



---

Holy Guardian Angels Regional School

# HANDBOOK



# ***TABLE OF CONTENTS***

Mission Statement	Page 2
Philosophy	Page 2
General Information	Page 3
Faculty / Staff	Page 5
Academic & Student Services	Page 6
• Aftercare Program – Computers and Internet - Guidance Services - Instructional Support Team - Learning Commons - Lunch Program - Physical Education Athletic Eligibility - Special Programs - State Funded Programs	
Academic Programs	Page 11
• Grading - Progress Reports - Report Cards - Promotions and Retentions - Honor Requirements	
Homework	
• Types of Homework – Academic Performance Report – Repeated Academic Offenses Testing – STEAM Team (aka - Enrichment Program)	Page 14
Student Activities and Programs	Page 17
• Extra-Curricular Activities – Field Trips – Field Trips and Chaperones	
Admission	Page 18
• Application – Registration - Kindergarten and First Grade - Second through Eighth Grade	
Tuition, Fundraising & Fees	Page 20
• Late Registrations - Late Payments – Financial Aid - Tuition Policy on Promotion Exercises and Students Transferring Out - Tuition Diocesan Policy on Hardship	

Cases - Fees - Registration Fee - Art/Classroom Fee -  
Mandatory Fundraising Program - Box Tops for Education

## Attendance Procedures

Page 23

- Arrival Time - Bell Schedule - Lunch Schedule -  
Lateness - Absences – Daily Notification, Written Excuses -  
Absences and School Activities - Doctor's Excuses -  
Making Up Work – Appointments - Family Request  
for Educational Trip/Vacation – Dismissal

## Communication

Page 26

- Change of Address/Telephone Number –  
Correspondence - School Visitation - School Phone -  
School Closing Due to Inclement Weather -  
Release of Records – Release of Students - Transfers

## Respect Yourself-Respect Others-

Page 29

### Respect the Learning Process

- Responsibility of Parents/Guardians -  
Responsibility of Students – Search Policy -  
Weapons Policy

## Disciplinary Actions

Page 30

- Bullying and Harassment Policy for Students –  
Behavior Management Program – Behavioral Code Grades –  
Responsibility Centered Discipline – Give 'em Five – Office Referral –  
Academic Integrity – Plagiarism – Books – Cafeteria Rules – Cellular  
Phones & Inappropriate Items in School – Gum –  
Online Photos/Images – Public Display of Affection –  
Social Networking – Uniform Dress Code – Dress Code  
Requirements – Uniform Dress Code Consequences –  
Hairstyles – Jewelry – Makeup – Nails – Use of the Building –  
Use of the School Telephone

## School Safety and Health Services

Page 41

- Fire Drills, Tornado Drills & Lockdown Drills -  
Drug Abuse Resistance Education

Healthcare	Page 42
• Medication Policy - Immunization Requirements - Lice Information/Policy	
Transportation	Page 45
• Rules and Regulations – Special Requests for Busing (Public School Transportation Phone Numbers see Page 51)	
Sacramental Programs, Liturgies, & Services	Page 46
• Penance – Holy Eucharist – Confirmation	
Children’s Liturgy and Services	Page 47
• Weekly Masses - Holy Days – Penance Services – Forty Hours – Advent – Happy Birthday Baby Jesus – Lent – May Procession	
Diocese of Allentown – Safe Environment Programs	Page 47
• Protecting God’s Children	
Volunteerism and Parent-Run Organizations	Page 48
• Principal and Parent Partnership Program – Boosters’ Club – Home and School Association	
Public School Transportation Numbers	Page 49
Virtual and Quarantining	Page 50

## **MISSION**

We, the community of Holy Guardian Angels Regional School, recognize that our mission, embodied in Catholic tradition, is to develop a Christian student focused on loving, respecting, and serving God, self, and others. We strive to achieve high academic standards in an environment which celebrates diversity and creativity in order to nurture open-minded, faith-filled individuals who positively and responsibly contribute to the global community.

\

## **PHILOSOPHY**

Holy Guardian Angels Regional School recognizes that its primary mission is to teach the message of Jesus Christ: love of God, love of self, and love of others.

We believe that our school will lead students toward a deeper knowledge of Jesus Christ to give them a fuller meaning of their existence and develop a community of faith in an atmosphere permeated with the Gospel spirit of love. We accomplish this within the guidelines of the Catholic Church and the Diocese of Allentown, in accordance with the requirements set forth by the Commonwealth of Pennsylvania.

Our school strives to develop the “total self” of each student. In our caring environment, all students have the opportunity to reach their individual potential academically as creative, critical thinkers; emotionally as caring, cooperative leaders; and spiritually as active, loving Christians. Socially, we emphasize the value and dignity of the individual in relationships throughout the school. We encourage an atmosphere of peace and justice within the school community. Physically, we endeavor to nurture a respect for our bodies, along with a sense of good sportsmanship.

In order to ready our students for the challenges of life, and help them to become life-long learners, we promote for the students a positive self-image, which is two-fold: the internalization of moral values stressing self-discipline, and a sense of social responsibility toward others.

We, the faculty, staff, and priests of Holy Guardian Angels Regional School, view the students as being created in the image of God, gifted with a variety of talents to be developed into maturity in a Christian manner. These talents are developed in a loving, but firm relationship with students. We hope that this relationship creates an atmosphere of trust, which allows open communication between students, faculty, and parents.

In recognizing parents as the primary educators of their children, our school strives to assist parents in both the child’s education and Christian formation.

As a community of faith, Holy Guardian Angels Regional School teaches Catholic doctrine, promotes academic excellence, and encourages our students to become responsible and productive citizens.

**GENERAL INFORMATION**

**Holy Guardian Angels Regional School**

3125 Kutztown Road • Reading, PA 19605

- Principal:** Mr. Thomas M. Dowd
- Secretary:** Mrs. Heidi Wilson
- Financial Director:** Mrs. Kelly Prechtl
- Development Director:** Mrs. Megan McGrath-Bermudez
- School Nurse** Mrs. Stephanie Taimanglo
- Website:** [www.hgaschool.org](http://www.hgaschool.org)
- Telephone:** 610-929-4124
- Fax:** 610-929-1623
- Office Hours:** 7:30 AM – 3:15 PM Daily

**School Hours:**

- Pre-Kindergarten 8:20 AM – 2:30 PM
- Grades K-8 - 8:00 AM – 2:30 PM

Holy Guardian Angels Regional School is accredited by Middle States Association.

## Holy Guardian Angels Parish

3121 Kutztown Road • Reading, PA 19605

Pastor:	Rev. Robert T. Finlan
Dir. Of Rel. Ed.	Mr. Andrew Angstadt
Parish Accountant:	Mrs. Ronnie Crupi
Parish Secretary:	Mrs. Ann Marie Novak
Telephone:	610-921-2729

## St. Joseph Parish

1022 North 8<sup>th</sup> Street • Reading, PA 19604

Pastor:	Msgr. John J. Grabish
Assistant Pastor:	Rev. Joseph Ganser
Dir. Of Rel. Ed.	Kelley Eroh
Office Manager:	Ms. Mary Lou Vasquez
Email:	<a href="mailto:stjosephchurchreading@yahoo.com">stjosephchurchreading@yahoo.com</a>
Telephone:	610-376-2976

## St. Mary's Parish

94 Walnut Rd. • Hamburg, PA 19526-0189

Pastor:	Fr. Donald W. Cieniewicz
Dir. Of Rel. Ed.	Mrs. Marie Dooley
Office Manager:	Mrs. Laura Ludovici
Email:	<a href="mailto:stmaryhamburg@aol.com">stmaryhamburg@aol.com</a>
Telephone:	610-562-7657

## St. Mary's Parish

14833 Kutztown Rd. • Kutztown, PA 19530-8301

Pastor:	Msgr. Walter T. Schaeffer
Dir. Of Rel. Ed.	Mrs. Ann Pergosky
Office Manager:	Anne Siparik
Email:	<a href="mailto:stmarykutztown@ptd.net">stmarykutztown@ptd.net</a>
Telephone:	610-683-7443



# FACULTY

Priests	Rev. Donald W. Cieniewicz – Pastor – St. Mary’s (Hamburg) Rev. Robert T. Finlan – Pastor - HGA Msgr. John J. Grabish – Pastor – St. Joseph’s Rev. Joseph Ganzer – Asst. Pastor – St. Joseph’s Rev. Quyet Pham – Asst. Pastor – St. Joseph’s Msgr. Walter T. Schaeffer – Pastor – St. Mary’s (Kutztown)
Principal	Mr. Thomas M. Dowd <a href="mailto:thodow@hgaschool.org">thodow@hgaschool.org</a>
DRE	Mr. Andrew Angstadt – <a href="mailto:andang@hgaschool.org">andang@hgaschool.org</a>
Phys. Ed.	Ms. Karen Bauer – <a href="mailto:karbau@hgaschool.org">karbau@hgaschool.org</a>
Art	Mrs. Kathryn Kasperowicz – <a href="mailto:katkas@hgaschool.org">katkas@hgaschool.org</a>
Instr. Music	Mrs. Jennifer Gaffney - <a href="mailto:gaff.jennifer@yahoo.com">gaff.jennifer@yahoo.com</a>

