



HANDBOOK FOR SCHOOL FAMILIES

**CARDINAL JOHN FOLEY REGIONAL
CATHOLIC SCHOOL Established 2012**

July 25, 2022 Revision

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LETTER FROM THE PRINCIPAL

Dear Parent/Guardian,

Welcome to Cardinal John Foley Regional Catholic School!

Our school is committed to the education of the whole child integrating the teachings of Jesus and enriched by the sacraments and the virtues in the Mercy tradition. Our program follows the Archdiocesan Curriculum guidelines, which are based on the Pennsylvania State Standards. The students are offered service opportunities that are supported by our parents. All that we do is based on our core values of Faith, Mercy, Integrity, Cooperation, and Respect.

We partner with our families to provide an education based in the doctrine, traditions and rituals of the Catholic faith. Students pray four times a day, receive daily instruction in Religion, attend Mass once a month, participate in prayer services, and attend Stations of the Cross during Lent. Our program integrates our faith through all curricular areas.

Our Early Childhood Program includes PS for 3 year olds and PK for 4 year olds. Both programs offer a full or part time schedule. Teachers provide a caring, warm and safe environment where children develop at their own pace. We believe that early childhood is a journey, not a race, and that each child is considered unique and a special gift from God.

Our Kindergarten program is a five day full day program. The program is a balance between academics and socialization. The children are presented with a curriculum that includes a variety of activities and experiences that challenge and prepare them for their formal academic learning.

The average class size in Kindergarten through grade 8 is 23 students. We offer an honors math program for students in grades 5 to 8. Each week the students receive instruction in art, music, physical education, computer, library and Spanish. All classrooms are equipped with ceiling LCD projectors and interactive whiteboards (SmartBoards). Each student in grade 1 through 8 is assigned a Chromebook for the school year and iPads are available for use in PK and Kindergarten.

Our teachers are dedicated and committed to Catholic Education. All teachers hold a Bachelor's degree. Twenty-three percent hold a Master's degree and several teachers are working on an advanced degree. Supervision and training are part of the staff development program for our teachers.

Thank you for choosing our school and may the school year be a happy one for your family.

Sincerely,

Mrs. Kathleen Boyle
Principal
2022-23

CARDINAL JOHN FOLEY REGIONAL CATHOLIC SCHOOL ADMINISTRATION, FACULTY AND STAFF

Pastors	Rev. Kevin Gallagher, Saint Denis
Parochial Administrator	Rev. Sean Loomis, ABVM
Principal	Mrs. Kathleen Boyle, M.ED
Business Manager	Mrs. Donna Leonard
Administrative Assistant	Mrs. Eileen Brown
Art	Mrs. Holly Tenaglia
Technology	Mrs. Kathleen Burgess
Honors Math Teacher	Mrs. Judy DePlato
Media Center	Mrs. Elaine Bradley
Music Teacher	Mrs. Jennifer Carrier
Physical Education Teacher	Mrs. Suzanne Valenti
Spanish Teacher	Mrs. Gloria del Rosario Galilea-Cosgrove
Pre-School 3's Teacher (3 half days)	Mrs. Brighid Dougherty
Aide	Mrs. Catherine Clinton
Pre-School 3's Teacher (3 or 5 full/half days)	Mrs. Marguerite Ryan
Aide.....	Mrs. Kathleen McNally
Pre-School 3's Teacher (3 or 5 full/half days)	Ms. Danielle DiCristino
Aide	Mrs. Danielle Taraborelli
Pre-K 4's Teacher (3 or 5 full days)	Miss Deanna DeVito
Aide	Mrs. Margaret Mary Soltys
Pre-K 4's Teacher (3 or 5 full days)	Mrs. Suzanne Llull
Aide	Mrs. Mary Cartafalsa
Pre-K 4's Teacher (5 full days).....	Mrs. Meghan Haney
Aide.....	Mrs. Siobhan Donohue
Pre-K 4's Teacher (3 full days)	Mrs. Peggy Healy
Aide	Mrs. Carol Vietro
Kindergarten Teacher	Mrs. Margaret Mary Riley

Kindergarten Teacher	Ms. Noelle Perri
Kindergarten Aide	Mrs. Danielle Scuderi
Kindergarten Teacher	Miss Emily Quintus
Kindergarten Teacher	Mrs. Kellie Strazzeri
Kindergarten Aide	Mrs. Kelly Ellis
Grade 1 Teacher	Mrs. Lisa McVeigh
Grade 1 Teacher	Mrs. Stacy Ray
Grade 1 Teacher	Mrs. Loren Loomis
Grade 2 Teacher	Mrs. Donna Contino
Grade 2 Teacher	Mrs. Lori Carrozza
Grade 3 Teacher	Mrs. Maria Mast
Grade 3 Teacher	Miss Lauren Thomas
Grade 4 Teacher	Mrs. Alicia Anthony
Grade 4 Teacher	Miss Christine Pickard
Grade 5 Teacher	Miss Alexis Loomas
Grade 5 Teacher	Mrs. Kelly Haney
Grade 6 Teacher	Mrs. Suan Kain
Grade 7 Homeroom Teacher	Mrs. Rita Block
	Religion, Honors Math Grade 5 & 6, Grade Level Math Grades 7 and 8
Grade 8 Homeroom Teacher	Mr. Christopher Derrick
	Religion, ELA Grade 8
Grade 8 Homeroom Teacher	Mrs. Maureen Ward
	Religion, , Social Studies Grades 8 and 6
Science Teacher for Grades 6, 7, and 8	Ms. Stephanie Quaile
Math Teacher for Honors Grade 7, Grade Level Math Grades 5 and 6	Mrs. Judy DePlato
Cafeteria Manager	

MEMORANDUM OF UNDERSTANDING

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

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

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

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

MISSION STATEMENT

Cardinal John Foley Regional Catholic School provides students from preschool to eighth grade a strong academic and Catholic faith foundation rooted in the Mercy traditions. The school's atmosphere promotes spiritual, academic, social and emotional growth by:

- Challenging students to answer the Gospel call to serve others;
- Creating a learning environment that provides opportunities to achieve learning potential;
- Developing respect, responsibility, and leadership through activities that nurture mindful social interaction.

BELIEFS

We believe our school guides students to grow in their relationship with God by teaching the importance of the Gospel in their daily lives.

We believe that in partnership with parents, we lay the foundation for a life-long commitment to service.

We believe our school supports students in achieving their fullest academic potential through strong academic programs.

We believe we encourage students to develop critical thinking skills and problem solving strategies.

We believe our school provides a vibrant learning environment that cultivates students' gifts and talents.

We believe in a school community based on mutual respect and cooperation between teachers, parents, students, and administrators.

We believe that our school encourages students to be attentive to the needs and feelings of others in order to promote a peaceful learning environment.

