



## **FAMILY HANDBOOK 2017-2018**

### **GENERAL INFORMATION**

Holy Family Regional Catholic School is a Catholic elementary school serving students from three years of age to Eighth Grade. Holy Family exists primarily to educate the parish children of Queen of the Universe in Levittown and St. Frances Cabrini in Fairless Hill, located within the Lower Bucks County Deanery of the Archdiocese of Philadelphia. Holy Family is accredited by the Middle States Association of Colleges and Schools.

### ***CONTACT INFORMATION***

School Name: Holy Family Regional Catholic School  
Street Address: 2477 Trenton Road, Levittown, PA 19056  
Website: [www.hfrcs.org](http://www.hfrcs.org)  
Main Phone: 215-269-9600  
Fax: 215-269-9609  
Facebook

### ***HOURS OF OPERATION***

Regular school hours are 7:55 a.m. to 2:50 p.m. Early dismissal is 11:30 a.m.

The school day is as follows:

7:00 a.m.	CARES Opens
7:55 a.m.	Classes Begin for Students in Grades K-8
8:10 a.m.	Classes Begin for Pre-Kindergarten Students
11:30 a.m.	Half-Day Pre-Kindergarten Dismissal

11:00 a.m. - 12:20 p.m.  
2:40 p.m.  
2:50 p.m.

Lunch/Recess  
Full-Day Pre-Kindergarten Dismissal  
Dismissal for Students in Grades K-8

The school operates on Cycle Days- A through E. This is to allow all special subject teachers to meet regularly with their students that would otherwise be missed because of holidays, inclement weather, etc. The cycle days are posted with each week's calendar.

**COMMUNICATION**

Each Tuesday during the school year, a newsletter is posted to the school's website: [www.hfrcs.org](http://www.hfrcs.org)  
All forms, calendars, lunch menus, and information important to parents can be found on the website.  
Students' academic progress may be tracked on *My Students Progress* ([mystudentsprogress.com](http://mystudentsprogress.com)).

**Questions?** - Staff can be reached by dialing 215-269-9600 and then the extension

General questions	Mrs. JoAnn St. John-215-269-9600 <a href="mailto:joann.stjohn@hfrcs.org">joann.stjohn@hfrcs.org</a>
Admissions/Enrollment	Mrs. Andrea Pendle- ext.208 <a href="mailto:andrea.pendle@hfrcs.org">andrea.pendle@hfrcs.org</a>
Tuition Issues	Mrs.SueWeed-ext.204 <a href="mailto:susan.weed@hfrcs.org">susan.weed@hfrcs.org</a>
Nurse	ext. 207 <a href="mailto:hfrcs.nurse@hfrcs.org">hfrcs.nurse@hfrcs.org</a>
Parent Change of Information	Mrs. Eileen Doyle-ext. 206 <a href="mailto:eileen.doyle@hfrcs.org">eileen.doyle@hfrcs.org</a>
My Students' Progress	Mrs. Eileen Doyle-ext. 206 <a href="mailto:eileen.doyle@hfrcs.org">eileen.doyle@hfrcs.org</a>
Safe Environment	Mrs. Eileen Doyle -ext.206 <a href="mailto:eileen.doyle@hfrcs.org">eileen.doyle@hfrcs.org</a>

## TABLE OF CONTENTS

	Page
General Information.....	1
Mission Statement and Beliefs.....	5
School Policies	
Attendance and Absence.....	6
Behavioral Expectations.....	7
CARES Program.....	10
Communication and Social Media.....	11
Curriculum.....	12
Custody.....	13
Educational Trips.....	13
Extracurricular Activities.....	13
Graduation/Closing Exercises.....	14
Health Services.....	14
Homework.....	16
Honors Math.....	17
Lunch Program.....	17
Parent-Teacher Conferences.....	17
Party Invitations.....	18
Promotion/Retention Policy.....	18
Religious Program.....	18
Report Cards and Grading System.....	19
Safe Environment.....	20
Safety Issues.....	20

School Closing/Delayed Opening.....	21
Searches.....	22
School Property.....	22
Standardized/Other Testing.....	22
State-Funded Services.....	22
Student Council.....	23
Substitute Teachers.....	23
Summer School.....	23
Transfers.....	23
Transportation.....	24
Tuition Policy.....	25
Uniform Policy.....	26
Visitors Policy.....	26
Volunteers.....	26
Memorandum of Understanding–Appendix A.....	28
Uniform Descriptions–Appendix B.....	29
Code of Conduct-Appendix C.....	32

**OUR MISSION**

Holy Family Regional Catholic School is a Christ-centered community which strives each day to inspire faith, challenge young minds and nurture the whole child. Our mission, in collaboration with parents

and guardians, is to prepare intellectually curious, lifelong learners who live out their Catholic faith by following Jesus' example of love and compassion.

### ***OUR BELIEFS***

We believe:

Our Catholic Christian values permeate our school and all subject areas.

- Our students will develop a love and knowledge of God through the celebration of the sacraments and by learning the teachings of the Catholic Church.
- Mass attendance and participation, prayer and other liturgical activities enrich the lives of everyone in community.
- Our school is a place where faculty, staff and students are welcomed, loved and respected in a physically and emotionally safe environment.
- Our school provides a challenging and academically excellent education empowering students to develop their unique spiritual, intellectual, social, physical, emotional, and cultural selves.
- Educating our children is the shared responsibility of teachers, parents and guardians and the entire school community. Parent/guardian involvement and consistent, respectful communication between parents and guardians and school personnel, are essential for a child to thrive.
- Our Code of Conduct guides students in making age-appropriate decisions. Parent/guardian support of this Code, including consequences for the choices made by students is essential for personal growth and the good order of the school.
- The school, in collaboration with parents/guardians and community, assist in the formation of all students' character as they experience life's successes and difficulties.
- Our school nurtures lifelong learners who endeavor to use their God-given gifts in service to others.

## **SCHOOL POLICIES**

### ***ATTENDANCE AND ABSENCE***

Regular and timely attendance is crucial to a student's daily and cumulative progress. Lateness and absences must be kept to a minimum to ensure short- and long-term school success. When an extended absence is expected because of illness or an accident, it is advisable to contact the teacher so that assignments may be procured or arrangements may be made to obtain home tutoring services. Students who miss fifteen (15) or more days of school, for any reason, have missed a major amount of work. In such a case, there may be a special concern about the student's progress and their preparation for the following grade.

Regular school attendance is essential to the successful completion of the educational objectives of the school. Too often, students assume that the educational process involves only the passing of tests and completion of assignments. Quality education prepares students to assume responsible adult roles as citizens, family members, workers, and self-directed learners by attending to their intellectual, developmental, and social needs. These requirements of the educational process certainly cannot be attained by students who do not participate in the overall educational program.

Family trips for business or pleasure during the school term are strongly discouraged. If parents/guardians consider the trip absolutely necessary or beneficial, a written notification for the extended absence should be sent to the Principal and teacher at least one week prior to the trip. Makeup work for this absence is the responsibility of the parent/guardian and student, not the teacher. It is recommended that assignments are procured ahead of time so that the student may keep up with the class. In any case, students must contact the teacher to make up missed tests and classwork.

#### *PERFECT ATTENDANCE*

The following are the Archdiocesan guidelines for perfect attendance:

- The student must be present and on time each instructional day. A student with excessive lateness, that is more than five times during the school year whether excused or unexcused, cannot receive perfect attendance.
- The student is excused for absence due to deaths in the immediate family. The “immediate family” is defined as parent(s), grandparent(s), siblings, or member of the household.
- Diocesan high school visitations (shadow days) are an excused absence and do not nullify perfect attendance.
- “TAKE YOUR CHILD TO WORK DAY” is not an excused absence and nullifies perfect attendance.
- For a child to have a full day of attendance, they must be in school until at least 11:30 a.m.