Grade	Teacher
8A	Miss Aubrie Potteiger – <a href="mailto:aubpot@hgaschool.org">aubpot@hgaschool.org</a> (Science 7-8, Reading 8)
8B	Mrs. Sondra Bard – <a href="mailto:sonbar@hgaschool.org">sonbar@hgaschool.org</a> (Math 7-8, Religion 8)
7A	Mrs. Kelly Gorski – <a href="mailto:kelgor@hgaschool.org">kelgor@hgaschool.org</a> (7-8 Language Arts, Reading 7)
7B	Mr. Michael Kindlick <a href="mailto:mickini@hgaschool.org">mickini@hgaschool.org</a> (Social Studies 7-8, Religion 7)
6A	Mrs. Albina Hall – <a href="mailto:albhal@hgaschool.org">albhal@hgaschool.org</a> (5 <sup>th</sup> Math, 5 <sup>th</sup> & 6 <sup>th</sup> English, 6 <sup>th</sup> Reading,)
6B	Mr. Anthony Lucchese – <a href="mailto:tonluc@hgaschool.org">tonluc@hgaschool.org</a> (5 <sup>th</sup> & 6 <sup>th</sup> Science, 5 <sup>th</sup> & 6 <sup>th</sup> Religion)
5A	Mr. Travis Achenbach – <a href="mailto:traach@hgaschool.org">traach@hgaschool.org</a> (6 <sup>th</sup> Math, 5 <sup>th</sup> Reading, 5 <sup>th</sup> and 6 <sup>th</sup> Social Studies)
5B	(English, Reading, Religion, Math)
Resource Room	Mrs. Karen Kroenig – <a href="mailto:karkro@hgaschool.org">karkro@hgaschool.org</a>
4A	Mrs. Melinda Burkman – <a href="mailto:melbur@hgaschool.org">melbur@hgaschool.org</a>
4B	Miss Olivia Andrefski – <a href="mailto:oliand@hgaschool.org">oliand@hgaschool.org</a>
3A	Mrs. Rosemary Dismuke – <a href="mailto:rosdis@hgaschool.org">rosdis@hgaschool.org</a>
2A	Miss Leah Andrefski – <a href="mailto:leaand@hgaschool.org">leaand@hgaschool.org</a>
2B	Miss Kayla Majeski – <a href="mailto:www.kaymaj@hgaschool.org">www.kaymaj@hgaschool.org</a>
1A	Mr. Caleb Miller – <a href="mailto:calmil@hgaschool.org">calmil@hgaschool.org</a>
1B	Mrs. Abigail Zerbe – <a href="mailto:abizer@hgaschool.org">abizer@hgaschool.org</a>
KA	Mrs. Charleen Herrick – <a href="mailto:chaher@hgaschool.org">chaher@hgaschool.org</a>
KA Aide	Mrs. Beverly Coveleski – <a href="mailto:bevcov@hgaschool.org">bevcov@hgaschool.org</a>
KB	Mrs. Kimberly Maxwell – <a href="mailto:kimmax@hgaschool.org">kimmax@hgaschool.org</a>
PK Teacher	Mrs. Janelle Sullivan - <a href="mailto:jansul@hgaschool.org">jansul@hgaschool.org</a>

After Care                Mrs. Rita Amadio – [ritama@hgaschool.org](mailto:ritama@hgaschool.org)

**Staff**

Head of Maintenance	Mr. Eric Haag – <a href="mailto:erihag@hgaschool.org">erihag@hgaschool.org</a>
Development Director	Mrs. Megan McGrath Bermudez - <a href="mailto:development@hgaschool.org">development@hgaschool.org</a>
Finance Director	Mrs. Kelly PrechtI – <a href="mailto:kelpre@hgashool.org">kelpre@hgashool.org</a>
Secretary	Mrs. Heidi Wilson – <a href="mailto:heiwil@hgaschool.org">heiwil@hgaschool.org</a>
Guidance Counselor	Miss Jennifer Durofchalk – <a href="mailto:jendur@hgaschool.org">jendur@hgaschool.org</a>
Nurses	Mrs. Stephanie Taimanglo- <a href="mailto:nurse@hgaschool.org">nurse@hgaschool.org</a> Mrs. Kathy Bower (Muhlenberg)
BCIU	Mrs. Melissa Kauffman – <a href="mailto:melkau@berksiu.org">melkau@berksiu.org</a>
Psychologist	Mrs. Melody Shoemaker (BCIU)
After Care	Mrs. Rita Amadio Mrs. Anne Kubeck Miss Kayla Majeski
Maschio’s Food Service	Mrs. Erica Medina Mrs. Anne Kubeck

**ACADEMIC AND STUDENT SERVICES**

**Aftercare Program**

Holy Guardian Angels Parish will continue to offer an Aftercare Program for the students in grades 4 year old Pre-Kindergarten through 8<sup>th</sup> grade from 2:30 PM to 5:30 PM on days that school is in session. For students to participate in the program parents/guardians must fill out a registration form, as well as the weekly list of the days and times that the students will be using the program. **Fees for the program MUST be paid on a daily basis or pre-paid at the beginning of the week.** There is also a \$15 registration fee to have your child’s name placed in the program or on a waiting list.

### **Computers and Internet**

HGA has entered into a leasing agreement with Archangel Tablets to provide Chrompads for K-2 and Chromebooks for 3-8. Software specific to program areas may be used to enhance the learning experience. We are fortunate to provide the Internet for all students in the building. In order to assure safety with this tool, the Diocesan Office of Education, has passed guidelines to protect our students. The Diocesan Acceptable Use of Internet Policy, which must be signed by students and parents/guardians, is the governing document for all aspects of Internet usage in the school. This documentation must be signed and returned before Internet use is allowed. It is necessary that students understand the rules of copyright, fair and acceptable uses of the computers, Internet and e-mail. Violation of the diocesan policy may result in loss of computer privileges for the student. There is a \$150 technology fee per student.

### **Guidance Services**

Our guidance counselor assists all students through a program of individual counseling, developmental classes and related guidance services. Orientation, adjustment, self-understanding, and cognitive and social development are promoted by the guidance personnel. All students and parents are encouraged to utilize the many services provided by the guidance counselor. The counselor is on site three days per week to assist teachers and students with needs that may arise. The counselor will also be available for IST meetings which are held at the availability of the BCIU psychologist.

### **Instructional Support Team**

The Instructional Support Team consists of teachers, the principal, the guidance counselor and the school psychologist who have been professionally trained in addressing the special needs of students. One of the objectives of the team is to try new strategies in helping students to succeed. The team meets on an as-needed basis. Parent/guardian involvement is encouraged.

### **Learning Commons**

The Learning Commons environment integrates the best features of the computer lab and library into a learning area that would benefit students by providing them (and their teachers) with a space designed with the teacher's role as a guide for student learning. STEM concepts will be integrated into the curriculum, and students will have a greater opportunity to create, collaborate, and communicate throughout the learning process.

The Learning Commons will feature the following three zones:

- **Bookstack Zone:**
  - Shelves of books
  - Comfortable places to sit
  - Quite corners to read
  - Inviting layout and gathering spaces
- **Collaboration Zone:**
  - Desktop computers
  - Laptop computers
  - Group work areas designed for research, collaboration, and communication
- **Creativity Zone**
  - Flexibility will be the key to the success of this area of the Learning Commons
  - Tables and chairs designed to be arranged to accommodate small groups, individual work, or large group activities
  - New STEM class space
  - Hands-on projects to create, build, and discover

### **Lunch Program**

Maschio's Food Service will begin a full-service lunch program on August 29, 2016. Price of lunch will be \$3.50, which allows us to profit over \$7,000 to put towards our budget yearly. There will also be various a la carte items for sale. Please take time to read the monthly lunch menu. The students will have a choice of the hot entrée or sandwich of the day and will also have a choice of two of three side dishes. Choice of beverage is also included with lunch. All lunches are prepared by a professional on site food service staff. Advance lunch sales in the form of a lunch ticket will be offered. The meals can be used any time during the school year. The lunch ticket will be kept in the classroom and not taken home, to avoid lost tickets. When purchasing a ticket, please put exact cash, check, or money order inside a sealed envelope with student's name and grade. If paying by check or money order, please make payable to Maschio's Food Services.

Lunch is a time for learning the social graces. Good manners, courtesy and thoughtfulness towards others are encouraged. Please encourage good eating habits with your child. Here are some reminders for your child.

- The students should be seated properly and should not be out of their seats.
- The students should eat their lunch and should not be passing around their food to others.
- The students should clean up after themselves. This includes the table, chair and floor.
- The students should talk to each other, not yell.

- Food or trash is never to be thrown at the table.
- The students should follow the directives of the lunch helpers.

Lunch volunteers assist the principal and the lunch coordinators with supervising the students at lunchtime. The students are to listen to the directives of these volunteers. It is mandatory for all lunch volunteers to complete the Allentown Diocese vetting process.

Since the students are out for a very short time (20 minutes) we request that all students be outside except in the case of an important medical reason. In this case, we request that parents write a note requesting the student to stay inside.

### **Physical Education Program**

Each class is provided one physical education class per week. Our physical education uniform consists of a gray HGA t-shirt, black HGA mesh gym shorts for grades K-8. A grey HGA sweatshirt and black sweatpants (grades K-4), green & black track suit (grades 5-8), along with socks and sneakers (sneakers must be the basic color of white, black or grey with minimal embellishments). Sneakers with blinking lights or wheels are not allowed. The gym uniform must be purchased through HGA. No substitutions will be accepted. The physical education uniform is their school uniform for that day.

New gym attire must be purchased through Sneaker Villa (Exeter). Frequently missed gym class, not wearing the gym uniform, and not following instructions during gym class may lead to a less than satisfactory grade in physical education. Even though physical education is held just once a week, it is important, and we expect participation from all students. If a student is in school, but is not taking gym class because of illness or injury we ask parents to write a note to the teacher indicating such.

### **Special Programs**

- Remedial Services: students who are in need of extra help in reading can be tested and receive remedial assistance through the Berks County Intermediate Unit – Act 89 Program.
- Psychological Testing: available for students to determine any special needs.
- Speech Programs: initial testing can be done through the Berks County Intermediate Unit, but the actual services and remediation will be done through the public school district in which you reside.

## **State Funded Programs**

- **Act 89**: under Act 89, our students receive remedial work five days a week, and also have access to speech diagnostic services as well as speech therapy and psychological evaluation and counseling.
- **Act 90**: under Act 90, HGA is entitled to funds for students' workbooks up to a specified allotment.
- **Act 195**: under Act 195, HGA is entitled to funds for students' textbooks, workbooks, and a number of instructional materials.
- **Act 372**: Act 372, which became effective July 1, 1973, obligates public school districts to provide free bus transportation to non-public school students who live more than 1-1/2 miles from the non-public school or who must travel within hazardous areas within the school district. The non-public school may not be more than 10 miles from the closest boundary of the public school district. The public school district shall be responsible for bus routes, bus stops, and pick-up and departure times.

