

**HOLY FAMILY
SCHOOL
HANDBOOK**



HFS STUDENT HANDBOOK

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MESSAGE TO OUR SCHOOL COMMUNITY

Dear Parents,

Welcome to Holy Family School. We feel blessed that you chose to share your most precious gift with us...your children. As you walk into the building, we post the following message: "Let it be known to all who enter here that Christ is the reason for this school, the unseen but ever present Teacher in its classes, the model of its faculty, the inspiration of its students." We strive to ensure that your children receive the highest academic experience in a loving environment based upon traditional Christian values. The purpose of this handbook is to acquaint you, our parents and students, with general information and specific policies about Holy Family School. Parents are the primary educators and when parents work together with teachers in harmony; their efforts result in the highest quality of education for their child.

Please read the entire contents of this handbook because it will answer many of the questions you may have regarding policies, procedures, rules, and regulations. We hope this handbook will be helpful to you through the school year, and we look forward to working in partnership with you.

You may print this handbook or view it online.

God Bless,

Mr. Peiffer and the Faculty and Staff of Holy Family School

MISSION STATEMENT

Since 1910, Holy Family School has been an anchor in our community, with a devoted staff that sees Christ in each unique child. Dedicated to empowering students with intellectual growth and faith-filled lives, Holy Family provides a nurturing, structured environment that promotes traditional values and a culture of service. In partnership with its families and school community, Holy Family instills ideals that embrace academic strength, a deeper relationship with God, and a desire to always lead responsible Christian lives.

Faith – Academics - Respect – Responsibility

CORE VALUES

Profile of a Graduate:

Graduates of Holy Family School will be faithful, disciplined, responsible members of society, making meaningful contributions to their community and their world as a whole, never ceasing in their desire to learn and grow. Our graduates will exemplify our core values:

Faith

- Be compassionate towards others and live the Christ-like life
- Be morally sound decision makers grounded in their faith
- Be able to defend their faith

Academics

- Be lifelong learners with a strong academic foundation
- Be critical thinkers and problem solvers
- Be collaborative
- Be strong public speakers
- Be effective with written communication
- Be able to persevere through learning challenges

Respect

- Be respectful to adults, peers, and themselves
- Be respectful in all forms of communication
- Be respectful citizens in the community
- Be respectful digital citizens

Responsibility

- Be confident leaders
- Be independent learners
- Be responsible learners
- Be responsible for their own actions
- Be responsible members of society

These core values prepare the graduates of Holy Family School to be well-rounded individuals who are able to adapt to an ever-changing world.

ACADEMICS

Holy Family School partners with our parents to help all students achieve at their highest potential level. Parents should monitor student academic progress routinely in FACTS SIS. Teachers post assignments and information in Google Classroom. Parents can receive a daily Google report by accepting the teacher's invitation. Parents will be contacted if there are any concerns.

Homework

Homework provides practice for the brain and needed reinforcement of educational skills. It provides teachers with an indication of what a student understands and potential areas of challenge. Students in grades 2-8 are responsible for recording assignments in their homework planner. Grades K-1 receive a weekly homework sheet in their take home folder.

Suggested time allotments for each grade level:

Grades K-2	10 - 30 minutes
Grades 3-5	40 - 60 minutes
Grades 6-8	70 - 90 minutes

The minutes designated for homework do not include projects or studying for quizzes, tests, or exams. If a child does not need the allotted time, please use this time for your child to read daily. Homework is due the following day unless otherwise specified by the teacher. A warning slip will be issued for the 1st two late homework assignments followed by a detention for the 3rd -5th late assignment per trimester. (Refer to the Detention Policy)

If a student is absent and you would like work sent home, please call in that request when you notify the office of the student's absence. (Refer to the Absenteeism Policy)

Report Cards

Progress reports are distributed in the middle of each trimester. Report cards are issued after the trimester ends. Parent/Teacher conferences are scheduled in October.

Kindergarten

Grading Codes

- 3 - Consistently achieves and applies skills
- 2 - Progressing toward achieving skills
- 1 - Needs more time to learn skills

Grades 1-2

<u>Grading Codes</u>			<u>Sub-Codes</u>
O	Outstanding	+	Exceeds Expectations
VG	Very Good	x	Meets Expectations
G	Good	-	Does Not Meet Expectations
S	Satisfactory	Blank	Skill Has Not Been Assessed
N	Needs Improvement		
U	Unsatisfactory		

Grades 3-8

<u>Grading Codes</u>			<u>Sub-Codes</u>
97-99	Outstanding	+	Exceeds Expectations
90-96	Very Good	x	Meets Expectations
85-89	Good	-	Does Not Meet Expectations
75-84	Satisfactory	Blank	Skill Has Not Been Assessed
70-74	Needs Improvement		
Below 70	Unsatisfactory		

Honor Roll - Grades 6-8

Honor cards are given each trimester to students in grades 6-8 based on the following:

<u>First Honors:</u>	93% or above general average 90% or above in all major subjects S or above in all special subjects, conduct, effort
<u>Second Honors:</u>	90% or above general average 85% or above in all major subjects S or above in all special subjects, conduct, effort
<u>Major Subjects:</u>	English, religion, reading/literature, science, social studies, mathematics
<u>Minor Subjects:</u>	STEM, Spanish, art, music, physical education, health

Standardized Testing Program

In the spring, The Iowa Test of Basic Skills is administered to students in grades 2,3,4,5,6,7, and The Cognitive Abilities Test is administered to students in grades 3,5, 7.

