



HANDBOOK FOR SCHOOL FAMILIES

CARDINAL JOHN FOLEY CATHOLIC SCHOOL

Established 2012

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Dear Parent/Guardian,

Welcome to Cardinal John Foley Catholic School!

Our school is committed to promoting a vibrant Catholic faith formation in our students and encouraging them to achieve their academic potential by providing a strong curriculum that fosters reading, writing, and thinking critically. Our school is based on the teachings of Jesus, enriched by the sacraments and the virtues that the Sisters of Mercy shared when they staffed the schools at both Annunciation BVM and St. Denis. The school's core values of Faith, Mercy, Integrity, Cooperation, and Respect are reflected in every aspect of the school day.

The academic program follows the Archdiocesan Curriculum guidelines, which are based on the Pennsylvania State Standards. We partner with our families to provide an education based in the doctrine, traditions and rituals of the Catholic faith. Students pray four times a day, receive daily instruction in Religion, attend Mass once a month, participate in prayer services, and attend Stations of the Cross during Lent. The students are offered service opportunities that are supported by our parents. Our program integrates our faith through all curricular areas.

Our Early Childhood Program includes PS for 3-year-olds and PK for 4-year-olds. These are play-based programs where teachers provide a caring, warm and safe environment for children to develop at their own pace. We believe that early childhood is a journey, not a race, and that each child is a unique and special gift from God.

Our Kindergarten program is a five-day full-day program. The program is a balance between academics and socialization. The children are presented with a curriculum that includes a variety of activities and experiences that challenge and prepare them for their formal academic learning.

The average class size in Kindergarten through grade 8 is 20 students. We offer an honors math program for students in grades 5 to 8. Each week the students receive instruction in art, music, physical education, technology, library skills and Spanish. The 7th and 8th grade students participate in a Robotics program, and STEM activities are incorporated into the various curriculum areas across grade levels. All classrooms are equipped with interactive Promethean Boards. Each student in grades 1 through 8 is assigned a Chromebook for the school year and iPads are available for use in PK and Kindergarten.

Our teachers are dedicated and committed to Catholic education. All teachers hold a Bachelor's degree. Many teachers hold a Master's degree as well. Supervision and training are part of the staff development program for our teachers.

Thank you for choosing our school and may the school year be a happy one for your family.

Sincerely,

Mrs. Kathleen Boyle
Principal
2025-26

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As 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 two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they are to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

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 principles and policies that govern the Catholic school.

MISSION STATEMENT

Cardinal John Foley Catholic School provides students from preschool to eighth grade a strong academic and Catholic faith foundation rooted in the Mercy traditions. The school's atmosphere promotes spiritual, academic, social and emotional growth by:

- Challenging students to answer the Gospel call to serve others;
- Creating a learning environment that provides opportunities to achieve learning potential;
- Developing respect, responsibility, and leadership through activities that nurture mindful social interaction.

BELIEFS

We believe our school guides students to grow in their relationship with God by teaching the importance of the Gospel in their daily lives.

We believe that in partnership with parents, we lay the foundation for a life-long commitment to service.

We believe our school supports students in achieving their fullest academic potential through strong academic programs.

We believe we encourage students to develop critical thinking skills and problem solving strategies.

We believe our school provides a vibrant learning environment that cultivates students' gifts and talents.

We believe in a school community based on mutual respect and cooperation between teachers, parents, students, and administrators.

We believe that our school encourages students to be attentive to the needs and feelings of others in order to promote a peaceful learning environment.

INVOLVEMENT OF PARENTS/GUARDIANS

(Going forward the term "Parents" will refer to parents and guardians.)

Parents must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social Christian virtues, values, and academics essential to any well-ordered society.

The school appreciates the cooperation of parents with the following:

- Sending their child to school physically fit, clean and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics, and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the Law.
- Taking an active role in the Home and School Association.

The Home and School Association

The Home and School Association has set as its objective the advancement of Catholic education for all of the school's children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Refer to the school directory for member contact information.

The Home and School Association plays an important role in raising funds to support school programs, equipment, renovations, and educational materials. The annual dues collected by the HSA help off-set the cost of the annual school directory and contribute to the teacher appreciation program.

ADMISSION POLICY AND REGISTRATION

Our School does not discriminate on the basis of race, creed, or ethnic origin in administration of admissions, education, programming or policies. It is founded on the principle that religion is not merely a specialized subject in the curriculum, but rather, “it is perceived and functions as the underlying reality in which the student’s experiences of learning and living achieve their coherence and their deepest meaning.” (National Conference of Catholic Bishops).

Any child may enroll whose parents realize the nature of the school and are willing to accept its standards. Registration time and dates are published in the parish bulletins, school newsletters, and on the school’s website. A non-refundable registration fee per child is required at the time of registration each year.

Students need to be 3 years old on or before August 31st to enter Preschool; the same deadline pertains to 4 year olds entering Pre-Kindergarten; 5 years olds entering Kindergarten; and 6 year olds entering First Grade. All children must be independent in the lavatory. The following is required for all newly-enrolled students at the time of registration:

- Official birth certificate
- Immunization record
- Baptismal Certificate*
- Confirmation Certificate*
- Most recent report card*
- Records of all grade level standardized test score results*
- Information on any medical conditions
- Legal custody agreements, legal directives

*if applicable

Tuition

Each school year, the Finance Council proposes tuition rates to the Advisory Council. The Council reviews and then recommends the tuition rates to the pastors of Annunciation and St. Denis Parishes. At the time of registration, families sign a Tuition Agreement and any other required documents necessary for the upcoming school year. Tuition payments are automatically withdrawn from a family’s designated account through the school’s tuition management system. Families may choose to pay tuition monthly (10 months), semi-annually, or annually.

SCHOOL HOURS

Preschool	Half-day session	8:15 am to 11:15 am
Preschool	Full-day session	8:15 am to 2:15 pm
Pre-Kindergarten	Full-day session	8:15 am to 2:30 pm
Grades K - 8	Full-day	8:15 am to 3:00 pm

In order for a student to be credited for a full day of school, he/she must arrive before 11:00 AM and stay until dismissal. A student is considered absent for the morning session if he/she arrives after 11:00 AM. A student is considered absent for the afternoon session if he/she leaves before 1:00 PM. Car riders and walkers can arrive no earlier than 8:00 AM; it is at this time that the doors to both school buildings are opened for students to enter. If an earlier arrival is necessary, the student must be registered in the CARES Program for the morning.

CARES PROGRAM

Children Are Receiving Extra Services

The CARES Program offers extended care in a developmentally appropriate environment. This program is available to all students enrolled in the school. There is a balance between adult-directed and child-initiated activities, active and quiet times, indoor and outdoor games, and time for homework.

