HANDBOOK
FOR SCHOOL
FAMILIES

CARDINAL JOHN FOLEY
REGIONAL CATHOLIC SCHOOL
Established 2012
June 30, 2017 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 Stations of the Cross. 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 a curriculum that includes a variety of activities and experiences, which challenges and prepares them for their formal academic learning.

The average class size in Kindergarten through grade 8 is 25 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, PCs and interactive whiteboards (SmartBoards). iPads are available on each floor for student and teacher use.

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. Mary Ann De Angelo
Principal
2017-18
### CARDINAL JOHN FOLEY REGIONAL CATHOLIC SCHOOL
### ADMINISTRATION, FACULTY AND STAFF

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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| Pastors                                   | Rev. James Cox, Annunciation BVM  
                                           | Rev. Kevin Gallagher, Saint Denis |
| Principal                                 | Mrs. Mary Ann DeAngelo      |
| Business Manager                          | Mrs. Donna Leonard          |
| Administrative Assistant                  | Mrs. Eileen Brown           |
| Art/Resource Teacher                      | Ms. Meghan King             |
| Computer Teacher                          | Mrs. Janice Gallagher       |
| Honors Math Teacher                       | Mrs. Kathleen Boyle         |
| Librarian                                 | Mrs. Elaine Bradley         |
| Music Teacher                             | Sr. Gerald Helene, OSF      |
| Physical Education Teacher                | Mrs. Suzanne Valenti        |
| Spanish Teacher                           | Mr. Paul Donnelly           |
| Pre-School 3’s Teacher (3 half days)      | Mrs. Jacqueline Ryan        |
| Aide                                      | Mrs. Sarah McGovern         |
| 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) | Mrs. Donna Brown      |
| Aide                                      | Mrs. Teresa Baker           |
| Pre-K 4’s Teacher ( 5 half days)          | Mrs. Margaret Healy         |
| Aide                                      | Mrs. Cathy Clinton          |
| Pre-K 4’s Teacher (half and 3 or 5 full days) | Mrs. Marge Baker          |
| Aide                                      | Mrs. Margaret Mary Soltys   |
| Pre-K 4’s Teacher (half and 3 or 5 full days) | Ms. Suzanne Gallagher    |
| Aide                                      | Mrs. Mary Cartafalsa        |
| Kindergarten Teacher                      | Mrs. Margaret Mary Riley    |
| Kindergarten Teacher                      | Mrs. Janet Simiriglio       |
| Kindergarten Aide                         | Mrs. Carol Vietro           |
Grade 1 Teacher .......................................................... Ms. Melissa Matsanka

Grade 1 Teacher .......................................................... Mrs. Stacy Ray

Grade 2 Teacher .......................................................... Mrs. Donna Contino

Grade 2 Teacher .......................................................... Mrs. Lori Carrozza

Grade 3 Teacher .......................................................... Mrs. Gina Gravelle

Grade 3 Teacher .......................................................... Ms. Regina Sciubba

Grade 4 Teacher .......................................................... Mrs. Alicia Anthony

Grade 4 Teacher .......................................................... Mrs. Laura Doyle

Grade 5 Teacher .......................................................... Mrs. Kristen Whalen

Grade 5 Teacher .......................................................... Mrs. Courtenay Barrow

Grade 6 Teacher .......................................................... Ms. Kayla Moran

Grade 7 Homeroom Teacher ......................................... Mrs. Michele Ciaramello

     ELA

Grade 7 Homeroom Teacher ......................................... Mrs. Eileen Reavey

     Religion, Honors Math Grade 5 & 6, Grade Level Math Grades 7 and 8

Grade 8 Homeroom Teacher ......................................... Mrs. Susan Kain

     Religion, Social Grades 6, 7, and 8

Grade 8 Homeroom Teacher ......................................... Mrs. Margaret Donovan

     Religion, English Language Arts Grade 8 and 7, Social Studies Grade 6

Science Teacher for Grades 6, 7, and 8 ......................... tba

Cafeteria Cashier ......................................................... Mrs. Maggie Oliver

     Mrs. Christine White

MEMORANDUM OF UNDERSTANDING

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

As parent/guardian of a student in 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 exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. 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.
This Handbook is for School Families and contains school policies and procedures. Read the entire handbook, sign and return this form to complete the registration process for each new school year.

* * *

We have read a copy of the handbook for school families on the school website. We read, understand, and realize our responsibility to follow the policies and procedures within this handbook.

| Print Mother’s Name (Guardian) | Signature Mother’s Name |
| Print Father’s Name (Guardian) | Signature Father’s Name |
| Print Student’s Name | Signature Student’s Name | Grade |
| Print Student’s Name | Signature Student’s Name | Grade |
| Print Student’s Name | Signature Student’s Name | Grade |
| Print Student’s Name | Signature Student’s Name | Grade |
| Print Student’s Name | Signature Student’s Name | Grade |
| Print Student’s Name | Signature Student’s Name | Grade |

Date received by 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.
IN VolVEMENT 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 materials. 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 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 year olds entering Kindergarten and 6 year olds entering First Grade. All children must be independent in the lavatory. An immunization record and official birth certificate are required for all newly-enrolled students at the time of registration. In addition, the following is required as it pertains to the enrolling student:

- 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

SCHOOL HOURS

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<tbody>
<tr>
<td>Pre-School</td>
<td>Half-day session</td>
<td>8:15 a.m. to 11:15 a.m.</td>
</tr>
<tr>
<td></td>
<td>Full-day session</td>
<td>8:15 a.m. to 2:30 p.m.</td>
</tr>
<tr>
<td>Pre-Kindergarten</td>
<td>Half-day session</td>
<td>8:15 a.m. to 11:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>Full-day session</td>
<td>8:15 a.m. to 2:30 p.m.</td>
</tr>
<tr>
<td>GRADES K-8</td>
<td>Full-day</td>
<td>8:15 a.m. to 3:05 p.m.</td>
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</table>

In order for a student to be credited for a full day of school, he/she must arrive before 11:00 a.m. and stay until dismissal. A student is considered absent for the morning session if he/she arrives after 11:00 a.m. A student is considered absent for the afternoon session if he/she leaves before 1:00 p.m. Morning supervision is provided between 8:00 a.m. and 8:15 a.m. Car riders and walkers can arrive no earlier than 8:00 a.m. 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, which reflects a faith filled, 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.

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 2:30PM. 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. Return the contact information and the emergency form prior to August 1, 2016.
GENERAL POLICY ROUTINES

Tuition
Each school year the Finance Council recommends tuition rates which are approved by the School Administration. 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.

