



FAMILY INFORMATION GUIDE

Annual Required Notices and Information
2023-2024 School Year



"Mobilizing Community, Igniting Excellence"

www.eriesd.org | 814-874-6000

www.facebook.com/eriespublicschools

Brian J. Polito, CPA
Superintendent of Schools

Neal Brokman
Assistant Superintendent

Teresa Szumigala
Assistant Superintendent

August 2023

Dear EPS Families,

I am always excited about the start of each school year, and this year is no different. Each new year represents the chance to build on the success of the year before it – and we are well positioned to do just that.

A year ago, we did what some thought impossible: Erie's Public Schools became the first school district in the Commonwealth to emerge successfully from financial watch status, a label the state gives to districts in financial turmoil. With your help and the help of our dedicated staff, community partners and with support from the state, we have recovered from a decade-long financial crisis stronger than ever, financially and operationally, and our students are reaping the rewards.



We have invested millions of dollars in long overdue curriculum upgrades, in student supports and safety, and in facility improvements, including the \$72 million transformation of Erie High School. We will also soon break ground on the first new school construction in the district in 25 years: a new \$34 million Edison Elementary School. I am proud to say that this investment in the students and families of Erie's east side will pay dividends for generations to come.

As you may know, each of our elementary and middle schools is a United Way of Erie County Community School. Community schools are part of a model that aims to break down barriers to student success by bringing services directly into schools and connecting families with vital resources, thereby helping to decrease absenteeism, address behavioral and health concerns, and improve academic success. I am thrilled that we, in partnership with United Way, will begin to implement the Community School model at Erie High School in 2024-2025, thanks to financial support from the Erie Community Foundation. This is just another example of how we are investing in our students, and in Erie High School in particular, in meaningful and concrete ways that have a proven track record of success.

Our success doesn't happen without the support and partnership of you, our families. On behalf of the entire district, I remain deeply grateful that you have invested in Erie's Public Schools the responsibility of educating your children and helping them shape their future. Thank you for your trust. Should you have any questions or concerns, please do not hesitate to reach out to my office at 874-6002.

A handwritten signature in black ink that reads "Brian J. Polito". The signature is fluid and cursive.

Brian J. Polito, CPA
Superintendent of Schools

District Website (www.eriesd.org)



The district's website is your main source for all information related to Erie's Public Schools. The site is updated regularly with news, features, user-friendly calendars, district and school information and much more.

- Visit the **District Calendar** (www.eriesd.org/calendar) to keep up with district-wide events and any school year calendar updates. Also, visit www.eriesd.org/schools to view school homepages and see school event listings and learn ways you can become involved.
 - Visit the **District News** page (www.eriesd.org/districtnews) for highlights from Erie's Public Schools, including school and student honors, district achievements, events and more.
 - Visit our various social media accounts, including our Facebook and YouTube pages, for daily updates on everything happening within the district. Links to each page are on the home page (www.eriesd.org).
- Download our Erie's Public Schools app for important alerts, breaking news, and helpful information and resources. Available in the App store for iOS and on Google Play for Android.

Flexible Instruction Days/School Closing Information

Erie's Public Schools uses Flexible Instruction Days (FIDs) when regular attendance at school is not possible (primarily due to inclement weather). FIDs are used primarily in the case of a declared city-wide emergency or if current or forecasted weather conditions are so severe as to potentially place children in clearly dangerous or unhealthy situations (such as completely impassable streets and/or sidewalks, extremely cold temperatures, dangerous wind chill, or loss of utilities to buildings).

Decisions regarding FIDs due to inclement weather or other emergencies will be made as early as possible, usually before 6 a.m. Parents will be notified that school is closed and that a FID is in effect via the One Call system, the Erie's Public Schools website (eriesd.org), the district's Facebook page, the district's mobile app, and local television and radio station announcements.

On FIDs, students will remain at home to complete their lessons for the day. In the case of inclement weather or emergency, all district activities, including individual school programs, athletic events, and community events being held in district buildings, will be canceled.

Each student will be provided a device (iPad or Chromebook) for the school year. Lessons will be completed via the Schoology online platform. If a student does not have internet access at home, please communicate this to their teacher(s) and paper copies of assignments will be provided. Attendance will be determined by verification and completion of the lessons and/or assignments. If a student is deemed absent, they will have three (3) days per the Student Handbook to complete and submit the missed assignment(s).

All assignments will include any accommodations or modifications per students' Individualized Education Plan or 504 service agreement.

Detailed information about how to access Schoology can be found at eriesd.org under the "Students" and "Parents" tabs.



Weather and Parental Discretion Days

A note about weather: For some children in the city, school may be the safest place for them to be during inclement weather. If weather is inclement, but not severely so, schools will be kept open to serve students and families. Schools will not be dismissed early due to inclement weather unless there is a city-wide emergency. In such cases, district employees will remain at work to assist students.

In some instances, the Superintendent may announce a "parent discretion day." On parent discretion days, parents may make a determination whether to send their child to school. If a child misses school on an official "parent discretion day," the parent must send a written excuse regarding the weather-related absence with their child upon the child's return to school. Failure to do so will result in the absence recorded as unexcused.

Transportation Information

All qualifying EPS students in grades K-8 will be transported by Erie's Public Schools yellow bus. To qualify for district provided transportation, elementary and middle school pupils must reside in the City of Erie and live one and a half (1.5) miles or more from the school in which the pupils are enrolled.



- Students must be registered through the district website: <https://eriepac.scriborder.com/>.
- Please be advised that a new transportation request must be completed by all students, even if your child(ren) rode the bus in previous years.
- If eligible, stop information will be communicated to the family via the school office.
- Bus route information will be published on the district's transportation website, eriesd.org/transportation, as soon as routes are finalized. Please check the site regularly through the month of August.
- Erie's Public Schools follows current guidelines from the Centers for Disease Control and Prevention in our efforts to prevent and minimize the spread of COVID-19.

All qualifying EPS high school students will be transported to and from school via EMTA buses. To qualify for a district bus pass, high school pupils must reside in the City of Erie and live two miles (2.0) or more from the school in which the pupils are enrolled.

- All high school students must have a district-issued bus pass to ride an EMTA bus to and from school. Students can register through the district website: <https://eriepac.scriborder.com/>. **All high school students must have a bus pass by Friday, September 15, 2023** in order to ride an EMTA bus to and from school.
- Please be advised that a new transportation request must be completed by all students, even if your child(ren) rode the bus in previous years.
- High school students will utilize fixed routes available through the EMTA website. Students are encouraged to download the myStop Mobile app to plan routes and access schedule information.
- If a bus is at full capacity, the bus may leave a stop without all students being loaded or may bypass a stop; however, additional buses will be dispatched to handle additional students.

The district uses Google Maps, using the walking distance from home to school, to determine mileage eligibility for EPS transportation and EMTA bus passes. Please contact your home school's office or our district's Transportation Department at 874-6900 if more information is needed.

National School Lunch/Breakfast Program

Erie's Public Schools offer healthy meals every day. Because of the level of need of the students served, the district has been granted federal Community Eligibility Provision (CEP) status. As a result, parents no longer need to apply for free or reduced priced meals. All students, regardless of their eligibility or benefits category, will receive one free breakfast and one free lunch every school day. Students must pay for any a la carte purchases, extra meals and/or extra entrees.

For more information, contact your child's guidance counselor or the Business Office at 814-874-6040.

Working Permits

To obtain a work application and permit, a legal parent/guardian and the student applicant must visit the Child Accounting Office in the district administration building (148 W. 21st Street, Erie) between the hours of 8 a.m. and 3:30 p.m., Monday through Friday, to complete an application. The application will be completed by the parent and the Erie's Public Schools official and the permit will be issued. The student must be present to sign the permit in front of the issuing officer.

For questions, contact the Child Accounting Office at 814-874-6150.

Parents/guardians must provide the following documentation:

1. The student's birth certificate
2. The parent/guardian's valid ID (driver's license, etc.)

EPS Elementary Schools

Grades PreK - 5



School Day Schedule: 8 am - 2:30 p.m.

