

2023-2024

*Holy Family Regional Catholic School  
Student & Family Handbook*



## **Mission Statement:**

*Holy Family Regional Catholic School, in pursuit of academic excellence within the context of a living faith community, provides a rigorous and comprehensive academic program, which will help our students to develop the skills necessary to succeed in the 21<sup>st</sup> century, while empowering them to act justly and enabling them to make a positive impact on the global community*

## **Belief Statements:**

- *Every child is a gift of God, possessing individual gifts, talents, needs and potential. • Experiences of community prayer and Catholic tradition will help students to develop a strong personal faith and reflective prayer life.*
- *Our world will need Christ-centered persons of integrity with strong moral character and leadership. • A rigorous and relevant curriculum is required for students to meet the rapidly changing challenges of a global society*
- *Through the use of technology, multiple instructional strategies and interdisciplinary lessons, students are prepared to be life-long learners and problem solvers.*
- *Nurturing all relationships is absolutely essential to connect minds, hearts and souls to the Lord and to each other.*

## **Parental Commitment to a Catholic Faith Life**

The decision to enroll children in Holy Family RCS entails several serious responsibilities beyond the significant financial investment families make in support of their children's education.

The parents of our school children are expected to embrace the spiritual responsibility of modeling adult Catholic living by their commitment to regular and active participation in the sacramental life of the Church, to integrity and consistency in everyday moral decision-making, to a personal and family prayer life, and to a generous stewardship of time, talent and treasure in service of others, both within and outside our parish communities.

Parents foster their children's faith development both by consistent encouragement of their children to continue learning about our Catholic faith and by their own personal example of living the faith day to day. These two together form a strong foundation and support to the religious education and faith formation provided to children enrolled in Holy Family RCS. As the blessing of parents at the end of the Rite of Baptism proclaims: "May you, who are the first teachers of your children in the ways of the faith, also be the best of teachers, bearing example to the faith by all you say and do in Christ Jesus, our Lord."

## **Religious Development**

The religious development of its students is the primary reason for the existence of any Catholic school. It is the primary reason for the existence of Holy Family Regional Catholic School. Accordingly, the following religious opportunities are offered to our children:

- daily prayer
- daily religious instruction
- celebration of the Mass
- Paraliturgical celebrations
- preparation for the reception of the sacraments

Children attend mass monthly in celebration of specific feasts of the church and on other special occasions throughout the year. Paraliturgical services are generally attended by all of the children before Thanksgiving, Christmas and Easter. Reconciliation services are held at the beginning of the school year, in Advent, and in Lent.

Children are expected to attend mass on weekends and holy days and are encouraged to receive the sacraments of Reconciliation and Holy Eucharist often. Parents, as the first teachers of their children, should model this behavior. Children should be trained from their earliest years in their responsibility to support the Church. This is best achieved through the use of parish provided church envelopes.

## **Admission**

Holy Family RCS admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

Holy Family RCS is a Catholic Elementary School which is supported by the parishioners of St. John Fisher Church in Boothwyn, St. Joseph Church in Aston, Our Lady of Charity in Brookhaven and St. Francis DeSales in Lenni. Because our whole philosophy of education is based on Catholic Christian principles and morality, it is important that members of our school community are active members of their own church. A good religiously based education can only build on values and principles already taught in the home. Therefore, it is a prerequisite of entrance into Holy Family RCS that parents/guardians, not only accept, but wholeheartedly support the religious, academic and disciplinary programs of our school.

Holy Family RCS endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Children of parents/guardians who are registered members of St. John Fisher, St. Joseph, Our Lady of Charity and St. Francis Parishes are eligible for admission to Holy Family RCS. All registrations are taken through the school office. Dates for registration are announced in the parish bulletins and on the school's web site.

Registrations are accepted during the school year depending upon the availability of room in the respective grades and a review of the child's records by the principal.

## **Age Requirements for Admission**

Holy Family RCS follows the age requirements for admission as defined by the Penn Delco School District. Applicants for PreK 3 and PreK 4 must be 4 years old and potty-trained. Kindergarten must be 5 years old, respectively, by September 1<sup>st</sup> of the year in which admission is sought.

## **Registration**

Families are accepted into the school in the following preferential order:

- Families who are registered members of St. John Fisher, St. Joseph, Our Lady of Charity, St. Cornelius, or St. Francis DeSales parishes with currently enrolled children in our school.
  - o Other families (non-parishioner) with children currently registered in our school.
- Families who are new to our school;
- Students transferring from other Catholic schools
- Families new to our school residing in our parish
  - o Families residing outside of our parish;
- Catholic students coming from a parish without a school
- Catholic students coming from a parish that has closed its school enrollment
- Catholic students coming from another parish school for other reasons
- Non-Catholic students

Registration for kindergarten students and other students new to our school takes place beginning in February. This registration is only for new students. Registration information is communicated through the school's web site and the parish bulletins. There is a non-refundable fee due at the time of registration.

The following documents are required for applications. Students will not be accepted until all documents are received and approved.

- Birth certificate

- Social security card
- Baptismal certificate
- Health immunization record
- Proof of residency (utility bill)
- Previous School Records, transfer & most recent report card (if applicable)
- Legal Document (if custody is involved)
- Non-refundable Registration Fee

Children will be accepted in Holy Family RCS pending the reception of satisfactory school records and evaluations from the previous school attended.

Families with outstanding financial responsibilities in previous schools will not be accepted into Holy Family RCS.

### **Re-Registration**

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family in January prior to the next school year. Tuition fees and non-refundable re-registration fees are published. All financial obligations must be current before re-registration can be processed. There is a late fee of for all registrations received after March 1<sup>st</sup>. We cannot guarantee availability on re-registrations received after the deadline and students may lose their spot.

### **Transfers**

Transfers are required for any child enrolling in Holy Family RCS from another school. Likewise, a transfer is required for admission to another school from Holy Family RCS. Notification of pupil transfer should be sent to the school office.

Transfer record requests that are received after July 1<sup>st</sup> will not be processed until September. Academic records are released only if finances are settled with the school.

Should a child transfer from another school, a transfer from the sending school, and a review of the child's records by the principal is required in addition to the aforementioned items. It is the policy of Holy Family RCS that students applying for admission to sixth, seventh or eighth grade will be considered for acceptance and approval is determined by the principal.

### **Student Records**

Holy Family RCS adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Students requesting records/transcripts/recommendations must submit a written request to the school office. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be given to parents to transport to the new school.

