

Holy Family School

Christ Centered, Student Focused, Family Driven

**221 Third Avenue
Phoenixville, PA 19460**

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Website – www.myholyschool.org

STUDENT-PARENT HANDBOOK



This handbook is designed to convey those policies and procedures that have been put in place in order to provide a safe, orderly environment in which all children can learn. At times, it may be necessary for the school to change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

Acceptance into the Holy Family Learning Community carries with it the responsibility on the part of the student and his/her parents to support and abide by the school's policies and procedures.

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HOLY FAMILY SCHOOL MISSION AND BELIEF STATEMENTS

Holy Family School forms Catholic students to be full and practicing members of the Church, is a center of evangelization that calls all to live fully the message of Jesus Christ, and is a center of academic excellence that rigorously prepare students to be contributing members of the global community.

A. We believe the teachings of Jesus Christ are the foundation of all that we are and all that we do. We strive to instill in our students the values and ethics rooted in the Gospel message.

B. We believe our school is a faith-based community that follows the Gospel message of Jesus, joins together in prayer, and responds to the needs of our brothers and sisters through a lifelong commitment to service.

C. We believe students are whole persons from diverse backgrounds, with unique gifts and talents that should be fostered in our classrooms and shared in our communities.

D. We believe meaningful education occurs when students participate in the learning process through a rigorous practice of inquiry, critical thinking, creativity, productive communication, and collaboration with peers.

E. We believe effective instruction requires ongoing assessment of student performance, a variety of teaching methods to meet student needs, and incorporation of technology to teach 21st century skills.

F. We believe in a learning community that promotes an active relationship with our school and parish families, enabling our students to develop into intellectually mature, morally responsible citizens.

G. We believe a safe, orderly, and respectful classroom led by teachers who are striving for continuous improvement is necessary for a quality Catholic education.

FAITH FORMATION

As our motto states, all things at Holy Family School are centered in Christ. Students engage in daily prayer and receive daily instruction in the four pillars of the Catechism: creed, sacraments, commandments, and prayer. Students are encouraged to serve their parish and school as altar servers, lectors, and sacristans. The spirituality of all is deepened through sacramental preparation, school-wide liturgies and prayer services led by each grade throughout the year, reflections in the classroom, and special programs

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honoring Jesus, Mary, and the saints. One of the most special events occurs during the Lenten season when our 5th grade students reenact the steps that Jesus took on the road to Calvary over two thousand years ago.

Because Holy Family is a regional school, Holy Family students receive the sacraments in their home parishes. The children will be prepared in their school religion classes and the family should communicate with the parish in order to fulfill the requirements for reception of the sacraments.

FAMILY – SCHOOL PARTNERSHIP

Holy Family School recognizes that the home is a child's first school. We recognize a parent's right and obligation to continuously educate their children in an atmosphere of love and respect for God and man. A Catholic education affords the child the best opportunity to live and practice their faith in God during the school day.

Parental support of the school's regulations and procedures is vital to ensure that children may develop to their greatest potential as Catholic Christians. The partnership of family and school is reinforced by committed parents who offer good examples by attending Sunday Mass and the reception of the sacraments; uphold the authority of school personnel and speak respectfully of the administration and faculty in the presence of children; and assist in the child's academic and moral development by reviewing assessments and report cards carefully, supervising home studies, and cooperating with the school in matters of discipline.

School-wide Emergency Communication

Holy Family School will use electronic resources to contact parents in the case of an emergency. School closings, before or during school hours, may be announced as follows:

- Phone call and/or text message through MSP,
- Posting on our website – www.myholyschool.org
- KYW News Radio 1060 and KYW1060.com along with various local TV stations

Our school follows the directions of the Phoenixville Area School District regarding closings and early dismissals due to weather. Our school closing number is 887. Please know that the opening and closing of city Archdiocesan schools may not affect our status.

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Availability of bus transportation in inclement weather is determined by the school district where the family resides. **Be aware that Holy Family may be open, but the various districts surrounding Phoenixville may not be providing transportation. We do our best to notify parents about their transportation information when an emergency occurs; however, circumstances beyond our control may hinder or delay this process.**

1. **Delayed opening:** Parents will receive a phone call if there is a delayed opening; please do not call the office. For a typical two-hour delay, Holy Family School building will be opened and supervised by 9:45 AM. There will be no supervision available for children before 9:45, so please do not drop your child off before this time. Children who ride buses may arrive at whatever time their district buses are transporting and go directly to the cafeteria. Please check your local radio or TV stations before sending your child to the bus stop to be sure the status of the opening has not changed.

2. **Weather Related Early Dismissal:** If school is cancelled during the day parents should have an emergency plan in place so their child knows what to do when the bus drops them off. Please do not call the school in the case of an early dismissal; your child should know what to do before they leave home. In the case of an early dismissal parents who want to pick up children who regularly ride the bus should provide a written request stating that the child is not to be sent home via bus **which must be acknowledged by the teacher.**

3. **Non-Weather Related Emergency Early Dismissals:** Each family should have an emergency plan for this kind of situation to insure the safety of each child. Holy Family School staff will not leave until all children have been picked up or put on a bus.

Emergency Communication Regarding Specific Students or Families

All emergency information regarding students should be communicated via phone call. Email should not be used in time sensitive situations, with the exception of early dismissals where parents are directed otherwise. Information communicated during the school day where a staff member is expected to act immediately **MUST** be delivered via phone call as parents should recognize that staff cannot read emails during the school day while supervising children.

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Communication with Students

Holy Family School will use electronic resources as a powerful and compelling means for students to learn core subjects and apply skills in relevant and rigorous ways. Technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership. To that end Holy Family employees are expected to follow the Archdiocesan Acceptable Use Policies and treat all electronic communications in the same way they would handle face-to-face communications with students and families.

Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. Electronic communication with students, parents and stakeholders may take many forms, including Holy Family teacher emails, websites and blogs, Google and Apple apps, Moodle, Edmodo, and teacher created, educationally focused networking sites. Use of Twitter and Facebook are currently restricted to a school-wide account. Teachers and students may not communicate via phone call or text messaging.

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.

Communication with Families

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.

Holy Family recognizes that an active, efficient, and effective communication network will positively affect student learning. E-mail has helped facilitate communication between the school and home. However, it has also added to an already complex workload.

The school asks for your understanding with the following:

- Please support the school's primary focus of learning. This means recognizing that our staff are busy with a day planned to the minute, even during their planning periods, and may not even

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see your email. If you need an immediate response, please call school, and the staff member will call within 24 hours.

- Parents are asked to remember that staff can be responsible for as many as 400+ students, each with needs, and a day busy with teaching and administrative responsibilities. As a result, parents are asked to be reasonably patient with requests. (This is not an excuse for poor communication from the school, however.)
- Staff are not expected to work at night or on weekends, so please understand that emails sent then will be read the following business day at the earliest. Again in an emergency, please call.
- Emails should not be used to convey sensitive, confidential, or emotional content or to problem-solve. Please use your email to request a meeting or phone call to discuss any issues.
- Holy Family staff will not send emails longer than 2-3 paragraphs that are specific to a student or a situation, so if you have sent a complex issue the response will most typically be a request for a meeting.
- Holy Family staff are directed that any ongoing exchange of emails will be resolved by a request for a meeting to address the issue.
- If you do not receive a response from a staff member after three school days, please send a second email copying the principal.

Home and School Association

The objective of our Home and School Association is to enhance the spiritual and educational welfare of all children who attend Holy Family School. Members strive to provide opportunities to foster strong relationships between parents and the school. Educational experiences are enhanced by the organization and implementation of family and parent-only activities, and the promoting of school spirit and morale.

Parking

Parents are asked to observe Phoenixville Borough regulations for parking, especially when larger school events may necessitate use of the alleys around the school buildings. Care should be taken to stay clear of all neighbors' driveways at all times, even for a quick drop-off or pick-up.

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Tuition

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, hot lunch, and registration. A registration deposit is due by May 1st to confirm re-registration of student(s). Tuition payments begin July 1, with subsequent payments of ten percent of tuition due by the 1st of each month through April. Tuition can be paid semi-annually or in full at any time. Billings originate in the Business Office and are collected via Smart Tuition. Questions regarding tuition and fees are to be addressed to the Business Office. In cases of financial hardship, parent(s)/guardian must meet with the Business Manager to determine arrangements.

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 Pastors and Administration review the tuition records on a regular 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 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 made in a timely manner.

Volunteer Opportunities

The assistance of parent volunteers is welcomed, greatly appreciated and encouraged at Holy Family School. We recognize the invaluable assistance given by our students' families which helps in building a strong learning community. Volunteers help by assisting in many ways, including:

Classroom Assistants	Library Aides	Technology Aides
Lunchtime Assistants	Ice cream Sellers	Copy Machine Helpers
Book Fair Helpers	Living Stations Helpers	Box Tops for School Program
Extra-Curricular Activities	Mystery Readers	Home and School Event Helpers
Landscaping Beautification Project Workers		Art Room Aides

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Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. It is important for parents/guardians to "lend a hand" in whatever way possible.

The following guidelines have been developed to assist in serving in this unique capacity. Offering to volunteer assumes your understanding and agreement with these guidelines.

1. Confidentiality: Information you may see or hear can affect the lives and futures of individual students. Volunteers must respect the privacy of this information and maintain the same in strict confidence. This same standard of confidentiality applies to policy statements and school procedures.
2. Relations with students: Volunteers are viewed by students and parents as representatives of the School Administration, and are perceived by students as authority figures. When students raise issues of a personal or controversial nature, volunteers are placed in a difficult position. If there is any suggestion that a student has suffered any form of abuse, the volunteer is mandated by law to report the claim or suspicion to the school administrator. The principal will investigate the matter and forward the concern to appropriate agencies, as indicated. **NO** parent has permission to talk to another student regarding a problem with their child. Please refer any problems to the teacher who will handle the situation.
3. Attendance: Our staff depend upon and plan on the assistance of volunteers on a regular basis. Volunteers are encouraged to notify the school in advance as soon as possible if they are unable to help at their regular time.
4. Volunteers must have the following clearances on record: PA Criminal Record Check (within one calendar year), PA Child Abuse History Clearance (within one calendar year), Mandated Reporter Certificate and verification of Safe Environment Training: Protecting God's Children. The Criminal Record Check and Child Abuse History must be renewed every five years; the Safe Environment Training need not be renewed. Applications for clearances may be downloaded from the school website. The school staff will gladly assist prospective volunteers with the process, so that everyone may enjoy the opportunity to serve the children of Holy Family. Honoring our commitment to protect the safety of all our children, adults who are not in compliance with the above protocols will not be permitted participation as a volunteer.

Every student is expected to show courtesy and respect to all volunteers.

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ACADEMICS

Curriculum

Holy Family School is organized under the auspices of the Archdiocese of Philadelphia, in accordance with the requirements of the Pennsylvania Department of Education and the Common Core Standards. The curriculum guidelines formulated and distributed by the Office of Catholic Education of the Archdiocese of Philadelphia serve as the basis of all instruction in the school. These guidelines, aligned with Common Core Standards, are the course of study and provide the time allotments for each subject area. The faculty has the responsibility to implement and supplement the guidelines according to the student's needs.

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 assignments may result in consequences outlined in our Code of Conduct and will ultimately affect the student's effort grade on the report card.

Each student is responsible for requesting from the teacher any assignments that he/she might have missed during 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.

Daily performance of students is assessed by the teacher. Examination of the student's work for neatness and completeness, as well as class participation, is part of the overall report card grade. 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. Texts are to be used gently and must be free from pencil or ink markings.

Class Participation

Students are expected to contribute to a safe, orderly learning environment by:

- giving attention and respect to the teacher at all times
- showing appreciation 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

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Homework

Homework is a teacher-generated assignment that either positively reinforces a concept presented in class or prepares students for material to be presented the next day. These may include a creative project requiring the individual's use of his/her genuine initiative, written and study assignments, or reading for additional enrichment. Ordinarily, these 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 will be allowed for the completion of out-of-class research assignments or projects.

Assignments and other pertinent classroom information are available on the Holy Family website under *Academics*. Please choose the name of your child's teacher to obtain the daily homework assignments. Although assignments are available online, we require each child to accept the responsibility of copying assignments, bringing home the correct books and completing assignments in accordance with the teacher's directive. Children should be discouraged from returning to school after hours to obtain their books or assignments.

The following time per night is *suggested* for homework; this includes both written and study assignments as well as daily reading:

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 student to take responsibility for his/her own learning.

If at any time your child is consistently taking an abnormally long amount of time to complete assignments, please notify the teacher. Please consider whether the time spent is on the actual assignment or on other unrelated activities. Parent/teacher communication is very important in addressing homework issues.

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If a child repeatedly comes to school without completed homework, their grade in that particular subject will be affected and other disciplinary actions may be taken.

In the event of an absence, each student is responsible for requesting from the teacher any school or homework assignments that he/she might have missed during time away from class. If a student is absent, parents may call the main office for homework before 1:30 PM. Student work may be picked up outside the main office after dismissal until 4PM. Such tasks must be completed and presented to the teacher, usually within a timely manner agreed upon by the teacher and student.

Academic Achievement

All students are responsible for the satisfactory completion of projects, classwork, and homework on a timely basis. All are expected to perform to the best of their ability and grades are commensurate with the individual capability of each student.

FIRST HONORS

First Honors may be awarded to students in grades 6 through 8 in conjunction with the trimester report cards. Students must obtain a grade of 93 or higher in every subject area, as well as a minimum of 3 in the specialized areas of Art, Music, Physical Education, Technology, and Spanish. In addition, they must obtain a grade of 3 in the non-academic areas of Effort and Study Skills and Personal and Social Growth.

SECOND HONORS

Second Honors may be awarded to students in grades 6 through 8 in conjunction with the trimester report cards. Students must obtain a grade of 85 or higher in every subject area, The must achieve no less than a 3 in the specialized areas of Art, Music, Physical Education, Technology, and Spanish. In addition, they must obtain a grade of 3 in the non-academic areas of Effort and Study Skills and Personal and Social Growth.

Evaluation and Assessment

Holy Family School strives to maintain academic excellence within the framework of the curriculum guidelines that are provided by the Archdiocese of Philadelphia and with adherence to the requirements of the state of Pennsylvania. Students are assessed through a variety of means both formal and informal throughout the school year. Students' performance is assessed on a daily basis and includes

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individual and cooperative projects, student writing, class participation, observation of student performance, and a variety of formative and summative assessments.

Parents may monitor their child's progress through the online My Student's Progress (MSP). Individual grades as well as averages for each core discipline and special subject areas can be viewed. Parents may set alert triggers for each subject and each child in their family.

REPORT CARDS

Report cards are issued three times a year to students in Kindergarten through 8, with grade-specific progress indicators. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- positive behavioral observations by the teacher
- major testing or performance assessments
- quizzes
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

No less than five assessments are evaluated to determine each report card grade.

Grades 1 – 3 Letter grades are given for progress in academic areas as follows:

- O Outstanding Progress
- VG Very Good Progress
- G Good Progress
- S Satisfactory Progress
- I Improvement is Needed
- U Unsatisfactory Progress

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Grades 4-8 Numerical grades are indicated for each subject area as an evaluation of a student's progress in a particular subject. Deficiency in a specific skill is indicated by a check mark on the report card. An F on the report card indicates numerical marks below 70.

Personal and Social Growth, Behavior, and Effort and Study Skills for Grades 1-8 These areas are graded on a continuum using numbers 1 to 4.

END OF LEVEL ASSESSMENTS

End of the year assessments for grades 1-8 are developed by the Office of Catholic Education in the area of Religion and by Holy Family School in Mathematics, Social Studies, Science, and English Language Arts. For the Honors Math program, students must achieve a minimum score of 80 on their final assessment in addition to other criteria in order to continue in the program.

STANDARDIZED TESTING PROGRAM

The Terra Nova Achievement Test given in grades 1-8 during March enables the faculty to closely examine our program in the light of student achievement and to differentiate instruction to meet student needs. The parents in the grades tested (1-8) are informed of their child's scores through a comprehensive home report.

When reviewing standardized testing results, it is important to understand that the results are just **one** indicator of student progress. Your child's trimester report card grades, daily work and other assessments are a much more valid indicator of progress.

Holy Family School is constantly evaluating our programs and materials to ensure that we provide the best educational experience possible. Our students have consistently scored above average on the Terra Nova Achievement Test and have consistently exceeded their anticipated scores. The faculty and staff endeavor to create an enriching environment that meets the needs of all types of learners.

Academic Probation

Holy Family encourages each student to reach his/her fullest potential in all endeavors. For students who are struggling academically, open communication between home and school is essential. The teacher will contact the parent or guardian of a student who continues to experience difficulty to

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determine the best way to serve the academic needs of the child and discuss appropriate support services. A SST (Student Support Team) is available to each student at Holy Family and can be established at the discretion of the teacher or at the request of the parent.

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. This can be a consequence on the part of the student for not fulfilling his/her academic responsibilities. In such an event, the school reserves the right to impose academic probation. This is a designated time period, during which evaluation of a student's progress is monitored, as follows:

- a. The teacher will note the student who is repeatedly experiencing academic difficulties in either assignments or test scores, and contact the parents/guardians to inform them of the possibility of academic probation. Parents will acknowledge in writing that they understand the seriousness of the situation.
- b. Assessments will be forwarded to the parents on a weekly basis as a means of monitoring achievement. Written comments by the teacher will serve as progress reports.
- c. In the event that progress does not occur immediately, a conference will be held involving the principal, teacher, parents/guardians and the student. A contract or plan of action will be developed. This may include suspension from parish, school or class activities.
- d. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- e. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

Retention

Holy Family encourages each student to use his/her God-given talents and work to the best of his/her ability by displaying consistent effort and meaningful application of knowledge. Although Holy Family School strives to meet the needs of all children, sometimes promotion to the next grade may not be advisable for students who show evidence of emotional immaturity or who are experiencing academic difficulties. Retention is generally not recommended past the primary grades. Before reaching such a decision, careful analysis of the child's learning potential must be undertaken to determine whether or not repeating the grade will be beneficial for the student. This would involve collaboration among parents, school personnel and those providing support services.

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Parents/guardians will be informed in writing of the possibility of retention at the beginning of the second trimester. During the second and third trimesters, ongoing, consistent communication of the student's academic, social and emotional progress will take place. Every effort will be made to encourage the progress of the student and parents should be assured that any decision made will be in the best interest of the child.

By the middle of May, the teacher(s) will schedule a follow-up meeting with the parents/guardians. If retention is deemed the best alternative for the child, the parents/guardians will receive an official notification which must be signed and returned to the school administration. Retention is at the discretion of the administration in consultation with the teacher.

Older students who cannot achieve passing grades for the year, yet might be beyond the suggested age for retention, will be required to attend a summer program in order to demonstrate competency in that area. This course of study must be pre-approved by the school and a final report of the child's progress must be submitted to the school before admission to the next grade in the fall.

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 teachers. 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 Administration, the student's academic or disciplinary record indicates that the privilege should not be extended. Outstanding financial obligations may also impact participation in the graduation ceremony.

ADMISSION/TRANSFER

Non-Discrimination Policy

Holy Family School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available. Holy Family endeavors to accommodate students with special needs as our school's resources and capabilities reasonably permit. We reserve the right to decline admission or impose reasonable conditions of attendance where indicated in particular circumstances.

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Age Requirements for Admission

- Preschool Program: A child must be three years of age by September 30.
Pre-Kindergarten: A child must be four years of age by September 30.
Kindergarten: A child must be five years old by September 30.
First Grade: A child must be six by September 30.

Application Requirements

At the time of application, parents are required to provide the following documents for each individual child requesting admission:

- 1) a completed application form;
- 2) a birth certificate;
- 3) a baptismal certificate;
- 4) an up-to-date certificate of immunization; and
- 5) the appropriate application fee
- 6) any existing disciplinary records and individualized education plans or evaluations.

Children entering our preschool, pre-kindergarten, kindergarten or first grade **MUST** have completed all of their required immunization shots before entry. **No child will be admitted on the first day of school without the required series of shots.**

Pre-school and pre-K students must be able to use the lavatory independently.

Acceptance Priorities

It is our desire to provide a Catholic education for all who seek it; however, space limitations may sometimes require a preferential order of acceptance. If necessary, applicants will be accepted into Holy Family School in this priority order:

- 1) Families whose students are currently enrolled and who are registered, participating parishioners of Saint Ann, Saint Basil the Great, Saint Joseph, and Saint Mary of the Assumption Parishes. These students must be re-registered each year.

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- 2) Families whose students are siblings of currently enrolled students and who are registered, participating parishioners of Saint Ann, Saint Basil the Great, Saint Joseph, and Saint Mary of the Assumption Parishes.
- 3) Families currently paying out-of-parish tuition, both as Catholics and non-Catholics, whose students are currently enrolled. These students must re-register each year.
- 4) Families of new students who are registered, participating parishioners of Saint Ann, Saint Basil the Great, Saint Joseph, and Saint Mary of the Assumption Parishes.
- 5) Out-of-parish Catholic families who may not have a parish school available to them.
- 6) Non-Catholic Families.

Non-Catholic Admission

Holy Family School serves a variety of purposes, including the academic, social, and physical development of our students; however, the primary purpose of our school is religious. Our school offers a complete Catholic religious education program and makes every effort to develop the Catholic faith in all our students so they may live a full Christian life. As a condition of registration, non-Catholic students must commit themselves to the study of the Catholic religion, fulfill all the requirements of the religious education program, and attend all religious functions offered as part of the school program. Their parents must commit themselves, in writing, to the acceptance of the philosophy, goals, objectives and regulations of Holy Family School and assume responsibility for all financial obligations as specified by the Pastoral Board.

Transfer Requirements

Records for students transferring in to Holy Family School are to be forwarded to the school office. Admission is on a trial basis pending academic and behavioral review of these records. Holy Family School will not accept students from other parochial schools who have outstanding tuition balances. These must be satisfied prior to admission.

If a student is transferring to another school, the parents must inform the school in writing of the official date of withdrawal. At the receiving school, the parent will be asked to sign a request for records that will be forwarded to Holy Family School. A \$25 transcript fee for each school request is required for release of records for students in kindergarten through seventh grades; the graduation fee for eighth graders covers all transcript requests. **Letters of Recommendation will only be completed as part of the high**

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school search process or for anyone moving or transferring to a school for special education purposes.

Records are not forwarded to another school until Holy Family has received the fee and form signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. Records must be mailed directly from school to school.

ARRIVAL AND DISMISSAL

The Holy Family school day is officially from 8:10 to 3:05. The school doors open in the morning at 7:45, when a teacher is present to admit students into the building. Holy Family School offers a fee-based C.A.R.E.S. program beginning at 7:00am for those families who need before school care. The school does not assume liability for students not in the C.A.R.E.S. program who are dropped off at school before 7:45. Where possible, students are asked to arrive between 7:50am and 8:00am.

When directed, usually by 8:00am, students will proceed to their classrooms in an orderly fashion. Students are not permitted to enter the classrooms before 8:00 unless there is an emergency or special arrangements have been made with the teacher. If a student arrives later than 8:10 parents are required to sign the child into the building and he or she is marked tardy. Since most classes begin their morning work at 8:10, parents are encouraged to ensure students arrive before that time.

Dismissal at the end of the day is 3:05 pm. Please remember to call the office before 2:30 if your children is out sick or need to change their dismissal plans. At dismissal, the students should proceed directly home unless other arrangements have been made by their parents. Announcements concerning students remaining for extra-curricular activities are given at the end of the day.

Walking

All students who walk home are reminded to stay on the sidewalks and avoid walking or crossing over into the property of others. Students are encouraged to cross only at the corner and to obey the directions of the crossing guards. **Only** students who live within a five block radius of the school without crossing any major intersections may walk. Car riders may not be directed to the walker line for pickup.

Car Procedures

Students arriving in the morning by car must exit on the sidewalk side of the vehicle. They may not cross between cars. Students in cars traveling from Gay toward the park must exit on Third Ave on the right side of their car. Students in cars traveling from Main away from the park must turn right and then

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exit on Buttonwood on the left side of their car. In order to assist with bus traffic, no car may turn left onto Buttonwood during arrival or dismissal times. Please plan your trip according to these safety procedures.

For after school pickup at 3:05, cars should enter the school parking lot from Third Avenue, park in an orderly fashion, and exit from the back gate of the parking lot to the alley. Parents should cross Third Avenue and FULLY ENTER the side lot where the trailers are located to wait for their child. Teachers will walk the children to this side lot. For your children's safety the teachers will hold the car lines until all parents are fully in the lot so they can identify whether each child is leaving with an adult. Children will enter the gate and walk to their parents.

Parents and children will cross the street with the Borough crossing guard's assistance. If a child does not see a parent he/she will remain with a teacher who will then take the child to the office. Parents who arrive after dismissal should proceed to the office to pick up their child.

Because of safety concerns, please refrain from allowing young and/or school age children from playing on the playground equipment at dismissal. Holy Family does not supervise children once they are released to their parents.

Bus Transportation

Holy Family forwards the names of all enrolled students living within a particular district to the transportation officials who schedule the routes and time of pick-up and departure. Area school districts provide bus transportation to Holy Family School for students residing within their district. Students must live one and one-half miles from the school to qualify for busing. Students living closer than the prescribed miles are deemed walkers, but if a child must cross a major intersection he or she may be eligible for busing due to safety reasons. It is your responsibility to contact the particular school district regarding busing questions or concerns; in particular, problems regarding bus pick up or drop off times should be referred to the school district transportation office.

The importance of safety by cooperating with the bus driver cannot be emphasized too strongly. Each school district maintains its own guidelines regarding its rules and regulations. Parents are expected to review the rules for riding the bus with each child. Disrespect and disorderly conduct may result in a

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loss of bus privileges. Students must remain in their seats at all times and speak in low tones. **Busing is a privilege** and it is strongly encouraged that parents indicate that fact to their children. Students may be suspended from the bus by the school principal or by the school district if their behavior warrants it. If this occurs, the responsibility for transportation becomes that of the parent.

Children may not change bus assignments, nor can they ride any bus outside of their school district. In case of a dire necessity, a child may be allowed to ride another bus provided by their school district; permission in this case should be obtained from the school principal in writing and provided to the bus driver.

ATTENDANCE / ABSENCES

Since absence interferes with a student's progress, every child must be present daily unless illness, death in the family, or other emergency prevents attendance. Any pattern of suspicious absence will be reported as truancy. This may warrant investigation by the district attendance officer and result in possible fines. Parents who allow their child to visit other schools (high schools/academies) should note that this is an excused absence if a parental note is submitted, but it is indeed an absence as the student is not present at Holy Family.

Students in ALL grades must have their parents call in their absence to the office and leave a message in the attendance mailbox (#300) by 8:00 AM, or send an email copying both the teacher and the office. Please do not allow a child to make the call. If no message is received by 8:30am, the secretary will attempt to reach parents to ascertain the whereabouts of the absent child.

Upon returning to school after an absence, each student must present a written excuse from his/her parent to the teacher before being readmitted to school. If a student is absent for three or more days, a doctor's note must be presented upon his/her return to school.

Holy Family discourages families from picking up homework for short absences when the child is truly sick; class work and homework can be made up on the child's return. If there is another reason for absence beside illness, homework is available on a daily basis on the school website.

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Early Dismissal for Individual Student

Please make dental and doctor appointments after school hours, if possible. A written request from a parent/guardian is required for an early dismissal, preferably copying the homeroom teacher and the school secretary; otherwise the homeroom teacher will forward the note to the office. No student will be permitted to leave school without written permission. Provisions must be made by the parent to have an authorized person call for the student at the school office and sign the child out. No parent or unauthorized person is to go to the student's classroom.

Lateness

Lateness impacts learning for the student as well as for classmates who are distracted by the late arrival. Lateness will not be tolerated except for a legitimate reason; traffic, oversleeping, not feeling well, and sleeping-in are not legitimate reasons for lateness. Students will be marked late if they are not in the building by 8:10. Students must report to the Main Office and obtain a late slip before proceeding to homeroom.

An excused lateness (i.e. doctor's appointment, funeral) requires a note in advance. Three (3) unexcused late arrivals will constitute a demerit. If lateness becomes excessive, parents/guardians will be contacted. Consistent unexcused lateness will be considered parental neglect, which may be reported to the local school district for further investigation. This constitutes a serious infraction. This failure to be in school on time will be noted on the child's report card. A child is never marked late if their particular school bus arrives late to school.

Vacation Policy

Vacations are discouraged while school is in session because they are disruptive to the learning process. The school does not concede to parents the right to change the academic calendar. Parents should discuss the matter with the Principal and teacher well in advance. A written note must be sent to the main office and to the child's teachers at least two weeks prior to the planned vacation. Teachers will not provide homework for children taking vacations during the school year. All work must be made up when the child returns to school. Students will be required to makeup missed assignments, tests and quizzes within 5 school days. It is encouraged that vacation not be scheduled during the week of standardized testing.

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CODE OF CONDUCT FOR EFFORT AND BEHAVIOR

Holy Family School believes that reinforcing effort plays a significant role in motivating students to reach their potential. Research indicates that teaching students that added effort influences their achievement, actually increases student achievement (Marzano, Norford, Paynter, Pickering & Gaddy, 2001). Thus all students are expected to actively seek out personal growth and learning opportunities and demonstrate age appropriate self-control, an industrious work ethic, and a high degree of positive and meaningful participation.

Discipline is also a necessary reflection of the philosophy of a Catholic school. The school and the individual classrooms should nurture a positive sense of self-discipline in order to provide an environment conducive to learning. It is the intent of Holy Family School to develop an inner discipline in each student, enabling students to move from externally imposed discipline to self-discipline to discipleship, following the Lord and serving others. The administration and faculty aim to motivate the students to develop proper attitudes toward discipline and responsibility. Permissiveness and severity are two extremes to be avoided.

Students are expected to comply with school directives and school policies. Students must be respectful, courteous, and attentive to teachers, staff, and classmates.

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 and parents/guardians and covers both effort and behavior (which is identified as “Personal and Social Growth” on the report card). Compliance to the code is expected in school, at school-sponsored events, and inside and outside the school/parish community, where the

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behavior may be deemed contrary to Catholic teachings and/or could bring disrepute or embarrassment to the School.

The following is the code of conduct in effort and behavior that all students at Holy Family School must follow:

Effort Expectations

- Students are expected to complete all class work, assessments, and homework honestly and thoroughly, in a manner which reflects both the expectations of the teacher and the seriousness of purpose on the part of the student.
- Students are responsible for completion of all homework and project assignments on time.
- Students should use class time as effectively as possible by taking pride in doing their best and contributing to an atmosphere in which real learning takes place.
- Students are to come to school and to each class prepared to work with all necessary materials and assignments.
- The classroom teacher may require progress reports, report cards, tests, or other assignments to be returned with proper signatures within two (2) school days.
- Desks, lockers, and other personal work and school spaces are to be clean and free of student clutter.

Effort Infractions / Consequences

Teachers will record effort violations in students' homework books. Parents/guardians are responsible to check their child's homework books and should sign to acknowledge the violation. A parent's signature is only an acknowledgement of the violation; it does not indicate agreement, as the determination of the violation has already been made by the teacher and/or principal.

Teachers will use the data recorded from effort violations as a factor in determining students' effort grades on the report card. Effort grades will be affected regardless of whether a parent has acknowledged the violations.

- The effort grade of a student who has acquired **5-9 effort violations** in one trimester can be no higher than a 3.

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- The effort grade of a student who has acquired **ten or more effort violations** in one trimester can be no higher than a 2.

General Behavior Expectations

- Students should be aware that their first obligation is to give service to God and to others.
- Students should cooperate with all school personnel by following directives willingly and by offering service.
- Students behave respectfully and courteously to all school personnel including: administration, faculty, staff, volunteers and school visitors.
- Students should obey all the rules and regulations of their individual classrooms and of the school.
- Students are required to take care of the things given them for their use. Textbooks are to be kept neatly covered and carried in a schoolbag. Students must return all library books on time and in good condition. Students' desks must not be defaced in any way.
- Students may not leave the school premises once they arrive in the morning. Parental requests to alter a student's daily routine for appointments, transportation changes etc. may be made in writing or by email and communicated to both the office and the teacher.
- Students are expected to show a Christian attitude toward one another. Fighting, abusive and foul language, roughness, taunting and/or teasing of a student, sexual harassment, or any similar action are forbidden.
- Students may not chew gum or eat candy of any type during the school day.
- Students must keep the school and its property in good condition.
- Students are reminded that stairs and hallways may be slippery on days of inclement weather and extra caution should be taken.
- In groups or alone, students are asked to respect the classrooms they pass. They are to maintain silence and go directly to their destination without delay; Students may not stop in the lavatories or other areas of the school without the prior permission of the teacher. Students should never be anywhere in the building without the express permission of the supervising teacher.
- Students are not permitted to have a cell phone, pager or any type of personal electronic device on their person while in school. School-issued Ipads may be used for coursework or as directed by the teacher.
- Students may not correspond with students, parents, or others from any email device while in school.

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- Students can be disciplined for actions that are detrimental to the reputation of Holy Family School, whether they occur during the school day or after hours.

Cafeteria Behavior Expectations

- Students are expected to be respectful, courteous and attentive to the directives of the adults supervising the lunchroom.
- Students must sit at the tables reserved for their particular grade.
- Students must talk quietly. Screaming or shouting in the cafeteria is prohibited. Students must observe good table manners, maintain silence when the bell is rung and walk from the cafeteria to the schoolyard.
- Students may not leave their seats without permission.
- No student is permitted to return to the classroom once they enter the cafeteria unless the teacher on duty allows them to retrieve a forgotten item.

Play Area Behavior Expectations

- Everyone will be treated with fairness and respect. No taunting or teasing of children will be tolerated.
- Children are to listen politely when spoken to by an adult.
- Everyone is expected to be polite and kind to peers and adults.
- "Good sportsmanship" is expected when playing games.
- Fighting is forbidden and will result in disciplinary action.
- Students will walk quietly to the play yard as directed by adult supervisors. At the bell, everyone is expected to stop playing and to line up promptly. Students will re- enter the school building quietly, being careful not to disturb other classes in session.
- Students are to play in their assigned areas in the school yard and on the parish lawn. No student may leave the school yard or lawn, not even to retrieve a ball.
- No contact sports are permitted.
- No snowball, stick, mulch, mud, or stone throwing is permitted.
- Only Nerf balls may be used. NO HARD BALLS of any kind will be allowed.
- No hanging from basketball hoops, nets or backboards.

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- Outdoor items are to be used only in the manner for which they were designed. NO toys from home (dolls, action figures, etc.) are permitted. Holy Family School is not responsible for lost or misplaced items.
- If a student is injured, he/she will be taken by a faculty member to the nurse or office.

Behavioral Infractions / Consequences

If a student fails to cooperate regarding the school rules, parents/guardians will be informed by the teacher and/or principal. Continuous disregard for school regulations and policies will result in further disciplinary action by the teacher/principal. If the situation so warrants, it may be necessary to suspend a student from class. A student may be denied participation in school related activities for serious violations of discipline, following appropriate written notice.

The school will follow a tiered approach to disciplinary actions, typically moving from demerit to detention, followed if necessary, by suspension/dismissal. **The Pastor and the Principal are the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

Demerits may be given for behavioral infractions. The issuance of demerits is at the discretion of the individual classroom teachers and/or principal. When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian agrees with the issuance of the demerit, as the teacher issuing the demerit and the principal already have made that decision.

The following list is only a guideline for the classroom teacher in the issuance of demerits. It is not an all-inclusive list of conduct that violates the Discipline Code. The number of demerits may be adjusted accordingly by the teacher/ principal. Detention will be assigned after the accrual of five (5) demerits per trimester.

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The following infractions may warrant at least one (1) demerit per infraction:

- a. Improper behavior – including, but not limited to disturbances in class/ playground/lunchroom; i.e. note passing, slamming books, unnecessary noises, talking to self or others, throwing food, loud or boisterous sounds, or any disruption deemed by the classroom teacher to interrupt the educational process.
- b. Disrespect – any improper attitude displayed toward any teacher, staff member, administrator, volunteer parent, or fellow student.
- c. Abusive/offensive language – any inappropriate language used on school premises.
- d. Invading the privacy of another’s desk – teacher or student.
- e. Gum chewing/eating in class – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at designated times and places.
- f. Dress code violation – repetitive infractions of the uniform dress code.
- g. Out of bounds – any student who is in the wrong place on the school grounds without the permission of a teacher or principal; being in the school building before or after school hours without permission.
- h. Devices –using any hand hand-held electronic game, cell phone, MP3/I-pod, etc. during the school day from arrival through dismissal on school/church property.
- i. Lack of academic integrity - cheating or plagiarism.
- j. Other – any other behavior that warrants attention not specified on the above list.

Discipline Demerit System

Demerits are used for a minor/major infraction or to correct a consistently practiced bad habit. Demerits reset at the start of each trimester.

- Once a student acquires a total of **five demerits** he/she is required to serve an afterschool detention. Additionally his/her conduct grade will move from a three to a two.
- Once a student acquires a total of **ten demerits** he/she is required to serve a Saturday detention. Additionally his/her conduct grade will move from a two to a one.
- Significant violations will result in a meeting with the parents and the teacher(s) involved.
- The accumulation of demerits will be reflected in the student’s behavior grade on the report card.

Detention will be held from 3:10 - 4:00 pm as the teacher or principal assigns or on a day and time at the teacher’s discretion. After ten (10) demerits a Saturday detention will take place, and a conference with parents will be required to address the issue. The conduct and effort grade reflect a child’s ability to follow the rules. Students may be suspended from school for serious infractions.

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Suspensions. Parents/guardians will be notified when a suspension from school occurs. 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. The report of the suspension will be filed in the Principal's office.

Suspension may make a student liable for dismissal. Every student has a right to a school environment that is conducive to learning. Any student who consistently disrupts this environment, either inside or outside the classroom, may be dismissed after a suspension has been imposed.

Procedures for student suspensions, which are infractions of a serious nature as determined by the school:

- Parents/guardians of the student are informed of the suspension.
- Parents and the student are to sign a formal agreement in which they acknowledge their understanding of the agreement, and the student agrees to assume responsibility for future behavior.
- The signed agreement and a written report of the suspension will be filed in the student's record.
- Suspensions are implemented [in-school or out of school] at the discretion of the Principal.
- Where deemed necessary, a student will be referred to a counselor or a teacher for counseling.
- Suspension records are NOT a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available only to authorized school personnel and parents.

Dismissal. After two (2) formal suspensions, a student may face dismissal. In certain instances, an 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 or parent/guardian to be inconsistent with school policy, the good of the school community, or Catholic teachings.

In the event of a student's impending dismissal, parents will be informed in writing as soon as practicable. Students who are dismissed may reapply for re-admission after one full year. The school will determine whether re-admission is appropriate.

AOP Harassment Policy

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, and requests

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for sexual favors or other verbal, visual or physical conduct of a sexual nature. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

VIOLENT/THREATENING/HARRASSING AND UNACCEPTABLE 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. Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school sponsored functions. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

1. Truancy – unexcused absences
2. Violent behavior – any fighting or behavior that causes or may cause physical injury
3. Threats - any threat against faculty, staff, volunteers, students, administration (oral, written or electronic) ie. - bullying, cyberbullying, bomb threats, triggering false alarms
4. Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus
5. Vandalism – destruction or defacing of parish, school or personal property
6. Profane/obscene language or gestures or engaging in immoral conduct
7. Possession of any item which may present a danger to others in school or out. This includes explosive devices, firecrackers, smoke bombs, weapons (guns, knives, pocket knives, etc.) or weapon look-a-likes and similar devices
8. Cutting class
9. Leaving campus without permission from a school authority
10. Insubordination - Disrespectful behavior of any kind toward staff, student, volunteer or parent
11. Stealing
12. Harassment including sexual harassment

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

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Holy Family School has the right to search any and all property brought onto school grounds.

This policy applies both in and out of the classroom, 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 parents/guardians, 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.

The Pastor, Principal and Faculty will decide upon penalties for infractions.

Bullying Prevention and Intervention Policies

Holy Family School is committed to providing a safe, caring learning environment for all students that is free from harassment, intimidation or bullying. Every person is recognized as having inherent dignity and worth; therefore, everyone deserves to be treated with respect. Bullying behaviors are not acceptable at Holy Family, as these behaviors are contrary to the teachings of Jesus Christ. Therefore, the faculty and staff will address bullying behaviors within the school setting, as well as outside of the school setting, when those behaviors create an unwelcome or hostile environment for students during the school day. "School setting" means at school, on the school grounds, in school vehicles, at a designated bus stop, on a school bus, walking to and from school, or at any activity sponsored, supervised, or sanctioned by the school. This also includes any text groups that are comprised of Holy Family School students.

Bullying is defined as any intentionally harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student(s) that is repeated, pervasive, and does any of the following:

- Causes fear, humiliation, pain, emotional distress, or injury

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- Causes social isolation or ostracism based upon actual or perceived characteristics of the student(s) who are targets of the bullying behavior
- Creates or reinforces a power imbalance which between a student or among students
- Substantially interferes with a student's education
- Creates a threatening environment
- Substantially disrupts the orderly operation of the school

Electronic or cyber bullying is the use of technology (such as phones, internet, websites, social media, blogs, cameras, videos, iPads, etc...) to engage in bullying behavior. No form of electronic or cyber bullying will be tolerated, and these behaviors will be addressed by the faculty and staff.

Bullying and cyber bullying can take on many forms including:

Physical – gestures, physical assault, stealing etc...

Verbal – slurs, rumors/lies, threats, insults, etc...

Psychological – trickery, false accusations, exclusion, isolation, etc...

STAFF RESPONSIBILITIES AND INTERVENTIONS

Teachers and other professional staff who observe or become aware of suspected bullying behaviors are expected to take immediate, appropriate steps to intervene, and to address the situation with the students involved. The incident should be brought to the attention of the principal on the same day it comes to the attention of the staff.

REPORTING AND INVESTIGATING PROCEDURES

All members of the Holy Family School community, including parents, students, faculty and staff, should promptly report suspected incidents of bullying to teachers and the principal. Reports should be documented in writing, and the principal reserves the right to request written and oral reports from any involved parties to document the incident. The principal will investigate the report and then notify the parents or guardian of the alleged victim and perpetrator. False accusations of bullying behaviors and retaliation against those making reports of alleged behaviors are a violation of school policy.

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CONSEQUENCES FOR VIOLATORS

Once the investigation is complete, the principal, in consultation with the pastor(s), shall determine the consequences for the individual(s) on a case-by-case basis, taking into consideration age, development, the degree of harm, and other contextual factors. Conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action for the student responsible for the bullying behaviors. The focus on disciplinary action focuses on stopping the bullying behaviors, ensuring emotional and physical safety for all students, and decreasing the likelihood that the bullying behaviors will re-occur.

Appropriate disciplinary interventions may include, but are not limited to:

Parent conference

Demerits

Making amends

Counseling with the school counselor or referral for psychological counseling for student/family

Community service

Exclusion from school sponsored activities

Detention

Suspension

Expulsion

Notification of law enforcement

CRISIS PLAN

Holy Family has a Crisis Management and Response Plan in place to protect our school children. Our teachers and staff members are prepared to act in the best interest of the students in the event of a crisis. This Crisis Management and Response Plan is designed to address several types of emergency/critical incidents, including, but not limited to, fires, severe weather, unwanted visitors in buildings, bomb threats, and biological/chemical incidents. We endeavor to be prepared for any emergency that could affect the Holy Family community, and our Crisis Plan reflects the diversity of these critical incidents. School officials review and revise emergency plans annually and continue to consult local emergency authorities for updates. Students and staff practice emergency drills to keep our students aware of the need to move quickly in an emergency.

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Law Enforcement officials discourage schools from publishing their safety plans to the community in order to keep them from reaching the wrong audience. Holy Family will continue to work with local police department and other agencies on an ongoing basis to ensure our primary responsibility of protecting students, faculty and staff.

ELECTRONIC DEVICES

Personal electronic devices including cell phones, laptops, tablets, handheld electronic games, personal CD players, MP3/I-pod players and other items that, in the view of the School may be distracting or disruptive to the learning environment, are not permitted during school hours, specifically from arrival through dismissal. Any student in grade 5-8 carrying a cell phone into school must have it registered with the teacher. Cell phones will be collected by the homeroom teacher daily and returned at dismissal. Any student using these items in an inappropriate manner will have the item confiscated and the parent will need to pick it up in the principal's office.

AOP Acceptable Use Policy for Technology

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, cyber bullying 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.

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N.B. The types of electronic and digital communications referenced in this AUP 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.

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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.

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, including-live streaming, 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 or to bypass software protections.
- 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.

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- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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, Myspace, Instagram, Tumblr, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.

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.

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.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

FIELD TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. Class trips are scheduled once or twice during the school year. Parent(s)/guardian(s) must provide written

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permission in order for their child to participate. A field trip parent consent form will be provided for each occasion, to be signed by the parent(s)/guardian(s) and submitted by the student. A student may be denied participation in the event if the required school permission form is not returned or properly executed. Telephone calls will not be accepted in lieu of the required school permission form. A signed fax will be accepted. All possible precautions are taken to prevent injury of any kind. The school does not assume liability for injuries that take place on field trips.

Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medication authorization. In the event the time of the trip exceeds the length of the school day and further medication needs to be administered, written notification shall be provided prior to the day of the trip.

Student behavior on field trips should be in line with the school code of conduct. Field trips are privileges afforded to students. At the discretion of the principal, students can be denied participation in a field trip if they fail to meet academic or behavioral requirements. A suspension may warrant a child being excluded from participating in the field trip. Sometimes parental or school restrictions may exclude a child from a field trip. In this case, the student must attend school and will be engaged in academic or service activities throughout the day. Failure to attend school is considered an un-excused absence.

Holy Family School does not afford insurance protection to any individual who would provide transportation on a field trip. A one million dollar rider on the driver's insurance policy is a minimum requirement of the Archdiocese of Philadelphia. Furthermore, an individual providing transportation on a field trip may be held legally responsible in the event of injury. Therefore, Holy Family School has determined that bus transportation is required for all trips; competitive bids are sought to keep the costs reasonable.

Families who are experiencing financial difficulties may contact the school principal so that assistance can be provided. No child will be excluded from a field trip for lack of ability to pay.

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Chaperones

Parents / students will travel to and from their destination by bus and be accompanied by the teacher and an adequate number of adult volunteers. The teacher will determine the number of chaperones needed for the trip. **In order for a parent to be a chaperone, the Diocese mandates that the office have the two required PA clearances and the two training certificates, Archdiocesan Safe Environment and Mandated Reporter, on file.** Please go to the Policies & Procedures page of the school website for specific instructions. Parents who attend the trip as chaperones are reminded that their primary responsibility is the safety of all the children in their care. In addition, parents should be mindful of their actions – no smoking, drinking of alcohol, use of inappropriate language, and/or physical contact will be tolerated. This type of behavior may result in immediate exclusion from the trip and future trips and/or additional charges. Chaperones will be required to cover the costs of transportation and any admission fees.

RESPONSIBILITIES

- The chaperone must accompany his/her group at all times.
- No child should be left alone at any time on the trip.
- Children should go to the bathroom, etc. in a group of at least two students with an adult.
- Children should be reminded not to talk to strangers.
- When the group leaves a facility, everything should be left in the order in which it was found.
- Children may not change their assigned chaperone without the consent of the teacher in charge.
- If a chaperone is in doubt about the health or safety of a student in his/her care, it is the responsibility of the chaperone to check with the teacher in charge.
- Chaperones may not deviate from the specific itinerary or destination of the field trip.
- Alcoholic beverages are not permitted to be consumed while on the trip.

HEALTH SERVICES

A registered nurse is provided by the public school district on given days according to the school's enrollment. In addition, Holy Family has hired a nurse for full coverage of each school day.

If your child has a medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets/necklaces are strongly recommended for any child with a medical problem. Parents/guardians of children with known food allergies, bee and insect sting allergies, and like reactions must alert the school and provide medication with written instructions for emergency treatment.

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Following a nighttime bout of nausea, vomiting, diarrhea or fever; student should stay at home and be watched for further symptoms. Fever is defined as a temperature 100 or above without the use of fever-reducing medication. The student's temperature should remain normal without the use of fever-reducing medication for 24 hours prior to returning to school.

It is also advisable for students to stay at home from school if they present any of the following: unusual skin eruptions, chills, discharge or redness of eye(s), or persistent cough. A student should not arrive at school with an injury that occurred at home to be evaluated by the school nurse. **Any serious injury occurring at home must be evaluated by the student's health care provider.**

Accident/Illness at School

Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital. Accidents or unusual illness occurring at school are reported to the school nurse, the principal, the main office personnel, and the parent. If the parent or guardian cannot be reached the emergency contact will be called. No medicine of any kind may be given to the student without specific parental permission.

Automatic External Defibrillator (AED)

An AED is a portable device that checks the heart rhythm. If needed, it can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest (SCA). SCA is a condition in which the heart suddenly and unexpectedly stops beating. Using an AED on a person who is having SCA may save the person's life. Holy Family School has two AED units: one outside of the nurse's office as well as one in Griffin Hall (Gym).

Health and Immunization Records

The nurse is responsible for keeping immunization and health records and checking the height, weight, hearing and vision of every child and for making referrals to parents when problems are found.

Each student must have a student emergency information form on file in the nurse's office. An updated form is required each year. This form provides vital information to assist the school in locating

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parents/guardians, emergency contact persons, and a family physician in the event of an emergency, and signed consent to administer certain over-the-counter medications.

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof of immunizations according to regulations from the Department of Health in the State of Pennsylvania.

Dental examinations are required of new students and those entering kindergarten, grades 3 and 7.

Students must have a complete physical examination upon original entry into school and upon entering grade six. Students coming from out of state must have an examination if the student's record does not meet Pennsylvania requirements. Parents are urged to take their children to their own physician for examinations to provide continuity of care. Your family physician is familiar with your child and is best able to detect any physical changes. He is able to begin immediate treatment if indicated, and to follow through with needed care and immunization boosters. The appropriate forms are posted on the school website for your convenience, to download when examinations are required.

Lice Policy

If you suspect your child has lice please notify the school as soon as possible. Holy Family follows recommendations from the Pennsylvania Department of Health and the American Academy of Pediatrics regulations regarding children infested with lice. The following procedures are in place:

1. A child suspected of having lice is examined by the school nurse.
2. If the child is found to have live head lice, he or she will be sent home to be treated.
3. If the child is found to have only nits, the child will remain in class. The child's parent or guardian will be notified that day by telephone or written note recommending prompt and proper treatment for head lice.
4. In all cases a pamphlet describing the control and treatment of head lice will be sent home with the child.
5. When a case of head lice is found by the school, the school will notify parents/guardians of students who have potentially been exposed, so that they may be vigilant in examining their children.

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Medication Administration Policy

When it is necessary for additional medication (prescription and/or non-prescription) to be given to a student during school hours, the following procedures MUST be followed:

1. A medication consent form MUST be completed and returned to the school nurse. Forms are available in the nurse's office and on our website under Health Service link.
2. Medication prescribed by the family physician MUST be delivered by the parent/guardian to the school nurse. Students are not permitted to carry medications with them in school.
3. A doctor's written request/prescription and directions on a professionally packaged medicine container MUST accompany the medicine.

Routine screenings

Routine screenings are provided by the health office as follows:

- Scoliosis Screening: Scoliosis screening is completed in grades six and seven.
- Vision Screening: Vision screening is completed in all grades each year.
- Hearing Screening: Hearing screening is completed in grades kindergarten, 1, 2, 3, & 7
- Height and Weight: Height and weight measurements are completed each year in all grades

STUDENT SERVICES

CARES

The Extended Care Program (CARES) is a before and after-school program that runs from 7:00 a.m. to 8:00 a.m. and 3:05 p.m. to 6:00 p.m. every day that school is in session. Time is given for the supervised completion of written homework, activities, and informal play, and an afternoon snack is provided.

Specific information concerning rates may be obtained on our website under *Admissions*. In the event of an early dismissal or late arrival due to snow or other emergency conditions, the CARES program may be cancelled in the interest of safety and parents will be informed.

CYO (Catholic Youth Organization)

Rooted in Catholic values and participating in the mission of the Church, the Catholic Youth Organization (CYO) serves children and teens through a variety of programs and services. In pursuit of our shared vision, the CYO emphasizes the gifts and talents of our young people, the advancement of good

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sportsmanship, and the development of leadership skills. Within the umbrella of the CYO, Holy Family School offers a wide range of interscholastic athletics for students in grades four to eight.

Guidance

Holy Family School has a developmental guidance program for students from kindergarten through grade eight courtesy of the Intermediate Unit. The program is intended to support students both personally and academically through the development of appropriate decision-making skills, interpersonal skills, and positive attitudes. The program's goal is to help all students become successful and responsible members of our school community.

Enrichment

The Holy Family School community believes educators have the responsibility to identify and nurture the gifts and talents of all students through acceleration and enrichment. Teachers seek to effectively identify and enhance the development of outstanding potential and capability within the diverse student population. Multiple sources are used to match students to appropriate learning options which emphasize high levels of challenge or talent development. Holy Family School also offers an accelerated mathematics programs for qualified students in grades four-eight.

Resource

Holy Family School believes that educators must meet the needs of all students, especially those who are in need of additional support, through programs that complement the general education curriculum. Within the classroom walls, teachers use a variety of methods at their disposal to ensure that learning is taking place. These strategies may include the use of technology to further classroom goals and objectives or incorporating differentiated instruction as part of the planning process. Our program is designed to provide individualized and small group instruction for students who have shown a specific area of weakness.

Addressing students' needs in the content areas as well as in the area of language arts is a major goal of our remedial education program. Support is given in the area of mathematics through small group instruction in grades 4-8, and Holy Family has a full-time reading specialist and part-time resource teachers to assist students who are struggling. The Chester County Intermediate Unit also provides support services in Reading and Math Remediation, Speech and Language Support, and Counseling.

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In addition, Holy Family utilizes the Student Support Team (SST) model. The SST team aids teachers in helping students who are experience academic, social, or behavioral problems. The team consists of the classroom teacher, SST faculty members, the student's parents, the principal, and members of the Chester County Intermediate Unit relevant to the case. In this way, this diverse team can address the problem and develop intervention strategies for the teacher and parent to put into place. Monitoring of the child's progress will be done on an ongoing basis and strategies will be adjusted accordingly.

Student Records

A student's school records may be released to another educational entity or individual upon receipt of a signed request from the parent.

Student records are housed in a locked file cabinet within the principal's office. Current faculty, the IU staff, and any other educational professional may have access to a student's records when necessary to better meet the educational needs of specific students.

Permanent record cards are sent to the appropriate diocesan high school upon a student's graduation from Eighth Grade. Record cards are also sent to diocesan grade schools should students transfer from Holy Family School prior to Eighth Grade. Copies of the records for students transferring to public schools will be sent to the respective school upon receipt of a signed request from a parent/guardian.

At the end of each calendar year, roll slips are bound and kept in storage in perpetuity. Original permanent record cards belonging to students who move to public school will be kept on file.

Parents/guardians should inform the main office of any changes in address, telephone number (home, work or cell), e-mail, employment, or emergency information.

Divorced or separated parents should supply the office with all court or custody agreements that pertain to their children.

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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 children may be disclosed only upon written consent of the parent/ guardian with legal custody.

IEP and 504 Records

IEPs and 504s are housed in binders in a closet in the principal's office. Access to these binders is restricted and the office is locked when the principal and/or administrative assistant is not present. These records are reviewed annually by all faculty who teach the child(ren). Once a child leaves Holy Family, these reports are shredded.

UNIFORM POLICY

General Guidelines

All students must wear regulation HFS shoes, unless it is their physical education day.

All students must wear socks that show at least one inch above their shoe line.

Hair should be neat, clean, and out of the eyes. Boy's hair should not be below the nape of the neck. No shaved designs or dyed hair is permitted.

No makeup or nail polish may be used.

Girls' uniforms should not be shorter than 2 inches above the knee.

Novelty jewelry and large dangling earrings are not permitted; only small earrings and crosses or crucifixes may be worn.

CYO apparel may be worn back and forth from school; however, it is not part of the HFS uniform and cannot be worn during the school day. There is a regulation HFS jacket that may be worn during the school day.

Because of allergy and safety concerns, no hair spray, hair products, creams or lotions may be used in school.

Boys' Uniform

Fall/Spring (September – October 31st) and (April 1st – June)

All boys: Regulation khaki shorts, belt, maroon Holy Family polo shirt (long or short sleeve), white, gray or black socks.

Optional: Khaki walking slacks, maroon HFS regulation jacket.

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Winter (November 1st – March 31st)

Boys Grades K-4: Regulation khaki slacks, belt, maroon Holy Family polo shirt (long or short sleeve), white, gray or black socks

Optional: Maroon HFS regulation jacket

Boys' grades 6-8: Regulation khaki slacks, belt, white buttoned down collar shirt (long or short sleeve) with a maroon Holy Family sweater vest, HFS regulation tie, white, gray or black socks

Optional: Maroon HFS regulation jacket

Girls' Uniform

****Please note that girls' uniforms should not be shorter than 2 inches above the knee!**

Fall/Spring (September – October 31st) and (April 1st - June)

All girls: Plaid kilt, white Holy Family polo shirt (long or short sleeve), white or black socks

Optional: Girls in grades K-3 may wear the plaid jumper with a white peter-pan collar blouse

Optional: Khaki walking shorts or slacks, maroon HFS regulation jacket

Winter (November 1st – March 31st)

Girls Grades K-4: Plaid kilt, white Holy Family polo shirt (long or short sleeve), maroon knee socks or maroon or gray tights

Optional: Girls in Grades K-3 may wear the plaid jumper with a white peter pan collar blouse

Optional: Khaki pants with white Holy Family polo shirt (long or short sleeve), maroon HFS regulation jacket

Girls Grades 5 – 8: Plaid kilt, white buttoned down collar shirt (long or short sleeve) with maroon Holy Family sweater vest, maroon knee socks or maroon or gray tights

Optional: Khaki pants with white Holy Family polo shirt (long or short sleeve), maroon HFS regulation jacket

Footwear

Students may wear any type of sneakers on their physical education day. Otherwise, students must wear regulation shoes that can be purchased at Flocco's. In addition to the tie shoes we traditionally offer, parents may choose a Stride Rite Velcro shoe for young girls or a boy/girl slip-on from Merrell, both of which can be found on the Flocco's website.

Docksiders, Topsiders, Sperrys, or Sperry look-alikes are NOT PERMITTED!

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Flocco's is usually at HFS in August with inventory for your purchase. Please check our calendar for the specific date; otherwise you can purchase shoes at their store in Conshohocken. **Flocco's will donate \$1.00 to Holy Family for each pair of shoes sold.**

Physical Education Uniform

Students must wear the HFS regulation PE attire on the day they have physical education class or they cannot participate. Gym shirts have a Holy Family logo and are available for purchase only at Holy Family. Shorts and sweatpants do not have a logo and can be purchased at Flynn and O'Hara. Yoga pants and leggings are not an acceptable pants choice. Sweatpants only! Students may wear any type of sneakers.

Fall/Spring (September – October 31st) and (April 1st – June)

Regulation maroon Holy Family mesh shorts; Holy Family gray tee shirt (cotton or polyester moisture-wicking); white socks

Winter (November 1st – March 31st)

Regulation black Holy Family sweatpants (plain black cotton or black polyester with a white stripe down the side); Holy Family gray tee shirt (cotton or polyester moisture wicking); white socks

VISITOR POLICIES

Parents and all other visitors must enter the building by the main door near Third Avenue, and report immediately to the office on the first floor. It is for everyone's safety and good order that the office be made aware of a visitor's presence. Visitors will sign in through the School Check-In system that checks names against possible sex offender lists and then issues a badge with a picture and a date. When visiting the school please bring in your driver's license for check-in. All visitors must wear this photo-id badge while in the school building.

Visitors may not approach any classroom or student without the official permission of the principal.

WELLNESS POLICY

Holy Family School recognizes that student wellness and proper nutrition and physical activity are related to students' physical well being, growth, development, and readiness to learn. We are committed to providing a school environment that focuses on a positive atmosphere, promotes choices

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and provides opportunities to students that will increase student wellness. To educate the whole child, spirit, mind and body we will strive to have our students well informed to make healthy choices and increase student achievement.

Physical Activity

Holy Family's goal is to provide opportunities for physical activity during the school day for all students. That time will include physical activity outside the school environment, such as outdoor play, sports, clubs, etc.

- Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- Age-appropriate physical opportunities, such as recess, before and after school, during lunch, and clubs shall be provided to meet the interests of all students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
- Physical activity breaks shall be provided for elementary students during classroom hours.
- After-school programs shall provide developmentally appropriate physical activity for participating children.
- Students shall be moderately to vigorously active as much as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.
- Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Lunch Program

The School Meals Program will operate with accordance with the National School Lunch Program standards and applicable laws and regulations of Pennsylvania.

- Hot meals and a drink will be provided by Great Valley School District in accordance with Federal Nutrition guidelines. Lunches are pre-ordered and pre-paid. Menus are available on our website.

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- Milk, juice and water are available on a daily basis for students who carry their lunch. No canned soda or glass bottled drinks are allowed at lunch.
- Students shall be provided with adequate space and a clean and safe meal environment.
- Students shall be provided adequate time to eat: 20 minutes sit down time for lunch.
- Meal periods shall be scheduled at appropriate hours.
- Drinking water shall be available at all meal periods and throughout the school day.
- Students shall have access to hand washing or sanitizing before meals and snacks.
- Access to food service operation shall be limited to authorized staff.
- Nutrition content of school meals shall be available to students and parents.
- Students and parents may be involved in menu selections through various means.
- Holy Family shall support the efforts of parents to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
- As often as possible, the following will be provided: fresh fruit and vegetables, water, 100% fruit juice, and low-fat milk.
- Holy Family shall have emergency food for students who forget their lunch

Classroom Parties and School-Sponsored Events

Birthdays and holidays are important occasions for children, and the school helps to make a student's birthday special during morning announcements. We ask that parents refrain from **sending individual gifts** to their children since this may result in hurt feelings for their classmates. In addition, monthly birthday dress down days are held for all children born in that month on the third Thursday, with summer birthdays celebrated on the half birthday month.

We ask that mystery readers or other classroom visitors do not bring food as a treat for the students. In addition, teachers and staff will not use food as a reward.

At Holy Family, for classroom parties we would like to provide healthy alternatives to our students along with traditional treats. Variety is the spice of life and children like adventure and something new. Promoting a school with a healthy environment helps students to learn better, creates excitement about nutrition and protects children with food allergies.

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ACCEPTABLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Holy Family School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Student Name/ID _____

Student Signature _____ Date _____

Graduation Year _____

Room Number _____

Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release Holy Family School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Holy Family School. I hereby give my permission for my child to use the Internet and will not hold Holy Family School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date _____

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Holy Family Early Education Program Guide

Pre-Kindergarten – 4 year olds ~ Preschool – 3 year olds

We at Holy Family School believe in the development of the “total” child. We, along with a dedicated staff of professionals, will provide an environment conducive to learning and growing. It is our goal to foster in each child a love and excitement for learning. We do this by providing an atmosphere of respect and caring for one another.

The Early Childhood Education is a journey, not a race. On this journey, children travel at different paces according to their individual development, background of experience and needs.

Holy Family’s Early Childhood Department complements this journey by providing an integrated approach to education, addressing the intellectual, emotional, physical and social aspects of children 3 to 5 years of age. The developmentally appropriate experiences and activities prepare your child for the more formal elementary years by providing the building blocks necessary to become confident, cooperative and creative individuals ready for the challenges of more complex tasks.

In a warm, caring, risk-free environment, our faculty, staff, and administration model and manifest Catholic beliefs, values and attitudes. Young children are encouraged to develop a positive image of themselves and a healthy respect of others as they begin to live the Gospel message.

GOALS

The early childhood years are a gift of time which will enable the young children to experience the joy of being created and uniquely gifted by a loving Father.

The Early Childhood Program in the Archdiocese of Philadelphia provides the following:

- Growth in awareness of God’s love as experienced in family, parish and community
- Development of an awareness that he/she is a child of God and will grow in His love
- Development of a positive self-image
- Development of a social-interdependence with adults and peers.
- Experiences that will enable the child to communicate effectively with others
- Development of fine motor skills that will lead to proficiency and coordination in action and movement

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- Develop the ability to use concrete material and “hands-on” experiences to facilitate learning through discovery

CURRICULUM

Religion	*Gym – Preschool and Pre-K
Personal-Social Development	*Music – Preschool and Pre-K
Social-Emotional Development	*Computer – Pre-K
Language	*Library Skills – Pre-K
Multi-Cultural Awareness	* Integrated into the curriculum by the Early Ed teachers and enhanced by instruction from the qualified specialist teachers of Holy Family School.
Play	May differ each year based on the availability of these teachers.
Math	
Art	
Social Studies	
Science Concepts	
Fine and Large Motor Skills Development	

TRADITIONAL PROGRAM

The Traditional Program fosters growth and development through structured activities, group and independent work and purposeful play. The children are instructed as a whole group, then as individuals, to meet the diverse needs of each child.

Class size is limited. Programs vary according to the child’s age.

Formative religious experiences permeate all aspects of the program. These include: daily prayer, bible stories, religious songs and celebrations of the liturgical seasons.

ACCIDENT

Parents will be notified immediately in the event of a sudden illness or an accident of a serious nature. Please be certain that the office and the classroom teacher have the current information for emergency contacts.

ARRIVALS/DISMISSALS

Morning Sessions - 8:15 AM – 11:15 AM

Full Day Sessions - 8:15 AM – 3:00 PM

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Students will be dropped off to the classrooms located in Griffin Hall. It is important for all children to arrive at the designated time. When a child arrives late, it disrupts the class in progress and it is unsettling to the child who is late.

Parents should pick up students from the classrooms at the program's end. Cars must be out of the playground parking lot at or before 11:25 as to avoid interference with the older students' recess.

BEHAVIOR POLICY

Children will be guided to learn that the rules of their school and individual classrooms are for the good of every child. They will learn:

- to respect and to be considerate of others.
- to obey those in authority.
- to respect and to care for school property and the personal property of other students.

CALENDAR

A tentative yearly school calendar will be available to the parents at the end of each school year.

An additional monthly calendar/newsletter is handed out and posted on the Early Education teacher's individual website noting dates and times of events for each month.

SNACK

Snack and water is provided to students each day.

CLOTHING AND PERSONAL ARTICLES

Students should wear comfortable, casual, washable clothes to school. Since students are participating in a variety of activities, it is advisable that they not be too concerned about appearance. Please have your child wear rubber soled shoes or sneakers to school, no sandals or flip flops. If a skirt or dress is being worn, we suggest that the child wear shorts underneath.

Children should have a complete change of clothing at school, including underwear, pants, shirt and socks. These items should be placed in a plastic bag and labeled with your child's name. If it is necessary to use any of this clothing for your child, please launder it and return it the next day.

Please clearly label all personal articles with your child's first and last name.

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There will be special days during the year for the children to bring toys/items from home. You will be notified with a note or an event on the calendar. Please do not allow your child to bring personal items to school on other days.

USE OF CHANGE OF CLOTHING

Should a child's clothing become soiled as a result of becoming wet or muddy from play, an adult will assist your child in changing his or her clothing in the presence of another adult. Should a child's clothing become soiled from urine, and adult will assist your child in changing his or her clothing in the presence of another adult.

Should a child's clothing become soiled from a bowel movement, a member of the staff will telephone you or someone on your emergency list to come in to change his or her clothing.

DISCIPLINE POLICY

Positive Measures to Produce Acceptable Behavior

In order to maintain a happy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others. Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

DELAYED OPENING/CLOSING OF SCHOOL

The decisions to open late are often made through the public school district. If there is to be a delayed opening, you will be notified through our automated call system and the information will be posted on our website.

If there are delayed openings you will be notified through our automated call system and the information will be posted on our website.

PARENT/TEACHER CONFERENCES

Specific times are set up during the school year for parent/teacher conferences. It is vital that parents attend these meetings to keep communications open between the home and the school.

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If the need arises, a parent/guardian may make an appointment to meet with a teacher. Teachers will not be called to the telephone during school hours; however, a message may be left. Teachers should not be called at home. Parents wishing to confer with the Principal about a child are welcome to do so after having first spoken with the child's teacher.

The Administration of Holy Family School reserves the right to amend the Parent Handbook for any just cause. Parents will be given prompt notification if changes are made.

All Preschool and Pre-Kindergarten parents are subject to all policies and procedures listed in the Holy Family School Handbook