INVOLVEMENT OF PARENTS/GUARDIANS

(Going forward the term “Parents” will refer to parents and guardians.)

Parents must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social Christian virtues, values, and academics essential to any well-ordered society.

The school appreciates the cooperation of parents with the following:

- Sending their child to school physically fit, clean and properly dressed and fed.
- Assisting their child’s spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics, and discipline.
- Discovering their child’s special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the Law.
- Taking an active role in the Home and School Association.

The Home and School Association

The Home and School Association has set as its objective the advancement of Catholic education for all of the school’s children. The Association promotes parent-school activities to increase members’ interest in education and civic affairs, and conducts fundraising activities. Refer to the school directory for member contact information.

The Home and School Association plays an important role in raising funds to support school programs, equipment, renovations, and educational material. Families pay the annual dues and support fundraising sponsored by the association.

ADMISSION POLICY AND REGISTRATION

Our School does not discriminate on the basis of race, creed, or ethnic origin in administration of admissions, education, programming or policies. It is founded on the principle that religion is not merely a specialized subject in the curriculum, but rather, “it is perceived and functions as the underlying reality in which the student’s experiences of learning and living achieve their coherence and their deepest meaning.” (National Conference of Catholic Bishops).

Any child may enroll whose parents realize the nature of the school and are willing to accept its standards. Registration time and dates are published in the parish bulletins, school newsletters, and on the school’s website. A non-refundable registration fee per child is required at the time of registration each year.

Students need to be 3 years old on or before August 31st to enter the Pre-School and the same deadline pertains to 4 year olds entering the Pre-Kindergarten, 5 years olds entering Kindergarten, and 6 year olds entering First Grade. All children must be independent in the lavatory. The following is required for all newly-enrolled students at the time of registration:

- Official birth certificate
- Immunization record
- Baptismal Certificate*
- Confirmation Certificate*
- Most recent report card*
- Records of all grade level standardized test score results*
- Information on any medical conditions
- Legal custody agreements, legal directives
- Entrance testing if academic levels need to be determined

*if applicable

SCHOOL HOURS

Pre-School	Half-day session	8:15 am to 11:15 am
Pre-School	Full-day session	8:15 am to 2:30 pm
Pre-Kindergarten	Full-day session	8:15 am to 2:30 pm
Grades K - 8	Full-day	8:15 am to 3:00 pm

In order for a student to be credited for a full day of school, he/she must arrive before 11:00 am and stay until dismissal. A student is considered absent for the morning session if he/she arrives after 11:00 am. A student is considered absent for the afternoon session if he/she leaves before 1:00 pm. Car riders and walkers can arrive no earlier than 8:00 am; it is at this time that the doors to both school buildings are opened for students to enter. If an earlier arrival is necessary, the student must be registered in the CARES Program for the morning.

CHILDREN ARE RECEIVING EXTENDED SERVICES (CARES) PROGRAM

General Information

The CARES Program offers extended care in a developmentally appropriate environment. This program is available to all students enrolled in the school. There is a balance between adult-directed and child-initiated activities, active and quiet times, indoor and outdoor games, and time for homework.

The staff consists of an experienced director, teachers, and teacher aides, who work together to help each child grow in maturity and self-respect, as well as maintaining a warm atmosphere of respect and understanding. Parents of any student whose behavior is consistently disruptive or disrespectful will be required to meet with the principal and the director before the student may continue attending the CARES program.

Morning CARES is from 7:00 am to 8:00 am for all students. On days when there is a delayed opening there is no morning CARES. For full-day PS and PK students, afternoon CARES begins at 2:30 pm. For students in Kindergarten through grade 8, afternoon CARES begins at 3:05 pm.

Refer to the school's website for the CARES handbook and forms. The contact information and emergency forms are due to the CARES director prior to September 1. Parents register weekly using the CARES link provided in the family letter each Friday during the school year.

GENERAL POLICY ROUTINES

Tuition

Each school year, the Finance Council proposes tuition rates to the Advisory Council. The Council reviews and then recommends the tuition rates to the pastors at Annunciation and St. Denis Parishes. At the time of registration, families sign a Tuition Agreement form and any other required documents necessary for the upcoming school year. Tuition payments are automatically withdrawn from a family's designated account through the school's tuition management system. Families may choose to pay tuition monthly (10 months), semi-annually, or annually.

Visitors

The main entrance is located in Annunciation Hall, which is identified as Building #3. All visitors, including parents, volunteers, and outside student service staff, ring the bell on the right side of the door and identify themselves. Visitors who have appointments will be buzzed into the building and immediately travel up one flight of stairs to the first floor, where the school's main office is located to the right. The school's office personnel will assist scheduled visitors with signing the visitor's log and acquiring the appropriate visitor identification.

Any visitors needing to enter St. Denis Hall, which is Building #1 and located closest to Eagle Road, must follow the visitor procedures above. No visitor without a CJF Visitor/Volunteer/Staff identification will be permitted to enter St. Denis Hall.

Parents

Parents coming to school to bring forgotten items may contact the school office to say what item is being dropped in the black bin outside the main entrance (Annunciation Hall) and the student who forgot it. The office staff will deliver the item at a time that will not interrupt classroom instruction.

The visitor policy is strictly enforced to ensure effective and uninterrupted instruction and a safe and controlled learning community.

Appointments with teachers or the principal can be requested via email or calling the school office. Meetings can be conducted via phone, Google Meet, or in person if necessary.

Volunteers

The assistance of volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families and parishioners, which helps in building a strong learning community.

All volunteers must:

1. Provide and have on file in the business office located in the St. Denis Parish office:
 - PA Criminal History Clearance (must be updated every 3 years) - free
 - Child Abuse Clearance (must be updated every 3 years)
 - Safe Environment Protecting God's Children Class Certificate
 - This is a 2.5 hour seminar (one time only) that is required by the Philadelphia Archdiocese that provides the volunteer important information and procedures to ensure the safety of students. To register for the course go to <https://www.virtusonline.org/virtus/>
 - Mandated Reporter Training - online class that provides a certificate at completion
 - Either an FBI clearance if you have not lived within the state of PA for the last 10 years; or an FBI disclosure statement if you have lived within the state of PA for the last 10 years.
2. Keep all student information confidential. Any concerns you experience as a volunteer are to be brought directly to the principal and are not to be discussed with anyone other than the principal.

The ways in which volunteers can assist will be determined by the principal and the classroom teacher at the start of each school year.

Lunch

Other than the cafeteria, our buildings and classrooms are NUT FREE. Snacks brought into classrooms must be nut free. The cafeteria maintains a NUT FREE table which is a controlled area.

Lunch is available for purchase through JD McGillicuddy's. The lunch order is made on a monthly basis and parents prepay for any lunch(es) purchased for the upcoming month. The ordering is done through an online form that is sent out via Option C to school families.

The packed lunch a student brings should include two to three napkins so that one can be used as a placement and the others to assist in maintaining cleanliness and area clean up. Please be sure any containers are shatterproof and bring in any utensils that are needed to eat your lunch. Each student is responsible to keep his/her eating area (table, seat, and floor) clean, especially when finished eating. Students are told to take uneaten food home in order to keep parents informed of a child's eating habits. Any concerns regarding a child's eating habits should be brought to the child's teacher.

Students are expected to be respectful and courteous to the lunch and recess staff. Appropriate eating manners expected include:

- Talking without food in one's mouth.
- Disposing of trash in the trash can and leaving the table in the manner it was found.
- Dining room voices, which means having conversations in an inside voice with table members and not students at other tables.
- Raising their hand to be excused or to get up for any reason.
- Raising their hand for adult assistance or to ask a question.
- Keeping their face and hands clean with a napkin while eating.
- Ceasing conversation and paying attention when the teacher on duty gets on the cafeteria microphone.
- Walking calmly when entering/leaving the cafeteria.

If a student forgets his/her lunch, it may be dropped in the black bin outside the main office and will be delivered to the student before lunch.

Snack

All students are encouraged to bring a single healthy snack for morning recess. Please be sure any containers are shatterproof. A beverage in a box-like container that does not need refrigeration is permitted, as well as a refillable water bottle.

Recess

Recess ranges from 10 to 20 minutes during the lunch time period. There is a minimum of two adult supervisors (staff/volunteers) on duty at all times. Students are to bring concerns and problems immediately to the adult on duty. Students are to exercise concern for those around them and exhibit Christ-like behavior at all times.

The following equipment is approved for playground use:

- Playground balls

The following equipment is not approved for playground use:

- Frisbees
- Footballs
- Tennis balls
- Hockey sticks

During recess, students may not be near or around the cars. If a ball goes behind a car, a student may retrieve the ball, but children hiding or playing near or behind the cars will be reminded to move out of the area. Students may not walk on the pit walls.

Messages during the school day

The telephone in the school office is for business only. School personnel will be able to make a call on behalf of a student in cases of emergencies. Permission will not be given to a student to call a parent for social planning.

Parents are advised to arrange dismissal directions in the morning before the children leave for school. If an emergency arises and the dismissal directions need to change, a parent must contact the school office by 2:00 pm. Please do NOT email a teacher regarding this change. Teachers are instructing the students and cannot be responsible for checking email before dismissal.

If a parent permits his/her child to bring a cell phone to school, it must be kept turned off and stored in the student's school bag. If the student is a bus rider, the cell phone is not to be used on the school bus except in the case of an emergency. Cell phones are to remain in a student's school bag at all times. The school does not take responsibility for missing cell phones.

In the case of school related activities, the same policy applies to cell phone use. If permission is granted by a teacher to use a cell phone to contact a parent, it may be used in the presence of the teacher.

Transfer of Students

If a student is transferring to another school, parents are to notify the school office. Student's school records will be released once the school has received a written request from the child's new school. Medical records will be forwarded along with the academic records. Any testing completed through the Delaware County Intermediate Unit or Haverford Township must be requested from the testing agency.

Updating of Family Information

It is vitally important that our student records are maintained with accurate and current information. It is the responsibility of the parent to keep the school fully informed of any changes that could delay communications, especially in emergency situations. The school office is to be notified in writing and in a timely manner of any changes in family contact information.

The school utilizes a student information system (SIS) to send parent communications, notify families of school closings or an emergency situation, and to send reminders of upcoming meetings or events. SIS contacts parents via:

- Home phone
- Cell phone
- Email
- Text Message (if under 150 characters)

At the beginning of each school year, parents verify the information that is in the student information system by reviewing the previous year's information and making any corrections..

Any person other than the parent who will be taking a student from school in emergency closing situations must be designated in writing on the student's emergency information form or the parent has provided documentation asserting this information. No student will be released to an individual without picture identification.

Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. The school requires a copy of the custody decree. This will help school personnel make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders when necessary.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The school requires parents to sign an agreement regarding the administration of parental participation issues and payment of tuition. See Appendix A for Cardinal Foley Regional Catholic School's Legal Custody agreement that must be completed with an original copy of the completed agreement placed in the student's confidential file.

Student Records

Unless a court or custody agreement specifies otherwise, each parent with legal custody is entitled to access all school records of the child.

Release of a Child

A child will not be released to a parent who does not have physical custody without the written consent of the custodial parent. If only one parent has legal custody, a copy of the Court Order/Custodial Agreement is to be provided to the school.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

Catholic Schools of the Archdiocese of Philadelphia *Revised August 2021*

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.**

The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOAL

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact

parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cell phone/Wearable technology: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.

- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” or “Following” of current students by teachers is forbidden on a teacher’s personal social media site. Teachers should also not ‘friend’ former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts and parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

Policy Violations

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

DRESS CODE

A student's appearance, self-respect, and school performance tend to complement each other; hence reasonable care and neatness with regard to dress and appearance are required of all students. A student's exterior appearance sets an atmosphere and tone for the important task of education. Parents are asked to cooperate in having their children comply with the dress and grooming code adopted by the school. A uniform is as it indicates "one form." "Choices" take away from a uniform look and it is very difficult to make choices that every family will want. Choosing to send your child(ren) to CJF is also a commitment to uniform compliance in all respects. We firmly believe that attention to personal appearance is an important part of the developmental process for students attending Cardinal John Foley Regional Catholic School. If there is a question regarding appropriateness of dress, the Principal will be the final judge. Throughout all of the grades, parents are responsible for their children's uniform compliance and appearance.

Students may choose to wear the fall/spring uniform from the first day of school until October 31, and April 1 until the last day of school.

Hair

- We expect hair to be clean and well groomed at all times.
- Hair should be styled away from the face, this includes bangs which should be no longer than the eyebrows. These requests are to prevent visual obstructions and distractions while learning.
- No unusual styles or colors are permitted.
- Hats/hoods must be removed upon entering all buildings.
- Girls may wear headbands (no wider than 2 inches) and hair clips. Hair accessories are to blend in with the school uniform. White, maroon, gray, navy blue or black are acceptable colors for these accessories.

Jewelry

- Religious necklaces and religious pins can be worn.
- Post earrings that are not hoops or do not dangle can be worn by girls only; no more than one earring is permitted in each ear.
- Earrings are not permitted to be worn by boys.
- Make-up is not permissible.

School Uniforms

Pre-School/Pre-Kindergarten

Students wear appropriate play clothes with socks and sneakers. If a student does not wear sneakers, he/she will not be permitted to play in the gym.

Kindergarten

Fall/Spring

Knee Length Maroon Cardinal Foley Mesh Shorts with Logo at left cuff

Grey T-shirt with Cardinal Foley Logo

Choice of socks

Sneakers

Winter

Maroon Cardinal Foley sweatpants with Logo at left hip

Grey T-shirt with Cardinal Foley Logo

Maroon Cardinal Foley Gym sweatshirt

Choice of socks

Sneakers

Boys Optional Fall/Spring Uniform Grades 1 - 8

Navy boy's twill walking shorts

White or maroon short/long sleeve golf shirt with School Logo

Black or brown leather belt

Solid colored white, blue, or black socks at least 2 inches above the back of the shoe,

Black Oxford or Buc tie shoe

Boys Winter Uniform Grades 1 - 5

Navy twill pants

White or maroon short/long sleeve golf shirt with School Logo

Maroon v-neck pullover with sweater w/ school logo, OR maroon v-neck sweater vest w/ school logo

Black or brown leather belt

Solid colored white, blue, or black socks at least 2 inches above the back of the shoe

Black Oxford or Buc tie shoe

Boys Winter Uniform Grades 6 - 8

Navy twill pants

White or maroon short/long sleeve golf shirt with School Logo

Grey Quarter Zip w/ School Logo

Black or brown leather belt

Solid colored white, blue, or black socks at least 2 inches above the back of the shoe

Black Oxford or Buc tie shoe

Girls Optional Fall/Spring Uniform Grades 1 - 8

Navy skort

White or maroon short/long sleeve Polo shirt with School Logo

White Crew Socks (2 inches above the back of the shoe)

Navy Blue Oxford or Buc tie shoe

Girls Winter Uniform Grades 1 - 5

Maroon Plaid Drop Waist Jumper

*Girls in grade 5 have the option of wearing either the drop waist jumper or the maroon plaid wraparound kilt

White or maroon short/long sleeve golf shirt with School Logo

Wine Crew Neck Cardigan Sweater w/ School Logo

White or maroon short/long sleeve golf shirt with School Logo

Maroon Orlon Knee-Hi, OR Maroon Opaque or Ribbed Tights

Navy Blue Oxford or Buc tie shoe

Girls Winter Uniform Grades 6 - 8

Maroon Plaid Wrap-Around Kilt

White or Maroon Short Sleeve Polo Shirt w/ School Logo, OR White or Maroon Long Sleeve Polo Shirt w/ School Logo

Grey Quarter Zip w/ School Logo

Maroon Orlon Knee-Hi, OR Maroon Opaque or Ribbed Tights

Navy Blue Oxford or Buc tie shoe

Physical Education Uniform

The gym uniform is to be worn on the student's gym day.

Knee Length Maroon Cardinal Foley Mesh Shorts with Logo at left cuff

Grey T-shirt with Cardinal Foley Logo

Choice of socks

Sneakers

Winter

November 1 - March 31

Maroon Cardinal Foley sweatpants with Logo at left hip

Grey T-shirt with Cardinal Foley Logo

Maroon Cardinal Foley Gym sweatshirt

Choice of socks

Sneakers

POLICIES ON ATTENDANCE AND LATENESS

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. Lateness and irregular attendance interfere greatly with a student's academic progress. Therefore, parents must commit to their responsibility of ensuring regular and timely attendance for their children.

Excused/Lawful Absences

A student who has been absent from school must present a written excuse from a parent within three (3) days of his/her return to school. If a written note has not been received within three (3) days, the absence will be recorded as unexcused. This written excuse is to state the reason for the absence and must specify the exact days and dates of the absences. The excuse must be presented to the homeroom teacher immediately upon the pupil's return to school. **Excuse Note Forms for absences are included in this Family Handbook and may be used in lieu of a self-created note.**

Parents must notify school before 8:30 a.m. on the day of absence and on each day of successive absences either by telephone call to the school office or by email to the office and the homeroom teacher. When calling the school office (610-446-4608), if the call is not answered personally you may leave a message to report an absence or lateness. If a child's name appears on an attendance report from the homeroom teacher, and his/her parent has not phoned in, the parent will receive a call from the school to verify the absence; verified absences by a student's parent are considered "excused/lawful" after the written excuse from the parent is received by the School. Please help in this endeavor by calling in the early morning to report your child's absence; each child's safety and welfare are of great importance to the Administration and Faculty. In addition, the Archdiocese of Philadelphia and the state of Pennsylvania have strict attendance regulations that are maintained at Cardinal John Foley Regional Catholic School and are included in the preceding section.

If a parent wishes to have class work and/or homework prepared, this request must be included in the early morning absence call-in; this work will be available for pick-up from the school when the homeroom teacher has time to assemble the materials. The materials will be placed in the black bin that is located outside the main door of the office building.

Covid-19 Guidelines

Refer to the Updated Health and Safety Plan for information regarding Covid-19 guidelines. The link for the Health and Safety Plan can be found on the homepage at cardinalfoley.org.

Extended Illness

If an extended absence is expected, it is advisable to contact the Principal and the child's teacher(s) in order to make arrangements for study assignments. An excused illness that extends beyond three days requires a doctor's note in order for the student to return to school.

Student Appointments

It is encouraged to arrange medical and dental appointments before/after school hours; if this proves to be impossible, a note from the parent or a card from the doctor or hospital should be presented to the homeroom teacher. A late arrival or early dismissal due to out-of-school medical/dental appointments is considered "*excused*" with a parent or doctor note.

Family Vacations

Regular attendance at school is important and the planning of family vacations is strongly discouraged during the school year. The principal and the homeroom teacher are to be contacted directly and in writing if there is a need for a student to be away on vacation during the academic year. Parents should refer to the school calendar and confer with the child's teacher when planning a vacation.

In the event that a child does go away, the parent is responsible for obtaining the work from the child's teacher upon the family's return from the vacation. **Teachers are not expected to communicate required assignments before a trip.** Students will be required to turn in completed assignments within one week of their return.

Truancy

Any child who stays home without his/her parent's knowledge is subject to possible suspension. Any child who leaves school without permission is subject to possible suspension. A pattern of student absences not associated with illness will be investigated for possible truancy. It is the responsibility of parents to be certain that their children attend school.

Lateness

A student is considered late if he/she arrives after the 8:15 a.m. bell. The student must present a late slip to his/her teacher upon entering the classroom.

Repeated lateness is an unhealthy situation for students who enter classes already in session; these children begin their day with unnecessary anxiety as they try to catch up. These behaviors also interrupt the routine of classrooms and can cause unnecessary disturbances and anxiety for all other students. Repeated lateness may result in a parent/teacher/principal conference.

In an emergency situation resulting in a student's occasional late arrival, it is the responsibility of the parent to call the school, explain the reason, and give an estimated time of arrival. This will assist the classroom teacher in preparing for the instructional time missed by the student.

ACADEMICS

Standardized Testing

In accordance with Archdiocesan policy, the Terra Nova is the standardized test recommended for use at regional and parish schools. Students in grades 3- 4- 5- 6- 7 are administered the test each year. The Terra Nova assessment measures student knowledge in various content areas and provides a means of evaluating achievement for fundamental academic goals. The Cognitive Skills Index (CSI) component measures a student's academic aptitude and predicts potential academic achievement; this score may vary from year to year. A student's personal performance is reported to the school, the teacher, and the parent in statistical terms (scores) with accompanying narrative explanations. Further interpretation and use of these scores may be discussed in parent-teacher conferences.

Classroom Assessment

When evaluating skills and concepts, teachers utilize both formative and summative assessments. Summative assessments include activities such as group or individual projects, experiments, oral presentations, demonstrations, tests, or performances. Typical classroom activities, such as assignments, journals, literature discussions groups or reading logs are examples of formative student assessments.

All curriculum assessed is in alignment with the curriculum guidelines established by the Office of Catholic Education with the Archdiocese of Philadelphia which is in accordance with the Pennsylvania State Standards, and professional curriculum associations.

Grades for formal assessments will be posted on the student information system (SIS). Often assessments are brought home for parent review and signature. Parents are encouraged to review these assessments with their children, both to affirm successes and to clarify mistakes.

Preparation for Class

The student is responsible for completing all class assignments and homework on time; failure to do so indicates a lack of effort on the part of the student. The student has made the decision to be unprepared for class and this is not acceptable. Incomplete homework assignments will affect the student's *effort grade* on the report card. Home assignments that are not turned in on time will affect a student's trimester grade.

Daily student performance is assessed by the teacher. Examination of copybooks, worksheets, and any other class work for neatness and completeness of work, as well as class participation are part of the overall trimester grade. All students are encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad. Copybooks and notebooks are to be kept organized and presentable at all times.

Class Participation

Students are expected to:

- Give attention and respect to the teacher at all times,
- Show respect and concern for other students by a willingness to share, take turns and collaborate,
- Actively participate in class by responding orally or in writing as circumstances dictate.

Curriculum

The curriculum follows the guidelines established by the Archdiocese of Philadelphia which is in accordance with the Pennsylvania State Standards, and professional curriculum associations. Studies pursued by students include, but are not limited to the following: religion, mathematics, English language arts, science, social studies, art, music, technology in education, physical education, library skills, and Spanish.

Religion

Religion classes are held in all grades. Students are obliged to participate in religion classes and religious events. A love and appreciation of the Liturgy is fostered through active participation in the liturgical cycle of the Church Year. During the school year, our faculty and students in Grades 1 - 8 attend monthly masses, prayer services, and Stations of the Cross. The reception of the sacrament of Reconciliation is available during the liturgical seasons of Advent and Lent. The monthly virtues program provides instruction on a different virtue each month and the students reflect on that virtue in the virtues journal that accompanies them from grade to grade. Each day our school community prays together in the morning and at dismissal. Grace before meals is recited in the homeroom. Grace after meals is recited in the cafeteria before the students leave.

Report of Academic Progress

Parents of Pre-K students receive a progress report twice a year, mid-year and end-of-year. Report cards are issued to students in kindergarten through grade 8 at the end of each trimester. Teachers follow the grading code explained on the report card. Progress reports are issued midway through each trimester. At any point during the school year, teachers or parents may schedule an appointment to discuss a child's progress.

Parent-Teacher Conference

Parent-teacher conferences for students in kindergarten through grade 8 are conducted in the latter part of the first trimester. The conference affords an opportunity for discussion and interpretation of student progress. The student may attend the conference at the request of the teacher or parent.

Student report cards include a *conference request indicator*; therefore parents can initiate an additional conference on a student's report card when they sign the report card envelope. Teachers or parents may arrange for an appointment to discuss students progress at any time during the school year.

To schedule a conference with a teacher, a parent can:

- Call the school office to leave a message for a particular teacher
- Write a note directly to the teacher
- Email a teacher

Parent concerns must first be directed to the teacher. If further conversation is necessary, the principal can be contacted and arrangements made for a conference including the teacher, the parent, and the principal.

Honors

- 92+ Average
- No checks in Personal & Social Growth or Effort and Study Skills
- Must have a 3 or 4 in Art, Music, Physical Education, Spanish and Technology
- Available the 1st, 2nd, and 3rd trimesters

Improvement Honors

- 10 point increase in subject area grades (not in the average)
- No checks in Personal & Social Growth or Effort and Study Skills
- Must have a 3 or 4 in Art, Music, Physical Education, Spanish and Technology
- Available 2nd and 3rd trimesters

Students may only receive one form of honors a trimester. If a student qualifies for Honors and Improvement Honors, the student receives Honors.

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented during class time. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects and are to be student work only. Parents may assist in the gathering of materials for at-home assignments but all work should be completed by the student.

The following time per night is suggested for homework; this includes both written and study assignments:

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

It is recommended that a student reads to him/herself, or to a parent, the number of minutes that equals their chronological age (this time is part of the suggested times above).

Teachers, students and subjects are affected by many variables. The homework objective is not time, but the extension of learning beyond class time. If parents find that their child is having great difficulty with a homework assignment and it is taking substantially more time than noted above, please send in a note to the child's teacher explaining the situation. This will help make the teacher aware immediately so that the child can receive support.

In the event of absence or suspension, all homework and missed assignments are to be made up as determined by the student's teacher(s).

Retention

Students who fail to attain reasonable mastery of their grade's work for the school year will be considered for retention. Conferences will be conducted between parents, teacher(s) and principal to determine final decisions.

Merwood Park Trips

At the beginning of every school year, parents sign a permission form that allows teachers to walk the students to Merwood Park for various reasons.

Physical Education

Physical education is part of the curriculum set forth by the State and the Archdiocese of Philadelphia. Therefore, every student in kindergarten through grade 8 is required to participate in the physical education program unless excused by a doctor's note only. Each student is required to demonstrate a respectful attitude and sportsmanlike conduct. Students are not to wear any jewelry to gym class for safety purposes.

Special Services

The state of Pennsylvania, under Act 89 and through the Delaware County Intermediate Unit (DCIU), provides certain services to our students. Teachers and/or parents may recommend students in kindergarten through grade 8 for special services. Parental permission is required for student participation.

Support services begin with a referral from the teacher or parent. An observation and /or assessment is scheduled after the referral process has been approved. Results are shared by means of a conference with the parents, the principal and the classroom teacher. Teachers work with support personnel to schedule students for instructional support.

Such support services include:

- **Reading** - a reading specialist is available two days per week to provide services for students who have been identified as in need of support services.
- **Guidance Counseling** - Teachers and/or parents may request that a child meet with the school counselor. Based on school policy, the counselor may see an individual student for up to three (3) sessions, after which the counselor will communicate with the parents if the child should continue with outside therapy. In order to provide social and emotional support for all students, the counselor will provide opportunities for groups of students to meet as well as classroom sessions twice during the school year.
- **Psychological Testing** - Students can be referred for educational psychological testing by the guidance counselor, the teacher, the principal or the parents. This testing is requested when there are possible indicators of a learning disability, emotional concerns and/or behavioral issues.
- **Speech** - A speech pathologist is available to identify and provide services to those students in need.