The staff consists of an experienced director, teachers, and teacher aides, who work together to help each child grow in maturity and self-respect, as well as maintain a warm atmosphere of fun and cooperation. Parents of any student whose behavior is consistently disruptive or disrespectful will be required to meet with the principal and the director before the student may continue attending the CARES program.

Morning CARES is from 7:00 AM to 8:00 AM for all students. On days when there is a delayed opening there is no morning CARES. For full-day PS and PK students, afternoon CARES begins at 2:30 PM. For students in Kindergarten through grade 8, afternoon CARES begins at 3:00 PM.

Refer to the school's website for the CARES handbook and forms. The CARES registration and emergency forms are due to the CARES director prior to September 1. There is no sign-up required for morning CARES. Parents sign up for afternoon CARES on a weekly basis using the CARES link provided in the Family Letter that is sent by the principal each Friday during the school year.

GENERAL SCHOOL INFORMATION & POLICIES

Campus Map



Annunciation Building - Campus Building #3

Classrooms: PS/PK, 3rd, 4th, 5th, Middle School
Main Office, Principal's Office, Music Room, Gym

St. Denis Building - Campus Building #1

Classrooms: PS, K, 1st, 2nd
Cafeteria, Media Center, Art Room, Dean of Students, Nurse's Office

Visitors / Meetings

The main entrance of the school is located in the Annunciation Building, which is identified as Building #3. All visitors (including parents, volunteers, and outside student service staff) must ring the bell on the right side of the main entrance door and identify themselves. Visitors who have appointments will be buzzed into the building and immediately travel up one flight of stairs to the first floor, where the school's Main Office is located on the right. The school's office personnel will assist scheduled visitors with signing the visitor's log and acquiring the appropriate visitor identification.

Any visitors needing to enter the St. Denis Building, which is Building #1 and located closest to Eagle Road, must follow the visitor procedures above. No visitor without a CJF Visitor/Volunteer/Staff identification will be permitted to enter the St. Denis Building nor the remaining areas of the Annunciation Building.

The visitor policy is strictly enforced to ensure effective and uninterrupted instruction and a safe and controlled learning community.

Appointments with teachers or the administration can be requested via email or by calling the school office. Meetings can be conducted via phone, Google Meet, or in person.

Item Drop-off

Parents coming to school to bring forgotten items may contact the school office (610-446-4608 or SchoolOffice@cjfschool.org) to say what item is being dropped in the black bin outside the main entrance (Annunciation Building) and the student/grade who forgot it. The office staff will deliver the item at a time that will not interrupt classroom instruction.

Volunteers

The assistance of volunteers in the cafeteria, on the playground, and on field trips is greatly appreciated and encouraged. We recognize that this assistance given by our students' families and parishioners helps in building a strong learning community.

All volunteers must:

1. Obtain and submit to Donna Leonard (dleonard@cjfschool.org) in St. Denis Parish office:
 - PA State Police Clearance (must be updated every 3 years) - free
 - PA Child Abuse History Clearance (must be updated every 3 years)
 - Federal Bureau of Investigation Fingerprint Clearance (required for volunteers living in PA less than 10 years)
 - Safe Environment Training - Protecting God's Children for Adults - Part I
 - This is a 2.5 hour seminar (one time only) that is required by the Philadelphia Archdiocese that provides the volunteer important information and procedures to ensure the safety of students. To register for the course go to <https://www.virtusonline.org/virtus/>
 - Mandated Reporter Online Component Safe Environment Training - Part II
 - Mandated Reporting of Suspected Child Abuse provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare laws. It is an online class that provides a certificate at completion.
2. Keep all student information confidential. Any concerns you experience as a volunteer are to be brought directly to the administration and are not to be discussed with anyone other than the administration.

Lunch

Other than the cafeteria, our buildings and classrooms are NUT FREE. Snacks brought into classrooms must be nut free. The administration will provide a nut free area/seating in the cafeteria at the request of the parent of a child with a nut (or other food) allergy.

Lunch is available for purchase through JD McGillicuddy's. The lunch ordering is conducted through McGillicuddy's online ordering system. Parents create a lunch account for their child(ren) and prepay for any lunch(es) purchased for the upcoming month. The lunch ordering link and a reminder to place the order for the upcoming month is included in the principal's Family Letter.

The packed lunch a student brings should include napkins so that one can be used as a placemat and the others to assist in maintaining cleanliness and area clean up. Please be sure any containers are shatterproof and pack any utensils that are needed to eat lunch. **NO GLASS FOOD OR BEVERAGE CONTAINERS ALLOWED.** Each student is expected to clean up his/her eating area (table, seat, and floor) when finished eating. Students are told to take uneaten food home in order to keep parents informed of a child's eating habits. Any concerns regarding a child's eating habits should be brought to the child's teacher.

Students are expected to be respectful and courteous to the lunch and recess staff. The expected eating manners include:

- Talking without food in one's mouth.
- Disposing of trash in the trash can and leaving the table in the manner it was found.
- Dining room voices, which means having conversations using an inside voice with table members and not students at other tables.
- Raising one's hand to be excused or to get up for any reason.
- Raising one's hand for adult assistance or to ask a question.
- Keeping one's face and hands clean with a napkin while eating.
- Ceasing conversation and paying attention when the teacher on duty gets on the cafeteria microphone.
- Praying in a respectful and mindful manner.
- Walking calmly when entering/leaving the cafeteria.

If a student forgets his/her lunch, it may be dropped in the black bin outside the Main Office and will be delivered to the student before lunch.

Snack

In addition to packing and/or ordering lunch, all students are encouraged to bring a single healthy snack for morning recess. Please be sure any snack containers are shatterproof and labeled with the student's name.

Water

All students must bring a stainless, rubber, or plastic refillable water bottle (labeled with their name) to school each day. Students have bathroom and water breaks throughout the school day upon the discretion of their teachers, and will need their water bottles during both morning snack and lunch time in the cafeteria. Water bottle refilling stations are available in both the Annunciation and St. Denis buildings.

Recess

Recess time is approximately 20 minutes, adjacent to the 20-minute lunch time period. There is a minimum of two adult supervisors (staff/volunteers) on duty at all times. Students are to bring concerns and problems immediately to the adult on duty. Students are to exercise concern for those around them and exhibit Christ-like behavior at all times.

The following equipment is approved for playground use:

- Playground balls provided by CJF
- Sidewalk chalk provided by CJF
- Other play equipment provided by CJF and supervised by recess duty staff/volunteers

The following equipment is **not** approved for playground use:

- Footballs, frisbees, tennis balls, hockey sticks, baseball bats, and other sporting equipment not approved or provided by CJF for use at recess time

During recess, students may not be near or around the cars. If a ball goes behind a car, a student may retrieve the ball, but children hiding or playing near or behind the cars will be reminded to move out of the area. Students may not walk on the Pit walls.