Diehl Elementary School

2327 Fairmount Pkwy., 16510
Phone: 814-874-6585



JoAnna Connell Elementary School

1820 East 38th St., 16510
Phone: 814-874-6785

Lincoln Elementary School

831 East 31st St., 16504
Phone: 814-874-6685

McKinley Elementary School

933 East 22nd St., 16503
Phone: 814-874-6870

Edison Elementary School

1921 East Lake Rd., 16511
Phone: 814-874-6470

Grover Cleveland Elementary School

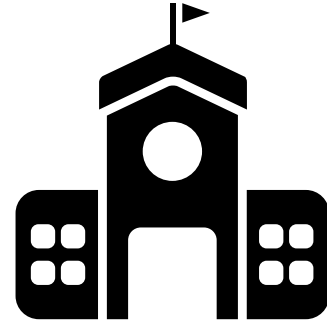
1540 W.38th St., 16508
Phone: 814-874-6670

Harding Elementary School

820 Lincoln Ave., 16505
Phone: 814-874-6550

Jefferson Elementary School

230 East 38th St., 16504
Phone: 814-874-6650



Perry Elementary School

955 West 29th St., 16508
Phone: 814-874-6485

Pfeiffer-Burleigh Elementary School

235 East 11th St., 16503
Phone: 814-874-6750

All district elementary and middle schools are Community Schools.

Learn more about our Community Schools in the Special Information section on page 19.

The most up-to-date contact information for elementary school administrators can be found at www.eriesd.org/schools.

EPS Middle Schools

Grades 6 - 8

School Day Schedule: 8:40 a.m. - 3:10 p.m.



East Middle School
1001 Atkins St., 16503
Phone: 814-874-6400



Strong Vincent Middle School
1330 West 8th St., 16502
Phone: 814-874-6500



Woodrow Wilson Middle School
718 East 28th St., 16504
Phone: 814-874-6600

Breakfast served from 8:10-8:35 a.m. in school cafeterias. Grab-and-go breakfasts available after 8:35 a.m.



EPS High Schools

Grades 9 - 12

School Day Schedule: 8:40 a.m. - 3:40 p.m.



Erie High School
3325 Cherry St., 16508
Phone: 814-874-6200



Northwest Pennsylvania Collegiate Academy
2825 State St., 16508
Phone: 814-874-6300



EPS Non-Traditional Programming

Eagle's Nest Program of Academic Distinction
1133 Pennsylvania Ave., 16503
Phone: 814-283-4595

Patrick J. DiPaolo Student Success Center at Emerson-Gridley
816 N. Park Ave., 16502
Phone: 814-874-6450

EPS Cyber Choice Academy

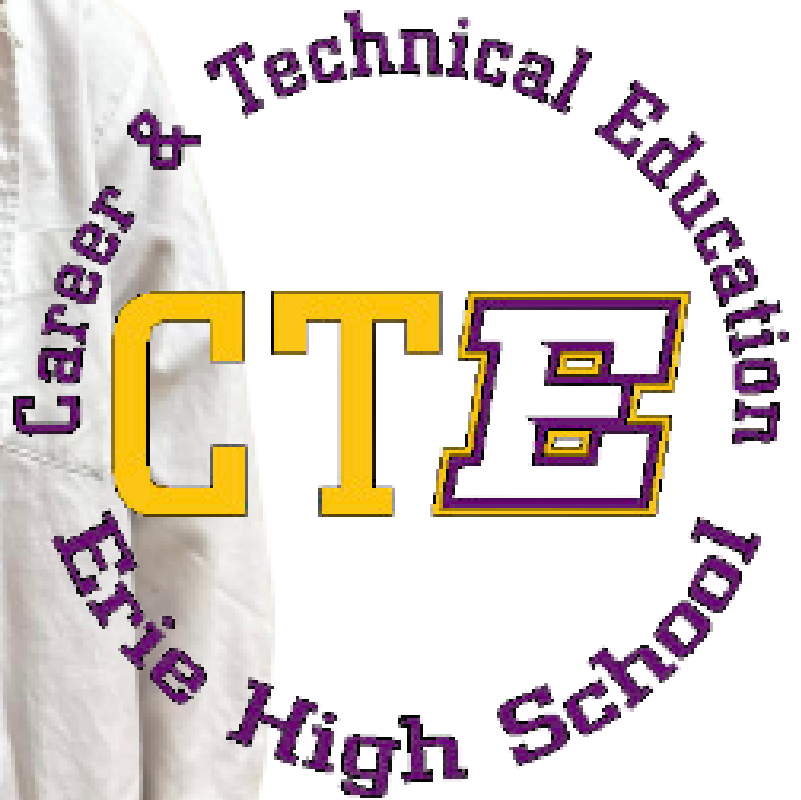
Grades K-12

Patrick J. DiPaolo Student Success Center
at Emerson-Gridley
816 N. Park Ave., 16502
Phone: 814-874-6450

Find your future

in one of Erie High School's
18 career and technical
education programs.

Learn more at
eriesd.org/cte.



CONSIDERING CYBER?



STUDENTS AT ERIE'S PUBLIC SCHOOLS CYBER CHOICE ACADEMY ...

CYBER CHOICE ACADEMY

- Access online learning platforms 24 hours a day, 7 days a week from the comfort of home.
- Work at their own pace. Some students graduate with their diploma early.
- Participate in district events, sports and clubs.
- Challenge themselves by enrolling in Advanced Placement and career and technical education course.
- Work with certified district teachers who provide support when needed through phone and e-mail. Teachers also provide in-person support in our computer labs.
- Become independent learners, Cyber students develop time management and technology skills that are critical for future success.

**Enrolling students in grades K-12.
Learn more: Visit eriesd.org/cyber
or call (814) 874-6450**

Student Health Information

To help keep your child healthy and ready to learn, the Erie School District offers health screenings conducted by certified school nurses every year. These screenings include **vision** for each student, **hearing** for students in **grades K-3, 7, and 11**, and **scoliosis** for students in **grades 6 and 7**. These screenings identify problems that may interfere with learning.

All children enrolled in Pennsylvania schools will have their height and weight measured, and then used to calculate their body mass index (BMI). BMI is a screening tool used to determine whether a child is overweight or underweight.

Your child's BMI is based on the ratio of height to weight. BMI is reported as a percentile ranking based on the child's age and gender. The Centers for Disease Control (CDC) created the percentile ranges to identify children who may be at risk for specific health problems. Children with high BMI are at increased risk for serious health conditions such as insulin resistance (a precursor to diabetes) and heart disease.

Like all screening tools, BMI can produce some false positives or negatives. For example, a student may have an artificially high BMI due to a high level of lean body tissue or muscle, as may be found in a well-conditioned athlete. That's why it's so important to follow up with your doctor if your child's BMI is high or low. Your child's BMI is strictly confidential and will not be discussed with anyone other than you and your child. Please share your child's BMI information with your child's health care provider. Your doctor or nurse is in the best position to evaluate your child's overall health.

Feel free to call your child's school nurse with any questions you have about the Growth Screening Program.

Physical, Dental and Eye Examinations

Physical examinations are required by state law for all students in **grades K, 6 and 11**. Parents may have the exam done by their own doctor if they do not want it done in school. A special form to be signed by your private physician was mailed to your home this summer. If for any reason you do not have the form, you can get one from the school office in the summer or the school nurse in the fall. Forms are also available on the district website at www.eriesd.org/health. The form must be submitted to school by October 15 **OR** your child will be scheduled for the school exam. Parents of students in grade 5 or grade 10 can submit physical examinations completed by your private physician, which will be accepted for the required physical examination for grade 6 or 11.

Dental examinations are also required by state law for all students in **grades K, 3 and 7**. Parents may also have this exam done by their own dentist. Please refer to the above paragraph regarding forms and dates. **Vision Screenings** are required annually for each student in school. The school nurse will complete the screening, which can indicate if your child has vision problems which may interfere with learning. A yearly vision examination by a licensed eye doctor is recommended in addition to the school screening to detect abnormalities that are not identified in the school vision screening. If your child receives a vision referral from the school nurse, please contact a local eye doctor and make an appointment for an eye examination. Please have the screening report completed by the eye doctor and return to the school nurse. If you have difficulty finding an eye doctor or obtaining care because of lack of insurance, please contact the school nurse or The Sight Center at 814-455-0995.

Provision of Medication

The administration of prescribed medication to students during school hours in accordance with direction by the parent and a primary health care provider will be permitted only when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not administered to him/her during school hours.

