

DIOCESE OF SCRANTON

HOLY REDEEMER HIGH SCHOOL

**STUDENT – PARENT
HANDBOOK**



2023-2024

PARENTS/GUARDIANS:
PLEASE READ THE HANDBOOK,
which is posted on the Holy Redeemer Website
www.holyredeemerhs.org
SIGN AND RETURN THIS VERIFICATION FORM
TO YOUR HOMEROOM TEACHER
DURING THE FIRST WEEK OF SCHOOL.



HOLY REDEEMER HIGH SCHOOL

has developed rules, regulations, and procedures in conjunction
with the policies as stated in the
DIOCESE OF SCRANTON SCHOOL POLICY MANUAL
as well as in the
HANDBOOK FOR STUDENTS AND PARENTS.

**This is to certify that we have accessed from *Holy Redeemer's Website* a copy of the
2023-2024 Handbook for Students and Parents/Guardians.**

We have read the rules and regulations contained in the Handbook for Students and
Parents/Guardians.

We agree to be governed by the regulations set forth.

PARENT(S) / GUARDIAN(S) SIGNATURE DATE

Printed Student Name STUDENT SIGNATURE Grade DATE

I/We have read and agree to abide by the agreement for the use of computers and Internet access.
____ Yes ____ No

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Addenda

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DIOCESE OF SCRANTON

“They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers. Awe came upon everyone, and many wonders and signs were done through the apostles. All who believed were together and had all things in common; they would sell their property and possessions and divide them among all according to each one’s need. Every day they devoted themselves to meeting together in the temple area and to breaking bread in their homes. They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved.” Acts 2:42-47

MISSION STATEMENT DIOCESE OF SCRANTON

“We, the Catholic faithful of the Diocese of Scranton, are called through Baptism to imitate the servant leadership of Jesus Christ. In union with our Holy Father, the Pope, we proclaim the Gospel faithfully, celebrate the sacraments joyfully, and boldly promote life, justice and peace in northeast and north central Pennsylvania.”

PRECEPTS OF THE CHURCH

- You shall attend Mass on Sundays and on holy days of obligation and rest from servile work.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

MISSION STATEMENT HOLY REDEEMER HIGH SCHOOL

“Holy Redeemer High School is committed to educate students and their families in the Catholic faith. We provide a Catholic education that is spiritually sound and academically excellent. We strive to prepare our students to be faith-filled leaders and life-long learners dedicated to serving the church and society.”

History of Holy Redeemer High School

Holy Redeemer High School, although created in 2007, enjoys the benefits and the history of the many religious communities which founded Catholic education in Luzerne County of the Diocese of Scranton. The faith-filled traditions and academic excellence continue to give witness to the viability of the school. Holy Redeemer High School provides a climate conducive to academic achievement, spiritual development, athletic prowess and social maturity according to the teachings of the Roman Catholic Church.

July 2007 was the start of the inaugural year of Holy Redeemer High School through the merger of four Luzerne County Catholic High Schools, namely Bishop Hafey High School (Hazleton), Bishop Hoban High School (Wilkes-Barre), Bishop O'Reilly High School (Kingston), and Seton Catholic High School (Pittston). The new school would be known formally as Holy Redeemer High School, the community of the *Royals*, and would boast the colors red, white and gold, symbols of faith, hope and love.

Coat of Arms



The Holy Redeemer High School coat of arms, depicted in red, white and gold, consists of a four part shield, which surrounds the most prominent symbol, the cross and crown, representing the death and resurrection of Christ Jesus Lord and Redeemer, and ultimately our salvation. Each quadrant displays a symbol taken from the history of the four founding schools. Top left holds a representation of the dove, a sign of peace which the school community tries to imbue and extend to all. Top right contains a bee hive with a two-fold meaning. The beehive is a symbol of the Church in which everyone is called to work together for a common good and a symbol of the City of Wilkes-Barre in which Holy Redeemer High School is located. The lower left quadrant displays a ship, the Bark of Peter, a revered and ancient symbol of the Church. The mast bears a Chi-Rho, the monogram of Christ in the Greek language, which identifies Jesus Christ as the Head of the Mystical Body, the Church. The lower right quadrant depicts an eagle, majestic symbol of one of the four Gospel evangelists proclaiming Jesus, the Master Teacher, as Lord and Redeemer. Two laurel leaves representing achievement enclose the right and left sides while a ribbon heralds the name, Holy Redeemer High School, and hails the pride of the Royals to complete the coat of arms.

Alma Mater

Holy Redeemer,
Hail the red, white and gold;
We are faith, hope and love.
We are one from the many,
United and proud,
With courage from above.
In the Spirit of Christ,
Our story is told.
Our Redeemer sustains us
As our lives do unfold.
Loyal, united with pride do we hail;
We are Holy Redeemer Royals;
We are Holy Redeemer High.

Music and Lyrics by
Andrea Bogusko Yorkonis

Motto

“Omnia Per Christum”
“All Things Through Christ”

I can do all things through Christ who strengthens me.
I have the strength for everything through him who empowers me.
Philippians 4:13

Colors: Red, White, and Gold
Symbols of faith, hope and love
Nickname: *Royals*
Athletic Logo: HR with Cross and Crown





HOLY REDEEMER HIGH SCHOOL

STUDENT CONTRACT

Each parent and student at the beginning of each new school year agrees to the contract that appears here. Parents and students alike should be familiar with the terms of this agreement.