Messages / Phone Use

The telephone in the school office is for business only. School personnel will be able to make a call on behalf of a student in cases of emergencies. Permission will not be given to a student to call a parent for social planning.

Parents are advised to arrange dismissal directions in the morning before the children leave for school. **If an emergency arises and the dismissal directions need to change, a parent must contact the school office no later than 1:00 PM for full-day PS/PK students; and no later than 2:00 PM for K-8 students.** Teachers are instructing the students and cannot be responsible for checking email before dismissal.

If a parent permits his/her child to bring a cell phone to school, it must be kept turned off and stored in the student's school bag. If the student is a bus rider, the cell phone is not to be used on the school bus except in the case of an emergency. Cell phones are to remain in a student's school bag at all times. The school does not take responsibility for missing cell phones. Early childhood and elementary students are not permitted to wear smartwatches during the school day. Only students in grades 7 and 8 may wear a smartwatch, and keep it in "School Mode" for the duration of the school day. This privilege will be revoked if a student does not comply with this requirement.

In the case of school related activities, the same policy applies to cell phone use. If permission is granted by a teacher to use a cell phone to contact a parent, it may be used in the presence of the teacher.

****For more information on the appropriate use of these and other forms of technology, please see the Archdiocese of Philadelphia Technology Policy linked under the "Resources" tab of the CJF school website, which is to be read and signed at the onset of the school year by teachers, parents and students.***

Transfer of Students

If a student is transferring to another school, parents are to notify the school office. Student's school records will be released once the school has received a written request from the child's new school. Medical records will be forwarded along with the academic records. Any testing completed through the Delaware County Intermediate Unit or Haverford Township must be requested from the testing agency directly.

Updating of Family Information

It is vitally important that our student records are maintained with accurate and current information. It is the responsibility of the parent to keep the school fully informed of any changes to prevent a delay in communications, especially in emergency situations. The school office is to be notified in writing and in a timely manner of any changes in family contact information.

The school utilizes a student information system (FACTS) to send parent communications, notify families of school closings or an emergency situation, and to send reminders of upcoming meetings or events. FACTS contacts parents via:

- Home phone
- Cell phone
- Email
- Text Message (if under 150 characters)

In August, parents verify the information that is in the student information system by reviewing the information on file in their FACTS Parent Portal and making any updates in FACTS directly. The information in FACTS will also be used when the school directory is printed for families each fall.

Any person other than the parent who will be taking a student from school in emergency closing situations must either be designated in writing on the student's emergency information form or the parent has provided documentation asserting this information. A teacher will ask for picture identification before releasing a student if the person picking up a student is unfamiliar.

Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. The school requires a copy of the custody decree to keep on file in the school office. This will help school personnel make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders when necessary.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The school requires parents to sign the CJF Legal Custody Agreement regarding the administration of parental participation issues and payment of tuition. A completed and signed copy of the agreement will be placed in the student's confidential file in the school office.

Student Records

Unless a court or custody agreement specifies otherwise, each parent with legal custody is entitled to access all school records of the child.

Release of a Child

A child will be released to a parent who does not have physical custody only with the written consent of the custodial parent. If only one parent has legal custody, a copy of the Court Order/Custodial Agreement is to be provided to the school.

DRESS CODE

General Information

A student's exterior appearance sets an atmosphere and tone for the important task of education. Reasonable care and neatness with regard to dress are required of all students in order to maintain a responsible appearance, self-respect, and positive school performance. Parents are asked to cooperate in having their children comply with the dress and grooming code adopted by the school. A uniform is as it indicates "one form." Choosing to send one's child to CJF is also a commitment to uniform compliance in all respects. We firmly believe that attention to personal appearance is an important part of the developmental process for students attending Cardinal John Foley Catholic School. If there is a question regarding appropriateness of dress, the principal will be the final judge. Throughout all of the grades, parents are responsible for their child's uniform compliance and appearance.

Students may choose to wear the fall/spring uniform from the first day of school until October 31, and April 1 until the last day of school. Winter uniforms will be worn from November 1 - March 31.

Hair

- We expect hair to be clean and well groomed at all times.
- Hair should be styled away from the face, this includes bangs which should be no longer than the eyebrows. These requests are to prevent visual obstructions and distractions while learning.
- No unusual styles or colors are permitted.
- Hats/hoods must be removed upon entering all buildings.
- Girls may wear headbands (no wider than 2 inches) and hair clips. Hair accessories are to blend in with the school uniform. White, maroon, gray, navy blue or black are acceptable colors for these accessories.

Jewelry

- Religious necklaces and religious pins can be worn.
- Post earrings that are not hoops or do not dangle can be worn by girls only; no more than one earring is permitted in each ear during the school day.
- Earrings are not permitted to be worn by boys.
- Make-up is not permissible.

SCHOOL UNIFORM

PreSchool/Pre-Kindergarten

Students wear appropriate play clothes with socks and sneakers. If a student does not wear sneakers, he/she will not be permitted to play in the gym. For more specific information, please refer to the PS/PK Handbook.

Gym Uniform / Kindergarten Uniform

- CJF maroon mesh shorts
- CJF gray gym t-shirt (dri-fit or cotton blend)
- White or black athletic socks
- Sneakers
- CJF maroon gym uniform sweatpants
- CJF maroon or gray gym uniform sweatshirt
 - K - 3rd grade: crewneck style uniform sweatshirt
 - 4th - 8th grade: option of crewneck or hoodie style uniform sweatshirt

Boys' Uniform

- Navy walking shorts or navy pants (season dependent)
- White or maroon short or long sleeve CJF embroidered golf shirt
- Brown or black belt
- Solid colored white, navy, or black socks at least 2 inches above the back of the shoe
- Buck Oxford tie shoe or Brown Sperry tie shoe
- Additional options:
 - 1st - 5th grade: CJF embroidered gray sweater (cardigan, v-neck, or vest)
 - 6th - 8th grade: CJF embroidered gray sweater (cardigan, v-neck, or vest) or CJF embroidered gray ¼-zip sweatshirt

Girls' Uniform

- 1st - 3rd grade: plaid jumper; white peter-pan collared shirt (short or long sleeve)
- 4th - 5th grade: plaid skort; white or maroon CJF embroidered golf shirt (short or long sleeve)
- 6th - 8th grade: plaid wrap-around kilt; white or maroon CJF embroidered golf shirt (short or long sleeve)
- Buck Oxford tie shoe or Brown Sperry tie shoe; navy knee socks or navy tights, white socks option in Fall and Spring
- Additional options:
 - 1st - 8th grade: navy blue skort in Fall and Spring
 - 1st - 5th grade: CJF embroidered gray sweater (cardigan, v-neck, or vest)
 - 6th - 8th grade: CJF embroidered gray sweater (cardigan, v-neck, or vest)
OR CJF embroidered gray ¼-zip sweatshirt

POLICIES ON ATTENDANCE AND LATENESS

Regular school attendance positively impacts a child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. Lateness and irregular attendance interfere greatly with a student's academic progress. Therefore, parents have the responsibility of ensuring regular and timely attendance for their children.