Visitors
The main entrance is located in Annunciation Hall, which is the number 3 building from Eagle Road. All visitors, including parents, volunteers and outside student service staff, ring the bell on the right to identify themselves; they will be buzzed into the building and are to immediately travel up one flight of stairs to the first floor to the school’s main office on the right. The school’s office personnel will assist all visitors with signing the visitor’s log and acquiring the appropriate visitor identification.

Any visitors wishing to enter St. Denis Hall, which is number 1 building and located closest to Eagle Road, during school hours must follow the visitor procedures above. No visitor without a CF Visitor/ Volunteer/Staff identification will be permitted to enter St. Denis Hall during school hours.

Parents
Parents coming to school to bring forgotten items or to relay messages to their children are required to enter the building when buzzed in and are to go directly to the school’s main office. The office staff will deliver the items/messages at a time that would not interrupt classroom instruction. Parents are asked not to meet with a teacher/staff member without a previously scheduled appointment during the regular school day. A conference must be scheduled in advance by a teacher/administrator. The teacher/administrator will inform the office staff in order to facilitate sign-in and visitor passes.

Please know that the above is strictly enforced, not only to ensure effective and uninterrupted instruction, but, most importantly, to ensure a safe and controlled learning community for all students and staff. An atmosphere of quiet respect for the learning rights of all students should prevail throughout the school building.
**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. Parents are urged to take an active part in their child’s education by volunteering whenever and wherever possible.

All volunteers must:

- Provide and have on file in the business 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 assists the volunteer in extremely important information and procedures to ensure the safety of students. To register go to [http://www.virtus.org](http://www.virtus.org)
  - Mandated Reporter Training online class certificate.
    - 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.

Volunteers are to keep all student information confidential. All concerns are to be brought directly to the principal and are not to be discussed with anyone other than the principal.

Volunteers can assist in some of the following ways:

- Cafeteria Aides
- Lunch Aides
- Recess Aides
- Classroom Aides: Guided Reading, Writing Workshop, Center Work, etc.
- Computer Lab Aides
- Science Lab Aides
- Homeroom Parent
- Nurse’s Office Aide
- Field Trips
- Extra-curricular Activities
Lunch, Recess and Snacks

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. Cardinal John Foley Regional Catholic School's Food Service offers an affordable and nutritious meal service through Haverford School District. Each meal served includes all of the recommended dietary needs for school age students. Each meal is nutritionally analyzed to assure that it meets USDA requirements for calories, fat, and saturated fats.

Several entree choices are available each day, including both hot and cold selections and include beverage and dessert. We believe that making these items available and marketing them in a way that appeals to school age students will assist our customers in making better nutritional decisions. There are also several choices of vegetables, fruits, whole grains, fruit juices, and milk. Other snacks are offered at additional cost.

Parents are offered the convenience of prepaying for their child’s lunch purchases, eliminating the need to send money into school each day. This system will allow you to pay in advance for meals. Students still have the option to pay with cash on a daily basis. Ala-carte items, beverages and snacks must be cash purchases.

Students may bring a packed lunch which remains in the student’s book bag until the student’s lunch period. Parents should be certain that packed food is well wrapped and well preserved. Two to three napkins should be packed so that one can be used as a placemat and the others to assist in maintaining cleanliness and area clean up. Students are responsible to keep his/her eating area (table, seat and floor) clean especially when finished eating. Unate food will return home within the student’s lunch container to keep parents informed of their child’s lunch habits. Concerns should be brought to the child’s teacher in order to help children maintain good nutritional eating habits.

Students will be assigned cleaning responsibilities on a rotating basis per class per week. This program is called the Table Captain Program and it is to teach children responsibilities in sweeping floors and wiping off table tops and seats. Students are using hand sanitizer wipes so these wipes are safe for child use.

Students are expected to be respectful and courteous at all times to the lunch and recess staff and volunteers. Students should exhibit exceptional eating manners which include but are not limited to:

- Talking without food in one’s mouth.
- Dining room voices, which are having conversations with table members and not students at other tables.
- Students raise their hands to be excused or to get up for any reason.
- Students are to raise their hands for adult assistance and questions.
- Students are to keep their face and hands clean with a napkin while eating.
- Students are to STOP, LOOK AND LISTEN when an adult asks for their attention on the dining room microphone.
- Students are expected to finish their lunches.
- Students who throw food away will be questioned and, if such behavior is observed to be a routine, the dining room supervisor will report the behavior to the student’s classroom teacher who will report the behavior to the student’s parent.
Parents are to bring forgotten lunches directly to the school’s main office and the office personnel will be sure that the lunch is delivered to the student in a timely fashion; it is very helpful to our staff if such situations are kept to a minimum.

**Located in the cafeteria is a nut free table for use during lunch.**

**Snack**
All students are permitted to bring a single healthy snack for morning recess. Students in grades PS-8 may bring a beverage in a box-like or plastic disposable container that **DOES NOT NEED REFRIGERATION.** Glass containers and sodas are not permitted. The snack time varies among the classes during the morning hours.

All classrooms are nut free.

**Recess**
Recess ranges from 10 to 20 minutes during the lunch time break. Minimum of two adult supervisors (staff/volunteers) are 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 behaviors at all times.

**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. A student who forgets his/her lunch will be provided a lunch and the charge will be billed to the student’s parents. Permission will not be given to a student to call a parent for social planning.

If a student is detained unexpectedly after school, parents will be contacted.

In an emergency a parent who may need to communicate a message to his/her child may relay the message to office personnel and the student will be given the message.

**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 parent must contact the school office by 2:00 PM. Please do not email a teacher regarding this change. Our teachers are instructing the students and cannot be responsible for checking email before dismissal.**

If a parent permits his/her child to take a **CELL PHONE to school,** it must be kept turned off and stored in a student’s school bag. If the student is a bus rider, **CELL PHONES ARE NOT TO BE USED ON A SCHOOL BUS EXCEPT IN THE CASE OF AN EMERGENCY.** **CELL PHONES ARE TO REMAIN IN THE STUDENT’S SCHOOL BAG AT ALL TIMES. THE SCHOOL DOES NOT TAKE RESPONSIBILITY FOR MISSING CELL PHONES.**

In the case of school related extra-curricular activities, the same policy applies except the cell phone may be used if permission is granted by the activity supervisor and is done in the presence of the supervisor.

**Returning to School after Dismissal**
Students may return to school for any reason until 4:00 p.m., but must be escorted by a parent. No
one is permitted in the school after 4:00 p.m. unless pre-arrangements have been made to meet with a teacher/administrator.

**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 request from the child’s new school. Medical records will be forwarded along with the academic records. Parents may be handed a child’s medical records but must sign a form indicating that they have taken their child’s medical records on a particular date. 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.

