Venango Catholic Jr./Sr. High School
1505 West First Street
Oil City, PA 16301
814-677-3098

St. Stephen School
214 Reed Street
Oil City, PA 16301
814-677-3035

Venango Region Catholic School

Dear Venango Catholic Jr./Sr. High School Families,

Welcome to the 2021-2022 school year! The following information will help prepare our students and families for the upcoming year. Please review the following information. If you have any questions or concerns, please do not hesitate to contact the office.

We look forward to seeing you on Tuesday, August 31, 2021, for the first day of school.

Parent Communication

- Communication will be sent via email, School Reach, and mailed to VRCS families.
- Parents are encouraged to check their email daily for communication from the school.
- Ensure that the email address you have provided the school is an email address that you check daily. If you need to make any changes, please get in touch with the school office.

Parking

- Parking is not permitted in any bus lane nor on the sidewalks near the school.
- Leave all bus lanes open for the safety of the students both as they are arriving and departing from the school building.
- When dropping off your child(ren), please utilize the parking lot.

Entering the Building

- Upon entering the school building, all students must report to their homeroom.
- If you would like to talk to your child's teacher, we recommend that you make an appointment by emailing the teacher or calling the office.

Arrival Time

- Students may arrive no earlier than 7:30 a.m. until a monitor is on duty.
- Doors open at 7:30 a.m., and classes begin promptly at 8:05 a.m.
- Students who arrive after this time will need to ring the bell for entrance to the school.

Tardy

- Students arriving after 8:05 a.m. will be considered tardy and must go to the office for a tardy slip before going to class.
- Repeated tardy infractions will result in a demerit.

Attendance Policy

- The attendance policy is enclosed in the *August Parent Packet*.
- If there are any questions concerning the attendance policy, please contact the school office.

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Venango Region Catholic School

Dear St. Stephen School Families,

Welcome to the 2021-2022 school year! The following information will help prepare our students and families for the upcoming year. Please review the following information. If you have any questions or concerns, please do not hesitate to contact the office.

We look forward to seeing you on Tuesday, August 31, 2021, for the first day of school.

Parent Communication

- Communication will be sent via email, School Reach, and mailed to VRCS families.
- Parents are encouraged to check their email daily for communication from the school.
- Ensure that the email address you have provided the school is an email address that you check daily. If you need to make any changes, please contact the school office at the campus that your child attends.

Parking

- Parking is not permitted in any bus lane (West Third and Reed Street Entrance) nor on the sidewalks near the school.
- Leave all bus lanes open for the safety of the students both as they are arriving and departing from the school building.
- When dropping off your child(ren), please utilize the parking lot.

Entering the Building

- Upon entering the school building, all students must report to their classroom.
- If you would like to talk to your child's teacher, we recommend that you make an appointment by emailing the teacher or calling the office.

Arrival Time

- Students may arrive no earlier than 7:30 a.m. until a monitor is on duty.
- Doors open at 7:30 a.m., and classes begin promptly at 8:05 a.m.
- Students who arrive after this time will need to ring the bell for entrance to the school.

Tardy

- Students arriving after 8:05 a.m. will be considered tardy and must go to the office for a late slip before going to class.
- Repeated tardy infractions will result in a demerit.

Attendance Policy

- The attendance policy is enclosed in the *August Parent Packet*.
- If there are any questions concerning the attendance policy, please contact the school office.

Venango Region Catholic School

www.venangocatholic.org

RETURN TO SCHOOL PLAN

August 11, 2021

Dear VRCS Families,

With the start of the 2021-22 school year quickly approaching, our two priorities are keeping students and staff safe and keeping our schools open for in-person instruction. The following information will serve as a guide to help navigate COIVD-19 throughout the school year ahead. While last year may have been challenging, the partnership between students, parents, staff, and administration contributed to the success of the 2020-21 school year. In the words of the late Mattie Stepanek, "Unity is strength; when there is teamwork and collaboration, wonderful things can be achieved." Together, let's make this school year remarkable.

Yours in Christ,

Mrs. Laura Blake

VRCS President

Use of Face Coverings and Masks

- Mask-wearing will be optional at both campuses for students and staff during the 2021-22 school year.
- We support any student or staff member who chooses to wear or not wear a mask regardless of their vaccination status.
- Individuals who are not vaccinated are encouraged to wear a mask.

It is important to note that Venango Region Catholic School reserves the right to change this mask policy at any time during the 2021-22 school year. Local, state or federal mandates could warrant a change, as could a significant increase in positive COVID-19 rates in specific schools or grade levels.

VRCS Return to School Plan

Several factors were considered when making decisions about masks and other mitigation strategies for the upcoming year:

1. Administration will consider recommendations from the Centers for Disease Control (CDC), The Pennsylvania Department of Education (PDE), and the PA Department of Health (PA DOH). However, schools will be required to follow mandates. **There are no mandates from the CDC, PDE, PA DOH, or the Catholic Schools Office.**

2. County Rate of Transmission – Schools located within counties that have substantial or high rates of COVID transmission may need to reinstate mitigation strategies depending on what is happening in the school. Mitigation strategies may include but are not limited to student/staff screening, social distancing, wearing masks, quarantining, and temporary school closures. **Currently, Venango County is within the moderate category of community transmission.**

3. Number of COVID cases, known exposures, or students and staff who have been quarantined in a school. VRCS may need to reinstate mitigation strategies if there is a potential for COVID spread within the school.

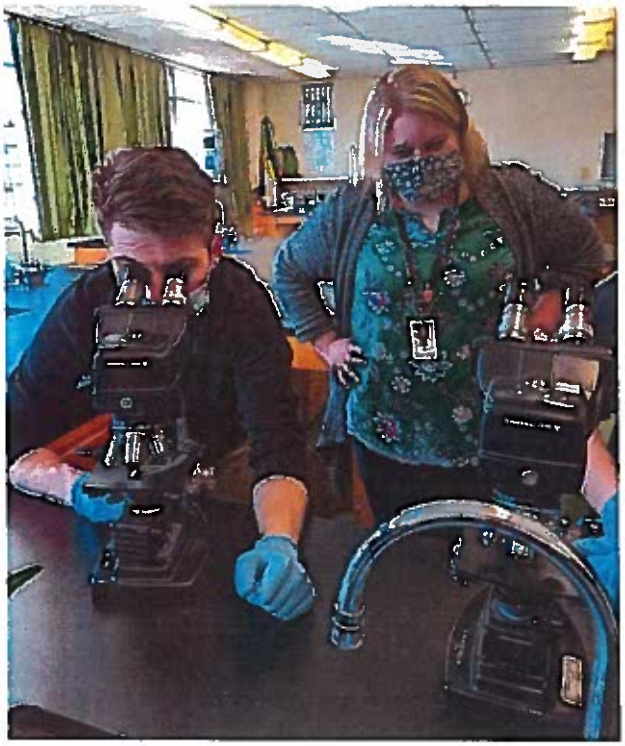
★ *All information within this document is subject to change based on current CDC and PA Department of Health and PA Department of Education guidelines.*

★ *The VRCS Return to School Plan will be on the school website and is available upon request. Please note, it is a living document based on ever-changing guidance from CDC, PA Department of Health, and PA Department of Education.*

Health and Safety Measures

How will monitoring of student and staff health take place?

- VRCS staff will check temperatures before reporting to work. All employees who are sick, have a temperature of 100.4°F or higher, or who have recently had close contact with a person with COVID-19 are required to stay home.
- VRCS parents will be asked to check student temperatures before sending students to school. Students who are sick, have a temperature of 100.4°F or higher, or who have recently had close contact with a person with COVID-19 are required to stay home.
- VRCS recommends that all students and staff conduct daily health checks prior to leaving for school. These checks would include temperature and symptom screening for chills, cough, shortness of breath, fatigue, muscle or joint pains, headache, loss of taste or smell, sore throat, congestion, nausea, vomiting, or diarrhea.
- Parents must report a student's absence and any COVID-19 symptoms to the office.
- Any person on either campus that presents signs of COVD-19 will have their temperature checked and will complete a series of questions regarding symptoms.
- Any person who presents a fever will immediately be moved to a holding area. Any temperature 100.4°F or greater is considered a fever.
- While in the holding area, a second temperature check will be administered to ensure accuracy and a second verification of potential symptoms. Based on the results, parents or guardians will be contacted to remove the student from school. Staff members presenting a fever will be sent home.



What if VRCS experiences cases of COVD-19?

- VRCS will report any new diagnoses of COVID-19 to local health departments and will notify teachers, staff, and families of students who were close contacts as soon as possible.
- As stated by the PA Department of Education, when a case of COVID-19 is identified in a school setting, public health staff from DOH or the County or Municipal Health Department (CMHD) will work with school administrators to provide guidance and advice related to cleaning and disinfecting, contact tracing and quarantine recommendations, and closing certain areas of the school or the entire school building if necessary.
- Each case (or possible case) will be handled on an individual basis as each case may have different factors that impact the decision-making process. VRCS will follow PA DOH recommendations for each case. PA DOH will provide assistance to school entities should an outbreak occur.
- The CDC guidance states that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine or get tested after an exposure to someone with COVID-19.
- If exposed to a close contact, within 6 ft, unvaccinated and not masked individuals will be asked to quarantine.

Will masks be required for students who utilize public school or VRCS transportation?

- VRCS is working with local public school districts to arrange transportation routines for the 2021-22 school year.
- **Per partnering public school districts, all students are required to wear a mask while on a van or bus.**
- If you have questions or concerns regarding transportation, please contact the public-school district in which you reside. If you have difficulty with the public school district or have been denied transportation, please contact the school office immediately.

How will you ensure the buildings are cleaned and disinfected to safely welcome staff and students?