#### *IF STUDENTS ARE ABSENT*

- Parents/guardians of children in Pre-Kindergarten through Grade 8 are required to call the school at 215-269-9600 ext. 250 by 8:30 a.m. to report the absence to the Safe Arrival Program.
- A student who is absent from school is required to present a written note to the homeroom teacher upon returning to school. This is a State requirement.
- Absences of more than three (3) days must be confirmed by a physician.
- If a student is chronically absent and/or demonstrates irregular attendance or whose frequent absences suggest a pattern, a physician’s letter indicating that absences are justifiable may be requested by the Principal or Assistant Principal. This request will be made by letter to the parent or guardian.
- If a child is absent five days in a trimester, a letter will be sent to the parent or guardian from the Principal or Assistant Principal. Continued absences will require a letter from a physician (see above) and a parent conference.
- In case of illness during the school day, the nurse will contact the parents/guardians or an adult specified by the parents/guardians. The decision to send a child home is made by the nurse in conjunction with the parent or guardian. A child may not independently contact the parent or guardian to request pick up, that is, essentially dismissing him/herself.

- Parents/guardians are urged to arrange doctor and dental appointments on school holidays or after school. If this is impossible, a note must be sent to the teacher in a timely manner concerning the date and time of the appointment.
- If a parent/guardian wishes to have a child excused from school early, the parent/guardian must send a written note to the teacher and Main Office prior to the dismissal (unless there is an emergency) specifying the reason for the request and the name of the parent/guardian or adult who will be picking up the child. If a parent/guardian calls for a child at any time, he/she must report to the school office, not the child's classroom, to sign out the child. Children will be released into the custody of their parent/guardian or adult specified only from the Main Office. This is done to guarantee the safety of the child.

### ***PUNCTUALITY/LATENESS***

Punctuality is crucial to your child's success. A student who is consistently on time has the advantages of preparation for work and a positive attitude toward the school day.

- Students may arrive as early as 7:35 a.m. Supervision will be provided until the children report to their classrooms. Students who are enrolled in the CARES Program may arrive as early as 7:00 a.m. (Please see the "CARES Program" section of this Handbook for more information about CARES arrival and dismissal.)
- A student in Grades K-8 is considered late if he or she is not present in homeroom by 7:55 a.m. and must report to the office for a late slip in order to be admitted to class. Pre-Kindergarten students are expected in class by 8:10 a.m.
- Lateness will be recorded. Students must present a note from the parent for lateness to be excused. However, all lateness will be recorded and marked as excused or unexcused. The parent or guardian of a student who is chronically late, that is five times per trimester whether excused or unexcused, will warrant a letter from the Principal or Assistant Principal reminding the parent/guardian of the school's attendance policy.
- Dismissal begins at 2:50 p.m. Pre-Kindergarten dismissal is 2:40 p.m. Parents should meet their child at the front door of the school building. Busing is not provided by the school districts for Pre-Kindergarten students.

### ***BEHAVIORAL EXPECTATIONS OF STUDENTS***

Self-discipline is a necessary reflection of the philosophy of a Catholic school and is fundamental to life. Holy Family nurtures a positive sense of self-discipline in order to provide an environment conducive to learning. Effective discipline has as its purpose the development of students who respect themselves, other persons, and those in authority. Our aim is to motivate our students to develop a proper attitude toward discipline and responsibility.

We expect all students to:

- Demonstrate a positive, cooperative attitude;
- Use appropriate language at all times;
- Respect all adults, including parents, teachers, bus drivers, secretaries, lunch personnel and volunteers
- Work in class in a quiet, cooperative manner when directed;

- Be courteous, accepting, supportive, encouraging, and friendly toward other students; □ Keep their hands and bodies to themselves, especially at recess; and □ Behave in a positive manner on the school bus, following all bus rules.

Students are EXPECTED to show pride in their school by respecting all equipment, facilities, and personal property. Students must keep their desks and the area around them clean by putting trash in the proper receptacle and keep common areas such as hallways, bathrooms, the library, and the school grounds free of litter. Gum is not permitted on the bus, playground, or in the school building.

***School Bus Rules and Regulations:***

Listening to and following the directions of the bus driver is always Rule #1. In addition, the following rules are for everyone’s safety while riding the school bus:

- Students must remain seated while the bus is in motion.
- Screaming, throwing things, and foul language are NOT PERMITTED.
- Students are not permitted to eat or drink on the bus.
- Younger children (K-4) must sit in the FRONT OF THE BUS.
- Drivers must report incidents of misbehavior to the school office.
- Students may not switch school district buses for any reason, except in the situation of moving out of one district and into another. Changing buses within the same district may be permissible with a parent’s written permission and the driver’s approval.
- Students may not place hands out of windows, throw anything out of windows, or make any obscene hand gestures while riding the bus.

Parents can help in this area in two ways:

- Impress on your children the importance of following the rules.
- Contact the school if you feel serious and/or frequent violations are occurring. Sometimes, the school is not aware of these problems.

***Hallways and Bathrooms:*** Students are to maintain silence when moving through the hallways and using the bathrooms.

***Cafeteria***

The following rules and consequences are intended to provide a safe atmosphere for the students in the school cafeteria. All school rules that apply elsewhere remain in effect in the cafeteria.

- Respect others and their property.
- Speak in soft voices.
- Stay in seats.
- Keep places clean.
- Refrain from throwing food or trash.

***Consequences for Misbehavior:***

- Warning.
- Sit at time-out table. □ Lose outdoor recess.
- Possible demerits and/or detention



**Recess:** K-8 students have outdoor recess if the temperature/wind chill (real feel) is 32 degrees or above. Students must come to school with proper outer attire suitable to the weather.

**Playground:**

- Students are to walk while entering or leaving the building.
- Once the student leaves the building, he/she must stay outside for the entire recess unless the student obtains the permission of the teacher or volunteer on duty.
- Eating is not permitted.
- Students are not permitted to leave the immediate area of supervision.
- Rough games and rough play, such as shoving, pushing, kicking, and grabbing, are not allowed. Tackle football, contact soccer, and hardball are not permitted. "Pegging" is considered dangerous and a form of bullying.
- Foul language is not permitted.
- Littering or throwing rocks, sticks, snowballs, etc., are not permitted.
- At the end of recess, when the bell is rung, students are to walk to their line quickly and quietly. Teachers will meet their students in the recess area.
- In general, older children should be a positive influence on, and help, younger children. Cooperation and sharing should be continuously in practice.
- The playground set is intended for use by children 7-12 years of age.

**Indoor Recess:** We want indoor recess to be a positive and enjoyable experience for students and teachers. These rules promote these goals:

- In general, the classroom must be calm and peaceful, with students using indoor voices, much like regular class time.
- Limit the number of students going to the bathroom to one at a time, unless a student is in distress.
- Shouting is not permitted.
- Students must remain seated unless given permission to move from their seat.
- Students are not permitted to sit at the teacher's desk or use the teacher's chair.
- The classroom teacher must give permission for the classroom computer to be used.
- All school rules are in effect. Recess is a little more relaxed, but students are still in school.
- Students are not permitted to sit or stand on desks.
- Students may donate games, such as board games, that they can play.
- Teachers may show movies of a G-rating or something educational and entertaining in nature. It is best if students have something constructive to do.

While good behavior is its own reward because it creates a positive and safe atmosphere, our faculty recognizes and reinforces individuals and groups of students for their appropriate behavior by compliments and privileges. Every school must have a listing of behaviors that are inappropriate and the resulting consequences. The Holy Family Behavior Code is presented to point out specifically the types of behavior that are not permitted and the consequences for each.

**Rewards:** A student who behaves appropriately will be held in high regard by adults and peers, will be able to focus more on schoolwork and achievement, and will be free from the personal upset that misbehavior causes. Generally, such students will find school life more pleasant and enjoyable.

**Consequences of Misconduct:** Behavior that detracts from a quality learning environment or which shows disrespect or disregard for the well-being of others will be subject to corrective action.