Summer Remediation

If a student in Grades 5-8 fails the major subject of Math, Reading/Literature, Language Arts, Science, or Social Studies for the academic year, the student must make up the coursework through summer remediation. Summer remediation can be either a pre-approved summer tutorial or an authorized summer school program.

- A summer tutorial consists of 20 hours of private tutoring. The tutor must be a teacher who holds PA certification in core content area or K-8, elementary or middle school certification, AND be pre-approved by the Principal. The costs associated with tutoring are the responsibility of the student's family. A letter verifying the successful completion of tutoring must be provided to the Principal after the hourly requirement is met. At that time, promotion to the next grade will be granted.
- Summer school is provided for 7th and 8th graders through the local public school districts. It is the student's family's responsibility to locate, register, and pay for this summer school program that best meets their child's needs. Upon successful completion of the program, a letter providing documentation of it must be provided to the Principal. At that time, promotion to the next grade will be granted.

If a student fails three or more core academic subjects, the student will not be promoted to the next grade.

ADMISSION PROCESS

- **Pre-School**
 - Students must be three (3) years of age by September 1 of the school year
 - Fully potty trained
 - \$25.00 non-refundable application
 - \$25.00 enrollment fee
- **Pre-Kindergarten**
 - Students must be four (4) years of age by September 1 of the school year
 - \$25.00 non-refundable application
 - \$25.00 enrollment fee
- **Kindergarten**
 - Students must be (5) years of age by October 15 of the school year
- **Grades K-8**
 - \$25.00 non-refundable application
 - \$150.00 non-refundable re-enrollment fee
 - \$125.00 non-refundable fee for brand new students
 - Requirements
 - Baptismal certificate
 - Birth certificate
 - Immunization record
 - Transfer card (if transferring from another school)
 - Reading and Math Assessment will be administered prior to acceptance
 - 90-day probationary period for students transferring into Holy Family School
 - Students will not be accepted after the school year begins without providing copies of their school records for review, an interview with the principal, and a screening tool administered.

Holy Family School does not discriminate on the basis of race, sex, religion, color, national or ethnic origin. However, parishioners of Holy Family Parish will be given first priority in the admissions process.

ARRIVAL AND DISMISSAL PROCEDURES

Daily Schedule

7:45 AM	School doors open
8:10 AM	Morning Prayer
8:15 AM	Classes begin
11:55 AM	Lunch period 1
12:25 PM	Lunch period 2
2:35 PM	Closing Prayer
2:40 PM	Dismissal

Morning Arrival Procedures

- Bus:
 - Drop off in front of the school on Convent Avenue
- Car:
 - Drop off in front of the gym on Center Street and exit through the gym parking lot
- Arrival after 8:10 AM:
 - report to the office

Dismissal Change

If a dismissal change is needed, a written note for that day only must be given to the homeroom teacher stating the time, reason, and name of the individual picking up the student. If there is a dismissal change during the school day, call the office no later than 2:00 PM. Do not email the teacher or office.

If a student wishes to ride another school bus in their school district, the office must be contacted so the proper paperwork is completed.

Car tags must be displayed for every student riding in your vehicle.

Aftercare

Aftercare is provided for a fee as a service to parents. If your child misses the bus or is not picked up, they will remain in aftercare until someone on the approved list arrives. For more information, go to this link. There is no aftercare on scheduled or unscheduled early dismissal days.

School Delays/Closings

- 2-hour delay
 - Parents will be notified through the school's parent alert system, WFMZ, or Channel 69
 - HFS follows the Nazareth Area School District (NASD)
 - Residing school district indicates the busing schedule
 - If the Nazareth Area School District has a 2-hour delay, Holy Family School opens at 9:45 AM
 - If NASD is not delayed, HFS will be opened. If residing school district is delayed, students will not be marked late provided they arrive at the time their school district would be in session
- Early dismissal
 - Please do not call the school
 - Parents will be notified through the school's parent alert system, WFMZ, or Channel 69
 - HFS follows the NASD and the student's residing school district

If NASD has a regular day or a delayed opening and the residing school district is closed, HFS will be open. Parents are encouraged to make every effort to get their student safely to school. No transportation is provided when the residing school district is closed. Therefore, it is the parent's responsibility to provide transportation to and from school.

Sign In and Sign Out

- Press the buzzer for admittance
- Go to the main office to sign in
- Volunteers
 - sign the Volunteer Angel Points log
 - complete the name tag
 - proceed to destination and do not stop at your child's room unless that is the destination

ATTENDANCE POLICY

Regular attendance and punctuality promote an attitude of responsibility toward schoolwork, support the learning process, and maintain academic achievement. The importance of regular attendance cannot be overemphasized.

Attendance Breakdown

Students should not arrive at school prior to 7:45 AM. HFS is not responsible for the care of students prior to 7:45 AM.

7:45 AM	Door open
8:10 AM	Tardy
8:30 AM - 11:30 AM	Morning Session
11:31 AM - 2:35 PM	Afternoon Session
2:40 PM	Dismissal

If a student arrives between 9:30 - 11:30, it is a ½ day AM absence. If they leave before 1:00 PM, it is a ½ day PM absence.

Tardiness

- Students arriving late must report to the office accompanied by a parent/guardian to sign in
- Five times tardy will result in a letter being sent home from the administration outlining the consequences
- Tardiness totaling 235 minutes equals a full day illegal absence

Absenteeism

- Call 610-759-5642, press option 2, prior to 9:00 AM
- Provide student's name, grade, teacher's name, reason for absence
- If the parent/guardian does not call the school, school personnel will contact them
- When a student returns, a written note is required per state attendance laws, or it is recorded as unlawful or illegal
 - Include the student's name, date(s) of absence, and reason
 - Doctor's note is required for 3 or more consecutive days of absence or for certain contagious diseases
- Doctor's excuse note is required for a doctor's appointment
- Missed work will be available in the office after 3pm if it is requested
- Missed work not requested will be the student's responsibility

- Upon return to school from an illness, the students have the same number of days to make up any missed work, but this does not include long-term assignments

To participate in after school-sponsored events, attendance is mandatory.

