



# 2022-23 Community Handbook

Dear Erie Day School Community,

The *Erie Day School 2022-2023 Community Handbook* is designed to inform the Erie Day School parents, guardians and students with practices, policies, rules and regulations catered to the new school year. Recently enrolled families, I hope you find the *Handbook* to be helpful in your transition to the school; answering any questions you may have and providing pertinent information. Seasoned families, I am confident you will find helpful reminders as well as new information on the pages that follow. I would encourage all parents to **read through this *Handbook* with your child(ren) with items specific to your child(ren)'s expectations before signing the Acknowledgement Page and other signature sheets that need to be turned into the office before the school year begins.**

The connection that we develop among parents, guardians, students, faculty and staff in the year to come is of utmost importance in the education of your child. Student achievement is best attained through collaborative efforts between teachers and families. It is our intent to communicate actively with you throughout the year. Your assistance is equally essential in facilitating growth and progress.

The faculty and staff of Erie Day School are looking forward to the relationships built with you on behalf of your child's educational experience; balancing tradition with progress and innovation. Fred Rogers once said, "In every neighborhood, all across our country, there are good people insisting on a good start for the young, and doing something about it." In the spirit of our founding mothers desiring a positive educational experience for the Erie community in 1929, may our Erie Day School community embrace the school year *learning today, leading tomorrow!*

Yours in education,



Dr. Karen K. Tyler  
*Head of School*



## **Erie Day School Mission Statement**

Founded in 1929, Erie Day School is a Toddler through Grade 8 independent, non-sectarian, co-educational school. The School's mission is to provide a challenging education in a nurturing environment. Our community consists of a diverse group of students prepared and inspired to become critical and creative thinkers, effective communicators, responsible leaders and citizens, and lifetime learners.

## **Erie Day School Philosophy**

Erie Day School believes that the needs of the whole child - intellectual, social, emotional, physical and ethical - are best addressed in an educational community where:

- Students are enthusiastic about and responsible for their own learning;
- High expectations are held for students, faculty and staff;
- Innovative and qualified teachers respond to individual needs of students;
- Students' natural curiosity is fostered through their active participation in the educational process;
- Students are given opportunities to succeed in a safe, stimulating and nurturing environment;
- The visual and performing arts are integrated into the content area literacy;
- Athletics and wellness are priorities;
- Citizenship is inspired and plays an active role in student decisions;
- Community is supported between home and school as parents are viewed as partners in the learning process;
- Safety and security are commitments;
- Character is a shared responsibility among students, faculty, staff and parents; and
- Critical thinking and creativity are promoted and celebrated.

## **Erie Day School Diversity Statement**

Erie Day School believes that diversity should include areas such as gender, learning style, physical challenges, race and ethnicity, religion, and socio-economic characteristics that contribute to each individual's full identity. We believe that by living our motto each day, we have established ourselves as a diverse school. We strive to instill a sense of awareness and to stretch our minds and hearts so that we live our lives in wisdom and acceptance of these differences. We stress the importance of being friends to all people. We believe that by embracing the unique experiences and varied backgrounds among our students, faculty, staff, and families, we learn to affirm and respect self and others.

## The Erie Day School Student

Erie Day School reflects the diversity of today's society and provides an educational and social setting, which promotes intellectual development, empathy and kindness. Our students possess the maturity to respond positively to the challenges and responsibilities presented to them. Learners are contributing members to the Erie Day School community and represent the academic, social, and behavior expectations. The school accepts students who are eager to learn and we value strong parental support. Erie Day School teachers provide a wide range of teaching techniques and can accommodate various learning styles and intellectual or neuro-differences, however, the school does not provide special education services.

## Erie Day School Motto

May I live each day being mindful of the goodness that surrounds me. May I always stretch my mind and heart so that I live my life in wisdom and love. May I be a loyal friend to others and willingly help those in need, and may I always honor and respect the earth of which I am a part. (*Motto – "a short expression of a guiding principle"*)

## Erie Day School Song

To you, Erie Day School, we pledge our loyalty.  
To you, Erie Day School, all praise and honor be.  
We love the days we spend here in learning and in fun.  
And we will not forget you, through all the years to come.



# Assessment Policy

Assessment at Erie Day School focuses on individual and collective achievements in a number of age and developmentally-appropriate ways. Learner-centered assessment is conducted through both formative and summative measurements with a focus on student growth, zone of proximal development and achievement. Real-world and authentic problem-solving approaches, written applications, oral recitations, research and service-oriented acts are among demonstrations of achievement in any subject area. Student performance is measured on a summative scale in reference to compare themselves with like-age peers in a global climate.

## **Assessment is learner-centered:**

- Assessment is a reflection of the curriculum and instruction of EDS; grounded in demonstrations of inquiry-based learning, interdisciplinary understandings and authentic connections to classroom experiences and real-world applications.
- Assessment is a developmentally appropriate practice. Assessment is used to help ascertain what learners know, understand and can do.
- Assessment practices recognize that learning is a lifelong process.
- Assessment demonstrates progress and student achievement.

## **Assessment is community-based:**

- Assessment enables ongoing collaborative reflection between students, teachers and parents; enabling each to become a partner in the learning process.
- Assessment practices encourage emotional, creative and intellectual risk-taking.

## **Assessment is developmentally-appropriate:**

- By recognizing each person's unique potential, assessment practices are designed to promote individual excellence.
- Assessment practices cater for and respect the cultural, linguistic and intellectual diversity of the school community.
- Assessment practices take into account the diverse language and cultural backgrounds of all learners to enable them to communicate their understandings effectively.

## **Assessment showcases connectivity to self and world:**

- Assessment practices reflect that we are empathetic, compassionate and nurturing; demonstrating flexibility, when necessary.
- Assessment practices support environmental sustainability efforts.

## **Common Assessment Practices, Preschool, PreK, Kindergarten and Grades 1— 8:**

### **Assessment is linked to classroom instruction:**

- Assessment is integral to instruction and measuring the learning outcomes.
- Learning expectations and assessment strategies are made clear to students and parents.
- Teachers plan assessment tasks and timelines collaboratively, and plan mindful a child's best interest.
- Assessment values the learning process as well as the products of learners.
- EDS implements a balance of formative and summative assessment measures, reviewed regularly.

**Assessment data is collected, analyzed and reported:**

- Data about student learning is analyzed to provide information about the individual needs of students and to help differentiate the curriculum among grade levels and subject areas.
- Assessment information is analyzed individually as well as collaboratively across grade and subject areas.

**Strategies for assessment include:**

- Learning involves peer, self, and teacher-directed assessment.
- Where appropriate, teachers involve students in the design of assessment tasks and rubrics.
- Pre-assessment is implemented at the start of a number of units to determine what students know, understand and can do.
- Assessment addresses all essential elements of the IB program: concepts, knowledge, skills, attitudes and action.

**Feedback based on performance and data:**

- Students are provided with regular, prompt and detailed feedback to inform and improve their learning.
- Assessment at EDS provides students with regular opportunities for reflection on their own learning.
- Each grade level and/or subject area develops effective record-keeping concerning student achievement.
- The assessment process allows for meaningful reporting to parents about students' progress.
- Data, including evidence of development in terms of the learner profile, is reported to parents throughout the learning process. Students, parents, teachers and administration are active participants in reviewing individual and collective data sets.
- Student portfolios are used in some subject areas as well as school wide, to demonstrate student progress.
- Teachers provide regular and timely feedback to parents on individual and collective student learning outcomes outside of the report cards and parent-teacher conferences.
- Assessment tasks provide opportunities for students to reflect on their time management skills and develop learning goals.
- The reporting cycle is determined within four, nine week periods inclusive of a minimum of two parent-teacher conferences within the four, nine week periods.

## **World Language Policy**

Erie Day School recognizes that language is fundamental to all learning because it permeates the entire curriculum. Therefore, throughout the curriculum, we foster the development of language through shared experiences and interactions. Research-based language instruction helps advance learners at every level. Readers' and Writers' Workshops include guided, shared, modeled, and independent reading and writing instruction.

We believe that:

- Every educator is a teacher of language.
- Language should be supported, developed and valued.



- Language is an expression of culture and identity.
- In the modern world, the command of English is the primary key to accessing information and international communication.
- All students should study at least two languages.
- World cultures should be valued and investigated.
- We have an obligation to offer a comprehensive curriculum through which students acquire the skills and strategies of reading, writing (manuscript and cursive), speaking and listening. Grammar, usage, mechanics, spelling, and vocabulary should be stressed.
- Through the integration of language into every aspect of the curriculum, we are teaching students the importance of culture, diversity and sensitivity toward others.
- Through the strong emphasis on language, our goal is to foster a deep understanding about language.
- Students will receive supportive services for the first language of preference (mother-tongue) with instruction before, during or after school.
- Striving readers and writers will be offered remedial supports through Act 89 and Title I services (reading specialist) and differentiated instruction in the 'regular' classroom setting.

## **No Solicitation Policy**

It is the policy of Erie Day School to prohibit solicitation and distribution on its premises or through campus mail or email by non-employees, and to permit solicitation and distribution by employees only as outlined below:

- Erie Day School limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the School, can be detrimental to efficiency, can be bothersome, and can pose a threat to security.
- All faculty and staff are responsible for administering this policy and for enforcing its provision.
- Persons who are not employed by Erie Day School are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representative of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on the Erie Day School premises.
- Erie Day School may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employees' gifts if approved by the Head of School.

Erie Day School will permit employees to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, with the following guidelines if approved by the Head of School:

- The sale of merchandise is limited to Erie Day School functions and activities. Solicitation and distribution of literature with appropriate approval should not interfere with working time of either the employee making the solicitation or distribution, or the targeted employee. The term 'working time' does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.
- Erie Day School maintains bulletin boards to communicate School information to employees and to post notices required by law. An unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other School property is prohibited.

## Volunteer Requirements

In accordance with Commonwealth of Pennsylvania requirements, all parent volunteers must ascertain the following clearances:

- PA Child Abuse History Clearance;
- PA State Police Criminal Record Check;
- and may opt to have the FBI Criminal Background check on file.

Parent volunteers include, but are not limited to: Room Representatives; party helpers; field trip drivers; assistants; coaches; and classroom helpers. Clearance documents should be delivered to the EDS Main Office where they will be kept on file PRIOR to any/all volunteerism that involves our students. Clearances last 5 years or 60 months from the date of the oldest clearance.

The clearance information can be ascertained below:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

For additional information, visit [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov).

## Parent Service Hours

Erie Day School's Family Service Commitment is required of each family. Parental involvement at Erie Day School builds community and is vital to a child's education. Service hours help to: foster modeling for our students; develop camaraderie between parents, faculty, staff, and the greater school family; help to contain costs; and enhance programs. Most important is the fact that children of parents who are involved in their school are far more likely to succeed in the classroom and in life.

Each family at Erie Day School is required to complete a minimum of 12 hours of family service. All hours must be completed by parents, guardians or close family members. *Note, the student obligation of service hours is not included in the family service requirement.* Families are encouraged to continue recording service throughout the school year, even beyond the 12 hours. It is the parent's responsibility to take the initiative and seek opportunities to fulfill their service hours.

Service hour forms are to be completed and submitted to the EDS Main Office no later than one week after completing each qualifying service. Service hour forms are available in the EDS Main Office, on SchoolSpeak, and the EDS website, [www.riedayschool.com](http://www.riedayschool.com). The hours will be logged on SchoolSpeak for parent reference. Parents that do not fulfill their obligated service hours during the school year are asked to perform summer volunteerism.



**The following are examples of service hour opportunities:**

Admissions Events

- Open House tour guides

Parent Group and School Sponsored Events

- Carriage and Cocoa greeters – after school set up, clean up, and blanket sales
- Community Card - sales and/or finding businesses for card
- Classroom parties volunteer - fall, winter, spring
- Field Day volunteer
- Grandparents' Day – meeting, event set up, take down
- Ice Cream Social – day of event serving ice cream, set up and cleanup
- Instrumental Concerts – evenings of events set up, take down
- Playhouse production – design and assistance of props/scenery
- Playhouse production – after school meals coordination
- Playhouse production – after school homework tutors
- Playhouse production – evenings of event concessions
- Playhouse production – before, during and after school ticket sales and seating arrangements
- Playhouse production – costume design and/or purchases
- Pressed and/or Scholastic Book Fairs – setting arrangements, sales, set-up, pack-up
- Room Representatives – meetings to coordinate volunteers, needs, games and communicate with classroom teacher
- Teacher Appreciation Week - lunch coverage for teachers, providing lunch for teachers', set up and take down
- The Auction at Erie Day School Committee – monthly planning meetings, day of event assistance, next day take down assistance (fathers preferred), acquisition of giveaways
- Visual and Performing Arts Walk & Music Festival – evening tour guides and week of event set up, take down assistance
- Welcome Back Coffee – afternoon setup and cleanup
- Whale of a Sale – meetings, organization of donations, set up, working register, greeters

Classroom Events

- Field trip chaperones
- Field trip drivers
- Gardeners – summer weeds and spring landscaping
- Photographer – events, parties, athletic games, etc.
- School Portrait Day - photo assistant

## Driver Information

Volunteers driving students and/or siblings of students are required to have current copies of their car insurance, vehicle registration and driver's license on file at the EDS Main Office. A No Phone/No Texting Pledge must also be read, signed and filed in the EDS Main Office.

If a parent is driving Erie Day School students the EDS Main Office will need:

- a copy of driver's license;
- vehicle registration;
- copy of insurance;
- and an MVR report from the last three years. The information can be accessed through:  
<https://www.dmv.org/pa-pennsylvania/driving-records.php> and <https://apps.pa.egov.com/idr>.

