

HOLY FAMILY SCHOOL HANDBOOK



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MESSAGE TO OUR SCHOOL FAMILY

Dear Prospective and Current Holy Family Families,

Welcome to Holy Family School, where faith, family, and academic excellence come together to create an extraordinary educational experience. For more than a century, Holy Family School has been dedicated to forming students who are confident learners, compassionate leaders, and faithful disciples of Christ.

Academic excellence is a hallmark of our school. Our students consistently perform among the highest achievers in the region, scoring in the top quartile nationally in both Reading and Mathematics. Through rigorous instruction, innovative learning opportunities, and dedicated teachers who know and care for each child, our graduates are exceptionally prepared for success in high school and beyond. Many of our alumni enter honors-level coursework as freshmen and continue to distinguish themselves as leaders in their schools and communities.

What truly sets Holy Family School apart, however, is our family atmosphere. We proudly say that "Family is our middle name" because every student is known, valued, and supported. Our caring faculty and staff work closely with parents—the primary educators of their children—to ensure that each student reaches his or her fullest potential. Together, we cultivate an environment where students feel challenged, encouraged, and inspired to become the very best version of themselves.

Our students are among our greatest blessings. They demonstrate kindness, respect, and integrity in their daily interactions and eagerly welcome new classmates into our community. Their enthusiasm, character, and commitment to serving others reflect the values that define Holy Family School.

I invite you to experience the difference that a Holy Family education can make. We would be honored to welcome you for a personal tour and share firsthand what makes our school such a special place to learn, grow, and belong. To schedule a visit, please contact our school office at (610) 759-5642 or email me at peifferd@holyfamilynazareth.com.

We look forward to welcoming you and your family to ours.

God Bless,

Derek Peiffer
Principal

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 – Academic Excellence - Innovation - 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 collaborative
- Be strong public speakers
- Be effective with written communication

Innovation

- Be critical thinkers and problem solvers
- Be able to persevere through learning challenges
- Be seekers of open-ended problems that lack obvious or textbook answers.
- Be investigators to determine the underlying reasons behind established thought.
- Be open to view failure as feedback to refine your ideas.

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 needs reinforcement of educational skills. It provides teachers with an indication of what a student understands and potential areas of challenge. Students in grades 3-8 are responsible for recording assignments in their homework planner. Grades K-2 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.

If a student is absent and you would like work sent home, please notify the office when you call the office informing of the student's absence.

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 the fall.

Kindergarten

Grading Codes

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

Grades 1-2

Grading Codes

- O Outstanding
- VG Very Good
- G Good
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Sub-Codes

- + Exceeds Expectations
- x Meets Expectations
- Does Not Meet Expectations
- Blank Skill Has Not Been Assessed

Grades 3-8

Grading Codes

97-99	Outstanding
90-96	Very Good
85-89	Good
75-84	Satisfactory
70-74	Needs Improvement
Below 70	Unsatisfactory

Sub-Codes

+	Exceeds Expectations
x	Meets Expectations
-	Does Not Meet Expectations
Blank	Skill Has Not Been Assessed

Honor Roll - Grades 6-8

Honor certificates 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

Holy Family School provides STAR testing three times a year (beginning, middle and end of year) to students in all grade levels. Star Assessments are computer-adaptive tests, meaning each student's testing experience is unique based on their ability. The assessments support student learning to challenge them to the best of their ability. These scores can be directly compared to the state PSSA scores.

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.

- Educere Online Course (www.educere.net). A family may choose to enroll in an online course that is approved by the school Principal. The cost of the course is the family's responsibility to register and pay to meet the summer school requirements. Once successfully completed, promotion to the next grade level 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 October 15 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.

Transfer Student Probationary Period

Students transferring to Holy Family School from another school will be admitted on a **ninety (90) school-day probationary period**. This period allows the school to determine whether the student and the school are a good fit academically, behaviorally, and socially.