## **SEE APPENDIX C FOR SPECIFIC INFORMATION ABOUT THE CODE OF CONDUCT**

### ***CARES PROGRAM***

The CARES Program (Children Are Receiving Extended Services) is a before- and after-school program for children enrolled at Holy Family in Pre-Kindergarten through Grade 8. This program provides professional care, supervision, and recreational activities and serves working families who desire both an elementary school education and a supplementary day care program in a Catholic environment. This professionally operated program schedules time for homework completion.

CARES is open from 7:00 a.m. to 7:40 a.m. and from 3:00 p.m. to 6:00 p.m. each school day including early dismissal days. There is no CARES on the afternoon of the Wednesday before Thanksgiving, the afternoon of the last day of school before the Christmas break, and the afternoon of the last day of school. CARES is closed when Holy Family has a school holiday or when school is cancelled for the day due to inclement weather or unexpected emergencies.

An “occasional need” service is available to families who require supervision of their child(ren) in case of an unexpected situation or a family emergency. This “occasional need” basis exists **ONLY** to assist parents in a dilemma and should not be used otherwise.

All families who wish to use CARES on a full-time, a part-time, or an “occasional need” basis, **must** register their child(ren) each school year and **must** keep the CARES Program informed of any address or telephone number changes. The registration information is necessary in case of an emergency.

CARES fees must be paid monthly in a time fashion in order to participate in the program.

### ***CLASS REQUESTS***

In preparation for the new school year, our teachers and administration have in depth discussions about the best placement for each child. A child’s academic, social and behavioral needs are considered. Our teachers and staff use their best judgement regarding a child’s placement.

Parents may not request a specific teacher or group of students for their children. Due to the complexity of these considerations and our desire to provide the same opportunity for all students, parent requests will not be honored.

### ***COMMUNICATION AND SOCIAL MEDIA***

Good communication between school and home is essential for good relationships and the smooth operation of the school.

Holy Family communicates information to families in the following ways:

- The school website: hfrcs.org
- The weekly newsletter: published by 5 P.M. every Tuesday on the front page of the school website – an email reminder is sent
- My Students Progress
- HFRCS Facebook page
- Text/phone and email blasts for urgent updates
- Teacher web pages, Google, and email communication
- In-school announcements
- 

All of these should provide all the information needed by parents/guardians to be informed on all school matters.

Anyone wishing to have special event or organizational notices featured in the Tuesday school newsletter must submit these to the principal by the end of the school day on Monday.

#### *Social Media- School and Teachers*

The advantages of using social media are considerable. The school maintains a Facebook page to inform the school and wider community of activities, projects and events happening at Holy Family. It is an opportunity for anyone to “Like” what is seen there, and to “Share” with “Friends” the good news of HFRCS. The school regards this as one means of marketing ourselves, and it allows viewers to serve as goodwill ambassadors for Holy Family. Holy Family regards our use of social media as a positive tool for communication. For this reason, negative comments, which are best handled in a more private setting with a teacher or school administrator, are removed.

Teachers may not “friend” any student.

#### *Social Media- Parents and Guardians*

Parents/Guardians may not create social media sites using the school’s name. While other pages may be developed among parents/guardians for the purposes of networking and socializing, they have the potential to cause pain and suffering to individuals, groups, or the entire school community.

The school hopes that parents and guardians utilize the school-sanctioned means of communication. Accurate information through unofficial school pages cannot be guaranteed as the school has no control over what is posted.

Just as parents discourage their children from behaving inappropriately online, it is important to remember that negative comments that parents/guardians post about our school can have a greater impact than expected. The reputation of teachers, administrators and the school can be permanently damaged.

#### *Some Suggestions for the Use of Social Media*

- Before you post something online, ask yourself if what you are posting is something that the group or individual really needs to know. Is it relevant, positive and helpful?
- What you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post.

- Be a good role model. Keep comments calm and polite. If things get heated online, consider logging out and taking a few moments to relax and think. Hasty, emotional responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- Be mindful that comments reflect someone's perspective and not necessarily the facts.
- Be prepared to find your comments shared with a wider audience than intended.
- Take the time to think about the content you are about to post to avoid upset, embarrassment, and possible legal action.
- If you have raised an issue with the school or a teacher, or know of someone who has, refrain from discussing those details on social media.

We value parent/guardian feedback. If you have a compliment, complaint or inquiry about an issue at school, the best approach is to speak directly to the teacher or administration, rather than in a public forum. (Imagine if the school or teacher chose to discuss a student or parent on its Facebook page!) If you encounter negative or derogatory content online which involves the school, hinders a child's learning, or affects a teacher or the school community at large, notify the principal.

**Parents/guardians who elect to use social media as the forum for complaint or derogatory comments that negatively affect a child, teacher or the school community will be asked to withdraw their child(ren) from Holy Family.**

We trust that all members of our school family will respect the good name of Holy Family Regional Catholic School and its staff by adhering to the Communications and Social Media Policy.

## ***CURRICULUM***

The curriculum of Holy Family Regional Catholic School follows the guidelines established by the Office of Catholic Education of the Archdiocese of Philadelphia. Under the guidance of the Office of Catholic Education, faculty and administration exert constant efforts to provide a balanced, well-organized, and continuous curriculum. Periodic evaluations and standardized testing, as well as faculty in-service, help to ensure the strength of educational programs.

The school curriculum emphasizes the development of basic skills and critical thinking, and the acquisition of a core of knowledge and information. Students are provided with a firm foundation in the Catholic faith, language arts, mathematics, science, and social studies. Special emphasis is placed on the development of effective reading, writing, and study skills. Instruction in Spanish, computers, art, music, health, and physical education provides a well-rounded education. The goal of the curriculum is to develop in students a deep love and reverence for God, themselves, and others, as well as an ever-increasing knowledge of the world and the skills they will need to improve their lives.

For detailed information about the curriculum, go to the Archdiocese of Philadelphia's website [www.archphila.org](http://www.archphila.org) and click on Education.

## ***CUSTODY***

Parents are asked to inform school personnel when the legal custody of child (ren) resides with one parent. It is mandatory for the school to have a copy of the Custody Decree. Custodial parents are likewise asked to supply the school with any applicable copies of Protection from Abuse Orders. Only those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student.

A child **will not** be released to a parent who does not have physical custody, without the written consent of the custodial parent. To determine the custodial parent, all separated or divorced parents of students enrolled in Holy Family must provide the school with a copy of the Court Order or Custodial Agreement adjudicating that determination of custody. This Court Order/Custodial Agreement, along with any Custody Decree or additional pertinent paperwork, is placed in a confidential file.

## ***EDUCATIONAL TRIPS***

The students may be afforded the opportunity to participate in class field trips. The purpose of these trips is to broaden the religious, intellectual, cultural, and social experiences of each child. Parental permission is required of each student who will go on the trip. No verbal approval may be given. Permission slips must be in writing. Proper dress and good conduct are essential on these trips. Since these trips are primarily a learning experience, time so spent is considered part of the normal school day.

Educational trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. If a student is denied participation in an educational trip, that student is expected to report to the Principal's office or an assigned classroom on the scheduled day of the trip. Due to insurance and legality issues, parents who are selected as chaperones **MAY NOT BRING SIBLINGS ON SCHOOL FIELD TRIPS. All chaperones must have completed all background checks and the documentation must be on file at the school in order to attend.**

If a parent/guardian elects not to have their child participate in an educational trip, the student must attend school on the day of the trip. Work relevant to trip will be assigned to the student and completed as directed by the teacher.

## ***EXTRACURRICULAR ACTIVITIES***

Students have the opportunity to participate in school-sponsored, extracurricular activities including but not limited to: student council, band, yearbook, school play, Christmas pageant, chess club, chorus, dances, etc.

Participation in extracurricular activities is contingent upon acceptable behavior. Moderators may limit participation at their discretion with final approval of the Principal.

## ***GRADUATION/CLOSING EXERCISES***

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 in consultation with the eighth-grade teachers.