Requests for records made after July 1<sup>st</sup> will be processed the following September.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

### **Tuition/Financial Information**

Our school provides quality catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in January for the following school year. The school also may impose fees for other items, such as extracurricular activities, field trips, books, and registration. This information is communicated to the school parents/guardians through the classroom teacher or school email alert if it is school wide.

The school is contracted with FACTS Tuition Management to receive, process and deposit all tuition payments. All families are required to register with FACTS Tuition Management and sign an enrollment form (tuition contract) each year. Families must comply with this tuition contract.

## **Payment Plan Options**

1. 11 payments – starting in July and ending in May
2. 1 payment in full. A 3% prepayment discount is applied

## **Payment Due Dates**

Each family has the option of paying on the 5<sup>th</sup>, 10<sup>th</sup> or 20<sup>th</sup> of each month. Payments are due on this date and considered late if not received on this date. There are no grace periods.

## **Methods of Payments**

Tuition and fees may be paid by:

- Automated direct debit to a checking or savings account
- Charged to a credit card. With 2.95% convenience fee

## **Fees**

- Failed ACH Fee: \$30.00 per incident – charged by FACTS
- Late Fee: \$20.00 per month for each month there is a delinquent balance

## **CARES Billing Policy**

- CARES services are provided daily, and billed on a weekly basis. Weekly charges are posted to FACTS as incidental charges within 5 business days of the completed service week. Payments for CARES services are due 10 days later.
- All CARES payments must be made on a timely basis. If CARES charges become 60 days delinquent, CARES services will be suspended until the balance is brought current.

## **Delinquency**

All tuition payments must be made on a timely basis. If an account becomes two months delinquent, the family will be permanently removed from the school enrollment. However, at the discretion of the administration, if tuition is brought up-to-date, the family may remain enrolled at the school providing all future financial obligations are paid on time. The administration also reserves the right to require the family prepay the total tuition balance to remain on the school enrollment.

All financial obligations must be up-to-date in order to re-register for the following year. All financial obligations must be paid in full by June 1<sup>st</sup> in order to return the following year. All financial obligations must be up-to-date in order for students to participate in year-end class trips, socials and ceremonies, including graduation ceremonies. The administration also reserves the right to withhold report cards and other school records for nonpayment of tuition and fees.

## **Refunds**

All school related fees, including but not limited to, registration fees, lunch program fees, technology fees, and Home and School Association dues are non-refundable. NO exceptions.

Tuition is generally non-refundable. However, exceptions may apply in the case of prepaid tuition: If the decision to remove the student from the school enrollment is made by the administration, a partial refund may be refunded at the discretion of the administration, on a case-by-case basis. Such reasons may include medical, academic or psychological issues that could compromise the education and welfare of any student. If a refund is granted, the refund period begins the first full month the student is gone. A refund will not be given for any month the student is enrolled at the school. If the decision to leave the school is made by the family, tuition is non-refundable.

## **Tuition Assistance and Defrayal**

Several options are available to assist families with tuition costs:

- Parish subsidy – available to contributing parishioners only

- SCRIP program (tuition rebates) – available to ALL families
- Scholarship programs such as BLOCS (Business Leadership Organized for Catholic Schools), Office of Catholic Education EITC funds, Judie and Kellie McGinn Memorial Scholarship, and Bridge Foundation – available to residents of Pennsylvania who meet eligibility requirements

All other payments to Holy Family RCS are preferred by FACTS.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The pastor and business manager review the tuition records on a quarterly basis. The trimester student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the pastor or the school. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made.

### **Home & School Association Fundraising Fee**

Each new and returning Pre-K through 8th grade family is required to pay a minimum \$200.00 fundraising assessment fee each year. There are several ways to take care of your fundraising assessment obligations:

1. You may buy out your required fee directly to the school by check or online payment. This payment would need to be made by May 30th of each school year. Checks should be made payable to “Holy Family Regional Catholic School”. If you pre-pay your fundraising assessment and still participate in fundraisers, your payment cannot be returned or rolled over to the following year as it is already included in our budget.
2. You may participate in the following fundraisers: Jumbo Jackpot (Fall semester) or Spirit Stroll (Spring semester). Money collected by you, for one or both of these fundraisers, will be applied towards your required fundraising assessment. For example: Your family sells \$130.00 in Jumbo Jackpot tickets and collects \$70.00 in Spirit Stroll donations, you would meet your \$200.00 required fundraising assessment fee. Monies spent at other events, or for other fundraisers or raffles, are EXCLUDED.

All unpaid balances will be added to your last tuition payment for the current school year. The school office will maintain the master list of each family’s fundraising totals. It is your family’s responsibility to keep track of your contributions.

## **Academic Policy**

### **Preparation for Class**

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student’s effort grade on the report card. Daily performance of the student is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade. All students must be 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.

### **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 and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate

### **Homework**

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. 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.

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

The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond the classroom and an opportunity for the students to take responsibility for his/her own learning. Therefore, if homework is not completed a homework referral will be sent home and students may be

asked to make up the work during their recess time. Consistently missing homework may result in mandatory conference and/or disciplinary action.

In the event of absence, each student is responsible for requesting from the teacher any school or homework assignment that he/she might have missed during the time away from class. Such tasks must be completed and presented to the teacher, usually within a timely manner agreed upon by the teacher and student. In the event of an absence due to suspension, all homework and missed assignments are to be made up in a 24- hour period.

### **Academic Responsibilities**

Each student is responsible for the satisfactory completion of projects, class work, and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

### **Academic Probation**

A student that does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester. Academic probation is a designated time period, during which evaluation of a student's progress is monitored, as follows:

- The teachers will note the student who is experiencing academic difficulties in either assignments or test scores, and contact the family to inform them of the possibility of academic probation.
- The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
- Written verification that the child will be on probation will be forwarded to the family.
- In the event that progress does not occur immediately, a conference will be held involving the principal, teachers, family and the student. A contract or plan of action will be developed. This may include suspension from parish, school or class activities.
- If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the family will be notified in writing.
- If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

### **Student Progress**

Student progress can be monitored via communication with the teacher as well as referring to OptionC. Learning not only cultivates intellectual skills, but also responsibility for one's social and personal development. Progress reports may include information about a student's academic, personal, and/or social growth

### **Promotion or Retention**

Student progress is monitored throughout the school year. At report card conferences, the families are informed of the student's academic, social, and emotional progress. In January, meetings will occur to discuss the possibility of retention and support services. By the end of May, the principal will schedule a follow-up meeting with the family. If retention is indicated, the family will receive an official notification, which must be signed

and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teachers.

### **Report Cards**

Report cards are available through report card conferences for students in grades Pre-K through 8. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements: major assessments, quizzes, oral and written reports, projects, independent work, classroom work, active participation in lessons and activities.