I UNDERSTAND AND AM WILLING TO ABIDE BY THE FOLLOWING HOLY REDEEMER HIGH SCHOOL REGULATIONS:

1. Students who fail any course at the end of the school year must make up this course work in summer school or with a tutor before being readmitted to Holy Redeemer High School. Seniors who fail any course may become ineligible for graduation. Seniors must pass all classes and complete all Senior requirements to receive a diploma.
2. Students who fail three or more courses may not be readmitted for the following school term.
3. Students in possession of or under the influence of drugs, including alcohol, or in possession of a weapon in school, on the school bus or during school-related activities whether on or off school property may incur the penalty of expulsion from school.
4. Students who engage in any illegal activities at any time (including the possession or use of weapons, drugs, tobacco products, vaping products or alcohol) may be subject to school disciplinary actions, including suspension and expulsion.
5. Students who accumulate 15 or more total tardies without official documentation from a doctor or other professional during the course of a school year may be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics and prom.
6. Students who are absent a total of 15 days or more during the course of a school year without an official documentation from a doctor or other professional may be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics and prom.
7. Students who fight or use abusive, demeaning, harassing, profane or threatening language at school or on the bus may be subject to school disciplinary action including expulsion.
8. Students are bound by all the rules of the Student/Parent Handbook.
9. Students are expected to stay in the classes they have chosen. Class changes will be made only for extraordinary reasons and at the discretion of the Administration.
10. The registration of a student in Holy Redeemer High School is considered recognition on the part of the student and his or her parents or guardians of compliance with all school policies of the Diocese of Scranton and the rules and regulations of the school.
11. The school reserves the right to amend all school rules as found in this Handbook. Parents will be given prompt notification of all changes.

PROGRAMS FOR RELIGIOUS FORMATION

WORSHIP

The Catholic high school is called to be a community of worship. Its very existence as part of the Church requires that the community praises God for His goodness and glory, and acknowledges its dependence on Him. The school is a community of faith and faith and worship are intimately related.

Students are to participate in sacramental celebrations, especially monthly school-wide celebrations of the Eucharist and seasonal celebrations of the Sacrament of Reconciliation. Attendance and participation in Annual Retreats are required of all students as an integral part of their religious formation and as a requirement for attendance at a diocesan Catholic high school.

SERVICE

In order to fulfill their obligation as disciples of the Lord and to concretize their religious instruction, students are encouraged to become involved in service programs directly related to the school. Examples include mission activities, liturgy preparation, work with the aged and sick, social action, volunteer assistance at local soup kitchens, participation in tutoring programs, etc.

Secondary school students will be required to fulfill 20 hours of documented community service each year, including a minimum of three hours of service to a parish. Students in grade 12 are required to complete 40 hours of documented community service, including three hours of service to a parish.

ACADEMIC POLICIES

INTRODUCTION

After education and formation in the Catholic faith, the most important aspect of school is academic studies. Nothing should be allowed to interfere with the student's right to, and desire for, a sound education. For successful achievement in scholastic requirements co-curricular activities and after school employment should always be considered secondary.

In addition to time spent in class and study periods in school, it is suggested that students spend at least two hours a day at home in study and preparation for their assignments for the next day. Students are encouraged to ask a teacher outside of class to explain subject matter that was not understood in class. It is the desire of the teacher to help the students to avoid the possibility of failing.

ACCREDITATION

The Middle States Association of Colleges and Secondary Schools accredits the high school. Elementary schools are accredited by Middle States Elementary Commission.

ACADEMIC INTEGRITY

Academic dishonesty demonstrates a lack of integrity and character that is inconsistent with the values of our Catholic educational institution.

Honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his/her academic performance, and most importantly as a moral mandate of our Christian faith. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Education in a Catholic school fosters learning in an environment infused with the values implicit in the Gospel message of Jesus Christ. Stress often propels students to make unethical choices. When students choose to commit academic dishonesty, it may be a symptom of a more serious problem such as inappropriate class placement, over-commitment to extra or co-curricular activities, and/or academic desperation. The compromise of their values through academic dishonesty may lead to a loss of self-esteem, as

students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence and academic dishonesty robs students of their opportunity to become competent.

A student can violate academic integrity in two major ways: by committing plagiarism or by violating the rules of an assignment.

1. **Plagiarism** is the unacknowledged use of the ideas, words, research or assistance of another in preparing an assignment. Some common forms of plagiarism are using another person's words as if they were one's own, citing another person's work without documentation, or even presenting someone else's line of thinking in development of a thesis as if it were one's own. Education depends greatly on an exploration of the ideas and writings of others. Many assignments will require a student to research those ideas and writings. Whenever the words, ideas or research of another are used, the student must acknowledge that use. Teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.
2. **Violating the rules of an assignment:** A student who prepares an assignment in such a way as to "get around" the legitimate purpose of that assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include copying someone else's homework, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor's permission. High school is a time of multiple learning experiences. Therefore, unless a teacher has approved submission of a previously submitted paper, the student is required to write a new one. It is the student's responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising one's academic integrity would be:

- A. copying another student's answers on tests, quizzes, lab reports, etc.
- B. discussing answers with other students during the test itself or in between classes when others have not yet taken the exam.
- C. using a cell phone, smart watch, cheat sheet, copies of tests, or other unauthorized information either during or before the administration of the test.
- D. re-submission of old work, either one's own or someone else's.
- E. allowing a parent or friend to do one's work and presenting it as one's own effort.
- F. impeding the academic progress of other students, including, for example, taking another student's text or notebook from his/her locker without permission or stealing or defacing another student's work.