Participation in graduation/closing exercises is a privilege, not a right. Holy Family Regional Catholic School has the right to deny any student from participating in graduation/closing exercises if, in the view of the school, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended. ALL TUITION, AND OTHER FINANCIAL OBLIGATIONS MUST BE PAID IN FULL FOR A STUDENT TO PARTICIPATE IN ALL GRADUATION-RELATED ACTIVITIES. NO RECORDS WILL BE SENT TO HIGH SCHOOLS UNTIL ALL FINANCIAL OBLIGATIONS ARE PAID IN FULL.

## ***HEALTH SERVICES***

The Neshaminy School District provides a nurse for the monitoring of health records. Holy Family provides nursing coverage for tending to ill children, administering first aid, and administration of medications. R.N. coverage is generally available for the entire time the children are in the building. The nurse maintains a comprehensive health record and emergency information on each student. The Emergency Card must be filled out completely in order for the nurse to provide the best possible care in case of an illness or emergency. It is vital to notify the school nurse of any changes in your child's health. If the nurse calls a parent because of a student's illness, the parent should report directly to the school and sign the child out. The Nurse's Office telephone number is 215-269-9604.

If a child has any special health problems, a parent is to notify the school nurse. If these problems necessitate restriction or exclusion from any class or activity, it must be verified by a note from a physician. For example, a note must accompany any student who cannot participate in gym class so that it does not affect the student's grade.

If a student becomes ill during the school day, the child must notify the classroom teacher, who will refer him/her to the school nurse. If the student is unable to remain in school due to illness, the school nurse will notify the parents to make arrangements to have the child picked up from school.

A child is to be kept home from school if he/she has any of the following symptoms:

- Temperature of 100 degrees or higher. Temperature should be normal for at least 24 hours without medication before returning to school.
- Vomiting or diarrhea
- Persistent cough or thick nasal discharge
- Itchy or red eyes with a discharge
- Earache
- Rash
- Persistent itching of the scalp. If a child is suspected to have head lice, a parent should call the school nurse to arrange a time for the child to be checked before he/she returns to the classroom.

### *Head Lice Policy*

No student may attend Holy Family or any of its programs while experiencing a lice infestation.

"Lice Infestation" shall refer to the presence of any louse observed on the scalp and /or the observation of nits attached to the hair shaft.

#### Exclusion Procedures to Control Lice Infestation:

Any student referred to the school health office for suspicion of lice infestation shall be examined by the school nurse. If the student is found to have a lice infestation, the following steps are taken:

- The parent or guardian is notified that the student has been excluded from the school environment and must be taken home.
- All siblings as well as close contacts of the effected student are screened by school personnel for possible lice infestation. Any further cases found are also excluded.

#### *Re-admission of Students Excluded for Lice Infestation:*

Students excluded for lice infestation may return to the school environment as soon as treatment has been given.

- If a child returns to school with many nits or live lice, the child will be sent home to remove the nits. Likewise, if the hair has been combed through and only a few nits remain that can be easily removed by the nurse, the parents will be notified to re-comb the hair and the child will be allowed to remain in school. The child will be checked and the parents contacted daily until nit free.
- Since the life cycle of the louse lasts approximately one month; all affected students will be checked weekly to identify possible re-infestation as early as possible.

Open communication and cooperation between the nurse and parents will assist in a quick return to school for all students affected by this public nuisance.

#### *Identification of Lice infestation OUTSIDE of School:*

If lice are discovered on the student at home, please notify the school nurse of your findings and treatment, so the nurse can then check other contacts in the school. We understand many people do not want to report lice. Contracting lice is “bad luck.” It can happen to anyone at any time. Working together we can keep any outbreak to a minimum.

Holy Family adheres to the following procedures approved by the Neshaminy Board of School Directors for the administration of medication during the school day:

- Medication will be administered to students only when failure to take the medication will jeopardize the health of the student, or the student would not be able to attend school if it is not administered.
- Prescription medication must be sent in the original pharmaceutical container and accompanied by a physician’s order to take the medication during the school day.
- Over-the-counter medications, which are not listed on the student’s emergency card, will not be administered unless they are in their original container and accompanied by a physician’s order to take the medication during school hours.
- If a child is to self-administer a medication during the school day, for example, an inhaler, written permission from the child’s physician is necessary.
- All medicines, prescription or over-the-counter, must be brought to school by the parent/guardian and not sent to school with the student or they will not be administered. This includes such things as Tylenol, cough drops, Tums, etc. The nurse has the responsibility of administering all medications.

NOTE: It is the responsibility of the parent/guardian to provide transportation home when a student becomes sick or injured during the school day. In cases of extreme emergency, the school will have the student transported by ambulance to the nearest hospital in order to facilitate immediate medical care.

## ***HOMWORK***

Homework, which includes writing and study assignments in various subjects, is assigned to enrich and/or reinforce subject matter taught in the classroom. Homework is considered in the grading process and should be done in an atmosphere free from distractions. The Office of Catholic Education recommends the following time schedule for homework.

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

Parents are asked to make every effort to see that homework is done neatly and completely. The best results are usually achieved when a parent checks and signs their child's assignment book after the homework has been completed. If the child is spending more time on homework than expected by the teacher, the parent should speak to the teacher so that the child can be helped to work more efficiently. **NOTE:** In the event of a student's absence, requests for assignments and books must be made by 12 noon, and the materials picked up after 3:00 p.m. in the school office.

For grades 4-8, homework is due on the day for which it is assigned. If a student is absent, the homework may be turned on the day the student returns for full credit. Major or long term assignments (e.g. projects, research papers) will be accepted one day late with 10 points deducted prior to grading. If a student is absent on the day a long term project is due, it may be turned in on the day the student returns for full credit. If a pattern of absence is noted on project due dates, a parent-teacher consultation will be requested.

## ***HONORS MATH PROGRAM***

Candidates for the Honors Math Program in Grades 5-8 are identified through Terra Nova Testing, Math Level Testing and Exams, and observation of classroom performance.

### ***CRITERIA FOR ADMISSION***

Students being considered for the Elementary Honors Math Program should meet the following criteria:



- Consistent scores of 90 or above in the Math Composite Score for Standardized Testing (National Percentiles used).
- Consistent scores of 80 or above in the Reading Comprehension test of the Standardized Testing.
- Evidence of above average performances on Mathematics Level Mastery Tests (Diocesan Level Testing). Students admitted from other programs/schools should be tested using back copies of the level tests. "Above average performance" is interpreted as a score of 85 or above.
- Consistent grades of 90 or above in Mathematics on the report card.
- Cognitive Skills Index falling in the Range of 125 in the Terra Nova Test.

These criteria are not arbitrary. Students are identified as potential candidates for the Honors Math Program at the end of Grade 4. The program is begun at Grade 5 to ensure that the students have had a sufficient amount of time to master the skills necessary to complete the Algebra 1 course in the eighth grade.

Honors Math is taught daily within the time framework of the regular class period. Students in this program are expected to perform at a higher level and, as always, to be conscientious regarding class participation and assignments.

### ***LUNCH PROGRAM***

Holy Family Regional Catholic School's free breakfast and hot lunch program is sponsored by the Archdiocese of Philadelphia's Nutritional Development Services. A typical breakfast consists of a whole grain entrée such as an apple-cinnamon muffin, mini maple pancakes, or an egg & cheese bagel, a half-pint of low-fat or fat-free milk, and two servings of fruit, such as fresh fruit, applesauce, raisins, or 100% fruit juice. The lunch menu includes items such as meat, vegetables, baked items, and milk. The lunch is intended to provide children with 1/3 of the calories, vitamins, and minerals they need for the day. Fat is kept low by offering low- or no-fat milk (white, strawberry, and chocolate). Only 100% juice is served, and whole grains are used whenever possible. Items are prepackaged for food safety and easy service. Menus are made available on the website.

