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, inschool 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, inschool 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 8:20 a.m.; 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: Please see Dress Code page 10

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 page 3

Possible Consequences: Students with a missing assignment(s) will complete the work for full credit and work before school, during lunch and after school until the work has been completed.

Cheating or Plagiarism: See Plagiarism Policy on page 4

Inappropriate Use of the Computer System: See Technology Safe Usage Policy on Page 7

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 or students 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, staff member, 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, inschool 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.

1:1 Technology Grades K-8

All students in grades K-8 at St. Jude School and within the Erie Catholic School system will have a personal (1:1) device signed out to them for the 2022-2023 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.

The devices that are assigned to each student for the 2022-2023 school year will be allowed to go home. Anytime a device is sent home, St. Jude 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-2 and Chrome books for students in grades 3-8) 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. Jude/Erie Catholic School System provides internet filtering only in the physical school building.

Suicide Awareness and Prevention Policy

Purpose:

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

Definitions:

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

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

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

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

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

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

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

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

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

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

- Staff Development:

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

- Prevention Education for Students:

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

- Intervention/Prevention:

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

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

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

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

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

If an expressed suicide thought or intention is made known to any school personnel during a before or after school program, school-sponsored event or sport team and the building administrator or designee are not available, call East Erie County Emergency 1-

814-898-3333 OR West Erie County Emergency 1-814-860-1563, 1-800-SUICIDE, or 1-800-273-TALK for help. Inform the building administrator of the incident and actions taken.

- Procedures for Parental Involvement:

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

- Response to Suicide Attempt:

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

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

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

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

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

- Response to Suicide (Postvention):

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

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

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

- Resources for Youth Suicide Awareness and Prevention:

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

Available resources are:

For a list of County Crisis Resources: [https://www.cor.PA.gov/Documents/PA County Crisis Contacts.pdf](https://www.cor.PA.gov/Documents/PA%20County%20Crisis%20Contacts.pdf) Prevent Suicide PA: <https://www.preventsuicidepa.org/webinars/>

National Institute of Mental Health: resources to raise awareness about suicide prevention: NIMH » Shareable Resources on Suicide Prevention (nih.gov)

Prevent Suicide PA Learning: Free online courses including, “Suicide Prevention for Educators.” Prevent Suicide PA Learning (psplearning.com) This program meets the required four hours of training. SAMHSA: Preventing Suicide: A Toolkit for High Schools | Publications and Digital Products (samhsa.gov) Suicide Prevention Resource Center: <https://www.sprc.org/training> includes online courses and virtual learning labs.

Jason Foundation: Educators can locate training as well as several valuable resources: Educator, Youth Worker, Coach - jasonfoundation.org.

The American Association of Suicidology: Offers a wide array of school resources: School Resources – American Association of Suicidology. The United States Conference of Catholic Bishops offers this analysis: Youth Suicidal Behavior | USCCB

Application for Educational Travel

Student Name _____ Home room _____

Parent/Guardian Name _____

Contact Phone Number _____

Contact Email Address _____

Date of the First Day of Student Absence _____ Date of Return _____

Location of Trip _____

Reason for Travel _____

Educational Opportunities and Objectives _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Approved _____ Denied _____

Principal Signature _____

Appendix B

Erie Catholic School System – St. Jude School - Service Learning Documentation
Minimum of 16 Service Hours – Due to your Religion Teacher by: May 2, 2022

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 _____