Excused/Lawful Absences

A student who has been absent from school must present a written excuse from a parent to the homeroom teacher within three (3) days of his/her return to school. If a written note has not been received within three (3) days, the absence will be recorded as unexcused. This written excuse is to state the reason for the absence and must specify the exact days and dates of the absences.

Parents must notify school before 8:30 AM on the day of absence and on each day of successive absences either by telephone call to the school office (610-446-4608), or by email to the office (SchoolOffice@cjfschool.org) and the homeroom teacher. When calling the school office, if the call is not answered personally you may leave a message to report an absence or lateness. If a child's name appears on an attendance report from the homeroom teacher, and his/her parent has not phoned in, the parent will receive a call from the school to verify the absence; verified absences by a student's parent are considered "excused/lawful" after the written excuse from the parent is received by the school. Please help in this endeavor by contacting the school office in the morning to report your child's absence; each child's safety and welfare are of great importance to the school administration and faculty. In addition, the Archdiocese of Philadelphia and the State of Pennsylvania have strict attendance regulations that are maintained at Cardinal John Foley Catholic School according to the preceding section.

If a parent wishes to have class work and/or homework prepared, include this request in the early morning absence call-in; this work can be available for pick-up from the school when the homeroom teacher has time to assemble the materials. The materials will be placed in the black bin that is located outside the Main Office door by the end of the school day.

Extended Illness

If an extended absence for illness occurs, it is advisable to contact the principal and the child's teacher(s) in order to make arrangements for study assignments. An excused illness that extends beyond three days requires a doctor's note in order for the student to return to school.

Student Appointments

It is encouraged to arrange medical and dental appointments before/after school hours; if this proves to be impossible, a note from the parent or a card from the doctor or hospital should be presented to the homeroom teacher. A late arrival or early dismissal due to out-of-school medical/dental appointments is considered "excused" with a parent or doctor note.

Family Vacations

Regular attendance at school is important and the planning of family vacations is discouraged during the school year. The principal and the homeroom teacher are to be contacted directly and in writing if there is a need for a student to be away on vacation during the academic year. Parents should refer to the school calendar and confer with the child's teacher if a vacation during the school year is unavoidable.

In the event that a family trip is planned, the parent is responsible for obtaining the work from the child's teachers upon the family's return. **Teachers are not expected to communicate required assignments before a trip.** Students will be required to turn in completed assignments within one week of their return.

Truancy

Any child who stays home without his/her parent's knowledge is subject to possible suspension. Any child who leaves school without permission is subject to possible suspension. A pattern of student absences not associated with illness will be investigated for possible truancy. It is the responsibility of parents to be certain that their children attend school.

Lateness

A student is considered late if he/she arrives after the 8:15 AM bell. Parents are to bring the student(s) to the Main Office door of the Annunciation building. A late slip will be issued, which the student will present to his/her teacher upon entering the classroom.

Repeated lateness is an unhealthy situation for students who enter classes already in session; these children begin their day with unnecessary anxiety as they try to catch up. These behaviors also interrupt the routine of classrooms and can cause unnecessary disturbances and anxiety for other students. Repeated lateness may result in a parent/teacher/principal conference.

In an emergency situation resulting in a student's occasional late arrival, it is the responsibility of the parent to call the school, explain the reason, and give an estimated time of arrival. This will assist the classroom teacher in preparing for the instructional time missed by the student.

ACADEMICS

Standardized Testing

In accordance with Archdiocesan policy, the Terra Nova is the standardized test recommended for use at regional and parish schools. Students in grades 3 through 7 are administered the test each year. The Terra Nova assessment measures student knowledge in various content areas and provides a means of evaluating achievement for fundamental academic goals. The Cognitive Skills Index (CSI) component measures a student's academic aptitude and predicts potential academic achievement; this score may vary from year to year. A student's personal performance is reported to the school, the teacher, and the parent in statistical terms (scores) with accompanying narrative explanations. Further interpretation and use of these scores may be discussed in parent-teacher conferences.

Classroom Assessment

When evaluating skills and concepts, teachers utilize both formative and summative assessments. Summative assessments include activities such as group or individual projects, experiments, oral presentations, demonstrations, tests, or performances. Typical classroom activities, such as assignments, journals, literature discussion groups or reading logs are examples of formative student assessments.

All curriculum assessed is aligned with the curriculum guidelines established by the Office of Catholic Education with the Archdiocese of Philadelphia which is in accordance with the Pennsylvania State Standards, and professional curriculum associations.

Grades for formal assessments will be posted on the student information system (FACTS). Often assessments are sent home with students in a test folder for parent review and signature. Parents are encouraged to review these assessments with their children - both to affirm successes and to clarify mistakes - before students return the tests to their homeroom teacher.

Preparation for Class

Each student is responsible for completing all class assignments and homework on time; failure to do so indicates a lack of effort and responsibility on the part of the student. Incomplete homework assignments will affect the student's *effort grade* on the report card. Home assignments that are not turned in on time will affect a student's trimester grade.

Daily student performance is assessed by the teacher. Review of copybooks, worksheets, and any other class work for neatness and completeness of work, as well as class participation, are part of the overall trimester grade. All students are encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad. Copybooks and notebooks are to be kept organized and presentable at all times.

Class Participation

Students are expected to:

- Give attention and respect to the teacher at all times;
- Show respect and concern for other students by a willingness to share, take turns and collaborate;
- Actively participate in class by responding orally or in writing as circumstances dictate.

Curriculum

The curriculum follows the guidelines established by the Archdiocese of Philadelphia which is in accordance with the Pennsylvania State Standards, and professional curriculum associations. Studies pursued by students include, but are not limited to the following: Religion, mathematics, English language arts, science, social studies, art, music, technology in education, physical education, library skills, and Spanish.