During the probationary period, the school administration and teachers will evaluate the student's progress in the following areas:

- **Academic performance and effort**

- **Classroom behavior and conduct**
- **Attendance and punctuality**
- **Ability to follow school policies, values and expectations**
- **Adjustment to the school environment**

Parents/guardians are expected to work collaboratively with teachers and administration to support the student's successful transition.

If significant concerns arise during the probationary period, the school may:

- Require a **conference with parents/guardians**
- Implement an **academic or behavioral improvement plan**
- Extend the probationary period when appropriate
- Determine that the school may **not be the appropriate educational setting** for the student

At the conclusion of the ninety (90) school-day probationary period, the administration will determine whether the student will continue enrollment at Holy Family School.

The school reserves the right to **terminate enrollment at any time during the probationary period** if it is determined that the student's academic progress, behavior, or adherence to school policies is not consistent with the expectations of the school community.

Completion of the probationary period **does not guarantee continued enrollment**. Final determination of a student's continued enrollment will be made by the **school administration at its sole discretion**.

Holy Family School reserves the right to **refuse admission or discontinue enrollment** if it determines that the school cannot adequately meet the needs of the student, or if the student or family does not support the policies, expectations, or mission of the school.

Enrollment at Holy Family School is a **privilege, not a right**, and continued enrollment is contingent upon cooperation with school policies and the mission of the school.

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:
 - Bring your child to the main office to sign your child into school.

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 with a friend in their school district, the office must be contacted so the proper paperwork is completed. Both students need notes from their parents.
- Car tags must be displayed for every student riding in a vehicle.

The main office is closed between 2:30 and 3:00 pm to effectively and safely conduct dismissal procedures.

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](#) on the website under “Student Life”. There is no aftercare on scheduled or unscheduled early dismissal days. Aftercare ends after preschool graduation.

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
 - Log in your Volunteer Angel Points
 - 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	Doors 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 10:15 AM-11:30 AM, it is a ½ day am absence. If they leave before 12:45 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 unexcused 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 and a request for missed work.

- 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
- You may also use the HFS Absent Form on the Holy Family School APP to document an absence.
- Doctor's excuse note is required for a doctor's appointment
- Missed work will be available in the office between 3:00 and 4:00 PM upon request.
- 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 and CYO sports, attendance is mandatory the day of the event.

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. The work must be completed upon their return to school, and missed quizzes or tests must be completed in a timely manner. Trips will not be approved for the first or last 10 days of the school year, during midterm or final exams, or during standardized testing days.

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. Harassment, bullying, or threatening of persons via cell phones/electronic devices will result in disciplinary action. If the cell phone/electronic device rule is violated, the teacher or administrator will keep the phone or device until the parent comes to school to take possession of it. Those who violate any of the rules regarding cell phones/electronic devices will forfeit the privilege of bringing a cell phone/electronic device to school.

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

SECTION 4: Diocese of Allentown Elementary School Policy

Artificial Intelligence

“Technological progress is part of God’s plan for creation,” the Vatican said, but people must take responsibility for using technologies like artificial intelligence to help humanity and not harm individuals or groups. “Like any tool, AI is an extension of human power, and while its future capabilities are unpredictable, humanity’s past actions provide clear warnings,” said

the document signed by Cardinals Víctor Manuel Fernández, prefect of the Dicastery for the Doctrine of the Faith, and José Tolentino de Mendonça, prefect of the Dicastery for Culture and Education (United States Conference of Catholic Bishops [article](#))

In our K-8 elementary school, it is our responsibility to prepare our students for a world with a technological landscape that is ever evolving. As a result, an introduction, understanding, and age appropriate working knowledge of Artificial Intelligence (AI) is encouraged to ensure responsible, ethical, and safe use. This policy outlines the following information with respect to AI at Holy Family School including: Access, Responsible Use, Evaluation and Awareness, Policy Enforcement, and Guidelines and Suggestions for all Stakeholders.