"Medication" includes all medications prescribed by a primary health care provider and any over-the-counter medications, vitamins, minerals, herbals and dietary supplements. All medications are given through the health room in your child's school. District staff may not administer any medication - prescription or over-the-counter - to your child without a written order from a physician or other primary health care provider. Parents and students are required to abide by the District's "Administration of Medication to Students in School Policy," available for review within the Student Handbook and Code of Conduct given to students at the start of every school year and also at the Student Health Service Department in the Service Center (16th and Cranberry Street). Students who have a medical need to self-administer medication during the school day (asthma inhalers/EpiPens) must be able to demonstrate their ability to self-administer this medication and also abide by the District's self-administration of medication procedures, also available for review in the locations identified above. Please contact your school principal or school nurse for details.

Standing Orders for Over-the-Counter Medication. The District's Physician has provided a standing order which authorizes the school nurse or designee to dispense certain over-the-counter medication to students in grades 6-12 to address minor ailments occurring while the student is at school (such as headaches, menstrual cramps, minor aches and pains, irritated eyes). The standing orders for Acetaminophen or generic equivalent of Tylenol and Ibuprofen or generic equivalent of Advil or Motrin and lubricating or allergy eye drops. NOTE: Contraindications to Ibuprofen are: DO NOT GIVE to students with a history of asthma, blood disorders, growths in the nose, heart disease, high blood pressure, liver disease, stroke or throat/stomach/intestinal problems. Students will only be given these standing order medications with signed parental permission. EpiPens are available in each school for use in emergency situations when a student has symptoms of anaphylactic shock. **If you do not want your child to receive this medication in an emergency situation, you must provide a written note to your child's school nurse refusing that medication.** The school supply of emergency EpiPens is not a substitution for students with known allergies who have individual doctor's orders for their own medication. Please contact your school principal or nurse for specific details.

Immunization Requirements

Children in ALL GRADES need the following:

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

* Usually given as DTP or DTaP or DT or Td

** Usually given as MMR

In addition to the above vaccinations, children ENTERING 7TH GRADE need the following:

- 1 dose of **tetanus, diphtheria, acellular pertussis** (Tdap)
- 1 dose of **meningococcal conjugate vaccine (MCV)**

In addition to the above vaccinations, children ENTERING 12TH GRADE need the following:

- 1 dose of **meningococcal conjugate vaccine (MCV)** (if one dose was given at 16 years of age or older, that shall count as the 12th grade dose)

Note: by law, immunizations must be done within the first 5 days of the school year for kindergarten (K), seventh (7) and twelfth (12) grades or the students risk exclusion from school for health and safety reasons. If a student has not received all of the required immunizations, the child's parents/guardians must work with the school administration and school nurse to see if it is possible to enter into a provisional admittance plan as established by the Pennsylvania Department of Health. Failure to provide proof of immunization and/or enter into and comply with a provision admittance plan may result in the student being prohibited from attending school.

These requirements allow for medical and religious belief exemptions. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Head Lice Policy:

Students with live head lice will be sent home from school (for treatment) at the direction of the school nurse. Once the student has been appropriately treated, s/he may return to class. Students must be checked by the school nurse upon return to school to ensure they are free from live lice. Students may attend school even if nits persist. Students will continue to be checked periodically by the school nurse to ensure they are free from live lice.

Annual Notice of Pest and Weed Management

The Erie School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present.

The pest monitoring team consists of building maintenance, office and teaching staff, and includes students. Pest sightings are reported to our IPM coordinator who evaluates and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will attempt to use the least toxic product available. Applications will be made only after normal school

hours. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of enrolled students may request prior notification of specific pesticide applications made at the school. To receive notification, you must notify the District in writing that you would like to be placed on the school notification registry. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (e.g., stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students; gel-type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals.

Each year the District will prepare a new notification registry.

If you have any questions, please contact the district's Facilities and Maintenance department at 814-874-6902.

Annual Notice of Asbestos-Containing Material

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 the district performed inspections of all school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans are on file in the administrative offices of the Erie City School District.

The Environmental Protection Agency (EPA) requires school districts to perform re-inspections of asbestos materials every three years. An accredited Inspector/Management Planner from Microbac Laboratories, Inc., performed the re-inspection of our District in 2014 and issued a report regarding the results. There were no significant changes in the condition of the remaining asbestos.

Microbac Laboratories, Inc., has been contracted to provide environmental services, which include maintaining compliance with federal regulations regarding asbestos and other regulated environmental concerns.

All asbestos-containing materials in our schools are in good condition, and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection, as well as the last six-month surveillance, are on file in the district administration office. The public may view these at any time during normal business hours. **The district's Facilities and Maintenance department is also available to answer questions about asbestos in our buildings at 814-874-6902.**

The district is committed to complying with and exceeding all federal, state, and local regulations in this area and will take whatever steps are necessary to ensure that students and employees have a safe and healthy environment in which to learn and work.

Wellness Policy

Erie's Public Schools is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.



In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance. The District's Wellness Policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

The District's full Wellness Policy is available at eriesd.org/health.

COVID-19 Precautions

Erie's Public Schools continues to follow the guidance of the Centers for Disease Control and Prevention in our efforts to prevent and mitigate the spread of COVID-19.

For current guidance and to learn about community transmission levels and prevention steps by county, visit [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

Safe Gun Storage

Erie's Public Schools is proactively working with law enforcement agencies, health agencies, student and family groups, community groups and nonprofit organizations to reduce gun violence in our community. Evidence strongly suggests that secure firearm storage is an essential component to any effective strategy to keep schools and students safe. To learn more about safe gun storage, visit <https://www.everytown.org/solutions/responsible-gun-storage/>.

The board and administration of Erie's Public Schools is committed to taking all possible steps to keep our students and staff safe inside our school buildings. We encourage parents to visit the district's website for updated information about policies and procedures related to school safety at www.eriesd.org/safety.

Erie's Public Schools Visitor Procedures

To ensure the safety and security of students and staff, as well as the orderly operation of the Erie Public Schools' educational programs, all parents, guardians and other individuals who plan to visit a building during the school day are required to follow the registration and check-in/check-out procedures. Please take time to review the following:

- All visitors to secondary schools (middle and high schools) will be required to walk through metal detectors and are subject to search of their belongings.
- Anyone planning to visit a classroom or other area of the school building during the school day should call the main office and pre-register for an appointment prior to the date of the visit. Unless it is an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, if necessary.
- Upon arrival at the school building, all visitors must register in the office before proceeding to any other part of the building.
- As part of the registration process in the front office, all visitors will be asked to sign the Visitor Register and provide their driver's license or other state-issued photo identification.
- Once registered, the visitor will be issued a visitor identification badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only and act in a manner appropriate to the safe functioning of the school environment at all times. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the building office, sign out on the Visitor Register and return the visitor ID badge.

Please note that parents and guardians who are dropping off items for a student in the front office, and who will not otherwise be proceeding into the school building proper, may do so without advance registration.

In the event of a crisis or emergency:

The district's Office of Communications is responsible for communication during a crisis or emergency. The Office of Communications will notify parents and guardians of any emergency situation and provide updates as available via the district's website, the Erie's Public Schools app, our Facebook page and the OneCall telephone notification system.

Parent-Student Reunification Procedure

The reunification process will be initiated once the proper authorities and first responders determine it is safe to do so. In an emergency, Erie's Public Schools will establish a safe area for parents to pick up their children and communicate that information as soon as possible. This area must be away from both the damage and the student assembly area. In a typical release, the following steps will be followed:

- Parents will report to the assigned area and give the name of their child/children. Note: The reunification location will be determined once the situation is under control, the scene is secure and it is determined that it is safe to begin the reunification process.
- Parent or designee (the designee must be listed as the student's emergency contact with the school) will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- Support services for the child/children will be provided/recommended as needed.

Crisis Intervention Notice

Notice is hereby given to all parents/guardians that in the event of a crisis in the schools, response teams involving both School District and outside agency staff will work collaboratively to provide crisis intervention to students in the schools. As part of this process, otherwise confidential information about students will be shared with parents/guardians as necessary and legally appropriate to share with the appropriate strategies for resolving grief as well as giving them information they may need to provide necessary medical intervention for their children. If the District, upon taking into account the totality of the circumstances, determines there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose personally identifiable information from a student's education records to any person or agency whose knowledge of the information is necessary to protect the health or safety of that student or other individuals. 34 C.F.R. §99.36

Dress Code for the 2023-24 School Year

General Rules

The following regulations regarding student dress generally apply to all District schools:

Though an individual's dress and adornment/appearance is a matter of personal preference and choice, certain styles of dress/appearance are not appropriate in school for the health, safety, welfare of students and staff.