Religion

Religion classes are held in all grades. Students are obliged to participate in religion classes and religious events. A love and appreciation of the Liturgy is fostered through active participation in the liturgical cycle of the Church Year. During the school year, our faculty and students in Grades 1 - 8 attend monthly masses, prayer services, and Stations of the Cross. The reception of the sacrament of Reconciliation is available during the liturgical seasons of Advent and Lent. The monthly virtues program provides instruction on a different virtue each month and the students reflect on that virtue in the virtues journal that accompanies them from grade to grade. Each day our school community prays together in the morning and at dismissal. Grace before meals is recited in the homeroom. Grace after meals is recited in the cafeteria before the students leave.

Virtues Program

Each month, a chosen virtue is highlighted and becomes a focal point of the daily thoughts and actions of students and teachers. Students reflect on this virtue during morning and afternoon quiet prayer, and write about its significance to them in a virtues journal that accompanies them from grade to grade.

Report of Academic Progress

Report cards are issued to students in kindergarten through grade 8 at the end of each trimester. Teachers follow the grading code explained on the report card. Progress reports are issued midway through each trimester. At any point during the school year, teachers or parents may schedule an appointment to discuss a child's progress.

Parent-Teacher Conferences

Parent-teacher conferences for students in kindergarten through grade 8 are conducted in the latter part of the first trimester. Parent-teacher conferences for students in PS and PK occur in January. The conference affords an opportunity for discussion and interpretation of student progress.

Student report cards for grades K-8 include a *conference request indicator*; therefore parents can initiate an additional conference on a student's report card when they sign the report card envelope. Teachers or parents may arrange for an appointment to discuss students progress at any time during the school year.

To schedule a conference with a teacher, a parent can:

- Call the school office to leave a message for a particular teacher
- Write a note directly to the teacher
- Email a teacher

Parent concerns must first be directed to the teacher. If further conversation is necessary, the principal can be contacted and arrangements made for a conference including the teacher, the parent, and the principal.

Honors

- 92+ Average
- No checks in Personal & Social Growth or Effort and Study Skills
- Must have a 3 or 4 in Art, Music, Physical Education, Spanish and Technology
- Available to receive in 1st, 2nd, and 3rd trimesters by students in grades 4-8

Improvement Honors

- 10-point increase in subject area grades (not in the average)
- No checks in Personal & Social Growth or Effort and Study Skills
- Must have a 3 or 4 in Art, Music, Physical Education, Spanish and Technology
- Available to receive in 2nd and 3rd trimesters by students in grades 4-8

Students may only receive one form of honors a trimester. If a student qualifies for Honors and Improvement Honors, the student receives Honors.

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented during class time. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects and are to be student work only. Parents may assist in the gathering of materials for at-home assignments but all work should be completed by the student.

The following time per night is suggested for homework; this includes both written and study assignments:

- Grades 1 and 2: 30 minutes
- Grades 3 and 4: 60 minutes
- Grades 5 and 6: 90 minutes
- Grades 7 and 8: 120 minutes

It is recommended that a student reads to him/herself (or to a parent) the number of minutes that equals their chronological age (this time is part of the total suggested homework times above).

The objective of homework is to extend learning beyond class time by reviewing or practicing skills covered in class. If parents find that their child is having great difficulty with a homework assignment and it is taking substantially more time than noted above, please send in a note to the child's teacher explaining the situation. This will help make the teacher aware immediately so that the child can receive support.

In the event of absence or suspension, all homework and missed assignments are to be made up as determined by the student's teacher(s).

Retention

Students who fail to attain reasonable mastery of their grade's work for the school year will be considered for retention. Conferences will be conducted between parents, teacher(s) and principal to determine final decisions.

Merwood Park Trips

During a variety of times throughout the school year, teachers (accompanied by aides and/or volunteer chaperones with clearances) take the opportunity to walk their students to Merwood Park for fun and enriching play just beyond the campus. Parents of students in PS, PK, and Kindergarten are asked to sign a Merwood Park permission form for their child at the start of the school year.

Physical Education

Physical education is part of the curriculum set forth by the State and the Archdiocese of Philadelphia. Therefore, every student in kindergarten through grade 8 is required to participate in the physical education program unless excused by a doctor's note. Each student is required to demonstrate a respectful attitude and sportsmanlike conduct. Students are not to wear any jewelry to gym class for safety purposes.

Special Services

The state of Pennsylvania, under Act 89 and through the Delaware County Intermediate Unit (DCIU), provides certain services to our students. Teachers and/or parents may recommend students in kindergarten through grade 8 for special services. Parental permission is required for student participation in direct services.

Support services begin with a referral from the teacher or parent. An observation and/or assessment is scheduled after the referral process has been approved. Results are shared by means of a conference with the parents, the administration, and the classroom teacher. Teachers work with support personnel to schedule students for instructional support.

Such support services include:

- **Reading** - A reading specialist is available two days per week to provide services for students who have been identified as in need of support services.
- **Guidance Counseling** - The counselor assists the administration with the emotional and social challenges that children experience. Teachers and/or parents may request that a child meet with the school counselor. Based on school policy, the counselor may see an individual student for up to three (3) sessions, after which the counselor will communicate with the parents if the child should continue with outside therapy. The counselor also schedules sessions with individual homerooms that support the virtues program.
- **Psychological Testing** - Students can be referred for educational psychological testing by the guidance counselor, the teacher, the administration, or the parents. This testing is requested when there are possible indicators of a learning disability, emotional concerns, developmental issues, and/or behavioral issues.
- **Speech** - A speech pathologist is available to identify and provide services to those students in need.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All textbooks and workbooks must be covered. In addition, a protective zippered chromebook case (12 inches or bigger) for students in grades 5 - 8 must be purchased and used. All cases/covers must be neat and clean and free from inappropriate material. No stickers of any kind may be placed on a school-issued chromebook, textbook, desk or chair, or other school material that is the property of CJF.

Books, copybooks, and materials are to be properly identified with a child's name and grade. All lost or damaged books must be paid for in full by the student/parent. A charge will be issued at the rate at which the books were purchased by the school. Students are expected to take care of their personal belongings, their books, and their uniform clothing.

Library

Students in kindergarten through grade 8 are scheduled to attend a weekly library class. Books may be taken out once a week. Damage or loss of books will result in the parent(s) being responsible for the replacement cost of the book.

Graduation

Eighth grade students who have completed the prescribed course of study, and maintained a suitable discipline record, are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teacher(s).

Graduation Awards

Subject-area awards presented at graduation to outstanding students are determined by a variety of factors - including but not limited to - grade earned in the subject, class participation, and demonstrated interest in the subject.

Closing Exercises

Participation in graduation closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the administration, the student's conduct or academic/disciplinary records indicate that the privilege should not be extended.

Students in grades 1 through 7 are expected to attend the end-of-year Liturgy on the last day of the school year. If a student cannot participate, his/her family is asked to pick up the report card in the school office the following week.

