Mi Escuela, Mi Familia – My School, My Family – Minha Escola, Minha Familia

Mission

At Holy Infancy Catholic School, each child is a member of our family. We educate our children to their highest level and nurture them based on Jesus' Gospel Values. We celebrate and respect multiple cultures and the religious beliefs of all. Our children learn, strive, and grow to reach God's plan for their lives.

Student/Parent Handbook

Holy Infancy School

551 Thomas St

Bethlehem, PA 18015

Phone: 610-868-2621

Fax: 610-868-5402

Website: holyinfancyschool.org

Rev. Andrew Gehringer, Pastor

Ms. Jeanne Negron-Garcia, Principal

2026-27

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A Welcome from Our Principal

Dear Holy Infancy Families, Friends, and Supporters,
Welcome to Holy Infancy School! It is a true blessing to serve as the principal of the school that first nurtured my own faith, education, and love of learning. As a proud Holy Infancy graduate and lifelong Bethlehem resident, returning to lead this remarkable school is both an honor and a homecoming.

For 132 years, Holy Infancy School has been forming students in faith, academic excellence, and service. With 23 years of experience in education and two master's degrees from Lehigh University in Urban Educational Leadership and Counseling Psychology, I am committed to providing a Christ-centered education where every child is known, supported, challenged, and inspired to reach their God-given potential.

Whether you are a returning family, exploring Holy Infancy for the first time, or supporting our mission as a donor or community partner, thank you for being part of our school family. Together, we will continue to build a welcoming community where faith, learning, and service prepare our students to lead with confidence, compassion, and purpose.

I look forward to partnering with you as we continue our tradition of excellence and help every student grow in faith, knowledge, and love.

God bless,

Mrs. Jeanne Negrón-Garcia
Principal

Our Philosophy of Beliefs:

- We are a Family.
- We follow Jesus Christ and His Gospel Values.
- We strive toward academic excellence.
- We provide a loving, nurturing, and safe environment.
- We build strong alliances with our families and community.
- We integrate the arts and technology.
- We encourage holiness through prayer and acts of charity.
- We model respect for all.
- We promote peace and justice.

Core Values

Holy Infancy School is a Christ-centered learning environment that seeks to live the mission of the gospel through educational excellence, worship of God, and service to others. We empower our families. Children are trained in lifelong intellectual and spiritual learning. Adults are encouraged to share our faith and transform our community through God's love.

Profile of Graduates

Upon successful completion of our educational program, Holy Infancy students will:

Morally

Demonstrate integrity, exemplify morality, and show respect for self and others by following Jesus Christ and His Gospel Values.
Accept the correlation between actions and consequences.
Understand the call to serve others selflessly.

Spiritually

Live and practice the Catholic faith through prayer, acts of charity, and love.
Consider and follow Catholic virtues during the decision-making process to reach God's plan in their lives.
Express Catholic beliefs, values, and convictions clearly in order to share their faith and transform the world they live in.

Intellectually

Execute personalized learning that develops proficiency in reading, writing, speaking, and listening in English and Spanish.
Think critically, creatively, and independently and strive toward academic excellence by implementing challenging and rigorous curriculum.
Successfully and ethically utilize state of the art technology, and integrate art as a means for locating, analyzing, and presenting information.
Exhibit competency with mathematical computations and problem-solving applications.
Understand and apply the principles of scientific inquiry and exploration.

Socially/Emotionally

Exercise leadership in religious, civic, personal, and professional activities and build alliances across our families and community.
Model respect for economic, ethnic, cultural, and religious diversity.
Exemplify a positive sense of self, choose healthy lifestyles and continue on a path to become the best version of themselves.
Demonstrate integrity, responsibility, and courtesy for themselves and others as multicultural global citizens.

2025 - 2026
HOLY INFANCY SCHOOL HANDBOOK

HOLY INFANCY SCHOOL will not discriminate on the basis of race, color, age, religion, gender, ancestry, national origin, or disability/handicap in its programs, activities, employment, and contracting practices. The Diocese of Allentown Office of Education is designated to handle inquiries regarding the Diocese nondiscrimination and harassment policies.

Student Attendance Regulations

On the day of an absence, parents/guardians are required to call the school office to report the absence on the absentee line (610) 868-2621 by 8:15am. Please leave a message if there is no response, clearly stating your child's name and homeroom teacher.

A major factor in a student's school success is regular attendance. Pennsylvania law requires that all students be in school during all the days and hours that school is in session. If a student is absent and returns to school without a signed note stating the reason/dates for the absence, the student is documented with an unexcused absence from school. Unexcused absences are noted on the report card and permanent records. A sample absentee note can be found on page 27 of the handbook.

PA State requirements and those of the Diocese of Allentown require that for the student's return to school, the student must be accompanied by a written note stating the particular reason for the absence and the specific date(s) of the absence(s). This note must be signed by the parent/guardian which will become an official document to be placed into the student's files.

- For absences of three or more days, a formal written doctor's excuse is required.
- If an absentee note is not received, the student is considered unexcused and truant.
- Homework will be provided upon return, and it is the student's responsibility to contact each teacher immediately upon return to school to receive assignments. Completion time for the assignments is at the discretion of the individual teacher.

Permissible Reasons for Absence

Every student enrolled at Holy Infancy School shall be in daily attendance except for one of the following reasons:

1. Personal illness 2. Quarantine of the individual or home 3. Death in the immediate family 4. Impassable roads 5. Educational trip with parent or guardian with prior request and approval of the principal 6. Suspension from school 7. Required court appearance 8. Exceptional urgent reasons - must pertain to the student as determined by the principal.

Doctor and Dental Appointments

The parent/guardian and student must report to the Main Office to sign either in/out for the appointment. When the student returns to school, they must turn in a doctor or dental office note.

Leaving School Early/Arriving to School Late

Leaving School Early- Prior to departure, a written note from the parent/guardian stating the time/reason must be sent to the child's homeroom teacher. The parent/guardian and student must report to the Main Office to sign out for the early dismissal.

Arriving at School Late- The parent/guardian and student must report to the Main Office to sign in. The student is issued a late slip, then reports to their classroom, and delivers the late slip to the teacher.

Sign-in Policy for Visitors

Due to safety concerns, parents/guardians are not permitted to go directly to a classroom to deliver a message or item. You must report to the Main Office and sign in. **Please refer to the late arrival/early dismissal policy.**

Attendance Procedures

Parents/Guardians are required to call the school office and send in a written, signed excuse or an email to the homeroom teacher for all absences. Written requests are required at least a week prior to educational/family vacation trips. Contact will be made with the parents of the student whose attendance is infrequent or irregular. After 10 cumulative days of absence, the student's attendance record will be reviewed along with PA attendance regulations.

Tardiness Procedures

Arrival should be no earlier than 7:45 am, since supervision is not available in the building before that time.
A student is tardy after 8:15am.

TARDIES:
Please be aware that students who arrive at school tardy will be documented by the front office staff and teachers. Parents of students arriving at school late will be required to sign their child/children in at the front office. **A parent signature will be required. We will send a letter notifying parents when a student has been late to school three (3) times, and every subsequent time**. Please refer to the explanation below that outlines the consequences for tardies.

- 3rd morning tardy: Letter sent to parent
- 4th morning tardy: Letter sent to parent ; loss of one recess, or administrative discretion.
- 5th morning tardy: Letter sent to parent; loss of two recesses, or administrative discretion.
- 6th or more morning tardies: Letter sent to parent; referral to Juvenile Office.

Vacations

Vacation during the school year is strongly discouraged so the student's academic achievement is not negatively impacted. The policy regarding vacations is as follows:

- **A student missing three or more school days must submit to the principal, one week in advance, an Extended Absence Form stating the dates and reason for the vacation.** Forms are available in the school office.
- Vacation absence requests are not granted for the first ten days of school, during exam periods, or standardized test periods. No make-up of standardized testing is administered.
- Missed school work is gathered during his/her absence and given to the student when he/she returns to school unless other arrangements are made with the parent.
- Missed work is the responsibility of the parent and the student. All make-up work, including tests, quizzes, and projects are due at the discretion of the teacher.