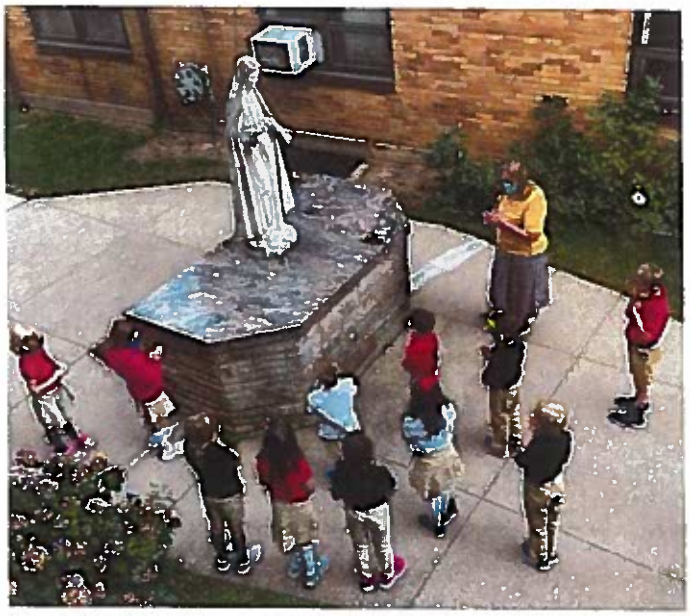
- VRCS will follow the *GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES* published by the CDC. VRCS will consistently monitor and follow the latest recommendations published by the CDC.
- VRCS will continue to use Electrostatic Hand Sprayers and Proxy HDOX Solution at each campus at the end of each school day. Electrostatic Hand Sprayers will also be used after each large gathering and sporting event at St. Stephen School and Venango Catholic Jr./Sr. High School.
- Maintenance staff, and trained staff members, will follow daily and weekly cleaning checklists designed specifically to outline how often an area should be cleaned, sanitized, disinfected, and ventilated.

Will students attend weekly school masses?

- Students will attend weekly masses in-person in the school gymnasiums. We will follow the parish and the Bishop of Erie's decree for mass attendance protocols.
- Students will be seated by grade socially distanced.

Will school assemblies and field trips return for the 2021-22 school year?

- School assemblies will resume. Students will be seated by grade to ensure appropriate distancing.
- Field trips will be reinstated and determined by teachers and administration.



How will social distancing be implemented in the buildings?

- Social distancing at each VRCS campus will follow the recommended CDC guidelines and PA DOH guidance for school reopening. When feasible, all members of the VRCS community (students, teachers, admin, and staff) will remain socially distanced (3ft.).
- **St. Stephen Elementary:**
  Classrooms are arranged to ensure each student has their own designated socially distanced space to work and store items. Seating charts will be utilized. Students will not share cubbies nor lockers. Each student will have a designated storage bin with a lid.
- **Venango Catholic Jr./Sr. High School:**
  Classrooms are arranged to ensure each student is socially distanced following CDC guidelines. Seating charts will be utilized. Classroom workspaces will be cleaned between classes. Each student will have a locker 3ft. in distance from the next student.
- **Cafeteria**
  - Cafeteria space has been configured to enable social distancing.
  - Proper cleaning and disinfecting procedures will be followed each lunch period.
  - Elementary – All students are required to pack their own lunch.
  - Jr./Sr. High School – Lunch can be purchased, or students can choose to pack.
  - No-touch water bottle filling stations have been installed at both campuses.

Will VRCS have athletics?

- High school, junior high, and elementary sports seasons will be held. All athletics, coaches, and parents will be expected to honor the VRCS Return to Play Plan.

Can I volunteer?

- Volunteers can resume service to our schools. Please contact the office for clearances and volunteer information.

What special protocols will be implemented to protect students and student family members who are at higher risk for severe illness?

- Special protocols for students and student family members who are at higher risk for severe illness will be handled case by case to make the best decisions for that student or staff member. Each case will be treated as a unique situation.

Will VRCS offer remote instruction?

- Our goal at VRCS is to provide safe, in-person education to students five days a week. We also believe that physically being in school has academic, social, and emotional learning advantages that cannot be replicated in a virtual environment. Therefore, all VRCS students are expected to attend classes in person at their respective campuses.
- Virtual learning will only be offered if:
  - A student has a documented medical condition* that will prohibit him/her from returning to school for more than ten consecutive days.
  - Schools are closed due to weather conditions.
  - State mandated closures.
- After receiving documentation, VRCS staff and administration will determine if virtual learning can/should be offered, based on the individual needs of the child. Age, ability, access to technology and parental support are also factors when considering if a child will have success learning "outside" of the classroom. Students will also receive a provisional acceptance agreement that will outline their academic and behavioral expectations. If the student should fail to meet these expectations, they will be asked to return in-person learning or encouraged to take advantage of cyber schooling opportunities provided by their home district.

**Documentation must be provided in advance from the student's designated family doctor/PCP. This does not include documentation from mental health professionals (LPC, LCSW, etc.) or emergency health professionals (i.e., ER visits, Urgent Care).*

Will VRCS follow PA State Mandates?

- VRCS will follow PA state mandates. However, recommendations will always be reviewed as a system to keep safety as our priority.

Who should I contact if I have questions?

- Return to School Plan or School Policy
  Mrs. Laura Blake
  laura.blake@venangocatholic.org
  814-677-3098 or 814- 677- 3035

- Academics
  Ms. Katherine Chandley
  katherine.chandley@venangocatholic.org
  814-677-3098 or 814-677-3035

- Classroom Rules or Instruction
  Please direct classroom specific questions to your child's homeroom teacher. www.venangocatholic.org/faculty

CATHOLIC SCHOOLS • LIGHT THE WAY •

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DIOCESE OF ERIE

CATHOLIC MISSION MEMORANDUM OF UNDERSTANDING

As a parent/guardian of a student in a Catholic School, I understand, affirm and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.

2. Catholic schools are distinctive religious educational institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the diocese or religious community.

3. Attending a Catholic school is a privilege not a right.

4. While academic excellence and involvement in extracurricular activities (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.

5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.

6. In all questions involving faith, morals, faith teaching and Church law, the final determination rests with the diocesan Bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and, by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school.

Father:	Mother:	Guardian:
_____	_____	_____
Printed	Printed	Printed
_____	_____	_____
Signature	Signature	Signature

Student's Name (please print): _____ School: _____

Date: _____

HIS FORM IS TO BE INCLUDED WITH EACH CHILD'S PERMANENT RECORD FOLDER AND UPDATED ANNUALLY AT THE START OF EACH SCHOOL YEAR

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STUDENT EMERGENCY DATA FORM

School Name _____ School Year 2021-2022

NAME OF STUDENTS IN THIS SCHOOL

Oldest to Youngest:	M/F	Grade/Rm.	List any handicaps, drug allergies, etc.
_____	____	_____	_____
Child's Last Name First Name			
_____	____	_____	_____
Child's Last Name First Name			
_____	____	_____	_____
Child's Last Name First Name			
_____	____	_____	_____
Child's Last Name First Name			
_____	____	_____	_____
Child's Last Name First Name			

Family Last Name _____ Address _____ Home Phone _____

City/Township/Borough _____ County _____ State _____ Zip _____

Family E-mail _____ Parish _____

Child Lives With ____ Both Parents ____ Father ____ Mother ____ Grandparents ____ Guardian ____ Other _____

Father's Name _____ Employer _____ Work Phone _____

Father's Cell Phone _____ Father's Address (if different) _____ Work E-mail _____

Mother's Name _____ Employer _____ Work Phone _____

Mother's Cell Phone _____ Mother's Address (if different) _____ Work E-Mail _____

In the event your child becomes ill and neither parent can be contacted, we will contact a relative or friend designated by you. We must have at least three names listed below.

Name	Relationship	Telephone (home/work/cell)
1st _____	_____	h _____ w _____ c _____
2nd _____	_____	h _____ w _____ c _____
3rd _____	_____	h _____ w _____ c _____

In case of a serious accident or illness, to which hospital do you want your child sent: _____

In case of a serious accident or illness, which physician do you wish called for your child:

Primary Care Physician _____ Phone _____

Parent/Guardian Signature _____ Date _____

Over

Student Arrival/Dismissal

Parents: Please indicate the usual means by which your child(ren) arrives at and leaves from school. Thank you.

FAMILY NAME (Please Print):_____

Name of Student **Grade**

_____

_____

_____

_____

_____

_____

ARRIVAL

_____ Walks/rides with parent or other designated adult

_____ Rides bus # _____

DISMISSAL

_____ AFTER-CARE at St. Stephen School **(Grades PK-6)**

_____ Walks/rides with parent or other designated adult _____

_____ Rides bus # _____

School Health Services

Emergency Information and Annual Parent Permission Card

Student Name _____ Age _____ Birthdate: _____

Grade _____ Male ____ Female ____

Address _____ Home Phone _____

Student Lives With _____ E-Mail Address _____

Where parent/guardian (s) can be reached

Mother's Name _____ Home Phone _____ Cell Phone _____

Mother's Workplace _____ Work Phone _____

Father's Name _____ Home Phone _____ Cell Phone _____

Father's Workplace _____ Work Phone _____

Other persons who will assume responsibility for the care of your child if you cannot be reached.

Name _____ Relationship _____ Phone _____ Cell _____

Name _____ Relationship _____ Phone _____ Cell _____

Physician's Name _____ Phone _____ Hospital _____

***Mandated Physical Grades K/1, 6, and 11**

Physical will be done by (circle) Private Physician School Physician

***Mandated Dental Exam Grade K/1, 3, 7**

Dental exam will be done by (circle) Private Dentist School Dental Service

Does your child have health insurance? No ____ Yes ____ If yes, type: _____

NOTIFY US IMMEDIATELY OF ANY CHANGE(S) **(OVER)**

Does your child have a special health problem or physical limitation that the school nurse or teacher should know about?
No ____ Yes ____ Explain: _____

_____

List any medications and dosage of medication/Time of day that your child takes at home or at school:

_____

_____

Does your child have a severe allergy? (bee sting, medication, food, other) No _____ Yes, allergic to: _____

Any special treatment required? No ____ Yes ____ (Explain: _____)

(In School Medications require a Doctor's Order)

Does your child wear glasses or contact lens? No _____ Yes _____

Does your child have a hearing problem? No _____ Yes ____ If yes, explain: _____

NOTE: Services such as growth, vision, hearing, and scoliosis screenings will be provided to students as mandated by state law. Dental and Physical exams are also required in certain grades. You may choose to have exams done by the school doctor and dentist or have them done by your child's health care provider. **Failure to submit proper documentation of these exams may result in exclusion from school.** First aid and emergency treatment as ordered by the school physician will also be provided. Health information is confidential and will be shared only on a ""need to know" basis.

I understand that my child will receive the indicated school health services unless I submit a written request to the school nurse that they not be provided. I authorize the school nurse to communicate with my child's physician. If the school is unable to contact a parent or other responsible person, I hereby authorize the school to make whatever arrangements necessary to protect the health and safety of my child.

My child may have Tylenol: YES _____ NO_____ **Ibuprofen: YES _____ NO _____**

(REQUIRED)

Parent Signature _____ **Date** _____

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Home Language Survey

Used to determine a primary or home language other than English.
Please type or print all responses.