We have partnered with MSP (My Students Progress). It provides our school with the most advanced, state-of-the-art school to parent communications system available on the market today from school closings to emergency communications to meeting reminders and more. At the beginning of each school year, parents complete the Student Information form and that information is entered into the MSP system.

MSP - contacts parents via:
- Home Phone
- Cell Phone
- Email
- Text message when under 150 characters
- Calls will simultaneously go to your home and cell.
- When you receive a call from school and a message goes into voice mail please check the message before calling school.

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 additional documentation provided by the parent. 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 to 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
Elementary School's Legal Custody agreement that must be completed with an original copy of the completed agreement placed in the student's Archdiocesan 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.
COMPUTERS—ACCEPTABLE USE POLICY (AUP):
Catholic Schools of the Archdiocese of Philadelphia Revised May 2011

Purpose
Technology is a valuable and real world educational tool. Our schools are committed to teach the students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use, including but not limited to Internet use. The Acceptable Use Policy for Technology 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 outside use of technology threatens a likelihood of substantial disruption in school, including 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 Acceptable Use Policy and may be subject to the disciplinary measure found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

Goal
The School’s goal is to prepare its members for 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 and problem solving skills
• facilitate evaluation and synthesis of information
• encourage ethical practices and provide education for internet safety and digital citizenship
• provide a variety of technology based tools and related technology skills

Responsibilities of the User
Our School 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.** Users will select online names that are appropriate and will consider the information and images that are posted online.
• **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people.
• **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property**: Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property**: Users will request to use the software and media others produce and protect license agreements for all software and resources.

**Technology Use Guidelines**

**Educational Purpose/Appropriate Use**: School technology is to be used to enhance student learning. Students are not permitted to access social networking sites or gaming sites, except for educational purposes under teacher supervision.

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

**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
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely 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 networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronics**: For safety and security reasons personal electronic devices are not permitted in school during the school day.

**Examples of Unacceptable Uses**:

Users are not permitted to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, 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 false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
• Attempt to circumvent system security.
• 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 on any 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 system 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.

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 student 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 add to 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.

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

‘Friending’ of current students by teachers is forbidden on a teacher’s personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations
Violation of the above rules will be dealt with 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 detentions, if applicable.
• Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

SEE Appendix B for: Acceptable Use Policy Form and Parental COMMITMENT
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 Catholic Regional School. If there is a question regarding appropriateness of dress, the Principal will be the final judge. Throughout all the grades, parents are responsible for their children’s uniform compliance and appearance. Parents will be requested to bring in suitable clothing before the students may return to class if the student is not in proper uniform.

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**
  - Boys and girls are to keep their hair clean and well groomed at all times.
  - A boy’s hair is to be no longer than the top of his shirt collar along the back, not longer than the middle of ears on the sides, and bangs are kept no longer than the middle of the forehead.
  - If girls have bangs, they need to be worn above the eyebrows.
  - No unusual styles or colors are permitted.
  - Hats/hoods must be removed upon entering all buildings.
  - Girls may wear hair bands and hair clips. Hair accessories are to blend in with the school uniform. White, maroon, gray, navy blue or black are acceptable colors.

• **Jewelry**
  - Watches, religious necklaces and religious pins can be worn.
  - Posted 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 and colored finger nail polish is not permissible
    - Clear nail polish is permitted
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
White short/long sleeve golf shirt with Cardinal Foley logo
or grey t-shirt with Cardinal Foley logo
Socks should be at least 2 inches above the back of the shoe
Sneakers

Winter
Maroon Cardinal Foley sweatpants with Logo at left hip
White short/long sleeve golf shirt with Cardinal Foley logo
or grey t-shirt with Cardinal Foley logo
Maroon or grey Cardinal Foley gym sweatshirt
Socks should be at least 2 inches above the back of the shoe
Sneakers

Boys Optional Fall/Spring Uniform Gr. 1-8
Navy boy's twill walking shorts
White or maroon short /long sleeve golf shirt 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 1-8
Navy twill pants
White or maroon short/long sleeve golf shirt w/school logo
Maroon v-neck pullover sweater w/school logo, or
Maroon v-neck sweater vest w/school logo
Black or brown leather belt
Solid colored blue or black socks at least 2 inches above the back of the shoe
Black Oxford or Buc tie shoe

Girls Winter Uniform Gr. 1-4
Maroon Plaid Drop Waist Jumper
White Short Sleeve Peterpan Collar Blouse, or
White Long Sleeve Peterpan Collar Blouse
Wine Crew Neck Cardigan Sweater w/School Logo
Maroon Orlon Knee-Hi, or
Maroon Opaque or Ribbed Tights
Navy Blue Oxford or Buc tie shoe
**Girls Winter Uniform Gr. 5-8**
- 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
- Wine V-Neck Pullover Sweater w/School Logo, or
- Wine V-Neck Sweater Vest w/School Logo
- Maroon Orlon Knee-Hi, or
- Maroon Opaque or Ribbed Tights
- Navy Blue Oxford or Buc tie shoe

**Girls Optional Spring/Fall Uniform Gr. 1-8**
- Navy Skort
- White or Maroon Short/Long Sleeve Polo Shirt w/School Logo,
- White Crew Socks (2 inches above the back of the shoe)
- Navy Blue Oxford or Buc tie shoe

**PHYSICAL EDUCATION UNIFORM**
The gym uniform is to be worn to school 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 or Grey Cardinal Foley Gym Sweatshirt
- Choice of socks
- Sneakers
ATTENDANCE AND LATENESS

AN EXCERPT FROM: PHILADELPHIA ARCHDIOCESAN OFFICE OF CATHOLIC EDUCATION
POLICIES & PROCEDURES
“P/P Absences Policy No.: S 308.3
Date: September 2009
Page 1 of 1
Absences should be recorded and coded daily to the following:
- Illness of pupil
- Illness of family
- Death in family
- Truancy
- Inclement weather
- Quarantine
- Parental neglect
- Other urgent reasons (e.g., court attendance, etc.)
The administrator is to develop procedures for the collecting of attendance records. When a student has an excessive number of days absent, the administrator should bring this to the attention of the parents by a written warning and conference. The warning should make note of the pattern of excessive absences. If written warnings are sent through the mail, it is advisable to send it via certified mail, return-receipt requested. A physician’s note is required after three days of absence. Students that miss excessive school days without a physician’s note or known valid reason are to be considered truants and subject to dismissal. The local public school district should be notified of dismissal for truancy and that the child is no longer on the school roll.”