Books

Pupils of every grade must carry books to and from school in a book bag. Since many of the books used by the children are on loan from the State, books that are damaged, lost, or are in poor condition will require payment in full. Lost or damaged books must be replaced at the current cost by the parent or guardian of the student.

School Start and End Times

Students will arrive between 7:45 - 8:15. Start time begins at 8:15am, and students will be considered tardy after this time. Prayers, announcements, and classes will begin promptly at 8:15. Students will end the day with prayers and dismissal at 3:00pm. **Students must be picked up within 15 minutes of dismissal.**

Daily Schedule

7:45am	Doors to the school are open. Students should report to the cafeteria.
8:15am	School begins. Students arriving after 8:15 are considered late and must report to the Main Office.
11:40-12:10am	Lunch for grades K, 1, 2, 3, 4
12:20-12:50pm	Lunch for grades 5, 6, 7, & 8
3:00pm	Dismissal

The boys' and girls'restrooms are located in the middle of the hallway on every floor at Holy Infancy School. **Girls are expected to use female bathrooms, and boys are expected to use male bathrooms.**

Change of Transportation

Change of transportation for dismissal must be reported to the office by 1:00pm by calling the Main Office.

Transportation Arrival and Dismissal
STUDENT ARRIVAL/DISMISSAL PRECAUTIONS:

Car arrival: 7:45am - 8:15am
Parking:
Please do not park in the bus loading and unloading zones in front of Incarnation Parish during the following times: 7:15 a.m. - 8:15 a.m. and 2:30 p.m. - 3:30 p.m.

Parent Drop-Off and Pickup are in the following three areas:
Directions In:
Option 1: Turn off Fifth Street to Pierce St. and proceed behind our school building (Laufer St). Students will use door 2 to enter the building.
Directions Out: Exit onto Buchanan St. to keep everyone from getting caught in line and causing congestion.

Option 2: Enter door 1 (Main office) on Pierce St. and travel up towards Thomas St.
Directions Out: Exit onto Thomas St. to keep everyone from getting caught in line and causing congestion.

Option 3: Parents may also drop off students at Thomas St. (Door 4 near the front doors of Incarnation of Our Lord Parish).
Directions Out: Exit onto Buchanan St. or Thomas St. to keep everyone from getting caught in line and causing congestion.

Walker arrival: 7:45 - 8:15 am

All students must enter through door 1 (Main Office) to the elementary school building.

Bus arrival: 7:45 - 8:15 am

All students must enter through door 4 to the elementary school building.

FOR THE SAFETY OF THE CHILDREN AND STAFF: Cell phone use is **not** permitted, to ensure 100% of your attention while waiting and receiving the rider(s). You are permitted to exit your vehicle to assist your child in buckling seat belts, and staff will safely supervise the students walking to you. All students are escorted to the bottom hallways of our elementary school building to await pick-up of parents/guardians with faculty supervision. **NOTE: Student dismissal is 3:00pm. Students must be picked up within 15 minutes of dismissal.**

Arrival and departure directions

- For the welfare and safety of all our students, it is requested that students do not arrive at school any earlier than 7:45am.
- This is especially important for those children who walk, ride bicycles, or whom parents drop off.
- There is no supervision during this time.
- The doors to our elementary school building will be locked until 7:45am.
- First period begins promptly at 8:15am, and a student will be considered tardy after 8:15am.
- Classroom instruction begins promptly at 8:45 am**.**

After Care Dismissal at 5:30pm.

Our After Care Program at Holy Infancy School provides after school care for students (Grades K through 8). Hours of operation from 3:00-5:30pm Monday through Thursday. When there are scheduled early dismissals or on snow days, After Care will close. Extended Care students will exit and be guided by After Care Staff to door 1.

Transportation Video/Audio Monitoring

In cooperation with district provided transportation services, a Transportation Video/Audio Monitoring Policy stating the use of video and audio recording equipment to maintain discipline and ensure the safety and security of students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles is in place. **Reviews of video/audio recordings are limited to the Principal, Transportation Coordinator, Superintendent, and/or his/her designee.** However, video/audio recordings may be used in expulsion hearings if the video/audio recording provides evidence in the case. A request for viewing a video recording may be made by a student's parents/guardians if the student has been recorded and disciplinary action has been recommended. All requests must be in writing and addressed to the District Transportation Supervisor.

Bus Conduct

At the bus stop:

1. Be on time, but no earlier than 5-10 minutes. 2. Respect the surrounding properties. 3. Parents are responsible for their child(ren)'s behavior before the bus arrives.

School Policy - On the bus, it is the shared responsibility of parents and students to expect proper behavior at all times. Parents should instruct their children to obey the bus code of conduct. Please refer to your district's transportation code of conduct.

BUS BEHAVIOR AND LEVELS OF DISCIPLINE: (Reminder: Students Must Have Bus Cards Like Last Year To Ride The Bus--We Will Make New Ones For Those Without Them)

It is the intent of Holy Infancy School to provide safe, timely and efficient student transportation. These goals can be accomplished if students, parents, bus drivers and school administrators work together. Each student is expected to conform to a reasonable standard of conduct that will not jeopardize their fellow students, the driver or equipment. Should a student choose, to misbehave or to jeopardize the general welfare of those on the bus, the following procedures will be followed by the Director of Transportation:

- First Offense: 1 Day Bus Suspension
- Second Offense: 2 Days Bus Suspension
- Third Offense: 3 Days Bus Suspension
- Fourth Offense & All Subsequent Offenses: 4 Days Bus Suspension

Scheduled Early Dismissals

It is imperative that parents be mindful of Early Dismissals. They will be posted on the school calendar. **Students must be picked up within 15 minutes of dismissal.** If a parent is late to pick up a student, the child will automatically go to After Care and will be charged the hourly rate fee. No supervision is available after final dismissal except for the After Care program Monday through Thursday.

Weather Delays/Unscheduled Early Dismissals

During severe weather/hazardous transportation conditions, listen to your TV to find out whether school is closed or delayed: WFMZ (Channel 69), delays and closures are communicated via FACTS SIS, email, and text system. **Holy Infancy School will follow the Bethlehem Area School District for delays, closures, and early dismissals.** Bused students will follow their home district's schedule.

National Lunch Program

Holy Infancy School has partnered with the National School Breakfast and Lunch Program to provide all students with the opportunity to select from several healthy meal options each day. The breakfast and lunch menus are provided monthly for your review. Students may bring lunch. Fast food and soda are not permitted. Drinks should be in a plastic container or any other type of drinking container, not in glass bottles, to prevent injury. Students are expected to be respectful, courteous, and attentive to directives of the supervising lunch staff and volunteers. Students remain in their places until they are finished eating and are dismissed by the teacher or volunteer monitor in charge. The lunch monitors have the authorization to correct or redirect the children during the lunch period. The code of conduct applies to all non-classroom situations.

Birthday treats/Class Parties:

Students are permitted to bring in treats on their birthdays, but it should be noted that Holy Infancy School is always mindful of food allergies and participates in the National Lunch and Wellness Policy.
Distribution of "at home" party invitations is permitted only when the complete class is invited (all girls, all boys, or whole class). Parents are highly encouraged to contact the student's homeroom teacher regarding birthday treats.

At their discretion, teachers may ask parents to volunteer to assist during parties or special activities. Because of the many food allergies students have, treats brought to the school must be commercially prepared. Parents must have clearances to assist in any school activities.

Any teacher approved snacks/drinks must remain in their classroom.