## ***ACADEMIC PROGRAMS***

All grades follow the courses of study issued by the Office of Catholic Education of the Diocese of Allentown. Holy Guardian Angels Regional School is fully accredited by the Middle States Association of Colleges and Schools in accordance with the standards of the Commonwealth of Pennsylvania. These subjects include the following: Religion, Mathematics, Integrated Language Arts (Reading, Literature, Grammar, Writing, Penmanship, Spelling), Social Studies, Science, Art, Music, STEM, and Physical Education. A curriculum guideline has been written for each course of study and clarifies the requirements on each grade level.

A model program offers a combination of a traditional curriculum, integrated studies, cooperative learning, and projects. Although we believe that children require a challenging academic program, socialization, exploration, and guidance are also important components.

In all grades, primary emphasis is placed on Religion as a content area as well as an integrated part of the entire curriculum.

The Mathematics and Reading sequence allows for acceleration. Students are selected for the Math and Reading grouping by means of the results from the IOWA test, report card grades, teacher recommendation, and sometimes a pretest.

## **Grading**

Criteria – a student's grade is based on the following criteria:

- Quizzes and test grades
- Special projects
- Participation in class
- Completion of homework assignments

Adapted Grade and/or Individualized Support will be used to indicate adaptations for a student on an individual basis.

## **Progress Reports**

These special reports are issued to parents/guardians halfway into each marking period. These notices inform the parents of any difficulties the child may be having. This allows the child and parent/guardian to take the necessary steps to rectify the situation. They are to be signed and returned to the teacher issuing the notice.

## **Report Cards**

Report cards are issued three times a year. Kindergarten reports are issued two times a year. They are to be reviewed by a parent/guardian, signed, and returned to school within five days. Report cards will not be issued if tuition payments are outstanding for two or more months.

## **Promotions and Retentions**

Assessment of student progress is on-going. Kindergarten, grade 1 and grade 2 lay the foundation for successful achievement in subsequent years. Multiple forms of assessments (Dibels, Saxon phonics program, teacher anecdotal records) are used to determine proper placement.

Students in grades 3 through 8 are required to receive a final average of 70% in each major subject area. A rating below 70% is considered failure of coursework. Students at this level who fail any major subject are required to attend and successfully complete an approved summer school or tutoring program for a minimum of 15 hours. If a student at this level fails two major subjects, they will be retained unless the student passes the required courses in summer school.

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are the following: 1) low academic achievement, b) indifference or lack of effort on the part of a capable student, c) social immaturity, d) frequent or long absences that disrupt the learning process.

There are general guidelines followed for promotion or retention decisions in view of unsatisfactory work. Performance on standardized testing should support each decision to promote or to retain a student. Pupils who may benefit from a second year in a particular grade level should be identified early in the school year. Frequent communication with parents/guardians should take place in the second and third trimesters with the recommendation being made by the end of the third trimester. A final decision would be made in conference with parents before the end of the school year. Retention is not a common practice in our school. Our school's recommendation for grade promotion or retention is clearly indicated in writing on the report card and placed in the student's permanent record file.

In all grade levels, there needs to be a specific plan in place for the following year to address the needs of any student who is scoring a 70% or lower in the major subject areas. Daily classroom performance, homework, effort, and multiple forms of assessment should be monitored for growth.

### **Honor Requirements**

The honor requirements at Holy Guardian Angels Regional School for students in Grades 3-8 have been established as follows:

**First Honors:** a percentage of 90 or better in all major grades; religion, mathematics, reading, language arts, spelling, social studies, and science. Students must also have at least an "S" in all effort and conduct grades.

**Second Honors:** a percentage of 85 or better in all major subject areas previously listed. Students must also have at least an "S" in all effort and conduct grades.

**Honorable Mention:** students who have given the teacher their maximum effort and are still not at the levels indicated for first or second Honors may receive an honorable mention card. The student must have at least an "S" in all effort and conduct grades. Honorable mention is awarded at the teacher's discretion.



# **HOMEWORK**

Homework assignments to be completed beyond the period of the regular school day are required and considered a valuable addition to the learning process. These assignments enhance, as well as increase, reinforcement for learning. The assignment of homework assumes that desirable learning experiences can also take place in the home. Students, parents/guardians, and teachers must play a cooperative role in making homework a beneficial experience. Classroom websites posting homework assignments and announcements are established at the discretion of each teacher.

## **Types of Homework**

Homework may be written or unwritten and may take the form of reading, writing or reviewing for mastery. Specific types of homework may include:

1. **Practice** - assignments which may be given to provide the student with an opportunity to continue that which has been presented and reinforced in class.
2. **Preparation** – assignments which are aimed at preparing the student for the next lesson in that subject.
3. **Extension** – assignments which are made to extend a previously learned skill or body of knowledge.
4. **Creativity** – assignments which are provided to allow a student to apply previously learned knowledge.

## **Objectives:**

1. To reinforce learning through the practice, application, integration and/or extension of knowledge and skills.
2. To develop positive study skills and work habits
3. To develop a sense of personal responsibility and independent learning.
4. To stimulate originality and creativity.
5. To encourage leisure interests, enrich school experiences, and reinforce learning through related out-of-school activities.

It is the responsibility of the student to complete and hand in homework on time. Parents/guardians should help their child with the homework not by completing the work for them, but by working with their child in this educational task. This also keeps the parents informed on what their child is studying and how their child is progressing.

The Office of Education of the Diocese of Allentown has suggested the following time allotments for homework:

Grades 1 and 2	30-45 minutes
Grades 3 and 4	45-60 minutes
Grades 5 and 6	60-90 minutes
Grades 7 and 8	90-120 minutes

EXCEPTION: Junior High School students (grades 7 & 8) may be assigned work, which extends over the school week. The assignments are not more than two hours per week per subject. It is up to the individual student to portion out the assignments for the week. In regulating time, the student practices a mature judgment and grows in responsibility. Project assignments in other grades operate on the same premise.

Parents are encouraged to foster systematic study habits in their children. They should demand neatness, accuracy, and completeness before approving the work. If properly guided, homework will enhance the development of the child.

### **Homework Misses**

- If an assignment is missed, the child will be given an Academic Performance Report (parent note) and two (2) additional opportunities to complete the missing work:
  1. Students will have the opportunity to complete the assignment at lunch that day.
  2. Students will be allowed to complete the assignment at home under parental supervision. (A "Day of Grace" now has been given to complete the assignment.)
- The NEXT morning or BEFORE the class period, the student must give the teacher the completed assignment and the signed Academic Performance Report.
  1. If the work has not been completed, the student MUST remain in during lunchtime recess until the work is done.

### **Repeated Academic Offenses**

1. A student who acquires 3 homework misses in a trimester from the same teacher may be asked to use his/her lunchtime recess to ensure that the assignment(s) are completed.

2. When needed, parental conferences will be scheduled when a student continues to hand in incomplete, unacceptable or missed assignments.
3. A student who earns an average failing grade will lose privileges, including clubs, field trips, or special school activities in order to provide the student with the time needed to improve his/her grades. Decisions regarding loss of privileges as well as the reinstatement of those privileges are at the discretion of the faculty/administrations.

## Testing

- Students receive quizzes and tests to determine their progress in each subject area. Trimester Assessments are given the last week of each marking period.
- Final exams are given in June. These exams include materials that were taught throughout the year. Cumulative tests are given in math and reading.
- Other testing for student progress include the following:
  - **Kindergarten Testing:** a screening program for in-coming kindergarten students. Testing is done in late May or early June.
  - **Cognitive Abilities Tests:** an instrument to establish each child's natural abilities. It is given to students in grades 3, 5, and 7 in the spring.
  - **IOWA Test of Basic Skills:** a national test used to check and evaluate each student's achievement. It is given to all students in grades 2 through 7 in the spring of the current school year. Vacations will not be granted for any student during this time. It is very difficult to reschedule and supervise makeup testing.

## STEAM TEAM (aka - Enrichment Program)

The Enrichment Program focusing on Science, Technology, Engineering, Art, and Mathematics, will meet after school, beginning in the second Trimester, every other week from 2:45-5:00 PM. The following criteria applies:

- Open to students in grades 5-8
- Based on student application and signed permission by both parent teacher
- Academics and behavior must be satisfactory
- Modest fee will be assessed

# **STUDENT ACTIVITIES/PROGRAMS**

## **Extra-curricular Activities**

The following is a list of extra-curricular activities at Holy Guardian Angels Regional School.

Altar Servers (gr. 4-8)  
Art Club  
Book Club  
Bowling  
Boy Scouts  
Brownies/Daisies  
Chess Club  
Choir  
Cub Scouts  
Cup Stacking Club  
Drama Club  
History Club  
Homework Club  
Instrumental Music  
Lego League  
Mathletes

Reading with the Dogs  
Science Explorers (gr. 1-5)  
Talent Show (gr. 3-8)  
Youth Ministry

## **BERKS CATHOLIC SPORTS**

Baseball  
Football/Cheerleading  
Field Hockey/Soccer  
Ice Hockey/Lacrosse  
Softball  
Wrestling

## **Catholic Youth Organization (CYO)**

The following activities are offered and governed by the Holy Guardian Angels Parish Catholic Youth Organization. While the school may support and advise the CYO, the school does not make or enforce CYO rules. The following activities or sports are offered:

### **SPORTS**

Girls Basketball (gr. 3-8)  
Girls Cheerleading (gr. 5-8)  
Girls Volleyball (gr. 6-8)  
Boys Basketball (gr. 3-8)  
Cross Country (gr. K-8)  
Track & Field (gr. K-8)

### **ACADEMIC ACTIVITIES**

Academic Bowl (gr. 7-8)  
Art Contest (gr. 6-8)  
Declamation Contest (gr. 7-8)  
Kitchen Kapers (gr. 6-8)  
Spelling Bee

### **Field Trips**

Classroom teachers schedule field trips throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. If there is a fee for the trip, this must be satisfied for the student to participate. Since the cost of the trip is pro-rated according to the number attending, the fee is non-refundable.