Student's Name: _____
Student's Date of Birth: _____
Student's Age: _____ Student's Grade: _____
Country of Origin: _____
List Other Countries of Residence: _____

_____

Parent/Guardian's Name: _____
Parent/Guardian's Telephone Number: _____

#1. What was the first language your child learned to speak? _____

#2. Does your child speak a language other than English? _____
If yes, what is that language(s)? _____
(Do not include the language learned at school.)

#3. What language(s) is/are spoken in your child's home? _____

_____

Survey Conducted/Completed By: _____
Parent/Guardian's Signature: _____
Date: _____

Do not include "International Students" or Students sponsored through a "Foreign Exchange Program", this does not apply to them.

Place in student's Permanent Record Folder.

Rev. July 2019

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ATTENDANCE POLICY

Venango Region Catholic School recognizes that regular attendance at school is important to student growth, development, social, and academic progress, and readiness to learn. VRCS is committed to providing a school environment that enforces the compulsory attendance law through proactive cooperation among students, parents, administrators, teachers, district judges, juvenile probation, and the Office of Children and Youth.

VRCS is responsible for monitoring and maintaining records of the attendance of students. All absences will be treated as an unexcused until a written excuse explaining the reason (s) for an absence is received.

Absences/tardiness is considered excused when a student is prevented from attendance for mental, physical illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel of 5 or fewer days. Parents must apply in writing for advance permission from the principal for a child to miss school for educational travel. These days count toward the ten days absent without a doctor's excuse. In addition, lawful absences include student attendance at court hearings related to the student's involvement with the Office of Children and Youth or juvenile probation. It is the responsibility of VRCS to determine the validity of all excuses.

Cumulative Lawful Absences

A maximum of ten days of cumulative lawful absences verified by parental notification are permitted during a school year. All absences beyond ten cumulative days require an excuse from a physician.

Unlawful Absences

Absences for which the school has not received a written excuse from the parent/guardian. If an excuse is not received within three days of the absence, the absence is permanently counted as unlawful.

Truancy

A student is considered truant when he/she is absent for three or more days without a valid excuse. After three unexcused absences, the truant officer for the student's home district and Children and Youth Services will be contacted. The truant officer will issue fines if deemed necessary. The public school district is responsible for enforcing the State's compulsory attendance laws.

Tardiness

Students are considered tardy if they are not in their classrooms by 8:05 a.m. Tardy students must obtain a tardy slip form the office before going to their classrooms. Tardiness due to bus delays is not counted against the student; however, the student must report to the office to let staff know of their arrival.

Consequences for Unexcused Tardiness

After the child has been considered tardy three times except for the exceptions previously listed, he/she must stay for detention to make-up missed work. For every 300 total minutes that a child is late due to tardiness that is not excused, one unexcused absence will be assessed.

We want every child to success in school. If a child is not here, they are missing valuable information and instruction. Please have your child here on time every day.

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ACCEPTABLE USE and INTERNET SAFETY POLICY
for
Employees, Students and Volunteers

Please read the following carefully before signing this document. This is a legally binding document.

Introduction

It is the policy of Venango Region Catholic School to: (a) prevent user access over its computer network for, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254(h)]. We will adhere to all Diocese of Erie policies and provisions for the protection of children as well as guidelines for Use of Photographic Images of Children and Youth.

Overview

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. Access to the school's electronic communications systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

SECTION ONE: GENERAL COMPUTING POLICY

1) Acceptable Use

In order to ensure smooth system operations, the school administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore, the following are prohibited:

a) Applying for a user ID under false pretenses
b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person
c) Deletion, examination, copying, or modification of files and/or data belonging to the school or other users without their prior consent
d) Attempts to evade or change resource quotes, posting personal communications without the original author's consent; invading the privacy of others; attempting or gaining unauthorized access to resources or entities; accessing or vandalizing the data of another user; using the network for any unauthorized or illegal activity, including violation of copyright or other contracts; downloading or uploading software
e) Use of facilities and/or services for commercial purposes
f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration
g) Copying programs purchased by you onto the school's computers and/or the network systems, without the express, written consent of the school
h) Copying programs, licensed to the school, for personal use
i) Abusing and disrupting electronic equipment and/or systems.

2) Security

It shall be the responsibility of all members of the school staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA). To the extent practical, steps shall be taken to promote the safety and security of users of the school's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA prevention of inappropriate network usage includes: (a) unauthorized access, including 'hacking and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Appropriate training will be provided for staff and students in the use of technological resources, the Internet and electronic communications.

Subject to administrative approval, technology protection measures may be disabled or minimized, for adult Internet usage only, for bona fide research or other lawful purposes.

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
b) Decryption of system or user passwords
c) Copying, deleting, or moving system files
d) Deleting, examining, copying, or modifying files and/or data belonging to other users
e) Copying of copyrighted materials, such as third party software, without the express written permission of the owner or the proper license
f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
g) Vandalism is prohibited, including, but not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
h) Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is available to employees and students of Venango Region Catholic School. We believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- electronic mail communication with people all over the world
- many University Library Catalogs, the Library of Congress and the Education Resources Information Center, (ERIC)
- a plethora of topics ranging from Japanese culture to music, to politics, to the environment
- the public domain and shareware of all types.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Our school has taken precautions to restrict access to controversial materials. To the extent practical, technological protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information on the Internet, or via other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, to child pornography, and to any material deemed harmful to minors. However, on a global network it is impossible to control all materials and a user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with education goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a user from our school violates any of these provisions, his or her Internet access will be terminated, and future access could possibly be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS – TERMS AND CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. Your use must be in support of education and research, and consistent with the educational goals and objectives of our school. Each user is personally responsible to follow these provisions at all times when using the network.

a) Use of other organization's network or computing resources, including "cloud computing" must comply with the rules appropriate for that network.
b) Transmission of any material in violation of local, state and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening material, obscene material, pornographic material and criminal activity.
c) Use for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
d) Use of the network in any way that would disrupt network use by others is prohibited.
e) **NEVER** reveal personal information such as your address, phone number, password or social security number. This also applies to others' personal information or that of organizations.
f) Use of the network or computer resources to publicly oppose, degrade, and/or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrator will deem what is inappropriate use and his or her decision is final.

3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited to, the following:

a) Be polite. Do not send, or encourage others to send, abusive messages.
b) Use appropriate language. Remember that you are a representative of your school and diocese on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. **Illegal activities are forbidden.**
c) All communications and information accessible via the network should be assumed to be private property.

4) Online Safety and Behavior

Venango Region Catholic School, in accordance with amendments to the Children's Internet Protection Act (CIPA) contained in the "Protecting Children in the 21st Century Act" (October 2008), will include in our technology education program for minors instruction concerning:

a) Appropriate online behavior
b) Interacting with other individuals on social networking websites and chat rooms

c) Cyber bullying awareness and response. "Cyber bullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

5) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID, therefore:

a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
b) All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over E-mail.
c) The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, and/or to disclose messages, data or files to law enforcement authorities.
d) Any information contained on a school computer's hard drive or computer disks which were purchased by the school are considered the property of the school.
e) Forgery (or attempted forgery) of electronic mail is prohibited.
f) Attempts to send or sending harassing, obscene and/or other threatening e-mail to another user are prohibited.
g) Attempts to send or sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

6) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's information to log onto the system. If you feel you can identify a security problem, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to a teacher or administrator.

7) Updating Your User Information

If any information on your account changes, (e.g., telephone number, location, home address) it is your responsibility to notify a teacher or administrator.

8) Services

Venango Region Catholic School makes no warranties of any kind, whether expressed or implied, for the computer and Internet service it is providing and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. Venango Region Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through use of the Internet.

SECTION THREE: ADOPTION

Catholic Schools Office of the Diocese of Erie Acceptable Use and Internet Safety Policy
Approved by the Catholic Schools Office of the Diocese of Erie, August 2, 2010

Revised June, 2012

Venango Catholic Jr./Sr. High School
1505 West First Street
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St. Stephen School
214 Reed Street
Oil City, PA 16301
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Venango Region Catholic School

Venango Region Catholic School

Acceptable Use and Internet Safety Policy

Student Agreement

I have read the Acceptable Use and Internet Safety Policy. I understand its importance, and I agree to willingly follow all terms and conditions of it. I further understand that violation of this agreement would be wrong and might even be a criminal offense. Should I choose to violate this agreement, my privileges will be taken away and disciplinary action, and/or appropriate legal action may be taken.

Student's Signature _____ Date _____

Name of Student (Please Print) _____ Grade _____

Name of Parent/Guardian (Please Print) _____

Home Street Address _____

City/State/Zip _____

Home Phone _____ Parent's/Guardian's Office Phone _____

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Acceptable Use and Internet Safety Policy

Parental Consent Agreement

Venango Region Catholic School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that neither the School nor the Diocese of Erie has total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, we support and respect each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use and Internet Safety Policy ("the policy") and I have either explained it to my child/ward (student) or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Venango Region Catholic School.

2. Check one:

[ ] I hereby consent to the student having access to, and use of, the telecommunications resources at Venango Region Catholic School, I also hereby indemnify and hold harmless the Diocese of Erie and Venango Region Catholic School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

[ ] I do not consent to the student having access to, or use of, the telecommunications resources at Venango Region Catholic School.

Parent's/Guardian's Signature Date

Name of Parent/Guardian (Please Print)

Name of Student (Please Print) Grade

Home Street Address

City/State/Zip

Home Phone Office Phone

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Venango Region Catholic School
STUDENT RECORD POLICY
Notification of Rights under FERPA for Elementary and Secondary Schools

In order to operate our educational program, we must keep records of the objective information that parents and eighteen year old and older students give us permission to acquire. The following statement constitutes our *"annual notification of rights"* disclosure to these parents.

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. They are:

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

   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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including intermediate unit staff, health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or

student serving on an official committee, such as a disciplinary or grievance committee, or 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.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. It is the policy of the school to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

A school/system may disclose Personally Identifiable Information (PII) from the education records of a student without obtaining prior written consent of the parents or the eligible students to appropriate officials in connection with a health or safety emergency, subject to CFR § 99.31(a)(10), § 99.36.

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

   Family Policy Compliance Office, US Department of Education,
   600 Independence Ave., SW Washington DC 20202-4605.

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MEDICATION REGULATIONS

If at all possible, medication should be administered at home. Medications will be administered during school hours only when failure to take such medicine would jeopardize the health of a student and he/she would not be able to attend school if the medicine were not made available. All medications are dispensed by appropriate school personnel. Students are not to have medication with them during school hours with the exception of physician approved inhalers or EpiPens.

In order for school employees to dispense prescription medication, an authorization form must be signed by both parent (guardian) and physician.