Assemblies

The Home and School Association provides student assemblies during the school year. The primary purpose of school assemblies is educational. Being part of an appreciative and respectful audience is a learning experience in itself; therefore, all students are expected to show proper manners, respect and courtesy during all school-wide functions and presentations.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All textbooks and workbooks must be covered. In addition, a zippered chromebook case (12 inches or bigger) for all students in grade 1 - 8 must be purchased. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school and grade. All lost or damaged books must be paid for in full by the student/parent. A charge will be made at the rate at which the books were purchased by the school. Students are expected to take care of their personal belongings, their books and their clothing.

Library

Students in grades Pre-School through grade 8 are scheduled to attend weekly library class. Books may be taken out once a week. Damage or loss of books will result in the parent(s) being responsible for the replacement cost of the book.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teachers(s).

Graduation Awards

Subject-area awards presented at graduation to outstanding students are determined by a variety of factors, including, but not limited to, grade earned in the subject, class participation and demonstrated interest in the subject.

Closing Exercises

Participation in graduation closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the administration, the student's conduct or academic/disciplinary records indicate that the privilege should not be extended.

Students in grades 1 through 7 are expected to attend the end of year Liturgy on the last day of the school year. If a student cannot participate, his/her family is asked to pick up the report card in the school office the following week.

CHRISTIAN CODE OF CONDUCT

Discipline Code

Discipline is fundamental to life; it is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Catholic Christian. The Catholic Christian is to be committed to the observance of just rules and regulations, which will assist the individual in acting respectfully and appropriately.

The school defines respect as behavior that is courteous, polite, well mannered, and well behaved.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such a fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their teachers and fellow students, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Students who do not comply with school policies and regulations must accept consequences.

The discipline code applies in school, at school-sponsored events, at school/parish community activities and outside the school/parish community where the disregard for the school's discipline code and disregard of Catholic teachings could bring disrepute or embarrassment to the school. It is expected that parents support the school's discipline code as well.

Standards of Behavior

In order to make a school highly conducive for learning, standards of behavior must be in place. The list below for student conduct provides examples of behaviors that are expected of a Cardinal John Foley Regional Catholic School student.

Expectations for Student Conduct

Students are expected:

- To respect that faculty and staff members are the adults who teach and guide students on a daily basis;
- To exhibit respect, obedience and courtesy;
- To treat other students with respect;
- To respect school property and the property of others;
- To behave in a way that promotes learning for self and others;
- To take responsibility for his/her behaviors;
- To use appropriate and respectful language on school premises and through school technology devices;
- To follow the Christ-like ethical, moral and kind behaviors that are taught in the Ten Commandments and Beatitudes;
- To be genuinely reverent during any form of communal and/or personal prayer.

Violations of Personal Growth Expectations

1. **Disrespect** - Any improper attitude displayed towards any administrator, teacher, staff member, volunteer, or fellow student.
2. **Improper Behavior**- including, but not limited to:
 - a. Disturbances in any classroom, on the playground, in the lunchroom, on the school bus.
 - b. Causing any disruption deemed by the classroom teacher to interrupt the educational process.
3. **Abusive language** - Any inappropriate language used on school premises or at any school related event.
4. **Privacy** - Invading the privacy or belongings of a teacher or student.
5. **Classroom rules** - Compliance is expected with each teacher's classroom rules.
6. **Dress Code** - Appropriate uniform attire as outlined in this handbook.
7. **Damage** - Willful destruction of property belonging to the school, the church, or another person.
8. **At the wrong place at the wrong time** - Any student who is someplace without an assigned time/place/moderator.

Conduct that violates the discipline code is not limited to the examples listed.

Violations of Study and Effort Skills

1. **Not prepared for class**
 - a. Not having proper supplies or books for class repeatedly
 - b. Not having assignments completed for class
 - c. Failure to return student work
 - d. Failure to return any document requiring a parent signature in a timely manner
2. **Cheating**
 - a. The taking of schoolwork that is not one's own
 - b. The voluntary giving of one's work to be claimed by another student as his/her own
3. **Forgery/Plagiarism**
 - a. Taking and using someone's work
 - b. Handing in a written assignment completed by someone else
 - c. Any school paper signed by anyone other than a parent/guardian

Please note that the above violations affect the left side of the report card.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of Cardinal John Foley Regional Catholic School to provide a safe educational environment, which is free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Serious infractions may result in an immediate suspension or dismissal and these consequences apply when students are on campus, on a bus, online for school assignments, or at school-sponsored functions.

Endangering Acts

An endangering act is one which results in physical and/or verbal harm to another person, in the damage, loss or destruction of property, or poses a direct threat to the safety of others or poses a direct threat of damage, loss or destruction of property. This policy and intolerable behaviors below apply to students and parents; a parent who exhibits intolerable behaviors will result in not being permitted on school property for any reason.

1. Disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
2. Insubordination
3. Bullying, intimidation, harassment (including technology)
4. Physical fighting
5. Triggering false alarms
6. Use or possession of alcohol, drugs or tobacco
7. Stealing
8. Possession of any weapons

These examples do not cover every possible situation. The school administration will determine whether a behavior is inappropriate.

This policy applies both in and out of the classroom, in or outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school. Conduct by students or parents, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when warranted.

In addition, in the case of threats of violence or harassment in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

DISCIPLINARY MEASURES

Classroom Management

At the beginning of each school year, classroom teachers present their classroom management systems with students to parents. Classroom rules and regulations are developed and enforced by the classroom teacher with the approval of the principal. The school maintains similar behavior communication systems in grades K-3 and 4-8. Special subject area teachers use the behavior systems for each level in order to maintain consistent expectations and consequences.

Grades 6 - 8 Middle School Log

The Middle School Log is a tool that the Middle School Teachers use to indicate student strengths and weaknesses. When a student exceeds the behavioral expectations, this may be indicated on the Middle School Log. Likewise, when a student fails to meet the expectations, behaviorally or academically, this may be noted as well. Teachers keep a rolling spreadsheet of these events and use these indicators to determine report card grades for "Personal and Social Growth" and "Effort and Study Skills". Students begin each trimester with a clean slate.

Detention

Students can be kept for before school, during lunch, or after school detention as a consequence of serious or consistent violations of classroom or school rules/policies. When a detention is given, the teacher communicates the date and time to the parent. Three detentions within a trimester may result in an in-school suspension. Students serving a detention will remain with the teacher and complete the assigned tasks.