Field trips are NOT optional, since they are planned to take the place of the structured school day. However, at the discretion of the teachers and the principal, a student may be restricted from participating due to academic or behavior concerns. If this occurs, the student is expected to fulfill the required school day. Students not attending the field trip are expected to come to school at the regular time.

### **Field Trips and Chaperones**

Chaperones are under the direction of the teacher(s) in charge. Chaperones are not to bring other siblings or children along with them. This is a liability issue. All chaperones MUST have completed the diocesan vetting process.

## ***ADMISSION***

### **Application**

All parents/legal guardians seeking to enroll their children in Holy Guardian Angels Regional School must complete and submit an Application packet including all necessary paperwork to be considered for enrollment.

In addition, prior to enrollment, each family must have an interview with the principal and students coming from any school outside the Allentown Diocese must complete a screening test. At this time, we also request that the family provide all necessary documentation deemed necessary to make an appropriate educational placement decision for the child.

Once this process is finalized, the family will receive a letter confirming the child's acceptance into Holy Guardian Angels Regional School. Should alternate placement be recommended, the family will be notified.

## **Registration**

Once the child has been accepted the following process of registration must be completed:

1. All necessary paperwork must be filled out and submitted.
2. A non-refundable fee of \$150 per family must accompany the Registration Form.
3. A birth certificate and Baptismal certificate from the parish where the child was baptized is required.
4. Financial arrangements of tuition payments on the FACTS Program must be made.
5. Tuition and fees must be current before registration can be considered for the upcoming school year. Failure to pay your account in full could result in disenrollment.

Holy Guardian Angels is a regional school, therefore parishioners from Holy Guardian Angels, St. Joseph's (Reading), St. Mary's (Kutztown), & St. Mary's (Hamburg) parishes will be given preference to admission. If there are vacancies, Catholics from other parishes and non-Catholics may apply. However, no child will be "dropped" from enrollment simply to "make room" once they are officially accepted in Holy Guardian Angels Regional School.

## **Kindergarten and First Grade**

### *Age and Health Requirements*

1. Children entering Kindergarten or First Grade must be five or six respectively by October 15.
2. Proof of the required immunization dates which is required by State Law.
3. Immunization documentation MUST be submitted BEFORE the start of school.
4. A physical and dental exam is also required.

### *Academic and Conduct Requirements*

1. Any child seeking entry into Kindergarten or First Grade shall complete the required screening before formal admission into the school.
2. Should behavior problems surface and impede the academic and/or social progress of the student or class, an alternative educational program may be suggested.

## **Second through Eighth Grade**

### *Health Requirements*

Every student prior to admission to Holy Guardian Angels Regional School must be immunized against such diseases as the Pennsylvania Secretary of Health may direct.

### *Academic and Conduct Requirements*

The principal shall review the information provided by the Registration Form and other information deemed appropriate to determine whether a student should be admitted to the school.

## ***Tuition, Fundraising and Fees***

We believe that our tuition payments are an investment in your child's education and religious formation. Under the recommendation of the Pastors, Principal, and School Board, we have contracted with the FACTS Tuition Management Company to help us better plan how to use our financial resources and manage our tuition collection program. Through this program we also hope to provide an enrollment that is as available and affordable as possible to all families.

### **Tuition Payment (Kindergarten – 8<sup>th</sup> grade)**

1. Full Payment due July 1<sup>st</sup> – under this plan the entire amount of tuition is paid on or before July 1<sup>st</sup>. A tuition reduction of \$100 would be applied to the tuition cost of a family's first or only child enrolled in the school
2. Two Payments – under this plan one payment of half of the tuition is paid on or before July 1<sup>st</sup>, and one payment of the half of the tuition is paid on or before January 31<sup>st</sup>.
3. FACTS Monthly Payment Plan – under this plan, your tuition is paid monthly over an eleven month period (July – May) through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. There is a fee charged for this service before the beginning of each yearly payment cycle. FACTS may be contacted at 1-800-624-7092 or emailed at [info@factsmgmt.com](mailto:info@factsmgmt.com).

### **Late Registrations**

- Families registering after July 1<sup>st</sup> will be expected to fulfill their tuition obligation according to the tuition policy stated above.

- Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be in attendance.

### **Late Payments**

It will be the responsibility of each school family to keep the principal and financial manager informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. Full Payment – If payment is not received on or before July 1<sup>st</sup>, the discounted rate of tuition will not apply. When full payment has been made by July 1<sup>st</sup>, the family will be contacted within 5 days concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.
2. Monthly Payment – School families who choose the eleven month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS in approximately two weeks.

**If tuition is more than 60 days late, and no formal communication has been made by the family, HGA reserves the right of disenrollment of the student.**

### **Financial Aid**

A limited amount of financial aid is available for school families experiencing economic difficulties. Requests for such aid should be made at the time of registration since such circumstances often are unpredictable. **Applying for financial aid should be done every year online through the FACTS Management Program. Families applying for aid must provide a copy of their Federal Income Tax statement.**

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the principal and financial manager as soon as possible when they are experiencing economic difficulties.

### **Tuition Policy on Promotion Exercises and Students Transferring Out**

*It is the expectation of HGA to have all tuition & fees paid in full no later than May 30. Full payment of tuition and mandatory fundraising fees will be required for an*



*eighth grade or kindergarten student to participate in promotion exercises. Full payment of tuition and mandatory fundraising fees will also be required before any student's academic records are sent out to another school. The school may hold report cards until proper tuition payments or arrangements for those payments are made. HGA reserves the right, at law or equity, to collect any past due tuition both while students are enrolled and after they are no longer attending HGA.*

### **Tuition Diocesan Policy on Hardship Cases**

In accord with the directives of our Bishop, it remains our policy “not to exclude any (Catholic) child simply because of the inability to pay tuition”. Families for whom student tuition obligations prove to be an undue burden should seek an adjustment by way of either time extension or a tuition/fee reduction. These special arrangements can be made by contacting the Principal to review your case. **Contact must be made in writing at the beginning of each school year.**

### **Fees**

The school charges for a variety of different services and materials. Fees should be paid promptly.

### **Technology Fee**

To pay for the technology that is offered to your students, HGA has instituted a \$150 technology fee which will be included on your FACTS statement if not paid by Aug. 1<sup>st</sup>.

### **Registration Fee**

To reserve a place in our school, an annual fee of \$125 per family will be charged. **THIS FEE IS NOT DEDUCTIBLE FROM TUITION NOR REFUNDABLE.**

### **Art/STEM/Classroom Fee**

At the beginning of every school year, a \$5.00 art fee and a \$5 STEM fee is required per child. This fee is used to defray the cost of art room and STEM supplies. A classroom fee is also required. Classroom Fee: Grades K-5: \$35 / Grades 6-8: \$25. This fee is used to offset any classroom crafts, Ladies Night Out basket donation, Spring Musical Props (t-shirt, hat, etc.), and classroom parties. This fee does not however offset any field trips. That fee(s) will be requested separately. This fee is included with the tuition.

### **Mandatory Fundraising Program**

Today, approximately 40 percent of the school's revenues are derived from non-tuition sources. Through the generosity of local business, community members

parishioners as well as school parent organizations and other school volunteers, parents pay significantly less than the actual per pupil cost of education at Holy Guardian Angels Regional School, which is projected to be \$5,354 per student for the 2018-2019 school term. Because of this fact, the school MUST ask that each school family participate in the financial support of our school. A mandatory fundraising quota of \$350 per family is part of the annual school tuition assessment. Which particular fundraisers you choose to participate in is your choice. In order to meet your quota, you may choose to participate in one, two, or all three fundraisers. In lieu of participation in the various fundraisers, you may pay the surcharge in full prior to the March 10, 2019 deadline or, establish a monthly payment through the FACTS Management Program to satisfy your obligation and thus, eliminate your involvement in the fundraising activities.

Fundraisers for the 2019-20 School Year

Walk-a-thon Fun Day	September/October
Coupon Book	September/October
Evergreen Sale	October/November
Pizza/Dessert Sale	January/February

If the family fundraising quota has not been met by March 20, 2020, the balance will be added to your tuition payments for April & May 2020, through the FACTS Management Program. For those families not enrolled in the FACTS Management Program, all records and report cards will be held and students will be prohibited from participating in classroom/school events until the fee is paid in full.

**Box Tops for Education**

Box Tops for Education has helped HGA earn \$58,000 since 1996. Families clip box tops from favorite participating products and HGA redeems them for cash.

***ATTENDANCE PROCEDURES***

**Arrival Time**

No student should arrive before 7:30 AM as there will be NO SUPERVISION provided before that time. Children will not be allowed into the school before 7:30 AM. Doors open at 7:30 AM for bus riders and those car riders who must be at school before 7:45 AM. Students who report between 7:30-7:45 AM should report to the gymnasium. A staff member will supervise the students from 7:30-7:50 AM when the students will be sent to their classrooms. At times teachers report before 7:30 AM to get some work done and parents assume that it will be

all right to send the students into the building. Again, students are NOT to report before 7:30 AM.

### **Bell Schedule**

Doors Open	7:30 AM
Morning Bell (students in their seats)	8:00 AM
Dismissal	2:30 PM

### **Recess/Lunch Schedule**

Grades 5-6-7-8	11:15 AM – 11:55 PM
Grades K-1-2-3-4	12:05 PM – 12:55 PM

### **Lateness**

Students who arrive late (after 8:00 AM) MUST be accompanied by their parent/guardian to the school office. The PARENT/GUARDIAN MUST SIGN-IN for the child. The standard note stating the reason for being late must be completed by the parent/guardian for the child's teacher. Lateness and irregular attendance interfere greatly with a child's academic progress. Please note that repeated lateness will exclude a student from Perfect Attendance at the end of the school year. (Exceptions are given to late buses.)

### **Absences – Daily Notification**

When a child remains at home due to illness, it is necessary that the parent/guardian of the child notify the school office by 8:15 AM. Notification by the child's brother or sister is NOT ACCEPTABLE. Direct communication with parent/guardian is specifically intended for the child's protection.

