



Parent/Guardian and Student Handbook

School Year 2025-2026



A School System of the Roman Catholic Diocese of Erie

525 East 34th Street Erie, PA 16504 | (814) 806-2423 | www.eriecatholic.org

About Erie Catholic

Our Vision

Guided by the principles of the Catholic faith, the Erie Catholic School System will provide our students with an academically rigorous course of study while instilling a strong moral character and a zeal for service to others.

Our Mission

Anchored in the Gospel values of Jesus Christ and under the guidance of the Diocese of Erie, the Erie Catholic School System provides academically distinguished schools that cultivate every child's potential.

Our History

Founded in 2017, the Erie Catholic School System unites multiple preschool through eighth grade campuses in our region, continuing a long tradition of Catholic education. Erie Catholic partners with families to nurture children in faith, academics, and service. The school campuses offer a welcoming culture rooted in Christ's teachings, delivering curriculum at or above state standards while customizing learning to meet each child's needs. As a unified system, Erie Catholic provides leadership, resources, and accountability that strengthen all campuses while honoring their unique communities and traditions.

Campus Directory

School Campus	Address	Main Office
Our Lady of Peace	2401 West 38 th Street Erie, PA 16506	(814) 838-3548
Saint George	1612 Bryant Street Erie, PA 16509	(814) 864-4821
Saint James	2602 Buffalo Road Erie, PA 16510	(814) 899-3429
Saint Jude	606 Lowell Avenue Erie, PA 16505	(814) 838-7676
Saint Luke	425 East 38 th Street Erie, PA 16504	(814) 825-7105

Welcome to Erie Catholic!

Dear Parents and Guardians,

It is my joy to welcome you to the Erie Catholic School System. Whether your family is just joining our community or continuing your journey with us, please know how grateful we are to walk alongside you in the formation and education of your children.

At Erie Catholic, we believe that school is more than a place. It is a partnership where academic excellence meets faith formation, where values are taught not just in words, but in action. And it is our privilege to help your child grow into the person God created them to be: confident, compassionate, and deeply rooted in Christ.

This *Parent/Guardian-Student Handbook* reflects our shared commitment to creating safe, joyful, and respectful school environments that support the whole child. Within these pages, you will find the policies, expectations, and procedures that guide our daily life together. They exist not as rules for rules' sake, but to uphold the kind of learning communities where all students can thrive spiritually, academically, and socially.

Thank you for your trust, your partnership, and most of all, your belief in the mission of Catholic education. I look forward to getting to know your family this year and to building something beautiful together.

With gratitude and hope,

Travis Washko, President
Erie Catholic School System

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ACADEMIC INFORMATION

Grading Procedures:

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

A = 93-100
B = 85-92
C = 76-84
D = 68-75
F = 60-67
I = Incomplete

*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.

Academic grades will focus solely on what your child knows and can do based on curriculum standards. Behaviors, such as participation, responsibility, and collaboration, will be reported in a separate section on your child's report card. This distinction allows us to provide a more accurate representation of your child's academic progress while highlighting the importance of character development.

Our ultimate goal is to ensure that our reporting methods best support each child's learning and growth. This format is designed to give you a clear picture of your child's academic strengths and areas for growth, as well as their behavioral progress. This helps us work together to support your child in every aspect of their development.

Homework:

Homework is worth 2 points and will represent 5% of the final grade. Homework should be treated as practice and will be due the following class period. Students are expected to use their time and resources wisely while in school and classwork should be finished during class/school time. Opportunities for completion will be provided.

Academic Integrity:

Cheating : Using dishonest means to obtain an unfair advantage (i.e using a chromebook during a test)

Plagiarism : Using the words or ideas of others without acknowledgment; includes copying a peer's assignment. Plagiarism, including the use of AI-generated content without proper citation or attributions, is strictly prohibited.

A violation of academic integrity is a behavioral infraction and shall be treated as such. (see behavior policy) The objective in dealing with any violation of academic integrity is to educate the student about the severity of this ethical violation and its long-term implications. Also, to encourage a behavior change in a consistent and instructive way to prevent future violations.

Should a student break the academic integrity policy, an alternate assignment will be given. Students are expected to complete the assignment correctly and completely.

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. A zero

will be placed in the grade book to represent "no evidence" until the assignment has been turned in, at which time the appropriate grade will be recorded.

Our goal is to teach each child to be responsible for his/her own choices. Missing assignments and a lack of organization and time management are behavioral infractions, and they will be treated as such. Their development in this area will enhance their potential for success.

Missing Assignments Due 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, then the student has two days to complete the work. The two make-up days begin on the day of the student's return. 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 arrange with the student/parent to schedule a time.

Report Cards:

Student grades and academic progress for grades K-8 are accessible 24/7 through the Rediker ParentPlus Portal. Teachers update grades on a weekly basis, and parents/guardians, along with students, are encouraged to review the portal regularly to stay informed about academic performance.

The behavior grades on the report card are aligned with our PBIS framework, which outlines clear and consistent expectations for positive behaviors. By using this matrix, we aim to ensure fairness and consistency while supporting your child's social and emotional growth.