### **Academic Honors Policy**

In an effort to encourage and affirm students in grades 1 through 8 whose academic, social and behavioral performance is outstanding, Holy Family RCS will acknowledge their effort and achievement with a certificate of academic honors based on their final grades at the end of each trimester. The criteria for such acknowledgment are as follows.

Recognition is given to students in grades 1 to 8 who meet the following standards:

#### **First Honors Grades 1-3**

Students must have earned an O in all graded subjects. Students must also earn 4's in Personal and Social Growth, and Effort and Study Skills, and Listening and Speaking.

#### **Second Honors Grades 1-3**

Students must have earned a VG or O in all graded subjects. Students must also earn a 3 or 4 in Personal and Social Growth, and Effort and Study Skills, and Listening and Speaking.

#### **First Honors Grades 4-8**

Students must have earned at least a 95 in all graded subjects. Students must also earn 4's in all of their specials (Art, Music, PE, Technology, and Spanish), as well as Personal and Social Growth, and Effort and Study Skills, and Listening and Speaking.

#### **Second Honors Grades 4-8**

Students must have earned at least a 90 in all graded subjects. Students must also earn 3's and 4's in all of their specials (Art, Music, PE, Technology, and Spanish), as well as Personal and Social Growth, and Effort and Study Skills, and Listening and Speaking.

### **Conferences**

Parents-teachers conference days are scheduled for all grades. All families are required to meet with the teachers at the designated times in order to receive report cards.

Arrangements for conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern so that the teachers can be better prepared to address it. Should a problem arise concerning any child, parents/guardians should feel free to discuss it with the proper school authority (the teachers, the principal, or the pastors). The better the communication, the easier it is to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day. Any items such as messages, forgotten lunches or books, etc. should be left at the office with the child's name and room number.

### **School Communication**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents/guardians informed of policies, activities, upcoming events, and student progress.



Regular forms of communications include this handbook, ClassDojo, a monthly calendar of events, the Weekly Newsletter, parents-teachers conferences, Home and School meetings, FACTS, the school's website and report cards. Teachers will also have various ways of communicating with families, but ClassDojo is our main source of communication. Each teacher or grade level will maintain a website that should be referred to nightly. Also, each teacher has individual email addresses which can be accessed from the school's website. It is the responsibility of each child enrolled at the school to provide the families with all written communications. Weekly communication folders will be sent home every Friday for all grades. Families are asked to check book bags and folders for such communications. Any communications, forms, money, etc. that are brought to school should be clearly marked and are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

### **Standardized Testing**

The Terra Nova Test is administered each year to students in the grades determined by the Archdiocese of Philadelphia. The results are communicated to families and are utilized by the school for curriculum planning.

### **Test Grades**

Parents/guardians are expected to regularly check FACTS to monitor their child's progress. It is the families' responsibility to contact the office if their FACTS information is misplaced.

### **Graduation**

8<sup>th</sup> 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 8<sup>th</sup> grade teachers.

### **Closing Exercises**

Participation in 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 school, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended.

### **Transportation Policies and Procedures**

On the registration/re-registration form and again in the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

### **Bus**

Penn Delco, Chichester, Chester-Upland, West Chester, and Rose Tree Media school districts provide bus transportation for Holy Family RCS students. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Please do not request permission, written or verbal, from Holy Family RCS for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of your local public school district.

### **Daily Schedule**

	<b>Normal School Day</b>	<b>Early Dismissal</b>
PreK Arrival	7:40am	7:40am
PreK Dismissal	2:30pm	11:15am
K – 8 Arrival	7:40am	7:40am
K – 8 Dismissal	2:40pm	11:30am

### **Attendance**

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. A child must come directly into the school between 7:25 and 7:40 AM. Families are asked not to leave a child at school before 7:25 AM, as no

supervision will be provided. Before and after school CARES for the students of Holy Family RCS is provided for a fee.

### **Lateness**

A student who arrives late for school must:

- report to the school office with parents/guardians to sign the “lateness book” and receive a late admission slip to be given to the student’s teacher.
- present a note from his/her parents/guardians explaining the reason for the lateness

Consistent unexcused lateness may be considered parental neglect, which may be reported to Child Line for further investigation. All children are to be in the building by 7:40 AM. A detention will be issued to children who are chronically late. Chronic lateness is defined as 5 or more unexcused late arrivals in a trimester. Excused latenesses are those due to medical appointments. A note from the physician or dentist indicating the reason for the lateness is required. Bus delays are the sole exception.

### **Absences**

The best ability is availability! Students are expected to be in school and on time every day. Pennsylvania’s Compulsory School Attendance Law mandates that all children attend school once enrolled. Every parent/guardian of a school-aged child is responsible for the child’s attendance at school.

In Pennsylvania, truancy is defined as when a child of compulsory school age is absent from school for three (3) or more days without a valid excuse. Absences without a valid excuse are considered unexcused absences.

A student who has been absent from school must present a written note to his/her homeroom teacher. If absence continues for 3 days, a doctor’s note is warranted in order for the absences to be excused.

If your child is going to be absent, you are required to notify the homeroom teacher via email or ClassDojo. Make sure to include the reason why they are absent. Please do not call the office unless you are making arrangements to pick up your child’s assignments. It is the responsibility of the student to complete work and tests that have been missed due to absence.

Families are required to submit written notification of the reason(s) for a student’s absence within three (3) calendar days of the absence. Administration reserves the right to approve a parent note written for the absence. Holy Family Regional Catholic School does not allow more than 10 parent notes to be accepted for excused absences per year; for any absences beyond the third parental notification, a physician’s note is required.

Any student who is late or absent 10 or more times, the family will be required to meet with the principal to discuss the habitual lateness/absence and the repercussions it has on student learning. Following the meeting, if the tardiness or absences continue, the student may be subject to dismissal.

Consistent unexcused tardiness and/or absences will be reported to the appropriate authorities for further investigation.

### **Late Arrival/Early Dismissal**

Parents/guardians may request for the early dismissal of students during school hours in cases of emergency, which include crises within the family that cannot be managed without the student’s presence. Early dismissals for activities such as music, dancing, gymnastics, dramatics, etc. are not allowed. Please make routine medical and dental appointments after school hours.

Students who leave before 10:00am will be considered absent for the entire day. Students who leave/arrive between 10:00am and 2:00pm will be considered absent for a half (1/2) day. Parents/guardians can pick up

their student from school if they are listed as a parent/guardian or an emergency contact. They will be asked to present a state ID or driver's license to ensure the safety of the student. Anyone not listed as a parent/guardian or emergency contact will not be permitted to pick up the student.