## The School Day

**Hours** – The school day officially begins at 8:15 a.m. for Early Childhood students (Toddlers, Preschool, PreK) and Lower School Kindergarten students. Parents are asked to hand deliver Toddler, Preschool, PreK and/or Kindergarten students to classrooms between 8:00—8:15 a.m. Parking is designated for Early Childhood and Kindergarten parents near Sixth Street. This year, Mrs. Rice's Kindergarten parents can drop off/pick up at the north door (near the opposite end of the parking lot). Early Childhood and Lower School Kindergarten student pick-up is between 3:00—3:15 p.m. Adversely, the day ends at 3:15 p.m. for Early Childhood and Lower School Kindergarten learners. Lower (Gr. 1– 4) and Middle School (Grs. 5-8) students begin their day 8:25 a.m. and end at 3:25 p.m. Lower and Middle School students may be dropped-off on the north side of the school between 8:15 and 8:30 a.m. and picked-up after 3:25 p.m. Students arriving prior to 8:15a.m. are to report to the Extended Day Program (in the dining room) for supervision; and will be dismissed to report to classrooms at 8:15 a.m. *If a student needs to enter the school before 8:15 a.m. to retrieve an item from his/her locker, he/ she is asked to please check in at the EDS Main Office for a pass before going to his or her locker.* Parents with children attending the Extended Day Program in the morning and/or afternoon can request a key fob for entry/exit.

**Dismissal** – Toddler, Preschool, PreK and Kindergarten students are to be picked-up between 3:00—3:15 p.m. A designated parking area is provided for Early Childhood and Kindergarten parents. Lower and Middle School students are dismissed at 3:25 p.m. Teachers supervise dismissal until 3:30 p.m. *Entry and exit doors are labeled. Grades 1– 8 car riders will enter and exit through the northeast drive-through. If your child requires attention at pick-up (i.e. car seat), please park and escort your child to your vehicle. Bus riders will report to the bus entry/exit doors at 3:25 p.m. Please adhere to designated points of entry and exit.* Children who remain at school after 3:30 p.m. and are not participating in a school activity will be required to go to the Extended Day Program. Students may not change their plans for transportation home without *written permission* from their parents explaining the need for a change of plans.

## **Entry and Exit into School—Every Instructional Minute Counts at Erie Day School**

Early Childhood students (Toddler, Preschool and PreK) arrive between 8:00—8:15 a.m. They are dismissed between 3:00—3:15 p.m.

Lower and Middle School enter between 8:15—8:25 a.m. and exit at 3:35 p.m. **If you or a caregiver are picking-up an Early Childhood student at dismissal and have a Lower or Middle School student to pick-up as well, please delay your classroom arrival time until 3:25 p.m.** You are welcome to wait in the car or on the front lawn until the 3:25 p.m. dismissal. Thank you for your cooperation; every additional instructional minute with your child(ren) matters.

Buses will drop-off and pick-up students at the north side of campus and a teacher will assist with boarding at dismissal each day. Drivers are reminded NOT to park on Strong Drive (rear of school) at the end of the school day to alleviate any traffic difficulties with buses.

**Extended Day Program** – The Extended Day Program provides supervision of children from 7:15—8:15 a.m. and from 3:25—5:30 p.m. Parents are asked to drop-off and pick-up students directly from the Extended Day classroom. Children in Lower and Middle School are typically hosted in the Kern Dining Room, the Fish Gymnasium or outside at the rear playground. Early Childhood learners are hosted at the EC playground or in an EC classroom. The fee for the Extended Day Program is \$10.00 per hour/per child. *Late pick-ups will be charged an additional \$30.00 for every 5 minutes (or increment) late. There is also a 4% surcharge for credit card payment and a 10% late fee on all balances after 30 days of invoicing.*

**Scheduled or Emergency Early Dismissal** – One day is scheduled for a noon dismissal in the 2022-23 school year, the final day of school. The Extended Day Program is not available for students on the scheduled early dismissal day. In the event the school needs to close due to an emergency, parents will be contacted via text and email requesting transportation home. The Extended Day Program will not be made available on any scheduled or emergency early dismissal days as well as teacher in-service days.

**Parent Requests for Early Dismissal** – Parents *must* send a note or email to the homeroom teacher indicating when and why a student will be leaving school early. *It is strongly advised that out-of-school appointments be made after school hours or on vacation days. Students are responsible for completion of assignments that may have been completed during their absence.*

**School Cancellations or Delays** – Severe weather conditions or temperatures, as well as power and water outages may require the cancellation of school. Parents will be notified via text, email and local news channels if Erie Day School classes have been cancelled or delayed. There is a perception that Erie Day School follows the Millcreek School District cancellations. Any alliance depends on the number of students relying on public school transportation. We typically do NOT align with public school cancellations or delays.

**Recess and Snacks** – Because so many children eat a very early breakfast, our school day includes a 15-minute recess and snack time at 10:15 a.m. Students are encouraged to bring a *nutritious* snack from home to eat at this time or they are able to purchase one from our dining services, Food First. Early Childhood teachers have differing procedures for snack time so please defer to communications sent by the EC teachers related to snacks.

Please refer to the peanut/tree-nut guidelines to plan your child's snack appropriately. *In respect to our numbers of students with allergies, Erie Day School children and teachers do their best to maintain a nut-free environment.*

## Absences and Tardiness

According to the amendment to the compulsory attendance and truancy laws through Act 16 of 2020, it is the responsibility of Erie Day School to enforce the compulsory attendance laws. Any time your child is absent from school, it is important that you call or email the EDS Main Office before 9:00 a.m. (814-452-4273 or mmccaslin@eriedayschool.com). This communication will designate the absence of your child, excused or unexcused.

When your child returns to school, he/she needs to bring a signed note from you or a health care professional citing the reason for the absence. If your child is absent for three or more days, a doctor's note is required. If your child is frequently tardy (3+ in one academic quarter), departing school early (3+ in one academic quarter, without a written excuse), has failed to submit parent and/or doctor designated excuses for absences and/or has not adhered to the guidelines of the *EDS Parent/Student Handbook* concerning absences or vacations, you will be subject to sanctions such as a community attendance improvement program or the filing of a truancy citation.

Students arriving to school after 8:30 a.m. are required to report to the EDS Main Office before reporting to homeroom. ***If a student does not arrive to school by 11:00 a.m., he or she is not permitted to participate in any extracurricular or athletic activities that afternoon or evening.*** *Parents should note that excessive tardiness can have an adverse impact on your child's continuance at Erie Day School as well as admission to a selective high school.* If parents know in advance that their child will be late for school, they should make the school aware of their child's late arrival to avoid potential conflicts.

Habitual absences can have an impact on a student's grades and may prevent s/he from being promoted to the next grade. Parents are required to maintain ongoing communications with the administration and faculty of the school if a child is absent two or more days. See PA mandate for attendance at <https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx#:~:text=Effective%20with%20the%202020%2D2021,home%20school%20program%20that%20year.>

A student is required to complete all assignments and tests/quizzes missed during his/her absence. It is the responsibility of the parent to pick-up the homework and any textbooks at the end of the day if the assignment(s) cannot be retrieved electronically. Electronic arrangements may be an option for many families. It is unrealistic to think that teachers can prepare work on a moment's notice so please afford teachers with a minimum of a half-day notice.

Students requesting to leave school early due to illness are required to meet with his/her homeroom teacher prior to departure. In addition, he/she must determine, in cooperation with the teacher(s), assignments that need to be completed. Parents or guardians picking-up students for early dismissal must check in at the EDS Main Office. Students missing ten or more days in a quarter will receive an incomplete for the quarter and students may be retained from progressing to the next grade level. It is imperative that parents recognize the impact of a lack of instruction.

**Vacations** – Parents who take vacations during the school year must realize that it is their child's responsibility to complete all missed assignments, tests, and quizzes. It is our belief that trips such as these will have a negative effect on a student's outcomes, since *instruction occurs during class time*. We ask that every effort be made to avoid scheduling vacations during the school year. The Erie Day School Academic Calendar offers generous opportunities during the school year and summer months for travel.

*Parents should notify the homeroom teacher in writing two weeks prior to the extended absence.* If applicable the teachers will prepare a homework form outlining assignments and due dates. The student must contact his/her teachers on the first day of his/her return to school for any additional assignments or to schedule missed tests or quizzes. *Teachers will only prepare assignments if time permits for notification of less than two weeks.* Emergency absences will receive special consideration.

**Extended Absences** – Extended absences are examined on a case-by-case basis. For example, a child may have an extended illness or a family may be traveling for a prolonged period of time. The teacher, parents and child will coordinate educational measures, along with administration, in handling situations that may result in extended absences from the bricks and mortar of the school. Conditions may or may not be able to be accommodated by Erie Day School related to extended time away from school with consideration to the academic integrity of the school.

**Parents/Guardians Absence in the Home** – If parents/guardians should travel out of town, they need to provide the school with a telephone number where they can be reached in an emergency, as well as the name, address, and phone number of the person responsible for the temporary care of their child.

## Friday Morning Meetings

A long-standing tradition at Erie Day School is the all-school Friday Morning Meeting. On a rotating basis, musical and dramatic programs of approximately fifteen minutes in length are presented by each grade. The Pledge of Allegiance, school song and motto as well as school announcements and recognitions are also given at this time, extending the Morning Meeting typically until 9:00 a.m. Parents and guests are encouraged to attend Friday Morning Meetings and should be in the gymnasium on Fridays by 8:30 a.m. Parent entry is through the Griffith Lobby doors, near the Spencer Building.

## Lunch

**Lunch** – The purchase of lunch is an option for students, Monday through Friday. *Food First*, a division of Curtze Foods is our vendor for a hot or cold lunch each day. Students may elect to purchase the main entrée or optional hot/cold selections. A lunch menu is provided to families each month via School Speak.

**Payment** – All student lunches are paid through an electronic portal or by cash/check.

**Outdoor Lunches** – During the fall and spring when weather permits, students and faculty frequently eat their lunch outdoors.

**Early Childhood Lunch** – Early Childhood (Toddlers, Preschool and PreK) students and teachers eat lunch in the classroom.

**Lower School Lunch** – Students in Lower School (Kindergarten and Grades 1–4) are assigned to lunch tables on a monthly, rotating basis. Faculty members supervise lunch to help maintain a pleasant atmosphere. A recess period is given at the end of lunch.

**Middle School Lunch** - Students in Middle School (Grades 5—8) are assigned to lunch tables on a monthly, rotating basis. Middle School faculty supervises lunch to maintain a pleasant atmosphere. Recess follows lunch.

**Food Allergies**—The Erie Day School is not a Peanut/Tree-Nut Free School and does not have a policy prohibiting peanuts or tree-nuts. Further, Erie Day School cannot guarantee an environment that will be Peanut/Tree-Nut Free. With that written, we want to create an environment for our children of awareness and acknowledgement of certain risks in order to mitigate potentially serious reaction as a result of contact with or consumption of certain peanuts or tree nuts. To that end, below are recommendations/guidelines for our parents at the Erie Day School.

- Many classrooms and the Kern Dining Room do require students to pack nut free snacks and lunch. Please make provisions to pack a nut free snack and lunch each day and learn about the qualifications for each classroom environment.
- Please reinforce and encourage safe practices among our students including, but not limited to, discouraging parents/students from bringing peanuts and/or tree-nut food to EDS, sharing or trading food with classmates, utensil swapping, eating on school transportation and hand washing with soap and water prior to and following eating to prevent cross contact.
- With respect to birthdays, holidays, field trips or other occasions in which a classroom or school-wide snack may be distributed, please consider sending pre-packaged foods (containing an ingredient label) that do not contain peanuts or tree-nuts. A list of commonly acceptable pre-packaged snacks and foods will be sent electronically and posted on SchoolSpeak for your reference and convenience.
- Parents are expected to inform the classroom or homeroom teacher and school nurse of their child's allergies prior to the start of the school year or as soon as diagnosis is made by a physician.

In addition to fostering an environment of awareness around this issue, we want to enable our students to have a full experience and allow them to participate in events such as birthdays, holidays or other occasions. Therefore, in addition, parents of students with allergies please provide, for their child, an acceptable non-allergy food for special school-wide events, holidays, and field trips (including, but not limited to: Halloween Parties, Thanksgiving Feast, Holiday Parties, Valentine's Parties, An Evening of Shakespeare, Mini-society, Visual and Performing Arts Walk & Music Festival).

Erie Day School will make reasonable attempts to:

- provide signage to promote awareness of these allergies;
- establish effective regular sanitation and cleaning measures, such as cleaning of lunch tables and classroom surfaces; and
- provide EDS faculty and administration with professional development and training around (i) recognizing the symptoms of an allergic reaction (including anaphylactic reaction) and (ii) how to treat/respond if someone has an allergic or anaphylactic reaction.

Please note, additional guidelines, more rigorous precautions and/or monitoring may be taken on a case-by-case basis. For example, additional precautions may be implemented in the toddler and/or preschool programs or by homeroom teachers with certain at-risk children.

If you should have any questions or would like to discuss further, please feel free to contact the Head of School directly.



## Playground Areas

The playground equipment at the side of the Spencer Building was designed and created for children in our Toddler, Preschool, PreK and Kindergarten classes and should be used solely by them to ensure safety.

The playground area adjacent to our soccer field was designed and created for children 6 to 13 years of age. To ensure their safety and the safety of others, no student may use the equipment unless supervised by teachers or parents. At the end of the school day, following the departure of students for the day, parents and children may take advantage of the playgrounds for social interaction. *Parents should park in the main lot for after-school outdoor play in the playground.*

## Transportation

Transportation to and from the school is the responsibility of parents. However, if you live in Fairview, Ft. LeBoeuf, Harbor Creek, Iroquois, Millcreek or Wattsburg School Districts, the bus service from your home area to school is available and paid with your tax dollars. To arrange for this service, parents are required to contact the local school district. Parents should check carefully with the schedule of those school districts to be sure that the hours coincide with the EDS daily schedule. When the school district does not provide service on a specific day either to or from school, it is the parents' responsibility to make transportation arrangements. Please notify the EDS Main Office when transportation arrangements have been made. The City of Erie School District will compensate families residing within the city limits with a free city bus pass for school transportation.