In-School Suspension

- Assigned at the Principal's discretion as a consequence of unacceptable behavior.
- A student will be assigned a supervisor and will spend the day with that person.
- Lunch will be eaten as determined by the Principal, separate from his/her class.

Out-of-School Suspension

A student may be suspended for a single major disciplinary infraction. The length of the suspension will be determined by the Principal in consultation with the teacher and pastor(s) and will be communicated to the parents. A conference with the pastor, principal, teacher, parents and student is required before the student returns to class. A parent's decision not to report for the conference may result in the student's dismissal.

Dismissal

1. After two suspensions, a student may be considered for dismissal.
2. In certain instances an infraction may warrant immediate dismissal.
3. The pastors reserve the right to dismiss any students at any time where the conduct of the student or parent is inconsistent with Catholic teachings, school policy, or jeopardizes the safety and/or welfare of the school community.

EMERGENCY PROCEDURES

Fire Drill

Fire drills are conducted once a month according to Pennsylvania State Law and are an important safety precaution. At the sound of the alarm, students move quickly, silently, and in an orderly manner from their locations and assemble in the designated outdoor locations. A signal indicates when the drill is completed and students can return to class. Each room has fire drill directions and an evacuation map posted.

Shelter in Place

There may be a time when an emergency takes place in the community. At this time all children and adults will remain in the designated safe location within the school complex, which is called "Shelter-in-Place." At the beginning of the school year, a letter is sent home explaining the shelter-in-place drill and at this time parents are asked to send into school a drink and a peanut-free snack to assist in sustaining the student during such an event.

Internal Lock Down

The school has a "lock-down" plan that will instruct students to remain confined and supervised until further notice, away from hallway doors and windows. Teachers will be informed, via an announcement over the school intercom, to lockdown immediately. Teachers cover door windows, instruct students to follow body placement protocol/silence and lock classroom doors. Teachers report immediately any missing students to the main office via intercom or walkie-talkie. As teachers begin to close and lock the classroom doors, he/she will check the hallway for any child traveling between classrooms and safely secure him/her in the classroom. The school office will be notified of this child's location and the office will let that student's teacher know where he/she is safely during the lockdown.

External Lockdown

In the event of police activity in the area, the school may operate under an external lockdown. Students and teachers may continue with lessons, but must stay in the building they are in when the safety measure is called. This means that students may not move between buildings until the protocol is lifted.

In the case of an internal or external lockdown, a delayed dismissal is possible.

Inclement Weather

Changes in the school's hours due to inclement weather are communicated via the student information system (SIS) through text, phone call, and email. We are using the ACCU Weather 'real feel' temperature information for Havertown to guide us with recess decisions. This website gives us an hour by hour update of the outside temperature and the 'real feel' temperature calculates the temperature with the wind chill. A 'real feel' temperature of 20° or below will keep the children inside for recess and a temperature of 21° - 31° will have the children outside for 10 minutes of their recess time. **Children should be prepared with winter coats, hats and gloves for warmth during their outside recess period.** Appendix D provides frostbite information that contributed to decisions for indoor/outdoor recess guidelines.

Early Dismissals

Students do not leave the school premises before the regular dismissal time unless a parent should communicate this request to the school office and homeroom teacher. Telephone calls requesting early dismissal are not advised; if a sudden situation requires a student to be dismissed early, the call must be made by the parent. The student may only be released to the person the parent designates.

HEALTH AND SAFETY

Haverford Township School District provides the services of a school nurse. On days the school does not have services, the office staff handles health issues.

The school follows the regulations of the Pennsylvania Department of Health regarding all immunization and health requirements for all students entering school for the first time. Students must have all required immunizations; otherwise they may not be admitted to the school.

Health records are kept up to date and in proper order by the nurse. Should a student have the need for medical support the Haverford School District provides:

- **Physical Examination** - A physical examination is required for students in grades kindergarten and six and can be administered by a school district physician.
- **Dental Examination** - A dental exam is required in grades kindergarten, three, and seven. This may be done by the school district dentist or the student's private dentist.

SEE Appendix E for current immunization requirements.

Illness

If ill, a student will leave only after a parent has been contacted and an assigned designated person picks up the student. Parents/designees picking up a sick child will notify the school office upon their arrival.

Accidents

Accidents which occur on school property must be reported to the school nurse and principal as soon as possible. First aid will be administered. A parent will be notified and the nurse will relay her professional opinion as to whether further medical treatment is required. If a parent cannot be reached, the student's emergency form will be used to determine the next responsible person to contact.

In an emergency, when time is an important factor, the student may be transported via official EMT personnel to the nearest hospital before parents can be notified. Again, parent notification will continue to be attempted until contact has been made.

Communicable Diseases

The school must be notified by a parent in cases of absences due to communicable/contagious diseases listed below. Based on what the disease is, a physician's note may be required to return to school.

Chicken Pox - A student must remain absent for a minimum of six days after the onset of the first lesion and until all lesions are crusted over.

Conjunctivitis (Pink Eye) - A student may return to school 24 hours after appropriate antimicrobial therapy has been started and redness and drainage has subsided.

COVID - A student must stay home for 5 days after a positive COVID test. The student may return to school after day five if he/she is fever free for 24 hours with no medication and symptoms have improved. The student must be masked in school for days 6 - 10 regardless of improved symptoms.

Fever - A student must be fever-free for 24 hours without the use of fever reducing medication before returning to school.

Impetigo - A contagious bacterial infection of the surface of the skin caused by strains of both staph and strep bacteria. It is not serious and is easy to treat with either prescription topical or oral antibiotics. "The infection is spread by direct contact with lesions (wounds or sores) or nasal discharge from an infected person. Scratching may spread the lesions. It usually takes 1 - 3 days from the time of infection until you show symptoms. If your skin doesn't have breaks in it, you can't be infected by dried strep bacteria in the air." SOURCE: National Institute of Allergy and Infectious Diseases, National Institute of Health. Students can return to school after 24 hours of treatment.

Measles - A student must remain absent for a minimum of 7 days after the onset of rash.

Mumps - A student must remain absent for a minimum of 9 days after the onset of glandular enlargement.

Rashes and Sores - The school may exclude any student presenting a rash or sore of unknown etiology until such time that a diagnosis and recommendation is obtained in writing from the student's physician.

Scarlet Fever, Strep Throat, Staph Infection, Mononucleosis, Hepatitis Infectious - A student's readmittance will be dependent upon written approval and recommendation of the student's physician.

Health Examinations

The school nurse administers vision and hearing examinations to every child in kindergarten through grade 8 annually. Vision and hearing examinations will be given at other times at the request of the parent or teacher.

The school nurse administers a scoliosis examination to students in grade 7 annually.

Dispensing Medication

The dispensation of prescribed medication to a student in school requires written parental permission plus the written direction of a physician. The medication must be in the original container from the pharmacy.