Penalties for Academic Dishonesty

The penalty for academic dishonesty is usually a failure for the assignment and further disciplinary action according to the detention system and parent notification by the subject teacher. Serious or chronic violations could result in further penalties and could be reason for a student's dismissal from school.

COMPUTER NETWORK

The school provides Chromebooks and computers in the classrooms for educational use by our staff and students. A student may never use a classroom teacher's assigned computer.

All who choose to use the school computers are bound to observe the rules of use. Violation of the rules will result in disciplinary action.

Computer Use Rules:

- Respect school property
- Respect the Network. Do not try to go to restricted areas.
- Do not login to the school's Wi-Fi on personal devices unless permission has been requested and granted.

- Do not use computers assigned in classrooms for teachers' use.
- Do not spread viruses. No personal disks or flash drives may be used unless scanned for viruses.
- Do not alter Program Settings.
- Respect storage space within the Network. All Network folders will be emptied each summer.
- There will be no access to chat rooms, news groups or web e-mail.
- Do not download files. In special circumstances, permission may be requested.
- Respect Copyright laws. Do not plagiarize Web pages or graphics; all Web pages must be notated as a reference.
- Do not use the Network for personal business.
- Do not use the Network inappropriately. Do not seek or publish any material that is abusive, profane, sexually offensive or against the faith and morals of the Catholic Church.
- Respect State and Federal Laws regarding pornography as well as the use, selling, and/or the distribution of illegal substance.
- Respect the school's Acceptable Use Policy.

PROGRAM OF STUDIES

***Information will be provided by Holy Redeemer High School under separate cover.**

ADMISSIONS

Parents may apply for admission to Holy Redeemer School High School for their son or daughter. Application does not guarantee admission.

CUSTODY ISSUES

Every Catholic school in the Diocese of Scranton requires that the custodial parent file a court certified copy of the custody section of the divorce decree or a court certified copy of the custody agreement with the school. If no such copy is on file, the school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility as to which parent should have physical custody of their children on any given day.

Catholic schools in the Diocese of Scranton shall abide by the provisions of the "Family Educational Rights and Privacy Act" with regard to parents' rights of access to their children's school records. Likewise, the school shall abide by the provisions of the Commonwealth of Pennsylvania's laws regarding the access of the non-custodial parents to his or her child's school records.

TRANSFER STUDENTS

Acceptance of students transferring from another school will be considered upon the fulfillment of the following requirements:

1. Submission of a copy of a complete high school transcript indicating passing grades in all courses.
2. Clearance by the Dean of Students, Vice Principal for Academics, Guidance Department, DRF, Athletic Director, & Finance Office.
3. Approval by the Principal.

All transfer students are required to sign a probationary contract before being accepted.

PROGRESS/DEFICIENCY REPORTS

Progress/Deficiency Reports are sent through FACTS SIS regularly by the classroom teachers and especially at the midpoint of each quarter. The mid-quarter reports are sent through FACTS SIS to all students. It is hoped that parents will follow the suggestions indicated on the report. Parents must understand that it is possible for a student to be passing at the midpoint of a quarter but to fail the

quarter due to failing grades on later assignments and/or tests. While every effort will be made to notify parents when possible, a lack of notification will not affect the failing grade.

NATIONAL HONOR SOCIETY

The National Honor Society of Holy Redeemer High School has as its purpose the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of worthy leadership, and the encouragement of character in all students. Membership is one of the highest honors that can be awarded to a high school student.

NHS SELECTION PROCESS

Membership in the National Honor Society is both an honor and a responsibility. Students may not initiate an application for membership or consider it a right. Students are invited to apply. Membership is granted only to qualified students who are accepted by the Faculty Council of the National Honor Society and approved by the Principal.

The Faculty Council consists of five faculty members appointed annually by the Principal. The chapter advisor is an ex-officio member of the Faculty Council. To be eligible for membership, a student must be a Junior or Senior who has achieved a cumulative GPA of 3.3. Students must have been in attendance at this school for at least one semester. Students who show a continuous disregard for the school's rules will not be eligible for membership. Membership is never considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter advisor and informed that for further consideration for selection of NHS, they must complete a Student Activity Information Form. This form must be returned to the chapter advisor within five (5) school days from the day it is given to the candidate. Failure on the part of the candidate to return this form within the allotted time will automatically eliminate the candidate from further consideration.

If a student is absent, every effort must be made to turn the form in on time. A parental phone call directly to the chapter advisor must be made if the candidate cannot make any possible arrangements to turn the form in on time. In this case, ordinarily only a one day extension will be granted.

Students and parents must understand that the form is not an application for membership, and the review of the information does not guarantee selection. The Faculty Council will carefully review candidates in the areas of leadership, service and character, as evidenced in the survey, and in the recommendations of the faculty in general. The Council may require verification of information on the form. Students must excel in all four areas. Candidates receiving majority votes of the Faculty Council will have their names presented to the Principal for final approval.

NHS NON SELECTION OF CANDIDATES

Not all students who are academically eligible will be chosen for membership. Schools are not obliged to share with parents and students information concerning the non-selection of specific students. According to the NHS legal counsel, no constitutional due process requirements apply in non-selection cases.

Commonly, however, complainants question the judgment of the NHS Faculty Council. It is important for students and parents to realize that a decision of this type has some subjective aspects. The principal has chosen five persons to be on the NHS Faculty Council and places a high degree of trust in this group.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS, and the NHS Faculty Council is entrusted with making the selection decisions. The National Council of NHS will not review the judgment of the NHS Faculty Council regarding the selection of individual members to local chapters.