## Field Trips

Because exciting and valuable opportunities for learning frequently occur outside the classroom, field trips take place during the school year for all grades. With few exceptions, field trips will occur during school hours. Parents will be informed in writing prior to the outing of the destination, time, dress, and expense of each trip. Transportation is arranged through a local bus company or the class-specific Parent Representative each school year. When private vehicles are necessary, a federally approved car seat is required for children under the age of 4, 4' 9" tall and/or weighing less than 65 lbs. Children 4–8 years old must be placed in a booster seat with consideration to the height and weight maximum of the seat. Children under the age of 12 should be seated in a vehicle's rear seat and wear a safety belt.

A field trip permission form is sent to parents at the beginning of the school year. Once completed and returned to the office, it is kept on file and grants permission for all school trips throughout the year. If for any reason a parent does not want his/her child participating in a school outing, he/she should contact the teacher in charge so appropriate arrangements can be made.

Parents who volunteer to drive or act as chaperones on school-sponsored field trips must have a copy of their driver's license, current registration, and proof of insurance on file in the school's office. As you will be transporting EDS students, a No Phone/No Texting Pledge form with your signature must be signed at the EDS Main Office as well.

## Extended Day Program

**Hours** – The Erie Day School Extended Day Program provides supervised childcare for students either before school, after school, or both. It allows students to arrive at school as early as 7:15 a.m. The program is available daily until 5:30 p.m. on days when Erie Day School is in session for a full-day.

**Early Dismissal** – When there is a planned or emergency early dismissal, the Extended Day Program services are *not available*. Parents need arrangements to pick up their children at the early dismissal time.

**Snack** – The Extended Day Program provides a snack at no cost for each child.

**Payment** – Parents are billed at a rate of \$10.00 per hour per child on a monthly basis for Extended Day Program services. Payment is due upon receipt of the monthly bill. Failure to keep your account current may affect your child's enrollment status.

**Late Fee** – Extended Day ends at 5:30 p.m. Parents picking up their child(ren) after 5:30 p.m. will incur a late fee of \$30.00 for every 5 minutes or increment of. A 10 percent late fee on all balances will be incurred after 30 days of invoice.

## School Organizations and Activities

**Student Council** – The Student Council consists of a faculty advisor, elected president, vice president and secretary along with two representatives from Grades 5, 6, 7 and 8 who are elected by their classmates. The Council meets on a regular basis with its faculty advisor to plan activities for the student body and to discuss student issues. Funds earned throughout the year from Council projects go toward the purchase of a gift for the school and/or toward Student Council sponsored activities. The following activities have been sponsored in the past by Student Council but vary from year to year: Middle School Holiday Dance, Valentine Heart Sale, a Spring Fling (dance) and the Family Sock Hop. Service is a major requirement of students participating in Student Council.

**National Junior Honor Society** – The Georgiana Fust Patterson Chapter of the National Junior Honor Society (NJHS) is supported within the Middle School setting. A faculty advisor, elected president, vice president, treasurer and secretary are among the leadership opportunities within the Society. Service is a significant component among the requirements for NJHS. Detailed information is available on the school website and at the EDS Main Office concerning requirements for acceptance. The National Junior Honor Society elevates a school's commitment to the values of **scholarship, service, leadership, character, and citizenship**. These five pillars have been associated with membership in the organization since its inception in 1929.

**Grade 8 Traditions** - On a rotating basis, Grade 8 students conduct the dismissal routine during the lunch period. Grade 8 students also sit with faculty during Friday Morning Meeting and assemblies. Privileges extend for example, with a "special" lunch in their homeroom; attendance at a performing arts production off-campus at least once a year; and travel experiences. The Boston trip has been hosted for several years and is chaperoned by educators.

### **Academic Extracurricular Programs**

- Math Counts
- Speech & Debate
- Model United Nations
- Instrumentals
- String lessons
- Piano lessons
- National Geography Bee
- World language: Mandarin
- First LEGO League
- Get Up & Move!
- Art Studio
- Homework Support
- Tutoring
- National Junior Honor Society
- Student Council
- National Junior ART Honor Society

### **Academic Competitions**

- Math Counts
- Speech & Debate
- Model United Nations
- National Geographic Bee
- First LEGO League

**Service Learning**—Erie Day School students (Student Council, NJHS, NJAHS and each grade level) participate in a number of service projects to area organizations each year including, but not limited to:

- American Cancer Society
- American Red Cross
- Bethany Outreach Center
- Cleveland Zoo Wolf Project
- Emmaus Soup Kitchen and Kids Café
- Erie City Mission
- Mercy Center

**Annual Student Trips** include the following:

- **Stratford Festival** – Pending international travel restrictions - Students in Grade 8 travel to Stratford, Ontario for two days/one night where they attend two plays at the Festival Theater and enjoy other Festival activities.
- **Shaw Festival** – Pending international travel restrictions - Students in Grade 7 travel to Niagara-on-the-Lake for two days/one night where they see a play by G. B. Shaw or one of his contemporaries, tour historic Fort George and drive the length of the Welland Canal.

- **Camp Fitch** – Each fall students in Grades 3 and 4 travel to East Springfield for three days/two nights with their homeroom teachers and parent chaperones.
- **Grade 8 Educational Trip** – All Grade 8 students culminate their Middle School education with a trip to Boston with Middle School faculty as guides and chaperones.

**Athletics** - In addition to regularly scheduled physical education classes for all our Lower School students, Erie Day School offers cross country, soccer (indoor and outdoor) as well as the Get Up & Move! Program for Lower School learners. Middle School students also receive physical education classes over the course of one nine-week quarter, every day, as well as following athletic program options: basketball, cross country, golf, soccer (indoor and outdoor), tennis, volleyball and Get Up & Move! Students in Grades 4–8 may participate in Ski Club held at Peek 'N Peak Ski Resort, Clymer, NY. Ski Club members are required to take a ski lesson, making the exit from the school day and experience on the slopes educational as well as enjoyable. Bus transportation to and from Erie Day School is provided (with a fee determined by Peek 'n' Peak Resort). Parents are encouraged to follow School Speak and email announcements for severe weather decisions should Ski Club need to be cancelled.

Specific registration and fees associated with each athletic activity are distributed prior to the beginning of each athletic season. The registration costs are attributed to coaching salaries, location rentals, referee fees, etc.

## Parent Communication

Because the education of children is a partnership between parents and the faculty, frequent and effective communication between school and home is essential. Erie Day School strives to keep parents well informed of school activities and student progress and encourages parents to initiate communication with the school or their child's teacher whenever they feel it is necessary.

**School Speak** – Erie Day School provides parents with an online communication tool that enables parents to stay informed about school activities and events, school and classroom announcements, homework, long term assignments and projects and, for middle school students, their grade in their various subjects. Report cards are also published online through School Speak for Early Childhood, Lower and Middle School students.

At the beginning of each school year, new parents are assigned a username and password, along with online instructions, to access this information. This username and password will take effect for the duration of each student's academic career at Erie Day School. Should changes to the username and password be necessary, parents are asked to notify the school office. Parents are informed of their School Speak account via email.

Parents and Classroom Representatives may use the SchoolSpeak communication portal for personal announcements (e.g. birthday parties, business promotions, etc.).

If a parent would like to be omitted from the school community's access to their contact information, s/he may log into School Speak and make edits on the personal profile that is able to be accessed from School Speak by parents and teachers that are also in the grade level(s) of the child.

**Erie Day School Happenings** – Every-other week parents will receive an e-newsletter listing upcoming

events, announcements and celebrations. *The Happenings* are published electronically two-three times per month on a Thursday through School Speak and posted on the EDS website. The publication is not distributed throughout the summer months. An Annual Report is published during the summer months.

**New Parent Orientation** – During the month of August, new parents are invited to campus for an informational session designed to answer questions and share practices and procedures at Erie Day School. School processes such as the communication portal, School Speak and *The Happenings* will be reviewed; student schedules will be shared; and teachers will be introduced. The evening offers parents an opportunity to meet with other “new” parents to the school community as well as support personnel.

**Back-to-School Nights** – These informal evenings held in August provide parents with an opportunity to visit the school and meet with teachers. Parents are encouraged to become familiar with the content of each course, the skills being stressed, and the expectations of the teacher. It is also the perfect time for parents and teachers to discuss routines, class projects, assignments, tests, and homework requirements for the year. Parents will be afforded opportunity to meet with one another as well as the school faculty and staff.

**Grade 8 Parent Meeting(s)** – The graduating class of Erie Day School is privy to a number of special opportunities throughout a school year. A Grade 8 Parent Meeting is called to order in August-October each year to review the expectations of the graduation ceremony (i.e. dress code, calendar dates, after-party, etc.) and learn the details associated with the class trips for the school year.

**Parent-Teacher Conferences** – There is one scheduled conference day for parents and teachers during the school year; these days appear in the *EDS Happenings* and on the *EDS Calendar*. Parents are welcome to arrange conferences at any time during the school year with teacher(s) during the school day when appropriate.

**Thursday Folder** – Every Thursday, parents will receive a weekly folder to be reviewed, signed and returned the next day to the homeroom teacher. A section is provided for notes and comments intended for teachers and parents desiring written communication. In the Thursday Folder, parents will receive student work and may include announcements from the school.

### **Phone Calls / Texts**

- **School** – If a parent calls his/her child or a teacher during the school day, the administrative assistant will transfer the call to the appropriate teacher’s voice mail. The student or teacher will return the call at his/her earliest convenience.
- **Home** – It is important that the private lives of faculty be respected, and while each teacher has his/her own policy concerning phone calls at home, it is strongly encouraged that parents and students make every possible effort to communicate with teachers during the school hours only.
- **Cell Phone**—Students are not permitted to carry or turn on cell phones during the school day. Students may have cell phones or smart-watches on campus but turned off and in their locker or book bag during school hours. With respect to teachers, there should not be an expectation for teachers to read or respond to text during the school day. If there is an emergency notification that needs to be provided to a teacher, please contact the school office.

**Parent Visitors and Volunteers** – Erie Day School staff and faculty appreciate and welcome parent visitors and volunteers. For the security of our students, we ask that all visitors to the school, including parents meeting with teachers, assisting in the classroom or participating in some other school function, sign-in at the EDS Main Office. Being announced is not only a courtesy to the teacher but will also minimize disruption to the learning environment. Teachers will be notified of parent arrivals and granted entry, when appropriate. Please note, parents wishing to meet with a child's teacher should make arrangements in advance.

**Media Communications** – Student activities and educational experiences are often photographed and video recorded at Erie Day School by approved staff and vendors. *Parents requesting that photographers and recorders refrain from featuring their child(ren) from school publications **must** complete the Consent to Photograph/Film/Videotape Consent Form.* \*Please note that parents/guardians taking photographs and or video of school functions and events are not covered by the Consent to Photograph/Film/Videotape Consent Form. If you elect for your child to be omitted from public exposure through photograph or video, it is your duty to approach and address the situation with parents/visitors that may be attending public or school community events.

**Expectation of Confidentiality** - Parents are reminded that discussions on behalf of student progress, grades, performance, school and home life are to be kept private. Additionally, all financial agreements are confidential. Breaches in confidentiality are cause for concern and will be addressed between the parties involved and the Head of School. This expectation includes the use of video recordings, individual and/or group photographs as well as financial assistance, donors that wish to be held anonymous, etc.

**Party Invitations and Special Gifts Policy** – At Erie Day School, inclusion is valued and taught. *For all private children's activities and parties, we encourage that **all** members of a class be included.* To prevent disruption during the school day, please distribute invitations through the postal mail or email via School Speak to the class. We understand that sleep overs may be planned as a means to celebrate a birthday or holiday. In which case, parents are encouraged to plan with discretion so as to not hurt feelings of the children that are not able to be invited to the sleep-over.

**Social Media** – Erie Day School hosts several social media outlets. Erie Day School's Parent Group also leads social media communications. Parents may NOT elect to post professional business information on these forums. We have a strict policy related to solicitation and parents that elect to post individual information that solicits business will be removed from the private groups and the posts will be removed.

## Progress Reports

**Early Childhood and Lower School**—Personal or electronic notification will be sent home for any student whose class performance is unsatisfactory. A Progress Report will also be sent home if there has been a significant change in the child's results (e.g. an "O" to an "S+"). Progress may also be communicated in the Thursday Folder to acknowledge good work and effort. Teachers may also engage in ongoing phone calls, meetings or emails with parents. Signed tests or test scores may be needed as well. On some occasions, individual students may carry daily notebooks that require teacher and parent notes/signatures to document progress over time.

**Middle School**—Middle School parents and students receive notification of grades frequently through School Speak and Thursday Folder communications. Often teachers request electronic signatures with



grade disclosed. Teachers may also select to notify parents of progress via email, phone calls or through a meeting. Parents are asked to continually check School Speak. Student progress will be updated electronically for all students every two weeks, if not sooner.

## Early Childhood, Lower and Middle School Reports Cards

All teachers report performance grades, effort marks and anecdotal comments each quarter for all students in each subject they teach. These comments describe the student's skills and knowledge in the subject area as well as the student's developmental ability and progress. Behaviors that are observable or measurable are also noted. Because we strongly feel the need to adequately inform parents of their child's progress in all areas of development, the EDS performance report reflects both effort and academic grading. All comments should:

- address strengths: identifying achievements and growth towards specific academic and developmental expectations;
- address challenges: identifying expectations towards which little progress has been made; and
- address next steps: identifying ways in which students, teachers, and/or parents are to respond to the strengths and weaknesses.

Toddler, Preschool and PreK parents receive formal performance reports at the end of each semester. Informal accounts are offered throughout the year.