Excused Absences

- Illness verified by doctor's note
- Illness covered by parent note (maximum of 10 days)
- Family Educational Trips - maximum of 5 days per school year (refer to the Family Educational Trip Policy)
- Death in the family
- Funeral – family member
- Religious holiday
- Administrative reasons: school activities, high school visits, etc.
- Suspension
- Weather: when residing school district is closed

Unlawful-Unexcused Absences

- Missed the bus
- Overslept
- Unexcused vacation
- Other circumstances addressed as needed

On the 10th absence, a letter will be sent to the parents outlining the necessary next steps. A doctor's note will be required after 10 days of absences.

Absences for Family Educational Trip

HFS discourages the scheduling of family educational trips during the school year. If a trip must occur, a form must be completed and returned to the school 10 days before the trip. (Link to the form coming soon). The work must be completed upon their return to school, and missed quizzes or tests must be completed in a timely manner.

Appointments

Inform the office and/or classroom teacher in advance of any appointments during the school day. Upon returning to school, a doctor's note is required.

BULLYING

Procedure

Bullying disrupts the educational process and the Christian and spiritual environment; therefore, bullying is unacceptable at HFS. Bullying can be defined as intentional, repeated hurtful acts, words or other behaviors, such as name-calling, threatening, and/or shunning by one or more individuals against others. Bullying can take various forms and may include, but is not limited to, such actions as described below:

- Physical
 - hitting, kicking, punching, tripping, pushing, wrestling, throwing objects

- Verbal
 - name calling, insults, taunting, teasing, threats
- Cyber
 - inappropriate use of any electronic devices occurring in or out of school and/or interfering with the educational process
- Sexual
 - inappropriate unwanted touching, comments, jokes, looking in bathroom stalls
- Written
 - inappropriate notes, chats, and/or emails

Incidents of Bullying

- Incident documented by teacher or administration
- Parent informed by teacher or administration
- Consequences (age appropriate), but not limited to
 - warning
 - loss of recess or privileges
 - detention
 - conference
 - in-school suspension
 - out-of-school suspension
 - expulsion

Reporting Obligations

- **Teacher to administration**
 - Teachers complete HFS Student Behavior/Bullying Discipline Form (K-8)
- **School to parent/guardian of the student involved in act of bullying**
 - Administration notifies parent/guardian after it is verified by an investigation
 - Description of disciplinary consequences against the student are outlined
- **School to parent/guardian of the student receiving the act of bullying**
 - Administration notifies the student's parent/guardian after it is verified by an investigation
 - The privacy rights of the person responsible for the bullying will be respected

Electronic Policy

Personal electronic devices to include cell phones and smart watches are to:

- Remain in the backpack
- Turned off

Whether it is a personal or school electronic device, the recording of audio or video, taking pictures, or posting to social media is prohibited in school and on the bus. Taking pictures or video of any faculty or staff member is prohibited without their expressed permission.

For further information refer to the HFS Technology and Internet Acceptable Use Policy. ([link](#))

COMPUTER POLICY

HFS Technology and Internet Acceptable Use Policy

At the beginning of each school year, all users of the Holy Family School (HFS) network and electronic devices are asked to complete a **Technology and Internet Acceptable Use Policy Google Form** stating compliance with the policies stated below. Student and parent agreement forms must be completed before Internet access and network use is permitted. To eliminate educational interruption, please complete the form before the start of the school year.

SECTION ONE: GENERAL COMPUTING POLICY

1) Acceptable Use

In order to ensure smooth system operations, the HFS system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID (Google Email & Password) to be used to access a computer, chromebook, laptop, tablet, smartboard, and/or network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited but not limited to:

- 1. Sharing your user ID with any other person (If you do share your user ID with another person, you will be solely responsible for the actions of that other person.)**
- 2. Changing user ID password**
- 3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent**
- 4. Use of facilities and/or services for commercial purposes**
- 5. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration**

2) Security

As a user of a network and/or electronic device, the following are prohibited but not limited to:

- 1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems**
- 2. Decryption of system or user passwords**
- 3. Copying, deleting, or moving system files**
- 4. Deleting, examining, copying, or modifying files and/or data belonging to other users**
- 5. Vandalism - This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the**

network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism

6. Willful destruction of hardware or software, or attempts to exceed or modify the parameters of the system are prohibited

7. The use of flash drives is strongly discouraged. Any external drive or storage device used on a network computer, as well as email attachments, must first be scanned for viruses

SECTION TWO: INTERNET ACCESS

Internet access is available to employees and students of HFS. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an HFS user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken.

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of HFS. Each user is personally responsible for this provision at all times when using the network.