NHS ACTIVITIES

Members of the National Honor Society are responsible for many service activities. All members should participate in all activities under the direction of their elected officers.

NHS DISMISSAL

Students inducted into the National Honor Society are monitored by the chapter advisor to assure they maintain the high standards of the Society. Failure to maintain these standards will be reviewed by the NHS Faculty Council and the Principal and may result in either a probation period or dismissal.

A student who is dismissed from the NHS for academic or disciplinary reasons has a right to a hearing before the NHS Faculty Council.

PROMOTION, COURSE FAILURE, SUMMER SCHOOL

It is required that a student passes all courses taken at the school. Arranging for summer school or make-up credits is the responsibility of the individual student. Courses must be made up during the summer following the failure.

It should be noted that this Failure and Summer School Policy applies to all students, including seniors who expect to graduate at the conclusion of their senior year. If a senior fails a course, his/her diploma will be held until the course has been successfully completed during summer school.

Students failing courses during the school year will be given neither credit for the quality point average, nor class rank at the end of the year. Courses failed during the school year may be made up in an accredited summer school system. Documentation of attendance at summer school must be sent to the Principal as soon as summer school is completed. When a student successfully completes summer school and the transcript is received, a summer school grade of 70 will appear on the Holy Redeemer transcript. Credit for the make-up course will be added to the quality point average for the following year.

Students who opt to use a certified private tutor to make up courses failed during the school year must make arrangements with the Vice Principal for Academics and Guidance offices before tutoring begins. The tutor must be certified in the subject area of tutorial work. Documentation must be sent to the Vice Principal for Academics and Guidance office as soon as the work is successfully completed. When the documentation is received, the student may be required to take a final exam at Holy Redeemer. If the exam is passed, the course grade will be changed to 70 and credit will be given. Credit will be added to the quality point average for the following year. Any student failing to make up courses in summer school may be asked to withdraw from the school.

ACADEMIC PROBATION

In addition to policies regarding Promotion and Course Failure:

-Any student failing two (2) or more subjects at the end of each marking period will be placed on Academic probation.

-Any student failing two (2) or more subjects at the end of the second semester will be placed on Academic Probation for the following year and may be asked to withdraw. These students and their parents must meet with the administration before the start of the school year and an Academic Probationary Contract may be required.

-The Vice Principal for Academics and the Guidance Department and/or Principal will monitor the academic progress of these students during the probation period as defined in the Academic Probation Contract written during the meeting with the student and parents.

SCHEDULE CHANGES

Students wishing to make course changes may be allowed with good reason and parental consent to change a course by following these procedures:

1. Conference with the Guidance Counselor.
2. Written request for the change from parent/guardian.
3. Any change made after the schedules are printed may incur a fee.

Students may not request course changes after the third week of school.

MEET THE TEACHERS NIGHT

Early in the school year, parents are given the opportunity to meet teachers and receive a description of the course, class, homework requirements, and testing and grading policies.

PARENT CONFERENCE AND REPORT CARD DISTRIBUTION

At the beginning of the second quarter, an opportunity will be given parents and guardians of the students to visit the teachers individually to discuss the student's progress. Parents are urged to visit the school. They are reminded that they may contact the school at any time regarding the progress of their children. All report cards are posted on FACTS SIS at the end of each quarter if financial obligations are current.

GUIDANCE AND COUNSELING

Guidance is concerned with the educational, emotional, and social development of all the students in relation to their total school experience. Guidance is a necessary part of the total school program. It is a coordinated effort involving students, faculty, parents, administration and specialists as needed. The counselor has the major role in developing and implementing a plan of guidance, but the cooperation of teachers, parents and administration is essential.

Individual counseling is the core of the guidance program. It includes counseling of an academic, personal, and vocational nature. The counselors attempt to establish a rapport with their students which will enable them to discuss, understand, and deal with students' feelings concerning any problems that may arise. Counselors are a valuable source of information for both parents and students. They also assist students in identifying abilities, selecting courses, and planning for college as well as in selecting a program which is consistent with their personal abilities and goals.

Each student in grades nine through twelve will be interviewed at least once during the school year. Depending upon the nature of the situation, students may be seen as often as needed. Also, students are encouraged to set up appointments with the counselors whenever they feel it is necessary.

Finally, the school counselor will follow the professional standards established by the American School Guidance Association, treating each person individually and confidentially. With this in mind, all students should take advantage of this service available to them.

Counselors will keep confidential information shared in counseling sessions unless the student's or another person's health, life and/or safety are at risk or if criminal activity is being contemplated or has occurred. All school staff members have responsibilities towards students and their well-being and towards other people who could be harmed by the student. Additionally, failure to report criminal activity could make the counselor liable to charges of being an accessory to the crime before or after the fact.

Testing: The following group tests are administered during the school year: NWEA testing, and the PSAT/NSMQT. Individual students may elect to take various tests, including the SAT Reasoning, SAT Subject Tests, ACT, and Advanced Placement Tests.