As some teachers are responsible for large numbers of students, Lower School subject specialists will be given a rotation in which they will write a detailed comment for students in specific grade levels twice a year. During other terms, they will write a class comment regarding the skills and knowledge studied during that term. They will also write individual comments for students exhibiting specific weaknesses for students exhibiting outstanding behavior or skills, or for other students identified by homeroom teachers as needing individual comments. Parents are encouraged to not only review but sign the electronic copy of the report card through School Speak.

## Student Records

Official student files are kept in the office on each student. Each file contains a minimum of the following information:

- enrollment and admissions documents;
- standardized test results;
- student performance records;
- any official school documents; and
- health and immunization records.

Parents may request their child's official school records be transferred to another school by contacting either the Head of School or administrative assistant and making the necessary arrangements.

**End of Year Obligations** – The student and his/her family must meet all financial obligations. Until an account is paid in full, no parent/guardian will be entitled to receive the student's performance reports. If any

payments due are in arrears, Erie Day School reserves the right to suspend the student, and/or withhold graduation of the student until the tuition and fees are paid in full.

Key fobs must be returned from exiting families that are not returning to Erie Day School the following academic year.

Library books that have been previously signed out by students need returned by the end of the school year.

Lunch accounts that host a balance at the end of the school year will be carried over into the next school year. Graduating students with lunch account balances at the time of graduation will not be issued a refund. Parents of the graduating student, with a balance, will be issued a tax receipt for a donation to Erie Day School in the amount that remained in the lunch account – to the cent.

## EDS Grading Policy (Grades 5—8)

<b>A+</b>	98 – 100	<i>Superior</i>	<b>C+</b>	77 – 79	<i>Average or satisfactory</i>
<b>A</b>	94 – 97	<i>performance &amp;</i>	<b>C</b>	73 – 76	<i>work that is adequate</i>
<b>A -</b>	90 – 93	<i>work</i>	<b>C-</b>	70 – 72	<i>for grade level work</i>
<b>B+</b>	87 – 89	<i>Good &amp; better than</i>	<b>D+</b>	67 – 69	<i>Indicates below average</i>
<b>B</b>	83 – 86	<i>average work on a</i>	<b>D</b>	63 – 66	<i>work that is not satisfactory</i>
<b>B -</b>	80 – 82	<i>consistent basis</i>	<b>D-</b>	60 – 62	<i>Danger of failing</i>
			<b>F</b>	below 60	<i>Failing</i>

## EDS Grading Policy (Grades Toddler—4)

<b>O</b>	Outstanding	<b>N</b>	Needs Improvement
<b>S</b>	Satisfactory	<b>U</b>	Unsatisfactory

**Measurements of Progress for Toddler, Preschool, PreK, Kindergarten and Grade 1**—Toddler, Preschool, PreK, Kindergarten and Grade 1 teachers assess a student’s progress on a developmentally appropriate list of academic and behavioral skills rather than giving an overall letter or numeric grade.

**Measurements of Progress among Lower ‘Special’ Classes**—In the Lower School, ‘specials’ such as physical education, music, art, science, foreign language and technology are measured with a developmental assessment for students in Kindergarten and Grades 1—4 indicating progress towards mastery of subject-specific skills and objectives. Letter grades will not be assigned until Grade 5.

**Student Concerns** – Each student at Erie Day School is attended to on a variety of different levels. The learning triangle between parents, teachers and children is valued. Student-teacher relationships are fostered. In an effort towards meeting each child’s needs, ongoing progress reports and communications are exchanged among faculty and administration. If a child is demonstrating cause for concern that requires attention beyond the progress reported on School Speak, via email or phone conversations, other measures are necessary. If concerns are affecting academic performance, a student may be referred for an evaluation of cognitive, speech, vision or physical ability to enhance their school performance.

Conversely, if a behavior is note of concern, the student is given probationary status when performance falls short of EDS standards. When this happens, the following steps are taken:

- student and parents meet with the grade level teacher(s) Head of School to design and implement a plan to help the student achieve the success necessary to regain status in the school outside of probationary terms;
- a letter of understanding prepared by the Head of School outlining the steps of the plan is signed by the student and parents and placed in the student's official school file; and
- the letter is removed from the student's file when he/she has met the requirements outlined in it.

If a student fails to demonstrate improvement in two or more subject areas after the steps outlined above are taken, dismissal is to be expected at the start of the following quarter.

## Homework

Parents should use these guidelines for assessing the time to be devoted to homework *for all subjects taken together*:

Kindergarten	10 to 15 minutes
Grade 1	15 to 20 minutes
Grade 2	25 to 30 minutes
Grade 3	30 to 45 minutes
Grade 4	45 minutes to an hour
Grade 5	1 hour and 15 minutes
Grade 6	1 hour and 30 minutes
Grade 7	Up to 2 hours
Grade 8	Up to 2 hours

**Homework Policy** – Erie Day School does not assign homework for the weekend except for those Grade 8 students enrolled in Algebra I or II, English or science courses. Homework can be assigned, however, over a period of time. For example, an assignment given on Wednesday may be due Monday. Weekends can be used for the completion of long-term projects. As such, students must budget their time wisely in making sure that all homework assignments are completed and turned in on time.

**Test Policy** – In keeping with our policy not to assign homework on the weekends, Erie Day School does not schedule tests on Mondays nor on a day that the students return from a school vacation period. Students may take no more than two tests per day. Regularly scheduled quizzes such as weekly spelling, vocabulary, timed math tests, etc. take exception as they require long-term preparation.

**Parents and Homework** – For homework to be completely effective, parents or guardians must play an active role. Providing a quiet place, well-lit and free from distractions, suitable materials, and a family schedule that takes homework into account is an expectation. Parents or guardians should show an active interest in the subject matter of homework, while encouraging independence of thought, process, and product.

We encourage electronic devices to be removed from reach when assignments do not require internet research. Likewise, we encourage parents to remove access to phones and laptop computers from the bedroom after bed times. Refer to research related to social media and youth/adolescence at: [https://www.aacap.org/AACAP/Families\\_and\\_Youth/Facts\\_for\\_Families/FFF-Guide/Children-And-Watching-TV-054.aspx](https://www.aacap.org/AACAP/Families_and_Youth/Facts_for_Families/FFF-Guide/Children-And-Watching-TV-054.aspx)

**Holidays and Seasonal Breaks** – Holidays or extended seasonal breaks are for family and relaxation, therefore, homework is generally limited to reading. Students may be encouraged to use the breaks to work on long-term assignments, but adequate time is available before or after the time off to complete the task, making the use of the holiday or seasonal breaks optional.

**Tutors** – If a student is having difficulty with a particular class, the Erie Day School faculty is more than willing to assist in any way they can during school hours. Upon request, the faculty may be able to support students with an academic tutor that may be needed or desired after school hours. If assistance is needed for a prolonged period of time or if sessions take place outside of normal school hours, the teacher may charge a fee. A standard fee of \$40 per hour is contracted (separate from the school) between faculty and parents.

## Standardized Achievement Tests

The Erie Day School students participate in a number of formative and summative assessments. The following is a summary of the various testing programs. More specific information is available from the school.

**Terra Nova Standardized Achievement Test** is a research-based, national achievement test administered in Grades 1–7 each spring. The examination is used to determine the academic strengths and weaknesses of each student on a national scale. When the test results are returned to EDS, typically mid-summer, each family will receive detailed analysis of the results of the test.

**The Secondary School Admission Test (SSAT)** is administered twice yearly on dates established by the SSAT Board of Governors. SSAT is designed primarily for students in Grades 6, 7, and 8 planning to enroll in day or boarding preparatory schools. It is an excellent test for EDS students to take because it is administered to a relatively small number of participants and gives students a chance to measure their ability against a select group of students. Parents with interest in the SSAT for their child(ren) can register through <https://www.ssat.org/about/school-level/middle-level-ssat>

**Johns Hopkins Center for Talented Youth (CTY)** is a special program reserved for academically talented students in Grade 5, 6 and 7. To be eligible for the Johns Hopkins program, students must have compiled a rank in the 95th percentile or above in the areas of reading, mathematics or composite score on a major achievement test. Having met this requirement, the students in Grades 5 and 6 are invited to take the Johns Hopkins PLUS Test, and Grade 7 students are invited to sit for the Scholastic Aptitude Test (SAT)

normally given to juniors and seniors in high school. To learn more about CTY, visit [https://discovery.cty.jhu.edu/parents/?utm\\_source=google&utm\\_medium=search&utm\\_campaign=rnl0018000000ysk2z-parents-google-search-16839818815&utm\\_content=592438079721&utm\\_term=johns%20hopkins%20cty&gclid=CjwKCAjwquWVBhBrEiwAt1Kmwj7s1MTSB9R9XkFOnBv9IY2xaHz9HlzCdxSBmJnXF0fWf6iIGXoitxoCUkEQAvD\\_BwE](https://discovery.cty.jhu.edu/parents/?utm_source=google&utm_medium=search&utm_campaign=rnl0018000000ysk2z-parents-google-search-16839818815&utm_content=592438079721&utm_term=johns%20hopkins%20cty&gclid=CjwKCAjwquWVBhBrEiwAt1Kmwj7s1MTSB9R9XkFOnBv9IY2xaHz9HlzCdxSBmJnXF0fWf6iIGXoitxoCUkEQAvD_BwE)

**Dynamic Indicators of Basic Early Literacy Skills (DIBELS)** is an assessment utilized in Kindergarten and Grades 1—3 at 3-year intervals to determine progress in literacy. Parents may receive these test results from the Head of School, upon request. Otherwise the information derived from the assessment is used by the classroom teachers to determine instructional interventions, support services through Act 89 or Title I reading specialists or parent-teacher conference information. See “Special Services” below.

**Off-Campus Coursework** - Erie Day School supports the idea that students may seek academic or physical education opportunities outside of the School’s offered academic and physical education programs. For example, a child may be at an advanced level for tennis and the parents desire an early dismissal for lessons two days a week. Another example may include a high school level class. Despite the advanced opportunity, Erie Day School reserves the right to approve all such requests among their students. If it is determined that the program requested is not significantly different than that offered by the school, the request will be denied.

**High School Admission**— Occasionally, students entering Grade 8 are recommended for high school admission in a world language, math and/or science at area high schools. Parents would work hand-in-hand with teachers and administrators to prepare and plan for the entry/exit to Erie Day School if the child has been selected to take high school level courses.

## Special Services

In addition to the broad educational programs provided by the faculty at Erie Day School, several special programs are offered by other educational agencies. These services are free to students and parents because funding is provided either from city, state, or federal agencies. The services most often used are listed below. For more information about these or other services, please contact the school.

**Northwest Tri-County Intermediate Unit #5** has offices in Edinboro and Erie. The IU provides several services for our students, including speech and language therapy, remedial reading and math, psychological testing, and in-service training. Other services for visually or hearing-impaired students are available upon request. The direct services to pupils in our school require joint requests from parents, teachers, and administration. A form is completed, signed by the parents and teacher and sent to the IU office for review and scheduling.

**Nursing Services** are provided on a limited basis by the School District of the City of Erie. Based on enrollment, a school nurse is assigned to Erie Day School for one day each week. The nurse is to keep a health record for each child and arrange physical and dental exams as required. The school nurse also consults with teachers regarding student health problems and performs vision, hearing, height, weight, and scoliosis screenings. Erie Day School students and parents are subject to all laws of the Commonwealth of Pennsylvania regarding school health and immunization.

**Specialized Literacy Instruction** – Title I and Act 89 services are available to all EDS students in reading and writing, Kindergarten through Grade 6. Depending on the “home” school district of the child, eligibility is determined between Title I and Act 89 services/funding. To begin services, the reading specialist works with the classroom teacher to identify students that may require additional support or enrichment in literacy. Following a triangulation of data between DIBELS, curriculum-based reading assessments and teacher referrals, a child may be deemed appropriate for specialized literacy instruction. Parents would receive a notice of services and a timely signature would be required for the student to begin to benefit from services. Please note, if a child is referred for Title I or Act 89 services, the instructional benefit may be short or long term, depending on the level of need. Also important to note, if a child is referred for instructional intervention with the specialist, EDS administration and faculty are also acknowledging the need and strongly encourage parents to sign permissions. If a child falls behind academically, s/he may be retained in the same grade level the following year or referred to the local public school system where additional support services would be provided. Parents are strongly encouraged to realize the benefit to the child with the instructional supports available to children at Erie Day School and offer permissions when/if needed.

**Specialized Math Instruction** – Act 89 services are available to all EDS students in mathematical concepts, computation, estimation, etc., Kindergarten through Grade 8. To begin services, the math specialist works with the classroom teacher to determine eligibility based on Terra Nova scores, curriculum-based assessments and a specialized test determined by the math specialist. Following the triangulation of data, if a child is determined to be eligible for academic support or enrichment in math, the parents would be notified. A parent signature is required to begin Act 89 services with the math specialist. Please note, if a child is referred for Act 89 math instruction, the benefit may be short or long term, depending on the level of need. Also important to note, if a child is referred for instructional intervention with the specialist, EDS administration and faculty are also acknowledging the need and strongly encourage parents to sign permissions. If a child falls behind academically, s/he may be retained in the same grade level the following year or referred to the local public school system where additional support services would be provided. Parents are strongly encouraged to realize the benefit to the child with the instructional supports available to children at Erie Day School and offer permissions when/if needed.

**Speech and Language Services** – Beginning in Kindergarten, children are screened for articulation and speech development. A speech and language teacher is on staff through federal funding to not only assess incoming Kindergartners but any/all new students as they begin their educational path at EDS. If the need for specialized speech or language interventions are determined by the specialist, parents will receive notice and a permission is sought to begin services. A child’s interventions may be short or long-term depending on home practice/support as continued exercises are crucial to the success of the education. Parents are strongly encouraged to realize the benefit to the child with the instructional supports available to children at Erie Day School and offer permissions when/if needed.