1. Use of any other organization's networks or computing resources must comply with the rules appropriate for that network

2. Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secrets, threatening or obscene material, and criminal activity

3. Use for commercial activities or product advertisement is prohibited

4. Do not use the network in any way that would disrupt network use by others

5. NEVER reveal personal information, such as address, phone number, password, or social security number. This also applies to others' personal information or that of organizations

6. Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will receive instruction in class as to the proper use of the network.) The system administrator and/or school administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of HFS has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

3) Network Etiquette and Digital Citizenship

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

- 1. Be polite**
- 2. Do not send, or encourage others to send, abusive messages**
- 3. Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear or use any other inappropriate language. Illegal activities are strictly forbidden**
- 4. Do not use the school logo or name because it is protected under the copyright and trademark law**
- 5. All communications and information accessible to users via the network should be assumed to be the private property of others; however, all activity on the school network can be monitored at any time by system and school administrators**

4) Email

You are responsible for all electronic mail originating from your user ID. Therefore:

- 1. Unauthorized attempts to access another person's email or use another's name/email to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action**
- 2. All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over school email**
- 3. The school/institution reserves the right to access email to retrieve school/institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data, or files to law enforcement authorities**

4. Any information contained on a school/institution computer's hard drive is considered the property of the school/institution
5. Forgery (or attempted forgery) of electronic mail is prohibited
6. Attempts to send harassing, obscene and/or other threatening email to another user is prohibited
7. Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters are prohibited

5) Security

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

SECTION THREE: CHROMEBOOK, LAPTOP, TABLETS, AND SMARTBOARD (ELECTRONIC DEVICES) POLICY

The policies and procedures listed will apply to all Chromebooks, Laptops, Tablets and SmartBoards property of HFS.

1) Ownership

1. HFS will retain title to the equipment at all times. Any software or APPs that are installed will likewise be owned by HFS
 - a. All equipment must be returned to the school in good operating condition. Refrain from putting stickers or markings on the device

2) Use and Storage

1. The primary use of the Chromebooks, Laptops, Tablets, and SmartBoards are for educational purposes
2. Students are responsible for ensuring their Chromebook are fully charged
3. Chromebooks are never to be loaned to other students and passwords are not to be shared
4. Refrain from downloading any material to the hard drive. Any material must be downloaded to Google Drive
5. If there are any technical issues, system administrator must be notified immediately

3) Loss

1. Chromebooks, Tablet, or Laptops that are lost must be reported to the system administrator immediately
 - a. Students replacement is \$350
 - b. Teacher replacement is \$550
 - c. Devices may NOT be replaced by the user

4) Damage

- 1. Any damage (to include missing keys and damaged charging cord) other than normal wear and tear will be the responsibility of the user**
 - a. Students replacement is \$350**
 - b. Teacher replacement is \$550**
 - c. Devices may NOT be replaced by the user**

5) Prohibited Use

- 1. Any action that violates current school policy or public law**
- 2. Violation of Copyright Laws**
- 3. Cyber bullying**
- 4. Circumventing the management system, software, or the filters**
- 5. Installing a Virtual Private Network (VPN)**

6) Privacy

There is no expectation of privacy for any communication made using the device or for any content stored on the device. HFS reserves the right to inspect the device and its contents at any time and for any reason. Any content including, but not limited to audio, video, photographs, and music could be subject to discovery in the event of legal action or otherwise subject to access by third parties pursuant to law.

7) General Care and Use

The Chromebooks, Laptops, Tablets and SmartBoards assigned to a user remain the property of HFS; therefore, students are expected to care for the device in a proper and respectful manner.

8) General Use and Care Guidelines

- 1. Use clean, soft dry cloth to clean the screen; no cleaners of any type should be used**
- 2. Insert and remove cords and cables carefully to prevent damage to connectors**
- 3. Do not write, draw, or apply any stickers or labels to the device**
- 4. Handle the device carefully. Screens can crack not only when dropped by also when twisted or subjected to pressure from stepping or leaning on them**
- 5. Do not leave the device in places of extreme temperature (hot or cold), humidity, or limited ventilation (e.g., in a car) for an extended period of time**

COMMUNICATION

Note to School

Indicate to whom the note is directed, include the student's name and homeroom. Any money/checks need to be in an envelope.

Faculty and Staff Communication

- Call the school, dial the faculty or staff extension, leave a message stating the reason for your call, the best time to contact you, and a phone number where you may be reached
- By email (go to this link for teacher emails)
- Faculty and staff should not be called at home
- Parents/Guardians are not permitted to send text messages or call personal cell phones without consent
- Teachers are not permitted to be friends on social media

School Communication

Important back to school information will be sent electronically to all families to be completed before school starts. Information will be posted on the school website under "Brown Envelope". (link)

At the Saturday Welcome Back Party, parents will receive their car tags, Fun Run information, and Easton transportation information (if applicable).

During the school year, the HFS Email Blast will be sent every Tuesday and Thursday with updates and reminders. Important information may also be sent home on Thursday with your child.

CURRICULUM

Academic Program

HFS is an elementary school consisting of grades K-8. It is fully-accredited by the Middle States Association of Colleges and Schools and follows the curriculum set by the Office of Education for the Diocese of Allentown. All academic programs meet or exceed the requirements of the Commonwealth of Pennsylvania. All students receive instruction in the following subjects: religion, math, reading/literature, language arts, science, social studies, library, art, music, physical education, health, Spanish, and STEM. Remediation in reading and math is available for those who qualify as set forth by the Intermediate Unit 20 criteria. All students, Catholic and non-Catholic, are required to attend religion class to learn the teachings of the Catholic Church.

Student Intervention Team (S.I.T.)

S.I.T strives to meet the particular needs of students who may be experiencing difficulties in academic, social, and/or behavioral developmental areas.

The team consists of the IU 20 reading specialist, principal, school psychologist, teachers, parents, and other members who have specialized developmental and educational training.

If needed students will receive an individualized plan to help them achieve their potential.