### **Dismissal**

Children will begin to be dismissed from their classroom by their teachers by 2:40. In order to ensure safety, children will leave the building, as lines are called, in an orderly fashion. No child may leave the building prior to dismissal without the Principal's permission.

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office.

The parent or guardian must report to the school office and sign the "early dismissal book," in order to have your child released from school.

For your child's safety, any change in your child's dismissal procedure requires a note/dojo/ e- mail sent into the homeroom teacher and school office.

### **Arrival and Dismissal Procedures for Car Riders**

Morning Arrival (7:25 AM – 7:40 AM) - Holy Family RCS is not legally responsible prior to 7:25 AM. The children are to be dropped off at the back of school and proceed through the walkway between Degan Hall and the school to the doors of the school. We ask that when entering the property, you drive up the parking lot turning at the top and pull up next to the building.

Please have your children exit the car on the passenger side. Please do not pull out of the car line; follow the flow of traffic. Once in the school, the children will go directly to their classrooms. We will have teachers, support staff, and students outside to direct the children.

### **Afternoon Car Line (2:40 PM)**

Students are to be picked up in the back parking lot of the school. Teachers and staff members will monitor the student car line over to the parking lot where the students can enter the cars safely. Please send a note into the office if someone, other than a parent/guardian is picking up your child(ren).

### **Crossing Guards**

Crossing guards are provided by the local public school district. They are not employees or under the direction of our school. The school is not responsible for the conduct of crossing guards or for ensuring that crossing guards are posted as scheduled.

### **Emergency Closings**

Since Holy Family RCS is located within the Penn Delco School District, we follow their plan for weather related closings. For the safety of the children and the convenience of parents/guardians, ClassDojo and the FACTS automated phone system will be activated. Please do not call the school or parish office in anticipation of an emergency dismissal as this prevents us from getting out necessary information to our other constituents. School Closing Numbers: Holy Family RCS: 437 Penn Delco: 456

### **Emergency Contact Forms**

The school requires the parents/guardians of each student to complete an emergency contact form provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parents/guardians in the event of an emergency. The emergency contact should be within close proximity to Holy Family RCS especially in the cases that involve early dismissal for weather emergencies or national emergencies.

### **CARES (Children Are Receiving Extended Service)**

Before and after school care for the students of Holy Family RCS will be available for students for a fee. There

will also be a yearly, per family, registration fee. This allows the families to use the program whenever they choose, morning or afternoon. The hourly fee will be reasonable to make the program affordable to our families. CARES will only be operational on those days that school is in session for a full day.

A coordinator will be charged with oversight of the program. He/she will report to the principal. Hours of operation are based on the school's daily schedule, such as 7:00 to 7:25 AM and/or 2:40 to 5:25 PM. Time will be given for the supervised completion of written homework. Activities, along with an afternoon snack, will be available to each child. Informal play will also be part of the day.

### **Vacation Policy**

The planning of family vacations during the academic school year is strongly discouraged. If there are special family circumstances, please contact the teacher. Teachers will provide assignments in advance. Students are responsible for any and all work that is missed. Any work not made up could affect the grade that the student receives in a particular subject area. Teachers cannot re-teach the material missed by vacationers, but will assist students in their efforts to complete assignments in a timely manner. All days missed due to vacation are unexcused absences.

### **Curriculum**

In all subject areas and at every grade level, Holy Family RCS follows the curriculum prescribed for the elementary school in the Archdiocese of Philadelphia. The curriculum is developmental and sequential and is interwoven with religious truths and values.

Instruction is offered in the core academic areas as well as in art, music, physical education, technology and foreign language. Additionally, participation in various art, spelling, math, and other contests, help prepare our students for a competitive, global world.

### **Auxiliary Services**

Under Act 89, the Pennsylvania Auxiliary Service Act, services are provided by the Commonwealth of Pennsylvania through the Delaware County Intermediate Unit- DCIU, in the areas of diagnostic testing, remedial reading and math, speech and language, psychological testing and counseling. The availability of the programs is contingent each year upon funding. Parental permission for all services is required. These services are provided on-site.

Title I, a federally funded program, offers remedial reading and math instruction. These services are provided on-site by personnel from the Delaware County Intermediate Unit.

### **Honors Math Program**

This is an archdiocesan sanctioned program for grades 5-8. Students admitted to the Honors Math program must meet the following criteria:

- Consistent scores of 90 or above in the math composite score of standardized testing (National percentiles used)
- Consistent scores of 80 or above in the reading composite score of standardized testing
- Evidence of above average performances on Mathematics level mastery tests (Diocesan level testing). Students admitted from other schools should be tested using back copies of level tests. "Above average" is interpreted as a score of 85 or above
- Consistent grades of 90 or above in Mathematics on the report card
- Cognitive Skills Index (CSI) in the range of 125 or higher on the Terra Nova Test
- Students must meet the above criteria in order to be admitted to the Honors Math Program

### **Books and Materials**

Students are required to take care of their personal belongings, their books and their clothing. They are also expected to help care for the school building and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Every student must carry his/her books to and from school in a suitable book bag. All students must be

encouraged to use all books and school supplies properly. Students should not tear pages from copybooks, skip pages, or use their copybooks or workbooks as drawing or scribbling pads. Textbooks are to be used gently and must be free from pencil or ink markings. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name and room number.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books can be replaced by the school.

Most books are provided through Pennsylvania Law, Acts 90 and 195. An "Instructional Material and Textbooks Request Form" is signed by the parents/guardians at the time of registration and kept on file for the years the child attends Holy Family RCS. The Religion book and other books which exceed allotted state funds are property of the school

### **Technology Acceptable Use Policy**

Catholic Schools of the Archdiocese of Philadelphia Technology is a valuable and real-world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

#### **SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

Note: The types of electronic and digital communications referenced in this policy include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

#### **GOAL**

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem-solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- Provide a variety of technology-based tools and related technology skills

#### **RESPONSIBILITIES OF USER**

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- Respect One's self. Users will select online names that are appropriate and will consider the information and images that are posted online.

- Respect Others. Users will refrain from using technologies to bully, tease or harass other people
- Protect One's self and others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.

## **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include:

- Teacher school web page, email, and/or phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cellphones:** Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purposes, the school administration and/or teacher will provide parameters for this use.

**Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and Instagram.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. 'Friending' of current students by teachers is forbidden on a teacher's personal social networking site. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Any damage beyond normal "wear and tear" caused by the student will result in the student/family being responsible for repairs/replacements.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

### **Field Trips/Class Trips/Assemblies**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. While the trip is considered part of the curriculum, traveling outside the boundaries of the school property is considered a privilege, which can be taken away if the principal deems it appropriate in light of past behavior.

An additional fee, above and beyond the cost of tuition, may be assessed to cover expenses. There will be no overnight field trips. Each student's parents/guardians must provide written permission for each trip in order for the student to participate, making sure that all necessary information is provided. If both parents have custody, they both sign the permission form and if one parent is out of town or otherwise unavailable, this fact should be noted on the form. If only one parent has custody, permission must be obtained from this parent with an acknowledgement that this parent has sole custody of the child. If there are two guardians, permission must be obtained as indicated above for two parents. If there is no parent and only one guardian, permission must be obtained from the sole guardian with acknowledgement that he/she is the sole guardian.

If parents/guardians do not wish a child to attend the trip for any reasons, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

## **Visitors**

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

All visitors must report to the school office and sign in the visitor's log and receive a visitor badge when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

Parents/guardians coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents/guardians may not confer with a teacher or visit a classroom without an appointment, unless the principal gives permission for such a visit.

## **Volunteers**

Parents/guardians are urged to actively practice Catholic stewardship in the parish and in doing so take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent electronically at the beginning of the year and then posted on the website for those parents/guardians or family members that would like to share their time and talents.

As a volunteer, you are responsible for:

- checking our website for the list of clearances needed
- arriving on time and staying for the agreed-upon time
- notifying the school if you are going to be absent and are unable to get coverage
- understanding that the administrator and teachers value your service
- keeping young people under your supervision safe and appropriately occupied
- notifying the school about unsafe conditions or issues causing you concern
- supporting the teachings of the Catholic Church and living in accordance with those teachings • keeping confidential any information that you have garnered during your volunteer service that is private to students and/or their families
- supervising with both mind and body; therefore, we ask that you leave younger siblings at home, this is also for their own safety
- do not go to the classrooms once supervision is completed, for this is disruptive to the class and some children have a difficult time getting back on task
- while volunteering in the school, please do not attempt to get your child's attention while in class; this is also very disruptive only go to the location where you are volunteering

*The above list is adapted from Volunteers in Catholic Education, Mary Angela Shaughnessy, 2007*

## **Code of Conduct**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

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 fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, 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. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

It is required that parents/guardians cooperate with school policies and procedures to ensure an environment conducive to learning and reflective of Catholic teachings and values.



## **Harassment**

The school follows the Philadelphia Archdiocesan Policy prohibiting sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal. Any parents/guardians who are determined to have violated this policy will be subject to appropriate legal action. A complete copy of the policy is maintained by the principal and is available upon request.

## **Inappropriate Conduct**

It is the intent of the school to provide an educational environment 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. Unacceptable conduct - either by a student or a family includes, but is not limited to, the following:

- Disrespectful behavior of any kind toward or about any staff, student, volunteer or parent; irreverence
- Insubordination, lying
- Fighting, physical aggression, reckless or disruptive behaviors or posturing to fight
- Classroom disruption
- Bomb scares or triggering other false alarms
- Cheating, plagiarism or forgery
- Use or possession of drugs or alcohol
- Smoking
- Theft
- Intimidation, harassment or bullying
- Possession, handling or transmission of any weapon, facsimile of a weapon or other object that can reasonably be considered or used as a weapon or dangerous instrument
- Dress code violation
- Engaging in activities that are maliciously directed toward or potentially harmful to another student or staff member
- Consuming food or drink outside the cafeteria, gum chewing/eating in class when inappropriate
- Failure to comply with policies regarding electronic devices and cellular phones
- Using profane or abusive language or inappropriate gestures
- Possession or distribution of material that is offensive in nature; obscene discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually suggestive including language, gestures and immoral conduct
- Threats of any kind
- Failure to comply with any school rules or safety regulations
- Vandalism-disrespect/damage to school, church property, bus or personal property
- Out of bounds - any student who is in the wrong place at the wrong time
- Leaving campus without permission/cutting class
- Truancy
- Violent behavior
- Possession, use or distribution of drugs, narcotics, tobacco or alcohol on campus or on the bus
- Inappropriate use of social media - bringing embarrassment, disrespect or shame to the school by inappropriate postings. Picture taking and posting to social media is not permitted during the school day. Cell phones are to be in the student's school bag and turned off. Personal Kindles, iPads, etc. are not permitted to be brought into school. We are not responsible for any items that are brought into school that are lost, stolen

or damaged.

**These categories do not cover every possible situation. Whereas a behavior occurs outside the situations above, administration will determine the appropriate consequence.**

This policy applies both in and out of the classroom, on the way to and from school, at any school event, in the school community generally and 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 families, 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 where appropriate. 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.

## **Discipline**

Student behavior is generally assessed as falling into three (3) categories or levels of inappropriateness. These 3 levels are explained below along with some generalized examples, procedures and consequences. On a case by case basis, teacher(s) and/or administrator(s) have the authority to make determination of the level of infraction. This listing is not all inclusive.

## **Levels of Discipline**

### **Level I Infractions:**

Level I behaviors are those on the part of the student which interfere with the orderly operation of the school and impede orderly classroom operations. The teacher has the responsibility and authority for disciplining students.

The following Level I infractions may warrant at least one (1) number/demerit per infraction:

- Improper behavior – including, but not limited to disturbances in class/ playground/lunchroom; i.e. note passing, slamming books, unnecessary noises, talking to oneself or others, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process
- Dress code violation
- Consuming food or drink outside of normal times
- Failure to return paperwork requiring signature
- Non - compliance with classroom expectations
- Missed homework or class assignments
- Misconduct in halls, lavatories, lunch room, yard, bus, etc....
- Other – any other behavior that warrants attention not specified on the above list. Once five (5) demerits have accumulated an after-school detention will be given.

Other consequences may be: verbal reprimand, withdrawal of privileges, demerit, recess detention, lunch detention.

### **Level II Infractions:**

Level II behaviors are those on the part of the student which interfere with the orderly operation of the school and impede orderly classroom operations. Level II behaviors include those that result from a continuation of Level I behaviors and are generally considered more serious infractions than Level I. Level II infractions do not generally present a direct threat to the health and safety of others, but may be serious enough to require intervention from administration. The teacher has the responsibility and authority for disciplining students. The following Level II infractions may warrant an after-school detention:

- Continuation of unmodified Level I behaviors

Disrespect, Insubordination, reckless or disruptive behaviors

- Using profane or abusive language
- Posturing to fight
- Cheating, plagiarism
- Forgery
- Intimidation, harassment
- Threats of any kind
- Failure to comply with any school rules or safety regulations
- Lying
- Throwing objects/food

After School Detention Procedure (used with Level II infractions): Should an after-school detention be warranted, the student will be assigned a date to serve. After school detention is served from 2:40-3:30PM. Parents/guardians are expected to provide transportation home from an after-school detention. Students are not excused from after school detention due to previous athletic or social commitments. Students who miss their detention will receive a one-day suspension.