Cell Phone Policy

Personal use of non-Holy Infancy School issued mobile devices, including cell phones, on school property or at school-related activities is prohibited without permission. Students possessing a personal mobile device must keep that device turned off and turned in to their teacher at all times during the school day. Cell phones are returned at the end of the instructional day. Holy Infancy School is not responsible for private property. Students are prohibited at all

times from using camera phones or any videotaping device to photograph, capture an image of, or videotape another student or staff member on school grounds or buses.
IF A PERSONAL CELL PHONE/MOBILE DEVICE OR ANY OTHER PERSONAL ELECTRONIC DEVICE IS LOST, DAMAGED, OR STOLEN, HOLY INFANCY SCHOOL WILL NOT ASSUME RESPONSIBILITY.
In case of emergency, students may obtain permission to use the phone in the office. For security and safety purposes, the school has the ability to record all phone calls.

Neither Cell Phones nor SMART WATCHES are permitted in school. (PHONES/WATCHES MUST BE CHECKED INTO THE CLASSROOM. ALL ITEMS WILL BE SECURE DURING THE DAY--IT WILL BE THE RESPONSIBILITY OF THE STUDENT TO RETRIEVE THEIR PHONE/WATCH FROM THE TEACHER BEFORE LEAVING FOR THE DAY.

Guidelines:

- Students may NOT have cell phones or other devices visible on school premises for any reason until the dismissal at 3:15pm. All phones and devices must be turned off, not simply on silent.
- Phones that are exposed unintentionally (example, falling out of a school bag) shall not be in violation if the student places the phone in the classroom bin.
- If a student needs to make a call during the day, he or she may do so from the Main Office.
- If a parent needs to get in touch with a student, the parent may do so by contacting the Main Office.
- Lost or stolen cell phones or electronic devices are not the responsibility of Holy Infancy School.

Violations:
If a student has a phone or electronic device that is visible, it will be confiscated and kept in the Main Office. Any student who is in violation of this policy and refuses to surrender the phone/device will be subject to further discipline.

1. 1st Offense- Warning- phone /device will be turned over to the principal and must be picked up by the student at the end of the day from the principal or designee.
2. 2nd Offense- phone/device confiscated, parent must pick up the phone/device.
3. 3rd Offense- phone/device confiscated, parent must pick up the phone/device, followed by a school meeting to discuss the issue.
4. 4th and Subsequent Offenses- phone/device confiscated, parent must pick up the phone/device, further discipline will be issued.

Change of Address or Telephone

Parents/guardians must notify the school office immediately in writing of any change in home address, home/cell/work phone numbers, email address, and emergency contact information. Updated information is essential for good communication and for the well-being of the student.

Parent Portal FACTS SIS

We encourage parents to sign on to FACTS SIS because it is the best way to communicate and to stay up to date with your child's attendance, assignments, and grades. Parents can log on to FACTS SIS from their home, office, or mobile device. **FACTS SIS also has a parent alert system which allows the Holy Infancy School staff to communicate quickly and reliably with parents either by voice, text, or email.**

EASY COMMUNICATION BETWEEN SCHOOL TO HOME; HOME TO SCHOOL:

- Communication is ongoing and part of our CLASS DOJO Family and FACTS SIS Platform. All K - 5 parents are already part of CLASS DOJO and can now have message conversations between parent to teacher, and teacher to parent.
- Emails, pre-scheduled visits to the school, and phone calls during teacher planning times, are still a quality form of communication.

Conferences/Back to School Night

Back to School Night is held in September. Parents/guardians will have a chance to meet their child's teacher(s), become familiar with the curriculum and classroom policies, meet other members of the school community, and learn about various school activities and volunteer opportunities.

Parent-teacher conferences will be scheduled in October and February. A formal time/date is issued to parents/guardians to discuss each student's academic progress. **Informal parent-teacher conferences can be arranged throughout the school year by contacting the teacher directly by phone or email.**

Family Communication Envelope/folder

A family communication envelope/folder is sent home with all students attending Holy Infancy School. Parents must sign any assignment papers, fill out any pertinent information, and return the envelope/folder the following school day with the student. The youngest or only child will receive pertinent information papers to reduce excessive copies.

Confidentiality

Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

School Records "Non-custodial parents"

The school voluntarily complies with the provision of the Buckley Amendment: "Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a Court Order providing otherwise is filed with the school." **Parents must forward a copy of all court orders to the school office.**

Curriculum

At Holy Infancy School, we strive to maintain the highest standard of academic excellence for our students in a Christ-centered environment. Holy Infancy School updates its curriculum according to state and diocesan guidelines and mandates. Textbooks and materials are chosen to meet the educational needs of our students. Textbooks and tests meet all diocesan and state requirements.

Class Trips

Whenever children are taken on a class trip, parents/guardians must give permission in writing before the child may participate. Because such trips are an educational experience, all children are encouraged to take advantage of the opportunity to broaden their educational skills. Children may be excluded from a trip at the discretion of the teacher and/or principal.

Enrichment Programs

At Holy Infancy School, our teachers strive to meet the academic needs of all our students. The following criteria are used to identify students who demonstrate an aptitude for enrichment: daily classroom performance and teacher recommendations. The goal of the enrichment program is to provide the student with opportunities to expand on the standard grade curriculum, as well as challenge those students to use and extend logic, creativity, problem-solving, and other academic skills.

Classroom Rules

The following behaviors promote an effective learning environment and are the expected behaviors for classrooms:

- Attending school on a regular basis and to be on time
- Completing assignments as assigned (i.e., class assignments and homework)
- Working without disturbing others (No talking, passing notes, getting out of seat without permission, etc.)
- Bringing appropriate materials to school and being prepared for class (pencil, paper, etc.)
- Gum chewing is not permitted on school property
- Being attentive while teacher or another student is presenting information
- Keeping assignments, notebooks, workbooks and work area neat
- Respecting the rights of others and using appropriate language

Students must obey teacher classroom rules according to grade level.

Students understand that before they turn in a project (including a group project), all are held responsible for plagiarism. The students are subject to an Office Referral. Any student who plagiarizes material from any source (printed or multimedia) or submits swapped projects will receive a failing grade for the project.

Homework Policy

The faculty of Holy Infancy School recognizes the positive relationship between homework and academic achievement. We are committed to a homework policy that fosters the development of self-discipline, time management, and sound study skills.

TYPES OF HOMEWORK

Preparation - Homework that is assigned before the formal lesson
Practice - Homework that is assigned after the skill or concept is taught
Extension - Homework that is assigned to see if a student can transfer a skill to a new or a different situation
Creativity - Homework that is assigned for putting together concepts and skills in new and different ways

All students are to write their assignments in a homework book. We expect parents to review homework nightly. Failure to complete assigned work or being inadequately prepared for class will have a negative impact on a student's grades.

Assignments are given in order to ensure independent mastery of subject matter taught in class. The minimum amount of time suggested by the Office of Education for homework is:

1st and 2nd grades.....30 minutes
3rd and 4th grades.....45 minutes
5th and 6th grades.....60 minutes
7th and 8th grades.....90 minutes to 2 hours

Homework Considerations and Makeup Work Plan:

1. Monitored daily by teacher and parent for neatness, completion, and effort.
2. **Parent(s) will be contacted by the teacher once the student has demonstrated consistent inability to complete homework.**
3. **Students may be restricted from activities, field trips or obtain a detention at the discretion of the teacher/principal in order to have the opportunity to complete homework.**

Homework Tips for Students

- Record homework in the same location each day. Use a reminder.
- Ask clarifying questions to be sure the expectations on your assignments are clear.
- Know, record, and monitor due dates.
- Have a quiet space with basic materials for homework completion.
- Make homework part of your daily after school routine.
- Take a break when tired; then resume work.
- When you have questions about the homework, place a note next to it and ask the teacher the next day.