CHRISTIAN CODE OF CONDUCT

Discipline Code

Discipline is fundamental to life; it is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Catholic Christian. The Catholic Christian is to be committed to the observance of just rules and regulations, which will assist the individual in acting respectfully and appropriately.

The school defines respect as behavior that is courteous, polite, well-mannered, and well-behaved.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such a fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their teachers and fellow students, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Students who do not comply with school policies and regulations will be presented with appropriate consequences to help them take responsibility for their actions and promote positive choices going forward.

The discipline code applies in school, at school-sponsored events, and at school/parish community activities. It is expected that parents support the school's discipline code and our Christian values as well.

Standards of Behavior

In order to create an environment highly conducive for learning, standards of behavior must be in place. The list below for student conduct provides examples of behaviors that are expected of a Cardinal John Foley Catholic School student.

Expectations for Student Conduct

Students are expected:

- To respect that faculty and staff members are the adults who teach and guide students on a daily basis;
- To exhibit respect, obedience, and courtesy;
- To treat other students with respect;
- To respect school property and the property of others;
- To behave in a way that promotes learning for self and others;
- To take responsibility for his/her behaviors;
- To use appropriate and respectful language on school premises and through school technology devices;
- To follow the Christ-like ethical, moral, and kind behaviors that are taught in the Ten Commandments and Beatitudes;
- To show proper manners, respect, and courtesy during all school-wide functions and presentations;
- To be genuinely reverent during liturgies and any form of communal prayer.

Violations of Personal Growth Expectations

1. **Disrespect** - Any improper attitude and/or action displayed towards any administrator, teacher, staff member, volunteer, or fellow student.
2. **Improper Behavior**- including, but not limited to:
 - a. Disturbances in any classroom, on the playground, in the lunchroom, on the school bus.
 - b. Causing any disruption deemed by the classroom teacher to interrupt the educational process.
3. **Abusive Language** - Any inappropriate language used on school premises or at any school-related event.
4. **Privacy** - Invading the privacy or belongings of a teacher (including staff or volunteer) or student.
5. **Classroom Rules** - Compliance is expected with each teacher's classroom rules.
6. **Dress Code** - Appropriate uniform attire as outlined in this handbook.
7. **Damage** - Willful destruction of property belonging to the school, the church, or another person.
8. **Improper Location** - Any student who moves to a location without an assigned time/place/moderator (wrong place; wrong time).

Conduct that violates the discipline code is not limited to the examples listed.

Violations of Study and Effort Skills

1. **Not prepared for class**
 - a. Not having proper supplies or books for class repeatedly
 - b. Not having assignments completed for class
 - c. A pattern of failure on the part of the student to complete classwork
 - d. Failure to return any document requiring a parent signature in a timely manner
2. **Cheating**
 - a. The taking of schoolwork that is not one's own
 - b. The voluntary giving of one's work to be claimed by another student as his/her own
3. **Forgery/Plagiarism**
 - a. Taking and using someone's work
 - b. Handing in a written assignment completed by someone else
 - c. Any school paper signed by anyone other than a parent/guardian

Please note that the above violations affect the left side of the report card, which is Personal & Social Growth and Effort & Study Skills.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of Cardinal John Foley Catholic School to provide a safe educational environment, which is free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Serious infractions may result in an immediate suspension or dismissal, and these consequences apply to infractions that occur when students are on campus, on a bus, online for school assignments, or at school-sponsored functions.

Endangering Acts

An endangering act is one which results in physical and/or verbal harm to another person; causes damage, loss, or destruction of property; or poses a direct threat to the safety of others or to property. This policy and intolerable behaviors below apply to students and parents; a parent who exhibits intolerable behaviors will result in not being permitted on school property for any reason.

1. Disrespectful behavior of any kind toward or about any staff, student, volunteer, or parent
2. Insubordination
3. Bullying, intimidation, harassment (including technology)
4. Physical fighting
5. Triggering false alarms
6. Use or possession of alcohol, drugs, or tobacco
7. Stealing
8. Possession of any weapons

These examples do not cover every possible situation. The school administration will determine whether a behavior is inappropriate.

This policy applies both in and out of the classroom, in or outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school. Conduct by students or parents, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to, the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when warranted.

In addition, in the case of threats of violence or harassment in any form (including oral, written, or electronic, by a student against any member of the school community), the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

DISCIPLINARY MEASURES

Classroom Management

At the beginning of each school year, classroom teachers present their classroom management systems with students to parents. Classroom rules and regulations are developed and enforced by the classroom teacher with the approval of the principal. Special subject area teachers use a behavior system that complements that of the classroom teacher in order to maintain consistent expectations and consequences.

When students make a poor choice that is not consistent with classroom/school rules and expectations, learning from those mistakes made is the goal. Conversations with teachers, administration, and parents help students learn accountability for their actions and steps toward acceptable behavior and choices.

In-School Suspension

- Assigned at the principal's discretion as a consequence of unacceptable behavior.
- A student will be assigned a supervisor and will spend the day with that person.
- Lunch will be eaten as determined by the principal, separate from his/her class.

Out-of-School Suspension

A student may be suspended for a single major disciplinary infraction. The length of the suspension will be determined by the administration in consultation with the teacher and pastor(s) and will be communicated to the parents. A conference with the pastor, principal, teacher, parents, and student is required before the student returns to class. A parent's decision not to report for the conference may result in the student's dismissal.

Dismissal

1. After two suspensions, a student may be considered for dismissal.
2. In certain instances an infraction may warrant immediate dismissal.
3. The pastors reserve the right to dismiss any students at any time where the conduct of the student or parent is inconsistent with Catholic teachings, school policy, or jeopardizes the safety and/or welfare of the school community.

EMERGENCY PROCEDURES

Fire Drill

Fire drills are conducted once a month according to Pennsylvania State Law and are an important safety precaution. At the sound of the alarm, students move quickly, silently, and in an orderly manner from their locations and assemble in the designated outdoor locations. A signal indicates when the drill is completed and students can return to class. Each room in the school building has fire drill directions and an evacuation map posted.

Shelter-In-Place

There may be a time when an emergency takes place in the community. At this time all children and adults will remain in the designated safe location within the school campus, which is called "Shelter-in-Place." At the beginning of the school year, a letter is sent home explaining the shelter-in-place drill, and at this time parents are asked to send into school a drink and a peanut-free, non-perishable snack to assist in sustaining the student in case of such an event.