Definitions

- AI literacy – the ability to understand, use, and interact with AI systems effectively, efficiently, and responsibly
- Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns, and making decisions
- Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio, and video data
 - Generative AI is the focus of this policy
- Predictive AI - uses historical data and statistical analysis to forecast future outcomes or events
- Open-source AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district

Section 1: Access:

- *Teacher Approval:* Any Artificial Intelligence (AI) use and/or discussion is with teacher guidance and discretion. AI can be a valuable educational tool to enhance learning experiences and foster creativity. All use must be approved by the teacher and must align with educational goals.
- *Student Access:* Students may only interact with AI-powered applications and platforms that are educationally appropriate as directed by the school/teacher. AI can only be used to support academic growth and engagement.
- *Third Party Restrictions:* Any AI tool, application, or software from third-party providers must adhere to data privacy and age-appropriate guidelines. All [CIPA](#) (Children's Internet Protection Act) and [COPPA](#) (Children's Online Privacy Protection Act) guidelines apply.

Section 2: Responsible Use:

- *Misuse Prohibited:* Students and teachers must respect the privacy and safety of themselves and others, refrain from sharing personal information with AI applications, and/or engage in harmful, inappropriate, or malicious activities.
- *Age Restrictions:* Students and teachers must adhere to the age restrictions in place for AI platforms. Many AI tools/resources require students to be at least 13 years of age. Those students cannot use their school email for any AI resource unless approved by the administration.
- *Academic Honesty:* Students must acknowledge the use of AI in any academic work and abide by the school's handbook regarding academic honesty. Undisclosed or unpermitted use of AI by a student may be subject to discipline at the discretion of the teacher and/or school administration.
- *Confidentiality:* Teachers may not enter personal student data (e.g. name, birthdate, or address) into any AI tool or program. Sharing such information would be a violation of FERPA.

Section 3: Evaluation and Awareness:

- *Credibility:* Students are encouraged to develop critical thinking skills by understanding AI's limitations and potential biases. Students should understand that AI may not always provide completely factual or credible information, and they should be prepared to provide evidence to support their claims.
- *Bias and Discrimination:* Users must be aware of the potential for bias and discrimination within AI tools, applications, or software and exercise critical judgment when using them.

Section 4: Policy Enforcement:

- *Policy Violations:* Violations of the AI School Use Policy may result in disciplinary action in line with the school's disciplinary procedures.

Section 5: General Guidelines and Information for Stakeholders

<u>Student Use</u> (Age Appropriate with guidance of teacher)	1. <i>Understand AI and Its Limitations</i> – Learn what AI is capable of and recognize its constraints. 2. <i>AI Supports Learning, Not Just Task Completion</i> – Before using AI, consult your teacher for permission and to clarify the assignment's purpose regarding how AI should or should not be used. 3. <i>AI as a Tool, Not a Substitute</i> – AI is meant to assist, inspire, and clarify, not to replace original thinking. Your analysis, creativity, and work should be your own. Use generative AI to enhance—not replace—your critical thinking and problem-solving skills. 4. <i>Cite AI Sources</i> – Just as you credit human sources, properly cite any significant insights or phrases generated by AI. Keep a record of your prompts and AI outputs to show how the tool was used. ○ Resource: <u>MLA Format</u> 5. <i>Fact-Check AI-Generated Content</i> – Review AI-generated material for accuracy, bias, and relevance. Always proofread before using it. 6. <i>Protect Your Privacy</i> – Do not share personal identifiable information (PII) with AI tools, as they may store or use the data, potentially posing privacy risks. Understand the privacy settings of any apps you use. In most AI resources, any submitted original work may become property of the resource. 7. <i>Use AI for Positive and Ethical Purposes</i> – Leverage AI to deepen your learning, explore creative solutions, and enhance your skills. Use it for brainstorming research topics, practicing writing, or generating visuals—always with prior approval from your teacher.
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**Teacher
Use**

1. ***Understand AI and Its Limitations*** – AI is a tool that can enhance learning when used appropriately but should not replace the learning process. Effective lesson design ensures AI is used to support, not hinder, student growth.
2. ***Set Clear Expectations*** – Communicate your AI usage policies with your students. Clearly outline when and how AI tools can be used, along with the reasoning behind their use or restriction in specific assignments. Consider displaying a visual guide for students in grades 7 and 8 to help students understand AI's role in their work.
3. ***Discuss AI Usage with Students*** – Engage students in conversations about when AI tools are appropriate for school use.