Students will be required to change inappropriate clothing or appearance or be sent home to do so and return. For this reason, the following guidelines are established:

- | | |
|--|--|
| <p>a) Wear clothes that are not revealing or suggestive, such as see through blouses, halter tops, tank tops, bare midriffs, cutoffs.</p> <p>b) Wear clothing, jewelry, and other accessories which do not promote, encourage, or depict any form of drugs (including alcohol), obscene, lewd or vulgar language or action, or promote any illegal activity.</p> <p>c) Wear pants which are secure around the waist. Pants may not be “distressed” (e.g. have rips or holes).</p> <p>d) Wear clothing which cannot potentially cause harm to another person, damage to property, or create an unsafe environment.</p> <p>e) Wear shorts and skirts, the hem of which must be no shorter than two inches above the knee.</p> <p>f) Outdoor clothing or accessories such as coats/-jackets, windbreakers and pants, hats, bandanas, scarves, and gloves, may not be worn inside the school building. Outerwear must be placed in lockers from the arrival bell to dismissal bell and is not permitted to be worn during the school day.</p> | <p>g) Students must wear shoes or footwear appropriate for the school setting. Hard-soled shoes, including sneakers, are appropriate. Students may not wear open-toed shoes, slippers, high-heels, sandals or flip-flops to school.</p> <p>h) Hoodies: Students may wear hoodies during the school day but only if the hoodie remains down. If a student pulls the hood up during the school day, it will be considered “insubordination” as defined in the Student Code of Conduct.</p> <p>i) Specific dress requirements may be assigned to students participating in technical labs or other classes or activities that necessitate the wearing of specific clothing in order to maintain the health and safety of that student and others. These class or activity-specific rules will be established by the Building Administrator or classroom teacher and will be delineated in the class, lab or activity syllabus. Failure of a student to abide by these health and safety dress requirements may result in the student's removal from that class, lab or activity.</p> |
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The administration may impose additional limitations on dress and/or appearance if the attire or appearance causes a disruption of the educational process or constitutes a health or safety hazard.

Attendance

Pennsylvania law requires that all children between the age that they enter school as a beginner (either kindergarten or first grade, depending on when they are first enrolled) until they reach the age of 18 years attend school daily. The only reasons a child is allowed to miss school are as follows:

- illness
- death in the family
- religious holidays/religious instruction (not more than 36 hours/year)
- emergency on a case-by-case basis
- delay or absence of school bus
- educational tour/trip/high school shadow
- family trip (under limited circumstances and upon approval by the Superintendent, see below)
- court appearance
- college visitation (high school only)
- junior/senior excusal for interviews (high school only)
- dental and medical appointments
- weather emergency (if Superintendent closes schools, no written excuse required; if Superintendent declares a “parent discretion day,” written excuse required)
- Pennsylvania Agricultural Fair Act trip.

More information about the details of this list of “excused absences” can be found in the District’s Attendance Policy located in the District’s Student Handbook and Student Code of Conduct, which is given to every student at the start of each school year. Additional copies can be obtained in your child’s school office. The Student Handbook is also available in electronic form on the district’s website at www.eriesd.org/handbook.

Within three (3) days from when a student returns to school after a legal absence, he/she must present a written note to the school’s designated attendance officer providing the student’s full name, grade, homeroom, listing of the date(s) of absence and detailing the reason(s) for the absence(s). The parent must sign and date the note. Failure to submit a written excuse in three days after an absence will result in that absence being classified as unexcused. If a student accumulates more than ten (10) absences due to illness during one school year, the District will require that student to provide a written excuse from a physician or medical practitioner for every subsequent absence due to illness. Failure to provide a medical excuse shall result in the absence being classified as unexcused.

Truancy

If your child accumulates three (3) days (or their equivalent) of unexcused absences in one school year, you will receive a Truancy Notice. This notice will include a description of the consequences that will follow if your child becomes habitually truant and it will schedule a School Attendance Improvement Conference. While District Officials will make every reasonable effort to ensure your attendance, this Conference will take place even if you refuse or fail to participate. If your child accumulates six (6) days (or their equivalent) of unexcused absences in one school year, specific actions will be taken by the District, including (depending on specific circumstances and the age of your child) referral of your child to school or community based attendance improvement programs, referral to the Erie County Office of Children and Youth and/or the filing of truancy citations with the local courts.

If a truancy citation is filed, you will be ordered to appear at a hearing, and if found guilty, you will be subject to various penalties, including the payment of fines, required performance of community service or completion of programs designed to improve school attendance, and/or sentencing to jail. To avoid this result, please ensure the regular attendance of your child at school. The only reasons a child may be legally absent from school are listed under the “Excused Absence” definition in the District’s “Attendance Policy,” which is contained in the Student Handbook.

Family Trip Policy


Special permission is required for students to take family trips during the school year. At least two (2) weeks prior to the trip, the parent/legal guardian must submit a written request to the Superintendent of the District. The Superintendent will review the student’s records (attendance, disciplinary and academic). Students who have a history of attendance issues, discipline issues and/or who are in academic jeopardy may not receive approval from the Superintendent to take a family trip during the school year. The Superintendent shall only approve one family trip per student per year and the duration of that trip may not exceed five (5) school days. Family trips that are not preapproved by the Superintendent shall result in the student’s absence being recorded as unexcused and could result in truancy charges filed against the student and parents/legal guardians.

ERIE'S PUBLIC SCHOOLS


 Students Not In Attendance

 Report Cards Mailed

 Beginning/End of Marking Periods

AUGUST	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5
	6	7	8	9	10	11	12
		13	14	15	16	17	18
	19	20	21 New Teacher Induction and First Day for Counselors	22 First Day for Teachers/Teacher Assistants Act 80 Day #1	23 Act 80 Day #2	24 Act 80 Day #3	25 Nonattendance Day for Teachers/Teacher Assistants
	26	27	28 First Day of School	29	30	31	

SEPTEMBER	SUN	MON	TUE	WED	THU	FRI	SAT
						1 No School	2
	3	4 District Holiday	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29 No School Act 80 Day #4	30

DECEMBER	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22 No School District Holiday	23
	24	25 No School District Holiday	26 No School District Shutdown	27 No School District Shutdown	28 No School District Holiday	29 No School District Holiday	30 
	31						

JANUARY	SUN	MON	TUE	WED	THU	FRI	SAT
		1 No School District Holiday	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15 No School District Holiday	16	17	18	19 End of Second Quarter	20
	21	22 No School Recording Day	23 Beginning of Second Semester	24	25	26 No School Act 80 Day #8	27
	28	29	30	31			

APRIL	SUN	MON	TUE	WED	THU	FRI	SAT
		1 No School District Holiday	2	3	4	5 Report Cards Mailed	6
	7	8 No School Act 80 Day #10	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

MAY	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27 No School District Holiday	28	29	30	31	

Please note that there will be an additional Act 80 Day in April OR May, depending on the date of the May municipal primary.

2023-24 SCHOOL CALENDAR



Please note that this calendar was up-to-date at the time of printing and details are subject to change throughout the school year. Students and families are welcome to visit www.eriesd.org/calendar for the most accurate school calendar dates.

OCTOBER	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7
	8	No School Act 80 Day #5	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

NOVEMBER	SUN	MON	TUE	WED	THU	FRI	SAT
				End of First Quarter	2	3	4
	5	6	Election Day Act 80 Day #6 Non-attendance Day	8	9	Report Cards	11
	12	13	14	15	16	17	18
	19	No School Parent Conferences Act 80 Day #7		No School Non-attendance Day for students		No School District Holiday	
	26	No School District Holiday	28	29	30		

FEBRUARY	SUN	MON	TUE	WED	THU	FRI	SAT
					1	Report Cards	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	No School Act 80 Day #9	20	21	22	23	24
	25	26	27	28	29		

MARCH	SUN	MON	TUE	WED	THU	FRI	SAT
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	End of Third Quarter	23
	24	Spring Break No school for students, teachers			28	No School District Holiday	30

JUNE	SUN	MON	TUE	WED	THU	FRI	SAT
							1
	2	3	End of Fourth Quarter/ Last Day for Students	Last Day for Teachers, Teacher assistants Act 80 Day #11	Last Day for Counselors	7	8
	9	10	11	12	13	Report Cards	15
	16	17	18	19		21	22
	23	24	25	26	27	28	29

High School Commencement Dates

June 2024 - NWP Collegiate Academy
June 2024 - Erie High School





Pennsylvania Pathways to Graduation

Keystone Proficiency Pathway *Numeric or Non-Numeric Scores*

Algebra I
Proficient or Advanced

Biology
Proficient or Advanced

Literature
Proficient or Advanced

Keystone Composite Pathway *Numeric Scores Only*

At least 1 Keystone Exam scaled score is **1500 or Greater**

No Keystone Exam score is **Below Basic**

The Keystone Exam 3-score composite is **4452 or Greater**
The Keystone Exam 2-score composite is **2939 or Greater**
(where eligible under §121.1)

CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

CTE Concentrator
1 Artifact from pathway criteria

Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Alternative Assessment
1 Artifact from pathway criteria

Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Evidence-Based
3 Artifacts from pathway criteria

Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.