Retentions/Requirements for Promotions

A student is promoted to the next grade when he or she adequately demonstrates the mastery of material covered in all or the majority of major subject areas. **Promotion is left to the discretion of the teacher and the Principal in consultation with the parents/guardians.**

Volunteer Service

Visitors report to the Main Office on the first floor. Volunteers are vital to Holy Infancy School, so we hope you join our school team! Our volunteer program includes service in many areas: homeroom parents, clerical work, nursing care, play yard monitor and paraprofessional work. **It is mandatory for all volunteers to complete all background checks and the Protecting God's Children Program.** Please contact our main office for details. In order for parents to volunteer, the following clearances and training are required:

- Criminal Background Check
- FBI Fingerprinting
- Child Abuse Clearance
- Mandated Reporter Training
- Protecting God's Children

Volunteering comprises an important part of our Catholic educational experience. Service is based on the Spiritual and Corporal Works of Mercy, and most of all, on the example of Christ, who came to serve. Various activities and programs are sponsored during the year when volunteers are needed. We depend on the support of all families in these areas. **Cooperation is also expected in less time-consuming tasks. For example, all papers sent home for parent signatures must be returned promptly.**

Courtesy and Respect

Courtesy and respect towards teachers, classmates, and all adults are expected of every student, volunteer, and/or staff member at Holy Infancy School. Acceptable and healthy school behaviors are any behaviors that promote respect, positivity, and civility in our school. They include, but are not limited to:

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Listening with an open mind
- Approaching conflict with maturity and a true desire for resolution, rather than as a fight or opportunity to belittle someone
- Maintaining a positive attitude, even when you are having a bad day

Friendliness, greetings, consideration of the rights and feelings of others, and a reverence for all things are basic to our promotion of Gospel Values and Christian living.

Detention

Detention may be scheduled at the discretion of any teacher according to the Code of Conduct. Parents/guardians will be notified in advance. **It is the responsibility of the parent or guardian of the student to provide transportation.** Detention may be held in the teacher's classroom or school office for an hour after school or during lunch.

Code of Conduct

An effective discipline program is essential in the teaching and learning process. Courtesy, respect, and problem-solving strategies are practiced by all staff members and students. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others. With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.

When and Where the Discipline Code Applies To Behavior:

*Any time a student is on school property (before, after, during school hours)
*At all school-sponsored events including field trips, church functions, etc.

Students must obey teacher classroom rules according to grade level.

Discipline Policy for K through Grade 8:

Students must obey teacher classroom rules according to grade level. Teachers and administration address issues that are inconsistent with the expectations outlined in our "STARS" acronym.

S **Serving God, our school, and our family**

T **Through prayer encouraging holiness**

A **Acts of Charity**

R **Respect for all**

S **Striving towards academic excellence**

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT:
We focus on 3 core values: "STARS students are Christ's light, respectful, and responsible." Our staff members will refer to this as our school rules or behavioral expectations. All students will be taught this at the beginning of the year and throughout in order to be Christ's light to others, respectful and responsible in every area of our school, playground, and bus.

Level One Situations: Warning and/or private student conference

Level One Issues will result in a verbal and/or student conference. It is our expectation that the behavior will change IMMEDIATELY with the warning and/or conference so that the behavior does not escalate to a Level Two.

Level One situations, though not limited to, include the following:

1. Missing or incomplete homework/classwork
2. Test folder/planners not signed
3. Dress code violations
4. Not Following Directions (especially for safety)
5. Inappropriate language (with no cursing)
6. Disobedience (defiance)
7. Disregard for cafeteria, recess, morning room rules (especially for safety)
8. Physical confrontation with no malice, hitting, shoving in line (typically "horse playing")
9. Talking in hallways/end of school dismissal (for safety reasons)
10. Disruptive behavior
11. Damage to school property (writing on walls)

Level Two Situations

Level Two issues will result in a parent contact by the teacher or staff member depending on the situation. The student and parent/guardian must sign and return a discipline referral slip.

Level Two situations, though not limited to, include the following:

1. Repeated or significant incidents of Level 1 offense(s)
2. Inappropriate language with malice/intent
3. Aggressive behavior
4. Harassment - verbal, physical, or sexual
5. Misuse of electronic or technology devices (on school premises or from alternate locations)
6. **Unauthorized use of cell phones.** Cell phones that are being used during school hours will be collected and given to administration. **Parents/Guardians must pick up the cell phone from administration at a mutually convenient time.** (Consequence for phone use will result in a loss of privileges such as, but not limited to: removal of placement in any extracurricular club or activity, field trips, dances, etc.

*Level Two incidents may also result in an after-school detention **(time and location to be determined, as needed, by the teacher or administrator).** This may include community service. Parents will be notified when behavior is detrimental to the student's progress. Teacher will notify the administration.

Level Three Situations: AUTOMATIC DETENTION AND PARENT CONTACT OR CONFERENCE BY TEACHER OR ADMINISTRATION

Level Three issues will result in an automatic detention. Level Three situations, though not limited to, include the following:

1. Cheating (on tests or homework assignments -- including plagiarism)
2. Inappropriate use of electronic or technology devices/web (on school premises or from alternate locations that affects the safety and well-being of the school)
3. Bullying/cyberbullying (on school premises or from alternate locations that affects the safety of the school)
4. Threatening behavior (in words or actions) (on school premises or from alternate locations that affects the safety and wellbeing of our school)
5. Stealing
6. Fighting
7. Vandalism

*After **two** detentions, repeated behavior issues will result in a parent conference. Teacher will notify the administration. A third detention received in a trimester may result in one or more of the following: suspension, loss of privileges, parent conference, and probationary restrictions and/or contract for behavior.

Level Four Situations: REFERRAL TO ADMINISTRATION AND PARENT CONFERENCE

Level Four issues may result in a temporary or permanent separation from Holy Infancy School. Level Four issues, though not limited to, include the following:

1. Terroristic threats (on school premises or from alternate locations that affects the safety and well-being of our school)
2. Weapons
3. Assault on faculty or staff (verbal or physical)
4. Serious assault on peer (verbal or physical)
5. Slander/Libel (on school premises or from alternate locations that affects the safety and well-being of our school)
6. Robbery, etc.
7. Possession of drugs or drug paraphernalia
8. Intoxication
9. Smoking, vaping, juuling

*In some cases, law enforcement involvement may be required due to the nature of the offense.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phone or other electronic device face suspension and/or expulsions. In accordance with the law, administration will notify law enforcement.

Technology Concerns/AI Acceptable Use Policy

Students will be required to use the Holy Infancy School issued iPads or computers for school purposes. This is necessary to ensure that students have a device that is properly configured to complete activities and assignments specific to their classes. Engagement in social media such as, but not limited to, Facebook, Instagram, Snapchat, will result in disciplinary action if the content of the student or parent's posting is defamatory regarding the school, the faculty, other students, or the parish. Parents or students must refrain from creating any social media for a specific class/grade. Negative or defamatory comments about the school, the faculty, other students, or parish made on social media will result in the children of the parent being separated from the school. In the event that a student is disenrolled from the school, there will be no reimbursement for tuition and/or fees. (Level Three, #2 infraction)

The use of Artificial Intelligence (AI) is encouraged at the teacher's direction and discretion as a valuable educational tool to enhance learning experiences and foster creativity. Students may interact in consultation with AI-powered applications and platforms provided by the school, which are designed to support their academic growth and engagement. However, it is essential to ensure responsible AI usage. Students must respect the privacy and safety of themselves and others, refraining from sharing personal information with AI applications or engaging in harmful, inappropriate, or malicious activities. Teachers and staff will monitor AI interactions to maintain a positive learning environment. Additionally, students are encouraged to develop critical thinking skills by understanding AI's limitations and potential biases. The school promotes the ethical use of AI and fosters a culture of inclusivity, ensuring that technology remains a valuable tool in the pursuit of knowledge and discovery while respecting the rights and well-being of all individuals in our school community.

CHROMEBOOK USAGE DURING THE SCHOOL YEAR:
Although we use Chromebooks/iPads to give us quick feedback on diagnostic checks in Math and Reading (IXL, Dibels, Istation, and Dreambox), we encourage a balance between screen time and direct instruction. Students must

learn through effective teaching and application. Hands-on learning and application is still the most effective way for students to learn.

Chromebooks/iPads are used at school at prescribed times for measurement of growth and mastery throughout the year.