## Health Policies and Procedures

**Health Guide** – Your child should remain at home if you observe any of the following symptoms:

Temperature of 100 degrees or over; sore throat with swollen glands or runny nose; skin rashes or sores; cough; nausea and/or vomiting; and any general indication of illness (vomiting, diarrhea, listlessness, etc.).

For a full list of coronavirus symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**Parents are mandated from returning children to school until they are aspirin/Tylenol free and fever free for a minimum of 24 hours.** Below is a list of childhood illnesses and suggested days of absence.

DISEASE	INCUBATION PERIOD	PERIOD OF EXCLUSION FROM SCHOOL
Influenza	1 – 4 days	Students exhibiting one or more symptom of the flu should stay home, be fever free for 24 hours, medication free for 24 hours and receive testing for COVID-19 before returning to school. Please visit: <a href="https://www.cdc.gov/flu/symptoms/index.html">https://www.cdc.gov/flu/symptoms/index.html</a> for information related to symptoms and care. An additional resource can be found at: <a href="https://www.cdc.gov/flu/pdf/freeresources/family/flu-guide-for-parents-2018.pdf">https://www.cdc.gov/flu/pdf/freeresources/family/flu-guide-for-parents-2018.pdf</a>
RSV	4 - 6 days	Parental discretion may be utilized in determining if a child is well enough to return to school 24 hours after medications are no longer needed for cough, fever, and runny noses associated with RSV. For a full list of symptoms and more information visit: <a href="https://www.cdc.gov/rsv/about/symptoms.html">https://www.cdc.gov/rsv/about/symptoms.html</a>
Coronavirus	2 – 14 days	Children that have been vaccinated for COVID-19 may not exhibit symptoms until 14 days after exposure. Parents should monitor symptoms for 14 days after an exposure to COVID-19.  If a child tests positive for the coronavirus <u>regardless of vaccination status</u> , s/he may return to school after 5 days of quarantine, is fever free for 24 hours, with zero symptoms of the virus AND with proof of a negative COVID-19 test provided to the school office. Isolation from others in the home is recommended during the quarantine period.  Family members of a parent/sibling that has tested positive will need to wear a mask while in attendance at school for the period of incubation (14 days).  If your child has been exposed to someone that tested positive for COVID-19 and <u>is not up-to-date on vaccinations</u> , a quarantine of 5-days is required. A negative test is required to return following the quarantine.  If your child has been exposed to someone with the coronavirus and <u>IS</u>

		<p><u>up-to-date on vaccinations</u>, s/he does NOT need to stay home in quarantine. Symptoms should be monitored for 14 days.</p> <p>If your child has been exposed to someone that tested positive for COVID-19 and has tested positive within the past 90 days of exposure, s/he does not need to stay home from school unless symptoms are evident.</p> <p>For timely consult on quarantine and isolation procedures visit:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html</a></p>
<b>Chicken Pox</b>	13-17 days	To return to school, there must be no evidence of a new crop and the crust must be dried on old spots ( <i>usually 6 or 7 days from appearance of rash</i> ).
<b>Impetigo</b>		A child may not return to school until given a certificate of recovery from a doctor or lesions are FULLY healed.
<b>Lice</b>	3 days	A child may not return to school until given a certificate from a doctor or by the inspection of a child's head by the school nurse. EDS will refuse attendance if a child has live lice detected and/or one or more nits recovered upon inspection.
<b>Measles, 3-Day Measles, Mumps</b>		Your child should never get these diseases because of required immunizations. If you think your child has any of these; doctor must see the child. No diagnosis can be made over the phone.
<b>Pink Eye or Conjunctiv itis</b>	1-3 days	A child may not return to school until 48 hours after a prescription medication has been applied and s/he is provided a certificate from a doctor.
<b>Scabies</b>	3 weeks	A child may not return to school until s/he is given a certificate from a doctor.
<b>Scarlet Fever</b>	2-5 days	Return may not be considered until 48 hours after starting treatment.
<b>Strep Throat</b>	2-5 days	Due to the rate of contagion, return to school may not be considered until 48 hours after starting treatment. A child must be fever-free 24 hours without medication before returning to school.

The Pennsylvania Department of Health requires the following immunizations before admission to school (*name of immunization in parentheses*):

<b>*Diphtheria (DT)</b>	4 doses (1 dose at age 4)
<b>*Tetanus (DT)</b>	3 doses (1 dose at age 4)
<b>Polio (IPV)</b>	3 doses (1 dose at age 4)
<b>**Measles (9 day or hard measles)</b>	2 doses
<b>**Rubella (German Measles) 3 days</b>	2 doses
<b>** Mumps</b>	2 doses
<b>Hepatitis B</b>	3 doses of Hepatitis B vaccine are required for students entering school for the first time
<b>Varicella (Chicken Pox)</b>	2 doses or history of disease

\* Usually given as **DTP, DTap, DT or TD**

\*\* Usually given as **MMR**

Immunizations required for Grade 7 students:

- **Tdap:** 1 dose of tetanus, diphtheria, acellular pertussis if five years have passed since last tetanus immunization; and
- **MCV:** 1 dose of meningococcal conjugate vaccine.

Recommended for all: COVID-19 vaccinations

For updated COVID-19 vaccine information:

<https://www.health.pa.gov/topics/disease/coronavirus/Vaccine/Pages/Vaccine.aspx>

For more information from the PA Department of Education and CDC related to vaccinations visit:

<https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/SchoolImmReq.aspx>

**Sickness During the School Day:** Although good attendance is of the utmost importance for learning, students who are ill and/or have a fever should not attend school. There are limited facilities on the school premises for these students to be quarantined and there is not a full-time nurse at the school. The *Health Guide* (including the table and links) is included to assist you in determining when your child should remain at home. The expectation among the community of Erie Day School is that if your child is not feeling well and running a temperature, please keep him/her home. Children should be **fever free, aspirin/Tylenol free for 24 hours prior to returning to school.**

Please call the school by 8:30 a.m. if your child will be absent from school. Many teachers request that you also notify them directly via email of your child's absence. If your child is well enough to take on the responsibility of homework, please ask the school office during this call for homework to be emailed or arranged for pick-up at the school office. It is the responsibility of the parents to arrange to receive homework electronically or pick resources up from the school office at the end of the school day. A note from parents detailing any restrictions in the child's activities is required upon the student's return. Chronic absenteeism due to illness may require a physician's excuse.

Should a student become ill or get a fever during school hours, parents or guardians will be contacted at the emergency number(s) on file in the office and asked to pick up their child.

**Medical Procedures for Administration of Medication to Students During the School Day:** The health and safety of our students are of prime importance on a daily basis. Increasingly, schools (including Erie Day School) are being asked to perform health-related tasks for which adequate service cannot be provided. One of those areas of great concern is the administration of medication, both prescription and non-prescription. The following procedures are now in place following a thorough review of what other public and private schools are providing in complying with city, county and state health regulations. We must have full parental cooperation in this very sensitive area. Please read the following guidelines carefully and help us provide the best medication support services within our existing limitations:

1. Written orders from a physician will detail the name of the drug, dosage, and time interval that necessitates taking the medication in school and diagnosis or reason for the medication to be given. *Parents will also sign the physician's order authorizing the dispensing of the medication.*
2. The physician's orders for medications to be administered for long periods of time such as the entire school year must be on file in the school's student file and any changes immediately provided.
3. The physician's order for a medication to be administered for a short period of time, such as an antibiotic, will be accepted on the physician's order blank and signed by parents.
4. The administration of any medications including the use of an inhaler, to students will be the responsibility of the administrative staff. No staff member other than the designated administrative personnel (Head of School, business manager or administrative assistant) are to administer medication to students except when special arrangements may be necessary for students on field trips.
5. Medications will be brought to school *by the parents* in a container appropriately labeled by the pharmacy. Any questions will be posed to the school nurse or a call to the physician's office.
6. Storage of medications will be stored in the school office.
7. A record will be kept to indicate that the student received his medications as ordered. (*Initial when child receives medication.*)
8. The physician will be required to renew the order form yearly in order to assure that the current order for medication is correct and to ensure the monitoring of the child's progress by his physician. A new physician's order will be required if there is a change in medication or dosage during the school year. (The change of medication order will be accepted on the physician's prescription pad form *signed by the child's parents* and will be stapled to the original physician's order for that year.)

9. All signed physicians' orders with parent authorization signature on the order will be kept on file in the school office until the end of the school year when they will be filed in the student's school health record. If the student transfers to another school during the school year, the physician's order with parent signature are to be transferred with the health record so that the receiving school will continue administration of the medication ordered.

10. The school nurse will confer with parents regarding the medication if the school's administration has questions regarding the medication, confer with physicians and pharmacies as needed and alert school staff to possible side effects of medication.

11. The Head of School or administrative assistant will administer medication and maintain records as to when medication was administered, contact the school nurse when informed that a student will need to receive medication in school and consult with the nurse regarding pupil response to the medication.

12. The teacher will report to the Head of School or administrative assistant if a student is exhibiting side effects, make sure that the student reports to the office at the designated time to receive medication and report to the head of school, business manager, or administrative assistant that there is a problem regarding a student receiving medication, especially if the desired effect is not being achieved.

***Students must not come to school with medications of any kind in their possession.*** If a student is found in possession of any medication, it will be taken from him/her and a call will be placed to the parents. Any questions pertaining to these procedures should be addressed with the Head of School. We will continue to give appropriate assistance whenever possible but not at risk to our students & school personnel. Cough drops and epi-pens are an exception and should be given to homeroom teachers to be distributed or used as needed. Inhalers and allergy tablets are NOT an exception.

**Health Service** – The following are provided with the assistance of the nurse:

Physicals ( <i>if not done privately</i> )	Kindergarten and Grade 6
Hearing Screenings	Kindergarten, Grades 1, 2, 3, and 7
Dental Screenings ( <i>if not done privately</i> )	Kindergarten and Grades 3, and 7
Scoliosis Screenings	Grades 6 and 7
Vision Screenings, Height & Weight	All grades, every year
First Aid	All grades when nurse is present

**Allergies** – Erie Day School recognizes that some foods and environmental conditions can predicate allergic reactions among some students. We recommend all parents maintain updated health records and abide by nut-free classrooms. Students packing peanut or nut products for lunch are asked to practice diligent personal hygiene before and after lunch. Many parents find Sun Butter to be a nutritious substitute for peanut butter.

## Dress Standards, Kindergarten, Grades 1- 8

All students in Kindergarten and Grades 1 through 8 are required to participate in wearing Erie Day School dress standard apparel (as listed below). Things to remember when ordering Erie Day School dress code apparel from Lands' End:

The Erie Day School logo is on file with Lands' End. The Erie Day School 'preferred school number' is **900037904**. **Hunter/classic navy plaid** is an option for skirts, jumpers, belts, headbands and ties. **Evergreen** and white are among the Erie Day School color selections for polo shirts (both long- and short-sleeve).

### General Appearance

All boys and girls in Kindergarten and Grades 1—8 should demonstrate the following: all articles of clothing should fit properly, be clean, be pressed and in good condition. Skirts, shorts and pants should be of appropriate length. Hair must be clean, well-groomed (out of student's eyes and of appropriate length), and of *natural color* (i.e. blue, pink, gray, etc. are not "natural" colors). Mohawk cuts or hairstyles of distraction will not be permitted. Students may be sent home with distractions related to hair.

### Middle School Dress Attire

Middle School students are required to have 'dress attire' to wear on announced dates. Dress attire consists of a white or light blue oxford-style shirt, long or short-sleeved; a tie (hunter/classic navy plaid from Lands' End, hunter green or navy blue); a khaki, navy blue or gray skirt or pants and dress standard shoes.

### Shirts

- White, navy blue, white, soapstone (dark gray), or evergreen polo shirts with or without logo, long- or short-sleeved.
- White, navy blue, soapstone (dark gray) or evergreen turtle neck shirts, long-sleeved.
- *White or light blue oxford-style shirts, long or short-sleeved are daily options for Middle School students and are noted as required 'dress attire' for specific events.*
- *Shirts must be of acceptable width and length.*
- Shirts are to be tucked in and buttons buttoned, with the exception of the top button.
- Cuffs on long sleeved shirts must be buttoned or rolled.
- Shirts should be ironed or wrinkle free.
- No manufacturer's logos (this includes Nautica, Lacoste, etc.).

### Sweaters and Sweatshirts

- Evergreen, white, navy blue, soapstone (gray) and off-white cardigans, with or without logo.
- Evergreen, navy, soapstone (gray) or white micro fleece half-zip pullovers, with or without logo, long-sleeved.
- Evergreen, navy, soapstone (gray) or white micro fleece full-zip fleece, with or without logo, no hood.
- Erie Day School sweatshirts (as sold by Grade 8) with the three quarter-zip and logo are permitted.
- Hoodies and spirit wear are subject to approval (e.g. participation in school trips or athletic events).



## **Pants**

- Khaki, navy blue or arctic gray blend chino pants are to be worn at waist.
- Leggings, stretch pants, cargo pants, bell-bottoms, wide-leg or low-riding pants are not acceptable (including dress down days).
- Brands with rivet construction/design are not permitted.

## **Shorts**

- Khaki, navy blue, or arctic gray Bermuda or walking blend chino shorts are preferred.
- Shorts with limited pockets are acceptable (no cargo shorts).
- Short length must not be higher than 3" from the top of the knee.
- Shorts may be worn April 1st through October 31st, weather pending.
- Shorts must be worn at waist level.

## **Skirts/Skorts**

- Khaki, navy blue, gray, hunter classic navy plaid from Lands' End skirts and skorts may be worn any day of the year.
- Length must not be higher than 3" from the top of the knee – to the front or back of the knee.
- Tight skirts are unacceptable.
- Tights are worn October 31st through April 1st and should be among the following colors: white, off-white, gray, navy, khaki, nude, or brown. Knee high socks may be an option; rather than tights.
- All skirts are to be worn at waist.