All prescription medication must be brought to the school office in a properly labeled current prescription bottle with the student's name, doctor, name of medicine, dosage and time it is to be given. (Your pharmacy can give you a separate bottle for school if you ask.) Non-prescription medicine must be brought in the original bottle, with only a limited supply to give in school, accompanied by a note from the parent (guardian).

Each change in medication (dosage, time or kind) throughout the year requires a new authorization form signed by both parent (guardian) and physician. Forms must be renewed annually.

Students will be responsible to report to the school office or nurse's office to receive their medication at the proper time.

REMEMBER: THE SCHOOL MUST HAVE THE FOLLOWING BEFORE ANY MEDICATION CAN BE GIVEN:

- Authorization for Medication to be Taken During School Hours form signed by parent/guardian AND physician
- Medication in a current, properly labeled prescription bottle or original container

IMPORTANT NOTICE ABOUT MEDICATIONS FOR FIELD TRIPS

If your child is going on a field trip, medicine should be administered before the trip, if possible. If it is necessary for him/her to take a daily medication, put the dose clearly marked in an envelope with the child's name, name of medication, and time to be given. Seal the envelope, and make sure the teacher receives it. Also, notify the school office or building nurse so they know not to administer the medication that day. Do not ask the school to take a dose from your child's supply to send on the trip. This constitutes "relabeling medication" and is actually against medical practice regulations. Of course, you may come in and request a return of medication from the school supply at any time. If there are any questions, please call the school office for assistance.

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AUTHORIZATION FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS

The following section is to be completed by the parent:

I request that my child, _____ Grade _____ H.R. _____ be assisted in taking the medications described below at school by authorized persons. I understand that I am responsible for submitting the medication in a proper and timely manner, and that, if necessary, the school may request additional information from the physician regarding this medication. I agree to abide by the Medication Regulations that accompanied this form, and I understand that this form must be renewed annually and anytime there is a change in drug, time administered or dosage.

I agree to waive the School, their officers, representatives and employees from any and all liability, claims, demands, and causes of action arising out of or in any way connected with the giving of the prescribed medication or treatment. The undersigned parent or guardian hereby assumes all risk of injury or damage to the minor child receiving prescribed medication or treatment during school activities, and specifically waives any claim for acts of negligence by employees of the School.

Furthermore, as parent or guardian of the minor child to receive prescribed medication and/or treatment, the undersigned hereby expressly agrees to indemnity and forever hold harmless the Catholic Schools Office/Diocese of Erie, officers, and their employees against loss or any claims, demands, causes of action that might be brought by the minor incurred by the taking of the prescribed medication and/or treatment given by the School during regularly scheduled school hours or activities. As parent or guardian, I hereby waive all exemption rights under all state laws against any claims for reimbursements of indemnification.

_____ _____ _____
Date Parent/Guardian Signature Daytime Phone

The following section is to be completed by the physician:

Diagnosis for which medication is given _____
Name of medication(s) _____
Dosage _____ Time _____
Can this time be adjusted to accommodate class schedules? _____
If so, by how much _____
If medication is to be given as needed, describe indications and intervals _____
_____
List significant side effects _____
_____
Other information _____
_____

From _____ to _____ _____
(dates medication to be given) Physician Signature

Note: Any alterations to the printed portion of this form will render it null and void

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Authorization Form
For Use of Child/Youth Name, Likeness, Photographic and/or Video Image

This authorization form shall serve as parental permission for the use of name, likeness, photographic, and/or video image of a child/youth where such permission is required.

I grant permission to _____Venango Region Catholic School_____
(print or type the above-named entity)

to use my child's/youth's ☐ first name only ☐ first & last name (check only one), likeness, photographic, and/or video image in the production of the following:

1. Above-named entity's official Publications, Brochures, Programs, Newsletters and other printed publications administered by the named entity.

2. Above-named entity's official Website, Facebook page, Instagram, Twitter and other social networking sites administered by the named entity.

3. Above-named entity's official postings on online video communities such as YouTube

4. www.eriercd.org The official website of the Diocese of Erie

5. Other: _Allow participation in Zoom and Google Meet supervised by a teacher or administration_____

6. Other: __The Derrick/News Herald_____

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the above-named entity **in writing**, all references to my child/youth (i.e.: name, likeness, photographic, and/or video image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the above-named entity is not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e.: name, likeness, photographic, and/or video image). I further understand that my child's/youth's name, likeness, photographic, and/or video image may continue to be used in any publications already printed or published prior to my revocation of consent provided herein.

I also understand that adult supervisors, coaches and/or activities sponsors may take photographic or video images of my child/youth during athletic, and/or program or extracurricular activities, for purposes of newsworthiness, post-secondary athletic or academic grants or scholarships, and for which I provide my consent. I understand that no financial or other compensation will be paid for any photo, video or work product used.

over

Additionally, other parents, adults, and third parties may attend and take photographs and/or video of public events and activities. Finally, I understand that such parties are not within the control of the above-named entity to direct or limit the use of any photographic or video image taken or obtained by them which may include images of my child/youth.

Name of Child (please print)	Date of Birth
Signature of Parent or Legal Guardian	Date

Definitions:
Child/Youth – anyone under the age of 18

Adult – anyone who has reached the age of 18 and older

Above-named entity/named entity – Institution named on the Letterhead of the Authorization Form

VENANGO REGION CATHOLIC SCHOOL CALENDAR 2021 - 2022 SCHOOL YEAR

May 10, 2021

	Sun	Mon	Tues	Wed	Thur	Fri	Sat		Student Day	Staff Day	Acc. Day
August	8	9	10	11	12	13	14				
2021	15	16	17	18	19	20	21	Aug. 24, 26, 27, 30: Teacher In-Service			
	22	23	*24*	25	*26*	*27*	28	Aug. 31: First Day for Students			
	29	*30*	*31*						1	5	1
September				1	2	3	4				
	5	*6*	7	8	9	10	11	Sept. 6: Labor Day (No School)			
	12	13	14	15	16	17	18				
	19	20	21	22	23	24	25				
	26	27	28	29	30				21	21	22
October						*1*	2	Oct. 1: No School			
	3	4	5	6	7	*8*	9	Oct. 8: Teacher In-Service (No School)			
	10	11	12	13	14	15	16				
	17	18	19	20	21	22	23				
	24	25	26	27	28	29	30		19	20	41
November	31	1	2	3	4	5	6				
	7	8	9	10	11	12	13				
	14	15	16	17	18	19	20	Nov. 23, 24: Act 80 (No School)			
	21	22	*23*	*24*	*25*	*26*	27	Nov. 25-Nov. 29: Thanksgiving Break			
	28	*29*	30						19	19	60
December				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*	Dec. 23 - 31 Christmas & New Year's Break			
	26	*27*	*28*	*29*	*30*	*31*	*1*		16	16	76
January	2	3	4	5	6	7	8				
2022	9	10	11	12	13	14	15				
	16	*17*	18	19	20	21	22	Jan. 17: Martin Luther King, Jr. Day			
	23	24	25	26	27	28	29				
	30	31							20	20	96
February			1	2	3	4	5				
	6	7	8	9	10	11	12				
	13	14	15	16	17	*18*	19	Feb. 18: Act 80 (No School)			
	20	*21*	22	23	24	25	26	Feb. 21: Presidents Day			
	27	28							19	19	115
March			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	March 21: No School			
	27	28	29	30	31				22	22	137
April						1	2				
	3	4	5	6	7	8	9				
	10	11	12	13	*14*	*15*	16	April 14 - 19 Easter Break			
	17	*18*	*19*	20	21	22	23				
	24	25	26	27	28	*29*	30	April 29: Act 80 (No School)	17	17	154
May	1	2	3	4	5	*6*	7	May 6: Act 80 (No School)			
	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
	29	*30*	31					May 30: Memorial Day (No School)	21	21	175
June				1	2	3	4	June 7: Last Day for Students			
	5	6	*7*	*8*	9	10	11	June 8: Last Day for Teachers			
									5	6	180
									180	186	180

No School for Everyone
Holiday
In-Service-No School for Students
Act 80 Day - Full Day Dismissal

*** Snow Make-Up Days**

Day #1 February 21, 2022
Day #2 January 17, 2022
Day #3 April 19, 2022
Day #4 April 14, 2022
Day #5 April 18, 2022

*** Traditional Snow Days will only be utilized when Remote Instruction is unachievable.**

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VENANGO REGION CATHOLIC SCHOOL

2021-2022 SCHOOL CALENDAR

AUGUST 24, 26, 27, 30	**Teacher In-Service**
AUGUST 31	**First Day for Students**
SEPTEMBER 6	**Labor Day (No School)**
SEPTEMBER 14	**St. Stephen School – Family Open House & Information Night** *6:30 p.m. – 7:30 p.m.
SEPTEMBER 15	**VC Jr./Sr. High School –Family Open House & Information Night** *6:30 p.m. – 7:30 p.m.
OCTOBER 1	**No School**
OCTOBER 8	**Teacher In-Service Day (No School)**
NOVEMBER 23, 24	**Act 80 Days/Parent – Teacher Conferences (No School)**
NOVEMBER 25 – 29	**Thanksgiving Break**
DECEMBER 23 – JANUARY 2	**Christmas & New Year's Break**
JANUARY 17	**Martin Luther King, Jr. Day**
FEBRUARY 18	**Act 80 Day (No School)**
FEBRUARY 21	**Presidents Day**
MARCH 21	**No School**
APRIL 14 – 19	**Easter Break**
APRIL 29	**Act 80 Day (No School)**
MAY 6	**Act 80 Day (No School)**
MAY 30	**Memorial Day (No School)**
JUNE 7	**Last Day for Students**
JUNE 8	**Last Day for Teachers/Teacher In-Service**

** Traditional Snow Days will only be utilized when Remote Instruction is unachievable.

**Snow Make-Up Days
Day #1 February 21, 2022
Day #2 January 17, 2022
Day #3 April 19, 2022
Day #4 April 14, 2022
Day #5 April 18, 2022

Dates are subject to change

06/2021

Safe Environment Information for Adults 2021-2022

Keeping children safe is an adult responsibility

Prevention begins with adults

As the world continues to deal with the stresses of the pandemic, now more than ever it is important for adults to focus on their strengths and areas of resilience. Resiliencies are qualities, factors and emotional strengths that help adults manage stress effectively and allow adults to continue functioning when faced with challenges, adversities, and trauma. Because parents are the most important people in a child's world it is worthwhile to review easy ways to prevent abuse from happening in our homes.