Cell Phones and Code of Conduct

At no time during the school day should a personal cell phone/tablet/electronic device/SMART watches of any kind, etc. be in a student's possession. Exceptions to this rule are by administrative decision. The devices must be turned off and given to the teacher during the school day. (Level Two, #6 infraction).

Conduct in or out of the school that is detrimental to the reputation of the school is reason for expulsion.

Administration will issue suspensions and expulsions when deemed necessary. Administration will follow the directives in the *Diocesan Crisis Manual*, in conjunction with the Diocesan Office of Education. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Search Policy

Students have no expectation of privacy in storage spaces assigned to them. Student storage space and their contents, including personal items belonging to students, may be searched at any time at the discretion of the administration. The administration may authorize or undertake such searches regardless of whether the administration has reason to believe that prohibited materials or evidence of a violation of law or school policy will be found in any particular storage area.

Dialogue between teachers and parents/guardians is essential in nurturing students during these formative years.

Consequences for inappropriate behavior, though not limited to, include the following:

1. Restricted activities or participation in class/grade level field trips
2. Detention after school
3. Conferences with parents/guardians, teachers, and Principal
4. Suspension
5. Temporary or permanent separation from Holy Infancy School

Procedure for conferences with teacher or Principal:

1. Contact the individual teacher or Principal to arrange conferences about personal school issues or the student's progress.
2. Parents/guardians should not expect teachers to confer during instruction hours.
3. Conferences to discuss issues of a personal nature or concerns about learning should be scheduled at times other than Open House.
4. The telephone number to be called in order to arrange a conference is 610-868-2621.

It is our expectation that all parents/guardians will support this conduct policy in word and action. The Administration and Office of Education may amend and/or interpret the Code of Conduct at its discretion. We thank you in advance for your support and cooperation of this Discipline Code.

Student Services/Governmental Programs

Act 89 Remedial Services in Math and Title I Services for Reading: The major objective of teachers who provide remedial assistance is to help students maximize academic strengths while overcoming individual learning needs. Individual and small group instruction is aligned with classroom activities. Comprehensive diagnostic assessments utilizing technology and research based programs support student growth. Standardized test scores, benchmark scores, classroom performance, and teacher/principal recommendations are used for this service.

Act 89 Speech and Language Support: Speech and language assessments are used to identify eligible students. Services are designed and individualized to provide therapy for students with language difficulties, articulation, fluency, and voice usage.

Act 89 School Counseling: Our School Psychologists work with students in grades K-8 who are referred for emotional or social concerns which may be impeding their academic success. Written parental permission is required for services. In order to meet the needs, counseling services are offered in the following areas: academic subjects, study skills, consultation, crisis intervention, developmental programs, personal and preventive contracts, educational referral, and student evaluation.

S.I.T. Services: Student Intervention Team. The team includes the student's parent, teacher, school administrator, school psychologist and remedial teacher. Whenever students experience behavioral or academic problems, teachers or parents may request a meeting to discuss interventions, adaptations, or modifications. Meetings take place at Holy Infancy School during the school day.

TUTORING:

If you feel at any time that your child(ren) need(s) help re-catching, or catching up on reading, language, or math skills, please contact your child's teacher or building principal to request assistance. We will work to provide this assistance and develop a workable schedule with the parent.

Emergency and Evacuation Procedures

Emergency and evacuation drills are held in compliance with Pennsylvania School Law requirements. These drills familiarize the students with emergency procedures. Silence and adherence to proper behavior is expected of all students during emergency drills.

Care and Use of Property

Each student is responsible for appropriate use and care of all school property such as technology resources and equipment, books, desks, floors, walls, doors, lavatories, other students' property, and any materials in the classrooms. Students who damage property accidentally or on purpose must pay for the damage. Malicious damage is considered a grave matter and is met with a report for vandalism to the Bethlehem Police Department, and disciplinary action as well as payment.

Extracurricular Sports Activities

Interscholastic sports foster qualities of fair play, cooperation and the understanding of the meaning of teamwork. To develop these qualities among the children, Holy Infancy School encourages participation in extracurricular activities sponsored by the school and/or Diocesan CYO. Parents/guardians are encouraged to support team activities by providing transportation to and from practice and games. If there is a noticeable drop in academic grades or an unsatisfactory mark in work habits, study skills, or social behavior, extracurricular activities will be curtailed. Other

enrichment programs are available for students. Advisors communicate pertinent information at the beginning of the year and as needed. Please visit the CYO (Catholic Youth Organization) link on the school website for information.

Financial Aid Guidelines/Purpose

Sending your child to Catholic School is one of the most important decisions you can make regarding their education. The Diocese of Allentown has a long history and a proven track record of educating young men and women with outstanding results. The investment you make in their education is shared by our Parish community. The school's financial stability is dependent upon the complete and timely payment of tuition. Holy Infancy School uses Simple Tuition Solutions (STS), a leading provider of tuition payment plans. STS offers a variety of tuition payment plans to accommodate each family's budget. All families must be registered through Simple Tuition Solutions.Financial Aid is intended to help families meet their tuition obligations based on financial need, academic achievement, and attendance. Applicants must apply directly through STS. Deadline for submitting the application is May 31 of the current school year. A completed application includes the submission and verification of all required financial documentation.

Criteria

- *Be in good financial standing* with all tuition and fees.
- *Demonstrate financial need* as determined by the STS guidelines.
- *Demonstrate academic effort* by displaying consistent effort and active participation in class lessons and activities, working diligently, satisfactorily completing and submitting all class and homework assignments on time.
- *Be in good attendance standing* and in accordance with the student handbook policies. Tuition is electronically transferred from the family's account to school each month. If tuition is not paid in full by July 1 of the current school year, the student may not re-register for the following school year until the account is up-to-date.

There are additional financial obligations (including fundraising) that are not covered by tuition.

- **Families unable to meet tuition payment fees or fundraising deadlines must contact the Tuition Manager before the payment is due with the reason it will be late – late fees may be considered.** All contacts concerning these matters will be kept strictly confidential.
- A statement is sent to any family whose payment is delinquent. The Principal, Pastor, and the Finance Committee are informed of all delinquent families.
- Failure to make consecutive payments may result in the student not participating in activities or disenrollment. **To receive report cards, participate in field trips or school activities including graduation, all financial obligations must be current.**
- Payments must be submitted and posted, one week prior to the school's event, to the Simple Tuition Solutions to ensure your child's participation in activities or reception of documents.
- **A graduating student is not issued their diploma until their account is paid in full.**
- **Transferring academic information to another school and final report card is withheld until the full tuition payment is received.**
- If tuition fees remain outstanding from the previous school year, the student(s) will not be admitted for the next school year. Any financial aid provided to the student(s) may be forfeited.
- **If extenuating circumstances dramatically impact a family's ability to pay private school tuition (loss of job, death in the family, illness, etc.), a special meeting with the Tuition Manager should be requested as soon as possible.**

Fundraisers

School fundraisers assist in supplementing tuition. These fundraisers are ways to earn extra money for improvements and to help pay bills that tuition does not cover. Fundraisers are *mandatory*. **Families have the option to do the buyout.**

Grading

Progress reports and report cards are issued three times a year. **Parents/guardians must sign and return the progress report and report card envelope to the classroom or subject teacher.** Each report card subject grade reflects a wide range of the student's school experience for which he/she has ownership:

- Oral participation and expression, class cooperation, and attentiveness
- Homework and in-class assignments completed as directed
- Major test results and quizzes
- Projects and long-term assignments
- Being prepared for class by having studied and having materials
- Quality of work

REPORT CARDS

We share academic progress reports with parents/guardians at the end of each trimester. In October, the progress report is shared during a Parent-Teacher Conference. The first trimester generally ends in December, the second in March and the final in June. Grades are determined based on daily classwork, tests and projects. The accepted marking systems is as follows:

GRADING SCALE:
Kindergarten: Standards-based system for parents
Grades 1 - 8:
A = 90 – 100
B = 80 – 89
C = 70 – 79
F = 69 and below

Honor Roll is a positive goal for our students.