Auxiliary Services for Students

We offer the following auxiliary services to students who qualify through IU 20:

<u>Speech Therapy</u>	When identified through service plan
<u>Remedial Services</u>	Reading -Title I
<u>Mathematics</u>	Act 89
<u>Occupational Therapy</u>	When identified through service plan
<u>Hearing</u>	When identified through service plan

CODE OF CONDUCT

The code of conduct:

- develops Christian attitudes and sound character
- promotes responsibility and citizenship
- provides for the exercise of self-control and responsible behavior
- instills the value of respect

Each student will adhere to the rules and regulations set forth in this handbook and by their teachers in all aspects of student life.

INFRACTIONS

Written Warning

Warning notices are given for the 1st and 2nd infraction to make the parent/guardian aware of the situation. The notice must be signed by the parent/guardian and returned to the teacher the next school day.

Examples of infractions that will result in a written warning are, but not limited to:

- Failure to complete homework or assignment
- Chewing gum or eating in the classroom without teacher permission
- Minor misconduct
- Lying
- Violation of lunchroom policy (refer to lunchroom section)
- Dress-code violation

Detention

The 3rd - 5th notice will result in a detention for the same type of infraction.

Students in grades K-2 will lose partial or complete recess.

Students in grades 3-8 will remain after school for 1 hour.

Parents will receive a note explaining the reason, date, time, and place for the detention. This notice must be signed and returned to the teacher the following day or a phone call/email will result.

Examples of infractions that will result in a detention are, but not limited to:

- Disrespectful behavior – refusing to obey, mockery, talking back to an adult, defiance
- Inappropriate language (profanity, obscenity, racial remarks) – written or spoken
- Violation of HFS Technology and Internet Acceptable Use Policy
- Forgery
- Excessive Tardiness
- Cheating/Plagiarism
- Vandalism
- Stealing

Students may be denied privileges to in-school and/or out-of-school activities.

In-School Suspension

A suspension is a serious disciplinary action taken by school authorities against a student whose behavior constitutes a major infraction. An in-school suspension is a step toward possible expulsion from school. The number of days assigned will be decided by the administration. After the fifth notice, an in-school suspension will occur.

Examples of infractions that will result in an in-school suspension are, but not limited to:

- Bullying: see Bullying Policy
- Removal of the student from the classroom for disruptive behavior
- Any infraction at the discretion of the administration
- Abusive language (profanity, obscenity, racial remarks) – written or spoken – that ridicules, insults, or threatens

During the in-school suspension, students are under the direct supervision of the administration and the office staff. The student must complete all schoolwork during the in-school suspension period. Students may be denied privileges to in-school and/or out-of-school activities.

Out-of-School Suspension

A suspension is a serious disciplinary action taken by school authorities against a student whose behavior constitutes a major infraction. An out-of-school suspension is a step toward possible expulsion from school. The number of days assigned will be decided by the administration.

After the 2nd in-school suspension, an out-of-school suspension will occur.

Examples of infractions that will result in an out-of-school suspension are, but not limited to:

- Obscene or offensive language/action toward a staff member
- Physical contact: hitting, punching, tripping, or inappropriate touching
- Serious damage or defacement of school property
- Possession of or participation in the use of any substance or item that could be deemed harmful or dangerous
- Leaving school without permission

If the student's action justifies suspension, a parent/guardian will be notified immediately to remove the student from school. Suspended students will not be readmitted to school or any related function or activity until the following procedures have been implemented.

- A conference held with the administration, teacher(s), parents/guardians, and student

- Counseling (if recommended) must be fulfilled
- During the suspension, the student will be marked absent and is responsible for all missed school-work, quizzes, tests, and projects

Expulsion

The administration may expel a student after a single violation. Two out-of-school suspensions deem a student liable for an expulsion. A conference with the administration will occur to outline the next steps.

Search & Seizure

The administrator may search or may deem it necessary to search a student's desk, book bag, locker, or personal belongings if there is reasonable suspicion.

Drugs/Weapons Policy

Organized health education programs are provided by HFS to educate students about the harmful effects of drugs, alcohol, and smoking. The school will use all available resources in an effort to provide a safe and drug-free environment for all students at all times.

The school prohibits the possession, use and/or distribution of any of the following, but not limited to:

- narcotics
- drugs
- inhalants
- alcohol
- cigarettes/lighters
- e-cigarettes
- over the counter medications
- any weapons or facsimile
- objects which could be used as a weapon

Any information obtained from witnesses regarding violators of the drug/weapon policy will be treated as confidential and the source will be protected from being exposed.

Anyone knowingly aiding, abetting, or in any way enabling the possession, usage or distribution of the same noted herein, will also be subject to appropriate disciplinary procedures as detailed below.

Violators will be subject to any and/or all of the following actions:

- Immediate out-of-school suspension followed by an informal hearing, which may result in expulsion
- Referral to appropriate guidance, and/or medical, and/or psychological personnel
- Referral to law enforcement officials

Threats

A threat means an act to commit violence communicated directly or indirectly, with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience in reckless regard of the risk of causing such terror or inconvenience.