The academic year is divided into four grading quarters. At the end of each quarter, paper report cards will be printed and sent home with students. Parents/guardians are expected to sign and return the report card envelope, while the report card itself may be kept for personal records. Families are also encouraged to use report cards to take advantage of community reward programs offered by local businesses that recognize student achievement.

Retention:

A student may be retained if a child fails one or more classes. Summer school and retention decisions will be made on an individual basis by the teachers, principal, VP of Academic Affairs and parent/guardian.

Special Education Services

ECSS does not provide special education services, including Individualized Education Programs (IEPs) or Section 504 Plans. However, Intermediate Unit 5 offers screening and evaluation services to determine whether a student may qualify for additional support beyond Title I and Act 89.

Special education identification and placement may only be initiated and authorized by the public school district in accordance with the laws of the Commonwealth of Pennsylvania. ECSS can assist families in coordinating evaluations through their local public school district but may not independently diagnose or assign any special education designation.

Standardized Assessments

The primary purpose of diocesan standardized testing is to enhance student learning by informing and guiding instructional practices. Students in grades Kindergarten through Eight participate in NWEA MAP Growth. Students in Kindergarten through grade 2 also take the

MAP Reading Fluency Assessment, administered three times per academic year. These nationally recognized assessments measure academic progress and proficiency over time. Results are used to tailor instruction to meet the individual learning needs of each student.

Student Support Services

A variety of support services are available to eligible students, including:

- **Title I** remediation in mathematics and language arts
- **Act 89** services, including instruction in mathematics and reading, as well as speech and language therapy

Newly enrolled students are screened annually to determine eligibility for support services. If a student qualifies, parent/guardian permission is required before services begin. As part of these services, students may receive additional assessments to monitor academic growth and skill development. These assessments are aligned with the Erie Catholic School System (ECSS) curriculum and results are shared with families throughout the year.

Summer School

ECSS offers an academic-based summer school program for students in grades 5-8. The purpose of this program is to provide additional support to students who earned a final failing grade in Math, ELA, Social Studies, or Science during the school year. Successful completion of the summer school program will serve as a prerequisite for continued enrollment for the following school year.

TECHNOLOGY

Cell Phones and Electronic Communication Devices

Students are not permitted to use cell phones or electronic communication devices during the school day. All such devices must be powered off and turned in upon arrival at school. This policy applies during all school hours, including before homeroom and while waiting for dismissal. Devices that are powered on, visible, heard, or used during the school day will be confiscated by faculty or staff and subject to disciplinary action in accordance with the school's Code of Conduct. Please note: The school is not responsible for lost, stolen, or damaged devices.

Personal Communication Devices

Students may not use personal laptops, tablets, or other personal electronic devices during the school day. The school will provide all necessary technology for instructional use. Smartwatches are permitted but must be placed in "School Mode" or an equivalent setting to disable notifications, messaging, and internet access. Students are not permitted to text, access the internet, or use apps on their smartwatches during the school day. Each year, all students and parents/guardians are required to review and sign the Diocesan Acceptable Use Policy, which outlines expectations for the appropriate use of technology in school.

CAMPUS SPECIFIC INFORMATION

Please go to the PlusPortals to access information regarding:

- Arrival and Dismissal Procedures
- Attendance Procedures
- Daily Campus Schedules

- Student Information/Dress Code

What is PlusPortals:

PlusPortals is our main communication website and application for parents. It contains your child's classes, grades, report cards, the school calendar, and upcoming events. Please get familiar with this site or app and save it as a favorite for easier access.

How do I get on PlusPortals:

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

COUNSELING AND GUIDANCE SERVICES

Confidentiality:

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

Coordination of Care:

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

Crisis Intervention and Grief Counseling:

The Erie Catholic School System is committed to:

1. Maintaining a safe school environment by having procedures in place to prevent, assess the risk of, intervene in and respond to suicide.
2. Protecting the health and well-being of our students and school community.
3. Safeguarding against the threat or attempt of suicide among our school-aged youth.
4. Engaging professional educators and students in regular educational experiences to gain knowledge related to youth suicide awareness and prevention methods.

SAFE2SAY SOMETHING

Safe2Say Something Program is a youth violence prevention program that teaches youth and adults how to recognize warning signs and signals of individuals who may be a threat to themselves or others and to report the concern anonymously through the Safe2Say Something system

Home - Safe2Say Something

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Services Provided by the School Counselor:

School counselors are available to students at all ECSS campus schools. The counselor works with small groups and individuals as well as classroom programs. Services provided by the School Counselor include but not limited to:

1. Social and emotional development by one-on-one counseling for anxiety, depression, family stress, peer conflict, and other mental health concerns.
2. Large group guidance lessons on topics such as hygiene, bullying, suicide, drugs and alcohol, peer conflict, overcoming failure, study skills, social skills, etc.
3. Collaboration with teachers, administration, parents/ guardians, outside counseling services, sending school districts, and the Diocese either by phone call, email, or face-to-face meeting.
4. Referrals for other resources and services outside of the Erie Catholic School System.