- **Resources:**

- I. Common Sense Media AI Literacy Lessons (grades 6-8)
- II. MIT AI Ethics Education Curriculum (grades 5-8)
- III. The Social Institute

4. ***Provide Guidance on AI Attribution*** – Ensure students understand how to properly cite AI-generated content in their work.

- **Resource:** MLA Format

5. ***Use Approved AI Tools*** – Only use AI tools approved by Holy Family School may be used. Teachers can submit additional tools for evaluation and potential approval.
 - Grammarly
 - Google AI Overview
6. ***Verify AI-Generated Content*** – Always fact-check and proofread AI-generated material for accuracy, bias, or inappropriate content. While AI-detection tools exist, they may produce false positives. AI Detection tools can not be relied upon to solely justify an accusation of cheating.
 - **Resource:** AI Detectors Don't Work (MIT Sloan)
7. ***Prioritize Student Data Privacy*** – Be aware of AI-related student data privacy concerns. AI tools used in the classroom must be vetted and approved by the school to ensure compliance with privacy standards.
 - **Resource:** AI and Student Data Privacy (Curts, 2024)

	8. <i>Encourage AI Use in Teaching and Learning</i> – Teachers are encouraged to explore AI tools for lesson planning, content creation, and enhancing student learning experiences. 9. <i>Professional Development Opportunity</i> – Educators can expand their knowledge with the <i>AI for Educators</i> course, a self-paced, two-hour program from MIT & Google. ○ Resource: <u>Generative AI for Educators Training (Google/MIT)</u> ○ Resource: <u>Common Sense Media AI Self Paced Courses</u>
<u>Faculty/</u> <u>Staff Use</u>	1. <i>Collaborate with Colleagues</i> – Share your use of generative AI with peers in your work or school environment to promote transparency and best practices. 2. <i>Protect Privacy and Confidentiality</i> – Never input private or sensitive information into generative AI tools. Avoid using confidential data such as names, personally identifiable information, grades, IEPs, or assessments in open or public AI models, including paid versions like ChatGPT Plus. 3. <i>Verify AI-Generated Content</i> – Always fact-check and proofread AI-generated material to ensure accuracy, fairness, and appropriateness.

<u>Parent/ Guardian</u>	1. <i>Learn About AI and Its Limitations</i> – Understand what AI is, how it works, and its constraints. ○ Resource: <u>Parents Guide to Generative AI</u> (Internet Matters.org) 2. <i>Review Privacy Settings</i> – Discuss and monitor the privacy settings of all apps your child uses to protect their personal information. 3. <i>Teach Critical Thinking</i> – Encourage your child to question AI-generated content, verify facts, and recognize AI's limitations. 4. <i>Discuss Bias and Ethics</i> – Help your child understand potential biases in AI and the importance of using AI ethically and responsibly. 5. <i>Promote a Balanced Approach</i> – Ensure a healthy balance between AI/technology use and other activities. Regularly check and guide your child's technology habits. 6. <i>Encourage Collaboration and Creativity</i> – Teach your child to use AI as a tool for problem-solving and collaboration rather than as a replacement for human effort. 7. <i>Stay Engaged in AI Conversations</i> – Talk with your child about their experiences with AI, how they use it, and any concerns they may have. 8. <i>Understand School AI Policies</i> – Familiarize yourself with the AI tools your child uses in school by reviewing the school's Acceptable Use of Technology and Internet Safety Policy.
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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.

Parent Communication with Faculty and Staff

- 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 for non-time sensitive items (go to this [link](#) for teacher emails).
- Parents/Guardians are not permitted to send text messages or call personal cell phones without teacher consent.
- Teachers are not permitted to be friends with parents or students on social media.