Internal Lockdown

The school has a "lock-down" plan that will instruct students to remain confined and supervised until further notice, away from hallway doors and windows. Teachers will be informed, via an announcement over the school intercom, to lockdown immediately. Teachers pull the shades down to cover the door windows, instruct students to follow body placement protocol/silence and lock classroom doors. Teachers report immediately any missing students to the school office via intercom or walkie-talkie. As teachers begin to close and lock the classroom doors, he/she will check the hallway for any child traveling between classrooms and safely secure him/her in the classroom. The school office will be notified of this child's location and the office will let that student's teacher know where he/she is safely during the lockdown.

External Lockdown

In the event of police activity in the area, the school may operate under an external lockdown. Students and teachers may continue with lessons, but must stay in the building they are in when the safety measure is called. This means that students may not move between buildings until the protocol is lifted. In the case of an internal or external lockdown, a delayed dismissal is possible.

Inclement Weather

Changes in the school's hours due to inclement weather are communicated via the student information system (FACTS) through text, phone call, and email. CJF administration and staff uses the ACCU Weather 'real feel' temperature information for Havertown to guide with recess decisions. **Children should be prepared by coming to school with winter coats, hats, and gloves for warmth during colder winter months.**

Early Dismissals

Students do not leave the school premises before the regular dismissal time unless a parent should communicate this request to the school office and homeroom teacher. Telephone calls requesting early dismissal are not advised. If a situation arises that requires a student to be dismissed early, a parent must contact the school office **no later than 1:00 PM for full-day PS/PK students; and no later than 2:00 PM for K-8 students.** The student will only be released to the person whom the parent designates.

HEALTH AND SAFETY

Haverford Township School District provides the services of a school nurse. On days the school does not have services, the office staff handles health issues.

The Archdiocese of Philadelphia follows the regulations of the Pennsylvania Department of Health with respect to immunizations. Students must have all required immunizations. The school nurse ensures the students' health records are in proper order. ***See current immunization requirements under "Resources" on the CJF school website for more information.***

Illness

If ill, a student will leave only after a parent has been contacted and a designated person is identified who will pick up the child. Parents/designees picking up a sick child will notify the school office upon their arrival. For students in PS/PK, parents/designees may not leave campus with the sick child until confirmed in the presence of that child's teacher or office staff/administrator. Likewise, for students in K-8, parents/designees may not leave campus with the sick child until confirmed in the presence of the school nurse or office staff/administrator.

Injury

Accidents and injuries which occur on school property must be reported to the school nurse and principal as soon as possible. First aid will be administered. A parent will be notified and the nurse will relay her professional opinion as to whether further medical treatment is required. If a parent cannot be reached, the student's emergency form will be used to determine the next responsible person to contact.

In an emergency, when time is an important factor, the student may be transported via official EMT personnel to the nearest hospital before parents can be notified. Again, parent notification will continue to be attempted until contact has been made.

Communicable Diseases

The school must be notified by a parent in cases of absences due to communicable/contagious diseases listed below. Based on the health situation, a physician's note may be required to return to school. In accordance with protocols concerning confidentiality of student information, conversations regarding any health-related information will remain between a child's parents, school administrators, the nurse(s), and the child's teacher(s).

- **Chicken Pox** - A student must remain absent for a minimum of six days after the onset of the first lesion and until all lesions are crusted over.
- **Conjunctivitis** (Pink Eye) - A student may return to school 24 hours after appropriate antimicrobial therapy has been started and redness and drainage has subsided.
- **Fever** - A student must be fever-free for 24 hours without the use of fever reducing medication before returning to school.
- **Fifth Disease** (Parvovirus or "Slapped Cheek" Virus) - A viral infection that primarily affects children with a variety of *stage 1 symptoms* such as fever, headache, runny nose, joint pain, and fatigue. The illness is contagious during this first phase of symptoms from 4-14 days after exposure, and those who are pregnant and/or immunodeficient must contact a doctor if exposed. The virus shifts into *stage 2 symptoms* when a red, lacy or blotchy rash appears on a child's cheeks (with the appearance of a slapped cheek) and possibly spreads to arms, legs, and trunk

of the body. When the rash appears, the child is no longer contagious, but it is critical that students do not attend school until all *stage 1 symptoms* (particularly fever) are no longer present for the child.

- **Hand/Foot/Mouth Disease** - A contagious viral infection that causes sores on palms of hands, soles of feet, inside mouth, and other areas of the body. Students may not return to school until they are fever-free without medication for at least 24-hours, and the sores have scabbed over or healed from skin.
- **Impetigo** - A contagious bacterial infection of the surface of the skin caused by strains of both staph and strep bacteria. It is not serious and is easy to treat with either prescription topical or oral antibiotics.
- **Lice** - If a student is found to have nits during the school day, his/her parent will be notified and the student will be sent home for treatment. Any student with a case of lice (identified at home or school) must have undergone treatment and be nit-free in order to return to school.
- **Measles** - A student must remain absent for a minimum of 7 days after the onset of rash.
- **Mumps** - A student must remain absent for a minimum of 9 days after the onset of glandular enlargement.
- **Rashes and Sores** - The school may exclude any student presenting a rash or sore of unknown etiology until such time that a diagnosis and recommendation is obtained in writing from the student's physician.
- **Scarlet Fever, Strep Throat, Staph Infection, Mononucleosis, Hepatitis Infection** - A student's readmittance will be dependent upon written approval and recommendation of the student's physician.

Health Examinations

The school nurse administers vision and hearing screenings to every child in kindergarten, grade 3, and grade 7 annually. Vision and hearing examinations will be given at other times at the request of the parent or teacher. The school nurse administers a scoliosis examination to students in grade 7 annually.

Dispensing Medication

No child may bring any form of medication to school.

The dispensation of prescribed medication to a student in school requires written parental permission plus the written direction of a physician. The medication must be in the original container from the pharmacy. Only the school nurse can administer prescribed or over-the-counter medication to students in grades K-8. If a parent or guardian comes to school to give their child medication, it is to be administered in the presence of the school nurse or staff who documents what has been given to the child and at what time.

PS and PK teachers are permitted to administer medication to students in their class if all of the required forms and prescription information are submitted by parents. Please see PS/PK Handbook for further information.

Student Insurance

All students are insured under the Student/Athletic Accident Insurance Program for the year. This plan protects the students while attending school during the hours and days when school is in session. It also covers students participating in or attending school sponsored activities. The fee for this coverage is paid by the school.

TRANSPORTATION

Bicycles / Scooters

Students may ride bikes or scooters (including manual and motorized) to school. Students under the age of 12 are required by PA state law to wear a helmet when riding a bike or scooter. Once students reach school property (including the cemetery path and school parking lot), they must walk their bike/scooter to the bike rack located outside the Main Office of the Annunciation Building. All bikes/scooters should be parked and locked. The school assumes no responsibility for damaged or stolen bikes or scooters.