Title IX

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

The ECSS title IX coordinator is Mrs. Paula Neff - pneff@eriecatholic.org

EXTRACURRICULAR ACTIVITIES

Eligibility for Extracurricular Activities

Extracurricular activities include but are not limited to, athletics, field trips, theater, and band. ECSS recognizes that athletics and other extracurricular activities enrich students' lives. With the Gospel Values of Jesus Christ as a foundation, the ECSS mission is to cultivate academic excellence and enable students to reach their full potential in the classroom and in life. Therefore, students participating in extracurricular activities are expected to keep classwork as a priority.

1. Students earning a D or F in any class will be given a written warning (appendix A.1) the first week/time and will be re-evaluated weekly/bi weekly.
2. If the student is successful in addressing the failing grade (68% or above), he/she will be permitted to participate in the respective activity.
3. If after two weeks there is no evidence of the student addressing the failing grade (68% or above), he/she is not permitted to participate in rehearsals, performances, practices or games, including playoffs. This suspension is indefinite until evidence of growth has been provided. (Appendix A.2)
4. The student has the responsibility to provide evidence of improvement to the principal and/or teacher.

5. Student behavior may impact the eligibility to participate per the discipline policy.

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.

Please note: As of 2024-2025 school year, public school students are prohibited from participating in ECSS competitive sports or extracurricular programs. This includes students participating in religious education through their home parish.

Sportsmanship:

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

HEALTH AND SAFETY

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

Allergies:

To maintain the health and safety of the students, first aid or emergency care may be administered by an officer, employee of the school, or volunteer. Parent/guardians are responsible for informing the school, coaches/activity sponsors and bus drivers of any allergies that a student may have that would cause a severe allergic reaction. This information is to be submitted in writing at the start of each school year or upon initial diagnosis. If a parent wishes to have the student self-administer medication via an EpiPen or asthma inhaler, an authorization form (Appendix B and Appendix C) must be signed by the physician and parents and kept on file.

For students with severe food allergies, an Emergency Medical Plan should be written and available in case of an extreme reaction. The Emergency Medical Plan (Appendix D) must include which, if any, peers need to be notified due to lunch seating, locker location, and/or field trips. Students do carry the responsibility of not putting themselves in a situation that might cause an allergic reaction.

Communicable Diseases:

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

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

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

Emergency and Crisis Procedures:

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

Emergency Drills:

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

Health Services:

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

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

Immunizations:

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

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

Additional requirements for grades 7 -12:

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

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

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.

Nurse Dismissal:

If your child has a fever of 100.4 degrees or above, becomes sick and vomits or has diarrhea, please keep them home. ***They should be free from fevers, vomiting, or diarrhea for 24 hours before returning to school, without fever-reducing medication.*** This is to ensure the health and well-being of our students and faculty/staff. If your child becomes ill at school, he/she will be seen by the school nurse (if available) or the office staff (and/or principal). If your child has a fever above 100.4 degrees, becomes sick and vomits or has diarrhea, we will notify the parent(s) and the child will be sent home. If the parent(s) cannot be contacted, we will contact the person(s) listed on your Emergency Data Form.

Safety: School Security Cameras

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

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.

Data Storage:

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

Limited Access to Recordings:

Any video recordings used for security purposes in school buildings or grounds are the sole property of the Erie Catholic School System. Access to and release of such videos will be made only as applicable laws and with the permission of the Principal or President. 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.

Signage and Notification:

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

Safety: Footage/Recording Viewing

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

Safety: Visitor Procedures

For the safety of all students and staff, all visitors—parents and non-parents alike—are asked to enter the school by being buzzed in and proceed directly to the Office. Visitors should sign in at the Office, stating the purpose of their visit. Unfamiliar individuals may be asked to provide identification. A Visitor Badge will be issued and should be worn while in the school building or on school property. Once your visit is complete, please return to the Office to sign out and return the badge.

To ensure a focused and uninterrupted learning environment, we encourage parents to schedule appointments with teachers in advance by phone or email. This allows for meaningful and productive meetings. Scheduled appointments help maintain safety and minimize classroom disruptions.

PARENT/GUARDIAN INFORMATION

Attendance:

Regular school attendance is essential to student success. Students are permitted up to 10 excused absences per school year. After 10 excused absences, any additional absences will require a valid doctor's note to be considered excused. Without a doctor's note, all additional absences beyond 10 will be recorded as unexcused, regardless of the reason. (Appendix E) Excessive unexcused absences may result in a referral for truancy and/or further disciplinary or academic consequences, in accordance with state laws and school policy. Parents are encouraged to schedule appointments outside of school hours whenever possible and to communicate regularly with the school regarding attendance.

Educational travel may be considered excused if it is pre-approved by the principal. Families must complete the Educational Travel Request Form (Appendix F) at least one week in advance of the planned absence. Failure to submit the form in a timely manner may result in the absences being marked unexcused.