NOTE: Although this infographic displays a sequential progression, students may fulfill criteria under the CTE Concentrator, Alternative Assessment, or Evidence-Based Pathways prior to demonstrating proficiency in Keystone academic content through Keystone Exam scores or locally established grade-based requirements.

Accommodating Dietary Needs of Children with Disabilities - USDA Non-Discrimination Statement

Erie's Public Schools participates in federal school meal programs and is required to make reasonable accommodations for children who are unable to eat the school meals because of a disability that restricts their diet.

A "Medical Plan of Care for School Food Service" is available at every school and also on the District's publically accessible website. The "Medical Plan of Care for School Food Service" form may be used to obtain the required information from licensed medical authorities (physician; physician assistant; certified registered nurse practitioner or dentist). The written medical statement must include: (1) an explanation of how the child's physical or mental impairment (disability) restricts the child's diet; (2) an explanation of what must be done to accommodate the child; and (3) the food or foods to be omitted and recommended alternatives, if appropriate. Your submission of this written medical statement will likely trigger the evaluation process under Section 504 of the Rehabilitation Act of 1973 for determination of whether your child is eligible for protections under that federal statute.

School Nutrition Program Contact: For more information about requesting accommodations to school meals and the meal service for students with disabilities at Erie's Public Schools please contact: Jean Ager R.D., jager@eriesd.org, 814-874-6885.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, Erie's Public Schools is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the USDA Program Discrimination Complaint Form, (AD-3027) which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad3027.pdf>, from any USDA office, by calling (833)620-1071, or by writing a letter to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to: or the complainant may write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, complainants may call (866) 632-9992. Complainants must submit the completed form or letter to USDA:

- (1) By mail: Food and Nutrition Service, U.S. Department of Agriculture
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
- (2) By fax: (833)256-1665 or (202) 690-7442; or
- (3) By email: FINSIVILRIGHTSCOMPLAINTS@usda.org

Notice of Non-Discrimination

The Erie School District is an equal opportunity education institution and does not discriminate in employment, educational programs or activities based on race, color, religion, ethnicity, national origin, sex, gender, gender identity and expression, sexual orientation, age or disability, because a person is a disabled veteran or veteran of the Vietnam Era or any other legally protected class, or for engaging in any other protected activities. The District does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX, including in admission and employment practices. Additionally, the District provides equal access to Boy Scouts and other designated youth groups. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act, Title II of the Americans with Disabilities Act and the Boy Scouts of America Equal Access Act. Inquiries pertaining to discrimination on the basis of disability or alleged violations of Section 504 may be made by contacting the District's Section 504 Compliance Officer, Director of Pupil Services, Angela Kownacki at 814-874-6116, akownacki@eriesd.org, 148 W. 21st Street, Erie, PA 16502. All other inquiries implicating the other protected classes and laws listed above should be directed to the District's Title IX Coordinator. The contact information for the Title IX Coordinator can be found here: <https://www.eriesd.org/domain/576>. Complaints of Title IX sexual harassment and/or discrimination may also be referred to the Assistant Secretary of the U.S. Department of Education. The grievance procedure for reporting incidents on the basis of disability is outlined in the District's Family Information Guide in the "Section 504 Complaint Procedure" section. The procedure for reporting incidents regarding harassment, including Title IX Sexual Harassment, is outlined in the District's Student Handbook and Code of Conduct, in the "Discrimination/Title IX Sexual Harassment Complaint and Grievance" section and more specifically in District Board Policies 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and 104 "Discrimination/Title IX Sexual Harassment Affecting Staff," copies of which are available on in the District's website.

Programs for Students Eligible for Special Education and Related Services

In compliance with Pennsylvania (22 Pa.Code 14.121) and federal (34 C.F.R. 300.111) law, notice is hereby given by the School District of the City of Erie that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students) under the Individuals with Disabilities Education Act. If your child is identified by the district as possibly being in need of such services, you will be notified of applicable procedures. Special Education services are available, at no cost to parents, for children with disabilities, ages 3-21 years.

Services and Programs

Individualized services and programs are available for children ages 3 through 21 years who are determined to need specially designed instruction due to one or a combination of the following conditions:

- Developmental delays (Early Intervention)
- Autism
- Orthopedic impairment
- Multiple disabilities
- Deafness
- Specific learning disability
- Other health impairment
- Mentally gifted
- Intellectual disability
- Emotional disturbance
- Traumatic brain injury
- Speech or language impairment
- Deaf-blindness
- Hearing impairment
- Visual impairment, including blindness

Potential Signs of Developmental Delays and Other Risk Factors that Could Influence a Need for Special Education Services

Some indications that your child may be a child with a disability who is in need of special education are:

- Exhibition of an emotional disturbance over a long period of time which affects your child's ability to learn;
- Consistent problems in getting along with others;
- Difficulty communicating;
- Lack of interest or ability in age-appropriate activities;
- Resistance to change;
- Difficulty seeing or hearing which interferes with the ability to communicate;
- Health problems that affect educational performance including attention problems;
- Difficulty performing tasks that require reading, writing, or mathematics; and
- When a child who is at least three years of age — but before he/she has started school as a beginner — scores on a developmental assessment device, an instrument that yields a score in months, a score indicating that the child is delayed by 25% of the child's chronological age in one or more developmental areas and/or if the child is delayed in one or more of the developmental areas as documented by test performance of 1.5 standard deviations below the mean on standardized test(s).

Gifted Education

In compliance with state law, the School District of the City of Erie provides services designed to meet the unique needs of gifted students. The district identifies "gifted" students on a case-by-case basis based on state law and District policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability. If your child is believed to be in need of such services, you will be notified of evaluation procedures. If you believe your school-age child may qualify for gifted education services, you may contact the District at any time to request a determination of eligibility. Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

Screening and Evaluation

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school age) may be in need of early intervention programs and services, screening and evaluation processes designed to assess the needs of the child and their ability are available to you at no cost upon your request. You may request a screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening should be made to the principal of your child's school or the Pupil Services Department, 148 W. 21st Street, Erie, PA 16502, at 814-874-6100. Parents of children ages 3 to school age with requests for early intervention programs/services may request screening and evaluation by contacting the Early Intervention Office at 814-874-6155. Details regarding time and location of screening and evaluation activities conducted by the Erie School District for either school-age or pre-school-age children are available from these sources.

Chapter 15/Section 504 Annual Notice

In compliance with state and federal law, and 22 Pa. Code Chapter 15, the School District of the City of Erie will provide to each qualified student with a disability (which term is to have the same meaning as "protected handicapped student" as defined and used in 22 Pa. Code Chapter 15), without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities, as required by Chapter 15 of the Pennsylvania Code, Title 22 and Section 504 of the Rehabilitation Act of 1973. In order to qualify as a student with a disability, the child must be of school age with a physical or mental impairment that substantially limits a major life activity. These services and protections for qualified students with a disability under Chapter 15/Section 504 are distinct from those applicable to students who are eligible to receive special education and related services under Chapter 14/IDEA. For additional information related to Section 504/Chapter 15 services, parents should contact the District's Pupil Services Department at 814-874-6100 to acquire more detailed information on the rights of parents and children under Chapter 15 and Section 504, the provision of services to students under these laws, evaluation and screen procedures and also due process rights.

Individuals with Disabilities Education Act (I.D.E.A.)

The School District of the City of Erie complies with the Individuals with Disabilities Education Act. Procedural safeguards for students ages 3 through 21 are available at all School District buildings or through the Special Education Department, 148 West 21st Street, Erie, PA 16502.