Families who prefer to pack their own lunch and snacks may do so. To promote good health, nutritious foods are encouraged. For students who have forgotten their lunch, parents may drop off lunches at the school. Parents, who would like to provide lunch for a class, are to contact the school office to make special arrangements. **No fast food delivery for an individual student is allowed by either vendors or parents.**

### ***PARENT-TEACHER CONFERENCES***

Mandatory parent-teacher conferences are held at the end of the first trimester, after the students' report cards are sent home. Parent-teacher conferences also may be held after the distribution of the report card for the second trimester, if deemed necessary by either the parent/guardian or the teacher. Additional conferences with the teacher, the Assistant Principal, or the Principal are available by appointment only. Requests for an appointment may be made by contacting the school office or sending a written note or email to the teacher. Teachers request 24 hours to set up a conference time or return a response.

Parents/guardians who have legal custody of a student may attend educational meetings, participate in educational decisions, and review educational records. Persons who do not have legal custody have no such educational rights and may not participate in these matters unless they have the expressed permission of the custodial parent/guardian.

### ***PARTY INVITATIONS***

Invitations to home parties may be distributed in school only if all of the children in a class are invited to the party. If it is a girls' party, then all of the girls must be invited. If it is a boys' party, then all of the boys must be invited. If it is a general party, then the entire class must be invited. If all are not included, the invitations can be sent from the home but may not come to school.

### ***PROMOTION/RETENTION POLICY***

Careful assessment of the student's performance and ability must be undertaken before retention is recommended. Many factors are considered: student's gender, age, physical size, previous retention, behavior patterns, maturity, intelligence, and performance on grade level tests and assignments.

Except in unusual cases, non-promotion is discouraged beyond the primary grades. The ultimate decision in regard to non-promotion must be a joint one between the Principal and teachers. Parents/guardians will be informed in writing of possible non-promotion and arrangements made for consultation.

### ***RELIGIOUS PROGRAM***

As a Catholic school community, students are provided with opportunities to serve Christ and His Church in the following ministries:

- Altar Servers
- Liturgical Readers
- Children's Choir
- Cantors/Leaders of Song
- Morning Leaders of Prayer

A prayerful, religious atmosphere in our school is developed and maintained through the following:

- Prayers to begin and end the school day.
- School liturgies and prayer services throughout the school year.
- Sacramental preparation for Reconciliation, Eucharist, and Confirmation.
- Availability of the Sacrament of Reconciliation at the beginning of the school year, during Advent and during Lent.

Since parents/guardians are, and remain through life, the primary educators of their children, the school assists them in the preparation of the children for reception of the sacraments. Parents/guardians of children preparing for the sacraments are required to participate in a sacramental program provided by their respective parish community. These programs are on an adult level since it is believed that the child's love of and practice of their faith depends on the family. Students will receive their sacraments within the parish where they are registered.

### *CONFIRMATION*

This sacrament is administered to the children in sixth grade within their home parish. The date is determined by the Archdiocese after consultation with the respective Pastor.

### *EUCCHARIST*

The children in third grade receive this sacrament within the home parish, where they are registered.

### *RECONCILIATION*

The children are prepared for Reconciliation in second grade and usually receive this sacrament in the third trimester of that year within the home parish where they are registered.

## **REPORT CARDS AND GRADING SYSTEM**

Report cards are issued three (3) times a year in accordance with the schedule set by the Office of Catholic Education. The report card is an estimate of the student's progress in school and should be carefully studied by the parents/guardians.

Grading follows the guidelines established by the Office of Catholic Education and is defined on the Archdiocesan report card. Special subjects, such as music, physical education, art, and technology, will base grades on a 1-4 scale. Grades of 1 or 2 in special subjects will keep a student off the Honor Roll. A student's conduct also is graded on a scale of 1-4. A conduct grade of 1 or 2 during a marking period will keep a student off the Honor Roll.

The following criteria must be met to achieve the Honor Roll in a given marking period:

#### *Distinguished Honors:*

- General average of 95 or above in academic subjects.
- Conduct, effort, and special subject grades of 3 or 4.
- All grades must be 95 or above.

#### *First Honors:*

- General average of 90 or above in academic subjects.
- Conduct, effort, and special subject grades of 3 or 4.
- All grades must be 90 or above.

#### *Second Honors:*

- General average of 85 or above in academic subjects.
- Conduct, effort, and special subject grades of 3 or 4.
- All grades must be 85 or above.

#### *Effort Award:*

- Any student who DAILY completes ALL assignments, both at home and in school.
- Participates orally in class; does work NEATLY.
- Has a passing grade in EVERY SUBJECT.
- Has a 3 or a 4 in all special subjects, as well as behavior and work habits.

## ***SAFE ENVIRONMENT***

*The Safe Environment Program is a comprehensive child safety and child sexual abuse prevention program, which creates a network of prevention and protection for the children entrusted into the Archdiocese's care.* The Archdiocese of Philadelphia is taking action to keep children safe. Archdiocesan policy requires all clergy, parish, school and Archdiocesan employees to obtain background checks and clearances, as well as Safe Environment training. Volunteers who have **any possible contact** with children are required to obtain background checks and clearances. All parents/guardians are required to have their clearances in order to chaperone field trips or participate in activity that involves Holy Family students. For information call the school.

Clearances must be renewed every three years in accordance with State and Archdiocesan policy.

The Archdiocesan schools and parish religious education programs offer age-appropriate personal safety instruction annually, including internet safety. Through these programs, OCYP ensures that children receive important information on how to stay safe.

## ***SAFETY ISSUES***

### *INTERNET ACCEPTABLE USE POLICY*

Computers are a valuable tool for education and one of the school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the Accepted User Policy. All students and parents are required to sign the "Student Internet Access Contract". See Appendices D and E.

### *PHOTO RELEASE*

In order to promote and market our school, contact with the local media may occur. Press releases are accompanied many times with a photo of a student, teacher, and/or various parent(s)/guardian(s). It is necessary for the school to keep a current photo release form on file that indicates the parents'/guardians' permission for a student's image to be used in newspapers, flyers, posters, or any other publication. This release form must be returned promptly and renewed annually.

### *SAFETY PATROL*

A teacher moderator, along with eighth-grade students, assists in maintaining order and promoting safety in school. The students of Holy Family Regional Catholic School are expected to respect those in charge, and cooperate and obey all school safety guidelines.

### *FIRE SAFETY*

Fire drills and inspections are conducted regularly and monitored by the Middletown Township Fire Department. It is essential that when the signal is given everyone, including volunteers, respond promptly by leaving the building by the prescribed route. Fire exits and instructions are clearly visible in each classroom. Students not in their classroom when the bell is sounded should leave by the closest exit and report to his/her homeroom teacher.

## **PLANS**

Lockdown, Lockout, Flee and Shelter Drills are conducted regularly.

LOCKDOWN occurs when an intruder is in the building. Lockdowns are initiated by the Police Department or by the school. Should such an unfortunate situation occur, parents and guardians will be notified through My Students' Progress text and voice mail (and, depending on the situation, television) as soon as it is reasonably possible.

LOCKOUT occurs when the threat is outside and the building is used for protection. Lockouts are initiated by the Police Department or the school. Should such an unfortunate situation occur, parents and guardians will be notified through My Students' Progress text and voice mail (and, depending on the situation, television) as soon as it is reasonably possible.

FLEE occurs when the threat is inside the building and getting out is the safest route to take. Everyone leaves the building and goes to a specified evacuation point. As soon as is reasonably possible, parents will be notified and informed of the time and place for reunification with their children.

## **SHELTER**

Shelter is a measure designed to use a facility to temporarily separate people from a hazardous outdoor environment. Shelter is declared by government officials in an emergency situation. The school is notified of this situation by the Police Department or Fire Department. Parents are notified via My Students Progress text and voice mail, and possibly television stations WPVI-Channel 6 (ABC), and WCAU-Channel 10 (NBC), depending on the circumstances.