PHYSICAL EDUCATION

Physical Education is a **state requirement for graduation**. No one may take physical education unless he/she **is in the proper school gym uniform**. To be excused from physical education due to illness, a student must present a note from a medical doctor to the physical education instructor. A copy of the medical excuse should be placed in the attendance file. A student who is consistently unprepared for class may fail Physical Education for the quarter or the entire year. The failure must be made up in summer school. (See Promotion, Course Failure, Summer School). *In an effort to mitigate the spread of COVID-19, students are to wear their gym uniforms to school rather than change in locker rooms. Gym sweatpants or spirit wear pants are to be worn over the gym uniform throughout the day. Students should never leave valuables (i.e., purses, money, watches, etc.) in the locker rooms. The school cannot be responsible for the loss of unattended personal items.*

TEXTBOOKS

Textbooks are the property of either the school or the Commonwealth of Pennsylvania. Textbooks are distributed to students in the beginning of the school year. It is the responsibility of the student to keep the books covered and to return them at the end of the year in good condition. Lost books and/or damaged books must be replaced by the student at full replacement cost. Payments are made to the Main Office.

TRANSCRIPTS

A transcript is a copy of a student's high school record that lists courses taken, grades, and credits earned, rank in class and standardized achievement test scores. An official transcript is signed and sealed by the principal and sent directly to another institution (college, business or employer).

No transcript will be issued without a written request from the parent/ guardian if the student is under 18 years of age. All financial obligations must be fulfilled before a transcript will be issued.

Three transcripts are provided to each student; additional transcripts are provided for a fee.

TUTORING

The National Honor Society provides peer tutoring service for students who need assistance. The subject teacher, the student, the guidance department or the parents may request tutors for such students. All such requests are made through the Guidance Office and subject teachers are informed of the tutorial arrangements.

It is important to realize that the tutors themselves are students and are in no way professional tutors. If a student is in need of major remedial assistance or suffers from a learning disability, a professional tutor should be considered.

In addition to services provided by the National Honor Society tutoring program, the faculty is available for tutoring. Arrangements for this are made with the individual faculty members.

REGISTRATION, TUITION AND FINANCIAL AID

Registration begins in February for the upcoming school year. Parents are encouraged to return all registration materials promptly so we may determine our budget as well as plan for teaching staff needs for our next school year. A registration fee will be charged. Parents seeking any financial assistance are required to complete FACTS Application and must be returned by the deadline date established.

POLICY ON HARASSMENT, HAZING AND DISCRIMINATION (STUDENT VERSION)

Philosophy

In recognition of the dignity and worth of each individual, this policy promotes an environment in which all persons at Holy Redeemer High School shall be free from all forms of harassment, hazing and discrimination and conduct which can be considered harassing, hazing, coercive or disruptive. Such behavior undermines Catholic values and jeopardizes the integrity of the relationship that exists among staff members and among students with their peers and with all school personnel.

Definitions

1. **Harassment** is defined as any inappropriate verbal or physical conduct based on *gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance and/ or intellectual or motor abilities* made by any member of the school community. The concept of intent is not addressed here, but rather, it is the recipient's reaction that is considered to be the

critical variable in making any determination. Any conduct that creates an intimidating, hostile, or offensive environment shall be considered a form of harassment when:

- Subjection to such conduct has the purpose or effect of substantially interfering with an individual's academic performance.
 - Subjection to such conduct is made either explicitly or implicitly a term or condition for one's education.
 - Subjection to a rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
 - Subjection to such conduct causes discomfort, physical or emotional harm to the person.
2. **Harassment** may include, but is not limited to verbal and/or physical harassment or abuse, repeated remarks with demeaning implications and/or explicit or implicit threats concerning one's academic status or participation in co-curricular activities.
 3. **Hazing** Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. [PA Catholic Conference in response to Act 2016-31]
 4. **Discrimination** is the unequal treatment of a person based on a characteristic shared with others. The following are illegal types of discrimination: race, national origin, color, sex, age or disability. [It should be noted that Catholic schools may discriminate on the basis of religion. Nonetheless, there should be no ridiculing of another's religion.]

Responsibilities

1. The Administration is required to ensure adherence to and compliance with this policy and upon being informed of possible harassment, hazing or discrimination is required to take appropriate and timely action. The Administration is further required to publish this policy in the student handbook/calendar.
2. Anyone, including the person affected, a person involved in the incident, faculty/staff, parents, friends, community members may and should report the incident immediately. If one is not sure that the incident clearly falls into one of these categories, the incident should still be reported. The Administration will assess the situation and make the final judgment. If one is concerned, it probably fits the definition.
3. Students are encouraged whether directly or through a third party to notify the alleged harasser that the behavior is offensive and unwelcome. Whenever appropriate, staff members and students are encouraged to report unresolved incidents of harassment, hazing and/or discrimination to a higher authority, or if all else fails, to the Principal.

Confidentiality

To the extent possible, any investigation of alleged harassment, hazing, and/or discrimination by a staff member or by a student will be conducted in a manner to protect the confidentiality of all individuals involved in the incident.

Procedures

1. Whenever possible, the parties involved should attempt to resolve their differences between themselves or with the assistance of a mediator. The first course of action is to inform the offender to stop his/her unacceptable behavior.
 - a. A written record of the incident should immediately be made noting the individual(s) involved as well as the date, time and location of the incident, any witnesses present, and the exact nature of the offense.
 - b. All allegations should be promptly reported to parents/guardians, a responsible teacher, administration as soon as possible, preferably within ten school days. Delays can make any valid investigation difficult to conduct and document.
 - c. If any of these individuals can resolve the incident, the matter should be considered closed to the extent possible. **THE PRINCIPAL MUST ALSO BE INFORMED WHEN MATTERS ARE REFERRED TO ONE OF THE ABOVE NAMED PEOPLE.**
2. Serious allegations of harassment, hazing or discrimination should always be referred to the Principal as well as to the other staff members.
3. When required by law, the Principal will report the particular incident to the legal authorities.
4. Both the accused and the student making the allegation will have the right to appeal any decision deemed unsatisfactory to the Principal and/or the Superintendent of Schools.
5. The Principal will present a written report of all the facts and circumstances to the parents in a timely manner, barring special circumstances, within seven days of the initial report. The report will include the recommended remedial action the school plans to take. The parents have the right to support or mediate the recommendations made in the report. The parents also have the right to refer the incident to the legal authorities.