More Information

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), and rights to due process procedures, you may contact your child's building principal, the Child Study Office, or the Early Intervention Office.

Confidentiality and Notice Regarding Retention and Destruction of Special Education Records

All information gathered in the evaluation, identification, and programming of children who may require special education services is governed by confidentiality requirements under Pennsylvania and federal law, specifically, the Individuals with Disabilities Education Act and the Family Education Rights and Privacy Act. Records generated by this process, as well as records sought from non-school agencies, are confidential and protected by both federal and Pennsylvania legislation. Information to/from outside sources cannot be requested/released without written parental consent and the District does not disclose personally identifiable information about students except as when so authorized under these laws. Information about confidentiality and access to your child's education records is available from your child's building principal, the Child Study Office, or the Early Intervention Office and is also described in this Family Information Guide.

Personally identifiable information no longer relevant to and necessary for the provision of Special Education and services to a student who has attended the School District of the City of Erie shall be destroyed annually by the School District of the City of Erie. However a written record of a student's personally identifiable information, such as name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed, shall be maintained for 100 years beyond the date the student attains the age of twenty-four years.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

The District will destroy all other Special Education records, except for the personally identifiable information as listed above, for all students eligible under the Individual's with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973 who were born before the year 1995. These records will be destroyed after June 30, 2024. Those who want to claim their Special Education records prior to the date of destruction must call 814-874-6102 to make an appointment to secure their personal Special Education records at the Erie School District Administration Building, 148 West 21st Street, Erie, PA.

The School District of the City of Erie Board of Directors defines "Special Education records" as follows: "Special Education, Gifted Education and Chapter 15 / Section 504 Service plan documents, consistent with the definition of "education records" in 34 C.F.R. part 99, which include in this context but are not limited to: Permission to Evaluation (Consent), Permission to Evaluate (Request), Permission to Re-evaluate (Consent), Permission to Re-evaluate (Request), Gifted Written Report, Evaluation Report, Re-evaluation Report, Individualized Education Programs, Gifted Individualized Education Program, Invitation to attend IEP meeting, Invitation to attend GIEP meeting, Notice of Recommended Education Placement, Notice of Recommended Assignment, Chapter 15 (504 Service Agreement), and other related documents and records which have been maintained by the District and were considered by the District and / or the IEP team in making any FAPE decision, including but not limited to decisions regarding eligibility, evaluation, necessary services and accommodations, content of individualized education programs and / or Section 504 / Chapter 15 service plans, placement, etc., of any eligible student.

Erie's Public Schools & United Way of Erie County Community Schools Program

Community Schools are a strategy for organizing school and community resources around student success. Each Community School is both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, services, supports and opportunities leads to improved student learning, stronger families and healthier communities. Schools become centers of the community, open to everyone, all day, every day, evenings and weekends.

The Community School model is currently in place at all elementary and middle schools in the school district, and is scheduled to be in place at Erie High School in 2024-2025.

To learn more about the Community School model, please visit www.eriesd.org/communityschools.

2023-2024 Legal Information

The School District of the City of Erie (“District”) is obligated, pursuant to various federal and Pennsylvania laws, to notify the parents/guardians of District students of their rights regarding various issues. The following information will explain these important concepts and give required notifications of student and parent/guardian rights on the various topics set forth below.

1. Every Student Succeeds Act (“ESSA”).

The Every Student Succeeds Act was signed into law on December 10, 2015. The ESSA replaces the No Child Left Behind Act and provides more flexibility around federal education policy by shifting authority back to states and communities. The Pennsylvania Department of Education, with input from key stakeholders throughout the Commonwealth, submitted Pennsylvania’s amended ESSA Consolidated State Plan to the United States Department of Education and that Plan was approved on January 20, 2023. Erie’s Public Schools will implement all required components of the plan and will provide required legal notifications and updates to students and parent throughout this school year via regular US mail and/or on the District’s publicly accessible website. The ESSA requires that all teachers and paraprofessionals working in programs supported by Title I funds meet the applicable Pennsylvania certification and licensing requirements. EPS Schools that receive Title I funds must provide to each individual parent of a child who is a student in such school timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable Pennsylvania certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. 20 U.S.C. §6312(e)(1)(B). Accordingly, if your child is being taught by a teacher who does not meet the “appropriate state certification” guidelines, you will receive written notification from his/her school.

2. Right to request teacher and paraprofessional qualifications. Parents/guardians have the right to request information regarding the professional qualifications of their child's classroom teacher/s including the following:

- a. Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- b. Whether the teacher received an emergency or conditional certificate through which state qualifications were waived,
- c. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration, and
- d. Whether their child is provided services by paraprofessionals, and, if so, their qualifications. Additionally, parents/guardians shall be notified by the District administration if or when their child is taught by a teacher who does not meet the definition of "appropriate state qualification" for four consecutive weeks.

3. Right to request state assessment information. At any time, parents/guardians can request:

- a. Information on policies regarding student participation in state assessments and procedures for opting out, and
- b. Information on required state assessments that includes: subject matter tested, purpose of the test, source of the requirement (if applicable), amount of time it takes students to complete the test, and time and format of disseminating results.

4. Homeless children and youth. The No Child Left Behind Act and the McKinney-Vento Homeless Assistance Act, as amended by the ESSA, require that homeless children and youth have full and equal access to an appropriate public education and that they experience success in school. Homeless students shall have access to the same educational programs and services provided to other District students. Students shall not be discriminated against, segregated, or stigmatized based on their status as homeless. The District administration shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, eliminate existing barriers to their attendance and education and keep identified homeless children in their school of origin.

Students enrolling in the District who are, or become, homeless students should notify the District of that fact so the District can better ensure that the student’s rights under federal and Pennsylvania law are explained to them and to their parents.

“Homeless students” are defined as individuals lacking a fixed, regular and adequate nighttime residence. “Homeless students” include:

- a. Children and youth sharing the housing of other persons due to loss of housing or economic hardship.
- b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- c. Living in emergency or transitional shelters.
- d. Abandoned in hospitals.
- e. Living in public or private places not designed for, or ordinarily used as, regular sleeping accommodations for human beings.
- f. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- g. Migratory children who qualify as homeless because they are living in circumstances described in this definition.

If permanent housing is secured during the course of the school year, the student will continue to be considered homeless for the remainder of the current school year, and the student may remain at the school of origin during that period of time.

The District’s local liaison for homeless children and youth is Ms. Chandra Slocum, who can be reached at 814-874-6015. The local liaison serves as the primary contact between homeless families and school staff, district personnel, shelter workers and other service providers. The local liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

5. Migrant student education. Pursuant to the No Child Left Behind Act, as amended by the ESSA, and Pennsylvania’s Migrant Education Program, the District cooperates and participates in the Northwest Pennsylvania Tri-County Intermediate Unit’s (“IU”) migrant education program for the benefit of migrant children attending District schools. A migrant child is a child age 3-21 years who has moved across a school district line with/or to join a migrant parent or guardian, or on their own, within the preceding 36 months, in order to obtain temporary or seasonal employment in qualifying agricultural or fishing work including agri-related businesses such as meat or vegetable processing. The District works in conjunction with the IU to improve and coordinate the educational continuity for migrant workers or the children of migratory workers who reside within the District and encourages the parents/guardians of migrant children to inform the District of that status so the District can better ensure the student’s rights under federal and Pennsylvania law are explained to him/her and to his/her parents.