### **Level III Infractions:**

- Continuation of unmodified Level I and Level II behaviors
- Violent behavior – any fighting or behavior that causes physical injury
- Blatant disrespect for authority – to any adult in the building
- Profane/obscene language or gestures or engaging in immoral conduct
- Leaving school grounds without permission from a school authority
- Vandalism/Theft – destruction, defacing, or theft of parish or school property
- Cutting class
- Smoking
- Theft
- Bomb scares or triggering other false alarms
- Use or possession of drugs or alcohol
- Possession, handling or transmission of any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument, engaging in activities that are maliciously directed toward or potentially harmful to another student or staff member
- Possession, use or distribution of drugs, narcotics, tobacco or alcohol on campus or on the bus.
- Bullying

The principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

### **Procedures for student suspensions:**

- Parents/guardians of the student will be informed in writing of the suspension as soon as possible
- Suspensions will be implemented [in-School or out of School], at the discretion of the Principal
- Following suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied
- Parents/guardians and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior
- Where possible, a student will be referred to a counselor or a teacher for counseling
- Signed agreement of parents/guardians and a written report of the suspension will be filed in the student's record

## **Dismissal**

The school reserves the right to dismiss a student.

- Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate
- In certain instances, the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student to be inconsistent with School policy, the good of the school community or Catholic teachings
- Parents/guardians will be contacted immediately when it becomes necessary to dismiss a student. Parents/guardians of the student will be requested to meet with the principal at the time of dismissal. Written notice of the dismissal will be provided
- Continuous infractions where the student does not show any improvement in the detrimental behaviors after a plan is presented to the parents/student is subject to dismissal

## **Conduct resulting in expulsion**

After two (2) formal suspensions, a student may be dismissed. In certain instances, the infraction may warrant immediate dismissal. Holy Family RCS reserves the right to dismiss any student at any time where the school considers the conduct of the student or parents/guardians to be inconsistent with school policy, the good of the school community or Catholic teachings.

Parents/guardians of the student will be informed in writing of the dismissal as soon as practical. When the principal receives a report from a student, teacher, and/or parents/guardians that a particular student has made a threat to commit a crime of violence, this matter shall be immediately referred to the local law enforcement agency. Upon receipt of this information, a Juvenile Petition will be filed with Juvenile Court and the juvenile shall be detained. A detention hearing will be held within 72 hours after the filing of the Juvenile Petition. In addition, the student who has made the threat to commit a crime will be suspended and/or expelled. Students who are dismissed may apply for readmission after one full school year. The school administration will determine whether re-admittance is appropriate.

## **Bus Conduct**

The School Districts providing busing for our students have established the following general rules in order to ensure the safety of all passengers, they are:

- Use only the bus and the bus stop assigned
- Orderly behavior is required at the bus stop
- Remain seated, facing front, when the bus is in motion
- Talk quietly and make no unnecessary noises
- Do not talk to the driver unless it is necessary
- Keep head and arms inside the bus
- Do not litter the inside of the bus or throw anything out the window
- Be quiet when the bus is crossing railroad tracks
- Students are not permitted to change their assigned bus (even to go home with a friend) without district authority
- Never stand until the bus comes to a complete stop

Infractions of the above rules are reported by the school district to the parents through the principal. Continual abuse of bus privileges will result in a suspension or the denial of transportation.

## **Cafeteria Conduct**

The same general expectations for classroom behavior apply in the cafeteria. Students may leave their table only when excused by the lunch monitor or designated adult. Courtesy and good manners are expected of all students at all times. If a student's behavior is not acceptable, appropriate action will be taken to correct the situation. This may include administrative intervention and/or conferencing with a parent.

## **School Policies and Procedures**

The school grounds are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school- sponsored activities, such as extracurricular events. Parents/guardians are responsible for ensuring that they and their children are not on the premises during other times. The school has no responsibility for students or parents/guardians on the premises during unsupervised times.

## **School and School Office Hours**

The school office is open from 7:30 AM until 3:00 PM. The telephone in the school office is for business only. A student may use the phone only in the case of an emergency, with the permission of the principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason. If a child is detained at school for any reason or an after-school activity is canceled without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be left with the Secretary to the Principal when necessary, and they will be given to the appropriate teacher. Classes may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

## **Family Communication Envelopes**

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents/guardians informed of policies, activities, upcoming events, and student progress.

Parents/guardians are asked to check the website, folders and email regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher and everything must be labeled. Students should not be instructed to deliver items directly to the office.

## **Legal Custody Issues**

Parents/guardians are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents/guardians are likewise asked to supply the school with copies of restraining orders if the need arises. 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/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

## **Student Records**

Every change of address, phone number, or family name must be reported to the office as soon as possible. Up to-date records are needed in case of an emergency. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parents/guardians with legal custody.

## **Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parents/guardians. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

## **Dress Code**

Holy Family RCS maintains a traditional catholic school uniform policy for the purpose of enhancing the moral, academic and disciplinary atmosphere of our school. In wearing the school uniform of Holy Family RCS, each child comes to represent to the public the values of the school. Those who wear the uniform proudly make the statement that here at Holy Family RCS, we dress up for learning. Manner of dress can have a strong influence on the classroom environment and we believe that our uniform adds to the positive calm.

***Adherence to school policy is a prerequisite to registration and so parents/guardians are asked to cooperate by seeing to it that students always wear only the regulation dress.***

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of parents/guardians and child. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the principal.

Our school colors, blue and white, are represented in our uniforms. Unless otherwise indicated, students are required to be in full uniform, beginning the first day of school. Our school's name must be embroidered on vests, sweaters, golf shirts, sweatshirt, sweat pants, tee shirt and mesh shorts. Garments requiring embroidery must be purchased at Flynn and O'Hara. Please label all clothing with your child's name.