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

Conferences:

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

Email:

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

Extended Care Programs:

Erie Catholic School System Extended Care Programs (Summer, Morning, and Aftercare) are licensed by the Department of Human Health and Services. Our programs are designed to support families who need safe, reliable, and engaging child care before, after, or during the summer. As a licensed facility, we are committed to following all regulations to provide your child(ren) with the safest and most enriching experience. Policies and procedures of this program follow the Erie Catholic School System Student Handbook.

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.

Inclement Weather:

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

Parent/Guardian Teacher Communication

Please go to the PlusPortals to access information

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

What is PlusPortals:

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

How do I get on PlusPortals:

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

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.

Rediker - Student Information System:

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

Parent Code of Conduct:

As a valued part of our school community, we expect all parents and guardians to model respectful, responsible, and supportive behavior that aligns with the mission and values of ECSS. A strong partnership between home and school ensures the best outcomes for every student.

General Expectations

- Support the school's mission, values, and policies.
- Communicate respectfully with teachers, staff, and other families.
- Promote a positive attitude toward education and school staff.
- Address concerns directly and constructively with the appropriate school personnel.
- Ensure students arrive on time, prepared for learning, and in compliance with school policies (e.g., dress code, attendance).

Communication with the School

- Use appropriate channels (email, phone, in-person meetings) to address concerns.
- Avoid engaging in confrontational or inappropriate behavior on school grounds or during school events.
- Understand that teachers and staff will respond to messages during school hours within a reasonable timeframe. (no more than 48 hours)

Social Media and Public Behavior

To preserve the dignity of our school community and protect students and staff:

- Parents are expected to use social media responsibly and respectfully when referencing the school, staff, or other students.
- Publicly posting negative, defamatory, or misleading comments about the school, staff, students, or programs is not acceptable and undermines the school-parent partnership.
- If a concern arises, it should be addressed directly with school administration before being shared publicly.

- Parents should not use the school's name, logo, or any school-affiliated imagery for personal, commercial or critical purposes on social media without permission.

Disparaging or harmful online behavior may result in restrictions from school events, meetings with administration, or further action.

We believe that a respectful and united school community starts with shared responsibility. By upholding these expectations, we work together to provide an environment where students can thrive academically, socially, and spiritually.

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.

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.

Tuition Debt Collection Procedures:

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

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: [Volunteer Clearances | Erie Catholic School System](#)

SPIRITUAL DEVELOPMENT

The Erie Catholic School System strives to develop each student academically, socially, physically, mentally, and spiritually. Our students' spiritual development is an important part of our Catholic Identity.

Erie Catholic and its employees work to create an environment that encourages and guides all members of the ECSS community to contribute to the Catholic Identity of the school system. Additionally, students are provided with opportunities to participate in a comprehensive retreat program, service opportunities, and contribute to liturgical programs within the school system.

Students are invited to engage in their spiritual development including but not limited to the following opportunities: daily religious instruction, weekly Mass celebrations, Reconciliation, Adoration, retreats, prayer services, Stations of the Cross, and liturgical/seasonal Church celebrations.

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.

Service Hours

As a Catholic school, we are committed to forming students who live out their faith through service to others. Guided by the example of Christ, we intentionally provide students with opportunities to participate in meaningful, age-appropriate service projects throughout the school year. These experiences are designed to cultivate compassion, responsibility, and a lifelong commitment to serving the common good.

While school-led service is an important part of our mission, students are also encouraged to go above and beyond by engaging in additional acts of service with their families and within their broader communities. We believe that by nurturing a spirit of generosity and selflessness, our students grow not only academically, but spiritually and morally as well.

STUDENT DISCIPLINE

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 all creations; a love of learning; and 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. School discipline is a collaborative effort by the parents/guardians, students, and staff to promote positive behavior. We remind students to reflect on the life of Jesus and how He teaches us to live our lives.

Bullying/Cyberbullying:

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

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

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

It's important for students and families to understand the differences between bullying, rude behavior, and unkind behavior, as each requires a different response and level of support.

Bullying is serious and will not be tolerated. It includes:

- Intentional behavior meant to hurt, intimidate, or control another person.
- Repeated actions over time.
- A power imbalance, where the person bullying has more power (physical strength, popularity, access to information, etc.).

Examples of Bullying:

- Ongoing name-calling or teasing
- Repeated exclusion or social manipulation
- Physical aggression or threats
- Cyberbullying

Note: A single act of aggression or mean behavior is not necessarily bullying, but it may still warrant attention and support.

Unkindness is hurtful behavior that may be intentional but typically happens only once or occasionally. It does not involve a power imbalance or ongoing pattern.

Example of Rude or Unkind Behavior:

- Making a mean comment
- Laughing at someone's mistake
- Excluding someone from a game one time

Why These Distinctions Matter

Understanding these behaviors helps us respond appropriately:

- **Bullying** requires immediate adult intervention and formal follow-up.
- **Rude or unkind behavior** provides an opportunity for growth, reflection, and social- emotional learning.

If your child experiences or witnesses behavior that concerns them, we encourage open communication with a trusted adult or school staff member. We are here to support every student's well-being.

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. (Appendix G)

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.

Harassment:

The school is committed to providing a place 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 and students from non-employees. The full Harassment Policy can be found at www.eriecatholic.org under the resources tab.

Hazing:

Hazing violates the purpose and mission of (school name) , wherein students are called to grow in their commitment to God, one another, the Church, and the wider community. Hazing is defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team, whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question. The full Hazing Policy can be found at www.eriecatholic.org under the resources tab.

Restorative Discipline

We believe discipline is most effective when it helps students grow, take responsibility, and restore relationships. Our restorative discipline approach focuses on understanding the impact of one's actions, repairing harm, and restoring trust within the school community. Rather than simply punishing misbehavior, we guide students in making better choices, engaging in meaningful reflection, and working to make things right. This approach fosters accountability, empathy, and a stronger, more respectful school environment.

Search and Seizure:

Prior to locker searches, students shall be notified and given an opportunity to be present. If reasonable suspicion exists, school authorities may search lockers and desks without prior warning. Illegal or prohibited materials seized during a student search may be used against the student in a school disciplinary proceeding. Possessions are considered personal possessions of the student, without regard to ownership, if the items are in the possession or control of the student. Personal possessions, including backpacks, and motor vehicles on school property can be searched if there is reasonable suspicion of a threat to health, safety or welfare of the school community or that the items to be searched contain contraband or other items not permitted on school property. The search must be limited in scope to the suspected material.

Suicide Awareness and Prevention:

ECSS has adopted a Suicide Awareness policy in acknowledgement of our school's commitment to:

- Maintain a safe school environment by having procedures in place to prevent, assess the risk of, intend in and respond to suicide.
- Protect the health and well-being of our students and school community.
- Safeguard against the threat or attempt of suicide among our school-aged youth
- Engage professional educators and students in regular educational experiences to gain knowledge related to youth suicide awareness and prevention methods.

The full suicide awareness and prevention policy can be found at www.eriecatholic.org under the resources tab.

Suspension/Expulsion:

Though every effort is made to retain all of our students, the rare occasion may arise when a student must be suspended or expelled from our school system in order to maintain a safe environment within the school that is conducive for effective instruction and learning. ECSS recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without serious consideration.

If behavior outside of the ECSS code of conduct is severe and/or chronic a recommendation for expulsion school may be made by the building principal. Expulsion from school will be at the discretion of the President of ECSS and the Expulsion Review Committee

The expulsion of a student is a serious and rare disciplinary action that can have significant long term consequences. Schools have a responsibility to ensure that such decisions are made:

- Fairly and in accordance with due process
- Consistently across all cases
- With a focus on both student support and school safety

An expulsion review committee or hearing process ensures that decisions are:

- Based on a thorough review of the facts
- Informed by multiple perspectives
- Grounded in the school's mission, values, and discipline policy

The Expulsion Review Committee serves as a decision-making or advisory body responsible for reviewing the circumstances leading to a possible expulsion. Its responsibilities include:

- Reviewing the Incident
 - Hear and evaluate all relevant evidence
 - Consider testimony from administrators, staff, the student, and parent/guardian
 - Review the student's behavior history and any interventions used
- Ensuring Due Process
 - Confirm the student and family are given an opportunity to present their side
 - Guarantee a fair and respectful hearing environment
 - Ensure all school policies and procedures have been followed
- Making a Recommendation or Decision
 - Decide whether expulsion is appropriate based on the evidence
 - Recommend alternative consequences if applicable (e.g., behavior contracts, counseling, probation)
 - Submit findings to the principal, president, and parents.

Members of the Expulsion Review Committee include, the president of ECSS, building principal , ECSS legal counsel, VP of Academic Affairs, parent, student, parent advocate, parent's legal counsel (if applicable), and one additional Erie Catholic administrator.



Academic Eligibility Warning
Erie Catholic School System
Appendix A.1

Campus Logo

(date)

Dear Parent/Guardian,

Your son/daughter, _____, is receiving an **academic eligibility warning** due to low performance in the following subject(s):

Subject	Teacher	Grade	Principal/Teacher Comment

He/she will have **one week** (from _____ to _____) to demonstrate improvement in the identified subject(s). During this time, your child **may continue to participate** in extracurricular activities/athletics.

At the end of the one-week period, grades will be reviewed:

- **If sufficient improvement is made**, eligibility will be restored without interruption.
- **If there is no improvement**, your child will be deemed **ineligible** to participate until improvements are demonstrated.

You are encouraged to contact the teacher(s) or principal with any questions or concerns.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Thank you for your cooperation,

Principal Name, Principal



Academic Eligibility Suspension
Erie Catholic School System
Appendix A.2

Campus Logo

(date)

Dear Parent/Guardian,

Following an eligibility warning and review of current academic progress, your child,
_____, has not demonstrated the necessary
improvement in the following subject(s):

Subject	Teacher	Grade	Principal/Teacher Comment

As a result, he/she is **suspended from participation** in all extracurricular activities/athletics for the week of _____ to _____.

Your child is encouraged to use this time to focus on academic improvement. A follow-up review will take place at the end of the suspension period.

- **If improvement is noted**, eligibility may be reinstated.
- **If no progress is made**, the suspension may be extended.

Please feel free to reach out to your child's teacher(s) or the principal to discuss how we can support your child during this time.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Thank you for your cooperation,

Principal Name, Principal



EpiPen Authorization Form
Erie Catholic School System
Appendix B

Campus Logo

School Address _____ Phone _____

Child's Name _____ Grade _____

Allergies _____

Physician's Request

Name of prescribed medication _____

Reason _____

Dosage _____

Side Effects _____

_____ I believe this child is able and responsible to carry and self-administer his/her EpiPen. He/she has permission to do so and has been instructed on how to self-administer.

_____ I believe this child is able and responsible to carry and self-administer the medication during field trips and extra-curricular activities. He/she has permission to do so and has been instructed on how to self-administer.

Physician's Signature _____ Date _____

Physician's Phone _____

Parent Request

I, the parent/guardian of _____ request that the employees of _____ School allow my child to follow the guidelines as set above by my child's physician. My signature on this document constitutes a complete waiver of liability claim in any and all respects against the school and all employees unless the school is negligent with regard to any claim for injury in connection with administration of the prescribed medication.

My wish is for my child to:

_____ Carry his/her EpiPen and self-administer as per the physician's order.

_____ I request the EpiPen be locked up with the understanding that there will not be access to the medication other than during the academic school day. In other words, my child may not be able to get to the medication if he/she is having a reaction before or after school hours.

Parent/Guardian Signature _____ Date _____

List all medications currently being taken by this child: _____



Inhaler Authorization Form
Erie Catholic School System
Appendix C

Campus Logo

School Address _____ Phone _____
Child's Name _____ Grade _____
Allergies _____

Physician's Request

Name of prescribed medication _____

Reason _____

Dosage _____

Side Effects _____

_____ I believe this child is able and responsible to carry and self-administer his/her inhaler. He/she has permission to do so and has been instructed on how to self-administer.

_____ I believe this child is able and responsible to carry and self-administer the medication during field trips and extra-curricular activities. He/she has permission to do so and has been instructed on how to self-administer.

Physician's Signature _____ Date _____

Physician's Phone _____

Parent Request

I, the parent/guardian of _____ request that the employees of _____ School allow my child to follow the guidelines as set above by my child's physician. My signature on this document constitutes a complete waiver of liability claim in any and all respects against the school and all employees unless the school is negligent with regard to any claim for injury in connection with administration of the prescribed medication.

My wish is for my child to:

_____ Carry his/her inhaler and self-administer as per the physician's order.

_____ I request the inhaler be locked up with the understanding that there will not be access to the medication other than during the academic school day. In other words, my child may not be able to get to the medication if he/she is having a reaction before or after school hours.

Parent/Guardian Signature _____ Date _____

List all medications currently being taken by this child _____



Emergency Medical Plan – Allergies
Erie Catholic School System
 Appendix D

Campus Logo

Emergency Information for _____ School Year: _____

Life-threatening allergies to:

- | | |
|--|--|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> All nuts from trees (pecans, walnuts, etc.) |
| <input type="checkbox"/> Milk | <input type="checkbox"/> Eggs |
| <input type="checkbox"/> Fish | <input type="checkbox"/> Shellfish |
| <input type="checkbox"/> Soy | <input type="checkbox"/> Wheat |
| <input type="checkbox"/> Sesame seed/sesame oils | <input type="checkbox"/> Other: (indicate) _____ |

The following action must be taken **immediately**.

STEP 1. Determine how to treat reaction promptly.

<u>Symptoms:</u>	<u>Give Checked Medication**:</u> ** (To be determined by physician authorizing treatment)
<input type="checkbox"/> If a food allergen has been ingested, but <i>no symptoms</i> :	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> Mouth: Itching, tingling, or swelling of lips, tongue, mouth	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> Skin: Hives, itchy rash, swelling of the face or extremities	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> Gut: Nausea, abdominal cramps, vomiting, diarrhea	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> Throat Tightening of throat, hoarseness, hacking cough	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> Lung: Shortness of breath, repetitive coughing, wheezing	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> Heart: Weak or thready pulse, low blood pressure, fainting, pale, blueness	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> Other† _____	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
<input type="checkbox"/> If reaction is progressing (several of the above areas affected),	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine

give:

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen® EpiPen® Jr. Twinject® 0.3 mg
Twinject® 0.15 mg Other _____

Antihistamine: give

medication/dose/route

Other: give

medication/dose/route

STEP 2. Call 911 and request a paramedic with epinephrine. If epinephrine has already been given, state that more is required.