- Learn what is age appropriate. Having realistic expectations of what children can handle will help avoid frustration and anger at normal childhood behavior.
- Develop new parenting skills. Learn appropriate discipline techniques and how to set clear boundaries for your children. Parenting classes, books, and seminars offer this information.
- Take care of yourself. The worst tends to come out of us, parents or not, when we are overwhelmed, stressed or anxious. Connecting with other people, getting enough sleep, eating well and regular exercise are excellent ways to take care of yourself.
- Get help when needed. If you were abused or neglected as a child or find yourself feeling overwhelmed and would like to talk to someone, Catholic Charities Counseling Services (814) 456-2091 would be a good place to start. If you or someone you love is in crisis you can call the Crisis Hotline at (814) 456-2014. The Crisis Hotline is available 24/7.

Facts about child abuse and neglect:

- There is more than one type of child abuse. Child abuse can be physical, sexual, emotional or neglect. Signs of abuse may not always be obvious. Review the next page for the types and signs of abuse and how to report known or suspected abuse.
- Abuse and neglect don't just happen in poor families or "bad" neighborhoods. Child abuse crosses all racial, economic, and cultural lines.
- Most abusers are family members or others close to the family.
- Many abusive parents are victims of abuse themselves and don't know any other way to parent. Others may be struggling with mental health issues or substance abuse problems.

For more resources and information regarding diocesan policies and procedures contact:

Diocese of Erie
Office for the Protection of Children and Youth
814-824-1195
childprotection@eriercd.org
https://www.eriercd.org/childprotection/

Warning Signs of Child Abuse and Neglect

Child abuse is not always obvious. The warning signs that a child is being abused or neglected can vary according to the type of abuse. Below are the types of child abuse and some common signs that can be used as a guide to help determine if there is a suspicion of abuse. Anyone can report known or suspected child abuse.

Physical Abuse
Possible indicators of physical abuse of a child:
- Frequent unexplained burns, bites, bruises, broken bones or black eyes
- Fading bruises or marks noticeable after an absence from school
- Reluctant to go home
- Shies away from touch or flinches at sudden movement
- Inappropriate dress for weather (such as: long sleeves in summer)
- Overreacts to accidents such as spilling milk
- Reports injury by parent or caregiver

Possible indicators of physical abuse from parent or caregiver:
- Offers conflicting, unconvincing, or no explanation for child's injury, or provides an explanation that is not consistent with injury
- Describes the child as "problem," "evil" or in some other very negative way
- Uses harsh physical discipline with the child
- Abuses pets

Emotional Abuse
Possible indicators of emotional abuse of a child:
- Exhibits extremes in behavior, such as overly compliant or demanding behavior, extreme passivity or aggression
- Seems inappropriately adult (parenting other children) or inappropriately infantile
- Be delayed in physical or emotional development
- Has attempted suicide
- Appears to have a lack of attachment to the parent or caregiver

Possible indicators of emotional abuse from a parent or caregiver:
- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child
- Overtly rejects the child

Sexual Abuse
Possible indicators of sexual abuse of a child:
- Pain or itching in genital area, has difficulty walking or sitting
- Torn, stained, or bloody underclothing
- Afraid to go to bed or sudden bedwetting
- Demonstrates sophisticated or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Discloses sexual abuse by a parent or other person

Possible indicators of sexual abuse from a parent or caregiver:
- Frequent changes of adults in household
- Is unduly protective of the child or severely limits the child's contact with other children
- Is secretive and isolated
- Is jealous or controlling of the child's relationship with others

Neglect
Possible indicators of neglect of a child:
- Frequently absent from or late to school
- Begs or steals food or money
- Lacks needed medical or dental care
- Persistent hunger, poor hygiene or inappropriate dress
- Lacks supervision, states that there is no one at home to provide care
- Abuse of alcohol or other drugs

Possible indicators of neglect from a parent or caregiver:
- Constantly blames, belittles or berates the child
- Is unconcerned about the child and refuses to consider offers of help
- Overtly rejects the child
- Does not register child for school

To report known or suspected child abuse call:
Childline at 1-800-932-0313 *Calls are answered 24 hours a day/7 days*

Venango Catholic Jr./Sr. High School
1505 West First Street
Oil City, PA 16301
814-677-3098

St. Stephen School
214 Reed Street
Oil City, PA 16301
814-677-3035

Venango Region Catholic School

August 16, 2021

Dear Parents:

Venango Region Catholic School participates in several Federal programs that provide your children with a variety of materials and services. It is one of the few ways in which your children receive benefits from your tax dollars. We certainly do not want to lose these benefits. Please review the enclosed survey and simply answer Yes or No to the questions. This information is very important in order for us to continue receiving support from these programs. It is required before we can receive Federal dollars. All information will be kept confidential.

It is important that we receive a survey back from every school family.

Please return the attached form by **September 30, 2021**. Don't hesitate to call if you have any questions about the survey.

Thank you for your assistance!

Sincerely,

Mrs. Laura Blake

FAMILY SURVEY 2021-2022

Find and circle your family size and the annual gross income level listed beside it on the chart below. The amounts are the **GROSS** income levels.

INCOME CHART			
Family Size	**Annual Income**	**Monthly Income**	**Weekly Income**
1 *	$23,828	$1,986	$459
2	$32,227	$2,686	$620
3	$40,626	$3,386	$782
4	$49,025	$4,086	$943
5	$57,424	$4,786	$1,105
6	$65,823	$5,486	$1,266
7	$74,222	$6,186	$1,428
8	$82,621	$6,886	$1,589
For each additional family member add	$8,399	$700	$162

* *This may be a foster child, an emancipated youth, or a special education child over age 18.*

Please Note: If you are paid on a weekly or monthly basis, please multiply this amount into an annual figure for comparison based on the weeks or months you actually work each year.

A) Is your annual income less than this amount? Yes _____ No _____

Is your family eligible for food stamps? Yes _____ No _____

B) Are you receiving **TANF** Cash Assistance? Yes _____ No _____
(Temporary Assistance for Needy Families, formerly AFDC or Public Assistance)

C) Are any of your children eligible to receive medical assistance under the **Medicaid** program? Yes _____ No _____

D) We have not checked any of the above boxes because we do not wish to share this information in writing. Yes _____

Family Name (**please print**): _____

Address (Street, City, Zip Code): _____

Public school district attendance area in which you reside: _____

List name(s) and grade level(s) of your child/children attending **our** school:

_____

_____

_____

_____

Prepared June 2021

Venango Catholic High School
1505 West First Street
Oil City, PA 16301
814-677-3098

St. Stephen School
214 Reed Street
Oil City, PA 16301
814-677-3035

Venango Region Catholic School

Dear Parent/Guardian:

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code, is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the nonpublic or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Sincerely yours,

Mrs. Laura Blake

Certificate of Individual Request
For Loan of Textbooks, Instruction Materials and Equipment

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

_____ School.

Date Signed: _____

Signature of Parent or Guardian: _____

This program is available only to Pennsylvania residents.

(This form is to remain on file *at the school*)

SECTION 4: UNDERSTANDING OF SUDDEN CARDIAC ARREST SYMPTOMS AND WARNING SIGNS

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

There are about 300,000 cardiac arrests outside hospitals each year. About 2,000 patients under 25 die of SCA each year.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- dizziness
- lightheadedness
- shortness of breath
- difficulty breathing
- racing or fluttering heartbeat (palpitations)
- syncope (fainting)
- fatigue (extreme tiredness)
- weakness
- nausea
- vomiting
- chest pains

These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who have SCA die from it.

Act 59 – the Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to keep student-athletes safe while practicing or playing. The requirements of the Act are:

Information about SCA symptoms and warning signs.

- Every student-athlete and their parent or guardian must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may *also* hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, nurses, and athletic trainers.

Removal from play/return to play

- Any student-athlete who has signs or symptoms of SCA must be removed from play. The symptoms can happen before, during, or after activity. Play includes all athletic activity.
- Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner, or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professionals.

I have reviewed and understand the symptoms and warning signs of SCA.

X _____ _____ Date____/____/____

Signature of Student-Athlete | Print Student-Athlete's Name

X _____ _____ Date____/____/____

Signature of Parent/Guardian | Print Parent/Guardian's Name

SECTION 3: UNDERSTANDING OF RISK OF CONCUSSION AND TRAUMATIC BRAIN INJURY

What is a concussion?
A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way a student's brain normally works.
- Can occur during Practices and/or Contests in any sport.
- Can happen even if a student has not lost consciousness.
- Can be serious even if a student has just been "dinged" or "had their bell rung."

All concussions are serious. A concussion can affect a student's ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most students with a concussion get better, but it is important to give the concussed student's brain time to heal.

What are the symptoms of a concussion?
Concussions cannot be seen; however, in a potentially concussed student, ***one or more*** of the symptoms listed below may become apparent and/or that the student "doesn't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should students do if they believe that they or someone else may have a concussion?

- **Students feeling any of the symptoms set forth above should immediately tell their Coach and their parents.** Also, if they notice any teammate evidencing such symptoms, they should immediately tell their Coach.
- **The student should be evaluated.** A licensed physician of medicine or osteopathic medicine (MD or DO), sufficiently familiar with current concussion management, should examine the student, determine whether the student has a concussion, and determine when the student is cleared to return to participate in interscholastic athletics.
- **Concussed students should give themselves time to get better.** If a student has sustained a concussion, the student's brain needs time to heal. While a concussed student's brain is still healing, that student is much more likely to have another concussion. Repeat concussions can increase the time it takes for an already concussed student to recover and may cause more damage to that student's brain. Such damage can have long term consequences. It is important that a concussed student rest and not return to play until the student receives permission from an MD or DO, sufficiently familiar with current concussion management, that the student is symptom-free.

How can students prevent a concussion? Every sport is different, but there are steps students can take to protect themselves.

- Use the proper sports equipment, including personal protective equipment. For equipment to properly protect a student, it must be:
  The right equipment for the sport, position, or activity;
  Worn correctly and the correct size and fit; and
  Used every time the student Practices and/or competes.
- Follow the Coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If a student believes they may have a concussion: Don't hide it. Report it. Take time to recover.

I hereby acknowledge that I am familiar with the nature and risk of concussion and traumatic brain injury while participating in interscholastic athletics, including the risks associated with continuing to compete after a concussion or traumatic brain injury.

Student's Signature X _____ Date ___/___/____

I hereby acknowledge that I am familiar with the nature and risk of concussion and traumatic brain injury while participating in interscholastic athletics, including the risks associated with continuing to compete after a concussion or traumatic brain injury.