The dispensation of over-the-counter medication to a student in school requires written parental permission.

If a parent or guardian comes to school to give their child medication, it is to be administered in the presence of the school nurse or staff who documents what has been given to the child and at what time.

No child may bring medication to school.

Student Insurance

All students are insured under the Student/Athletic Accident Insurance Program for the year. This plan protects the students while attending school during the hours and days when school is in session. It also covers students participating in or attending school sponsored activities. The fee for this coverage is paid by the school.

TRANSPORTATION

Bicycles

Students may ride bicycles to school. Bicycles should be parked and locked in the racks provided outside the main entrance of Annunciation Hall. The school assumes no responsibility for damaged or stolen bicycles.

School Bussing

Public school districts provide bus transportation for the students living within their district. Students must ride the assigned bus unless there is a special circumstance. Such a situation requires a verbal request from the parent that must be authorized by the school district. If the request is approved by the school district, a written note must be provided to the student's homeroom teacher. The student will then give this note to the bus driver.

Discipline on School Busses

School bus riders are on school property until they reach the bus stop. While in transit, bus riders are under the jurisdiction of the school bus driver. Proper behavior is most important for the safety of all. Misconduct results in the suspension of bus privileges and possible suspension from school. Parents of students who lose bus privileges are responsible for the arrangements necessary to get their children to and from school without the use of the school bus.

Riding a bus is a privilege, not a right, which may be revoked. Below is a list of examples of undesirable behaviors for which loss of bus privileges could result:

1. Fighting
2. Damage to the bus
3. Insubordination to driver
4. Smoking or lighting matches
5. Throwing objects in or out of the bus
6. Running alongside the bus
7. Hanging onto the outside of the bus
8. Crowding up to the door while the bus is in motion
9. Hitting, kicking, or shoving
10. Yelling
11. Spitting on the floor or at other students
12. Eating or drinking on the bus
13. Chewing gum
14. Causing general confusion or any uproar
15. Lowering the windows below the safety mark
16. Use of profanity on the bus
17. Bullying, teasing, tormenting or being a general nuisance
18. Standing or changing seats while the bus is in motion
19. Any other bus safety violation

Bus riders are required to:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops.

4. Not move toward the bus until it has come to a complete stop.
5. Not leave his/her seat while the bus is in motion.
6. Be alert for a danger signal from the driver.
7. Remain in seat in the event of a road emergency until instructions are given by the bus driver.
8. Keep head and hands inside the bus at all times after entering and until leaving the bus.
9. Be absolutely quiet when approaching a railroad crossing.
10. Never tamper with the bus or its equipment.
11. Not bring animals on the bus.
12. Keep books, packages, and all other objects out of the aisles.
13. Not leave personal belongings on the bus.
14. Help look after the safety and comfort of younger riders.
15. Not ask the bus driver to stop at places other than the regular bus stop. He/she is not permitted to do so except according to the previously mentioned policy.
16. Observe safety procedures at discharge point. Where it is necessary to cross a highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting crossing.
17. Observe the same rules and regulations on other bus trips under school supervision as observed between home and school bussing for school arrivals and dismissals. Respect the instructions and guidance of the school-appointed chaperone.

If a student fails to follow the rules for good bus conduct and a bus driver finds it necessary to file a behavioral report with the principal, parents will be contacted to be informed of the consequences of the student's behavior.

Arrival Procedures

General Information

Students enter the school campus from Poplar Road through *The Pit* or through the cemetery path from St. Denis Lane. These areas are safe walkways.

- Students entering from Poplar Road enter at *The Pit*. *The Pit* is the lower play yard at the corner of Poplar and Eagle Roads. Students will walk through *The Pit*, up the steps, and go directly to their homeroom.
- Students entering from St. Denis Lane walk down the cemetery path. This path is the paved road that begins on St. Denis Lane and divides the cemetery in half. Students will walk down the path and go directly to their homeroom.

There is no supervision on the campus before 8:00 AM so parents are asked to be sure that their children do not arrive before 8:00 AM. The school is not responsible for the safety of children before 8:00 AM. No cars are permitted to drive on school grounds or on the cemetery path between 7:50 - 8:30 AM.

PS and PK

Parents who drop off PS and PK students are asked to park and walk their children to the door of the building where they will be met by either their teacher or the classroom aide. Parents may park in the church lot (also known as Grimes) or on Poplar Road beyond the schoolyard fence. Older siblings may walk a child in PS or PK to the building of their program.

Kindergarten through Grade 8

Students will enter the building and go directly to their classroom beginning at 8:00 AM. Teachers will be in the classrooms to supervise students. The bell rings at 8:15 AM. Announcements and morning prayer begin over the public address system at 8:25 AM.

Dismissal Procedures

General Information

Dismissal begins with the bell ringing at 3:00 PM. Silence is expected for the end of day quiet prayer. After quiet prayer, students stand for end of day prayers. Silence continues as dismissal directions are given and students exit the buildings.

No cars are permitted to drive on school grounds or on the cemetery path between 2:50 and 3:15 PM in order to make this a safe walkway.

PS Half Day Program

Cars picking up students will enter the school campus from Eagle Road between the school buildings and the cemetery. Cars may stop at Annunciation Hall for pick up and exit through the cemetery path onto St. Denis Lane.

PS children who are registered for the three day half day program will be dismissed at 11:15 AM.

PS and PK Full Day Programs

PS children who are registered for the three/five day full day programs are dismissed at 2:15 PM. Cars picking up children will enter the school campus from Eagle Road between the school buildings and the cemetery. Cars may stop at Annunciation Hall for pick up and exit through the cemetery path to St. Denis Lane.

PK children who are registered for the three/five full day programs are dismissed at 2:30 PM. Cars picking up children will enter the school yard from Eagle Road, line up in front of the gym doors for pick up, and exit the school yard onto Eagle Road.

Families who need to pick up older children will drive over to the St. Denis Church Parking Lot (Grimes) to wait for the older children to arrive from the 3:00 school-wide dismissal.

Walkers and Car Riders

Parents of car riders are to park in the St. Denis Church Parking Lot (Grimes). Parents of PS/PK will be among the parents parked at the St. Denis Church Parking Lot (Grimes) waiting for older siblings. In order for traffic to move smoothly, cars should be parked facing away from the cemetery. Teachers will walk all car riders and walkers going toward St. Denis Lane down the cemetery path to St. Denis Lane and up St. Denis Lane to the crossing guard at the traffic light. From there, the crossing guard will cross the students into the church parking lot. Walkers will continue on their own to walk the rest of the way to their homes. Families of car riders will pick up their children and wait until all of the children are safely in their cars before moving.

Teachers will escort students who need to walk toward the direction of Poplar Road through the Pit to Poplar Road. There is a crossing guard at the intersection of Eagle and Poplar Roads.. Walkers will be on their own to walk the rest of the way to their homes.