### **Absences – Written Excuses**

A student who is absent from school must, upon his/her return, present the absence form issued by the school office. The parent/guardian must sign this standard form and state the reason for the absence and specify the precise date(s) of the absence. Additional forms are available in the office. Any notes not written on the school absence form will be returned for proper completion. If a note is not received within 48 hours of the child's return to school, the child will not be admitted into the classroom until it is.

### **Absences and School Activities**

Students absent from school due to illness MAY NOT attend or participate in any school sponsored after school activity on the day(s) of their absence. Students who arrive to school by 11:15 AM, or are excused by the principal for reasons other than medical, are not included in this rule.

### **Doctor's Excuses**

A doctor's excuse must accompany the absentee note in the following situations: If a child has been absent for three consecutive days, the doctor's excuse must be presented upon their return to school whether a child is absent one day or more than one day: Communicable Diseases – Measles, Whooping Cough, Respiratory Streptococcal Infections, Scarlet Fever, Strep Throat, Mumps, Impetigo, Pinkeye, Ringworm, Scabies, Mononucleosis, etc.

Any child who has accumulated absences of 10 days or more will be required to bring in a doctor's excuse for any future absences. Non-compliance will cause illegal absences.

### **Making Up Work**

Parents/guardians are asked to notify the school office when a child will be absent. Assignments for an absence may be requested at any time the student is absent. If a call for an assignment is received by 12:00 noon, it is possible to have them ready for pick up at the end of the day. Later requests possibly will require waiting until the next day.

### **Appointments**

We strongly recommend that all appointments such as trips to the doctor or dentist be made after school, if at all possible. However, if a doctor or dentist appointment must be made during the day, please adhere to the following procedure:

1. Send a note to the homeroom teacher.
2. Come into the office to sign the child out of class.
3. On returning, come into the school office with the child to sign them into school.

If a child will be arriving late in the morning due to an above-mentioned appointment, please notify the school office the previous day or call the office by 8:15 AM.

### **Family Request for Educational Trip / Vacation**

- We strongly encourage that all vacations be scheduled when school is NOT in session.
- However, if a parent decides to take his/her child out of school for vacation during the school year, all missed work MUST be made up upon return to school.
- When plans for vacation are made, the child's teacher and principal should be informed in writing in advance of the planned trip.

- “Long-Term” Excused Absence Form is available in the school office.
- Teachers should not be asked to prepare special assignments in advance of the planned vacation.
- Parents assume the responsibility for missed work or failure.

### **Dismissal**

Dismissal time is 2:30 PM. At the end of the day, we have two calls: the first call is for all **bus riders**. Our second call will be for all car riders. Parents/guardians who are picking their child up must do the following:

1. Park in the north parking lot (between the church and the cemetery). Parents/guardians are not to park between the church and the school at the end of the day.
2. Students will walk to their parent’s car under the supervision of a faculty member.
3. Parents/guardians are to wait outside the school building for their child by their cars.
4. A student is never permitted to ride home with another student **WITHOUT** written parental permission.
5. Should an appointment necessitate an earlier dismissal, please come by 2:15 PM and pick your child up in the office. The student will need to be signed out.
6. Please note, once again, that dismissal time is 2:30 PM and students should be picked up at this time. Students not picked up by 2:40 PM will be brought into the school to wait for their ride. If an emergency arises that you will not be here on time, please call the school and inform us.

All students participating in After-Care or any extra-curricular activity will remain in the building and will be escorted to the appropriate location.

## ***COMMUNICATION***

### **Change of Address/Telephone Numbers**

It is very important, for the safety of your child, that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

### **Correspondence**

Test folders and classroom folders go home weekly with each child. Information from the office will be distributed weekly via online at Option C through the

**Parent Communication** link on our website and/or sent home with the youngest or only child in each family. Please read all information carefully, sign and return the next day.

### **School Visitation**

All parents or visitors MUST report to the school office where the purpose of their visit must be stated and a visitor's sticker must be obtained. We do welcome you to our school, but parents and visitors may not walk the hallways or approach the classrooms or teachers while class is in session. This is done for the safety of the students in the classroom and prevents disruption of the education program.

Reminder: Teachers are unavailable for spontaneous conferences before/after school or during the school day. Appointments must be made.

Classroom visitations will be considered upon specific requests and in subject to the approval of the administration. This policy applies to psychologists, outside agencies, college student observers, parents, etc. Please call the office to make an appointment.

### **School Phone**

The school telephones are to be used to transact school business only. The school phones are not for student use and permission to use the phone is given only with approval.

Generally, permission will not be given for students to call home to have forgotten items brought to school. Since parents need an approved appointment to go into classrooms during the day, messages and forgotten items should be left in the office and will be given to the child by a member of the school staff.

Parents are asked to refrain from making last minute dismissal arrangements. Dismissal arrangements should be sent in writing to the classroom teacher at the beginning of the day.

### **School Closing Due to Inclement Weather**

Should HGA be closed or have a delayed opening, all families will receive a call from the automated School Reach Calling System. In addition, the announcement will be on the local radio stations (WRFY-102.5 FM, WEEU-830 AM, & WRAW-1340 AM) before 7:00 AM. Announcements will also be carried on TV Channel 69-WFMZ (Berks Cable Channel 9), as well as on BCTV (Berks Cable Channel 13). Please do not call the rectory. If the public school district that your child is transported by is on a delayed opening then your child will be picked up

according to how long that delay is. If the public school district that your child is transported by is closed, that district will not provide transportation that day.

### **Early Dismissal Due to Weather**

In the case of an early dismissal due to weather, follow your school district's announced closing. HGA will close when Muhlenberg School District announces an early dismissal due to weather. All car riders and Muhlenberg school district bus riders will then be dismissed. School personnel will stay at HGA until all students have left the school.

### **Release of Records**

The school will maintain records on all students. Information included in these records may not be released without parental consent. A transcript of student records will be forwarded to another school when a student transfers. Full payment of tuition and fees will be required before any student academic records are sent to another school.

### **Release of Students**

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in Holy Guardian Angels Regional School must provide the school with a copy of the court order or custodial agreement indicating the determination of custody. This court order/custodial agreement is placed in the child's file. School visits by non-custodial parents are not permitted during the school day.

### **Transfers**

When transferring to another school, it is necessary to notify the school office at least two weeks in advance. A transfer form must be completed which indicates: new address, parish, date of transfer, the school the child will be attending, and the reason for the transfer. Records will be forwarded at the request of the incoming school. Records will not be released to another school until the transfer form is completed and all monetary obligations are paid.

# ***RESPECT YOURSELF, RESPECT OTHERS, RESPECT THE LEARNING PROCESS***

## **Responsibility of Parents/Guardians**

It is the responsibility of parents/guardians to:

- Encourage the proper attitudes toward learning and respect for school authority.
- Cooperate with the school personnel in their efforts to improve the student's attitudes and behavior.
- Assume full responsibility for the child's conduct.
- Work with the student in his or her educational endeavors.

## **Responsibility of Students**

It is the responsibility of the student to:

- Strive earnestly for love of God, Church, and learning.
- Comply with the rules of the school and accept responsibility for his/her own actions.
- Complete all assignments and make an earnest effort to do his/her best work on a consistent basis.
- Respect and respond to the authority of the teacher and other school personnel.
- Attend school daily and be on time and be prepared for classes and school functions.
- Follow uniform dress code as outlined in school handbook.
- Exercise proper care when using school facilities and other equipment.
- Know that disrespectful and indecent written or spoken language will not be tolerated.
- Make positive contributions to HGA that will generate an atmosphere of respect, responsibility and reverence.

## **Search Policy**

The school administration reserves the right to search the personal effects of students when a reasonable cause exists regarding contraband or a threat to the general welfare of the school. The determination of the reasonableness of the cause will be decided by the administration to insure the health, safety, and welfare of the school community.



## **Weapons Policy**

Holy Guardian Angels Regional School has a zero tolerance policy on weapons, or items that can be used as weapons in the building. Violation of this policy may result in an alternative educational program for the child.

## ***DISCIPLINARY ACTIONS***

### **Bullying and Harassment Policy for Students**

As Christians, we believe that all persons are created in the image of God and have dignity and worth. Additionally, federal and state law prohibits racial, ethnic, religious, age or sexual harassment of any student or employee; the courts also hold schools responsible for taking appropriate action to address bullying/harassing behaviors which interfere with a student's educational process. Accordingly, and in faithfulness to its mission, Holy Guardian Angels Regional School does not tolerate any form of bully, harassment, disruption of the educational process, or interference with another's educational or work environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

Holy Guardian Angels Regional School is committed to a "zero indifference" approach which means that any and all witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action as warranted by the severity of the situation.

Prohibited bullying and harassment are defined as, but is not limited to, the following behaviors:

- **Verbal bullying/harassment**: includes, but is not limited to, the following whether in oral or in written form:
  - Derogatory comments, jokes, slurs, off-color language or innuendos;
  - Belligerent or threatening words communicated to another student or employee;
  - Name calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

- Social/relational aggression/harassment: is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through:
  - Ignoring, isolating, excluding, or shunning;
  - A pattern of behavior in which a student or a group of students picks on another student or treats him/her in such a way that makes him/her feel uncomfortable or alienated;
  - Spreading false and/or malicious rumors;
  - Gossiping or revealing personal information; embarrassing or publicly humiliating another.
- Cyber bullying/harassment: includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, Facebook or other social networking sites, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves
  - Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
  - Posting information that could cause damage, danger, or disruption of the educational process;
  - Making a personal attack, including prejudicial or discriminatory attacks;
  - Knowingly or recklessly posting false or defamatory information about a person;
  - Using technological communication to intimidate, bully harass, or embarrass others in any area included in this policy.
  - **PLEASE NOTE**: Students' home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology – such as a threatening message to another student or a violent website – creates a likelihood of disruption of the educational process, the student may face school discipline as well as criminal penalties. The courts have ruled, in fact, that the school has not only an ethical obligation but also a legal obligation to take action in these kinds of situation.
- Visual bullying/harassment: includes derogatory, demeaning, or inflammatory posters or signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language.)
- Physical bullying/harassment: includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting or slapping, tripping,

poking, kicking, scratching) assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belonging's or property; it also includes physical acts that are demeaning and humiliating but not bodily harmful.