*** Please do not contact teachers for absences, late arrivals, dismissal changes, or requests for homework. Call the main office at 610-759-5642.**

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 the Parents tab.

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

During the school year, weekly communication will be posted on the HFS Nazareth App on Sundays.

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.

DISCIPLINE

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 missed homework
- 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
- Accumulating a third detention results in an in-school suspension

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 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 (including herbal supplements or products that look like drugs)

Any information obtained from witnesses regarding violators of the drug 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

Weapons Policy

Based on PA School Policy, the definition of "weapon" in section 907 (relating to possessing instruments of crime), shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury or facsimile of a weapon. A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

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

Unless the circumstances of the incident necessitate otherwise, the required notification must be made within 24 hours of the incident occurring and must be made using a method of communication likely to reach parents, guardians, and school employees. Notification must be sent even in cases where a threat assessment determines there is no threat.

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

Gender Ideology Policy

The Catholic Church celebrates the equal and intrinsic dignity of every human person, and we affirm that each person has received from God a natural, unchanging sexual identity as male or female. As a Catholic school, we uphold what has been revealed to us through Sacred Scripture that “God created mankind in his image; in the image of God he created them; male and female he created them” (Genesis 1:27). This fundamental truth about human beings, accessible to reason, was reaffirmed by our Lord Jesus Christ within the context of His teaching on marriage (Matthew 19:4; Mark 10:6). In championing the dignity of the human person, we uphold the basic truths of sexual complementarity and difference between men and women as willed by God in His loving plan for human sexuality and marriage.

Moreover, we believe that all our students must be treated with love and respect in accord with their human dignity. We want all our students to be safe, healthy, truly happy, and to flourish as the young man or woman God created him or her to be. Our Catholic school is dedicated to providing an environment that is consistent with these principles and that nurtures our students’ understanding of the goodness which they possess. If a student is questioning his or her sexual identity as male or female, our school is committed to guiding him or her in truth and charity. If a student were to bring this issue to the attention of an employee, volunteer, or other adult associated with the school, the principal must be immediately informed. Then the Principal will inform the Chaplain/Pastor and the student’s parents / guardians immediately, as they are the child’s primary educators and caretakers. The school is committed to the student’s overall well-being and can connect the family with appropriate resources for their child, including

information on counselors and professionals that reflect Catholic teaching on this matter. The school's Chaplain/Pastor and counseling services are always available to help in this regard as well. As a school, we will lovingly accompany our students and families in these difficult situations.

The school will not affirm a change of gender for any student, whether social or physical, as this distorts the gift of the student's sexual identity and is contrary to his or her dignity as a human person. Our school will refer to students only by the names and pronouns that are in accord with their biological sex. This applies to all communication, including interpersonal interactions at school, written messages, and official school documents, such as diplomas and academic transcripts.

With respect to experiences and protocols within the school that differentiate between sexes (e.g. use of restrooms, adherence to uniform dress code, involvement in athletic teams), students are expected to act and participate in accord with their biological sex. To ensure the Catholic identity and mission of the school, the Administration reserves the right to make enrollment decisions based upon this policy.

For situations that are not specifically addressed in this handbook, the school's approach will be to adhere to the official teachings of the Church, respect the unchanging reality of each student's biological sex, and to treat each person in a manner consistent with that reality, while always having compassion for students and their families. To learn more about what the Catholic Church teaches about Gender Ideology/Transgenderism, please consult The Person and Identity Project: personandidentity.com

EXTRA CURRICULAR ACTIVITIES

<u>ACTIVITY</u>	<u>GRADES ELIGIBLE</u>
Academic Bowl	7-8
Altar servers	4-8
Arts & Crafts Club	K-5
Band	3-8
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	4-8
Drama Club – Holy Family Players	1-8
Guitar Ensemble	5-8
Helping Hands	K-8
Student Council	4-8

NJHS	7-8
Spanish Club	K-8
STEM	4-8

HEALTH SERVICES **as directed 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 610-663-7828.