Emergency Contact Information:

Mother: Emergency cell phone: (_ _) _ _ - _ _ _
 Home telephone: (_ _) _ _ - _ _ _
 Work telephone: (_ _) _ _ - _ _ _

Father: Emergency cell phone: (_ _) _ _ - _ _ _
 Home telephone: (_ _) _ _ - _ _ _
 Work telephone: (_ _) _ _ - _ _ _

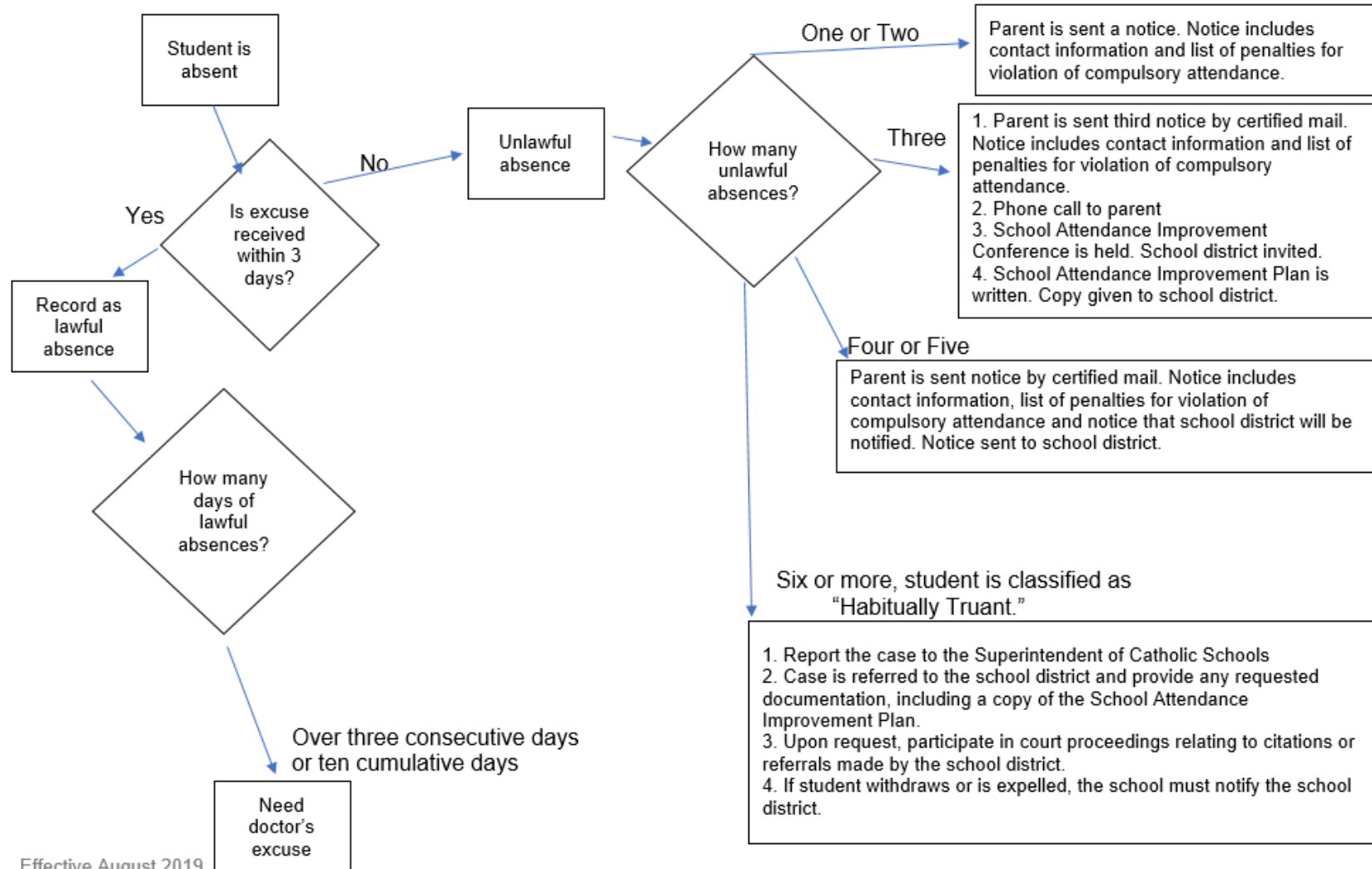
**EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE
TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!**

Parent/Guardian's Signature: _____ Date _____

Doctor's Signature _____ Date _____

Student Absences/Truancy Flow Chart
Erie Catholic School System
Appendix E

Flowchart of procedures for student absences



Effective August 2019



Educational Travel Request Form
Erie Catholic School System
Appendix F

This form must be completed at least one week prior to the planned travel. Travel must be educational in nature and directly related to the curriculum or student enrichment. Approval is at the discretion of the school administration.

Student Information

Student Name: _____ Grade: _____

Parent/Guardian Information

Name: _____

Phone Number: _____ Email: _____

Travel Details

Dates of Travel: _____ Total School Days Absent: _____

Destination: _____

Purpose of Travel / Educational Value: *Please describe how this travel experience will support your child's educational development:* _____

Academic Impact Acknowledgment

I understand that it is my child's responsibility to make up all missed classwork, homework, and assessments. I also understand that extended absences may affect academic performance.

Parent/Guardian Signature: _____ Date: _____

Administrative Use Only:

☐ Approved

☐ Not Approved

Reason (if not approved): _____

Principal Signature: _____ Date: _____



Discipline Infractions and Consequences
Erie Catholic School System
Appendix G

Campus Logo

Student Name: _____ Grade: _____ Date of Incident: _____

Time: _____ Referring Staff Member: _____ Location of Incident: _____

Behavior/Incident Description

- | | | |
|---|---|--|
| <input type="checkbox"/> Dress Code Violation | <input type="checkbox"/> Disruption of learning environment | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Unprepared or Late for Class | <input type="checkbox"/> Disrespect toward staff or peers | <input type="checkbox"/> Vaping/tobacco |
| <input type="checkbox"/> In an unauthorized area | <input type="checkbox"/> Inappropriate language | <input type="checkbox"/> Drugs/paraphernalia |
| | <input type="checkbox"/> Physical aggression | <input type="checkbox"/> Weapon |
| | <input type="checkbox"/> Property misuse/damage | <input type="checkbox"/> Threat |
| | <input type="checkbox"/> Defiance/noncompliance | <input type="checkbox"/> Harassment |
| | <input type="checkbox"/> Academic dishonesty | <input type="checkbox"/> Hazing |
| | <input type="checkbox"/> Possession of personal electronic device | <input type="checkbox"/> Other: _____ |

Description of Incident (facts only)

Level of Incident (to be completed by admin or designated staff)

- ☐ Minor Infraction (Handled in class or with restorative conversation)
- ☐ Repeated/Moderate (Office referral + parent contact)
- ☐ Chronic/Major/Severe (Administrative intervention + suspension + possible behavior plan)

Prior Restorative Practices or Interventions Attempted

- ☐ Verbal reminder/warning
- ☐ Seat change/environmental adjustment
- ☐ Student/teacher conference
- ☐ Reflection activity/Restorative conversation
- ☐ Parent contact
- ☐ Office Referral/Administrative consequences
- ☐ Other: _____

Consequences/Next Steps (determined based on behavior severity and frequency)

☐ Warning with restorative follow-up

☐ Lunch Detention on: _____

☐ After School Detention: _____

From 3:00-4:00 pm. A \$10 payment is due to the teacher at the time of the detention.

☐ Parent/guardian conference

☐ Referral to counselor or support services

☐ In-school

suspension _____

The student is ineligible to participate in sports/Extracurricular activities.

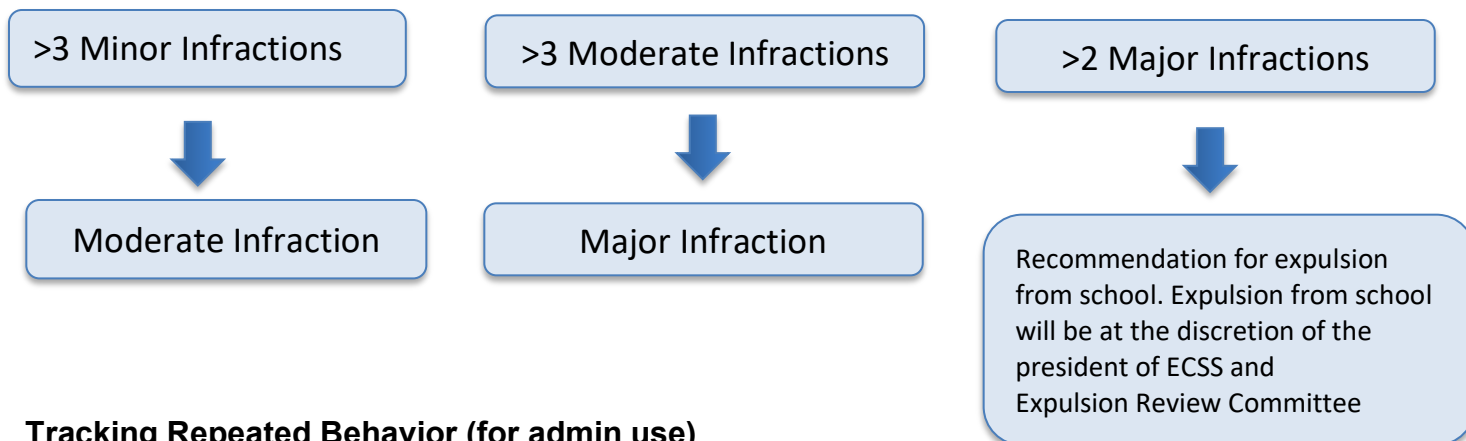
☐ Out-of-school suspension _____

The student is ineligible to participate in sports/Extracurricular activities.

☐ Behavior contract

☐ Other: _____

Administration reserves the right to assign any level of consequence due to the infraction at its discretion.



Tracking Repeated Behavior (for admin use)

Date	Incident	Level of Infraction	Consequence

Signatures

Student: _____ Date: _____

Staff/Admin: _____ Date: _____

Parent/Guardian Contacted: ☐ Yes ☐ No **Contact Method:** ☐ Phone ☐ Email ☐ In person

Parent/Guardian Signature: _____ Date: _____