Distinguished Honors: 95% or higher general average, with no trimester grade lower than 90% in a major subject area, an S or above in all minor subjects and G or above in effort and conduct

First Honors: 90-94% general average, with no trimester grade below an 85% in a major subject area, an S or above in effort and conduct

Second Honors: 85-89% general average, with no trimester grade below an 80% in a major subject area, an S or above in all minor subjects and an S in conduct and effort

Health

The Pennsylvania Health Department requires all students to have the #2 varicella vaccine. Students without it are not permitted in school on the 1st day or until it is completed and Holy Infancy School receives documentation. Children entering school for the first time must be properly immunized, so check all immunization records with your family doctor. **No child will be admitted without required immunizations and records.** All new pupils entering kindergarten or first grade are required to have a thorough physical and dental examination. These exams may be done by your family doctor and dentist, if preferred. Parents are notified before medical exams are given in the school

Immunizations

New student entries and children entering 7th grade in Pennsylvania require the following: ALL GRADES:

- ☑ Four (4) doses of Tetanus and Diphtheria –one (1) dose after fourth birthday
- ☑ Four (4) doses of Polio -- one (1) dose after fourth birthday
- ☑ Two (2) doses of MMR
- ☑ Three (3) doses of Hepatitis B
- ☑ Two (2) doses of varicella (chickenpox) or evidence of immunity
- ☑ One (1) dose of Tdap on first day of 7th grade
- ☑ One (1) dose of Meningococcal conjugate vaccine (MCV)

Exemptions are for medical reasons and religious beliefs. As additional immunizations are administered to your child, please provide the school with a written copy of dates (month, day, year) from the doctor or health care provider. This will ensure that your child's records are appropriately updated.

Illness

- **Students absent from school because of the conditions listed below are permitted to return to school following the specified time period noted:**

  - Fever: must be fever-free for 24 hours without medication before returning to school
  - Vomiting: student must remain home for 24 hours after the onset of vomiting
  - Pink Eye: 24 hours after medication is started
  - Lice: until judged non-infectious by physician or school nurse, or after treatment is given and no nits present.
  - Chicken Pox: 6 days from last crop of vesicles
  - Impetigo: until judged non-infectious by physician/school nurse.
  - Strep Throat: seven days from onset if not seen by a physician, or 24 hours after medication is started.
  - Measles: four days from onset of rash
  - Whooping Cough: four weeks from onset if not seen by a physician, or five days after medication is started.
  - Scarlet Fever: seven days from onset if not seen by a physician, or 24 hours after medication is started.
  - Mumps: nine days from onset of swelling
  - Rubella/German measles: four days from onset of rash
  - Ringworm (all types): until judged non-infectious by physician or school nurse.
  - Scabies: until judged non-infectious by physician/school nurse.

Insurance

- The Diocese of Allentown utilizes the Student Accident Insurance program covering all students attending our school.

Medication

- **School personnel may not dispense medicine of any kind to students without written permission from parent/guardian form by physician with dosage instructions.** Medicine that needs to be dispensed must be in a labeled container and stored in the school office. Documentation must be in a student's file in the Main Office. Over-the-counter medicines will not be dispensed without written permission from a parent/guardian and note from the doctor.

Health Records

- **Physical Examinations: The State Law of Pennsylvania requires that students who are entering Kindergarten, First, and Sixth Grades receive a physical examination by their family physician.** Forms for this purpose are distributed to the parents. Parents are asked to comply with this regulation and to return the form to school promptly.
- Due by September 1st of the school year.

Nurse On Duty: The school nurse is assigned and scheduled for Holy Infancy School by the Bethlehem Area School District. State mandated health screenings and services are performed and records maintained during the nurse's scheduled time at the school.

- Hearing: Kindergarten, 1st, 2nd, 3rd, and 7th grades.
- TB Test: 1st grade
- Weight: Every grade, every year
- Vision: Every grade, every year
- Scoliosis Screening: 5th, 6th and 7th grades

Emergency Forms

- **Emergency forms must be filled out and completed by the first week of school.** Please keep all emergency contact information up to date and let the office know as soon as possible when changes occur.

Parent Teacher Organization

Our Parent Teacher Organization is a major component of encouraging service-learning activities at Holy Infancy School. Our association also provides home and school leadership opportunities for involvement in the following areas: Breakfast with Santa, Krispy Kreme Fundraiser, Book Fair, Pancake Breakfast, Family Bingo, Field Trips, Dances, Family Events and others. If you have any questions, please contact the main office and enroll in our 2-hour volunteer pledge program. Together, we can do amazing things for Christ. All are welcome! Everyone is a member of our school family. Throughout the year, we also provide support in spiritual and faith-based programs to enhance a Christ-centered learning environment for our students, parents, and staff at Holy Infancy School.

Lost and Found

School and gym uniforms, sweaters and ties should be marked with students' names so articles can be identified if lost. **Articles that are lost may be reclaimed in the main office.**

Money

Whenever money is sent to school, it should be in a sealed envelope labeled on the outside with the child's name, the amount enclosed and the purpose for which it is sent. To facilitate the collection of money, please enclose the exact amount.

Physical Education

Physical Education is a state requirement and classes are conducted for all students. This class must be taken by every student unless a written excuse from a doctor is presented to the gym instructor. The gym uniform must be worn.

Head Start Preschool

The Head Start Preschool programs for three and four year olds are available throughout the school year. For more information, please call the main office at the school 610-868-2621.

Admission to Head Start Pre-K & Kindergarten

For Head Start Pre-K, all children must be between 3 years and until the entry age for kindergarten.

Students must be five years old by October 15 of the Kindergarten school year. Upon acceptance of the general admission criteria, the following procedure is required:

- Registration form completed by parent/guardian
- Presentation of birth certificate
- Presentation of immunization records in accordance with State requirements.
- **Presentation of baptismal certificate, if child was not baptized at Holy Infancy Church, if applicable.**
- Presentation of Social Security Card
- Payment of non-refundable registration fee
- **Registration with FACTS SIS**

Re-registration of all current students is scheduled during the month of November/December.

Admission to grades 1 through 8 will also be based on the following:

- All students must be six years old by October 15 of the first grade school year.
- Presentation of a transfer slip/academic records from the previous school.
- Presentation of a copy of the student's most current report card.
- **Presentation of a baptismal certificate, if the child was not baptized at Holy Infancy Church, if applicable.**
- Presentation of Social Security Card
- Payment of a non-refundable registration fee
- **Registration with Simple Tuition Solutions.**
- Presentation of the original Pennsylvania Immunization card from previous school, if applicable.
- Notification of any physical or mental limitations of the child by the parents/guardians.
- Students and parent interviews with the Principal.
- At the discretion of the Principal, students shall take an entrance test to assess prior knowledge.

All new students will be accepted on a probationary basis for the first marking trimester; if warranted, probation could be extended to the end of the second trimester. The purpose of this policy is to ascertain a

pupil's ability to adjust to the school philosophy and education program. Any student who, after admission, does not perform satisfactorily will be asked to withdraw from school.