Forms for Parent Use ([Link to Health Forms](#))

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, help students with their lunches, and clean up. If volunteers witness a student misbehaving, they must bring the issue to the attention of the teacher on duty.

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. Menus are sent home with the students and located on the school's App.
- Access the Family Portal at <https://factsmgt.com/login> or on the Holy Family App under Quick Links
- Sign in using the District Code HF-PA and your Family Portal user ID and Password
- Navigate to Student, and select Lunch on left navigation bar. Select student from drop down box and then click CREATE WEB ORDER
- Put 1 in quantity for the preferred lunch or leave all as 0 for no lunch that day.
- Verify the total and click Order Items to submit your order.
- Expect to see "Lunch Orders Created" confirmation page

Please reach out to the school office 610-759-5642 with any questions.

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
- Students may bring their own lunch. Please no glass bottles or containers.
- Soda is not permitted

Lunchroom Volunteer Guidelines

Volunteers must enter through the main school entrance, report to the office, log in the Volunteer Angel Points, 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 and alert the teacher on duty
- 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
 - Ash Wednesday
- Prayer Service
 - School opening
 - Catholic Schools Week
 - End of year
- October
 - Recite rosary daily
 - Living Rosary
 - Blessing of the Animals
- November
 - Heavenly Hallways
 - All Saint's Day
- 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. Click [HERE](#) for more information.

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

Holy Family School is committed to providing an affordable, high-quality, Christ-centered education for all students. We strive to keep tuition costs as reasonable as possible and to offer scholarships and financial aid based on demonstrated need and available resources.

Because the majority of the School's operating funds come from tuition, fees, and fundraising activities, it is essential that all families meet their financial obligations in a timely manner. These funds directly support the school's mission, academic programs, and daily operations.

To ensure the continued financial health of our school community, the following **Tuition Collection Policy** will be followed:

1. 30 Days Past Due

If a family's tuition or related fees ("Tuition") become more than **30 days past due**, the School will issue a **Past Due Notice** via email.

The notice will include a copy of this Tuition Collection Policy and will state that, unless the outstanding balance is paid in full—or an acceptable payment arrangement is made—the steps outlined in this policy will be strictly enforced.

We understand that unexpected financial difficulties may occur. Families unable to make full payment at the time of notice **must contact the Business Office immediately** at 610-759-0870 to discuss their circumstances and establish an alternative payment plan.

For the purposes of this policy, any payment not received by its due date is considered **past due**.

60 Days Past Due

If all past-due Tuition is not paid in full—or if a mutually acceptable payment arrangement has not been reached—within **60 days** of the due date, additional actions will be taken in accordance with this policy.

At this stage:

- The student will **not be permitted to participate in any school events or extracurricular activities**, including but not limited to sports, academic teams, clubs, band, dances, drama productions, or other school-sponsored programs.
- A **second Past Due Notice** will be mailed to the family, formally notifying them of the outstanding balance and the restrictions in effect.

Holy Family School deeply values the involvement of every student in our school community and extracurricular life. However, consistent and timely payment of tuition is essential to sustaining the programs and opportunities we provide. Families are again encouraged to contact the School Office promptly to discuss any financial challenges and to work toward a mutually agreeable resolution.

90 Days Past Due

If all past-due Tuition is not paid in full—or if a mutually acceptable payment arrangement has not been reached—within **90 days** of the due date, additional steps will be implemented in accordance with this policy.

At this stage:

- In addition to the restrictions outlined above, the student will **not be permitted to re-register or attend the next trimester session** at Holy Family School until the account is brought current or a satisfactory payment agreement is in place.

The School recognizes that financial hardships can arise and remains willing to work with families who communicate proactively. However, to ensure the financial stability necessary to fulfill our mission and maintain high-quality academic and faith-based programs, tuition obligations must be met as outlined in this policy.