6. English Learners. English Learner (“EL”) students are those students whose first language is not English and who are in the process of learning English. The District provides language instruction for students who are determined to be English Learners. If your child is identified to participate in the District’s English Language Development (“ELD”) program, you will be notified of further details about your child’s rights and participation in the program at that time. The District delivers its ELD programs both at its Newcomer Academy and also within students’ home schools. Additionally, if your child participates in the District’s ELD program, you will receive notice of opportunities to attend meetings for the purpose of formulating and responding to recommendations from parents of students who are English Learners and identified for participation in the ELD program. Parents of currently enrolled ELs will be provided with the following information within 30 days of the start of each school year:

- A notification of their child’s continued participation in the Language Individualized Educational Program (“LIEP”)
- A description of the LIEP including its intended benefits for their children and an explanation of its effectiveness
- A notification of their right to refuse services as outlined in this document
- A description of any Title III supplemental services being offered by the District (if applicable)
- A notification of their right to refuse Title III supplemental services (if applicable)

7. Victims of violent criminal offenses/persistently dangerous schools. The Unsafe School Choice provision of the federal No Child Left Behind Act, 20 U.S.C. §7912, as amended by the ESSA, requires Pennsylvania to establish and implement a policy requiring that a student attending a “persistently dangerous school” or who becomes a “victim of a violent criminal offense” while in or on the grounds of a District school that the student attends be allowed to attend a safe school within the District. As required by the No Child Left Behind Act, the Pennsylvania Department of Education has adopted standards for identifying “persistently dangerous schools” and for students who become “victims of violent criminal offenses.”(22 Pa. Code §403.6) It is the policy of the District to abide by these standards, as set forth below.

a. Persistently dangerous schools. No school in the District is presently has been designated a “persistently dangerous school.” If a school is designated as such, the District will notify the parents/guardians of all students of that designated school of their rights regarding their continued attendance at that school.

b. Victims of violent criminal offenses. The terms “victim” and “violent criminal offense” have the following meanings:

- i. “Victim” or “Student Victim” shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that he or she attends.
- ii. “Violent Criminal Offense” is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes (the Pennsylvania Crimes Code): kidnapping; robbery; aggravated assault (on the student); rape; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; attempt to commit any of the following: homicide, murder or voluntary manslaughter.

1. Student Opportunity to Transfer.

- a. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that he or she attends must be offered the opportunity to transfer to a safe public school within the District, including a charter school.
- b. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student’s parent or guardian, or school officials.
- c. A student victim (or his or her parent or guardian) may apply to the District to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities.

2. Procedural requirements if a student is a “victim of a violent criminal offense.”

- a. Within ten (10) calendar days of receiving notice of the violent criminal offense, the District administration shall notify the student victim that he or she has the right to transfer to a safe public elementary or secondary school within the District, including a public charter school.
- b. The notification and offer to transfer shall state that no student is required to transfer to another school.
- c. Upon receipt of an application to transfer, the District administration should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application.
- d. A parent/guardian is not guaranteed to be able to transfer their child to the school of his/her choice. However, when considering a student’s request to transfer to another school, the District administration should take into account the particular needs of the student and the parent.
- e. A charter school only has to accept a student who meets its admission criteria if space is available.
- f. If there is not another safe school within the District to which students may transfer, the District administration is encouraged, but not required, to establish an agreement with a neighboring school district to accept the transfer of students.

8. “Comprehensive support and improvement” or “targeted support and improvement” status. ESSA requires every state to develop a plan to identify schools which need support and improvement. Pennsylvania’s ESSA Consolidated State Plan utilizes the Future Ready PA Index to meet this federal requirement. The Future Ready PA Index is a school progress report generated by the Pennsylvania Department of Education that increases transparency around school and student group performance and provides Annual Meaningful Differentiation data which is used to identify schools for “comprehensive support and improvement” (“CSI”) or “targeted support and improvement” (“TSI”). If the District receives notices from the Pennsylvania Department of Education that any school in the District has been identified for “comprehensive support and improvement” or “targeted support or improvement,” CSI or TSI, the District shall promptly notify the parents of every enrolled student in that identified school of all information required by 34 CFR §§200.19 – 200.31.

Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives request for access.

Parents or eligible students should submit to the school principal (or other designated school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Please note records of the District’s law enforcement unit, (the District’s school police force) which were created by the law enforcement unit, were created for a law enforcement purpose and are maintained by the law enforcement unit, are not “education records” within the meaning of FERPA.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Erie School District to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. While you may request a listing of all of the exceptions, the three most common of these exceptions to the prior consent rule are as follows:

- a. The District may disclose education records to “school officials” with “legitimate educational interests” without obtaining the prior consent of parent(s). A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer or a person or company with whom the District has contracted to perform a special task or who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, insurer, therapist or student teacher; or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. Upon request, the school will disclose education records without consent to officials of another school district in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
- c. Unless directed otherwise in writing by eligible students or parents, the District may disclose without consent “directory information,” which consists of the following information: the student’s name, parent’s or guardian’s name(s), sibling name(s), address, telephone number (Student, Parent/Guardian), date and place of birth, electronic mailing address, dates of attendance, grade level, photograph, videos and student interviews, major fields of study, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, enrollment status, weight and height of members of athletic teams and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. For more detailed information regarding directory information, see below.

NOTE: Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parents or eligible student, FERPA requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Erie School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Erie School District may disclose appropriately designated "directory information" without prior written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Erie School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/eligible student's prior written consent unless the parent or eligible student has advised the District that they do not want the information disclosed without their prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The Erie School District has designated the following information as directory information:

- Student's name
- Parent's or Guardian's name(s)
- Sibling's name(s)
- Telephone listing (Student and Parent/Guardian)
- Photograph
- Videos and student interviews
- Major field of study
- Grade level
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Enrollment status
- Other similar information that would not generally be considered harmful or an invasion of privacy if disclosed
- Address
- Electronic mailing address
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports

Directory information does not include a student's (1) Social Security number, or (2) student identification (ID) number, user ID, or other unique personal identifiers used by the student for purposes of accessing or communicating in electronic systems, except those identifiers may be included in "directory information" if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user. NOTE: Parents and eligible students may not use their right to opt out of directory information disclosures to prevent the District from requiring students to wear student identification badges or cards that display information that may otherwise be designated as directory information. If a parent or eligible student has an objection to wearing student identification badges, the reasons for the objection should be articulated to the Administration and will be dealt with on a case by case, consistent with applicable Pennsylvania and federal laws.

In addition, section 8528 of the Every Student Succeeds Act requires that the District shall provide access to secondary school students' names, addresses and telephone listings upon requests made by military recruiters or institutions of higher education unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the Erie School District to disclose directory information from your child's education records or disclose the above-listed information to recruiters from the military or institutions of higher education without your prior written consent, you must so notify the District in writing by September 13, 2023.

Questions or written requests should be directed to: Erie City School District, Angela Kownacki, Director of Pupil Personnel Services, 148 West 21st St., Erie, PA 16502 - Phone: 814-874-6116.

Children's Online Privacy Protection Act (COPPA) of 1998, 15 U.S.C. 6501-650

COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. Erie's Public Schools (EPS) utilizes a variety of online platforms to collect, access and analyze student data to improve academic instruction and school performance. In doing so, EPS is also committed to complying with COPPA and believes strongly in the intent of the law: to protect children under age 13 and account for the dynamic nature of the Internet.

The Protection of Pupil Rights Amendment, discussed in more detail on the following page, requires that EPS provide notice to parents of the instructional materials used as part of the educational curriculum within the district which may involve the collection, disclosure or use of personal information obtained from students, as defined by COPPA, for marketing or to sell or otherwise distribute the information to others. Parents have the right to inspect, upon request, the websites that are used as part of the instructional materials.

Certain sites and services have been approved for use district-wide or for particular schools/grade levels. You can access this list on the EPS website under both the "Parents" and "Notices" pages. That list provides links to the operators/ direct notices regarding their information practices.

Section 504 Complaint Procedure

It is the policy of Erie's Public Schools not to discriminate on the basis of disability. Erie's Public Schools has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The District's Director of Pupil Services, who may be reached at 814-874-6050 has been designated Erie's Public School's Section 504 Coordinator and is responsible for coordinating Erie's Public Schools' compliance with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Erie's Public Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Erie's Public Schools' Complaint Procedure is summarized below. A more detailed explanation of the Complaint Procedure is articulated in Board Policy 103.1, "Nondiscrimination – Qualified Students with Disabilities," which can be accessed on Erie's Public Schools' website.
Procedure:

- 1. Step 1 – Reporting.** A student or parent/guardian who believes the student has been subject to conduct by any student, employee or third party that constitutes a violation of the District's nondiscrimination on the basis of disability policy is encourage to immediately report that incident to the Section 504 building administrator or to the District's Section 504 Coordinator. The complainant will be encouraged to use the District's report form, available from the Section 504 building administrator or Section 504 Coordinator or to put the complaint in writing; however oral complaints will be accepted, documented and investigated per District policy.
- 2. Step 2 – Investigation.** Upon receiving a complaint under this policy, the Section 504 building administrator must immediately notify the Section 504 Coordinator of the complaint. The Section 504 Coordinator will assign the responsibility to perform the investigator to an appropriately qualified individual ("the investigator"), who will conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to submit information they believe relevant to the investigation to the investigator. The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the investigation.
- 3. Step 3 – Investigative Report.** The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and Section 504 Coordinator establish a different due date. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy or other laws or Board policies which may warrant further District action, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation (e.g., whether the investigator believes the allegations to be founded or unfounded) within a reasonable time of the submission of the written report to the extent authorized by FERPA and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.
- 4. Step 4 - District Action.** If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of District policy, the District shall take prompt corrective action designed to ensure that such conduct ceases and that no retaliation occurs. Disciplinary actions shall be consistent with the Student Handbook and Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements and state and federal laws.
- 5. Step 5 – Appeal Procedure.** If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the District's Section 504 Coordinator within fifteen (15) school days. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation. The Section 504 Coordinator shall prepare a written response to the appeal with twenty (20) school days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

The availability and use of this complaint procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Erie's Public Schools will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- a. Political affiliations or beliefs of the student or student’s parent;
- b. Mental or psychological problems of the student or student’s family;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of others with whom respondents have close family relationships;
- f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g. Religious practices, affiliations, or beliefs of the student or parents; or
- h. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request, and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Privacy Practices

This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us.