Other Important Criteria

- That Catholic parents/guardians desire to raise their children in the Catholic faith, and in keeping with the laws of the church, which include participation in Saturday evening and/or Sunday Mass.
- That parents/guardians agree to support the organizations which assist the school, e.g. the Home and School Association and the Volunteer program.
- That parent/guardians agree to cooperate and uphold the rules and regulations of the school.
- That parents/guardians are willing to participate in fundraising to support the school.
- **That parents/guardians of non-Catholic students agree that their children study the Catholic faith and participate in all liturgical and paraliturgical services according to the school schedule.**
- That parents/guardians will pay all tuition, fees, and other financial obligations in a timely manner.
- **That parents/guardians will give the principal a copy of any ER or IEP that is in existence for their child so that the principal and parent/guardian can meet BEFORE admission is granted.**

Transfer/Early Withdrawals

Parents should contact the school office when a transfer is to take place. Pupils transferring from Holy Infancy School should present a written request from their parents prior to registration at the new school. **A written request will be required from the new school before permanent record cards are sent to the new school. Records will not be issued to the student or new school if the student has an outstanding tuition balance.**

Religious Education

Christian education is intended to "make one's faith come alive through both conscious and active religious instruction. Parents/guardians are the primary educators of their children, creating a home environment that develops the child's natural desire to seek and know God. Parents are the first teachers of the faith. Our Catholic School is a unique setting where "living one's faith" can be realized and practiced by all children and adults. Instruction in religious values is integral to the school program and is considered more than another subject. It functions as the underlying reality in which the student's experiences of learning and living, achieve their deepest meaning. Holy Infancy School has a specific mission. The focus of our Catholic schools includes formation and education. Amid all the curricular and extracurricular activities, Holy Infancy School seeks to form character as well as educate the mind. The intent is to prepare each student for the two-fold citizenship of Earth and Heaven. We want our students to grow in their moral and faith development as both contributing members of society and Saints in heaven. Thus, at the heart of the mission of our Catholic school is the transmission of faith teaching in transforming individuals and communities. The ultimate task of any Christian ministry or service is salvation of souls. In summary, On behalf of Holy Infancy Parish and School, we want to express our deepest gratitude and admiration for all of our students and their families. Both on and off our campus, you serve as the most effective ambassadors of Holy Infancy School and our faith.

Religious Opportunities

In conjunction with Diocesan policy, students in all grades attend Religion classes daily. The entire student body attends Mass service weekly. There are opportunities to participate in services such as the Rosary, seasonal prayer services, Stations of the Cross, and Processions. The Sacrament of Reconciliation or Spiritual Direction is available four times a year. Parental attendance at special meetings held prior to a student's reception of the sacrament of Eucharist, Reconciliation and Confirmation are required.

Dress Code Policy

Student dress at Holy Infancy School reflects the mission at all times. The manner of dress is a reflection of our Christian values and provides a positive environment conducive to learning. Any type of clothing, hair style, or accessory deemed inconsistent with these values is unacceptable. Girls are expected to wear girl uniforms, and boys are expected to wear boy uniforms.

We believe school uniforms help to promote a safer school environment, ease of identification, equity, and sense of belonging. Parents should contact our main office if there are any challenges in obtaining school uniforms. Our goal is to be as supportive as possible, as evidenced by our school's uniform closet, where parents can access gently used uniforms. Additionally, our school uniforms present a professional image to our community and distinguishes our students by providing uniformity among students and promotes a sense of school spirit and pride. All Holy Infancy School students are expected to follow the dress code policy. School uniforms are worn from the first day of school to the end of the school year. Uniforms may be purchased online at https://www.flynnohara.com/ or at Flynn and O'Hara uniform company located at 1876 Catasauqua Rd., Bethlehem, PA.

Girls

BOTTOMS
Knee Socks
Navy Blue Pants
Plaid Jumper
Plaid Skirt

SOCKS
Navy Blue or White
Navy Blue or White Stockings
White ankle or crew socks

TOPS: All button down shirts must be tucked in.
Peter Pan Collar shirts short/long sleeve permitted
Polos with school logo light blue, white short or long sleeve
Navy sweater with school logo pullover or button down or navy blue vest with logo
Navy blue walking shorts may be worn during the months of August through October and April to June.

BELTS
Black or brown belts are permitted

SHOES
Black shoes or all black sneakers.
Sturdy black, blue, or brown shoes with soft rubber soles. Black boots may be worn during inclement weather.
All black sneakers are to be worn on gym days.

BOYS

BOTTOMS
Navy blue pants

BELTS
Black or brown belts must be worn

SHIRTS/POLOS: All button down shirts are to be tucked in at all times.
White button shirts short/long sleeve
Polos with school logo light blue/white short/long sleeve
Navy blue pullover sweater
Navy blue vest
Navy blue walking shorts may be worn during the months of August through October and April to June.

SHOES:
Sturdy brown, black shoes with soft rubber soles.
All black sneakers are to be worn on gym days.
Black boots may be worn during inclement weather.

HAIR:
Hair must be kept clean and neatly groomed. Mohawks, shaved styles, design markings or coloring of any kind will not be permitted. Hair accessories should match the school uniform.

JEWELRY
No jewelry on gym days.

***Girls* are allowed to wear the following:**
Small earrings, post or ½ hoops in pierced ears.
Wrist watch/No SMART watch
A simple cross necklace, one ring, and/or one bracelet.

***Boys* are allowed to wear the following:**
Wrist watch/No SMART watch
A simple cross necklace, one ring, and/or one bracelet.
No earrings are allowed for our male students.

The following will not be permitted to be worn by any student:
Nose rings
Eyebrow rings
Belly rings
Any visible piercings other than a pair in the earlobes.

GYM UNIFORMS
Boys and girls may wear the following:
Navy, gray or blue Sweatpants with school logo
Navy, gray, or blue Sweatshirts with school logo
Navy, gray, or blue tee shirt with school logo
Navy shorts with school logo (Summer only)

HEAD START PRE-KINDERGARTEN
HEAD START Pre-K children are not required to wear a uniform.

MAKE-UP
Only girls in grades 7 and 8 can wear light facial make-up.
Girls may wear clear nail polish on natural nails or french manicure. ***The teachers, together with administration, reserve the right to deem something inappropriate.*** Students may be required to change, a warning issued, and contact made with parents.

Use of Student Information/Pictures

Holy Infancy School reserves the right to use student pictures in publications and on the school website. Any parent/guardian who does not wish his/her child's picture to be used must notify the Principal in writing prior to the beginning of the school year.

Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying interferes unreasonably with school performance. • May create an intimidating, hostile and/or offensive school environment. • Any pervasive or abusive actions, whether physical, verbal or written, which disrupts the normal or appropriate activities of a teacher, staff member, or student are prohibited. • Penalties will vary according to the nature of the offense but may include detention, suspension with or without counseling, expulsion, or termination of employment.

Harassment by phone, email, text message, website, or any other means of electronic communication that is brought to the attention of the administration will be referred to the Office of Education and/or Bethlehem Police Department for further investigation. When a student, teacher, or staff member harasses, intimidates, or bullies with negative actions, whether verbal, nonverbal, or physical, the victim must report each incident to his or her teacher or administration. Students, teachers, or staff who observe negative actions toward others have the obligation to inform administration.

Parental Responsibility

As a parent of a student in Holy Infancy School, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is to nurture disciples based on the gospel values.

2. Catholic schools are distinctive religious education institutions that are part of the teaching mission of the Church; they are supported by the sponsoring parish (Holy Infancy Church) with assistance from the Diocese of Allentown.

3. Attending a Catholic school is a privilege.

4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important in nurturing our children to their highest levels, fidelity to the mission and identity of the school is the fundamental priority.

5. The school and its administration have a responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.

School Responsibilities:
Holy Infancy staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the PA Learning Standards as follows:
- Provide instruction, materials and high quality professional development that incorporates the latest research and is aligned with PA Learning Standards
- Maintain a safe and positive school climate
- Hold bi-annual parent-teacher conferences to discuss the child's progress/grades during the first trimester; discuss this compact as it relates to the child's achievement; examine the child's achievement and any pending options at the end of the first trimester.
- Provide parents with frequent reports on their child's progress as follows: Monthly suggestions from the classroom teacher; Mid-quarter report sent home from the school; trimester grade report cards/reports sent home by the school

Be accessible to parents through the following:

- Phone calls or person-to-person meetings
- Scheduled consultation before, during or after school by appointment
- Scheduled school visits

- Encourage parents to volunteer and provide the parents with the necessary opportunities to obtain such clearances
- Listen to children read
- Display student work and feature inspiring role models.
- Assist and organize school programs or events, education field trips, etc.

As a parent desiring to enroll my child in Holy Infancy School, I accept my Parental Responsibilities. I pledge support for the identity and mission of Holy Infancy School, and by enrolling my child I commit myself to uphold all the principles and policies that govern the school.