## **Jumpers/Dresses**

- Jumpers are approved apparel for girls in Kindergarten - Grade 4 and may be worn all year.
- Jumpers should be khaki, navy blue, hunter green or hunter/classic navy plaid from Lands' End, with or without logo.

## **Belts**

- Belts should be navy blue, brown, black, or hunter/classic navy plaid from Lands' End.
- Where there are belt loops, a belt must be worn.
- Belt loops may not be cut from pants or skirts.

## **Socks**

- Navy blue, black, white (girls only), off-white, gray, brown, or khaki socks (any print or pattern must be with the colors listed) should be worn.
- Girls are required to wear foldable ankle or knee socks.
- Boys are required to wear trouser socks or athletic socks without a logo.
- Socks **must** be visible above the anklebone.
- Knee high socks or tights must be work with skirts or skorts in the colors shown above. Athletic socks with logos are not an option.

## **Shoes**

- Navy blue, black, or brown comfortable dress shoes are to be worn.
- Kindergarten – Grade 3 students may wear athletic sneakers of his/her color/style choice.
- Any shoes with ties must be tied.
- Heels must not exceed 1/2".
- No shoes with wheels, boots, Birkenstocks, ballet slippers, clogs, high heels or shoes with open-toes are **not** permitted.

- Sperry brand shoes may be worn but side patterns must be kept to a minimum distraction.

## Accessories

**Ties** may be worn appropriately in the colors of navy blue, evergreen or hunter/classic navy plaid from Lands End. Ties are considered dress attire for Middle School students.

**Hair** accessories may include barrettes, hair ties or head bands in the following colors or color patterns: navy blue, white, off-white, gray, light blue, black, brown, khaki, and hunter/classic navy plaid from Lands End. *Hair accessories should NOT be of distraction (i.e. flowers, jewels, etc.).*

**Jewelry** may be worn in moderation. A watch, one ring, and one chain with a charm smaller than the size of a quarter may be worn. *One stud earring may be worn in each earlobe; otherwise accented piercings are not acceptable.*

**Backpacks** are the choice item for Toddler through Grade 8. Size is important and should be appropriate to the age/stage of the child. Middle School students are asked to refrain from carrying luggage to school as a means of a book bag.

## Dress Down Days

Dress Down Days are synonymous with “Jeans Days” and occur throughout the school year with an announcement on social media, through *The Happenings* calendar or an email. Students are required to maintain appropriate dress standards, selecting conservative clothes for the school day (e.g. no tight or excessively baggy clothing, sweatpants, excessive jewelry, mid-drift exposure, excessive pockets, etc.). Jeans may be worn. A Grade 8 privilege may include sweatpants, pending approval.

*New to EDS beginning in the 2022-23 school year is a Dress Down Day on your child’s birthday! If s/he has a summer, holiday or seasonal break birthday, your child is welcome to select another school day in which to dress down. The child’s teacher should be informed the day before the dress down birthday experience.*

## Physical Education Attire

- Preschool—Grade 4 students—sneakers only required, velcro fasteners for students that cannot tie
- Grade 5 students—sneakers only required/ t-shirt, shorts or athletic pants optional.
- Grades 6—8 students—sneakers, t-shirt, shorts or athletic pants required.
- Tank tops are **not** allowed.
- T-shirts and shorts do not need to be a specific color or brand.

## Student Safety

The following procedures and guidelines have been established to insure the safety and well- being of our students, faculty and staff:

### Emergency Safety Plan

Erie Day School has plans and procedures in place between six variances of emergencies including: fire, severe weather, electrical and technology threats, on campus threats and in-school intruders.

**Fire Emergencies** – Students, faculty and staff (including visitors) have regularly scheduled fire drills to ensure children are aware of the procedures for quick exits and outdoor locations for roll call. Various

intervals of time for the alarm are practiced so that children are aware of the proper exit doors to be utilized from different classrooms in the school. Students line up quickly and quietly, exiting the classroom in an orderly, but timely fashion. Teachers secure their cell phones, safety bags including class rosters as they exit. Outdoors, teachers implement a quick roll call to alert the safety team member nearest their group that each student is accounted for outside the classroom. The entire school rehearses the drill shifting from inside to outdoors, rain, snow or shine. Collectively, the groups move back inside when the announcement is made (from the safety team) that the school has been swept clear of students, faculty and staff. In the case of a real fire emergency, the students would likely be sent home and parents would be notified via an emergency text (and email/call) with a location for timed pick up from the head of school. There is a building of refuge should weather conditions necessitate waiting for pick up or an “all clear” announcement from fire fighters or staff. The Extended Day Program would be canceled after school in the case of a real emergency.

Note: Occasionally, we do rehearse with Erie City fire fighters in an effort to plan appropriately in the case of a real emergency.

**Severe Weather Emergencies** – Students, faculty and staff (including visitors) rehearse for occasions of severe weather emergencies that cause high winds and tornadoes at least once a year. Assigned hallways, classrooms and locker rooms that are free from glass and other dangerous exposures are utilized for proper positioning among students, faculty and staff. Wait time, silence and crouched positions with jacket coverings over head and torso are exercised during the severe weather drills. The whole school participates at once and the procedure is adjourned with an announced end over the school intercom.

**Electrical Outage Emergencies** – EDS, akin to any other home or business, occasionally loses electrical power due to any number of conditions. Students, faculty and staff (and visitors) rehearse an electrical outage procedure at least once a year. In the case of a real emergency, the head of school sends an emergency text (and email) home to communicate the power outage and the children’s well-being at school. During the outage, students are not permitted to use cell phones or electronic devices unless an emergency necessitates communication home.

School instruction continues despite the challenge that may present with light. If a classroom is too dim for instructional practices, there are other common locations in the school that can accommodate class (e.g. Taft Library, Kern Dining Room, etc.). If a true power outage extends beyond a short interval of time and it is determined that student and staff safety would be compromised due to the loss of electricity (security, nutrition, heat/cooling), the head of school notifies families of an early dismissal/pick up via emergency text and email. Extended day would be canceled for the afternoon with an early dismissal.

**Technology Emergencies** – In the case of a technology-based emergency, Erie Day School works with our local internet provider VNET and cybersecurity company, CMIT for an appropriate response. If your child is personally affected by a social media, internet, technology-based situation that compromises his/her safety while on/off campus, please notify the head of school, if appropriate. Faculty and staff are regularly notified of proactive cybersecurity measures.

**On-Campus Threats** – EDS has a detailed plan for on-campus threats that has been coordinated with the Mercyhurst University Safety Institute and the Erie City Police Department. At least twice during the school year there is a rehearsed set of protocols implemented in the case of an on-campus threat. These step-by-step procedures are known to faculty and staff and are implemented until an announced stop is given by the head of school. If there is a true on-campus threat, not only would procedures be followed, but local law enforcement become involved. Parents are notified, if appropriate, via emergency text and

email. Parents seeking details related to step-by-step protocols are welcome to contact the head of school. These procedures are not published deliberately to maintain our school's safety.

**In-School Intruders** – Erie Day School has an approved set of protocols in the event of an in-school intruder(s). ALICE and other trainings and rehearsals with the Mercyhurst University Safety Institute and Erie City Police have offered a number of safety measures that are known and implemented by faculty and staff. One-two times per year an in-school intruder drill is rehearsed. In the case of a true emergency, parents would be notified in a timely and organized fashion via emergency text and email. Parents seeking details related to step-by-step protocols are welcome to contact the head of school. These procedures are not published deliberately to maintain our school's safety.

## **Other Safety Protocols**

**Safety Committee** – Each year faculty and staff gather as a committee for safety/security and update policies and procedures based on current research, situations or recommendations. The committee members vary from year-to-year, outside of administration, so as to offer different voices and ideas related to safety, health and security. The committee meets regularly and in particular, following any emergency drill or true situation to review processes. The head of school is the safety coordinator, year over year.

**Supervision** – Part of the responsibility of the faculty is to provide adequate supervision for our students during the times in the school day when they are not in class. Therefore, a teacher or staff member is present with students before and after school with extra-curricular activities and Extended Day Programming, during instructional intervals and hallway transitions as well as recess, lunch, and dismissal until 3:30 p.m.

**Science Labs**—Lower and Middle School students will receive science and/or technology lab safety training annually. Any infraction of safety standards will result in a dismissal from the technology or science lab. Any infraction of safety standards will result in a dismissal from the technology or science lab.

**Technology** – Erie Day School works in tandem with CMIT Solutions to ensure the safety of your child while working online for a classroom research project, image, academic game or web search. We have performed due diligence in placing controls on websites that can/should be utilized in an educational setting among students in Lower and Middle School. It is important to note that despite our best attempts to ensure your child's safety online, there may be involuntary/unexpected exposure to adult or inappropriate content. In such a situation, EDS would work with CMIT to restrict the situation from reoccurring and the classroom teacher or administration would work with the child(ren) and family to address the exposure.

**Eye Safety** – Per PA Act 116, EDS provides for the use of eye protective devices by persons engaged in hazardous activities or exposed to known dangers. Every teacher, student, visitor, spectator, and every other person in any laboratory or laboratory who is engaged in or is within the area of known danger created by the use of hot liquids, solids or gases or caustic or explosive materials; the milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials; the tempering, heat treatment or kiln firing of metals and other materials; gas or electric welding; the repairing or servicing of vehicles; shall wear industrial quality eye protective devices at all times while engaged in such activities or exposed to such known dangers.

**Field Trips** – Field trips may be academic, interscholastic (athletic or performing arts) competitive, extracurricular, club related (skiing), day or overnight, in or out of state, in or out of country. To ensure safety, students will be accompanied by any parent, faculty or staff member on a field trip before, during or after school hours - provided the adult(s) have up-to-date clearances on file in the school office. Field trip protocols vary by grade level, event, duration and location, however, common practices exist such as:

- all field trips are adequately/properly supervised;
- parents with traveling students have signed and submitted the Emergency Contact/Parental Consent AND the Field Trip Authorization (see Appendix) to the school office prior to the experience;
- every adult supervisor has a list of student names and parent contacts for easy/quick reference, if needed;
- faculty supervisors are aware of any student allergies and/or medical conditions and possesses an awareness of treatment should an emergency occur;
- any/all medications that may be needed accompany the trip and children/adults have Medication Authorization/Medical Power of Attorney form (see Appendix) submitted to the school office prior to the trip;
- emergency first aid/safety equipment is carried-along throughout the duration of the trip by one or more supervisors;
- cell phones of the adults are adequately charged in the case of an emergency;
- adult supervisors are made aware of students and parents that have NOT submitted Consent to Photograph, Film or Videotape form (see Appendix) to the school office;
- any/all adults driving students have submitted proper driving information to the school office.

Student travelers should show a consistent demonstration of behaviors that meet reasonable standards during the school year up to the actual date of the trip. Students not meeting this condition will not be permitted to go on the field trip.

**Athletics** - Students that elect to participate in athletics at Erie Day School need to submit the proper forms and authorizations required by the coach and school office prior to participation. Any/all medical conditions need to be disclosed with the school nurse, athletic coach and the doctor's notification must be on file in the school office.

# Discipline Policy

**Conduct/Behavior Expectations** – Consistent with Erie Day School ideals, the school community values mutual respect, trust, personal integrity, and conflict resolution with peaceful, rational conduct. The school places emphasis on the cultivation of citizenship, self-discipline, personal accountability, and promotes an understanding of what behavior is appropriate, positive, considerate, and in the interest of the school community. Students need to recognize that certain expectations and clear limits are necessary and act accordingly. Enforcement of standards benefits both the individual student and the school community.

As with any community there are reasonable expectations that community members will conduct themselves in accordance with community standards. However, we are aware that part of “growing up” is developing those behaviors and attitudes that will assist our students in becoming the contributing members of society that we seek. It is important that the home and school work closely together in guiding our students through these formative years.

Erie Day School does not approach violations of community standards with punitive intent, but rather uses measured responses that it believes will help our students be responsible and accountable for their actions. The school prefers to view each violation as a separate incident and not as part of a “one size fits all” discipline policy. Each student is unique and brings his or her own set of attitudes and beliefs. Each requires individual attention and response, appropriate to the grade/age level.

Therefore, any student who fails to observe the school’s or individual teacher’s standards for behavior or language may be placed in lunch inconvenience (loss of recess time), in-school suspension (ISS), out-of-school suspension (OSS), or expulsion.

When appropriate, outside agencies or law enforcement may be contacted or referred to parents to assist in school concerns.

## **Erie Day School Rules:**

1. Follow given directions by faculty/staff/parent supervisor/adult volunteer the first time.
2. When expected, raise your hand before speaking and wait to be recognized.
3. Stay in your seat/at your location until your teacher excuses you.
4. Keep your hands and feet to yourself.
5. Use acceptable language showing respect for yourself, your teachers, and classmates.
6. Adhere to Erie Day School Community Standards.

**Lower School Procedures** - The teachers will clearly communicate their expectations for behavior among students. The school rules will be posted in each classroom and sent home to each family. We believe that positive comments encourage and promote acceptable behavior and that good behavior should be recognized. Teachers use a variety of methods/rewards to reinforce continued positive behavior. In the event a student needs reminding of the school or classroom rules, teachers will handle minor problems in the classroom. Repeated inappropriate behavior may result in consequences such as loss of recess time or withdrawal of privileges. The teacher will notify parents of such instances. The Head of School in consultation with the parents and teacher will handle more serious issues and remedies appropriate to the situation. Repeated issues will be met with greater consequence and may lead to dismissal.