- Sexual harassment/bullying: unwelcome sexual advances, request for sexual favors, and other verbal or sexual conduct of a sexual nature constitute sexual harassment when
  - Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's educational development, participating in a school-related activity, or employment; or
  - Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.
  - Sexual harassment/bullying may also include spreading sexual rumors or making sexually suggestive or sexually abusive remarks.
- Retaliation: includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.
- Disruption of the Educational Process: behavior that disrupts the educational process, whether on school property or at school-sponsored events and activities, will not be tolerated. Behavior which disrupts the educational process includes, but is not limited to, the following:
  - Behavior which threatens the health, safety or welfare of others;
  - Behavior which may damage public or private property, including the property of students or of faculty/staff;
  - Illegal activity;
  - Behavior that interferes with another student's access to educational benefit from institutional and extracurricular activities; or
  - Behavior that disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities.

- Complaint/Reporting/Follow-up Procedures

A student who feels that he/she is a victim of bullying/harassment as previously defined, is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop.

If the bullying/harassment continues, or if the student is not comfortable confronting the perpetrator, he/she has a responsibility to report the bullying/harassment as soon as possible to the principal who will investigate the complaint.

Any student who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed should bring the situation to the attention of the principal so the actions being witnessed can be investigated and possible corrective action taken. It should be noted here that in a school where integrity matters, students who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted student and to report dangerous behaviors and/or situations to appropriate school personnel.

Reports of bullying/harassment will be documented in writing by the principal and will include details of the incident(s), names or the individuals involved, and names of any witnesses.

Holy Guardian Angels Regional School follows a “zero indifference” approach which required all staff to respond to all incidents of bullying or harassment of which they are aware. The administration will take every report of bullying/harassment seriously. All reports of harassment will be investigated by the principal promptly and in an impartial and in as confidential a manner as possible.

For unsubstantiated incidents, parents of all involved students will be notified of allegations, investigation results, and recommended follow-up action, if any; counseling through the Berks County Intermediate Unit will be offered to any alleged perpetrator and victim. No student will be subjected to disciplinary or academic action in retaliation for any good faith report of bullying/harassment or participating in an investigation about bullying/harassment under this policy.

For **substantiated incidents**,

- Appropriate disciplinary consequences will be applied to the offending student;
- Parents of all involved students will be notified of the incident(s), results, and school follow-up actions;
- If the bullying/harassment involves physical assault and/or threats or gestures to cause life-threatening harm to another person, law enforcement authorities will be notified of the incident for possible criminal investigation;
- Offenders, if allowed to remain in the Holy Guardian Angels Regional School community, will be required to participate in a minimum number (as determined by the administration) of counseling sessions with a counselor from the Berks County Intermediate Unit. If the counselor recommends outside assessment or work with an outside mental health professional, this must be pursued and will be the financial responsibility of the harasser and his/her parents;
- Victims will be offered counseling with a counselor from the Berks County Intermediate Unit.

If a student or his/her parents feel that a report of bullying/harassment has not been addressed properly or resolved to his/her/their satisfaction, he/she/they may bring the matter to the direct attention of the principal.

**Behavior Management Program**

Our school wide behavioral management program is one in which teachers and students work together to promote a safe, secure, and respectful learning environment where policies and procedures are clearly stated and easily implemented. It is a program where teachers model Christ-like behavior and assist children in developing self-discipline. We hope that this relationship creates an atmosphere of trust which allows open communication and support among students, faculty, and parents.

Underlying this basic philosophy lays the value of helping students understand that their choices affect themselves and others; most importantly how to take responsibility for the choices that they make.

These regulations form our school's Foundations:

At HGA we model **CHRIST**.

**CATHOLIC VALUES:** Keep our faith in Christ as the center of all we do  
**HONESTY:** Admit when we have made a mistake and always be truthful  
**RESPECT:** Be kind to ourselves and others in all we think, do, and say  
**INTEGRITY:** Know what is right and do what is right at all times  
**SELF-CONTROL:** Think before we act and control ourselves emotionally,  
physically, and verbally  
**TENACITY:** Continue to try and do our best, even when things get tough

Students are to conduct themselves at all times according to Christian principles, to take responsibility for their choices, and to exhibit the values of their family, the Church, and our school community. Every effort will be made by our administration/faculty, through a Responsibility Centered Discipline approach, to empower the students with the skills necessary to conduct themselves according to our school's Foundations.

### **Behavioral Code**

At Holy Guardian Angels Regional School, our students are expected to model CHRIST at all times; exhibiting behavior that demonstrates CATHOLIC VALUES, HONESTY, RESPECT, INTEGRITY, SELF-CONTROL, AND TENACITY. These are the school's Foundations and any behavior, verbal, or physical, that is contrary to those Foundations (behavior expectations) is unacceptable.

### **Demerits**

From time to time, students need to be formally reprimanded by receiving Demerits. Offenses are weighted from 1 to 5 demerits. When a student receives 5 demerits within a trimester then he/she will serve 1 after school detention. An accumulation of 10 demerits may result in a form of suspension from regular classroom activities and a parent conference. Any student receiving a level 2 or higher demerit will be subjected to the "Give 'em Five" aspect of the Responsibility Centered Discipline (RCD) program.

### **Responsibility Centered Discipline**

It is our goal to cultivate the whole child, which is not limited to the development of academic and athletic skills; rather, and perhaps more importantly, we strive to also foster in our students, the ability to self-regulate and take responsibility for their own behaviors and choices. In an effort to assist our students in the development of the skills necessary to meet our behavioral expectations, the Holy Guardian Angels Regional School faculty and staff employ a Responsibility Centered Discipline (RCD) program. As educators, we acknowledge that some students require additional instruction and assistance to reach academic success. The same thought process is the driving force behind the RCD model of discipline,

which recognizes that some students lack the skills necessary to self-regulate their behavior, control their emotions and actions, and recognize the ownership of their actions.

### **Give ‘em Five**

This program employs the Give ‘em Five approach with students when behaviors occur that are contrary to our school’s behavioral expectations. The Give ‘em Five conversation with students concerning behavior includes the following:

- SUPPORT for the students and his/her efforts and feelings and offers something positive to start out.
- EXPECTATIONS concerning behavior, which insures that the student knows what was expected and remembers the school’s Foundations.
- BREAKDOWN of what expectations are not being met and exactly what behavior needs to be changed and insures that the student knows what was not acceptable.
- BENEFIT to the student, in both the long and short-term, when expectations are being met and explains why it is important for the student to choose the more desirable behavior.
- CLOSURE in the conversation, whereas the student acknowledges their actions and creates a plan for change from this point forward. (This may include a plan created by the teacher if the student is unable to find a solution for himself/herself.) This ensures that the teacher/student relationship is left intact and that a plan is in place for a lasting change toward improved behavior.

The RCD model also recognizes that a student may not be ready immediately following a behavioral issue to participate in the Give ‘em Five process.

Therefore, another component of the RCD program is an area designated for “The Response-Ability Process”. This is a safe space where a student can take the time needed to decompress and then address the behavior with the teacher when they are ready. This responsibility process will vary from classroom to classroom so that it can be used the most effectively within the individual classrooms.

### **Office Referral**

When the efforts to work with a student have proved to be unproductive, the student is being uncooperative or is posing an immediate danger to self or others, the student will be sent out of the room and to the office. The office referral will be addressed by the administration and documented. Parents will be notified and asked to assist with the RCD process when deemed necessary.

Being a student at Holy Guardian Angels Regional School is a privilege. Repeated office referrals indicate that his/her privilege is not valued. The principal may determine at a certain point that it may be in the best interest of the student and/or others that the student not remain at Holy Guardian Angels Regional School. In addition, if parents or guardians fail to accept corrective actions and support the RCD program, the child may be dismissed from Holy Guardian Angels Regional School.

### **The HGA Pawsitive Behavior Program**

HGA has rewards for above and beyond behavior. Teachers and staff who witness this kind of behavior can distribute “paws”, which are slips of paper with a paw on it. These paws are collected in the students’ classrooms and at the end of each month a drawing takes place in each classroom. The student drawn can pick from four rewards. Also a Pawsitive Progress Report is issued to each student to notify the parents of the number of paws accumulated.

### **Academic Integrity**

Holy Guardian Angels Regional School is committed to strict standards of academic integrity and to helping students develop intellectually, creatively, and ethically. Honesty in all assignments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable in Holy Guardian Angels Regional School.

### **Plagiarism**

Holy Guardian Angels Regional School strives to create an environment of academic integrity where all students can produce original works with appropriate definition of the sources of information. Academic dishonesty is a very serious offense. The major consequence of plagiarism is that people who engage in it hurt themselves. Of course people who engage in plagiarism also hurt others; for one, their classmates, and for another the school they attend. Turning in plagiarized work is unfair to students who do their own work.

### **Books**

The most up-to-date textbooks approved for use in our school by the Office of Education of the Diocese of Allentown are provided to the students. The students are expected to take care of the books in their use.

- **Covering of Books** – all textbooks are to be covered. Laminated book covers, brown paper bags, or book socks may be used for hard back texts. Workbooks are to be covered with clear contact paper. This will help the workbooks to last the entire school year. If they are not covered, disciplinary action will be taken.



- Book Bags – all books are to be carried in some type of book bag to and from school. Book bags are not to be used to transport books from class to class without permission of the administration.
- Lost and Damaged Books – when a book is lost or damaged, it is the responsibility of the student to pay for the lost or damaged book. Upon receipt of this payment, another book will be issued for the child's use for the remainder of the year.

### **Cafeteria Rules**

The same general rules for behavior apply in the cafeteria as in the classroom. Classes will sit together. Students are permitted to socialize with the students seated at their table and keep hands to themselves. Students may leave their table only when excused. The students in grades K-8 are responsible for the placement of all trash from the floor and table into the proper receptacles. The students will be dismissed by their classroom teacher.

No student may remain in the building during recess unless they have been given written permission from the teacher or their classroom aid. **If the child is sent to school without a jacket, then we assume it is all right for the child to go out to recess without a jacket.**

### **Cell Phones and Inappropriate Items in School**

The purpose of attending Holy Guardian Angels Regional School is to receive a well-rounded education. Bringing inappropriate items to school disrupts the educational atmosphere, causes discipline problems, and often causes safety problems. Items such as, but not limited to, cell phones, Apple watches, and other electronics, **MUST** remain in the book bag during school hours in the off position. If they are seen, they will be taken from the student and the parent will be notified to pick the item up. The parent/guardian will be charged \$5.00 for retrieval.

Also, if these items are brought to school, the child will be held responsible for possible loss or breakage. If any personal item is brought to school, please make sure your child's name is on the item. Label your child's clothing books, lunchbox, book bag, etc.

### **Gum**

Students are not permitted to chew gum while in school or on school related activities. Violation of this rule will result in a demerit. Food and beverages must be consumed in the cafeteria and are not allowed in the classrooms, hallways, or playground unless special permission is given by the teacher.

### **Online Photos/Images**

The children's safety is our greatest concern; therefore, Holy Guardian Angels Regional School adheres to the following photo and video posting policy.

- In order to have a child appear in a photo or video online a parent/guardian must have submitted the Release Form indicating that permission is granted for his/her child to be used.
- The procedure we follow in ensuring a child has permission to appear online is to verify with the main office's list of children whose parent/guardian have expressly denied permission to have their children's images appear online.

With respect to parental wishes and to ensure the safety of our students, we are asking all of our HGA families to abide by the same policies when posting videos and photos online. This includes Face Book and You Tube accounts as well as any other online or social networking site.

### **Public Display of Affection**

Public display of affection, such as hugging or kissing, is inappropriate in a school setting and will be addressed with those students who were involved, as well as their parents.

### **Social Networking**

All faculty, staff, and school employees are expected to maintain a professional relationship with their students. School personnel may not engage in cyber networking with children. Employees will not accept HGA students or any minors (under 18 or students who have not graduated from high school) who are associated with the school through social media or any other personal communication tools. Students should not be offended if their teacher does not accept these forms of communication from them. Please do not put us in an uncomfortable position by allowing your child to solicit friendship in this fashion.

### **Uniform Dress Code**

The appearance of our students is of utmost importance. The purpose of a "Dress Code" is related to self-respect and self-esteem. Dress and appearance reflect the quality of school work, conduct, and performance. Students should come to school in Dress Code fashion. To view the Uniform Requirements refer to the **HGA Uniform Dress Code brochure**.

## Dress Code Requirements

- Non-banded polo/oxford shirts worn by both boys and girls must be **tucked in**; they may not be bloused. Boys must button top button of oxford shirt and their tie should be appropriately worn.
- The only acceptable **sweaters** are the embroidered cardigan or v-neck or vest from the accepted uniform establishments.
- All boys and girls (grades K-8) who wear the khaki pants must wear a **belt**. The belt must be visible and the end of the belt may not dangle. Pants must be worn at the waist and not at the hips.
- **Shoes** should not distract from the integrity of the uniform and must be either black or brown. Laces must be tied and match the color of the shoe. No work boots, soft-soled shoes, moccasins, flip flops, slippers, mules, or backless shoes, sandals or beach type shoes should be worn to school at any time. Be mindful of shoes that have no arches or support.

## Uniform Dress Code Consequences

Students are responsible for observing the dress code and parents are responsible for enforcing it. The school's responsibility is to reinforce the parents' choice of Catholic school by enforcing those expectations. Parents will therefore be contacted if a student is not ready for class. Negligence or indifference towards this policy may lead to disciplinary action, at the discretion of faculty/administration. Habitual violation of the dress code will be considered defiance and handled accordingly. Parents may also be called to bring a change of clothing. Parents should always check what their student is wearing before they leave the house to determine if it is appropriate uniform dress for the day.

## Hairstyles

Parents are responsible to enforce the following haircut regulations: **ALL HAIR AND HAIRSTYLES MUST BE NATURAL LOOKING. NO BLEACHED, DYED, OR STREAKED HAIR IS ALLOWED.** (Students with a hair style/color not in compliance with school policy will be given a time period of one week to correct.)

**NO FAD HAIRSTYLES.** These include color streaking, spikes, tails, Mohawks, bald heads, or any other unusual or extreme haircuts or decorative shavings (carvings) of hair or eyebrow. Haircuts are to be NEAT and trimmed properly. Hair on boys is not to go beyond their shirt collar or to be obstructive to their eyesight. Bangs are too long if they have to be swept to the side to keep out of eyes; hair is not to be tucked behind the ears. Girl's hair is to be neatly styled.

No bandanas are allowed. Girls may wear hair ribbons, barrettes, etc., that are small and inconspicuous and complement the uniform. When questions arise, administration will have final say in determining accordance with policy.

### **Jewelry**

A watch, simple necklace, a small chain with a medal, or a simple bracelet is permitted. Only one bracelet per wrist may be worn at a time – chokers and dog chains are not permitted. Small earrings on girls are permitted (only one pair of earrings in the ear lobe is permissible). Hoop earrings should be not more than  $\frac{3}{4}$ " in diameter. Earrings on boys are NOT PERMITTED.

### **Makeup**

School administration may request the removal of any make-up or jewelry deemed excessive. If the appearance of a student becomes a distraction for any reason, the student will be considered not in compliance with the Uniform Policy. The principal will meet with the student to determine a course of action.

### **Nails**

Nail polish of all one color is acceptable as long as it is not distracting. Fake nails are not permitted at any time.

### **Use of the Building**

Students are not permitted to remain in the building after school, or to use any part of the facilities; such as cafeteria, gym stage, etc., unless under the direct supervision of a moderator or teacher who is present during the time of the activity. Prior written notice (24 hours) must be given for this approval.

### **Use of the Office Telephone**

Use of the office telephone by the students is limited to emergency calls and school business only. In this case, the students need a permission slip from their teacher and the only telephone that the students may use is the office telephone.

Calls for permission to attend parties or to ride the bus with friends, etc. will not be permitted. Please make transportation arrangements before the students come to school (see Transportation).

## ***SCHOOL SAFETY AND HEALTH SERVICES***

### **Fire Drills, Tornado Drills, and Lockdown Drills**

Beginning in September and throughout the year, we will be practicing these various drills. These security measures are being requested and monitored by the State Police and the Diocese. The intent of the drills is not to frighten our children, and they will be presented in a positive and non-threatening way as possible. We realize that we are dealing with children and need to balance their understanding of safety and security.

## HEALTH CARE

A registered school nurse is provided to us from the Muhlenberg School district and is available to us on an as needed basis. The school also has a part-time nurse that is available 8:30-1:30 Monday, Wednesday, & Friday. No sick pupil will be sent home without prior notification of parents or the person listed on the emergency card. Therefore, it is important that the parents supply the necessary information on the emergency card at the beginning of the year as well as update the school with any changes.

Examinations will be given to students according to the following schedule:

- **Eye Tests** – Grades K-8
- **Hearing Tests** – Grades K, 1, 2, 3, and 7
- **Height and Weight** – Grades K-8
- **Physical Examination** – Required to enter Kindergarten and in Grade 6. Examinations for students in 6<sup>th</sup> Grade may be given in school or by the family physician. This is a state regulation.
- **Dental Examination** – Required to enter Kindergarten and in Grades 3 and 7. Given by school or family dentist. This is a state regulation.
- **Scoliosis Screenings** – Grades 6 and 7

### Medication Policy

Non-medical personnel MAY NOT dispense medicine, over the counter or prescribed. If a student must bring medicine to school, the medicine MUST be brought to the nurse's office. In the case of younger students, a parent/guardian must bring the medication to the nurse. Dr. Santoro, the school physician for the Muhlenberg School District, has a list of standing orders for the school nurse to administer first aid and some over the counter medications; such as tums, ibuprofen and Tylenol. THE STANDING ORDERS ARE MEANT FOR SHORT TERM USE ONLY.

Dosages of Tylenol or ibuprofen that are either greater than or lesser than the manufacturer's recommendation will need to be ordered by your private physician. "Over the counter" preparations such as Pepto Bismol and "cold/flu formula" medications are not covered by the school doctor and will also need a private physician's order.

To help ensure safe medication administration to students the following procedures must be followed:

- All medications **MUST** be in their proper containers. (An additional prescription bottle can be obtained from the pharmacist upon

request for school usage.) Medications in “envelopes” or “baggies” are NOT ACCEPTABLE, even with a parent/guardian note.

- A private physician’s order is required for all prescription medications including inhalers and all “over the counter” medications not covered under the standing orders of Dr. Santoro.
- If an “over the counter” medication is to be given on a regular or daily basis, this also falls under the private physician’s domain, and therefore, an order must be obtained.
- The physician must complete and sign the “Muhlenberg School District Authorization for Medication during School Hours” form stating the name, term of drug usage, dosage and time. “Take as directed” WILL NOT cover the school nurse legally in the administration of any medication.
- It is the parent/guardian’s responsibility to have the private physician complete this form and have it returned to school promptly. The school nurses are not responsible for contacting private physicians regarding these forms. IF THE COMPLETED AUTHORIZATION FORM IS NOT ON FILE IN THE SCHOOL HEALTH OFFICE, MEDICATION(S) WILL NOT BE ADMINISTERED.
- A parent must also sign the medication form. Forms will be sent home with each student. It is advisable to make several copies of this form. Extra forms are available through the nurse’s office.

**IT IS AGAINST PENNSYLVANIA STATE LAW FOR A NURSE TO ADMINISTER MEDICATION OF ANY KIND WITHOUT A PHYSICIAN’S NOTE.**

**Immunization Requirements**

Starting in the 2002-2003 school term, students entering school for the first time, either in kindergarten or first grade, need the following immunizations to be admitted to school:

- At least four doses of DTaP, Dpt, Td or Dt. One dose must be administered on or after the fourth birthday. (Diphtheria, Pertussis, and Tetanus)
- At least three doses of Polio (OPV or IPV).
- Three doses of Hepatitis B vaccine.
- Two doses of measles vaccine. One of the doses must be given as a MMR (measles, mumps, and rubella), or these may be given in three separate individual doses of measles, mumps, and rubella.
- Chicken pox (varicella) vaccine, a written statement from a parent/guardian or doctor of having had the disease, or a serology test for the antibodies.