When an administrator has evidence that a student has made a threat or committed a terroristic act, the following guidelines will be applied:

- Administration will immediately suspend the student
- Administration will promptly report the incident to the Diocesan Superintendent and the Pastor
- Based on further investigation, administration may report the student to law enforcement officials
- Administration may inform any person directly referenced or affected
- If the student is deemed to have committed the threat, the student will be expelled from school

EXTRA CURRICULAR ACTIVITIES

<u>ACTIVITY</u>	<u>GRADES ELIGIBLE</u>
Altar servers	4-8
Arts & Crafts Club	K-5
Band	4-8 (extra fees apply)
Chess	1-8
CYO Basketball	2-8
CYO Cross Country	K-8 (K-2 with a guardian present)
CYO Track & Field	K-8
CYO Volleyball	5-8
Drama Club – Holy Family Players	K-8
Helping Hands	K-8
Student Council	4-8
Youth Group	6-8
NJHS	7-8
Speech Club	7-8

HEALTH SERVICES **as Dictated by NASD**

Health Services

Holy Family provides health services under the guidelines and standing orders of Nazareth Area School District. Holy Family provides a nurse 4 days a week. The 5th day is provided by the Nazareth Area School District. If there are any medical questions or concerns, please call the nurse at 610-759-5642 then press 4.

Forms for Parent Use (Link to Health Forms coming soon)

Mandated Screenings

Physicals

K/1st and 6th grade

Dental

K/1st, 3rd and 7th grade

Hearing

K-3rd and 7th grade

Scoliosis

6th and 7th grade

Vision, Up-to-Date Immunizations, Height/Weight, Body Mass Index

K-8th grade

Immunization Requirements

For attendance in all grades in the Commonwealth of Pennsylvania children need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis * (1 dose on or after the 4th birthday)
- 4 doses of polio** (4th dose on or after the 4th birthday and at least 6 months after previous dose)
- 2 doses of measles, mumps, and rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity
- *Usually given as DTP or DTaP or if medically advisable DT or Td
- ** A fourth dose is not required if the third dose was administered at age 4 years or older and at least 6 months after the previous dose
- ***Usually given as MMR

Additional Requirements for Attendance into grades 7-12

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 2 doses of meningococcal conjugate vaccine
- First dose is given 11-15 years of age; a second dose if required at age 16 or entry into 12th grade. (If the dose was given at 16 years of age or older, only one dose is required.)

These requirements allow for medical or religious/philosophical exemptions. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Medication in School

Medications will be given in school only in exceptional circumstances when the student's health may be jeopardized without it. A written statement from the prescribing doctor or dentist shall be required. This statement shall include the name of the medication, the dose, the time to be given, and possible reactions if any. Please call the school nurse for the required form. A parent/or guardian signature is also required.

This procedure must be followed for prescriptions as well as over the counter medications. The medication must be brought to school in an original medication bottle marked with:

- Name of student
- Name of physician
- Name of medication
- Time to be given
- Dosage

If this procedure is not followed, the medication will not be given.

Student possession of legitimately prescribed prescriptions as well as over the counter medications on school property is prohibited. Failure to comply with this policy could result in disciplinary action.

When to Keep Students Home from School

The following information should be considered a guideline for keeping an ill student home. Parents who have specific questions or concerns should call the school nurse.

- **Colds:** What seems like a mild cold with symptoms such as a runny nose may indeed be allergies. If a student does not have a fever or severe cough, do not keep the child home. Colds, especially those with a fever, may be a sign of a more serious problem. These students should stay home.
- **Fever:** Any student with a temperature of 100 degrees or above should stay home until they are fever free for 24 hours. If the fever is accompanied by a sore throat, earache, nausea, listlessness, or a rash, the child may be contagious and must stay home.
- **Diarrhea or Vomiting:** Students must stay home if either occurred during the previous night.
 - **Strep Throat or Scarlet Fever:** Both are highly contagious. These students need antibiotics and may return to school with a doctor's note while being treated. Remember to complete the prescribed medication form.
- **Conjunctivitis (Pink Eye):** This may be highly contagious depending on the cause. Students may return to school with permission from the treating doctor.
- **Ear Infections:** If left untreated, ear infections may cause hearing loss, so they should be treated immediately. Students with pain and/or fever should remain at home.
- **Chicken Pox:** Students must stay home for at least 6 days after the last crop of vesicles appear. Never give aspirin or Ibuprofen.
- **Lice:** Students must be treated before they come to school. Nits must be removed as part of the treatment. Use an appropriate lice shampoo.

If you are not sure about whether to keep a student home or have questions about treatment, call their doctor or the school nurse.

LUNCH & RECESS

Lunch is provided by the NASD at a cost. A Signup Genius is sent to parents to volunteer for lunch duty. For the safety of our children, the Diocese of Allentown requires all volunteers to obtain safety clearances.

While volunteering in the cafeteria, the teacher on duty will be responsible for disciplining the students as well as lining them up at the end of lunch. Volunteers are solely there to help set up the lunchroom, serve the lunches, and clean up. If volunteers witness a student misbehaving, they must bring the issue to the attention of the teacher on duty.

No lunch on scheduled early dismissal days.

Lunch Periods

Grades K - 4 11:55 AM to 12:25 PM

Grades 5 - 8 12:25 PM to 12:55 PM

Ordering Lunch

- Students may purchase a hot lunch every day, and the menu is located on the school's website. Go to this link for the menu.
- Print a copy of the lunch menu, complete the order, tally the amount, and send the order to the school. Lunch is charged to your SIS account. Orders received after the due date will not be accepted.
- Students may bring their own lunch. Please no glass bottles or containers.

Inside Lunch Rules

Behavior in the cafeteria follows that of the classroom. The same respect and good manners are expected from each student.