Parent's/Guardian's Signature X _____ Date ___/___/____

Venango Region Catholic School
SCRIP RETAIL REBATE AGREEMENT

Venango Region Catholic School (referred to herein as "we," "us" and "our") sponsors a Scrip program which allows you to purchase Scrip. The Scrip you purchase through our program generates rebates from the participating retailers. Upon your signing and acceptance of this agreement by the program coordinator, the proceeds of the rebates can be used as a credit towards a family's Scrip obligation and tuition account, and /or a donation to the school. The parties agree as follows:

1. Rebates earned will be used in the following ways:
   a) _____% as a charitable contribution to the school (potentially deductible)
   b) _____% as tuition credit for the following school family: _____
   c) _____% as tuition credit for the following school family: _____
   d) _____% as tuition credit for the following school family: _____
   e) _____% as tuition credit for the following school family: _____

   Total: 100%

With respect to your charitable contributions, we will provide you with all required acknowledgements under sections 170(f)(8) and 170(f)(17) of the Internal Revenue Code.

You agree to indemnify us against any loss incurred in connection with there being insufficient funds in your account to cover the checks or ACH transfers you issue to pay for your scrip. We make no representations or warranties of any kind with respect to the scrip. This agreement continues unless replaced by another and can be terminated by either of us upon 60 day's advance notice to the other.

Purchaser's Signature: _____

Printed Name: _____ Date: _____
(referred to herein as "you" and "your")

Address: _____

Phone: _____

Email: _____

ACKNOWLEDGED: Venango Region Catholic School Scrip Program

By: _____ Date: _____
[Authorized Person's name & Title]

SCRIP Order Form

Name:_____

Phone:_____ Date:_____

Product	Rebate	Qty	Total Due
Advance Auto Parts $25	7.00%		
Advance Auto Parts $100	7.00%		
Areopostale $25	10.00%		
Amazon.com $25	2.25%		
Amazon.com $100	2.25%		
Amazon Prime Membership ($126.14)	8.00%		
American Eagle $25	10.00%		
American Girl $25	9.00%		
American Girl $100	9.00%		
Apple App Store/iTunes $15	5.00%		
Apple App Store/iTunes $25	5.00%		
Applebee's $25	8.00%		
Applebee's $50	8.00%		
Arby's $10	8.00%		
AutoZone $25	8.00%		
Barnes & Noble $10	8.00%		
Barnes & Noble $25	8.00%		
Bass Pro Shops $25	10.00%		
Bass Pro Shops $100	10.00%		
Bath & Body Works $10	12.00%		
Bath & Body Works $25	12.00%		
Bed Bath & Beyond $25	7.00%		
Best Buy $25	4.00%		
Best Buy $100	4.00%		
Best Western $25	12.00%		
Best Western $100	12.00%		
Bob Evans $10	10.00%		
Bob Evans $25	10.00%		
Boscov's $25	8.00%		
Boston Market $10	12.00%		
BP Gas $50	1.50%		
BP Gas $100	1.50%		
Brooks Brothers $25	16.00%		
Budget Car Rental $50	8.00%		
Buffalo Wild Wings $10	8.00%		
Buffalo Wild Wings $25	8.00%		
Bulid-A-Bear Workshop $25	8.00%		
Burger King $10	4.00%		
Cabela's $25	10.00%		
Cabela's $100	10.00%		
Carnival Cruise Lines $100	8.00%		
Carter's $25	11.00%		
Cheddars $25	8.00%		
Children's Place $25	12.00%		
Chili's $25	11.00%		
Chipolte $10	10.00%		
Chipolte $25	10.00%		
Christmas Tree Shops $25	7.00%		
Chuck E Cheese $10	8.00%		
		Subtotal	

Product	Rebate	Qty	Total Due
Claire's $10	9.00%		
Columbia Sportswear $50	12.00%		
Comfort Inn $50	3.00%		
Comfort Inn $100	3.00%		
Cracker Barrel $10	8.00%		
Cracker Barrel $25	8.00%		
CVS Pharmacy $25	6.00%		
CVS Pharmacy $100	6.00%		
Dairy Queen $10	3.00%		
Darden Resturants $25	8.00%		
Dave & Buster's $25	13.00%		
Delta Air Lines $250	4.00%		
Denny's $10	7.00%		
Dick's Sporting Goods $25	8.00%		
Disney $25	3.00%		
Disney $100	3.00%		
Domino's $10	8.00%		
Double Tree By Hilton $10(	2.00%		
Dunham's Sports $25	8.00%		
Eat'n Park $10	9.00%		
Eat'n Park $25	9.00%		
Econo Lodge $50	3.00%		
Exxon (Mobil) $50	1.00%		
Famous Footwear $25	8.00%		
Fazoli's $25	9.00%		
Field & Stream $25	8.00%		
Finish Line $25	10.00%		
Foot Locker $25	8.00%		
GameStop $25	3.00%		
Gap $25	14.00%		
Giant Eagle (GetGo) $25	4.00%		
Giant Eagle (GetGo) $100	4.00%		
GNC $25	8.00%		
Groupon.com $25	7.00%		
Golden Corral $25	9.00%		
Hallmark $25	4.00%		
Hilton $100	2.00%		
Home Depot $25	4.00%		
Home Depot $100	4.00%		
Home Depot $500	4.00%		
Hotels.com $100	6.00%		
J. Crew $25	13.00%		
J.C.Penney $25	5.00%		
J.C.Penney $100	5.00%		
Jo-Ann Fabric $25	6.00%		
Kohl's $25	4.00%		
Kohl's $100	4.00%		
L.L. Bean $25	16.00%		
Lands End $25	15.00%		
		Subtotal	

Certificates are non-refundable, please plan accordingly

SCRIP Order Form

Name:_____

Phone:_____ Date:_____

Product	Rebate	Qty	Total Due
Lands End $100	15.00%		
Little Caesar's Pizza $20	8.00%		
Lowe's $25	4.00%		
Lowe's $100	4.00%		
Macy's $25	10.00%		
Marshall's $25	7.00%		
MasterCuts $25	8.00%		
Maurices $20	7.00%		
Mens Wearhouse $25	8.00%		
Michaels $25	4.00%		
Nike $25	12.00%		
Nook $25	8.00%		
O'Charley's $25	13.00%		
Office Depot/Office Max $25	5.00%		
Old Navy $25	14.00%		
Olive Garden $25	8.00%		
Omaha Steaks $25	11.00%		
OshKosh $25	10.00%		
OutbackSteakhouse $25	8.00%		
Overstock.com $25	8.00%		
Panera Bread $10	8.00%		
Panera Bread $25	8.00%		
Peebles $25	8.00%		
PetSmart $25	5.00%		
Pizza Hut $10	8.00%		
Pottery Barn $25	8.00%		
Quality Inn $50	3.00%		
Red Lobster $25	8.00%		
Red Robin $25	8.00%		
Regis Salons $25	8.00%		
REI $25	8.00%		
Rite Aid $25	4.00%		
Royal Caribbean $100	13.00%		
Ruby Tuesday $25	8.00%		
Sally Beauty $25	12.00%		
Sephora $25	5.00%		
Sheetz $25	3.00%		
Sheetz $100	3.00%		
Shoe Carnival $25	5.00%		
Shoe Dept. $25	8.00%		
Shutterfly $25	9.00%		
SmartStyle $25	8.00%		
Speedway $25	4.00%		
Speedway $100	4.00%		
Staples $25	5.00%		
Starbucks $10	7.00%		
Starbucks $25	7.00%		
Subway $10	6.00%		
	Subtotal		

Product	Rebate	Qty	Total Due
Sunoco (A+) $50	1.00%		
Sunoco (A+) $100	1.00%		
T.J. Maxx $25	7.00%		
Taco Bell $10	5.00%		
Taco Bell $25	5.00%		
Talbots $25	13.00%		
Target $25	2.50%		
Target $50	2.50%		
Texas Roadhouse $25	8.00%		
TGI Fridays $25	9.00%		
Tim Hortons $10	5.00%		
ULTA $25	4.00%		
Under Armour $25	11.00%		
Walmart $25	2.50%		
Walmart $100			
Walmart $250	2.50%		
Wayfair $100	6.00%		
Wendy's $10	6.50%		
Williams Sonoma $25	8.00%		
Zappos.com $25	8.00%		
Zappos.com $100	8.00%		
Local:			
Parker Furniture $0.01	3.00%		
Headline Hair $50	10.00%		
Today's Cutting Edge $50	8.00%		
Rocko's Pizzeria $20	5.00%		
Friedhaber's $0.01	3.00%		
Double Play $25	20.00%		
($5 gift cert. only food & non-alcoholic bev.)			
Agway $50	7.00%		
(only non-sale items)			
	Subtotal		

Make Checks payable to VRCS

Name: _____

Account #: _____

(Last 6 digits of your phone #)