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 1-8 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
 - Black
 - Brown
- Shirt
 - Light blue polo with HFS logo
 - Long or short sleeve
 - Tucked in
 - White undershirt (optional)
- 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
 - Dark Blue Sweatshirt (no hood)

Boys 1-8 Winter Uniform (purchased from Army and Navy store and may be worn all year)

- Pants
 - Navy
 - Belt
 - Black
 - Brown
- Shirt
 - Light blue polo with HFS logo
 - Long or short sleeve
 - Tucked in
 - White undershirts (optional)
- 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, Hey Dudes, Crocs not allowed
- Optional attire with HFS logo only
 - Sweater
 - Vest
 - Dark Blue Sweatshirt (no hood)

Girls 1-5 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
 - Black
 - Brown
- Shirt
 - White polo with HFS logo
 - Long or short sleeve
 - Tucked in
 - White undershirt (optional)

Option 2:

- Skort
 - Navy
 - No higher than 2 inches above knee
 - White polo shirt with HFS logo
 - Tucked in

Option 1 or 2:

- Socks
 - Crew or ankle
 - Navy, white, black
 - Knee socks
 - Navy or white
 - 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
 - Dark Blue 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
 - Navy
 - Belt
 - Black
 - Brown
 - No higher than 2 inches above knee
- Shirt:
 - White polo with HFS logo
 - Long or short sleeve
 - Tucked in
 - White undershirt (optional)
- 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
 - Dark Blue Sweatshirt (no hood)

Girls 1-5 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 (short or long sleeve)
 - Tights or uniform knee socks in white or navy

Option 2:

- Pants
 - Navy
 - Belt
 - Black
 - Brown
- Shirt
 - White polo with HFS logo
 - Long or short sleeve
 - Tucked in
 - White undershirt (optional)
- 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, Hey Dudes, Crocs not allowed
 - Heel no higher than one inch
- Optional attire with HFS logo only
 - Sweater with HFS logo
 - Dark Blue 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
 - Tucked in
 - White undershirt (optional)
 - Tights or uniform knee socks in white or navy

Grade 8

- Banded navy polo with HFS logo

Option 2:

- Pants
 - Navy
 - Belt
 - Black or brown
 - White or light blue Oxford shirt
 - Tucked in
 - White undershirt (optional)
- 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, Hey Dudes, Crocs not allowed

- Heel no higher than one inch
- Optional attire with HFS logo only
 - Sweater with HFS logo
 - Dark Blue Sweatshirt (no hood)

Kindergarten Uniform

Kindergarten boys and girls will wear seasonal appropriate physical education uniforms all year.

K-8 Physical Education Uniform

The P.E. uniform is available at the Nazareth Army Navy Store. Grades 1-8 wear the gym uniform all day on days they have physical education class. (Students do not change clothes for physical education class)

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 or T-shirt:
 - 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

- Tights/leggings or similar legwear only allowed with a dress/top no less than 1" lower than mid-thigh
- On gym days, sneakers must be worn
- Dress down days should follow the seasonal requirements of the uniform policy
- Not allowed
 - Holes in clothing
 - Inappropriate slogans, comments, or words
 - Low cut, revealing, or midriff shirts
 - Flip flops, Crocs, open back sandals, or slippers
 - Tight fitting pants
 - Tank tops
- All tops/shirts/dresses with less than a cap sleeve must be worn with a sweater or jacket

Dress Down Day Passes

All passes must be pre-approved by the homeroom teacher one day prior to using the pass. Passes must be presented during homeroom to be accepted for the next school day.

School Sponsored T-shirt Days and Spirit Wear

May be worn with gym shorts/sweatpants, spiritwear, sweatpants or uniform pants.

Dress Up Days

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

- Boys
 - Dress shirts
 - Slacks
- Girls
 - Blouses
 - Slacks
 - Knee length skirts
 - Knee length dresses
- All tops/shirts/dresses with less than a cap sleeve must be worn with a sweater or jacket.

Holy Family School Policy Agreement

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

Updated August 2026