**Middle School Procedures** - Middle School students may experience consequences due to inappropriate decision-making or behaviors. A demerit will be given for the following infractions:

1. Inappropriate language or interaction with a peer
2. Disrespect to a faculty or staff member
3. Causing disruption in the classroom
4. Absence of homework
5. Tardy arrival to class
6. Violation of a dress standard

After one demerit has been given, a student will miss recess. After two demerits have been received in one quarter, parents will be notified and after-school activities/privileges will be revoked for one week. Following three demerits in one quarter, the student will spend an entire day with the EDS Head of School in her office with in-school suspension (ISS) and if a member of Student Council or National Junior Honor Society (NJHS), he/she will be removed. Out of school suspensions (OSS) may occur in follow up to the ISS, if a demerit is earned within the same quarter. Students earning ISS or OSS will be monitored for continuance in the school community during a probationary period. It may be determined that the probationary period was unsuccessful, in that infractions of school rules continue. In which case, expulsion or dismissal would be the next and last appropriate action. For violations of a more dangerous nature (i.e. drugs, alcohol, weapons, etc.), the student will be immediately suspended and will likely be expelled from the school.

**Off Campus Behavior** - One does not cease being an Erie Day School student when not on campus. Therefore, any enrolled student who engages in behaviors and/or activities off campus that reflect poorly upon the school or cause physical or emotional discomfort to other enrolled students is subject to the disciplinary policies outlined in this *Community Handbook*.

**Erie Day School Anti-Bullying and/or Harassment Policy** - EDS strives to provide an environment that is physically and emotionally safe and secure for all students. Please refer to Exhibit A to review and sign the contents of the Anti-Bullying and/or Harassment Policy in the Appendix.

**Running in the halls/classroom** – The official school policy insists that there be no running anywhere in school or on school grounds with the exception being physical education classes.

**Physical contact** – Under no circumstances should there be any physical contact between/among students that are not part of a supervised, class activity or game. This includes but is not limited to: hitting, slapping, punching, kicking, flicking, pinching, pushing, bumping, elbowing, hand-holding, kissing, grabbing, groping, etc.

## Community Standards

**Academic Honesty** – The school considers academic honesty and integrity to be an ideal of the highest order. All students are expected always to hand in papers, tests, and projects that reflect their own work only, and never to provide assistance to others without teacher authorization. The same applies to home- work. Plagiarism or the presentation as one's own of the words, ideas, solutions, figures, or information of another without teacher authorization is a serious breach of the EDS academic standards. In cases where a student has been given another student's work to copy, both the giver and the receiver of the work will be considered guilty of academic dishonesty. Students who violate this standard will receive a zero grade.



**Athletic Standards** – Erie Day School values athletic competition, while also recognizing the need to keep such competition in the proper perspective. The integrity and intrinsic value of each individual shall be of primary concern. It is expected that athletes and spectators will behave courteously during athletic practices and contests. Any behavior that disrupts the flow of an EDS game or practice, or is contrary to the league standards will not be allowed.

**Attendance** – Regular attendance and punctuality are necessary and expected of all students enrolled at Erie Day School. Parents should refrain from travel outside the perimeters of the generous holiday and seasonal breaks offered by the academic calendar.

**Dining Room Behavior** – Students should exhibit common courtesy and good manners in the dining room. When the bell is sounded, all students will remain silent for any/all announcements or calls to action.

**Dress Standards** – The dress standards are symbolic of what the Erie Day School represents, and are therefore an integral part of the EDS education. Students are required to arrive at school neatly and properly dressed, and are expected to uphold the standard of dress as outlined in this *Handbook*. Failure to do so may result in a call home for a change of clothes with the offending student. Additional measures may include the loss of recess. See Dress Standards.

**Drugs, Alcohol, and Smoking** – The EDS Board of Trustees, administration, and faculty are keenly aware of the dangers of illegal drugs, alcoholic beverages, vaping and smoking and consider the strictest policy of prohibition, enforcement, and punishment to be an absolute necessity. The possession, sale, purchase or use of illegal drugs, alcoholic beverages, or any form of smoking materials by minors is against the laws of the Commonwealth of Pennsylvania, reflects adversely upon Erie Day School as an institution, and most importantly, has a detrimental effect upon the physical, social, and psychological health of Erie Day School students. Such conduct will not be tolerated at any time or at any place when the student is under the authority, supervision and control of Erie Day School. A student engaging in such conduct subjects himself/herself to the severest of penalties – immediate dismissal from Erie Day School.

**Electronic Entertainment Devices** – Use of electronic entertainment devices (cell phones, iPods, MP3 players, hand-held game systems, smart-watches, etc.) are not permitted during the school day, at the Extended Day Program and can only be utilized on school-related trips with permission.

**Cell Phones** – Erie Day School understands the desire of parents to allow their children to have in their possession a cell phone in the event of an emergency going to and from the school. Cell phones then, are permitted on campus but must be turned off and kept in the locker or book bag. The school provides designated school phones to be available for student use.

**Food and Beverages** – The consumption of food and beverages is permissible only in designated areas and at specified times. Chewing gum is prohibited on campus and during school-related activities.

**Forgery/Plagiarism** – Lying or misrepresentation of any kind is prohibited.

**Homework** – It is expected that homework will be completed and turned in on time. Failure to do so may result in a lower grade and may be made up during lunch inconvenience (loss of recess time). Consistent decisions to avoid homework or classroom assignments will result in an in-school suspension.

**Inflicting Physical or Psychological Harm on Others** – The Erie Day School strives to maintain a community, which is free of all forms of intimidation or harassment. The learning environment must be one in which all individuals are free to develop relationships, work, and learn without fear of intimidation, humiliation, or degradation from the unwanted and unacceptable behavior of another. Inappropriate behavior, either verbal or physical, includes, but is not limited to, unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, made on the basis of religion, disability and/or physical differences, or on the basis of personal, immutable characteristics including sex, race, or national origin, and which have the effect of creating a harassing or intimidating environment.

**Personal Property/Community Property** – Students should show respect for others' property. Everything at school belongs to someone, whether to an individual or to the community. Therefore, students are expected to never damage, take or "borrow" without the permission of the owner. A locker is assigned to each Middle School student for storage of books, notebooks and personal belongings. EDS abides with a doctrine of mutual trust, and uses no locks on the lockers (with the exception of gym lockers). Tampering with or entering another student's locker will be dealt with harsh consequences. Discretion is to be used by students when 'outfitting' their locker, using their best judgement in choosing decorations and shelving. Students may not bring valuables, electronic devices or large sums of money to school. *Although the administration will be helpful in locating lost items, the school will not be held responsible for them.*

All students are responsible for the care of the building and grounds and should make a special effort to keep them free of litter and from signs of abuse. Lockers and cubbies are the property of the school and may be inspected periodically for health and safety reasons.

**Theft** – An atmosphere of mutual trust exists at EDS, and students are expected to honor all members of our community by honoring this tradition. Stealing will not be tolerated and will likely result in an expulsion from Erie Day School.

**Possession or Use of Fireworks, Knives, Firearms, Slingshots, or Weapons of Any Kind** – The possession or use of fireworks, knives, firearms, smoke bombs, or explosives by any students while under school supervision is strictly forbidden and can lead to serious disciplinary action. No weapon shall be brought onto EDS property, to any EDS sponsored activity or on any vehicle providing transportation to or from school or a school-sponsored activity. In short, no student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The term "weapon" is intended to include any knife, firearm, shotgun, rifle, or any other tool or instrument capable of inflicting bodily injury. A student or parent who violates this rule subjects himself/herself to the severest of penalties – expulsion from Erie Day School (with consideration to age/grade level).

**Service Requirements** – Parents are asked to maintain active participation in the school community. Twelve service hours are required of each set of parents (or relative/friend), collectively, throughout the school year. Opportunities range from assisting with Parent Group or school-wide events to help in the Library or with BoxTops collections. A Parent Service Hour Form is found among the Appendices in the *Handbook* and can also be requested in the EDS Main Office.

**Threats Made to Faculty/Staff/Students** – Every member of the EDS community must feel safe on campus. In the event that a student or parent threatens anyone, either in written or verbal form, or by his/her actions, the severest penalty will be imposed - expulsion from Erie Day School - and likely will be reported to local law enforcement.

**Transportation** – Transportation is the responsibility of EDS parents, including arranging with their own school district if it provides bus service to the Erie Day School. Students who make use of bus transportation are expected to observe the guidelines that have been set up by their school district. Bus transportation is often utilized for academic and day field trips.

**Student Use of Language** – Students at Erie Day School are expected to use respectful language at all times. This includes the use of kind words towards others as well as proper English.

**Technology Usage** - The Network/Internet is provided for students and staff to promote educational excellence in our school through resource sharing, innovation, and communication. Please find the Erie Day School Technology Usage Policy within the Appendices.

## Student Recognition and Graduation

**Friday Morning Meeting** – Throughout the year student achievement is recognized at the Friday Morning Meeting. Teachers and Head of School acknowledge the academic, athletic, and artistic accomplishments of students at this weekly all-school assembly. Student talents are also showcased at the Meeting.

**Graduation** – The date and time of graduation is determined by the faculty and Head of School each year, but traditionally the ceremony is held in the evening and is dedicated to honoring the eighth-grade class. Because so much of what we do at EDS throughout the year is for the purpose of fostering community and a sense of family, Middle School students are required to attend, and share in the spirit of, the celebration. The ceremony itself is planned and personalized by the Grade 8 students and their advisor, but always includes the distribution of diplomas and presentation of honors and awards. Following the ceremony, Grade 7 parents host a reception in honor of the graduates. All those who attend graduation are invited. The following awards are presented at graduation (provided the awards have been earned).

**Headmaster's Award** – This honor is awarded to the boy or girl in the Grade 8 who best exemplified the qualities of an ideal student – one who has honor and integrity, who shows consistent high academic achievement, who contributes significantly to a school atmosphere conducive to learning, who is courteous, cheerful, and cooperative – both to fellow students and faculty. (*This is Erie Day School's highest honor.*)

**The Henry E. Fish Scholar-Athlete Award** – Presented to the Grade 8 student(s) in recognition of his and/or her contribution to the Erie Day School athletic program while maintaining a commendable academic standing throughout the school year.

**The Ruth Ehrler Service Award** – Presented to the Grade 8 boy who has been most helpful and cooperative in rendering service to the Erie Day School community.

**The Mary Walker Service Award** – Presented to the Grade 8 girl who has been most helpful and cooperative in rendering service to the Erie Day School community.

**The Michael Herron Music Service Award** – Awarded to the Grade 8 student who demonstrates not only an appreciation of the world of music but who also exhibits qualities of service to the development and support of the musical part of the school's curriculum.

**The Adele Larsen Visual Arts Award** – Presented to the Grade 8 student who has shown an interest, appreciation and skill in the visual arts.

**The Cherie Lachowski Performing Arts Award**—Presented to the Grade 8 student performer in instrumental, dance or vocal arts, whose dedicated efforts of practice and willingness to share his/her talents on stage have contributed significantly to the culture of Erie Day School.

**The Johns Hopkins University Center for Talented Youth Award** – Presented to Grade 8 students who place with distinction in verbal and/or mathematics by scoring higher than the average college-bound student on the Terra Nova and/or SSAT and participated in the CTY Camps.

**Highest Average in the Eighth Grade** – Presented to the student in Grade 8 who has the highest academic cumulative average in Grades 6-8, all subjects being considered and weighted.

**Most Improved Student** – Presented to the student in the Grade 8 who has shown the most improvement academically in grades 6-8 and who has shown development of good study skills, a positive academic attitude, and who has learned to contribute to an atmosphere conducive to learning.

**The David Gray Award** – Presented to a male and female student in the Eighth Grade who has consistently displayed the highest level of sportsmanship in team and individual sports and physical education classes.

**Coach Rob Van Rheenan Soccer Award**—Presented to the Eighth Grade soccer player who shows a passion and love for the game of soccer. He/she has a strong commitment and dedication to the Erie Day School soccer program and provide leadership both on and off the soccer field. He/she shows a strong work ethic during practices and games, and demonstrates sportsmanship toward both team and opponent.

*If more than one student fits the criteria, each qualifying student will be recipient. If no student fits the criteria, the award will not be presented.*

**The Selden Prize** - The Selden Prize, named after one of the EDS founding mothers, Zella Selden, is awarded to one incoming seventh-grade student who best exemplifies scholarship, leadership, service, kindness of character and innovative spirit. This middle schooler has remarkable academic and civic potential as noted and voted upon by Middle School faculty

# Exhibit A

## Erie Day School Anti-Bullying and/or Harassment Policy

### 1. Purpose

The purpose of this policy is to set forth the Erie Day School's ("EDS") policy prohibiting bullying and/or harassment by students. EDS strives to provide an environment that is physically and emotionally safe and secure for all students. EDS recognizes that such an environment promotes good citizenship, increases school attendance and engagement, and supports academic achievement. EDS acknowledges the negative impact that bullying and/or harassment have on student health, welfare, and safety and on the learning environment at school. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and/or harassment in any form and to demonstrate behavior that is respectful and civil.

The scope of this policy includes the prohibition of every form of bullying and/or harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school, or at a school-sponsored event, whether or not held on school premises.

### 2. Definitions

**Bullying and/or Harassment** – Bullying and/or harassment is intentional conduct that occurs in a school setting that meets all of the following criteria:

- i. Is directed at one or more students; and
- ii. Is severe, persistent or pervasive; and
- iii. Is conveyed through physical, verbal, technological (i.e. through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, bash boards, website, or wireless handheld device, currently in use or later developed and used by students) or emotional means; and
- iv. Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress; and
- v. Adversely affects a student's ability to participate in, or benefit from, EDS's educational programs or activities.

**Retaliation** – Retaliation means conduct that occurs in a school setting for the purpose of harming an EDS student, physically or emotionally, because he/she opposed an incident of bullying and/or harassment or retaliation; made a complaint or report of bullying and/or harassment or retaliation; and/or participated in an investigation of a complaint or report of bullying and/or harassment or retaliation on the alleged violator, the alleged victim, a witness or any other role.

**School Setting** – A school setting shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised or sanctioned by EDS.

### 3. Prohibited Conduct

EDS prohibits bullying and/or harassment by EDS students.