### **Uniform Requirements – (Purchased from Flynn and O'Hara)**

#### **Formal School Uniform**

##### **Girls, grades K through 4**

- Blue plaid jumper or navy-blue pants
- Light blue blouse or turtleneck
- Navy blue knee socks (**worn to the knee**) or navy stockings
- A long-sleeved, navy-blue cardigan sweater or sweater vest with school logo

##### **Girls, grades 5 through 8**

- Blue plaid kilt skirt or navy-blue pants
- White button-down oxford style shirt (**tucked in neatly at the waist**),
- Navy blue knee socks (**worn to the knee**) or navy stockings
- Navy blue v-neck sweater or sweater vest with school logo
- **Skirts must be knee length.**

##### **Boys, grades K through 4**

- Blue pants (**to be worn at the waist**), **black, brown or navy-blue belt** (K belt not required)
- Light blue golf shirt with school logo (**to be tucked in at the waist**)
- Navy v-neck sweater, sweater vest or cardigan with school logo
- Black or navy-blue socks

##### **Boys, grades 5 through 8**

- Blue pants (**to be worn at the waist**), **black, brown or navy-blue belt**
- White button-down oxford style shirt (**to be tucked in at the waist**)
- Navy tie, (8<sup>th</sup> grade boys may wear a respectable tie of their choice)
- V- neck sweater, sweater vest with the school's logo
- Black or navy-blue socks

### **Shoes for students in grades K – 8.**

- Black, tan, or brown leather or leather-like Oxford tie shoes are to be worn. Bucs are acceptable. No styles that resemble Docksidiers, topsiders or other boat shoes (example: Sperry), construction worker shoes, boots, or penny loafers are permitted.



### **Gym Uniforms**

- Gym uniforms are to be purchased at the Flynn and O'Hara store.
- Students must wear the Holy Family RCS gym uniform ***only*** on the day of their gym class.

### **Boys and Girls - grades K through 8**

- Navy blue sweatpants, sweatshirt with school logo and jersey with school logo, white or black socks that cover the ankle and sturdy athletic style sneakers that are tied.
- Light up shoes are not permitted at any time.
- *Spirit wear and Spirit Stroll shirts may be worn in place of gym shirts.*
- Oversized sweatshirts, jerseys or shorts are not permitted
- Short-shorts are not permitted
- Shorts may not be worn below the waist
- Shirts or jerseys may not hang below shorts
- Plain navy-blue mesh shorts worn to the knee may be substituted for the school logo shorts. No other logos or stripes are permitted.
- In the warm months, permission ***may*** be given for gym shorts (***worn properly***) and the school tee shirt to be worn in place of the long pants and sweatshirt.

### **Informal Uniform – Kindergarten through 8<sup>th</sup> Grade**

Optional Fall/Spring uniform may be worn from September to November 1<sup>st</sup> and April 1<sup>st</sup> to the end of school in June.

#### **Girls K – 4 Optional Fall/Spring Uniform**

- Navy blue skort or navy-blue tailored shorts (knee length)
- Light blue golf shirt with school logo
- All navy blue, white, or black socks
- Black, tan, or brown leather or leather-like Oxford tie shoes OR ALL WHITE or ALL BLACK sneakers

#### **Girls 5 – 8 Optional Fall/Spring Uniform**

- Blue plaid kilt or navy-blue tailored shorts (knee length)
- Light blue golf shirt with school logo
- All navy blue, white, or black socks
- Black, tan, or brown leather or leather-like Oxford tie shoes OR ALL WHITE or ALL BLACK sneakers

#### **Boys Grades K – 8 Optional Fall/Spring Uniform**

- Navy blue tailored shorts (knee length)
- Light blue golf shirt with school logo

- All navy blue, white, or black socks
- Black, tan, or brown leather or leather-like Oxford tie shoes OR ALL WHITE or ALL BLACK sneakers



## **Grooming**

**Hair Styles** - Students are to groom their hair in a conservative style. Hair should be neat and cleaned.

Boy's hair must not touch the shirt collar. Extreme styles such as mohawks or artificial colors are not permitted.

**Hair Ornaments** - Hair ornaments should be conservative in nature and only white, black, light blue or navy blue. Large hair ornaments such as headbands with flowers are not permitted.

**Fingernails** - Fingernails are to be kept clean and trimmed. Artificial nails are not permitted. Nail polish is not permitted.

**Cosmetics** - Make-up is not permitted at any time.

**Jewelry** – Jewelry is not permitted at any time at school for reasons of safety except for the following:

- small stud earrings (in the ear only) – must be smaller than a dime
- small and conservative religious medal/cross and chain
- a watch

## **Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform exception will be complete.

## **Dress Down Day**

On special "Dress Down Days" Students may come to school dressed in casual appropriate dress. Any child coming to school dressed in attire that we deem inappropriate will call home for their uniform. The following is considered inappropriate:

- Clothing that is indecent, obscene/offensive, or contains direct or indirect references to sex, drugs, alcohol, violence, or violent groups
- Attire that is ripped, torn or with holes
- Revealing tops such as tank tops, low v-neck shirts, half tops. All tops must have sleeves.
- Leggings - Leggings are only permitted when the shirt or dress worn with them is at least as long as where the fingertips rest when the arms are hanging at the student's side.
- Short shorts/skirts - The length of skirts and shorts must be at least as long as where the fingertips rest when the arms are hanging at the student's side
- Flip flops or shoes without backs.



## **Health Services**

### **School Nurse**

A full-time nurse is available to provide immediate assistance to any student becoming ill or injured during the school day. Students experiencing a medical need must report to the health office and are not permitted to directly contact a parent/guardian to pick them up from school.

Families should promptly inform the nurse and home room teacher of any special health circumstances, and Medic-Alert bracelets are strongly recommended for any student with a medical problem. Emergency cards are kept on file in the health office for each student. Families are strongly encouraged to ensure that all primary and alternate contact numbers on file are up-to-date in case of an illness or injury related emergency during the school day.

### **Health Office Policies**

Medical care provided by the nurse is limited to chronic illness management and first aid for minor illness and/or injury occurring only in the school setting. Management of any illness and/or injury occurring at home is the responsibility of the family and/or private physician.

Notification of families regarding general office visits will be on a need-to-know basis and at the discretion of the nurse. Parents/guardians will be notified promptly if an illness or injury requires the student to be taken home, to the doctor or to the hospital. In an emergency, parents/guardians will be notified immediately and EMS transport will be arranged.

Children who are sick must stay home; perfect attendance is not an appropriate reason to send a sick child to school. Remember, medication such as Tylenol masks/hides a fever (100 or above), it does not cure it. Your child is still sick and will be sent back home in order to get well.

### **Communicable Diseases**

In an attempt to promote a safe environment for all in our school community, it will be left to the discretion of the nurse to send any student suspected of having a potentially contagious condition home for further medical evaluation. Families may also be required to provide a physician's note stating that the student is cleared to return to school prior to readmittance.