School Busing

Public school districts provide bus transportation for the students living within their district. Students must ride the assigned bus unless there is a special circumstance. Such a situation requires a verbal request from the parent to the bus transportation department, and must be authorized by that school district. If the request is approved by the school district, a written note must be provided to the student's homeroom teacher. The student will then give this note to the bus driver.

Discipline on School Buses

School bus riders are on school property until they reach the bus stop. While in transit, student bus riders are under the jurisdiction of the school bus driver. Proper behavior is most important for the safety of all. Misconduct results in the suspension of bus privileges and possible suspension from school. Parents of students who lose bus privileges are responsible for the arrangements necessary to get their children to and from school without the use of the school bus.

Riding a bus is a privilege, not a right, which may be revoked. Below is a list of examples of undesirable behaviors for which loss of bus privileges could result:

1. Fighting
2. Damage to the bus
3. Insubordination to driver
4. Throwing objects in or out of the bus
5. Running alongside the bus
6. Hanging onto the outside of the bus
7. Crowding up to the door while the bus is in motion
8. Hitting, kicking, or shoving
9. Yelling inside of the bus or to vehicles or persons outside of the bus
10. Spitting on the floor or at other students
11. Eating or chewing gum on the bus
12. Causing general confusion or any uproar
13. Lowering the windows below the safety mark
14. Use of profanity on the bus
15. Bullying, teasing, tormenting or being a general nuisance
16. Standing or changing seats while the bus is in motion
17. Any other bus safety violation

Student bus riders are required to:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops.

4. Not move toward the bus until it has come to a complete stop.
5. Not leave his/her seat while the bus is in motion.
6. Be alert for a danger signal from the driver.
7. Remain in seat in the event of a road emergency until instructions are given by the bus driver.
8. Keep head and hands inside the bus at all times after entering and until leaving the bus.
9. Be absolutely quiet when approaching a railroad crossing.
10. Never tamper with the bus or its equipment.
11. Not bring animals on the bus.
12. Keep books, packages, and all other objects out of the aisles.
13. Not leave personal belongings on the bus.
14. Help look after the safety and comfort of younger riders.
15. Not ask the bus driver to stop at places other than the regular bus stop. He/she is not permitted to do so except according to the previously mentioned policy.
16. Observe safety procedures at discharge point. Where it is necessary to cross a highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting crossing.
17. Observe the same rules and regulations on other bus trips under school supervision as observed between home and school busing for school arrivals and dismissals. Respect the instructions and guidance of the school-appointed chaperone.

If a student fails to follow the rules for good bus conduct and a bus driver finds it necessary to file a behavioral report with the principal, parents will be contacted to be informed of the consequences of the student's behavior.

ARRIVAL PROCEDURES

General Information

It is imperative for safety that students and families cross Eagle Road at either Poplar Road or St. Denis Lane where there are crossing guards. The traffic on Eagle Road makes it dangerous to cross at any other spot.

Students enter the school campus from Poplar Road through the Pit or through the cemetery path from St. Denis Lane. These areas are safe walkways.

- Students entering from Poplar Road enter at the Pit. The Pit is the lower play yard at the corner of Poplar and Eagle Roads. Students will walk through the Pit, up the steps, and go directly through the school lot to their homeroom.
- Students entering from St. Denis Lane walk down the cemetery path (Trinity Way). This path is the paved road that begins on St. Denis Lane and divides the cemetery in half. Students will walk down the path and go directly to their homeroom.

There is no supervision on the campus before 8:00 AM so parents are asked to be sure that their children do not arrive before 8:00 AM. The school is not responsible for the safety of children before 8:00 AM. No cars are permitted to drive on school grounds or on the cemetery path between 7:45 - 8:30 AM.

PS and PK

Parents who drop off PS and PK students are asked to park and walk their children to the door of the building where they will be met by either their teacher or the classroom aide, and student safeties. Parents may park in the church lot (also known as Grimes) or on Poplar Road beyond the schoolyard fence. Older siblings may walk a child in PS or PK to the building of their program. For more information on arrival procedures, please refer to the PS/PK Handbook.

Kindergarten through Grade 8

Students will enter the building and go directly to their classroom beginning at 8:00 AM. Teachers will be in the classrooms to supervise students. The bell rings at 8:15 AM. Announcements and morning prayer begin over the public address system at 8:20 AM.

DISMISSAL PROCEDURES

General Information

For dismissal times and procedures for PS and PK programs, please refer to the PS/PK Handbook. Kindergarten students are escorted to CARES, bus lines, and car line by 2:55 PM after their end-of-day routine and prayers. For grades 1-8, dismissal begins with the bell ringing at 3:00 PM. Silence is expected for the end-of-day quiet prayer. After quiet prayer, students stand for afternoon prayers. Silence continues as dismissal directions are given and students exit the buildings in a safe and orderly manner.

No cars are permitted to drive on school grounds or on the cemetery path (Trinity Way) from 2:45 - 3:15 PM in order to maintain these as safe walkways for students and teachers during dismissal for grades K-8.

Walkers and Car Riders

Teachers will escort students who need to walk toward the direction of Poplar Road safely around the bus line, through the Pit, and to Poplar Road. There is a crossing guard at the intersection of Eagle and Poplar Roads. Walkers will be on their own to walk the rest of the way to their homes from this point.

Parents of car riders are to park in the St. Denis Church Parking Lot (Grimes). Parents of PS/PK will be among the parents parked at the St. Denis Church Parking Lot (Grimes) waiting for older siblings to dismiss and meet their families in the church lot. In order for traffic to move smoothly and safely, cars should be parked facing away from the cemetery **toward** Taddeos Greenhouse. Teachers will walk all car riders and walkers going toward St. Denis Lane down the cemetery path (Trinity Way) to St. Denis Lane and up St. Denis Lane to the crossing guard at the church traffic light. From there, the crossing guard will cross the students into the church parking lot. Walkers will continue the rest of the way to their homes from this point. Families of car riders will pick up their children and secure children safely in their cars before moving (forward only) out of the church lot. Please see the diagram below as a reminder.

Church Parking Lot Student Pick-up Procedure (also known as "Grimes Lot")

Lot Entry: From St. Denis Lane (across from Taddeo's), pull into church parking lot at the end of the lot closest to Campbell Avenue or at the midway point of the parking lot as the diagram displays.

Child Pick-up and Lot Exit: All vehicles must pull in and park with front facing toward St. Denis Lane. Once your child(ren) is/are secure in your vehicle, please pull out of the lot **forward** onto St. Denis Lane. NO car may reverse in the parking lot for the safety of students and families moving to their vehicles.