School Responsibilities:
Holy Infancy staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the PA Learning Standards as follows:
- Provide instruction, materials and high quality professional development that incorporates the latest research and is aligned with PA Learning Standards
- Maintain a safe and positive school climate
- Hold bi-annual parent-teacher conferences to discuss the child's progress/grades during the first trimester; discuss this compact as it relates to the child's achievement; examine the child's achievement and any pending options at the end of the first trimester.
- Provide parents with frequent reports on their child's progress as follows: Monthly suggestions from the classroom teacher; Mid-quarter report sent home from the school; trimester grade report cards/reports sent home by the school

Be accessible to parents through the following:

- Phone calls or person-to-person meetings
- Scheduled consultation before, during or after school by appointment
- Scheduled school visits
- Encourage parents to volunteer and provide the parents with the necessary opportunities to obtain such clearances
- Listen to children read
- Help with classroom decorations, art projects, etc.
- Assist with holiday programs or parties, education field trips, etc.

Parent Responsibilities: I, as a parent, will support my child's learning in the following ways:

- *Make sure they are in school every day if they are healthy*
- *Check that homework is completed*
- *Monitor the amount of television watched and usage of devices*
- *Volunteer in my child's school and obtain parent clearances*
- *Be aware of my child's extracurricular time and activities*
- *Stay informed about my child's education by reading all communications from the school and responding appropriately. Call the Main Office to clarify any issues or concerns*
- *Encourage your child and or children to have a positive attitude about school*

I have read the entire contents of the 2024-2025 Student/Parent Handbook and accept the policies, regulations, directives, and procedures contained in the Handbook and agree to abide by them. Holy Infancy School reserves the right to respond to any unforeseen inappropriate behavior.

Handbook Compliance

All parents and students are required to sign the statement below and return it to school.

Family Name (Please Print)_____

We have received the Holy Infancy School Handbook. We have read the handbook and we agree to follow the policies and procedures outlined in this book.

Parent Signatures_____Date_____

_____Date_____

Student Signatures_____Grade_____

_____Grade_____

_____Grade_____

_____Grade_____

Addendum one: Absent Note (English)

551 Thomas Street
Bethlehem, PA 18015

Dear Parent/Guardian:

The law requires a written excuse for every absence or tardiness. Excuses are due no later than the third (3rd) school session following the absence or tardiness. Please use the form below for absences or tardiness and return it to your child's teacher.

_____ / _____ / _____ _____ ____
Month Date year Teacher Grade

Please excuse _____ for being absent/tardy on ___ /___/___
Name of Student Month/Date/Year

Reason:
_____
_____

Sincerely,

_____ _____ / _____ / _____
Signature of Parent/Guardian Month Date Year

Addendum two: Absent note (Spanish)

551 Thomas Street
Bethlehem, PA 18015

Apreciados Padres/Guardianes:

La ley requiere una excusa escrita para cada ausencia/tardanza de sus hijos a la escuela. Estas excusas deben entregarse no más tardar el tercer (3) día después de ocurrir. Favor de utilizar este formulario para ausencias/tardanzas a la escuela y devolverla al maestro/a de sus hijos.

_____ / _____ / _____ _____ _____

Mes Día Año Nombre del Maestro/a Grado

Razón:

_____

_____

Sinceramente:

_____ _____ / _____ / _____

Firma del Padre/Guardián Mes Día Año

Addendum Three: Diocese of Allentown Elementary School Policy on Artificial Intelligence

Diocese of Allentown Elementary School Policy on Artificial Intelligence (DRAFT)

"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 **(*School Name*)**, 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 capable of generating new content from learned data and pattern recognition across various mediums, such as text, code, images, audio, and video. Generative AI is the focus of this policy.
- **Predictive AI**

- **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. The use of AI can only be used in a way that is designed 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 refrain from engaging 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 in order to use them. The use of a school-issued Gmail account to use an AI resource must be 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 Dean of Students.
- **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 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

Student Use

(Age Appropriate with Guidance of Teacher)

1. **Understand AI and Its Limitations** – Learn what AI is capable of and recognize its constraints.
2. **AI Supports Learning, Not Just Task Completion** – 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. **AI as a Tool, Not a Substitute** – 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. **Cite AI Sources** – 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: MLA Format | APA Format
5. **Fact-Check AI-Generated Content** – Review AI-generated material for accuracy, bias, and relevance. Always proofread before using it in your work.
6. **Protect Your Privacy** – Do not share personally 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.

7. **Use AI for Positive and Ethical Purposes** – 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.

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:
        - Common Sense Media AI Literacy Lessons (Grades 6–8)
        - MIT AI Ethics Education Curriculum (Grades 5–8)
        - 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 | APA Format
5. **Use Approved AI Tools** – Only AI tools approved by "_____" school may be used. Teachers can submit additional tools for evaluation and potential approval.
    - Include a list of all approved tools.
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 cannot 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. **Encourage AI Use in Teaching and Learning** – Teachers are encouraged to explore AI tools for lesson planning, content creation, and enhancing student learning experiences.

9. **Professional Development Opportunity –** Educators can expand their knowledge with the *AI for Educators*course, a self-paced, two-hour program from MIT & Google.
    - Resource: Generative AI for Educators Training (Google/MIT)
    - Resource: Common Sense Media AI Self-Paced Courses

Faculty/Staff Use

1. **Collaborate with Colleagues –** Share your use of generative AI with peers in your work or school environment to promote transparency and best practices.
2. **Protect Privacy and Confidentiality –** 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. **Verify AI-Generated Content –** Always fact-check and proofread AI-generated material to ensure accuracy, fairness, and appropriateness.

Parent/Guardian

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

8. **Understand School AI Policies** – Familiarize yourself with the AI tools your child uses in school by reviewing the school's Acceptable Use of Technology and Internet Safety policies.

Addendum Four: Diocese of Allentown Policy on Gender Identity

January 15, 2026

Holy Infancy School honors the inherent and equal worth of every person, acknowledging that each individual is created by God with a fixed sexual identity as either male or female. Our Catholic mission remains rooted in the truths of Sacred Scripture: "God created mankind in his image; in the image of God he created them; male and female he created them" (Genesis 1:27). This essential understanding of the human person, accessible through reason, was further confirmed by Jesus Christ in His teachings regarding the nature of marriage (Matthew 19:4; Mark 10:6). By protecting the dignity of all, we affirm the divine plan for human sexuality and the natural complementarity willed by God.

Furthermore, we are dedicated to treating every student with the love and respect their human dignity deserves. It is our prayerful desire that all children remain safe, healthy, and flourish as the young men or women God intended them to be. Holy Infancy School provides a Christ-centered environment that supports these principles and helps students recognize the profound goodness of their own existence.

Should a student experience confusion regarding their sexual identity, our school family is pledged to offer guidance with both charity and truth. If a student discusses such matters with any staff member, volunteer, or adult associate, the Principal must be notified immediately. The Principal will then contact the Pastor and the child's parents or guardians, who serve as the primary educators of their children. We are committed to the student's holistic well-being and will assist families in finding professional resources and counseling that align with Catholic teachings. Our Pastor and school support services remain available to walk with students and families through these challenging circumstances.

Holy Infancy School will not acknowledge or affirm a change in gender, whether social or physical, as such transitions contradict the gift of a student's identity and their human dignity. Consistent with biological sex, the school will utilize only the names and pronouns assigned at birth. This policy governs all forms of communication, including daily interactions, written correspondence, and formal records such as academic transcripts or diplomas.

In all school protocols that distinguish between the sexes—including the use of restrooms, participation in athletics, and adherence to the uniform dress code—students are required to act in accordance with their biological sex. The Administration reserves the right to make enrollment decisions to preserve the Catholic identity and mission of the school.

For matters not explicitly detailed in this handbook, the school will rely on the official teachings of the Church, respecting the biological reality of each student while maintaining compassion for all families. For further information on Catholic teaching regarding gender, please visit the Person and Identity Project at personandidentity.com.