It is critical for parents to understand that following a SHELTER occurrence, students will be dismissed to parents/guardians **only** when it is safe to do so. When you are notified via My Students Progress text and voice mail or via television that SHELTER is lifted, then dismissal procedures will be initiated.

## ***SCHOOL CLOSING/DELAYED OPENING***

School closings/delayed openings are the decision of the school districts providing transportation and the bus companies providing this service, not the Principal. HFRCS follows Bristol Township School District in decisions regarding delayed opening/closing of school. Concerns regarding busing should be directed to the school district in which the student resides.

In the event that the school is closed due to inclement weather, weather-related problems, or other emergencies, parents are directed to the media resources below:

An alert also will be posted on the home page of the school website at [www.hfrcs.org](http://www.hfrcs.org), the school's Facebook page, and a text and voice mail will be sent through My Students' Progress.

As a courtesy to parents, when school is in session and is closing early due to weather, the school will attempt to notify all parents by text and the school website. In the event that a parent is not notified, the child will be dismissed as instructed by the parents/guardians on the Emergency Dismissal Form provided at the beginning of the school year. **It is extremely important that the office has up-to-date, accurate**

**contact information on the Emergency Dismissal Form. Emergency contact information must be kept up-to-date at all times.**

Each family is responsible for providing adequate care and supervision once the child leaves Holy Family. It is highly recommended that each family discuss its plan in regard to an early dismissal.

## ***SEARCHES***

To maintain safety, order and discipline on school property and at school-related events, and to protect the welfare of students and school personnel, Holy Family Regional Catholic School has the right to perform unannounced searches and to seize contraband, and has the right to perform searches of students to determine whether they pose a danger to themselves and/or others. The Principal and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property, or the student's desk or other school property used by the student.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband includes all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Principal, subject to legal impoundment. **Possession of these items may result in immediate dismissal from school.**

## ***SCHOOL PROPERTY***

Each student shares the responsibility of maintaining the orderly appearance of the school and should report areas they see in need of attention or repair. Parents/guardians will be held responsible for any damage their child might do to school property, i.e., furniture, windows, plumbing, etc.

## ***STANDARDIZED/OTHER TESTING***

The Terra Nova Test is administered to students in Grades 1-7. Parents are provided copies of their child's results when they become available. Final exams are administered at the end of the third trimester. Some of these examinations are provided by the Office of Catholic Education.

## ***STATE-FUNDED SERVICES***

### ***ACT 89***

Act 89 is a program funded by the Commonwealth of Pennsylvania and administered through Intermediate Units. The Act 89 program provides auxiliary services to nonpublic school students. Act 89 is not special education, and therefore, cannot provide any special education services. Act 89 programs are legally distinct from special education programs. Act 89 funds may be expended for psychological assessment of non-public school students when the intent is to provide appropriate auxiliary services to non-public school students. Through Act 89, Holy Family students are provided with the services of

Catapult Remedial Reading, Math, and Diagnostic Services in counseling, speech therapy, and remediation, as needed.

#### *ACT 90*

Any private academic school (Grades K-12) that is licensed or registered with the Pennsylvania Department of Education can participate in Act 90, which is the loan of instructional materials and equipment by the State to non-public schools. Each school is required to submit a student enrollment report to the Pennsylvania Department of Education; the allotment for each school is determined based on the number of eligible students.

#### *ACT 195*

Similar to Act 90, Act 195 authorizes the loan of textbooks and workbooks by the Pennsylvania Department of Education to students enrolled in non-public schools throughout the State.

### ***STUDENT COUNCIL***

The opportunity to participate in Student Council gives students a leadership experience as they serve their peers and their school. Student Council officers and representatives are asked to:

- Be role models for other students.
- Take an interest in all students.
- Work cooperatively to assist our faculty and administration, help other students, and improve our school.
- Be present for Open Houses and other special events as needed.

The behavior of Student Council officers and representatives must be excellent. Misbehavior will cause a member to lose his/her position. A student, who has been suspended or has received a 1 or 2 on his /her report card in any area, must resign his/her post.

### ***SUBSTITUTE TEACHERS***

When teachers become ill or have emergencies, substitute teachers then conduct their classes. The substitute teacher follows the regular teacher's plans. Students are expected to concentrate on the classwork and to be cooperative and courteous; therefore, any behavior deemed inappropriate by the substitute teacher is grounds for discipline. All substitute teachers must have the appropriate clearances to work at Holy Family Regional Catholic School.

### ***SUMMER SCHOOL***

An academic summer school program may be recommended for a student. The purpose of such a recommendation would be to maintain and enrich the student's academic progress. Mandatory attendance at a summer school program is required of any student with failures in math, reading, or other subjects for the year. The length of this program will depend on the student's needs. Parents should check with the school district in which they reside to see if summer school programs are available through their local school district.

## **TRANSFERS**

When a child must transfer to another school, it is necessary for parents to provide our school office with the name of the new school, as well as the family's new address, in the case of a move. Transfer slips will be issued at the proper time to parents/guardians only. Transcripts are never given to parents/guardians or students. Upon a request from the new school, transcripts are sent directly to that school in which the student will be enrolled.

**NOTE:** All financial obligations and the return of all textbooks must be satisfied before transcripts are processed and released to the new school.

## **TRANSPORTATION**

Busing is provided by the local school districts for students in Grades K-8. The school district in which the student resides will determine the busing transportation. Prior to the start of school, parents are notified by the school district in which they reside as to the time and place of their child's bus stop. When we receive the information from the school districts, we will post bus schedules on the school website at [www.hfrcs.org](http://www.hfrcs.org). Questions regarding busing may be directed to the school office. **Please note that Holy Family has no control over pick up times and stops**, but we will support a parent's legitimate concern about a problem with these issues.

**Morning Carline:** Students may be dropped off beginning at 7:35 A.M.

**Drivers:** When entering the parking lot, form two lanes. The right lane is the drop off lane and left lane traffic will be guided to the parking lot closest to the Parish Center. PARKING IN THE LOT BETWEEN THE SCHOOL AND THE CHURCH IS NOT PERMITTED UNTIL AFTER 8:00 A.M. Please be attentive to the placement of traffic cones and to the directions of the staff.

If your child is unable to exit the car with minimal assistance, then you must park in the lot (see above) and walk your child to the middle doors of the school ON THE SIDEWALK CLOSEST TO THE PARISH CENTER. For your safety and the safety of your child, please do not use the crosswalk as traffic is being directed to the parking lot.

### **Afternoon Carline:**

Parents should notify the teacher if their child is going home in the car line. In order to ensure the safety of the children and parents who are walking among the cars:

- Please wait in your lane and do not switch lanes, as this is very dangerous.
- Please be patient and very alert to people walking, and please drive very slowly.
- Please follow the directions of the people supervising traffic.

**Buses:** Buses are called individually. Students are not permitted to ride a different bus other than that assigned by the busing company. This is a transportation rule for insurance purposes.

**Remember:** If a child is going home other than the usual way, **the teacher must have a note from the parent!** Details should be worked out the night before, so everyone, especially your child, knows what is to happen. We ask that parents refrain from making calls to the school on a regular basis with changes in regard to your child's transportation.



### ***EMERGENCY CHANGE IN TRANSPORTATION***

If you need to change your child's means of transportation for emergency purposes, you may do so by contacting the school. We ask that all calls in regard to changing a child's transportation be made by **2:15 p.m.** in order to provide timely communication to the homeroom teacher.

School bus transportation is provided for our students by the public school districts in which they live. Each School district develops its own route, stops, and time schedule. The school districts do not provide doordoor service. Our school has no control over these details of transportation.

### ***TUITION POLICY***

Our school exists primarily for the baptized children of practicing Catholics who are registered members of our sponsoring Parishes. This means that the family:

- regularly practices their faith, that is, by participating in Mass on Sunday and Holy Days, and
- supports the parish by using their Sunday offering envelopes on a regular basis according to the guidelines of their respective parish.