- Students with severe food allergies may sit at the allergy table
- Students must remain in their assigned seat
- Students may not throw food or other items
- Parents may not bring in restaurant purchased food
- Soda is not permitted

Lunchroom Volunteer Guidelines

Volunteers must enter through the main school entrance, report to the office, sign the Volunteer Angel Points log, and receive a name badge. Volunteers should park in the church lot or parking lot across from the gym. The volunteer job description includes:

- Must wear gloves when handling food
- Assist younger students
- Monitor behavior
- Wipe down tables and clean spills

Outside Recess Rules

- Lunch boxes must be placed in the assigned grade area
- No throwing or playing with the wood chips
- No jumping off swings, swinging and dipping the head backward, or swinging too high
- No contact sports
- No physical contact
- Areas off limit:: behind the fenced tower, trees, shed, hill leading to the parking lot

PARENT CODE OF CONDUCT

Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes all school sponsored events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school or school personnel on social media is considered conduct inconsistent with the mission of the school. Non-compliance may result in exclusion from school events or the dismissal of their children from Holy Family School.

RELIGIOUS ACTIVITIES

- Mass
- Every Friday
- Holy Days
- Thanksgiving
- Christmas
- 8th grade Pinning Ceremony
- Ash Wednesday
- Easter
- Prayer Service
 - School opening
 - Catholic Schools Week
 - End of year
- October
 - Every Monday prayer service
 - Recite rosary daily
 - Living Rosary
 - Blessing of the Animals
- November
 - Heavenly Hallways
- December
 - Every Monday Advent candle prayer service
 - Christmas Show
- Lent
 - Weekly Stations of the Cross
 - Living Stations

- Penance
 - Liturgical Year Season of Advent
 - Liturgical Year Season of Lent
- Sacrament of Reconciliation
 - Second Grade
- First Holy Communion
 - Second grade
- Confirmation
 - Eighth grade
- May
 - May Crowning
 - Recite The Hail Mary daily

SCHOLARSHIP GRANTS & FINANCIAL AID

Scholarship grants and financial aid are available for HFS students. (Scholarship link coming soon)

ADMISSION

- Kindergarten
 - Age 5 by October 15
 - Must be able to care for their bathroom and hygiene needs
- First Grade
 - Age 6 by October 15

TUITION & FEES POLICY

All financial obligations must be fulfilled to attend school functions and graduation, receive report cards, and send transcripts.

If there is a financial hardship, call the school so arrangements may be made according to the Dispensation Policy. (Link to registration and tuition coming soon)

TRANSFER PROCEDURE

Written notification is required when a student is transferring to another school. A notification of withdrawal form is required. Transcripts will not be forwarded if you have an outstanding financial balance or other obligations have not been met.

USE OF SCHOOL PROPERTY

Permission to use parish or school property must be granted by the pastor and scheduled by the parish office.

Athletic activities are managed by an electronic calendar. If you are interested in using the gym, please send a request to: gymaccess.hfaa@gmail.com .

UNIFORM CODE

All students in grades K-8 wear a school uniform. Uniforms are available at the Nazareth Army & Navy store. If purchasing items elsewhere, they must be identical.

Grooming

Boys

- Hair
 - neat, clean, short
 - cannot touch eyebrows or collar
 - no dyed/highlighted hair
 - non distracting hairstyles
- Personal hygiene
 - clean shaven
 - proper cleanliness
- Not allowed
 - tattoos and body piercings
 - body sprays and cologne

Girls

- Hair
 - neat and clean
 - non distracting hairstyles
 - natural highlights only - no hair dye
 - cannot cover the face or eyes
 - hair accessories:
 - HFS plaid uniform headband
 - HFS uniform scrunchy
 - Black, blue, or white of the following:
 - solid headband with one small logo
 - solid ponytail holder
 - barrettes
 - hair bows (no wider than 3 inches)
 - ribbons (no wider than 1 inch)
- Personal hygiene
 - proper cleanliness
- Not allowed
 - tattoos and body piercings
 - body sprays and cologne
 - facial or body makeup
- Grades 6-8 Exceptions
 - light facial makeup - no glitter
 - light colored nail polish

Jewelry

- Necklaces:
 - simple religious pendants only
- Rings
 - not to exceed one per hand
- Girls
 - Earrings
 - one pair of flat studs in each lobe
 - removed during PE class
 - no hoops or dangles
- Boys
 - Earring
 - not allowed
- Not allowed
 - bracelets
 - Apple watches, FitBits, smart devices

Boys K-8 Summer Uniform (purchased from Army and Navy store, beginning of school to October 15 and April 15 to end of school year)

- Shorts
 - tan
 - belt (grades 1-8)
 - black
 - brown
- Shirt
 - light blue polo with HFS logo
 - short sleeve
 - long sleeve
 - tucked in (grades 1-8)
 - white undershirt if applicable
- Socks
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed
- Sneakers
 - athletic footwear, no high tops
 - mostly white, navy, black, and/or dark gray
 - no fads, prints, stripes, dots, novelty, neon, etc
 - preferably non-skid soles
- Optional attire with HFS logo only
 - sweatshirt (no hood)

Boys K-8 Winter Uniform (purchased from Army and Navy store and may be worn all year)

- **Pants**
 - navy
 - belt (grades 1-8)
 - black
 - brown
- **Shirt**
 - light blue polo with HFS logo
 - long or short sleeve
 - tucked in (grades 1-8)
 - white undershirts (if applicable)
- **Socks**
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed
- **Shoes**
 - brown, black, navy
 - preferably non-skid soles (no sneakers)
 - moccasins, Dudes, Crocs not allowed
- **Optional attire with HFS logo only**
 - sweater
 - vest
 - sweatshirt (no hood)

Girls K-5 Summer Uniform (purchased from Army and Navy store, beginning of school to October 15 and April 15 to end of school year)

Option 1:

- **Shorts**
 - navy
 - no higher than two inches above the knee
 - belt (grades 1-8)
 - black
 - brown
- **Shirt**
 - white polo with HFS logo
 - short sleeve
 - long sleeve
 - tucked in (grades 1-8)
 - white undershirt if applicable

Option 2:

- **Skort**
 - no higher than 2 inches above knee
 - white polo shirt with HFS logo
 - tucked in (grades 1-8)

- Socks
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed
- Sneakers
 - athletic footwear, no high tops
 - mostly white, navy, black, and/or dark gray
 - no fads, prints, stripes, dots, novelty, neon, etc
 - preferably non-skid soles
- Optional attire with HFS logo only
 - sweatshirt (no hood)

Girls 6-8 Summer Uniform (purchased from Army and Navy store, beginning of school to October 15 and April 15 to end of school year)

- Shorts:
 - shorts
 - no higher than 2 inches above knee
- Shirt:
 - white polo with HFS logo
 - short sleeve
 - long sleeve
 - tucked in
 - white undershirt if applicable
- Socks
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed
- Sneakers
 - athletic footwear, no high tops
 - mostly white, navy, black, and/or dark gray
 - no fads, prints, stripes, dots, novelty, neon, etc
 - preferably non-skid soles
- Optional attire with HFS logo only
 - sweatshirt (no hood)

Girls K-5 Winter Uniform (purchased from Army and Navy store and may be worn all year)

Option 1:

- Plaid jumper
 - knee length
 - light blue Peter Pan collar blouse
 - tights or uniform knee socks in white or navy

Option 2:

- Pants
 - navy
 - belt (grades 1-8)
 - black
 - brown
- Shirt
 - white polo with HFS logo
 - long sleeve
 - short sleeve
 - tucked in (grades 21-8)
 - white undershirt if applicable
- Socks
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed
- Shoes
 - brown, black, or navy
 - preferably non-skid soles
 - ballet slippers, moccasins, clogs, Dudes, Crocs not allowed
 - heel no higher than one inch
- Optional attire with HFS logo only
 - sweater with HFS logo
 - sweatshirt (no hood)

Girls 6-8 Winter Uniform (purchased from Army and Navy store and may be worn all year)

Option 1:

- Plaid kilt
 - knee length
 - white or light blue Oxford shirt
 - white undershirt if applicable
 - tucked in
 - Grade 8
 - banded navy polo with HFS logo
 - tights or uniform knee socks in white or navy

Option 2:

- Pants
 - navy
 - belt
 - black
 - brown
- Socks
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed

- Shoes
 - brown, black, navy
 - preferably non-skid soles
 - ballet slippers, moccasins, clogs, Dudes, Crocs not allowed
 - heel no higher than one inch
- Optional attire with HFS logo only
 - sweater with HFS logo
 - sweatshirt (no hood)

K-8 Physical Education Uniform

The P.E. uniform is available at the Nazareth Army Navy Store. Grades K-8 wear the gym uniform all day.

Summer

- Gym Shirt:
 - navy t-shirt with gold Holy Family decal
- Gym Shorts:
 - navy boxer style shorts
 - 1" lower than mid-thigh
 - no longer than 1" below the knee
- Socks:
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed
- Sneakers
 - athletic footwear, no high tops
 - mostly white, navy, black, and/or dark gray
 - no fads, prints, stripes, dots, novelty, neon, etc
 - preferably non-skid soles

Winter

- Sweatshirt:
 - navy HFS logo
- Sweatpants:
 - navy with elastic around the ankle (no running or mesh pants)
- Socks:
 - crew or ankle
 - navy, white, black
 - no show socks and logos not allowed
- Sneakers
 - athletic footwear, no high tops
 - mostly white, navy, black, and/or dark gray
 - no fads, prints, stripes, dots, novelty, neon, etc
 - preferably non-skid soles

Dress Down Day Policy

The administration reserves the right to amend and make final decisions on all clothing worn on dress down days. Failure to comply will result in the parent/guardian bringing in the school uniform, and the student will not be allowed to dress down that day. School dress down rules apply for all school sponsored activities.

Dress Down Day Clothes

- modest
 - If you question the outfit, do not wear it
- pants, shorts, or skirts must be worn at the waist
- shorts
 - 1" lower than mid-thigh
 - no longer than 1" below the knee
- dresses must be knee length
- all tops/shirts/dresses with less than a cap sleeve must be worn with a sweater or jacket
- pants must be loose fitting
- tights/leggings or similar legwear only allowed with a knee length dress/top
- If gym day, sneaker must be worn
- not allowed
 - holes in clothing
 - inappropriate slogans, comments, or words
 - low cut, revealing, or midriff shirts
 - flip flops or open back sandals
 - tight fitting pants

DRESS DOWN DAY PASSES

All passes must be pre-approved by the homeroom teacher.

Dress Up Days

Students must wear nice dress clothes. No jeans, sweatpants, athletic apparel, or sneakers.

- Boys
 - dress shirts
 - slacks
- Girls
 - slacks
 - knee length skirts
 - knee length dresses

School Sponsored T-shirt Days and Spirit Wear

May be worn with gym shorts/sweatpants or dress down apparel.

Holy Family School Policy Agreement 2023-2024

The Holy Family School Handbook has been compiled to acquaint you with the policies and procedures of the school. Please read and discuss the policies in this handbook with your child/children.

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

I have read and discussed this handbook with my child/children. We agree to follow the guidelines as stated in this edition of the Holy Family School Handbook.

Parent/Guardian Signature

Parent/Guardian Signature

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade