St. Marys Catholic Elementary School

Parent/Student Handbook

2015-2016 School Year

114 Queens Road
St. Marys, Pennsylvania 15857
814-834-4169
www.eccss.org

Member of the Elk County Catholic School System

Accredited through the
Middle States Association of Colleges and Schools
Commission on Elementary and Secondary Schools

TABLE OF CONTENTS
2015-2016 PARENT/STUDENT HANDBOOK

MISSION STATEMENT 3
ADMINISTRATION & CONTACT INFORMATION 3
WELCOME & PHILOSOPHY/BELIEFS 3
SCHOOL POLICIES AND REGULATIONS 4
ADMISSIONS 5
RECORDS 6
TUITION 6
ACADEMICS 7
DAILY SCHEDULE 10
ATTENDANCE POLICIES 11
HEALTH CARE 12
AUXILIARY PROGRAMS 14
COMMUNICATION 15
STUDENT SUPPORT PROGRAMS 17
CONDUCT 18
DISCIPLINE POLICY 20
TRANSPORTATION 21
LUNCH PROGRAM 21
SPORTS PROGRAMS 22
STUDENT DRESS CODE 24
HARASSMENT POLICY 26
PROTECTION OF CHILDREN POLICY 30
STUDENT WELLNESS POLICY 30
RIGHTS AND RESPONSIBILITIES OF A STUDENT 31

IMPORTANT NOTICE

Every effort has been made to keep the information in this handbook complete and accurate. However, it is not possible to include all of the school policies in this handbook. Additional school policies may be posted on www.eccss.org or may be distributed to parents by means of additional mailings or handouts.

HELP US SAVE & RECYCLE TO BENEFIT OUR SCHOOLS

Parents, friends, neighbors, family, teachers, and staff are asked to save ***Campbell's labels, General Mills "Box Tops for Education"***, used ***cell phones***, and ***empty printer cartridges***. These items all result in redemption value for the schools, either as cash or educational materials and programs.

ECCSS Mission Statement

Elk County Catholic School System, an educational ministry of the Diocese of Erie, rooted in the Gospel of Jesus Christ, is committed to the highest standards of academic excellence. With God as our constant source of inspiration, our mission is to develop the whole student in mind, body, and spirit while nurturing the values of knowledge, peace, and holiness.

ADMINISTRATION

Elk County Catholic School System President:	Mr. Sam MacDonald
St. Marys Catholic Elementary School Principal:	Mrs. Debbie Slay
Administrative Assistant:	Mrs. Bridget Roberts

CONTACT INFORMATION

Telephone:	814-834-4169
Fax:	814-834-7830
Office Hours:	7:30 a.m. to 4:00 p.m.

WELCOME

This handbook contains significant information about St. Marys Catholic Elementary School, and the Elk County Catholic School System. It clearly explains expectations, possibilities and responsibilities. Please read it carefully. It is certainly in the best interest of everyone in our school community to adhere to the rules that are outlined. Elk County Catholic is a school system rich in tradition that offers a wide range of programs – spiritual, academic, athletic and extracurricular – designed to help the student reach his/her potential as a young adult. We welcome your family as members of our community.

ECCSS PHILOSOPHY/BELIEFS

A community of students, families, teachers, staff, clergy, and friends, Elk County Catholic School System supports the ministry of its sponsoring parishes by providing a Christ-centered Catholic education. Respecting the dignity of the individual person and the needs of a diverse society, we strengthen the faith and spiritual values students first encounter at home. Committed to the highest standards of academic excellence, we cultivate the qualities of 21st century life-long learners. We instill in each student the ability to create, develop innovative solutions to complex problems, collaborate seamlessly with others, think critically, and communicate effectively. Our students learn to become discerning adults

who serve God and their neighbor and who stand firm in the pursuit of beauty, goodness, and truth.

- We believe that the presence of Jesus Christ can be found in every individual.
- We believe that Christian morals and values enhance a student's life.
- We believe that we are to nurture an active faith in God, preparing students to give Christian witness and live peacefully.
- We believe that all children are uniquely created by God, and we assist them in developing their individual talents to reach maximum personal growth.
- We believe that students should be encouraged to serve their families, their church, and their communities.
- We believe that a quality education is essential to student achievement.
- We believe that all students should be provided with realistic challenges that prepare them for the moral, intellectual, social, technological, and physical demands of today's society.
- We believe in our students.

Spiritual Dimension

Spirituality of a Catholic school is all encompassing. Through everything that is done at the school, students are inspired to form a deep, personal relationship with Jesus Christ. This is accomplished by teaching the students about Him (His divine nature and His human nature) and by providing an environment in which students are continuously encouraged to live out what they have learned.

The spiritual dimension of the school is carried out through various activities, such as daily prayer, personal prayer, prayer lists, weekly Mass, reception of the sacraments, and various liturgical services. All students, beginning in preschool, participate in formal religion classes. Study of the Bible is incorporated into the curriculum. Students are also involved in school-wide service projects.

SCHOOL POLICIES AND REGULATIONS

Regulations are made to ensure the smooth operation of the school and an atmosphere conducive to learning. When a student enrolls in the school, he or she thereby agrees to observe its regulations. It is in the best interest of everyone in the Elk County Catholic School System community that we ask all to obey the rules outlined in this handbook. We hope the regulations are observed in this spirit. The administration reserves the right to waive and/or deviate from any of the policies specific to Elk County Catholic for just cause at their discretion.

ADMISSIONS

Elk County Catholic School System does not discriminate on the basis of race, color, religious creed, national origin, ancestry, disability, age or gender.

Elk County Catholic School System is a private educational institution, preschool through grade 12, with established policies, rules, regulations, and procedures that are consistent with the Catholic identity and mission. Parents who enroll their children in the Elk County Catholic School System should recognize this fact and should carefully read all of the material contained in this handbook. A child's enrollment into Elk County Catholic School System constitutes parental agreement and acceptance of all of the provisions contained in this handbook.

Registration Requirements

Applicants for Preschool and Kindergarten must meet the St. Marys Area School District age guidelines. The following documents must be presented at the time of registration:

- Birth Certificate
- Baptismal Certificate (if not from the local parishes)
- Record of Immunizations (kindergarten only – see box below)
- Child's social security number (optional)

Required Immunizations:

- 4 DT (Pertussis is NOT required)
- 3 Polio Vaccines (injection or oral)
- 2 Measles/Mumps/Rubella
- 3 Hepatitis B injections
- 2 Varivax or proof that the child has had chicken pox

Children in the SMCES kindergarten program do not have to register for first grade nor do students going from fifth grade to sixth grade.

Transfer Students

The transfer of a student from one school to another is a very serious educational decision. In all cases, the primary reason for a transfer (other than a family move) should revolve around the educational and/or spiritual benefits that a child would receive. Any student who is requesting transfer into the school or transfer to another school will be evaluated for admission based on full disclosure of his or her academic, attendance, behavioral, and disciplinary records.

At the time of transfer out of SMCES, parents will be requested to complete an Exit Interview Survey. You will be requested to send the completed survey to the advancement office.

School Supplies

A list of required school supplies for each grade level can be found online or obtained from the office.

RECORDS

The principal is responsible for the collection, maintenance, security, dissemination, retention, and classification of student educational records. The principal is required to keep a complete and accurate record of each child's attendance and academic progress. Medical and health records will be collected and maintained as required by the PA School Code.

Release of Records

Student records are accessible to legal-age students, their parents/guardians, or their legal representatives. This Right of Access shall be exercised by an appointment at a time mutually convenient to the parties concerned. For the purpose of record access, a "parent" includes either biological parents, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the educational records of the student unless the school has been provided with evidence that there is a legally binding instrument or a state law or court order governing the divorce, separation, or custody providing to the contrary. Only the minimum personal data, academic reports, and attendance data will be retained in the inactive file once the student leaves the school. Should the student transfer to another school, the parent must sign a form at the new school for release of the student's records. The parent may request a copy of the student's records at this time. No individual or agency outside the school system will be permitted to inspect the student's record without the written permission of the parent or guardian or without the student's permission when he/she is of legal age.

When a student transfers to another school, all of that student's academic records, standardized test scores, health records, discipline records, and any other pertinent information will be sent from the school office to the succeeding school's office. This is in accordance with the diocesan policy that all official transcripts be transferred between schools.

Custody Notification

In families where there are custody arrangements, ***a copy of the court order is required by law to be kept in the school***. If the court order changes or is updated, a copy of the new order must be sent by the parent/guardian to replace the prior order. Without an updated copy, the school will abide by the copy in the school files.

TUITION

The FACTS program is used for tuition collection. In order to provide the school with a stable cash flow and to ensure a timely tuition collection, parents must complete a FACTS application form in order to have their child(ren) registered for the upcoming school year.

Parents have three options for payment:

1) Full Payment
   Check or Credit Card

2) Two Payments
   A. Check or Credit Card for first payment
   B. Completed FACTS Form for the second payment (attach a voided check). Second payment is due either January 5th or January 20th.
3) FACTS Payment – Re-enrollment
   Signed re-enrollment form
4) FACTS Payment – First Time Participant in the Elk County Catholic School System
   Signed and completed FACTS form (attach a voided check). A complete set of FACTS forms may be obtained from the Finance Office.

It is very important that payment of tuition is done on a timely basis. This allows the school to keep current with obligations. The detailed steps in this procedure are as follows:

Step One - If not paying in full, a signed FACTS Tuition Agreement form must be completed by all families attending Elk County Catholic School System. This form will indicate the method of payment and the frequency.

Step Two - Each month a review of the accounts will be done to ensure that payments are being made in accordance with the FACTS agreement.

Step Three - If payments are not in accordance with the FACTS agreement, a letter will be generated by the Finance Office to remind the parent of payment and to secure information concerning any problems.

Step Four - If the reminder letter fails to elicit a response and/or a payment, a letter will be sent from the administration outlining further action.

Step Five - A detailed and binding tuition contract will be drawn up by Elk County Catholic School System and signed by the Director of Finance and the parent representative indicating how much will be paid, how often, and the date of commencement for future payments.

The ***Scrip*** program is a proven way for a family to significantly reduce tuition costs. Local businesses as well as numerous national chains have joined the schools' efforts in saving parents money toward tuition. Volunteers run the program and will help you register to purchase gift cards on-line or, if available, directly from the school.

ACADEMICS

St. Marys Catholic Elementary School is committed to academic excellence. This goal can only be assured when parental involvement occurs and open communication among parents/guardians, teachers, students, and administrators is practiced. Student progress can be monitored through the weekly folders and the on-line grading system.

The school follows the curriculum guidelines set forth by the Catholic Schools Office of the Diocese of Erie. The diocesan curriculum adheres to all of the course requirements of the Pennsylvania Department of Education, as well as religion classes.

Grading Policies

Report cards are distributed quarterly for grades 1 – 5 following the achievement grade scale as shown here.

A: 93—99; B: 85—92; C: 76—84; D: 69—75; E: below 69

Some subjects are graded with performance assessments from 1 (experiencing difficulty) to 4 (advanced). An explanation of the grading system is given on the report cards.

Kindergartners are assessed three times a year: in November, February, and May. A parent-teacher conference is required by the diocese for the October and May assessments.

Homework fosters good study habits, reinforces needed skills, and develops independent research abilities. The student should have a quiet place to study and should do all work neatly. The amount of time spent on homework is relative to the student's individual ability and study habits. All homework and classwork must be submitted on time to earn the grade achieved. If it is submitted one day late, the highest grade possible is a "B"; 2 days late means the highest possible is a "C". If it is 3 days late, there will be no credit above 50% given, but the student will be required to serve detention to complete the work.

A testing program which includes standardized tests of academic achievement and of mental ability (in addition to the regular teacher evaluation) has been designed to provide a continuing record of each child's academic progress in comparison with national norms. The results are also an invaluable aid to the child's teacher in diagnosing strengths and weaknesses of both the class as a whole and the individual student. This enables the teacher to provide a more effective class and individualized instruction.

Standardized Testing

Throughout the school year, the following tests are administered:

Terra Nova	Grades 2 through 5
Terra Nova InView	Grade 3
Erie Diocese Writing Assessment	Grades K through 5
Erie Diocese Math Assessment	Grades K through 5
DIBELS Screenings (Reading Fluency) (3/year)	Grades K and 1
STAR Math and Reading	Grades 2 through 5

"Raising the Bar"

A plan to enhance the academic integrity of our educational program, through better defined expectations for acceptable student performance, was implemented across the system with the start of the 2012-13 school year. The table on the following page offers an outline of the plan.

"RAISING THE BAR" **Points of Emphasis Related to Student Performance**	
Spiritual Development – In addition to the many practices currently in place, the development of the students' spirituality will include an emphasis on attending Sunday Mass regularly, fostering an interest in reading the Bible, cultivating an appreciation for the practice of Eucharistic Adoration.	
Academic Policies	1. To increase individual reading time inside and outside of school a. Introduction of a summer reading program b. Introduction/Maintenance of an in-school sustained (silent) reading program
	2. To make more frequent use of higher level questioning/critical thinking a. Increased use in the classroom, on assignments and assessments b. Evaluation, through quarterly portfolios, of faculty discretion in applying this policy
	3. To improve writing across the curriculum a. Increased use of diocesan writing assessment rubrics and/or PSSA rubrics b. Evaluation, through quarterly portfolios, of faculty discretion in applying this policy
Accountability Policies	1. To emphasize punctuality and responsibility a. Adoption of the diocesan attendance policy b. Consistent use of consequences for lack of attention to extracurricular commitments
	2. To assign grades that more accurately reflect student performance and effort a. Elimination of all bonus points and extra credit b. Consistent use of rubrics to give clear delineation between grades
	3. To emphasize submission standards for student work a. Use of grading consequences for lack of punctuality b. Use of grading consequences for improper grammar, usage, and mechanics c. Use of grading consequences for poor presentation

Library
Each class has a scheduled library time. Students can also take advantage of open library times to check out and renew books. Kindergarten students may borrow one book at a time. Students in grades first through fifth may borrow two books at a time. Library material may be checked out for a period of one week, but they have the option of renewing it for a second week. Video storyteller kits may be checked out for one week only. Overdue notices are sent weekly. If a book is lost or destroyed, the student is responsible for the cost of the book. If a book is lost, paid for, and is later found, the money will be refunded.

Band
The band program functions through the Elk County Catholic High School and is available to students in grades four through twelve. Weekly individualized instrument lessons on a variety of musical instruments are provided at no charge to the family. Students may participate in concert band, jazz band, and/or marching band based on their grade level and ability.

Field Trips
Field trips are privileges to students. Therefore, they must realize that participation in such trips must not interfere with their academic progress. Students may be denied permission to attend a field trip if they fail to meet the academic requirements of two classes. Eligibility will be reviewed based on both the eligibility lists submitted by the teachers and teacher discretion in regard to academic requirements. Students with unexcused or illegal absences may be ineligible to participate in field trips.
School policy and conduct guidelines will be enforced on all field trips. A permission form signed by at least one parent must be in the school's possession before a child will be permitted to take part in an activity that will take place off the school property. When a parent signs this form he/she acknowledges that accidents can happen, even when there is no negligence. The parent accepts that possibility and will not hold the school or the teacher liable in such a case.

REGULAR & DELAY DAY SCHEDULES

The ECCSS follows the school calendar as established by the St. Marys Area School District. Due to bus transportation, the school system follows the decisions made by the public school officials in regard to delayed openings, early dismissals, or school closings. Information regarding changes to the regular school hours is announced over the local radio stations as well as the local school television channels.

The schedule for preschool is:

	Regular Day	Delay Day
Mornings	8:30 A.M. to 11:00 A.M.	10:30 A.M. to 12:15 P.M.

The schedule for kindergarten is:

	Regular Day	Delay Day
Full-Day	8:30 A.M. to 3:10 P.M.	10:30 A.M. to 3:10 P.M.
Shortened-Day	8:30 A.M. to 12:00 P.M.	10:30 A.M. to 12:45 P.M.

The schedule for first through fifth grades is:

Regular Day	Delay Day
8:30 A.M. to 3:10 P.M.	10:30 A.M. to 3:10 P.M.

Building access:

Arrival: Doors open at 8:05; prayers begin at 8:30.
Latchkey care is available from 6:50 until 8:05 for a nominal fee.

Departure: Prayers begin at 3:05; dismissal begins immediately after prayers.
Latchkey care is not available after school.

ATTENDANCE/ABSENCE

Attendance Policy

The diocesan attendance policy is being followed throughout the school system. Missing school for any reason is a serious detriment to the educational process for the student. A student who must be absent from school for any purpose is required by law to bring, upon return to school, an excuse stating the date(s) of absence, the reason for the absence, and a parent's or guardian's signature. Failure to submit an excuse within three school days after the student returns to school will result in an unexcused absence. Absences for three or more consecutive days are considered lawful if a written excuse is provided by a physician. Acceptable excuses for absence are for personal illness, death in the immediate family, doctor appointments, etc. Absences over 10 days per year require a written physician's excuse. Vacations during school time are discouraged as absence can affect the child's academic progress. Family vacations must be limited to only one week per year.

The complete diocesan attendance policy can be reviewed at this link. (Ctrl + Click):
http://www.eriercd.org/pdf/schools/attendancepolicy.pdf

Types of Absence

Arrival:

A. Arrival between 8:30 a.m. and 10:15 a.m.
   1. Excused (illness, dentist, etc. – written documentation) Nothing marked
   2. Unexcused (overslept, no transportation, etc.) Marked tardy

B. Arrival after 10:15 a.m.
   1. Excused half-day absence
   2. Unexcused half-day absence

Departure:

A. Departure before 1:45 p.m.
   1. Excused half-day absence
   2. Unexcused half-day absence

B. Departure after 1:45 p.m.
   1. Excused (illness, dentist, etc. – written documentation): Nothing marked
   2. Unexcused (haircut, shopping, etc.): Marked truant

Absence Protocols

- If a parent/guardian calls requesting homework for a child who is absent one or more days, homework will be ready at the end of the school day.

- When requesting an extended leave for the child to accompany the family on a vacation or educational trip during the school year, the child will be given work, where possible, three days in advance and all make up work is due three days after returning to school.

- Participation in activities that are sponsored by the school and/or school-connected organizations is not considered an absence. Examples are band trips, Cavalier games, ECCHS affiliated sports, field trips, etc.

- Parents are asked to call the school office by 9:00 a.m. to report their child absent on any given day. If the parent/guardian does not call by 9:00 a.m., the parent/guardian will be contacted by the office personnel, which means the parent/guardian may be interrupted at his/her place of employment.

HEALTH CARE

Scent-free Environment

The academic success of a student can be directly linked to his or her health. For this reason, it is imperative that ECCSS insures the well-being and safety of all its students to support a positive learning environment. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff. Allergic and asthmatic patients, as well as those with other conditions, report that certain odors, even in the smallest amounts, can trigger an episode.

Therefore, ECCSS requests that all students and staff refrain from wearing perfume, cologne and other fragrances, and use unscented personal care products in order to promote a scent-free environment. Fragrance products can include: hand sanitizers, cologne, perfume, scented lotions, hair products, candles, air fresheners, and plug-ins, just to name a few. All teachers, students, and staff members are asked not to bring cleaning products, deodorizers or other personal care products into the classroom unless they are identified as fragrance-free.

Screenings

The following measurements, screenings, and examinations are given in specific grades:

- Height & Weight (including BMI- Body Mass Index): Annually
- Vision screening: Annually
- Hearing screening: Grades 1, 2, and 3
- Physical exam: Grade 1
- Dental exam: Grades 1 and 3

The measurements and screenings are done by school nurses. Regarding physical and dental exams, students in the designated grades will be given the exam by the school physician or dentist unless the school is notified in writing by the parent that the examination will be given by a private physician or dentist. A Private Physician Form or Dentist Examination Form must be obtained from the school, completed by the examiner, and returned to the school.

Medications

Whenever possible, medications should be given at home. Students who are required to take over-the-counter or prescription medications in school must have the medications secured in the health room or the main office. If a student needs to carry an inhaler, epi-pen, etc., that information must be indicated on the student's medical records. Students must bring the physician's written order for a prescription along with the prescription in its original container. No medications in a baggie, etc. will be accepted. When scheduled to take medications, the student should report to the health room or the main office.

Medications which are required to be administered during school hours must be accompanied by written directions from the parent and/or doctor regarding the name of the medication, the time(s) when it is to be administered, and the prescribed dosage. All prescription and nonprescription medicines will be administered by the school nurse and/or office personnel.

All medications should have clearly marked on the container the following:

- the name of the student
- the name of the physician (if applicable)
- the name of the medication to be given
- the dosage of the medication to be given
- the time(s) the medication should be administered at school

The school reserves the right to check with a parent or physician for confirmation of any medication needed. Common non-prescription medication will be administered to students only as pre-approved through a *Permission to Give Medication Form* which is sent home to parents annually.

In the event of an emergency, the parent or other specified person will be notified as to the nature of the emergency. If necessary, first aid will be administered and emergency transportation to a medical facility will be provided.

Emergency Drills

Emergency drills are held at irregular intervals throughout the school year. Students should become familiar with the directives for each type of crisis. During a drill there should be no talking as students move to the designated areas.

AUXILIARY PROGRAMS

Act 89 Remedial Math and Remedial Reading

The Act 89 remedial math and remedial reading program is available through the Seneca Highlands Intermediate Unit to assist students in grades kindergarten through fifth who are experiencing difficulties in math or reading. Students are selected for the program on the basis of teacher referral and standardized test scores and must have parental permission to participate. Instruction is provided by the teacher in small groups.

Act 89 Enrichment

The enrichment program is available through the Seneca Highlands Intermediate Unit. It is designed for all students in fifth grade. They attend enrichment class to help improve their thinking skills and problem solving strategies. They will work in teams and/or independently to solve puzzles, create solutions, and learn good test-taking strategies. There is also a Comprehensive Enrichment program for eligible students in grades 3-5 to challenge them with special assignments.

Title I Remedial Reading

The Title I remedial reading program, which is provided through the St. Marys Are School District, provides remediation and supplemental support to students in grades kindergarten through fifth. It consists of individual or small group instruction with a reading specialist. Entrance into the program is by teacher recommendation, individual evaluation, and parental/guardian permission. A major emphasis of this program is close communication between the Title I teacher, the classroom teacher, and the parents to help students become successful readers.

Hearing, Speech, Vision Therapy

Hearing, speech, and/or vision therapy is provided through the St. Marys Area School District. Routine screenings are conducted at the start of each year for students in grades kindergarten through second. Students who are observed as having speech or language delays or hearing or vision problems affecting academic performance are referred for a complete evaluation. Parental/guardian consent is required in order to proceed with testing. If eligibility is determined, an individual education plan is

developed by the parents, teacher, and therapist. Therapy is provided weekly at the school.

COMMUNICATION

Regular and open communication among teachers, students, parents/guardians, administrators, and school support groups is essential to the well-being of the school. All communication among members of the school community should be carried out in the spirit of Christian charity, always remembering that students are children of God and that the Holy Family is the role model for the school.

- Folders are sent home with each child every Thursday. Parents/guardians are encouraged to review the work done by the child and sign the folder. The child is to return the folder the next school day. Office papers are emailed in the e-Folders each Thursday, as well.
- Individual parent/teacher conferences are offered in November. Any parent who wishes to confer with the child's teacher at a time other than the November conferences is encouraged to contact the school office and arrangements will be made.
- Parents/guardians are strongly encouraged to communicate to the administration or teachers any circumstances that may adversely impact their child's progress, such as serious illness, death, separation, divorce, or financial hardship that may have a significant and/or adverse effect on a student.
- ECCSS utilizes an emergency notification system to notify parents of school delays, cancellations, and other school emergencies. Voice messages, text messages, and emails can be delivered to parents. Parents are automatically enrolled through our administrative software program.
- Parents/guardians who come to school to pick up/drop off a student during the school day for various appointments are required to stop at the school office. For the safety of the students, visitors must also stop at the school office first.
- Personal student party invitations are permitted to be distributed in school only if all the girls in the class/all the boys in the class/all the students in the class are invited. This will avoid hurt feelings that arise if some children are excluded.

Edline (Web-based Online Communication System)

The Elk County Catholic School System uses the Edline system, an online portal, in order to post grades online for students (grades one through twelve) and parents. At the beginning of each school year, parents and students will receive activation codes for the school year. We strongly urge parents to utilize this tool to track their child's progress. Edline also permits teachers to post classroom policies, assignments, projects, tests and other classroom information. In addition to providing information on a student's progress, Edline will contain electronic forms that can be completed online and recognized as legal school documents. It also serves as a communication medium as teacher email addresses are published with each of your child's classes.

Parents are encouraged, also, to communicate with teachers using their Elk County Catholic School System email addresses. The format for faculty email addresses is last name followed by first initial @eccss.org. For example: John Doe's email address would be doej@eccss.org.

Communication/Technology Devices

Use of communication/technology devices such as beepers, pagers, and laser pointers are not permitted. Students may be in possession of cell phones, however the phone must be turned off during regular school hours and cannot be used to place calls, send text messages, take pictures, play music or games, access the internet or for any other purpose. Phones should be left in the student's backpack or locker during regular school hours. All student phones seen during school hours will be confiscated by ECCSS faculty/staff and will only be returned to the student's parent. Use of cell phones during school field trips is not permitted without the permission of a faculty member/adult supervisor. Use of cell phones during extra-curricular activities is at the discretion of the advisor(s).

Any phone that is discovered to be turned on during regular school hours is subject to being further examined by the school. The purpose of this examination would be to determine whether the phone was used during school hours, and if the phone was used during school hours, to further determine the purpose of that use. If a phone is discovered to be turned on during regular school hours, the person possessing that phone will be considered to have given his/her implicit consent to such a search.

Acceptable Internet Use Policy This link (Ctrl + Click) will take you there.
http://www.eccss.org/wp-content/uploads/2012/08/ECCSS-Acceptable-Use-Policy-for-Internet-1.pdf

Telephone

Students are only permitted to use the telephone in the school office at the discretion of the office personnel. Students are not permitted to use the telephone for personal calls. They will not be called to the telephone during the school day. Important messages will be delivered.

Change of Address

Inform the main office immediately if there is a change in address or telephone number.

Visitors

Visits must be arranged through the permission of the Principal. Persons not directly connected with the school are not permitted in the school building or on school grounds without permission. All visitors must use the intercom system to notify the main office personnel in order to enter the building. Upon entering the building, visitors must report to the main office, sign in, and wear a visitor identification badge.

STUDENT SUPPORT PROGRAMS

The LIFE Program (Living in Family Environment)
This program is offered through Dickinson Children's Prevention Services. The primary goal of this program is to provide a cooperative network of positive, honest communication between children, families, school and mental health personnel and other social services, thereby enabling students to reach their goals and maintain success throughout every facet of their lives. Students are usually referred to this program by school personnel, but parents may request assistance through school administration or on their own.

Counseling Services

The services of a mental health counselor are available to all students in grades kindergarten through fifth. The thrust of the counseling is to help troubled students adjust to and cope with situations either at school or at home. Teachers and/or parents can make referrals. If a teacher refers a child for counseling, the parent will be notified.

IST (Instructional Support Teacher)

The focus of this program is on improving student achievement through individualized modes of instruction, increased parental involvement, and teacher support. An IST spends some of the day teaching and working directly with the students, but much of an IST's time is spent providing support for teachers, students, and parents.

BLeST (Building Level Support Team)

BLeST is a diocesan directed process to help students meet with success through discussion of teaching/learning methods to arrive at strategies to help teachers help their students. The objectives of the team are to:

- Support faculty members who have student behavioral, instructional, social, or other concerns;
- Offer suggestions on how to deal with individual and/or group problems before the concerns become major problems;
- Offer ideas and/or strategies to help teachers with classroom accommodations; and
- Share knowledge of community service agencies, if needed.

Starfish Program

The Starfish Program is proactive and preventative in nature, including peer mediation and conflict resolution. A student team is established so kids can help kids to create a network of support for the students, staff, parents, and community.

Crisis Response Team

St. Marys Catholic Elementary School has established a School-based Crisis Response Team. This group has been created to immediately react to any emergency that may occur. Such emergencies include, but are not limited to, the following:

- Fires
- Bomb Threats
- Chemical Emergencies
- Intruders
- Weather Emergencies
- Transportation Emergencies
- Blackouts
- Unexpected Deaths

Members of the team include administrators, faculty, and staff (clerical, maintenance, cafeteria). These individuals have received specialized training in dealing with school-related emergencies.

In addition to the establishment of the teams, policy handbooks that list procedures to be followed in the event of a crisis have been created. For example, in the event of a bomb threat, specific procedures have been created in order to ensure the absolute safety of the students. Such procedures include evacuation of the students, strategies for secretaries, recording of information, contacting the police, notification of parents, transportation plans, and so on. For security reasons, it is <u>not</u> recommended that the specific procedures be distributed publicly. However, if you have any questions concerning the Crisis Response Teams or Policy Handbooks, you are asked to personally contact an administrator. Please know that SMCES has plans in place that will respond to any crisis in a manner that will ensure the health and safety of all within our school community.

No-Bullying Program

This program is in place to combat harassment by providing the knowledge that can help in changing attitudes and behaviors. The *Get Real About Violence* program is designed to help staff and students together create a school culture and climate in which bullying and harassment are not tolerated.

<u>CONDUCT</u>

Good conduct is emphasized at all times so that the child will form proper habits and attitudes to become a better Christian and citizen. Some of the rules we expect our students to observe are as follows:

- obedience to authority
- respect for all
- trustworthiness and fair play
- neatness in person and work
- courtesy to all
- proper application to school work at all times
- proper safety habits

The above list is not exclusive. The teacher represents the parent/guardian in the classroom *(in loco* parentis) and is primarily responsible for student discipline. Serious discipline problems or continuous and deliberate minor discipline problems will be brought to the attention of the administration. Appropriate disciplinary action will be taken for unacceptable student conduct. Please note that school rules are in full effect not only during the school day but on the way to or from school, or during any school sponsored activity, whether on site or off school grounds. See discipline policy below.

Smoking/Tobacco Use

Smoking or any tobacco use on the school premises at any time is against both Pennsylvania School Law and the fire regulations of St. Marys. Offenses in this area of concern are considered grave and are addressed individually according to established policies.

Alcohol and Drugs

The ECCSS recognizes that the misuse of alcohol, drugs, and mood-altering substances is a serious problem with legal, moral, physical, and social implications for the entire school community, and in particular for the child. The use, possession, or distribution by students of any alcohol, drug, or mood-altering substance during school hours, on school property at any time, and/or at any school sponsored event is prohibited.

Through the use of a specific curriculum, special activities, community support and resources, a strong and consistent administrative and faculty effort, rehabilitative guidance, and disciplinary procedures, each school will work to educate, prevent, and intervene in the use and abuse of all alcohol, drug, or mood-altering substances by the entire student body.

As an extension of this policy, a set of guidelines will be used by all school personnel when responding to alcohol, drug, or mood-altering substance situations. Offenses in this area of concern are considered grave and are addressed individually according to established policies.

Weapons

It is forbidden for anyone to possess a weapon of any type on Elk County Catholic School System property or at an Elk County Catholic School System sponsored event held off-grounds. Offenses in this area of concern are considered grave and are addressed individually according to established policies.

Threats

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic (e.g., motioning with one's hands as though shooting at another person). When an incident is deemed a threat, a Threat Assessment Team is assembled and reacts according to diocesan policy. Offenses in this area of concern are considered grave and are addressed individually according to established policies.

DISCIPLINE POLICY

Detention

A detention policy will be implemented to help improve the school environment so teaching and learning can occur with little or no disruption. If a child is misbehaving or acting inappropriately, he/she will be given a verbal warning the first time and then a written discipline report stating the infraction each subsequent time. If the student receives three discipline reports, he/she will be assigned detention. Detention will be held for one hour after school with an assigned teacher. Parents will be notified concerning the date and time of the detention.

If a student serves numerous detentions, he/she will not be permitted to participate in upcoming field trips. This behavior may also determine that a student shall be ineligible to participate in an outside school-connected sport activity until that conduct improves. Parental support in this endeavor helps develop responsible students.

In-school Suspension

An in-school suspension is the temporary deprivation of the privileges and benefits that are afforded to the students. This includes participation in extracurricular activities or athletic activities throughout the entire period the student is assigned to an in-school suspension. Students assigned to an in-school suspension will be charged a fee per day to cover the supervisory costs associated with an in-school suspension.

1. The student is to report to the designated area at the regular starting time and remain in that area until the close of the school day, at which time he/she must vacate the premises.
2. The student will not be permitted in any other area of the school. This includes the cafeteria.
3. Regular school attire is to be worn.
4. The student will complete the classroom work assigned.

Out-of-school Suspension

An out-of-school suspension may replace an in-school suspension if circumstances warrant such an action. A student placed in an out-of-school suspension is not permitted on school property during the time of suspension nor is the student permitted to participate in any school activities on or off site.

In rare cases, it is possible that circumstances could result in immediate dismissal from the school. If warranted, the school may suggest and initiate appropriate psychological counseling, if parental consent is given, for a student in need of assistance.

Search and Seizure

School officials have the right to question students, search their desks, property, or person, inspect the contents therein, and retain suspected material, providing the

administration has reasonable suspicion. It is the policy to search randomly any student and/or his/her property prior to field trips.

Legal Proceedings

If a school official is subpoenaed to appear at a court hearing or any other legal or administrative proceeding, the official will comply.

TRANSPORTATION

Bus transportation is provided for the students through the St. Marys Area School District with payment through tax dollars. Students who live at least one mile from the school are eligible for this service. The bus schedule is published at the beginning of each school year in the "Back To School" Tabloid of *The Daily Press.* Any request for a change in the transportation schedule may be made by completing the proper form available at the St. Marys Area School District Transportation Office. Any student wishing to ride a bus other than the one to which he/she is assigned must have a special form, signed by school personnel, to be presented to the driver when boarding the bus. Repeated or serious misconduct on the bus or at the bus stop will be cause for loss of bus privileges.

If a student is going home other than in his/her usual way, a note or telephone call to the school is required.

Students arriving at school earlier than designated arrival times are considered unsupervised. A Latchkey Program is available at the SMCES before designated school hours.

Car safety is very important on and near school grounds. Drivers are asked to drive very slowly when entering the parking lot at the beginning and/or end of each school day and at any other time when children are in the playground.

LUNCH PROGRAM

Our school participates in the National School Lunch Program, a federally assisted meal program. It provides nutritionally balanced low-cost or free lunches to children each school day. The lunches must meet federal nutrition requirements.

ECCSS offers parents the ability to manage their child(ren)'s cafeteria account over the Internet by using PayForIt.net. It can be accessed via the eccss.org website or via www.payforit.net. With PayForIt.net, parents can log in at any time to make a deposit to their child's account, view their child's account balance, set up recurring deposits to their child's account, set up e-mail notifications when their child's account falls below a certain dollar amount, or request a report showing what the child has purchased on their account.

If you choose not to use PayForIt.net for transactions, ECCSS will continue to accept cash and checks at each school cafeteria. When sending cafeteria/milk money for the child(ren), the parent/guardian should mark on the envelope each child's name, room number, and amount. *Note: It is requested that cafeteria/milk payments and tuition payments be made separately as they are recorded by different personnel in different places.*

Meals must be paid for in advance. If an account reaches a -$20 balance, the student will not be able to purchase a meal. The student will be given a peanut butter sandwich and a glass of water instead of the standard lunch for that day.

Additional information:

- Families who qualify are encouraged to apply for the free or reduced price lunch program. Application does not place any burden on the parish. Application forms are sent to parents/guardians at the beginning of the school year and are available at the school office during the year.

- If a student has a medical condition that requires a special diet, the cafeteria is required to meet that student's needs. In such cases, documentation (a doctor's excuse stating the medical condition necessitating a special diet), must be provided.

- Students may choose to carry their lunch or eat in the cafeteria on a daily basis.

- Because the cafeteria must operate with volunteers in order to be cost-effective, parents, grandparents, and friends of the school are encouraged to volunteer in the cafeteria.

SPORTS PROGRAMS

Mission

The mission of the ECCSS sports programs is to strengthen our student athletes in good sportsmanship, fair play, and honest competition while bringing them closer together as part of God's redeemed people.

Philosophy

The principles of growth in academics and Christian values for each student that the SMCES serves are in accordance with the philosophy of the school system. To maintain this mission to the best of the school system's ability requires the school to remain steadfast on its academic and spiritual course in all matters related to educational efforts.

Policy

In order for the mission to be strong and viable, the sports programs that involve SMCES students should be aware of this mission and cooperate in its implementation for the long term development of the students. All sports programs should be avenues which teach Christian values and take a stance to develop the full potential of every participant.

SMCES encourages sports organizations, in which students and parents participate, to develop and maintain guidelines which reinforce the vision that is central to this mission.

Sports guidelines that are formulated as a complement to this policy are presented as principles from which pastors, principals, teachers, coaches, and parents should act when dealing with children. Guidelines consistent with these beliefs will serve to strengthen the programs and train the children for life.

Guidelines

1. Directors, coaches, and parents shall reinforce the principle that academics come first.

2. Directors, coaches, and parents are encouraged to support the efforts of the schools in carrying out policies that are fair and in the best interest of the children.

3. The least amount of school time missed for an outside activity is the most desirable.

4. When students are released during school hours for out-of-school activities, it is the responsibility of the students to make arrangements for and be accountable for missed schoolwork.

5. At the elementary school level, if a student shows a consistent pattern of declining effort and/or conduct, and normal efforts to help that student are not effective, then the principal, in consultation with the student's teachers, may determine that the student shall be ineligible to participate in an outside sport activity until that effort/conduct improves.

6. These programs provide an avenue to teach Christian values of competition and/or performance. They help young people achieve a balance in their lives in order to attain what is good and right and possible in healthy competition.

7. These programs provide for children an excellent opportunity to teach the youth by giving them good example and helping them to form positive values. The behavior and attitudes of directors, coaches, parents, and fans, therefore, should reflect the same.

8. Each organization shall develop the full potential of each participant by establishing guidelines for involvement of each participant during the activities. Children in their formative years need encouragement.

Schools, organizations, and parents should work cooperatively in establishing guidelines that will be enforced with consistency. Communication between the organizations and the schools is highly recommended.

STUDENT DRESS CODE

The dress code is a reflection of the school system's philosophy that all are equal in the eyes of God. The school uniform and dress code help to promote this concept.

- Students are required to be clean and well groomed at all times. The appropriate school uniform is worn on all school days unless expressed permission is granted by the administration.

- In order that the students' appearance will always represent the school well, students are not permitted to change out of their school uniforms prior to dismissal, unless they are going directly to participate in an athletic or other school-related activity.

- Specific uniforms are required for children in kindergarten through fifth grade. They may be purchased locally or through the Flynn and O'Hara Uniform Company. Volunteers coordinate a uniform exchange annually.

- There are many details and styles of clothing that cannot be covered in the dress code. It is hoped that students and parents understand not only the "letter" but the "spirit" of the dress code and choose clothing that is appropriate for students attending St. Marys Catholic Elementary School.

- The administration maintains the right to make the final determination concerning the appropriateness of any student's attire.

All pants, shorts, shirts, blouses, polos, and sweaters must be of the conventional uniform style so as to match those available from Flynn and O'Hara Uniform Company.

Girls

JUMPER	Maroon plaid jumper from Flynn and O'Hara--the length shall be no more than 3" above the knee when kneeling
BLOUSE	Solid white short-sleeve or long-sleeve front button-down blouse (Peter Pan or Oxford type collar)--tucked in at all times--worn with jumpers, pants or shorts
POLO	Solid white short-sleeve or long-sleeve polo--worn with jumpers, pants or shorts--tucked in at all times
PANTS	Khaki dress pants--no outside pockets
SHORTS	Khaki dress shorts--no outside pockets--no more than two inches above the knee or one inch below the knee--worn from April 15 through October 15
BELT	Black or brown belts (optional)
SWEATER	Solid gray or white cardigan sweaters (without hoods)
SWEATSHIRT	Maroon sweatshirts with school logo (without hoods)

SOCKS	Solid color white, black, brown, gray or tan socks, tights or hose--no designs
SHOES	White, black, brown, gray or tan shoes cut below the ankle with a heel or platform height of no more than 1½ inches (measured at the back of the shoe)--tied snugly, using all eyelet--no boots, clogs, sandals, open-toes or open-heels
SNEAKERS	Predominantly white, black, brown, gray or tan--tied snugly, using all eyelets--no high-tops with jumpers
HAIR	Neat and clean--natural colors only--above the eyes--no fads
JEWELRY	*Earrings* - one matched set fitting within the ear lobe--only one per ear *Necklaces* - only religious medals or scapulars--worn underneath clothing One *wristwatch* One *ring* per hand One message *bracelet*--for a worthy cause No other *bracelets* No *anklets* Only religious *buttons* and *pins* No visible body *piercings*
NAILS	No black polish or fake fingernails
MAKE-UP	No visible make-up
GROOMING	Neat and clean No visible tattoos (fake or real) No writing or drawing on the skin

<u>Boys</u>

POLO	Solid maroon/burgundy short-sleeve or long-sleeve polo--tucked in at all times
PANTS	Khaki dress pants--no outside pockets
SHORTS	Khaki dress shorts--no outside pockets--no more than two inches above the knee or one inch below the knee--worn from April 15 through October 15
BELT	Black or brown belts (optional)
SWEATER	Solid wine pull-over V-neck sweaters from Flynn & O'Hara
SWEATSHIRT	Maroon sweatshirts with school logo (without hoods)
SOCKS	Solid color white, black, brown, gray or tan socks--visible above the shoes
SHOES	White, black, brown, gray or tan shoes cut below the ankle with a heel or platform height of no more than 1½ inches (measured at the back of the shoe)--tied snugly, using all eyelets--no boots or sandals
SNEAKERS	Predominantly white, black, brown, gray or tan--tied snugly, using all eyelets
HAIR	Neat and clean--natural colors only--above the collar, ears and eyebrows--no fads
JEWELRY	No *earrings* *Necklaces* - only religious medals or scapulars--worn underneath clothing One *wristwatch* One *ring* per hand One message *bracelet*--for a worthy cause No other *bracelets*

	No *anklets*
	Only religious *buttons* and *pins*
	No visible body *piercings*
HATS	No hats in the building
GROOMING	Neat and clean
	No visible tattoos (fake or real)
	No writing or drawing on the skin

Gym Uniform (Boys and Girls)

The gym uniform may be purchased from Dave's Pro Shop. (If purchased elsewhere, it should be comparable in color and style.) In order to participate in gym class, each student is expected to adhere to the dress code.

SHIRTS	Solid gold tee shirt or any gold tee shirt with ECCSS logo
SHORTS/PANTS	Solid black shorts/athletic pants (jersey or mesh) with/without ECCSS logo--
	no lettering/logos across the seat--no "zip off" or "tear away" pants
SNEAKERS	Predominantly white, black, brown, gray or tan--tied snugly, using all eyelets or tight with Velcro-- non-marking soles --no slip-ons

Note: **A doctor's slip must accompany a student if he/she cannot take gym class for more than one week.**

HARASSMENT POLICY

Elk County Catholic School System is committed to providing a workplace free of sexual harassment as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, disability, or veteran status. The School strongly disapproves of and will not tolerate harassment of employees, students, or visitors by any supervisor or employee. The School will also protect employees from non-employees and students in the workplace.

Harassment includes verbal, physical, and visual conduct as well as written material that creates an intimidating, offensive, or hostile working or academic environment or that interferes with work performance of employees or students. Harassment includes but is not limited to physical or mental abuse, insults, slurs, jokes, posters of a disturbing nature, subtle pressure for sexual activity, unwelcome sexual advances or touching or requests for sexual favors, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. Any material appearing on a website, blog, online message, e-mail, or any other form of online computer communication or cell phones that is of a nature as outlined above is also considered to be harassment, whether it originates inside or outside of ECCSS.

Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct of a sexual nature is a term of condition of an individual's continued employment of academic progress.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

Examples of **sexual harassment** include but are not limited to sexual flirtations, advances, touching, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a person's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Harassment refers to behavior that is personally offensive, that disables morale, or interferes with the work or academic performance of its victims. Any students or employees who believe themselves to be the objects of actions prohibited by this policy are strongly urged to report these violations.

Any incident or harassment, including work-related harassment by any School employee or harassment by or against students should promptly be reported to that employee's supervisor and to the Principal, who is responsible for investigating the matter. Supervisors who receive such complaints should immediately report the incident to the Principal. An employee may also report such incidents of harassment directly to the President, especially when a supervisor is involved in the harassment.

Every complaint of harassment that is reported to the Principal will be investigated thoroughly, promptly, and in as confidential a manner as possible. In addition, the School will not tolerate retaliation against any employee or student for making a complaint.

The School considers any report of harassment to be serious. Thus, anyone found to have brought a false charge of harassment as a form or reckless defamation of another's character will be subject to disciplinary action, up to and including termination from employment or dismissal as a student.

Complaint Procedure

Employees and students who believe that they are being harassed are encouraged to firmly and promptly notify the offender that his or her behavior is unwelcome. Elk County Catholic School System also recognizes that differences in position of the alleged harasser and an alleged victim may make such confrontation impossible or impractical. In the event that this type of direct communication between individuals is ineffective, any student or employee who feels that he or she has been made a victim of harassment should take the following steps to report any complaints.

1. An employee or student shall report a complaint of harassment, orally or in writing, to their immediate supervisor or the Principal, who shall inform the employee or student of his/her rights and of the complaint process. In the event that an initial report is made orally, the Principal shall request that the complaint be put in writing before an investigation is initiated and resolution achieved. This process is not intended to discourage reporting, but rather is designed to insure that all parties are aware of the specific allegations of any complaint. If the alleged victim refuses to put the complaint in writing, the Principal shall prepare a written statement which summarizes the oral complaint.

2. The Principal immediately shall notify the President, and the Principal shall initiate an impartial, thorough and confidential investigation of the alleged harassment within five (5) working days of notification. In the event that the Principal is the subject of the complaint, the complaint shall be directed to the President to conduct the investigation. If necessary, in the case of sexual harassment, the Principal (or President) may designate another employee of the opposite sex to assist him or her in the investigation, where possible. The investigation shall include an interview with the student(s) or employee(s) who made the initial report and the person(s) toward who the suspected harassment was directed. The student(s) or employee(s) suspected or accused of harassment shall also be interviewed if the Principal (or President) determines that there is sufficient evidence to believe that some form of harassment may have occurred. Any other person who may have information regarding the alleged harassment may also be interviewed.
   In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The Principal (or President) shall prepare a written report within twenty (20) working days of his/her notification of the suspected harassment summarizing the investigation and recommending disposition of the complaint unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that harassment occurred, harassment did not occur, or there is inconclusive evidence as to whether harassment occurred. Copies of the report shall be provided to the complainant, the accused, the President and others directly involved, as appropriate.

4. If the investigation results in a substantiated charge of harassment, the School shall take prompt corrective action to ensure the harassment ceases and will not recur.

5. Every effort shall be made to keep all matters related to the investigation and the various reports confidential. Elk County Catholic School System will maintain written records for one (1) year from the date of the resolution of the complaint unless new circumstances dictate that the file should be kept for a longer period of time.

6. Elk County Catholic School System encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on any individual, no limited time frame will be instituted for reporting harassment complaints. Delayed reporting of complaints will not, in and of itself, preclude the School from taking remedial action. However, delays in the reporting

of complaints may adversely impact the investigation and, thus, prompt reporting is encouraged.

7. The School will not, in any way, retaliate against an individual who makes a report of sexual or other harassment or permit any management of supervisory employee to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to the same disciplinary action provided for the actual harassment offenders.

Discipline

A substantiated charge against an employee shall subject such employee to disciplinary action, including discharge.

A substantiated charge against a student shall subject such student to disciplinary action, consistent with the student discipline code, and may include exclusion from educational activities and/or counseling services related to unlawful harassment and/or dismissal from the school.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

In the case of harassment by School employees, if harassment is established, the School will administer Corrective Action with the offender. Corrective Action for a violation of this policy may range from written warnings up to and including immediate discharge, depending on the circumstances. With regard to acts of harassment by non-employees, corrective action will be taken after consultation with appropriate legal authorities.

Appeal Procedure

1. If the complainant or accused is not satisfied with the Principal's decision, he/she may file a written appeal to the President within ten (10) working days of the resolution of the charge by the Principal.

2. The President shall review the initial investigation and report and may also conduct a reasonable investigation. The President shall prepare a written response to the appeal within thirty (30) working days. Copies of the response shall be provided to the complainant, the accused, the Principal and others directly involved, as appropriate. In the event that the Principal was the subject of the complaint, the decision of the President shall be final.

3. In the event the complainant of harassment accuses the President, the appeal from the Principal's determination shall be to the Board of Trustees of the School, which shall review the initial investigation and report and may also conduct a reasonable investigation. The Board shall prepare a written response to the appeal within thirty (30) working days.

4. The decision of the President (or the Board) on appeal shall be final.

POLICY FOR THE PROTECTION OF CHILDREN

In the Charter for the protection of Children and Young People, the United States Conference of Catholic Bishops reminds us that Jesus extended his care in a tender and urgent way to children. He rebuked his disciples for keeping them away from him: "Let the children come to me" (Mt 19:14). He uttered a grave warning about anyone who would lead the little ones astray.

It is with compassion and care that the Diocese of Erie addresses the issue of child abuse. The Diocese wants to ensure that all of its programs for children are conducted in a safe environment.

The complete diocesan policy for the Protection of Children can be found at this link (Ctrl + Click): http://www.eriercd.org/pdf/protectionpolicy.pdf

STUDENT WELLNESS POLICY

Student wellness and proper nutrition are related to students' physical wellbeing, growth, development, and readiness to learn. Catholic schools in the Diocese of Erie are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and their overall well-being.

The ECCSS Student Wellness Policy can be found at this link (Ctrl + Click): http://www.eccss.org/wp-content/uploads/2012/08/Wellness-Policy-1.pdf

Rights and Responsibilities of a Student

I have a **right** to be treated with kindness in this room;

This means that no one will laugh at me,
tease or insult me.

I have the **responsibility** to treat my classmates with kindness.

I have a **right** to be myself in this room;

This means that no one will treat me unfairly because
I am fat or thin, fast or slow, boy or girl.

I have the **responsibility** to allow my classmates to be themselves.

I have a **right** to be safe in this room;

This means that no one will threaten me, bully me,
push me, or destroy my property.

I have the **responsibility** to behave in a manner that provides a safe environment for my classmates.

I have a **right** to learn about myself in this room;

This means that I will be free to express my feelings
and my opinions without being interrupted or criticized.

I have the **responsibility** to listen to my classmates.