EDS also prohibits any retaliation by EDS students against a person who makes a good faith report of bullying and/or harassment or who participates in good faith in an investigation of reported bullying and/or harassment.

#### **4. Reporting and Investigation**

EDS encourages students or parents/guardians of students who believe they are being subjected to bullying and/or harassment or retaliation, or who witness bullying and/or harassment or retaliation, to immediately report such incidents to the Head of School or to any other member of the school staff, including teachers, guidance counselors, coaches, and/or administrators. Any administration, faculty or staff member who receives such a report shall immediately notify the Head of School. The Head of School or his/her designee shall complete the Bullying and/or Harassment Incident Report Form or the Retaliation Incident Report Form. A failure to immediately report may impair EDS's ability to investigate and properly address any prohibited conduct.

All reports of bullying and/or harassment or retaliation shall be investigated promptly and thoroughly by the Head of School or his/her designee. The Head of School or his/her designee will prepare a written incident investigation report.

#### **5. Disciplinary/Corrective Action**

If, after a prompt and thorough investigation, the Head of School or his/her designee finds that there has been no violation of this policy, the Head of School or his/her designee shall notify the parent/guardian of the alleged victim and the alleged violator of such a finding.

When considering appropriate disciplinary/corrective action for a student who commits an act of bullying and/or harassment or retaliation the following factors will be considered:

- i. Age, development, and maturity levels of the parties involved;**
- ii. Degree of harm (physical and/or emotional distress);**
- iii. Surrounding circumstances;**
- iv. Nature and severity of the behavior(s);**
- v. Incidences of past or continuing pattern(s) of behavior(s);**
- vi. Relationship between the parties; and**
- vii. Context in which the alleged incident(s) occurred.**

Any student who violates this policy, or who intentionally make(s) a false report or complaint, shall be subject to appropriate disciplinary/corrective action which **shall** include at a minimum: (i) documented warning; and (ii) parent/guardian notification and; (iii) conference with parent/guardian and student. Additional disciplinary action(s) that **may** be imposed include, but are not limited to, loss of school privileges, exclusion from school-sponsored activities, counseling within school, out of school suspension, and/or expulsion.

A student, who intentionally makes a false claim, offers false statements, or refuses to cooperate with the Head of School or his/her designee in the investigation regarding bullying and/or harassment shall be subject to appropriate disciplinary/corrective action.

## **6. Confidentiality**

EDS will attempt to treat all complaints of bullying and/or harassment or retaliation confidentially and will respect the privacy of all persons involved with the investigation of a complaint including, but not limited to, the complainant, the person against whom a report is filed, the alleged victim, and witnesses. Certain disclosures, however, may be necessary in order to conduct a prompt and thorough investigation.

## **7. Conflict of Interest/Recusal**

The Head of School and/or his/her designee responding to a complaint, conducting or participating in an investigation, or participating in a decision concerning possible disciplinary/corrective action (“Responders”) shall conduct themselves at all times in a manner that promotes confidence in the integrity and impartiality of the process. Responders shall not allow their family, social, or other relationships to influence their conduct or judgment. Responders also shall not convey or knowingly permit others to convey the impression that anyone is in a special position to influence the outcome of the investigation and/or disciplinary/corrective action decision. In all cases where a potential or actual conflict of interest exists, a Responder shall recuse himself/herself. In the event the Head of School has a conflict of interest, he/she shall promptly refer the matter to the Executive Committee of the Board of Trustees which shall designate a substitute Responder.

## **8. Publication/Distribution of Policy**

Within fifteen (15) days after the adoption of this policy and thereafter at least once each school year, the Head of School shall make this policy available on EDS website.



## Exhibit B

### Technology Usage Policy

The network/internet is provided for students and staff to promote educational excellence in our school through resource sharing, innovation and communication. Access to network/internet services will be provided to users who agree to act in a considerate and responsible manner consistent with the educational mission of Erie Day School. *Access is a privilege, not a right.* The smooth operation of the network/internet relies upon the proper conduct of the users and requires efficient, ethical and legal utilization of the network/internet resources.

Users may not use the network/internet in a manner or with purpose inconsistent with the education intended. Internet access is filtered at Erie Day School. Be aware that the filters are not foolproof and that students will need to continue to use search engines and URLs that are appropriate for school use.

Technology expectations include the following:

*A user may not:*

- send, display, or receive offensive messages, pictures, or other media which is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or offensive to human dignity;
- damage computers, computer systems or computer networks. A user should tell an adult if he/she believes someone is trying to damage the school's property or network;
- reveal personal information (i.e. your address or phone number of that of others);
- share personal information with friends who might carelessly share it with a stranger on the Network/Internet;
- use another user's password to log in to another account;
- trespass in another's folder, work or files;
- infect a computer or network with a virus;
- tamper with or any way adjust default or teacher-created settings on any of the school owned computers used;
- violate the federal copyright law;
- intentionally waste limited resources (i.e. paper, ink, storage space);
- access the network/internet to play non-educational games or for other non-academic activities;
- participate in any type of teleconferencing, news groups or "chat" without permission of instructional staff;
- employ the network/internet for commercial purposes; and
- use the network/internet for illegal purposes.

*A user should:*

- be aware that there are people on the network/internet who cannot be trusted. Many people on the network/internet pretend to be someone they are not. There is no such thing as privacy on the network/internet. Never send or keep anything you would not want to see in the daily newspaper; and
- utilize the network/internet in such a way that you will not disrupt the use of the network/internet by other users. Remain only on the system long enough to get your information or work accomplished and then exit the system.

Erie Day School faculty, staff and administration retain the right to review and edit any materials on user accounts. Messages related to or in support of illegal activities will be reported to authorities. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the network/internet .

Erie Day School faculty, staff and administration cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. In addition, personnel will instruct the users on acceptable use of the Network/Internet and the proper network/internet ethics, but Erie Day School and its employees cannot be held responsible for the individual's use of the network/internet.

**Violation of Technology Usage Policy:**

1st Offense: Suspension for network/internet usage for one week.

2nd Offense: Suspension for network/internet usage for one month.

3rd Offense: Permanent exclusion for network/internet.

## Appendices

### TO BE SIGNED AND RETURNED TO THE SCHOOL OFFICE prior to the start of the 2022-23 academic year



Erie Day School—2022-23

## Family Service Commitment

Erie Day School's Family Service Commitment is required of each family. Parental involvement at Erie Day School builds community and is vital to a child's education. Service hours help to: foster modeling for our students; develop camaraderie between parents, faculty, staff, and the greater school family; help to contain costs; and enhance programs. Most important is the fact that children of parents who are involved in their school are far more likely to succeed in the classroom and in life.

Each family at Erie Day School is required to complete a minimum of 12 hours of family service. *Note, the student obligation of service hours is not included in the family service requirement.* Families are encouraged to continue recording service throughout the school year, even beyond the 12 hours. It is the parent's responsibility to take the initiative and seek opportunities to fulfill their service hours. Service hour forms are available in the EDS Main Office, on SchoolSpeak, and the EDS website, [www.riedayschool.com](http://www.riedayschool.com).

All hours must be completed by parents, guardians or close family members. Family service hours may be acquired by volunteering for any Erie Day School sponsored functions. Service commitments must be completed and turned into the school office by June 5, 2020. An informational meeting pertaining to the dangers of social media and attendance at the EDS Annual Meeting (June 2, 2020) is required of parents and accounts for two hours of their service commitment.

Fulfilling Family Service Commitment requirements:

- Each family is required to serve twelve (12) hours per year. This can be accomplished by one or both parents (or other family member) for a total of 12 hours per family. It is recommended that parents endeavor to spread service hours throughout the year. Two hours of the service commitment will be accrued with the attendance at the Social Media Mandatory Meeting (date TBD) and Annual Meeting (June 2, 2020).
- Parents are responsible to complete and return Parent Service Hour Forms to the EDS Main Office no later than one week after completing each qualifying service. Hours are tracked on Parent Service Hour Forms in SchoolSpeak.
- These service hours are separate from the hours that are required for sports and will not coordinate.

See reserve side for a list of family service opportunities. **Please check the one(s) you wish to participate in.**

My signature below indicates that I have read and fully agree to abide by the following:

- My services are being offered on a voluntary basis without anticipation of financial consideration.
- I will abide by all of the policies and regulations of Erie Day School.
- I will maintain strict confidentiality of any and all information regarding students, student records, performance or progress. I understand that information about a student **cannot** be shared with anyone including those who are genuinely interest in the student's welfare such as social workers , scout leaders, clergy or nurse/physicians., as well as friends, community members, members of my own family or members of the student's family **All questions must be referred to Erie Day School's Head of School, Dr. Karen Tyler.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*continued on page 42*

## **The following are service hour opportunities:**

### Admissions Events

- ☐ Open House tour guides

### Parent Group and School Sponsored Events

- ☐ Carriage and Cocoa greeters – after school set up, clean up, and blanket sales
  - ☐ Community Card - sales and/or finding businesses for card
  - ☐ Classroom parties volunteer, fall, winter, spring
  - ☐ Field Day volunteer, spring
  - ☐ Grandparents' Day – meeting, event set up, take down
  - ☐ Ice Cream Social – day of event serving ice cream, set up and cleanup
  - ☐ Instrumental Concerts – evenings of events set up, take down
  - ☐ Parent Group Cocktail Party – evening of event set up, take down, transportation of items needed
  - ☐ Playhouse production – design and assistance of props/scenery
  - ☐ Playhouse production – after school meals coordination
  - ☐ Playhouse production – after school homework tutors
  - ☐ Playhouse production – evenings of event concessions
  - ☐ Playhouse production – before, during and after school ticket sales and seating arrangements
  - ☐ Playhouse production – costume design and/or purchases
  - ☐ Pressed Book Fair – setting arrangements
  - ☐ Room Representatives – meetings to coordinate volunteers, needs, games and communicate with classroom teacher
  - ☐ Scholastic Book Fair – setting arrangements, days of event set up and cleanup
- Teacher Appreciation Week - lunch coverage for teachers, providing lunch for teachers', set up and take down
- ☐ The Auction at Erie Day School Committee – monthly planning meetings, day of event assistance, next day take down assistance (fathers preferred), acquisition of giveaways
  - ☐ The Tea at Erie Day School Committee – monthly planning meetings, day of event assistance, acquisition of giveaways
  - ☐ Visual and Performing Arts Walk & Music Festival – evening tour guides and week of event set up, take down assistance
  - ☐ Welcome Back Coffee – afternoon setup and cleanup
  - ☐ Whale of a Sale – meetings, organization of donations, set up, working register, greeters

### Classroom Events

- ☐ Field trip chaperones
- ☐ Field trip drivers
- ☐ Gardeners – summer weeds and spring landscaping
- ☐ Photographer – events, parties, athletic games, etc.
- ☐ School Portrait Day - photo assistant

### Clerical Assistance

- ☐ Copies – Parent Group or office copies xeroxed and delivered to teachers
- ☐ Mailings – address labels and package preparations
- ☐ Yearbook – assistance with taking photographs for the *EDS Yearbook*

Exhibit D



Erie Day School — 2018-19

# Parent Service Hour Form

Parent participation is a vital aspect of Erie Day School’s community and each family is required to complete 12 service hours per academic school year. Please complete the form below when you have conducted service hours and deliver it to the EDS Main Office. Service hours take approximately 7 days to be entered into the database and can be verified by checking your SchoolSpeak account. If you have questions, contact Kate Philips (katephilips2010@gmail.com) or Dr. Tyler (ktyler@eriedayschool.com).

Parent’s Name \_\_\_\_\_ Student’s Name \_\_\_\_\_

Office use only:

Date	Project/Event	Your Responsibility	# of hours

Verified by:		Date entered:		Entered by:	
--------------	--	---------------	--	-------------	--



## **Erie Day School**

### **2019-20 Parent/Student Handbook Acknowledgement**

Please sign and return this form to the Erie Day School Main Office after reading and reviewing the *2019-20 Parent/Student Handbook* by Friday, September 13, 2019.

*\* Failure to return this form means that you and your child(ren) will abide by the rules and policies outlined in the 2019-20 Parent/Student Handbook.*

My child/children and I acknowledge that we have read, understand and agree to abide by the rules and policies set forth in the *Erie Day School 2019-20 Parent/Student Handbook* which is available at [www.riedayschool.com](http://www.riedayschool.com). We also understand that any questions relating to the *Erie Day School 2019-20 Parent/Student Handbook* should be addressed to the Head of School.

Parent/Guardian: \_\_\_\_\_

Student(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### **Acknowledgment for the Bullying and Harassment Policy**

My child/children and I acknowledge that we have read, understand and agree to abide by the rules and policies set forth in the EDS Bullying and Harassment Policy located in the *Erie Day School 2019-20 Parent/Student Handbook, Exhibit A* and also available at [www.riedayschool.com](http://www.riedayschool.com). We also understand that any questions relating to the Bullying and Harassment Policy should be addressed to the Head of School.

Parent/Guardian: \_\_\_\_\_

Student(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### **Acknowledgement for the Technology Usage Policy**

My child/children and I acknowledge that we have read, understand and agree to abide by the rules and policies set forth in the EDS Technology Usage Policy located in the *Erie Day School 2019-20 Parent/Student Handbook, Exhibit B* and also available at [www.riedayschool.com](http://www.riedayschool.com). We also understand that any questions relating to the Technology Usage Policy should be addressed to the Head of School.

Parent/Guardian: \_\_\_\_\_

Student(s): \_\_\_\_\_

Date: \_\_\_\_\_







# Erie Day School

*Learning today, leading tomorrow.*

1372 West Sixth Street

Erie, PA 16505

814-452-4273

Fax: 814-455-5184

[www.riedayschool.com](http://www.riedayschool.com)

Follow us on Facebook and Twitter.

Revised 6.28.22