AN EXCERPT FROM: THE PA DEPARTMENT OF EDUCATION CODES AND REGULATIONS
24 P.S. 13-1327 Compulsory Attendance and Truancy Plan
C. Categorizing Absences: What is Unlawful Absence from School?
The school district is responsible for monitoring and maintaining records of the attendance of students. All absence should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three calendar days of the absence and should be informed that if they fail to provide a written excuse within three days of the absence, the absence would be permanently counted as unlawful. The PDE recommends that schools immediately inform parents in writing upon each incident of unlawful absence.
Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. Many school districts consider illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval as the only lawful absences. An absence that should not be categorized as unlawful is one in which a student who is involved with the county children and youth agency or juvenile probation office is required to leave school for the purposes of attending court hearings related to their involvement with these agencies. It is the responsibility of each district to determine the validity of excuses and have clear written policies regarding absences.
Under Section 11.24, students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution. Students of compulsory school age, who have not complied with compulsory attendance requirements, may be offered alternative education services or other provisions of education. Students are entitled to a free public education until the age of 21 years of age or until they receive a high school diploma, whichever occurs first.

D. Cumulative Lawful Absences
A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician.

E. Reports of Attendance Public and Private Schools (24 PS 13-1332 and 1354)
Every principal or teacher in a public or private school and every private teacher (tutor) is required to report at once to the superintendent, attendance officer, home and school visitor, or secretary of the board of school directors of the district, cases when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse. The rationale of such reporting is to actively engage in cases of habitual truancy appropriately. A systemic response should be initiated only when a demonstrated pattern of truancy has been developed. If parents are neglectful in providing written excuses or do not meet such requirements in a timely fashion, reasonable allowances should be made to accept parent’s explanations for their child’s absences without initiating any punitive response.
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 upon his/her return or no later than 3 days; after 3 days the absence will be recorded as unlawful. 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 classroom teacher immediately upon the pupil’s return to school. Parents must notify school before 8:30 a.m. on the day of absence and on each day of successive absences. Absence or lateness will be recorded electronically when calling the school office (610-446-4608) if not answered personally. 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; 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 at the school office between 3:00 and 3:30 p.m. It is the responsibility of the student to complete missed work and tests due to absences.

Unexcused/Unlawful Absences
Absences that are not due to illness, weather, emergencies or have not been pre-approved by the Principal, such as family vacations, are considered “unexcused/unlawful”. Family vacations during the school year are discouraged.

Extended Illness
If an extended illness 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 during after-school hours; if this proves to be impossible, a note from the parent or a card from the doctor or hospital must be presented to the Principal. 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 since there are certain times of the year when a child’s attendance is necessary (i.e., standardized tests, final assessments, music concerts).

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 liable to suspension. Any child who leaves school without permission is liable to 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 will result in a mandatory 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. 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 formal and informal assessments. Informal assessments include special activities such as group or individual projects, experiments, oral presentations, demonstrations, or performances. Typical classroom activities, such as, assignments, journals, essays, reports, literature discussion groups, or reading logs are other examples of informal student assessments. It is difficult at times to show student progress using actual work, so teachers will need to keep notes or checklists to record their observations from student-teacher conferences or informal classroom interactions. Formal assessments such as tests and quizzes are based on the content and objectives of material covered. All curriculum assessed is in alignment with the curriculum guidelines established by the Office of Catholic Education with the Philadelphia Archdiocese which is in accordance with the Pennsylvania Common Core State Standards, Pennsylvania State Standards, and professional curriculum associations.

When assessments are brought home, parents are urged to review them with their children, both to affirm successes and to clarify mistakes. As per the teacher’s request, assessments are to be reviewed and signed by the parents and returned to school. Cooperation in this matter is important to the “home and school” unified effort in educating students.

Preparation for Class
The student is responsible for completing all class assignments and homework on time; failure to do so indicates a serious 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; some home assignments are averaged in a student’s trimester grade and if they are not turned in on time this will affect the student’s grade.

Daily student performance is assessed by the teacher. Examination of copybooks, worksheets, and any other class work for neatness, completeness of work and class participation are part of the overall trimester grade. All students must be 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, and,
- 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 alignment with the Pennsylvania Common Core State Standards, 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 (computers), physical education, library, 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, children and parents attend monthly masses, prayer services, Stations of the Cross, Benediction and reception of the sacrament of Reconciliation. Each day our students pray in the morning, at lunch and at the end of the school day.

Report of Academic Progress
Parents of PK 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.

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

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

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

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 a great deal more time than noted above, please send in a note to the child’s teacher explaining the situation; this will make the teacher aware immediately and the child will 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.

**Field Trips**
Field trips and community service projects are part of the student’s educational and cultural experience with the goals of the curriculum in mind. The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. Parental permission forms are provided by the teacher. All forms must be signed by each student’s parent and must be returned to the teacher before the student may participate in any field trip. Parents with students who have special needs are required to attend field trips and take responsibility for their children while on the trip.

If a parent does not wish to have his/her child attend a field trip or service project for any reason, he/she should notify the child’s teacher in writing. Because the field trip is considered a school day, the child will remain at home and be marked absent.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate. A student may be excluded if his/her behaviors are of concern; this decision is at the discretion of the teacher in consultation with the principal.

SEE Appendix C for Field Trip Parent Permission form.

**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 good sportsman-like conduct. Students are not to wear any jewelry to gym class for safety and security purposes.

**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 upon teacher or parent request.
Student report cards include a *conference request indicator*; therefore, teachers or parents can initiate an additional conference on a student’s report card. Teachers or parents may arrange for an appointment to discuss student 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
- e-mail a teacher (using the teacher’s school email address)

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

**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 personnel begins 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 the 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 recommend individual counseling for a student with an apparent emotional, social, behavioral, academic, or physical problem that affects educational achievement. The counselor sees students weekly or periodically.
- **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. 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 and 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**
The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. A 10 cent a day fine will be levied on overdue books. 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 teacher(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 student 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, 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 technological devices of communication;
- 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:
   1. disturbances in any classroom, on the playground, in the lunchroom, on the school bus.
2. 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, which is outlined in the handbook, is required.

7. Damaging any school, church or personal property.

8. At the wrong place at the wrong time – any student who is someplace without an assigned time/place/or 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
   1. not having proper supplies or books for class repeatedly
   2. not having assignments completed for class
   3. failure to return student work
   4. failure to return any document requiring parent signature in a timely manner

2. Cheating
   1. the taking of schoolwork that is not one’s own
   2. the voluntary giving of one’s work to be claimed by another student as his/her own

3. Forgery/Plagiarism
   1. taking and using someone’s work
   2. handing in an written assignment completed by someone else
   3. any school paper signed by anyone other than a parent

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, 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. cheating or plagiarism
7. use or possession of alcohol, drugs or tobacco
8. stealing
9. possession of any weapon
These examples do not cover every possible situation. The school administration will determine a behavior as 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 where appropriate.

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 and 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.