Office Use Only

Check Name	Check #	Amount

Certificates are non-refundable, please plan accordingly

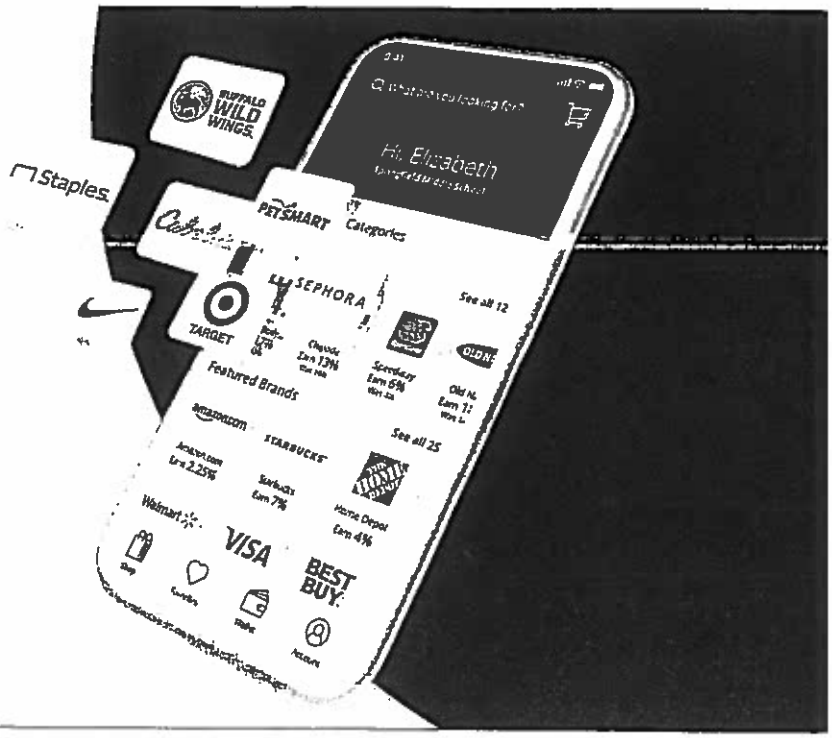
SCRIP SCHEDULE

Order Date	Sent home with Students
8/31/2021	9/3/2021
9/7/2021	9/10/2021
9/13/2021	9/17/2021
9/20/2021	9/24/2021
9/27/2021	9/30/2021
10/4/2021	10/7/2021
10/11/2021	10/15/2021
10/18/2021	10/22/2021
10/25/2021	10/29/2021
11/1/2021	11/5/2021
11/8/2021	11/12/2021
11/15/2021	11/19/2021
No School order placed this week, Thanksgiving Break	
11/30/2021	12/3/2021
12/6/2021	12/10/2021
12/13/2021	12/17/2021
No School order placed for 2 weeks, Christmas Break	
1/3/2022	1/7/2022
1/10/2022	1/14/2022
1/18/2022	1/21/2022
1/24/2022	1/28/2022
1/31/2022	2/4/2022
2/7/2022	2/11/2022
2/14/2022	2/17/2022
2/22/2022	2/25/2022
2/28/2022	3/4/2022
3/7/2022	3/11/2022
3/14/2022	3/18/2022
3/22/2022	3/25/2022
3/28/2022	4/1/2022
4/4/2022	4/8/2022
No School order placed for 2 weeks, Easter Break	
4/25/2022	4/28/2022
5/2/2022	5/6/2022
5/9/2022	5/13/2022
5/16/2022	5/20/2022
5/23/2022	5/27/2022
5/31/2022	6/3/2022

The easy way to raise money

RaiseRight.
by ShopWithScrip

Create opportunities for what matters most to you—right from your phone. Buy gift cards from 750+ brands to earn on your daily purchases. It's simply the right way to fundraise.



Start earning with the RaiseRight™ mobile app today

1. Join the program

- First, download the RaiseRight mobile app from the app store using your smartphone or tablet.
- Then, enter the enrollment code to join: 3L68FE6365461

2. Buy gift cards and earn for your organization

- Browse bonuses, search for a specific brand, shop categories, and more.
- When you're ready to check out, sign up for secure online payments. You can link a bank account, add a credit card, or both.
- The brand gives back to your organization the moment you buy a gift card—at no extra cost to you.

3. Get and use your gift cards

- eGift cards are delivered to the app within minutes—view them in your Wallet.
- Physical gift cards are mailed to your coordinator. Many are reloadable so you can keep earning with the ones you have.
- Use both types in-store and online.

Have questions about getting started?
Call the ShopWithScrip Customer Support team at 1-800-727-4715 Option 3.

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Get the app
www.RaiseRight.com

Download on the App Store
GET IT ON Google Play

Dear VRCS Families,

If you would like to volunteer for events, classroom activities, or field trips during the 2021-22 year, please fill out the attached clearance paperwork. If you have any questions, please call 677-3098.

Thank you,

Melissa Cyphert

Occasional Volunteer

Guarantee of Safe and Appropriate Personal Conduct

I will comply fully with all the requirements specified in the Policy for the Protection of Children and Youth for Occasional Volunteers, including the procurement of background checks. My questions (if any) pertaining to the Occasional Volunteer documentation have been satisfactorily answered. I am not aware of (or I have fully disclosed to the OPCY) any violation of the Policy, whether committed by myself or another person.

I also understand that if I do not complete the requirements of this Policy, I will be prohibited to work with children until the requirements are complete.

I testify that I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation. No formal or informal unresolved charge, claim or complaint has ever been made against me that would call into question the advisability of entrusting me with the supervision, guidance and care of children. I affirm that I am not disqualified from service based upon a conviction under any federal, state, or foreign law that prohibits or relates to:

Criminal homicide	Incest
Aggravated assault	Concealing death of child
Stalking	Endangering welfare of children
Kidnapping	Dealing in infant children
Unlawful restraint	Felony prostitution
Luring a child into a motor vehicle or structure	Obscene sexual materials and performances
Rape	Corruption of minors
Statutory sexual assault	Sexual abuse of children
Involuntary deviate sexual intercourse	Unlawful contact with minor
Sexual assault	Solicitation of minors to traffic drugs
Institutional sexual assault	Sexual exploitation of children
Aggravated indecent assault	Felony drug possession/distribution
Indecent assault	Any felony sentence less than 10 years ago
Indecent exposure	Any misdemeanor sentence less than 5 years ago
Sexual intercourse with animal	Any second-time/repeat DUI

As testimony of the statements above, I affix my signature below.

Name (printed) _____

Signature _____

Date: _____

This record is to be kept on file in the diocesan office, parish, school, agency or institution where the individual volunteers. The record for priests will be kept in the Priest Personnel Office. The record for permanent deacons will be kept in the Permanent Diaconate Office.

Online link for Volunteers

(Non-school Regular/Occasional Volunteer, School Regular/Occasional Volunteer, Volunteer Driver, Girl Scout Leader)

PA State Police Criminal Record Check and PA Child Abuse History Certification fees for volunteers will continue to be waived one time within a 5-year period.

Pennsylvania State Police Criminal Record Check

https://epatch.state.pa.us

Free of Charge

Steps to obtain a PA State Police Criminal Record Check

1. Choose the yellow box "New Record Check" (Volunteers Only).
2. Check the Volunteer Acknowledgement Section box and click the Accept button.
3. Choose "Volunteer FREE" as the reason for the request complete the Personal Information form and click the next button.
4. Review the information, click the back button to make corrections or click the Proceed button.
5. Complete the Record Check Request Form and click Enter this Request (Not entering the Social Security number may cause a delay in the issuing of the clearance).
6. When you are done entering requests click the Finished button.
7. Click Submit button to proceed to the Record Check Request Results page.
8. After a few minutes the request should be processed. Click on the Control Number hyperlink to view the details of a specific record check.
9. When the Record Check Details page appears, print a copy for your records and then click on Certification Form for your official clearance.
10. Print your certificate (print 2 copies and keep one for your records) Your Certificate will print with the word "Volunteer" in the background. This clearance cannot be used for employment purposes.
11. At this point you also have the option of saving the clearance to your computer.

Volunteers must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and, if required, Federal Criminal History Record Information before beginning to volunteer in a parish, school or agency. (see Policy, Section III A., pp. 8 & 10)

Online link for Volunteers

(Non-school Regular/Occasional Volunteer, School Regular/Occasional Volunteer, Volunteer Driver, Girl Scout Leader)

PA Child Abuse History Certification

Important notice: When applying for or checking the status of your clearance DO NOT use the google chrome internet browser. You will not be able to access your clearance and you may be double charged when using google chrome.

https://www.compass.state.pa.us/cwis/public/home

Free of charge

PA State Police Criminal Record Check and PA Child Abuse History Certification fees for volunteers will continue to be waived one time within a 5-year period.

Abbreviated steps to obtain a PA Child Abuse History Certification:

1. Click on Create Individual Account.
2. Create a Keystone ID – print this page for your records.
3. Using the temporary password emailed to you, log back in and create your own password. Record your password someplace safe.
4. You will be required to log in again in order to apply for the clearance.
5. Read and accept the terms and conditions. Click next
6. Read the Learn More section and click continue.
7. Read Getting Started. You will need the address where you previously lived, names of all individuals with whom you have lived and any previous names you have used or have been known by. Click begin.
8. Application Purpose – check Volunteer having contact with children.
9. Complete the following sections: Applicant Information, Current Address, Previous Address, Household Members, clicking next after each section.
10. Review your application
11. Sign your application and submit the application.
12. Reports can be obtained both online and in the mail.

*If you do not wish to complete the application online you may download, complete, sign and mail in a paper copy. A link to the paper copy can be found in the Getting Started section of the application.

Volunteers must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and, if required, Federal Criminal History Record Information before beginning to volunteer in a parish, school or agency.
(see Policy, Section III A., pp. 8 & 10)

Revised: October 2020

Online link for Volunteers

(Non-school Regular/Occasional Volunteer, School Regular/Occasional Volunteer, Volunteer Driver, Girl Scout Leader)

Federal Criminal History Record Information (CHRI) – FBI REPORT

FBI check is needed ONLY if the adult has not lived in PA for the past 10 continuous years

https://uenroll.identogo.com/
$22.60 fee (effective 1/1/2019)

Steps to obtain the Federal Criminal History Record (Fingerprinting):

1. Enter the correct Service Code:
   - Non-School Regular/Occasional Volunteer: **1KG6ZJ**
   - Volunteer Driver: **1KG6ZJ**
   - Girl Scout Leader: **1KG6ZJ**
   - School Regular/Occasional Volunteer: **1KG6Y3**
     (includes volunteer coaches)
2. Click on Schedule or Manage Appointment
3. Complete each section of the pre-registration form, selecting next at the end of each section. *Note: The diocese does not issue Authorization Codes for payment. Payment is the responsibility of the applicant.*
4. Choose which identity documentation you will present at the fingerprinting site. (The name on this documentation must match the name on the pre-registration form.)
5. Enter your zip code to find locations in your area. Search and click next to see the locations. Choose your location and click next.
6. Choose your date and time then click submit.
7. Print your service summary.
8. On the day of your scheduled appointment you must **bring the Identity Documentation selected as part of the online pre-enrollment registration application.**

Credit Card, Money Order or Business check only are accepted **on-site** at the IdentoGO – State Agency – Enrollment fingerprint site. The fingerprint transaction begins when the Enrollment Agent reviews the applicant's qualified state or federal identity documentation before processing. Applicants will not be processed if they cannot produce acceptable photo identification. After identity of the applicant has been confirmed, all ten (10) fingers are scanned to complete the process – the entire fingerprint capture process should take no more than 3-5 minutes.