Retaliation

Retaliation, intimidation or threats in response to a complaint will not be tolerated. The retaliation can be direct, indirect, or subtle. If it occurs, it will be dealt with in the same manner as the serious allegations are handled. **Suspension and expulsion are possible penalties.**

Remediation

Any student found in violation of this policy following a judicious review of the allegations may be subject to remedial action which may include referral to counseling, an oral or written reprimand, limited suspension from classes, expulsion, or referral to the criminal justice system.

Education and Assessment

This policy should be reviewed and updated regularly. Suggestions may be presented to the Administration by any member of the school community, including staff, students, and parents. Opportunities should be made available to all members of the school community to attend workshops, seminars and other activities in order to raise the level of consciousness concerning those issues raised in this policy statement.

DISCIPLINE POLICY

Holy Redeemer is a Catholic high school and subscribes to the belief of the redeemed value of each person. Teachers, as well as administrators, should have faith in the student's ability to want to do the right thing. A positive approach, while it can create student trust and faith, can build self-confidence, and can improve morale, does not mean that students are provided license or unrestricted freedom to do as they please. Freedom is linked invariably with responsibility. A person who is truly free is one who acts and chooses while fully accepting the consequences of his/her actions. Restrictions should not be looked upon as only negative controls. Restrictions that are placed in keeping with the responsibility grant the individual more freedom and as such become rewards.

In all areas of learning, discipline must be considered in the development of the whole person. The discipline policy is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the discipline policy. To achieve these ends, parents, faculty, and students work together to create a Catholic school environment. These basic components include:

- a. Teachers have the right to teach. No student will stop the teacher from teaching.
- b. Students have the right to learn. No student will stop another student from learning.

Please refer to FACTS SIS Parent Portal for a record of student behavior infractions. Behavior notes may be found under the STUDENT tab.

DETENTION

Detention is a form of corrective action intended to remind students of their agreement to abide by the rules of the school community to which they voluntarily belong. Teachers and administrators may issue detention. The chart below outlines infractions and their consequences. The chart is not exhaustive and does not address all types of infractions or their consequences.

Infraction	Penalty
Gum chewing	detention
Tardiness to class/school	detention
Improper use of cell phone (1 st violation)	Detention and confiscation of phone
Improper use of cell phone (2 nd and subsequent violations)	Detention and confiscation of phone and \$10.00 fine
Improper or offensive language	detention
Dress code violation	detention
Failure to procure a note for absence/tardy	detention
Disrespectful behavior to faculty	Detention(s) and parental notification
Skipping detention	Additional days of detention

TEACHER DETENTION

Each teacher is responsible for the environment in his/her classroom. If this environment is disrupted, it is the responsibility of each teacher to issue and proctor a private detention. The Dean of Students should be notified for the purpose of accurate record keeping.

For the safety of the student, the student must be given at least 24 hours notice before serving the detention.

If a teacher has persistent problems with a student, this should be made known to the Dean of Students. A conference may then be set up with the Dean of Students, the teacher and the student. In some instances, parents may be required to be in attendance.

SUSPENSION AND EXPULSION

If a student's actions and/or conduct demonstrate a disregard for the welfare of others (classmates, teachers, school property, school officials), or deprives others of their right to pursue their own education, compulsory removal may be necessary. In this event, proper procedures (as outlined below) will be followed.

If the student and his/her parent/guardian choose to contest the facts which led to the disciplinary action, a closed formal hearing is then in order.

A parent conference will be required before the student may resume attendance at school and/or school sponsored activities. It is the student's responsibility to make up all academic assignments, projects, etc., missed while on suspension.

Any student who receives a suspension will be ineligible for athletic and extracurricular activities that day, and exemption from final exams.

TYPES AND TERMS OF DISCIPLINARY PENALTIES

1. **Short-Term Suspension** - A student is excluded from all classes, the school building, school grounds, and/or school related activities for up to ten (10) days.
2. **Long-Term Suspension** - The student is excluded from all classes, the school building, school grounds, and or school related activities for ten (10) days or longer.

In-School Suspension

1. The student will not be permitted to attend class, or eat lunch with classmates and will be denied all privileges on that school day. The student may not participate in extracurricular activities including athletics for that day.
2. Subject teachers will assign work to be completed during suspension time.
3. The following actions could warrant an in-school suspension: truancy, disrespect, insubordination, and other conduct or omission deemed inappropriate by the administration.

Out-of School Suspension

This is reserved to the administration for serious or on-going offenses.