### **Health Screening**

In order to fulfill the requirements of the state-mandated school health program, the nurse is responsible for checking the height, weight, hearing and vision of every child (K-8) on an annual basis. Sixth and seventh grade students are also screened for scoliosis and physician follow-up referrals will be sent home to parents when any screening yields unexpected/abnormal results.

### **Medication Administration**

- 1) Acetaminophen, Ibuprofen, Antacids and Antihistamines (for allergic reaction only) are the **ONLY** authorized medications supplied in the school. These may be administered by the school nurse as needed with parental permission on the emergency card.
- 2) The School Nurse shall be responsible for administering Emergency medication by a blanket order issued by the School District physician (restricted to injectable adrenalin).
- 3) It is strongly recommended that prescription medicines be given at home before and/or after school whenever possible. Medication which is ordered "3 times/day" can usually be administered to a student at breakfast, upon return from school and at bedtime.
- 4) ALL medication must be brought to the nurse's office in the original packaging by a parent/guardian. Students are not permitted to have **ANY** prescription or over the counter (OTC) medication in their possession at any time. ***This includes lip balm, cough drops, herbal supplements, vitamins etc.*** Students caught with medication may face disciplinary action.
- 5) Any prescription medication sent into school **MUST** be identified in a pharmacy provided prescription container and be labeled with the ***student's name, name of medication, dosage, date and time to be given and route of administration.***

- 6) **ALL** medications, with the exception of those listed on the emergency card, must be accompanied by a parent and physician signed permission to administer form and/or a physician signed medical action plan (for emergency medication).
- 7) Permission to administer forms and medical action plans **MUST** be renewed and put on file with the nurse at the beginning of every new school year.
- 8) Parents/guardians must notify the school nurse immediately of any changes to medication orders and changes **MUST** be confirmed in writing by the physician.
- 9) With the exception of Tylenol, Ibuprofen and Antacids, prescription and OTC medication requests not meeting **ALL** of these requirements will **NOT** be administered.
- 10) It is recommended to notify the school nurse of all medications your child is taking in case he/she develops an allergic reaction or incompatibility with another medication.

*In the event of a potentially extreme allergic reaction requiring the use of an Epi-pen or of an asthma attack requiring the use of an inhaler, explicit permission to retain those medications by the student **MUST** be granted by the Principal. Medications should be sent in by the day or week. It is **NOT** recommended that students carry a full prescription bottle to be taken back and forth daily.*

### **Health Records**

The school nurse maintains state mandated medical records for each student. Families are required to submit the following medical forms upon enrollment to complete their students' file:

Food/Allergy Fact Sheet	Medical Emergency Contact Form
Health History Form	Immunization History
Dental Examination	Physical Examination

*Immunization requirements for **ALL** grades:*

- 3 doses of Hepatitis B
- 2 doses of measles, mumps, rubella (preferably given as MMR )
- 2 doses of Varicella (chickenpox) from vaccine or by history of disease
- 4 doses of tetanus, diphtheria and acellular pertussis (4th dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose)

*Immunization requirements for **7th** grade:*

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

*Examination requirements:*

**PHYSICAL EXAM** is required upon entry to school (K or 1st) and grade 6

**DENTAL EXAM** is required upon entry to school (K or 1st) and grades 3 and 7

*All physical and dental examinations must be dated no earlier than **July 1st** of the previous year in order to be acceptable at the start of the current school year.*

*Any student without updated immunization history and/or physical/dental forms **WILL BE EXCLUDED** from school until proper documentation is provided.*

The nurse is always available to address any questions or concerns and may be reached at:

**Email:** [nurse@holyfamilyaston.org](mailto:nurse@holyfamilyaston.org)

**Phone:** 610-494-0147 ext. 7

**Fax:** 610-494-4615

### **Food Allergies**

For students who have serious allergies to peanuts, tree nuts or other foods, we can provide an allergy free area in our cafeteria. It is the families' responsibility to work with the teacher in selecting this area for lunch.

## **Two important policy notes:**

Birthday celebrations may consist of one of two options:

1. a snack approved by the teacher.

-OR-

2. a non-food item may be provided for the class (i.e. erasers, pencils, etc.)

Once a month, the students who celebrate a birthday that month will be able to participate in a special full dress down day. This day will be communicated each month via the school's newsletter as well as announced in school. Every child's name will be announced over the school's PA system each morning on the day of their birthday.

## **Lunch**

All students stay for lunch during the school year. In an effort to promote good eating habits, lunch from fast food restaurants, soda and candy are not permitted as part of your child's lunch. Parents/guardians are to bring forgotten lunches to the school's main office. The lunch period is divided into approximately twenty minutes for lunch and twenty minutes for play.

11:00 - 11:40	4, 6, 7, 8
11:40 - 12:20	PreK, K, 1, 2, 3, & 5

At all times, children are expected to behave appropriately, according to the Holy Family RCS Code of Conduct, in the lunchroom and at outdoor play. School employees who monitor the lunch period are expected to be treated with respect and obedience.

Please include in your child's lunch box napkins or paper towel to place under his/her lunch. Also, include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean-up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to their designated area when dismissed.

## **Safety**

The following general regulations have been established to ensure safety and must be adhered to by all students and visitors:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal unless a member of the school staff accompanies the student
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for activities or recess
- All visitors and volunteers must report to the school office
- The school campus is a smoke-free environment. No smoking is allowed in the school building or on the adjoining property

## **Outside Recess Rules**

- No objects other than Nerf equipment or jump ropes are approved for use on the playground
- Fighting is forbidden and warrants punishments beyond ordinary disciplinary action
- Assigned play areas are to be used at all times
- Under no circumstances may a student leave the playground without the teacher on duty's permission
- When the bell rings, all playing must stop immediately, and students are to go to their

assigned lines

### **Emergency Drills**

Drills are conducted as per the directives of the Archdiocese of Philadelphia. The students are instructed to move quickly and quietly when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

### **Physical Education**

Although P.E. is normally held in Degnan Hall, there are some cases where it will be held in the school parking lot or at the Aston Community Center Field.

### **Code of Conduct/Handbook Acknowledgement**

By sending your child(ren), you are acknowledging and agreeing to all policies and procedures contained in this handbook. Students and families must accept and abide by the school's policies and procedures in order for the student to attend the school.

### **Student-Parent Handbook**

*This handbook contains the policies and procedures of Holy Family Regional Catholic School. The school reserves the right to modify policies or procedures without notice, and reserves the right to apply policies and procedures as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.*