**K-3: Rainbow Clip Chart for Classroom Management**

Each student has a clothespin with his/her name on it on the chart. At the beginning of each day the clothespins are placed on either side of the chart on 'Ready to Learn'. Throughout the day the students' clothespins can move up for positive behaviors or down for unacceptable behaviors. The clothespins can move up and down throughout the entire day so the students have a chance to change their behavior. The chart indicators include: Outstanding, Great Job, Good Day, Ready to Learn (everyone’s starting block), Think About It, Teacher’s Choice and Parent Contact.

**Grades 4-8: Friday Cards**

The Friday Card is a communication tool between school and home which is attached to the inside cover of each student’s homework assignment book. The card is used to determine grades for “Personal Development” and “Effort and Study Skills” on the report card. Students begin each trimester with a new Friday card and a new beginning.

Throughout each trimester, all middle school teachers will have the opportunity to indicate each student’s strengths and challenges by signing it on a trimester schedule. Students should have the Friday Card with them at all times. Parents are asked to sign the card each weekend, and signatures will be checked on Tuesdays. Parents and students will be notified in advance, if a situation occurs that requires a detention. If a student loses his/her Friday card, this may affect the student’s behavior grade on the report card for that trimester.

**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 or for three infractions noted on the Friday card. When a detention is given, the teacher indicating the detention date and time
will notify a parent. Three detentions within a trimester will result in an in-school suspension. Students serving a detention will remain with the teacher and complete the assigned tasks.

**In-School Suspension**
- Assigned:
  - after receiving three detentions within a trimester
  - at the Principal’s discretion as a consequence of unacceptable behavior
- 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 or for an accumulation of three in-school suspensions in one trimester. The length of the suspension will be determined by the Principal in consultation with the teacher and pastor 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 student 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 the drill is completed and students can return to class.

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.” The school has water and parents are to provide a peanut-free snack to assist in sustaining the student’s needs for a 5 hour period of time during such an event.

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 school intercom and a school code, to lockdown immediately. Teachers and aides have specific responsibilities that include checking bathrooms, hallway, lowering shades, covering door windows, instructing students to follow body placement protocol/silence and locking doors. Teachers report immediately any missing children to the main office via intercom or walkie-talkie. Teachers are to pull hallway children into their classroom at such a time and immediately inform the office of this child’s location; the office will then let that student’s teacher know where he/she is safely during the lockdown.

Inclement Weather
Email using our student information system is used to convey changes in the school’s hours due to inclement weather. Outdoor recess is determined by the current information on the ACCU Weather website. We are using the ACCU Weather “real feel” temperature information for Havertown to guide us with recess decisions. This website (http://www.accuweather.com/en/us/havertown-pa/19083/hourly-weather-forecast/330261?hour=33) 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. The children should be prepared with winter coats, hats and gloves for warmth during their outside recess periods. 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 note is signed by a parent requesting an early dismissal. A written note needs be sent in to the homeroom teacher that will be forwarded to the office. 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 four days a week. The day 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 Examinations** – A physical examination is required for students in grades kindergarten and six and can be administered by a school district physician.

- **Dental Examinations** – 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 from the school office. Parents/designees picking up a sick child must go directly to the school office and sign the sick child out.

**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 and absence due to an extended illness. Re-admittance to school, in these situations, requires written recommendations and approval of the student’s physician that the child is allowed to return to school.
Contagions: The school must be notified by a parent in cases of absences due to the following communicable/contagious diseases:

- **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.
- **Fever** – A student must be fever-free for 24 hours without the use of fever reducing methods/products, before returning to school.
- **Measles** – A student must remain absent for a minimum of 7 days after the onset of rash.
- **Conjunctivitis** (Pink Eye) – A student may return to school 24 hours after appropriate anti-microbial therapy has been started and redness and drainage has subsided.
- **Scarlet Fever, Strep Throat, Staph Infection, Mononucleosis’, Hepatitis Infectious** - A student’s re-admittance will be dependent upon written approval and recommendation of the student’s physician.
- **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.
- **Impetigo** – A contagious bacterial infection of the surface of the skin caused by strains of both *staph* and *strept* 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 to 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 Institutes of Health  
Students can return to school after 24 hours of treatment.

- **Head Lice** – While head lice do not carry any disease, they are an aggravation and a nuisance. No matter how clean a person or a home may be, anyone can become infested with head lice. Lice are usually passed from child to child through shared combs, hats, and other personal items. One of the common symptoms of lice infestation is ITCHING. If you notice your child repeatedly scratching, you should check for lice. Areas around the ears, at the nape of the neck and at the crown of the head should be examined with special care.

Lice resemble a small fruit fly but they CANNOT fly, hop or jump. The nits or eggs resemble dandruff but they cling very tightly to the hair shaft and cannot be easily removed. Before one family member is treated, all members should be examined. Those showing evidence of infestation should be treated at the same time. Two treatments with a medicated shampoo (obtained from your physician or pharmacist) seven to ten days apart are recommended. After shampooing, nit removal can be accomplished with a special combing tool manufactured for this purpose or by pulling them off with fingernails. The use of a hot air hairdryer assists with killing off the nits but caution needs to be taken so the scalp is not burned.

Personal clothing (including underwear, pajamas, hats), bedding and towels of the infested person should be washed in extremely hot water and dried in a hot dryer for at least half hour. Also, combs, brushes and hair ornaments should be washed out in extremely hot water. All furniture, mattresses and rugs should be thoroughly vacuumed. Stuffed animals or anything that cannot be washed should be sealed in a bag for 14 days. There are over the counter sprays, which can be purchased for use on rugs, upholstery, bedding and other objects that cannot be washed.
1. Two treatments, at least, are required within seven days of each other (more treatments would be required if nits continue to be present).

2. Following treatment the student will be permitted back to school if he/she has no evidence of lice.

3. The student MUST REPORT DIRECTLY TO THE NURSE’S OFFICE with his/her parent to be examined by the school nurse (in the presence of the parent) to determine if he/she is cleared of lice.

4. If lice continue to be evident in the hair, the parent must take the student home for that day. The child can return to school the next day, and again go through item #3 above.

Adherence to the above procedure will help to ensure that other students are less likely to become infested. Again, it is necessary to help the students to understand that the cleanest household or the cleanest hair can still become infested and pediculocide treatments are necessary. We do not want these situations to be an opportunity for students to look negatively on others. Your cooperation and support in this matter is greatly appreciated.

Vision and Hearing Examinations
The school nurse administers vision and hearing examinations to every child annually. Vision and hearing examinations will be given at other times at the request of the parent or the teacher.