### ***TUITION POLICY***

1. Tuition must be paid electronically through the FACTS Program and therefore parents/guardians must register with FACTS and set up their account for the payment of their tuition in a timely manner.
2. In order for a student to enter school in September, all prior year's financial obligations must be paid in full.
3. The Annual Tuition is payable in 10 equal payments, beginning in July and ending in April.
4. Tuition payments are to be made on a timely basis, that is, on or before the due date, regardless of who is responsible for the tuition or any portion of the tuition.
5. In order for a student to enter school in September, the first two monthly installments must be paid in full by August 20.
6. In order for a student to return to school in January, the tuition due as of December 20 must be paid in full.
7. In order for a student to return to school on May 1, the tuition must be paid in full by April 20.
8. Consideration may be afforded by a Pastor to families who are experiencing financial hardship.
9. In order for any student to participate in an end-of-the-year class trip, tuition must be paid in full.
10. In order for a student in eighth grade to participate in eighth-grade graduation activities, tuition must be paid in full.

The Tuition Policy has been set forth and approved by the Board of Limited Jurisdiction. If a financial hardship is encountered during the school year, parents/guardians are expected to confer directly with the school Business Manager.

### ***UNIFORM POLICY***

Students in Grades K-8 are required to wear the complete school uniform every day and a written excuse should accompany any deviation. The uniform expresses not only traditional values of economy, neatness and practicality but also our unity as a community of learners. Students are required to be in

regulation uniform from the time they arrive at school to the time they leave school. Summer uniforms, which are optional, may be worn from the first day of school until October 31, if the weather is still warm. Common sense is to be used in determining use. Formal or winter uniforms are worn from November 1 until the Easter break. Summer uniforms may be worn after the Easter break, again, if the weather is warm enough to do so. See Appendix B for uniform requirements.

### **VISITORS POLICY**

All visitors and/or parents/guardians **MUST** have their clearances to be permitted access to the school beyond the front office. Visitors with clearances must first report to the school office before conducting any business within school. A visitor's pass must be obtained before proceeding to any other part of the school.

Students are not able to have visitors (including parents/guardians) anytime time during the school day. For a special exception to this policy, the intended visitor must first contact the Assistant Principal.

Any items brought to school for students must be clearly marked and left at the school's main office for delivery.

### **VOLUNTEERS**

Our school is always looking for volunteers. If you are interested in becoming a volunteer at Holy Family, please contact Mrs. Eileen Doyle, School Secretary at ext.206 or consult our website (under the tab "Parents") for important information.

\*\*\*\*\*

#### **SPECIAL NOTE:**

The contents of this Handbook were accurate at the time of posting but may be subject to change. Though the Handbook has been proofread carefully, we apologize for any typographical errors or inaccuracies which may exist. Please use the school website and online school calendar to stay abreast of the current events at HFRCS.

The Family Handbook represents the most recent expression of Holy Family Regional Catholic School's policies, procedures, practices and statements in order to provide for the equitable and consistent treatment of all students, teachers and administrators. Holy Family reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices and statements contained in this Family Handbook at any time.

***Enrollment of children at Holy Family Regional Catholic School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff and its policies.***

Revised August 2016

## APPENDIX A



### MEMORANDUM OF UNDERSTANDING

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

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

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

As a parent/guardian desiring to enroll my child in Holy Family Regional Catholic School, I accept this Memorandum of Understanding. I pledge support for the Catholic identity and mission of this School and by enrolling my child, I commit myself to uphold all principles and policies that govern the Catholic School.

---

Parent/Guardian Signature

---

Date

## APPENDIX B UNIFORM DESCRIPTIONS

### *BOY'S UNIFORM* (Formal/Winter)

- Gray trousers of the appropriate size and length
- White oxford button down collar shirt, long or short sleeve - SHIRT MUST BE TUCKED INTO THE TROUSERS PROPERLY. \*\*
- Black belt worn within the belt loops of the trousers is required.
- Regimental striped tie – Ties are to be worn properly, with the knot in the proper position.
- Wine sweater (cardigan, V-neck, or vest) with school logo - MANDATORY
- Durable black tie shoes with a non-marking, non-scuff sole OR an all-black sneaker (no contrasting color markings of any kind permitted).
- Black crew socks

\*\*Optional: a white turtleneck with HFRCs embroidered on the collar. If wearing the turtleneck, the sweater or vest is still required, but not the tie.

**NOTE:** No printed or colored T-shirts may be worn under the uniform.

### *GIRL'S UNIFORM* (Formal/Winter)

- Gray plaid kilt or skirt (mandatory for Grades 6-8, optional for Grade 5 only). The length of the skirt is to be no shorter than one inch above the top of the knee for modesty.
- White blouse, long or short sleeve, button-down-collar Oxford (Grades 5-8) BLOUSE MUST BE TUCKED INTO THE SKIRT BAND PROPERLY\*\*
- Gray slacks (optional) must be purchased from Flynn and O'Hara to insure uniformity. NO OTHER KIND OF SLACKS MAY BE WORN TO SCHOOL.
- Wine sweater (cardigan, crew-neck, or vest) with school logo - MANDATORY WITH SKIRT, KILT OR PANTS
- Gray plaid jumper (mandatory for Grades K-4, optional for Grade 5 only) – Length of jumper is to be no shorter than one inch above the top of the knee for modesty.
- White blouse, long or short sleeve, button-down-collar Oxford or Peter Pan collar (grades K-4 only) (Grades K-4) - NO RUFFLES. BLOUSE MUST BE TUCKED INTO THE SKIRT BAND PROPERLY.
- Wine sweater (cardigan, V-neck, or vest) with school logo - MANDATORY WITH SKIRT, KILT OR PANTS
- Black tie Oxford-type OR Mary Jane-style shoe with non-marking, non-scuff soles must be worn OR an all-black sneaker with black laces (no contrasting color markings of any kind permitted).
- Wine knee socks or tights

\*\*Optional: a white turtleneck with HFRCs embroidered on the collar. If wearing the turtleneck, the sweater or vest is still required.

**NOTE:** No printed or colored T-shirts may be worn under the uniform.

*BOY'S AND GIRL'S SUMMER UNIFORM (OPTIONAL before November 1 and after Easter)*

- Gray shorts
- White or burgundy pull-over knit (golf) shirt with school logo - MUST BE TUCKED INTO SHORTS PROPERLY. Optional: A white or burgundy banded bottom shirt with school logo worn over the shorts.
- Black belt worn within the belt loops of the shorts is required.
- Black sneakers with black laces or regulation school shoe with black or white crew or white ankle socks are acceptable (sock must cover the ankle).

*BOY'S AND GIRL'S GYM UNIFORM*

Parents are asked to follow the same guideline for gym uniforms as formal and summer uniforms. Please follow common sense in making sure students wear shorts or long pants depending on the weather. The dates previously noted for regular uniforms will apply to gym uniforms, that is, change from shorts to sweatpants. The gym uniforms, purchased at [kampusklothes.com](http://kampusklothes.com) are as follows:

- Gray T-shirt with school spirit logo
- Burgundy shorts with school spirit logo (The length of the boys' and girls' shorts is to be no shorter than one inch above the top of the knee for modesty)
- Burgundy sweatpants with the school spirit logo
- Burgundy sweatshirt or hoodie with school spirit logo
- White ankle socks (must cover the ankle). No- show socks are not permitted.
- Sneakers- black with same color laces.

*ACCESSORIES Boys:*

- Hair should be above the collar, above the ear and above the eyebrows.
- Unusual, extreme or fad styles such as Mohawks, spiked hair, or shaved heads are not permitted. Hair may not be artificially colored. Please note - students who violate this policy will be required to have their hair restored to its natural color. Boys must be clean shaven at all times.
- Tattoos are not permitted.
- Hoodies, sweatshirts and jackets may not be worn in the classroom.
- Jewelry such as earrings, necklaces, and body piercing jewelry are not permitted.
- A small cross or religious medal is acceptable.