1. A student on Out-of-School Suspension may not attend classes or participate in or attend extracurricular functions including athletic events or club activities.
2. School work missed by a student on Out-of-School suspension is the responsibility of the student. Teachers are not obliged to provide make-up work.
3. The following behaviors warrant Out-of-School Suspension:
 - A. Possession and/or use of a weapon in the school building, on school grounds, or at a school-sponsored activity. Use of any item that is illegal, unlawful, or considered dangerous.
 - B. Procuring, carrying, using, selling, or aiding in procurement of any controlled substance, such as marijuana, bath salts, narcotics, and all other drugs and/or drug paraphernalia.
 - C. Alcohol use or possession in the school building, on school grounds, or at school sponsored activities.
 - D. Setting off the fire alarm or initiating a bomb threat when there is no emergency.
 - E. Willful destruction of school property and/or personal property. This will result in the payment of labor, repair, and/or replacement costs by the offender or parent/guardian.
 - F. Fighting
 - G. Bus conduct that results in serious injury to other students or school employees, or conduct that results in a bus accident.
 - H. Vandalism, assault and/or battery to members of the administration, faculty, or staff, or violation or destruction of private property by illegal acts to members of the administration, faculty, or staff.
 - I. Immorality, insubordination, serious profanity or disrespect.
 - J. Giving or using the name of Holy Redeemer High School for any commercial purpose without authorization. Giving or using the name of Holy Redeemer High School on social media posts inappropriately.
 - K. Serious stealing/theft
 - L. Threatening and/or serious harassment of another individual, either directly or indirectly, including through the use of e-mail, text messaging, the Internet or any other means.
 - M. Use of tobacco, vapes, or possession of tobacco related products including paraphernalia. The buying or selling of these products at a school sponsored event.
 - N. Other conduct or omission deemed inappropriate by the Administration.

DISCIPLINE CONTRACT

A Discipline Contract is to be used only after all previous disciplinary consequences have failed to alter negative behavior or when a particular infraction is of such a serious nature as to warrant a contract. It is signed by the student, parents, Dean of Students, and is binding on all parties.

DISCIPLINE REVIEW BOARD

Students who violate disciplinary probation, accumulate disciplinary incidents, or commit serious or frequent violations of school policy may be referred to the Discipline Review Board. This Board, invoked by the school, will conduct an impartial hearing based on the examination of the student's academic, attendance, and discipline files, teacher observations, and testimony from the student in a formal hearing. At least one parent is required to attend. The Board will make recommendations as to the student's status as a member of the school community which may include the student's withdrawal from the school. The Principal may refer a student to the Discipline Review Board for any reason.

EXPULSION

The expulsion of a student is an unusual and rare occurrence. In the event that this action should be necessary, the following procedures will be taken.

1. The student will be denied access to the educational program for more than ten (10) days and perhaps permanently.
2. As a courtesy, the student's pastor is to be notified.
3. The authorization of the Superintendent of Schools will be sought.

If the student and parents/guardian request a hearing, the following procedures will be followed:

RECOMMENDATIONS FOR HEARING PROCEDURES

1. Notice of charges against a student should be supplied to the student and parents/guardian as soon as possible.
2. Parents/guardian should request a hearing within three (3) days from the date of the disciplinary action.
3. The student will be given an opportunity to relate his/her version of the acts and their implications.
4. The hearing should be conducted by an impartial review committee designated by the school; the committee will make its determination solely upon the evidence presented at the hearing.
5. A written or taped record should be kept of the hearing.
6. The review committee, within reasonable amount of time after the hearing, should state its judgment regarding the conduct of the student and its decision regarding the disciplinary action.
7. The decision of the review committee will be put in writing and sent to the student and his/her parents/guardian and a copy kept in the school files.
8. The student and his/her parents/guardian will be made aware of the right to appeal the decision of the review committee to the Superintendent of Schools, Diocese of Scranton, within five (5) days.

STUDENT CONDUCT

BEHAVIOR OUTSIDE OF SCHOOL

Students, when enrolled at Holy Redeemer High School commit themselves to the policies and philosophy stated in the school guidelines. **At all times their actions and behavior are reflections on the school.** Any actions undertaken by the student which are illegal or which are

detrimental to the reputation of the school, the Roman Catholic Church and/or its teachings may be subject to disciplinary action by the administration.

STEALING

Stealing is beneath the dignity of any student and completely contrary to the very purpose of this school. Any student found guilty of such an action will be subject to severe disciplinary action including reporting the incident to the local police authorities and may be subject to dismissal from the school.

WEAPONS POLICY

Anyone in possession of a weapon or weapon-like object or any object used as a weapon in school or at any school sponsored activities is subject to immediate notification of the authorities and severe disciplinary action. Any student found in violation of this policy will be dealt with as follows:

1. The incident will be investigated and the parents will be notified.
2. In accordance with the Pennsylvania Crime Code, sec. 912, the local police will be notified and the student will be immediately suspended into the custody of a parent or guardian. The Diocesan Superintendent will also be notified.
3. As a result of the investigation, the student is liable to further disciplinary action and/or expulsion.
4. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

Any incident which even remotely is considered a threat will result in the immediate suspension of the student. A formal evaluation of the student will be required. The specific elements of the evaluation will be determined by the school. In all cases, the written evaluation provided to the school must state that the student does not pose a threat to him or herself or any member of the school community.

NO SMOKING AND TOBACCO POLICY

The Safe and Drug Free Schools Act provides civil penalties for anyone using tobacco products in school or within one thousand feet of any school property. Students should not be using tobacco products at any time on school property or at school sponsored events. Students found using tobacco products including e-cigarettes and vapes will be suspended immediately from all classes and activities and their parents notified of the situation. Legal authorities will also be notified in the event of repeat offenses. Students who need assistance to quit smoking or using tobacco products should seek such help through the Student Assistance Program.

POSSESSION OF ANY TOBACCO PRODUCT INCLUDING E-CIGARETTES IS CONSIDERED USE OF THAT PRODUCT.