Dispensing Medication
The dispensation of all medication (prescribed and over-the-counter) to a student in school requires written parental permission plus the written direction of a physician. All medication to be dispensed by the school must be in the original container from the pharmacy and must be accompanied by a doctor’s note. If a parent 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. PARENTS ARE REQUIRED TO TRANSPORT ANY MEDICATION, EVEN OVER-THE-COUNTER, (in original containers) AND MUST PERSONALLY HAND IT OVER TO THE CHILD’S TEACHER, NURSING STAFF/VOLUNTEER OR THE PRINCIPAL.

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. Lock and park bicycles 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 request must be provided to notify the student’s homeroom teacher. The student will then give the written request to the bus driver. **Students ARE NOT allowed to ride a bus unless they are assigned to the bus.** If students are having friends over directly after school, special pick up arrangements must be made that do not involve the bus. No student may ride a bus unless they are listed on the district’s official bus list for the specific numbered bus.

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 for any of the following undesirable behaviors and are not limited to:

1. Fighting
2. Damage to 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 on to the outside of the bus
8. Crowding up to the door while 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 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.
14. Help look after the safety and comfort of younger riders.
15. Not ask the 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, the following procedure will be used:

- 1<sup>st</sup> Offense – Written warning
- 2<sup>nd</sup> Offense – Detention
- 3<sup>rd</sup> Offense – Suspension from the bus for one week
- 4<sup>th</sup> Offense – Suspension from the bus for the rest of trimester
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 with basketball nets. Students will walk through The Pit, up the steps and go directly to their homeroom line or homeroom.
- Students entering from Saint Denis Lane walk down the cemetery path. This path is the paved road that begins on Saint Denis Lane and divides the cemetery in half. Students will walk down the path and go directly to their homeroom line or homeroom.

There is no supervision on the campus before 8:00AM so we ask parents to be sure that their children do not arrive before 8:00AM. The school is not responsible for the safety of children before 8:00AM. No cars are permitted to drive on school grounds or on the cemetery path between 8:00-8:15 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 or on Poplar Road beyond the schoolyard fence. Older siblings may walk their brother or sister to the building of their program.

Kindergarten through Grade 5

The students will meet in the schoolyard in the morning. The yard will be supervised beginning at 8:00 AM by two teachers. The bell will ring at 8:15 AM. When the bell rings the students will follow the direction of their teacher into the building. In the event of inclement weather students will enter the building and go directly to their classroom. The teachers will be in their classrooms to supervise the students after 8:00 AM. Announcements and morning prayer will be said over the public address system at 8:25 AM.

Grades 6-7-8

Students will enter Annunciation Hall and go directly to their classroom after 8:00 AM. The homeroom teacher will supervise the students from that time.

DISMISSAL PROCEDURES

General Information

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

No cars are permitted to drive on school grounds or on the cemetery path between 3:00-3:15PM in order to make this a safe walkway.
PS and PK

Half Day Programs
Cars picking up students will enter the school campus from Eagle Road between the school building and the cemetery. Cars may stop at the end of the second building for pick up and exit through the cemetery path onto Saint Denis Lane.
PS children who are registered for the three day half day program will be dismissed at 11:15AM.
PS children who are registered for the five day half day program will be dismissed at 11:30AM.
PK children who are registered for the half day program will be dismissed at 11:30.

Full Day Programs
PS children who are registered for the three/five day full day program are dismissed at 2:30PM. Cars picking up children will enter the school campus from Eagle Road between the school building and the cemetery. Cars may stop at the end of the second building for pick up and exit through the cemetery path onto Saint Denis Lane.
PK children who are registered for the three/five day full day program are dismissed at 2:30PM. 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 Saint Denis Church Parking Lot to wait for the older children to arrive from the 3:05PM school-wide dismissal.

Walkers and Car Riders
Parents of car riders are to park in the Saint Denis Church Parking Lot. Parents of PS/PK will be among the parents parked at the Saint Denis Church Parking Lot 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 the children are safely in their car before moving.

Teachers will walk walkers, who need to walk toward the direction of Poplar Road, through the pit to Poplar Road. Walkers will be on their own to walk the rest of the way to their homes.
APPENDIX SECTION

CARDINAL JOHN FOLEY
REGIONAL CATHOLIC SCHOOL
APPENDIX
APPENDIX A

CARDINAL JOHN FOLEY REGIONAL CATHOLIC SCHOOL
LEGAL CUSTODY AGREEMENT FORM

We are the parents/guardians who have legal custody over [__________]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [__________]. We agree that no other person is entitled to participate in the issues surrounding [__________]’s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [__________] may be released to me(us) at dismissal. [__________] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [__________] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [__________] as reflected in the custody order and/or custody agreement we have provided to the school.

We agree that we are responsible to pay tuition in accordance with the school’s tuition payment policies, including the School’s refund policy, if applicable.

We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.

________________________________________
Signature

List all days of school week, and times, when you may be picking up listed child(ren)

________________________________________
Signature

List all days of school week, and times, when you may be picking up listed child(ren)

________________________________________
Name of Parent/Guardian To Receive School Materials
Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Cardinal John Foley Regional Catholic School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Student Name ________________________________

Student Signature _____________________________ Date _____/____/____

Graduation Year _______________ Grade ________

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract: Parental Commitment

I hereby release Cardinal John Foley Regional Catholic School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Cardinal John Foley Regional Catholic School. I hereby give my permission for my child to use the Internet and will not hold Cardinal John Foley Regional Catholic School or the Archdiocese of Philadelphia liable as a result of my daughter’s/son’s use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature ___________________________ Date _____/____/____

Parent/Guardian Printed Name ___________________________
If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.

During your children’s formative years at the elementary and secondary levels, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

- Live Streaming – Multiple live streaming products/applications exist in today’s education space to facilitate real-time collaboration. Skype, Google Hangouts and Facetime are examples. Teachers and students have the opportunity to “meet” in a virtual space to talk and share content and learning.
- Blogs - A blog is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.
- Google Apps: A online suite of productivity and digital tools. Google Apps for Education (G.A.F.E.) is a highly recognized, respectable and safe collection of online resources for productivity and collaboration.
- Wikis - A wiki is a website that allows visitors to add, remove, and edit content online.
- Podcasts - A podcast is a digital audio file that is distributed over the Internet for playback on portable media players (such as .mp3 players) and personal computers.
- Videos – a video is a recording displaying moving images and audios. Digital video files can incorporate photos, voiceovers and music.
- Social bookmarking - Social bookmarking is a way for Internet users to store, classify, share and search Internet bookmarks.
- Really Simple Syndication - RSS is used to publish frequently updated content such as blog entries, news headlines, or podcasts. It allows users to “subscribe” to internet content.
- Social Media: Social Media is various websites and applications that allow users to create and share content publically with peers. Examples are, but not limited to: Facebook, Twitter and Instagram

Also your child’s image may be used in a photo or video posted on:
- School website and/or communications
- Archdiocesan or Office of Catholic Education website and/or communications
- Parish website and/or communication

Your child’s safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. The Acceptable Use Policy for Technology is posted on our Archdiocesan website. http://www.catholicschools-phl.org/about-oce/technology.