Our Legal Duty

We are required by applicable federal and state law to maintain the privacy of student and employee health information. In the case of students, this requirement arises from the Family Educational Rights and Privacy Act (“FERPA”). However, in certain limited circumstances, another federal law also applies to student and employee health information. This other federal law is called the Health Insurance Portability and Accountability Act (“HIPAA”). HIPAA’s privacy rule specifically excludes from its coverage those records that are protected by FERPA and, therefore, any health information that is contained in an “education record” maintained by the school district is excluded from HIPAA’s definition of “protected health information.” However, in those limited circumstances where FERPA does not apply to student health information, HIPAA requires us to provide this Notice describing our privacy practices, our legal duties, and the rights of students and employees concerning their health information. This Notice is provided to students and their parents/legal guardians by inclusion in this Family Information Guide and is distributed to all employees. We must follow the privacy practices described in this Notice while it is in effect as those practices relate to the types of student and employee health information protected by HIPAA (“Protected Health Information” or “PHI”). To the extent it relates to a minor or unemancipated student’s health information, this Notice contemplates that most rights and/or decisions concerning PHI will be exercised and/or made by the student’s parent or guardian. This Notice takes effect on the effective date indicated below. We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all PHI that we maintain, including PHI we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request. Employees and students may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

Uses and Disclosures of Health Information

Unless further restricted by any applicable state law, we may use and disclose PHI without an authorization as follows:

Treatment: We may use or disclose PHI to another physician or other health care provider providing treatment to an employee or student. For example, if a student transfers to another school, we may disclose PHI to the new school. If a student or an employee needs to be sent to the hospital for emergency medical treatment, we may disclose PHI to the ambulance service and to the hospital.

Payment: In some circumstances, we may be able to receive reimbursement for the medical care provided to students or employees. We may use and disclose PHI to obtain payment for such services. For example, we may provide PHI to Medicaid or the ACCESS program in order to get paid for taking care of a student. To do this, we will provide PHI to the billing company that handles our reimbursement claims.

Health Care Operations: We may use and disclose PHI in connection with our health care operations. Health care operations include quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

Other Uses and Disclosures Permitted Without an Authorization:

We may use and disclose your health information, without having you sign an authorization form, for the following reasons:

1. Where the Disclosure is Required by Law, in Judicial or Administrative Proceedings, or by Law Enforcement.

For example, we may disclose your protected health information if we are ordered to do so by the Court, under a warrant or subpoena, or if a law requires that we report that sort of information to a government agency or law enforcement authorities, such as in the case of a dog bite, suspected child abuse or neglect, or a gunshot wound.

2. Where the Disclosure is for Public Health Activities. Under the law, we need to report information about certain diseases, about problems with certain medications, and about any births and deaths, to government agencies that collect that information. We may also need to provide some health information to the coroner or a funeral director, if necessary, after a patient’s death.

3. Where the Disclosure is About Victims of Abuse, Neglect or Domestic Violence. For example, we may disclose your protected health information if we reasonably believe that you are the victim of abuse, neglect or domestic violence to a government authority, including a social service or protective services agency, authorized by law to receive reports of abuse, neglect, or domestic violence.

4. For Health Oversight Activities. For example, we will need to provide your health information if requested to do so by a government agency that oversees a health care benefits program like Medicare or Medicaid, when you receive benefits from such a program. We will also need to provide information to government agencies that have the right to inspect our facilities or to investigate health care practices.

5. Uses or Disclosures for Specialized Government Functions. For example, we may disclose protected health information to authorized federal officials for the conduct of lawful intelligence, counter-intelligence, and other national security activities. We also may disclose protected health information to a correctional institution or a law enforcement official having lawful custody of a student or employee under certain circumstances.

6. For Workers’ Compensation. We may provide your health information as described under the workers’ compensation law, if your condition was the result of a workplace injury for which you are seeking workers’ compensation.

7. To Business Associates. We may disclose protected health information to a business associate and may allow a business associate to create or receive protected health information on our behalf if we obtain satisfactory assurances that the business associate will appropriately safeguard the information.

Uses and Disclosures for Care and Notification Purposes

We may use and disclose your protected health information to notify, or to assist in the notification of, a family member, a personal representative, or another person responsible for your care, regarding your location, general condition, or death. For example, if you are hospitalized, we may notify a family member of the hospital and your general condition. In addition, we may disclose your protected health information to a disaster relief entity, such as the Red Cross, so that it can notify a family member, a personal representative, or another person involved in your care regarding your location, general condition, or death.

Other Uses and Disclosures Require Your Prior Written Authorization

In situations other than those categories of uses and disclosures mentioned above, or those disclosures permitted under federal law, we will ask you for your written authorization before using or disclosing any of your protected health information. In addition, with certain exceptions provided for by law, we must ask for your specific written authorization to disclose information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, or HIV status. If you choose to sign an authorization to disclose any of your health information, you can later revoke it to stop further uses and disclosures to the extent that we have not already taken action relying on the authorization. Your authorization must be revoked in writing.

Rights of Students and Employees

- **Access:** Students and employees have the right to look at or get copies of their health information, with limited exceptions. A student or employee may request that we provide copies in a format other than photocopies. We will use the format the student or employee requests unless we cannot practicably do so. The student or employee must make a request in writing to obtain access to PHI. We may charge a student or employee a reasonable, cost-based fee for expenses such as copies and staff time needed to make copies of PHI. If the student or employee prefers, we will prepare a summary or an explanation of the PHI for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.
- **Disclosure Accounting:** Students and employees have the right to receive a list of instances in which we or our business associates disclosed their PHI for purposes, other than treatment, payment, health care operations and certain other activities, for the last six years, but not before April 14, 2003. If a student or employee requests this accounting more than once in a 12-month period, we may charge the student or employee a reasonable, cost-based fee for responding to these additional requests. A student or employee must make a request in writing to obtain an accounting of our disclosures.
- **Restrictions:** Students and employees have the right to request that we place additional restrictions on our use or disclosure of their health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement, except in an emergency.
- **Alternative Communication:** Students and employees have the right to request that we communicate with them about their PHI by alternative means or at alternative locations. The student or employee must make their request in writing. Such requests must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location the student requests. We will accommodate all reasonable requests.
- **Amendment:** Students and employees have the right to request that we amend their health information. A request from a student or employee must be in writing, and it must explain why the information should be amended. We may deny such requests under certain circumstances.
- **Electronic Notice:** If you receive this Notice on our Website or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

Questions and Complaints

If employees, students, parents, or guardians want more information about our privacy practices or have questions or concerns, please contact us. If students or employees are concerned that their privacy rights have been violated, or disagree with a decision we made about access to their health information, or in response to a request to amend or restrict the use or disclosure of his or her own PHI, or to have us communicate by alternative means or at alternative locations, the student or employee may complain to us using the contact information listed at the end of this Notice. Students and employees may also submit a written complaint to the U.S. Department of Health and Human Services. We can provide the address to file your complaint with the U.S. Department of Health and Human Services upon request. We support the rights of students and employees to the privacy of their health information. We will not retaliate in any way if a student or employee chooses to file a complaint with us or with the U.S. Department of Health and Human Services.

Erie City School District Privacy Officer:

Teresa Szumigala, Assistant Superintendent
148 West 21st Street, Erie, PA 16502
814-874-6015

Language Assistance Available

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