*Girls:*

- Make-up is not permitted.
- Hair should be appropriately styled and away from the face. Bangs should be above the eyebrows. Hair may not be artificially colored. Please note- students who violate this policy will be required to have their hair restored to its natural color.
- Extreme styles or hair color are not permitted.
- Hoodies, sweatshirts and jackets may not be worn in the classroom.
- Jewelry such as necklaces, bracelets, and body piercing jewelry are not permitted.
- A small cross or religious medal is acceptable.

- One earring per ear is permitted. Hoops or dangling earrings are not permitted. Any other type of piercing (cartilage, nose or tongue) is not permitted.
- Tattoos are not permitted.
- Hair accessories must be simple and plain. Large flowers or bows attached to headbands are not acceptable.
- 1-2 hair ties or scrunchies on one wrist is permitted. □ Clear nail polish is permitted.

**NOTE:** Attendance at Holy Family Regional Catholic Schools is voluntary; therefore, having signed the Memorandum of Understanding voluntarily, parents/guardians who send their children to our school have consented to the published rules about personal appearance and grooming. Neatness and attractiveness should be attributes students strive to exhibit daily.

### *DRESS DOWN DAY GUIDELINES*

In general, the spirit of these guidelines is that students' clothing should be modest and appropriate to wear to a Catholic school. Changing styles makes it difficult to cover every situation. Below are some items that are not permitted. If a parent or student is not sure something is appropriate, it should not be worn.

These styles are not permitted:

- Tank tops, camis, crop tops, or low-cut tops with or without another top or sweater\*
- Cut-offs, pajama pants, or hip-hugging pants or shorts
- Torn or ripped clothing
- Open-back shoes, Crocs, flip-flops, or sandals
- Clothing with inappropriate language, sayings, figures, or designs

These dress items are never permitted, at school or any school-related function:

- Short-shorts (shorter than 1 to 2 inches above the knee)
- Runner-type jogging shorts
- Revealing tops\*
- Tight-fitting sweatpants
- Tights/leggings without an appropriate-length skirt over top
- Low-riding pants or jeans that reveal skin or undergarments

\*Shirts with high necklines are the most modest and are therefore recommended at all times.

**Please check your child's appearance before they leave for school. Any student who is dressed inappropriately, must have his/her situation resolved in order to continue to be in the classroom.**

## **APPENDIX C CODE OF CONDUCT**

Discipline procedures are handled by the classroom teacher. Students involved with serious offenses will meet with the Assistant Principal.

The purpose of discipline is the education of the child with an encouragement toward right conduct. Efforts are continually made to have students understand the importance and value of right conduct. Those falling short of the mark will be counseled by the Assistant Principal who will assist the student in coming to understand his/her own inappropriate conduct when it is displayed. Repeated and/or serious offenses may warrant penalties such as demerits and/or detention and possibly dismissal.

For Grades 4 through 8, correction will be based on a point system that will determine the trimester conduct grade. Students in grades 4-8 will begin each trimester with 100 points. Point deductions will be based on the number of demerits issued based on these guidelines:

### ***Minor Infractions***

These may be issued by the teacher with a copy sent to the Assistant Principal.

Grade 4, each minor infraction = 1 demerit

Grades 5 to 8, each minor infraction = 3 demerits

Examples include: chewing gum, eating outside of lunch/recess without permission, pushing, sending or receiving notes in class, missing or incomplete homework, failure to have parent/guardian sign infraction notice, lateness, being out of bounds, uniform violation, etc. At teacher's discretion, the "three-strike" rule may apply to some actions.

Homeroom teachers will assign demerits for uniform violations.

Nine accumulated demerits will result in an after-school (Wednesday) detention. Any remediation will be guided by the Assistant Principal.

Frequent displays of non-demeritable misbehavior requiring the teacher's correction of a student will affect conduct and/or effort grades.

### ***Major infractions***

*Level 1:* The following behaviors will incur the consequence of demerits and detention. Students committing a *Level I Major* Infraction will be sent to the Assistant Principal. The parent will be contacted by the student in the presence of the Assistant Principal who will also guide the remediation and assign Wednesday detention.

Grades 4, each major infraction = 5 demerits and Grades 5 to 8, each major infraction = 10 demerits will be issued for the following behaviors:

- Open defiance, willful disobedience, or disrespectful action toward designated authority.
- Threats to another student.
- Harassment of any kind, e.g., sexual, racial, emotional, physical.
- Lying, cheating, stealing, plagiarism, forging, stealing or immoral conduct. ☐ Inappropriate language (spoken, written, printed)
- Misuse of technological equipment (taking photos, inappropriate surfing) ☐ Possession of any electronic or battery operated device, except for cell phone.

For grades 4-8, at the discretion of the teacher, cell phones and other electronic devices may be used for learning, but only with the consent of the parent or guardian. Any unapproved use of a cell phone by a student will result in the confiscation of the phone. The cell phone will be confiscated and returned only to a parent or guardian.

*Repeats of major infractions or an accumulation of 25 demerits (major and minor) will necessitate a conference with the parent or guardian, student, Assistant Principal or the Principal with a possible Saturday detention.*

### *Major Infractions*

Level 2: The following behaviors will incur 20 demerits and an in-school or at-home suspension, depending on the circumstances. This applies to Grades 4 to 8.

Students committing a Level 2 Major Infraction will be sent to the Assistant Principal. Parent will be contacted by the student in the presence of the Assistant Principal and appropriate suspension will be determined in concert with the Principal.

- Bullying, hurtful teasing or taunting directed toward anyone. This includes cyberbullying on and off school grounds. See below for a fuller description of bullying.
- Retaliation (intimidation, reprisal or harassment directed against a student who reports bullying or who provides information during an investigation of bullying).
- Unlawful or fraudulent use of school logo or publications.
- Physical harm to anyone, threats to that effect, said or spread in any way, and brought to the attention of the Principal/Assistant Principal.
- Vandalism, defacement, or damage to school property or the property of others.
- Truancy or leaving the school grounds or the classroom without permission.

### **Bullying**

Bullying is the repeated use, by one or more students, of written, oral or electronic expressions or physical acts or gestures of any combination thereof, with the intent to ridicule, harass, humiliate or intimidate the victim, directed at a targeted student, which a reasonable person should know would have the effect of:

- Causing physical or emotional harm to the student or damage to the student's property;
- Placing the targeted student in reasonable fear of harm to him/herself, or of damage to his/her property;



- Causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the targeted student's education;
- Or materially and substantially disrupting the educational process or the orderly operation of the school.

An isolated incident, however egregious, is not bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action, but is not Bullying.

Cyber-bullying means bullying through the use of technology or any electronic communication which shall include, but not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Phone, email, internet communication, facsimile communications, text or instant messages, Facebook and other social media

Cyber-bullying also includes the creation of a web or Facebook page or posting in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, *if* the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Bullying is prohibited on school grounds, school-sponsored activities and programs (whether on or off school grounds), bus stops and through the use of technology owned, leased or used by the school.

Bullying by students is also prohibited at other locations and through other means if it causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter conditions of the targeted child's education or materially and substantially disrupts the educational process or the orderly operation of a school.

The school is not required to monitor any non-school related activity, function or program.

### Major Infractions

Level 3: The following behaviors will incur 30 demerits, an out-of-school suspension with strong consideration given to dismissal.\* This applies to Grades 4 to 8.

Students committing a Level 3 Major Infraction will be sent to the Principal. Police will be contacted where the law has been violated, and the Principal, in concert with the Pastors, will determine the necessary course of action, up to and including, expulsion.

- Possession of any pornographic material.
- Possession, use, sale or distribution of drugs, alcohol, cigarettes, and/or any other controlled or dangerous substance.
- Possession or use of a weapon of any kind or other instrument which may inflict serious bodily harm or injury.

Teachers have a unique opportunity to guide students toward better behavior. While the above demerit/detention system addresses the consequences of poor behavior, our focus, first and foremost, is the education of our children.