Please review the permission form below and complete it so that we are aware of your expectations as a parent of a child(ren) in our school. Thank you.
Parent Permission Form General Technology Use   GRADES K-3

- I grant permission for my child to use a teacher created class account classroom projects and assignments.

- I grant permission for my child’s work to be published on the school web site, the classroom wiki, and/or on other student classroom sites as prescribed by the teacher.

- I give permission to the school to permit my child to participate in supervised interviews with the news media concerning events related to the school and its programs.

- **Photo Release:** I grant permission to the Archdiocese of Philadelphia and *Cardinal John Foley Regional Catholic School* to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or *Cardinal John Foley Regional Catholic School*. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity including the list below
  
  I also understand that our school and my child may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

- This photo release includes all the following:
  
  - School, Class, or Archdiocesan websites
  - School newsletters and printed materials including the yearbook
  - Newspapers
  - Social Network pages. Students’ full names will not be printed on Facebook or other Social Media. First initial / last name will be used, if identified.

- I understand that this form will be used during the entire time that my child attends *Cardinal John Foley Regional Catholic School* for grades K-3. If I would like to change it, I will submit another form. The form is available on *Cardinal John Foley Regional Catholic School* website.

☐ I have read, understand, and agree to all of the above. I hereby warrant that I am free to give this permission.

☐ I have read, understand, and agree to the ones I have checked. I hereby warrant that I am free to give this permission.

<table>
<thead>
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<th>Student’s Name:</th>
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If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.

During your children’s formative years at the elementary and secondary levels, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

- Live Streaming – Multiple live streaming products/applications exist in today’s education space to facilitate real-time collaboration. Skype, Google Hangouts and Facetime are examples. Teachers and students have the opportunity to “meet” in a virtual space to talk and share content and learning.
- Blogs - A blog is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.
- Google Apps: A online suite of productivity and digital tools. Google Apps for Education (G.A.F.E.) is a highly recognized, respectable and safe collection of online resources for productivity and collaboration.
- Wikis - A wiki is a website that allows visitors to add, remove, and edit content online.
- Podcasts - A podcast is a digital audio file that is distributed over the Internet for playback on portable media players (such as .mp3 players) and personal computers.
- Videos – a video is a recording displaying moving images and audios. Digital video files can incorporate photos, voiceovers and music.
- Social bookmarking - Social bookmarking is a way for Internet users to store, classify, share and search Internet bookmarks.
- Really Simple Syndication - RSS is used to publish frequently updated content such as blog entries, news headlines, or podcasts. It allows users to “subscribe” to internet content.
- Social Media: Social Media is various websites and applications that allow users to create and share content publically with peers. Examples are, but not limited to: Facebook, Twitter and Instagram

Also your child’s image may be used in a photo or video posted on:

- School website and/or communications
- Archdiocesan or Office of Catholic Education website and/or communications
- Parish website and/or communication

Your child’s safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. The Acceptable Use Policy for Technology is posted on our Archdiocesan website. [http://www.catholicschools-phl.org/about-oce/technology](http://www.catholicschools-phl.org/about-oce/technology).
Please review the permission form below and complete it so that we are aware of your expectations as a parent of a child(ren) in our school. Thank you.

**Parent Permission Form General Technology Use  GRADES 4-8**

- I grant permission for my child to use a school/teacher created class account for classroom projects and assignments, such as but not limited to: *Google Apps for Education; Edmodo and Socrative.*

- I grant permission for my child’s **work** to be published on the school web site, the classroom wiki, and/or on other student classroom sites as prescribed by the teacher and/or school administration.

- I grant permission to the school to permit my child to participate in **supervised interviews** with the news media concerning events related to the school and its programs.

- **Photo Release:** I grant permission to the Archdiocese of Philadelphia and *Cardinal John Foley Regional Catholic School* to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or *Cardinal John Foley Regional Catholic School*. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity including the list below.

  I also understand that our school and my child may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

  - This photo release includes all the following:
    - School, Class, or Archdiocesan websites
    - School newsletters and printed materials including the yearbook
    - Newspapers
    - Social Network pages. Students names will not be printed on Facebook or other Social Media

- I understand that this form will be used during the entire time that my child attends *Cardinal John Foley Regional Catholic School* for grades 4-8. If I would like to change it, I will submit another form. The form is available on *Cardinal John Foley Regional Catholic School* website.

☐ I have read, understand, and agree to all of the above. I hereby warrant that I am free to give this permission.

☐ I have read, understand, and agree to the ones I have checked. I hereby warrant that I am free to give this permission.

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CARDINAL JOHN FOLEY REGIONAL CATHOLIC SCHOOL
300 E. Eagle Road
Havertown, PA 19083

Parent(s) / Guardian(s) Permission and Release
For Student’s Participation in

(Date and Destination) Field Trip

We, (I) as parent(s) or legal guardian(s) give permission for _______________ (Student’s name)
to participate in the ___________________ School field trip on ___________________ to ___________________

which includes all related programs or events. In consideration for our (my) son’s/daughter’s participation in the field trip, and intending to be legally bound, we (I) and our (my) son/daughter agree and understand that we assume risk in full for our (my) son/daughter’s participation on the field trip, and with full knowledge of the risk inherent on such field trip, we release and hold harmless the school, Parish, the Archdiocese of Philadelphia, and its priests, religious, teachers, aides, employees, agents, administrators, and any official representatives, from any and all liability, damages, or claims for any and all personal injury, bodily injury, and/or property damage arising or related to our (my) son’s/daughter’s participation on the field trip, except for medical payments up to $300, or as otherwise described, and provided in the Student Accident Insurance Policy.

We (I) and our (my) son/daughter understand and agree to abide by all rules and regulations established by School pertaining to the field trip.

(Student’s Name) ________________________________ (Date) ________________________________

(Parent(s)/ Guardan(s) Signature) (______________________________ (Date) ________________________________

(Parent(s)/ Guardian(s) Signature) ________________________________ (Date) ________________________________

*Both parents and/or guardians should sign this Permission and Release. If one parent and/or guardian is out of town or otherwise unavailable, the fact should be noted on the form. If only one parent has custody, permission must be obtained from this parent with an acknowledgment that this parent is sole custodian of the child. If there is no parent and only one guardian, permission must be obtained from the sole guardian with an acknowledgement that he/she is the sole guardian.