In accordance with these standards, additional immunization requirements for students entering the seventh grade are as follows:

- Three doses of Hepatitis B vaccine.
- Chicken pox (varicella) vaccine, a written statement from a parent/guardian or doctor of having had the disease, or a serology test for the antibodies.

Immunizations are to be completed and necessary documentation from the doctor's office must be submitted BEFORE the start of school. Any medical exemptions must be written by the doctor including the duration of the exemption (if only for the short term), or if the time frame is undetermined.

### **Lice Information and Policy**

As per recommendations from the U.S. Centers for Disease Control, the American Academy of Pediatrics, the PA Department of Health and the National Association of School Nurses, routine screening in schools for head lice has not been proven to have a significant effect on decreasing the incidence of head lice and is not shown to be cost effective. Head lice are not a public health risk and they do not transmit any disease. Therefore, exclusion from school upon the discovery of head lice is strongly discouraged. Routine screening of class rooms for head lice is not done in Muhlenberg School District. Parents/guardians will be notified immediately by phone and letter if their child is found to have an active head lice infestation (live lice).

Background: Pediculosis, head lice, is a common parasitic insect that can be found on the head, eyebrows and eyelashes of people. Head lice feed on human blood several times a day and live close to the human scalp. Head lice have been around since prehistoric times and do not spread disease. Head lice are found worldwide and do not discriminate based on cleanliness, sex, age, or economics. Head lice are acquired through direct head-to-head contact with an infested person's hair, shared combs, hats or other accessories. Head lice may remain alive off of the human body on furniture or bedding for 24-48 hours.

### **Procedure**

1. If a student presents with possible symptoms of head lice such as severe itching of the scalp, neck or ear area or "dandruff like" particles or "bugs" are seen on hair and scalp, that student will be sent to the nurse to be checked for head lice.

2. If the school nurse finds positive evidence of active head lice infestation the parent/guardian will be notified by phone and letter. The parent/guardian will have the option of picking their child up from school at that time or they may begin treatment after school hours.
3. Parents/guardians will be counseled about treatment choices, treatment procedure and household clean up measures to eradicate the problem in the home. Many parents/guardians have never seen head lice and their eggs. Parents/guardians will be encouraged to come to the health room so that they can be shown an actual head louse and head lice eggs (nits) in order for them to properly treat their child.
4. The next school day after treatment has been completed; your child will be checked for the presence of live lice by the school nurse before returning to the classroom. If live lice are found, the parent will be contacted and the nurse will continue to provide guidance to the parent as to how to alleviate the problem.
5. Depending on the severity of the infestation, the child may be checked daily at the nurse's office until active infestation has been eradicated. The school nurse will continue to assist parents/guardians as needed to help resolve this issue through education and referral to outside agencies as necessary.

## ***TRANSPORTATION***

School bus transportation is provided by public school districts to our school to all students living more than one and one-half miles from Holy Guardian Angels Regional School and less than 10 miles from the district boundary to our school. Parents request transportation for the upcoming school year at the end of the previous year.

### **Rules and Regulations (Bus Rules Agreement Form)**

1. Students shall walk to and from the bus in order.
2. When boarding a bus the students are to be seated immediately and remain in this seat until the bus has reached their stop.
3. Loud talking, throwing objects, misbehavior and failing to listen to the directives of the driver creates a safety situation on the bus. Students with this type of misbehavior will lose their right to ride the bus.
4. Students who receive bus misconduct reports will be warned that additional misconduct on the bus will lead to suspension of riding privileges on a temporary or permanent basis. In this case, the parents will have to provide transportation.



### **Special Requests for Busing**

From time to time we receive requests for students to ride a different bus home from school to accompany friends or for convenience. Due to insurance regulations and public school policies, all these requests must be done in writing and must go through the public school district providing the transportation at least 24 hours in advance. Several districts have policies prohibiting these requests, so please check with the district beforehand and don't assume that a student may ride any bus they choose. Holy Guardian Angels Regional School will deny these requests unless there is authorization from the public school district that is providing the transportation.

**Note: The bus driver does NOT have the authority to grant this permission.**

### ***SACRAMENTAL PROGRAMS, LITURGIES, AND SERVICES***

As part of the Religion curriculum students in grade two receive the sacraments of Reconciliation and Holy Eucharist. In grade eight students receive Confirmation. Since religious education is primarily a parental responsibility, parent meetings are held to clearly establish the roles of family and school during these important times of preparation. These meetings are mandatory. Parents/guardians of children in these grades are required to take an active part in preparing their children for reception of these sacraments.

**Penance** – Introduced to **the second grade** in the early part of the school.

**Holy Eucharist** – Introduced to **the third grade** in the second trimester of the school year and received in the third trimester.

**Confirmation** – Administered to the students in grade 8. The Bishop will confirm the 8<sup>th</sup> grade students.

## ***CHILDREN'S LITURGY AND SERVICES***

**Weekly Mass** – Mass is celebrated every first Friday of the month at 9:00 AM for grades 1-8. Each grade is responsible for preparation of the liturgy at least once during the year.

**Holy Days** – Children's Mass is held on the day of the feast at 9:00 AM.

**Penance Services** – Students receive the Sacrament of Penance at the beginning of the school year and during Advent and Lent. Students are encouraged to frequently receive the Sacrament of Reconciliation on their own.

**Forty Hours** – Forty Hours is held in the first trimester, to renew and increase devotion to the Blessed Sacrament.

**Advent** – Each Monday during the season of Advent, the students gather together for the lighting of the Advent wreath.

**Happy Birthday Baby Jesus** – This event is performed by our kindergarten students during Advent. This event is scheduled by the kindergarten teachers in December.

**Lent** – During Lent, students are encouraged to offer sacrifices for the missions. Stations of the Cross are held for the students on Wednesday at 1:45 PM.

**May Procession** – This celebration is usually held on the first Wednesday of May. Attendance is mandatory for students in Grades 1-8. **School will be dismissed at noon on this day.**

## ***DIOCESE OF ALLENTOWN***

### ***SAFE ENVIRONMENT PROGRAMS***

#### **Protecting God's Children**

Since the summer of 2004, the Diocese of Allentown has implemented a safe environment program in which parents, civil authorities, educators, employees, and volunteers work together to maintain the safest environment for their children. With this in mind, all volunteers who work with our teaches in their classrooms and come into contact with children (e.g., serving as classroom or lunchroom volunteers, assisting with a classroom party, serving as a chaperone for a field trip, working as a clerical assistant for a teacher or in the office, Scout leaders, CYO coaches, etc.) are

required to attend a workshop called Protecting God's Children. This three-hour workshop emphasizes the harms of child sexual abuse and what can be done to prevent it.

Holy Guardian Angels Regional School, in conjunction with the Diocese of Allentown, is committed to providing the safest environment for our children by encouraging all who desire to volunteer in any capacity to attend the program Protecting God's Children. Please log onto [www.virtus.org](http://www.virtus.org) for Protecting God's Children workshop information.

Besides attending this workshop, all volunteers are required to read and sign the following forms: Diocesan Sexual Abuse Policy and Code of Conduct Policy. All criminal record checks must also be completed and cleared prior to being admitted as a volunteer in Holy Guardian Angels Regional School. A diocesan approved Mandated Reporter Training course must also be completed by every volunteer. These forms are kept on file within the school and parish.

A program has also been implemented for the education of all school age children. During the school year, all children in the diocesan elementary schools and those attending PREP classes are taught how to identify and thwart the lures that are used to lead young children from a safe environment. This program, Child Protection Catechesis, is rooted strongly in the Catholic Faith and implements spiritual experiences of prayer and reflection appropriate for each grade level.

## ***VOLUNTEERISM AND PARENT-RUN ORGANIZATIONS***

### **Principal and Parent Partnership Program**

The success of Holy Guardian Angels Regional School is achieved through the partnership of school families and personnel sharing the common vested interest in modeling Christian values, serving those in need, and sharing the talents of so many individuals.

Throughout the school year, HGA hosts a variety of events organized to build school spirit, community bonding, and raise much needed funds for the students and school that require the hands of many individuals.

**Once again, we are asking each family to commit to volunteering for at least one school event through the Principal/Parent Partnership Program.** Each grade level has been assigned a specific event. Joining the families of your oldest or only child's classroom, you will have the opportunity to build school spirit and

meet the parents of your child’s classmates, as well as organize and run an important activity for the school.

**Boosters’ Club**

The Holy Guardian Angels Regional Boosters’ Club is a volunteer organization that finances and organizes all of the athletic programs in our parish. The Boosters run a number of fundraising events throughout the year to defray the costs of these many programs. They are actively seeking members, and parents are encouraged to join. The Boosters meet in the Library at 7:00 PM on the first Monday of each month.

***PUBLIC SCHOOL TRANSPORTATION NUMBERS***

- Antietam - 610-779-2606 (ext. 4114)
- Brandywine - 610-682-5143
- Conrad Weiser - 610-693-8561
- Exeter - 610-779-0410
- Fleetwood - 610-944-8111 (ext. 4)
- Governor Mifflin - 610-775-1464 (ext. 2)
- Hamburg - 610-562-2241 (ext. 1723)
- Muhlenberg - 610-921-8000 (ext. 8)
- Oley - 610-987-4100 (ext. 6063)
- Reading - 610-371-5824
- Schuylkill Valley - 610-916-5447
- Tulpehocken - 610-488-6286 (ext. 1166)
- Wilson - 610-670-0180 (ext. 1232)
- Wyomissing - 610-374-0739 (ext. 11101)

## ***VIRTUAL AND QUARANTINED STUDENTS***

All HGA students who participate in a school setting either virtual or quarantined must adhere to all HGA rules and regulations.

Students are to be in the school uniform and work from a table or desk.

It is the family's responsibility to provide the proper internet connection at home.

All virtual education permission must be approved by the principal.