Volunteers must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and, if required, Federal Criminal History Record Information before beginning to volunteer in a parish, school or agency.
(see Policy, Section III A., pp. 8 & 10)

Revised: January 2019

Mandated Reporter Compliance Document

Diocese of Erie

Effective October 1, 2021 to September 30, 2022

Pennsylvania State law contains the following provisions regarding the reporting of child abuse by mandated reporters:

The list of adult mandatory reporters of suspected child abuse include: all State-licensed professionals; employees of health care facilities; **school employees; members of the clergy or other spiritual leaders; child-care services providers**; social services workers, **any individual (paid or unpaid) who accepts responsibility for a child as part of that individual's role in any regularly scheduled program, activity or service (which could include parishes and schools)** and **any individual who is supervised by any listed mandated reporter and who has direct contact with children.**

The duty to report is triggered when a mandatory reporter has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances: (1) the mandated reporter comes into contact with children during the course of her/his employment or volunteer service in a regularly scheduled program or activity; (2) the mandated reporter is directly responsible for the care, supervision, guidance or training of the child; (3) the mandated reporter is affiliated with an agency, institution, school or religious organization that is directly responsible for the care, supervision, guidance or training of the child, (4) a person makes a specific disclosure to the mandated reporter that an identifiable child is a victim of child abuse; or (5) a person over the age of 14 makes a disclosure to the mandated reporter that s/he has perpetrated an act of child abuse.

The child need not personally come before the mandated reporter in order to trigger the mandate to report.

The identity of the perpetrator need not be known, and the mandated reporter will not be obligated to attempt to identify the perpetrator prior to making the report. **No investigation will be carried out by the mandated reporter.**

Mandated reporters who are staff members at any medical facility or any public or private agency or institution or school **are required to make a direct, immediate report of the suspected abuse, either by phone (1-800-932-0313) or electronically, to DHS's** (PA Dept. of Human Services) **ChildLine**. They are also to notify the person in charge of the institution. The person in charge must thereafter assume the responsibility to assure the cooperation of that institution in any resulting investigation. If an oral report is made initially, the report must be followed up by a written or electronic report within 48 hours. There is no requirement that more than one report of the same abuse be made.

The law provides for severe criminal penalties if it is found that there was knowledge of abuse and it was not reported. All information regarding the report of abuse is to be kept **confidential**, on a need-to-know-basis.

I _____ understand that I am a mandated reporter.
(please print name)

I have read and understand the above information and will comply with Pennsylvania laws regarding the reporting of child abuse.

Signature _____

School/Parish/Institution & City _____

Date_____

Venango Region Catholic School
Teaching Assignments
2021-2022

St. Stephen Campus

- PK – Mrs. Alicia Daman
  - PK Aide – TBA
- Kindergarten – Mrs. Shelly Feather
- 1st Grade – Mrs. Heather Marvin
- 2nd Grade – Mrs. Andree Sporer
- 3rd Grade – Mrs. Jill Lander
- 4th Grade – Mrs. Martina Love
- 5th Grade – Ms. Mary Anne Oliver
- 6th Grade – Mrs. Deborah Mitchell

Venango Catholic Jr. / Sr. High School

- Ms. Jessie Pyle – Science Department
- Mr. Brian Slider – English and Theology Department
- Mr. Ron Bair – Math Department
- Ms. Kathryn Miehl – English and History Department
- Mrs. Shani Smith – Science and Math Department
- Ms. Emily Hicks – English Department
- Mrs. Suzi Fox – English and History Department

St. Stephen Campus and Venango Catholic Jr. / Sr. High School

- Art – Ms. Angela Wyant
- Music – Mrs. Mary Beth Hutchinson
- Tech – Mr. Greg Knox

Dear VC Families:

In order to be more organized and proactive; we are asking for students to pre-pay for the Student Council Dress Down Days this school year. The cost for the whole year is $30. Students do not have to participate in this; however, if you do not pay, you cannot dress down on those days. Dress Down Day funds are used for paying for homecoming activities, prom activities, holiday parties, and many other fun activities throughout the school year. I have compiled a list of the days for you.

Dress Down Days:

Sept. 10	Feb. 25
Oct. 22	March 18
Nov. 19	April 8
Dec. 17	May 20
Jan. 14	

Thank you,

Katie Miehl

Student Council Director

Please complete the following form and return to the VC school office. Checks should be made out to VRCS memo VC Student Council.

_____ Name of Student _____ Grade

_____Parent/Guardian Signature

_____ Amount Enclosed

VENANGO REGION CATHOLIC SCHOOL

BOARD OF DIRECTORS MEETING SCHEDULE
2021-2022 SCHOOL YEAR

The VRCS Board of Directors values your input and invites you to attend and participate in its monthly meetings, subject to the meeting policy set forth below. Please direct your questions regarding this policy or the meeting schedule to President, Laura Blake (laura.blake@venangocatholic.org) or Board Chair, Bob Puleo (bob.puleo@venangocatholic.org).

All meetings begin at 6:30 P.M. at Venango Catholic Jr./Sr. High School

September 7, 2021	October 5, 2021	November 9, 2021	December 8, 2021	January 11, 2022
February 1, 2022	March 1, 2022	April 5, 2022	May 3, 2022	June 14, 2022

VRCS BOARD OF DIRECTORS
MEETING POLICY

Stakeholder feedback is encouraged regarding concerns or suggestions to better VRCS and enrich its students. VRCS's monthly board meetings will be open for all stakeholders to attend during the time allotted for stakeholder participation and during the Advancement, Finance, and Principal Reports, but may then be closed for confidential meeting items and discussion.

Any stakeholder may address the Board provided he/she has given a written request, specifying the agenda item to be presented, to the President or Board Chair at least three working days prior to scheduled meeting.

The following rules shall be observed for stakeholder participation at meetings:

1. Each registered participant will be given three (3) minutes per person to address the Board. The total time allotted for this purpose will be limited to fifteen (15) minutes.

2. Speakers must be recognized by the presiding officer and must preface their comments by announcing their name and the matter they are about to discuss.

3. Topics of a confidential nature, such as discipline problems or personnel issues, will not be permitted.

4. No discussion shall follow the presentation(s).

5. The President or Board Chair may, at any time, interrupt and/or terminate a participant's address to the Board for any reason, including if it is excessive in length, a topic of a confidential nature, abusive or obscene.

Following all presentations by registered participants and the delivery of the Advancement, Finance, and Principal reports, the meeting will adjourn to an "executive" or "closed" session. Anything said in the executive session is confidential and is not subject to disclosure unless required by law.

ST. STEPHEN KNIGHTS
ONLINE STORE

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OR GO TO: https://stores.inksoft.com/vrcs

Orders from this online store will ship straight to you in 7-10 business days!

BeeGraphix.com

VENANGO REGION CATHOLIC
ONLINE STORE

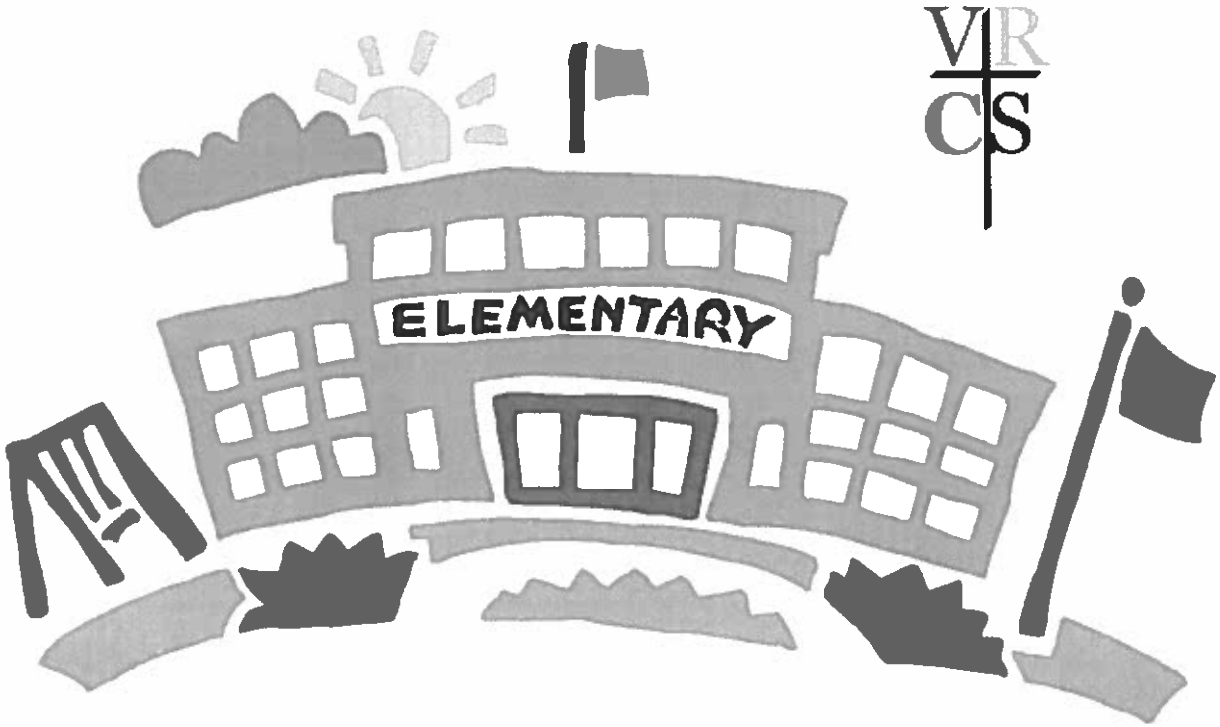
SCAN THE QR CODE TO SHOP ONLINE!

OR GO TO: https://stores.inksoft.com/vrcs

Orders from this online store will ship straight to you in 7-10 business days!

BeeGraphix.com

Meet the Teacher Night



All Incoming VRCS Preschool and Kindergarten Students and Families

Join us on Wednesday August 25, 2021from 5pm-6pm at the St. Stephen Campus!

- See the classrooms!
- Drop off supplies!

Staff will greet you at the parking lot door. We look forward to seeing you!

Venango Catholic Jr./Sr. High School
1505 West First Street
Oil City, PA 16301
814-677-3098

St. Stephen School
214 Reed Street
Oil City, PA 16301
814-677-3035

Venango Region Catholic School

8-12-21

My name is Jill Lander and I will be the head coach this year for the Junior High Lady Viking basketball team. I teach 3rd grade at the Saint Stephen Campus. I have been coaching girls of all levels for the past 6 years. I am also currently the assistant coach for the Lady Vikings Varsity Basketball team.

I would love to have any 7th and 8th grade girls join us this year. Come and grow your daughter's skills with us. I am encouraging girls of all levels to join whether they are just beginning or have been playing for a couple years. We will be working on shooting, offensive plays, defensive skills, ball handling, passing, working as a team and more. We will be playing other schools in our KSAC division.

We will be beginning practices on Tuesday August 24th and Wednesday August 25th from 7-8 P.M. You will pick up and drop your daughter off at the gym entrance.

If your daughter would like to play or is interested in joining the Junior High Lady Vikings basketball team please contact me at jill.lander@venangocatholic.org. I will send out more information to those who will be playing.

Coach Jill Lander