N.B: Each student must return the signed Permission and Release Form before being permitted to Participate on the field trip.
FROSTBITE TIMES

- Yellow: 50 minutes
- Brown: 1 hour, 10 minutes
- Light Blue: 1 hour, 30 minutes

RECESS TEMPERATURE CALCULATIONS (Including Wind Chill):

- 32° and Above: Full Outdoor Recess
- 21°-31°: 10 min. outdoor/remaining time indoors
- 20° and Below: Full Indoor Recess

- HATS, WINTER COATS AND GLOVES SHOULD BE WORN TO SCHOOL WHEN TEMPERATURES ARE 40° OR BELOW.
- COATS MUST BE WORN AT 59° OR BELOW.
The School follows the regulations of the Pennsylvania Department of Health regarding all immunization and health requirements for all students entering CF for the first time.

FOR ATTENDANCE IN ALL GRADES SCHOOL REGULATIONS children need the following:
4 doses of tetanus*

(1 dose on or after the 4th birthday)
4 doses of diphtheria*

(1 dose on or after the 4th birthday)
3 doses of polio
2 doses of measles**
2 doses of mumps**
1 dose of rubella (German measles)**
3 doses of hepatitis B
2 doses of varicella (chickenpox) vaccine or history of disease

*Usually given as DTP or DTaP or DT or Td
**Usually given as MMR

Children ATTENDING 7th grade need the following:
1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
1 dose of meningococcal conjugate vaccine (MCV)

These requirements allow for medical reasons and religious beliefs.
If your child is exempt from immunizations, he/she may be removed from school during an outbreak. Pennsylvania’s school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)

Contact your health care provider or 1-877 PA HEALTH for more information.
NOTE: Parents are advised to give medications at home and on a schedule other than during the school hours. Medication that is ordered by a physician to be given once a day must be given at home. If it is necessary that a medication be given during school hours, the following regulations must be followed.

- All medication, including over the counter, must be accompanied by a written order from the attending physician. All medication must be brought to school in the original container with the appropriate label intact. The medication will be kept in a locked area (emergency medication in an unlocked, accessible area) of the medical department. If medication is not properly labeled, and there is no physician's authorization, the medication will not be administered.
- School personnel will not administer or dispense the first dosage of medication to a student.
- Permission is granted for the school nurse to contact physician/dentist if necessary.
- Parent/Guardian must sign this form granting the nurse permission to administer medication as described herein.

**FIELD TRIPS**

- During field trips, students may self-administer medication under adult supervision if permission is granted by the parent AND the attending physician according to the guidelines on the reverse.
- No student in Kindergarten through Grade 2 will be permitted to self-administer medication.

**PHYSICIAN PERMISSION**

- I grant my permission for this student to self-administer medication.
- I do NOT grant my permission for this student to self-administer medication.

**PARENT/GUARDIAN PERMISSION**

- I grant my permission for my child to self-administer medication.
- I do NOT grant my permission for my child to self-administer medication.

Child’s name: ___________________________ Room # ____________

Medical Diagnosis: ________________________________________________________

Medication: ______________________________________________________________

Is it required that this medication be given during the school day? Yes ___ No ___

Dosage: ___________________________ Time: ___________________________

Signature of Parent/ Guardian: ___________________________ Date: ____________

Signature of Physician: ___________________________ Date: ____________

Doctor’ Orders: __________________________________________________________

SEE SELF-ADMINISTRATION GUIDELINES ON REVERSE.
Self-administration of Medication by Students.

Students may self-administer medication under adult supervision subject to the following conditions:

1. The medication (including prescription and non-prescription medication) will be held by school staff for self-administration.

2. All medication (including prescription and non-prescription medication) will be kept in a properly labeled container. Non-prescription medication will also be clearly labeled with the student’s name.

3. Emergency self-administration is permitted when specifically authorized by the student’s physician and need not take place in the presence of a designated adult.

4. All non-emergency self-administration shall take place in the presence of the nurse or when the student is out of the building during a school sponsored activity, adult designated by the principal. The principal shall designate in writing the person(s) responsible for supervising self-administration of medication and keeping the prescription log when not done in the presence of the nurse.

5. The school nurse shall orient the person(s) designated by the principal to supervise the self-administration of medication. This orientation will include:
   a. The regulations regarding self-administration.
   b. A review of specific medications which are to be self-administered including side effects.
   c. A detailed explanation of the task expectation.
   d. Provide a medication log for documentation.

6. School staff will observe the student’s self-administration of medication. If the student is unable to meet the following criteria, a parent or guardian will be contacted prior to permission being given for self-administration except in the event of a medical emergency.

7. The self-administration is otherwise in conformance with the District’s medication policy.

8. To self-administer medication, the student must be able, to the satisfaction of the school nurse, to:
   1. Respond to and visually recognize his/her name.
   2. Identify his/her medication.
   3. Measure, pour and administer the prescribed dosage.
   4. Sign his/her medication log to acknowledge having taken the medication.
   5. Demonstrate a cooperative attitude in all aspects of self-administration.

NO STUDENTS IN GRADES K-2 ARE PERMITTED TO SELF-ADMINISTER MEDICATION
Too Sick for School?

At one time or another, every parent faces this dilemma: Is my child too sick to send to school? Below are some helpful hints to help you know when not to send your sick child to school:

- Temperature of 100 degrees or more within the past 24 hours (without Tylenol or other anti-fever medication).
- Vomiting or diarrhea within the past 24 hours.
- Earache.
- When strep is suspected, but the results of a throat culture are not yet known.
- A positive throat culture for strep: student should be on antibiotic treatment for 24 hours before returning to school.
- Any symptoms of acute illness such as persistent cough or runny nose accompanied by body aches.
- A red eye with crust, mucous or excessive tearing (until diagnosed by a physician and treated with medication for 24 hours if “pink eye”).
- Any skin lesion with honey-brown crusts (until diagnosed by a physician and treated with medication for 24 hours if “impetigo”).
- Skin lesion: a mild itchy ring-shaped pink patch with a scaly, raised border and a clear center (until diagnosed by a physician and treated with anti-fungal cream if “ringworm”).
- If your child has head lice that has not been treated. A child must be treated and their scalp examined by the school nurse before he/she can return to class.
- If your child requires any medication for pain stronger than Tylenol or Ibuprofen, they should not attend school.

The guidelines listed above are meant to help parents determine if a child should attend school or other activities. Your child should look and behave like him/herself for 24-48 hours before returning to school.

- A sick child who returns to school too soon is at risk for picking up other infections due to lowered immunity.
- A child who is still sick is likely to infect other students and staff.
- A child who is not feeling well will not be able to focus on schoolwork.

Please notify school if your child develops any communicable condition such as: strep throat, chicken pox, pinworm or head lice.

Any student who has been absent with a contagious condition must bring in a doctor’s note stating the child may return to school.

Remind your child about frequent hand washing. It is the most effective means of preventing the spread of communicable diseases.