In addition to suspension, any student found in possession of, or found using a vaping device, regardless of its contents, will be subject to a mandatory drug test within 24 hours of the violation. The drug test will be arranged and paid for by the student's family. The drug test must be done by a professional and the results must be shared with school administration. The student may not return to the building until the drug test is complete.

The first offense for a tobacco product will result in a two-day out-of-school suspension and parental notification. The student will be placed on a disciplinary contract. The second offense will result in an out-of-school suspension until a Disciplinary Review Board can be convened,

parental notification, and a Summary Offense through the local magistrate for violation of PA State Law (See 2010 Pennsylvania Code, Title 18- Chapter 63, S 6306.1).

GAMBLING POLICY

Gambling on school grounds or at school events is strictly prohibited. This includes (but is not limited to) the possession of playing cards, dice, or gambling pool sheets. Any student found in violation of this policy will be severely punished and is liable to suspension or expulsion.

RESTRICTED AREAS

Private property is never to be visited or used for loitering or trespassing by students of Holy Redeemer High School. Good public relations between the students and neighbors demand respect and courtesy. Students should not be gathering near homes, apartment buildings or businesses within the neighborhood. Parking and/or congregating in the Holy Redeemer High School parking lots after hours for other than school sponsored or parish sponsored activities are not allowed for safety and security reasons and may be subject to disciplinary action, including being cited by local authorities.

CARE OF THE BUILDING

Any student found guilty of damaging or defacing school property will be required to pay for the damages. The student and his/her parents/guardians will be required to meet to discuss the damage, the expense, and its method of payment with the school officials. Students guilty of malicious destruction or abuse of school property are liable for disciplinary action including dismissal.

FOOD/BEVERAGES IN BUILDING

Water fountains and vending machines may not be operational in an effort to prevent and mitigate the spread of COVID-19. Students are encouraged to bring disposable water bottles for lunch and hydration throughout the day.

GUM CHEWING

Gum chewing is never permitted in the school building because of the potential damage to the school building.

ELECTRONIC DEVICES

Scanners, CD players or I-Pods, electronic video games or other such devices are not permitted inside the school building. If a student is caught with such a device, the following penalties will be implemented. Students are permitted to be in possession of a cell phone which must not be visible or audible during the school day. Students found in violation of this policy will have their phones confiscated according to the rules below. All Offenses: Phone will be given to Dean of Students Office. Students will be allowed to carry the phone on future days only after the fine has been paid.

First Offense: The device will be confiscated and returned at the conclusion of the school day. The student will receive a detention.

Second Offense: The device will be confiscated and parents will be notified. The device will be returned when the student pays a \$10 fine, which will be deposited in the Student Activity Fund. The student will receive a detention.

Third and/or Subsequent Offenses: The device will be confiscated and returned when the student pays a \$10 fine which will be deposited in the Student Activity Fund. If the administration determines that the student is willfully disregarding this policy, the student will receive an out-of-school suspension, requiring a parental meeting and discipline contract.

ATTENDANCE

The Pennsylvania statutes on Education provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. The school is required to keep an accurate record of daily attendance, tardiness, and absence. A teacher or school personnel designated by the Principal will make all entries in the Attendance Record. In order

to enforce the law it is reasonable for the school to establish policies and regulations governing school attendance.

We believe regular attendance and participation along with the interaction between student and teacher and among students in class are vital and integral parts of the learning process. Attendance is seen as a means of serving these educational ends.

Frequent absence from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the student is not in school to take advantage of them.

Chronic absences limit accomplishments and reinforce a habit that will hinder the individual in future education or employment. Research indicates there is a close relationship between students' attendance and their academic and disciplinary performance.

An **Unexcused Absence** is any absence that is not substantiated with a note from a Physician or any absence that is not the result of bereavement. A note from a parent is required to explain an absence however notes written by parents do not excuse an absence.

ABSENCE PROCEDURES

If a student is ill and cannot come to school, the student's absence is to be reported to the Attendance Office by phone **before 8:30 a.m.** by his/her parent/guardian. If a phone call is not received, the school will phone the student's home. If no answer is received when the call is made, further investigation will take place.

All students who have been absent from school must present a written excuse from their parent/guardian indicating the reason for absence. Upon return to school the student should give the note to the attendance office. **In lieu of a written note, an email from parents is accepted only if a follow-up call from the parent is made to the Attendance Office to confirm the email was sent by the parent.** These notes will become part of the student's attendance record for the school year. **Any student who does not provide a written note within 24 hours after an absence may receive a detention.**

Once a student arrives on school property, he or she is **NOT** permitted to leave the grounds. Leaving school grounds once a student has arrived is considered a truancy which will result in disciplinary action.

Students who are absent from school may not participate in any athletic practice, contest, or other extra/co-curricular activities on that day. If an absence occurs on a Friday the student may not participate in any school activities until he/she returns to school on Monday.

ABSENTEE MAKE-UP WORK

A student who is absent from a class period(s), an entire day, or a number of days, is responsible for making up all work missed. This responsibility belongs to the student; class work must be made up no later than FIVE school days after the student has returned to school, unless an extension is granted by the the Vice Principal for Academics or the Director of Guidance. The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due.

In cases of **EXTENDED AND/OR CHRONIC** illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the student's counselor after the third day of the illness. In turn, the counselor will contact the student's respective teacher(s). Involving the counselor at this time is important not only to see that the work done at home is available for the teacher or that the tutor has fulfilled necessary school requirements, but also to facilitate the student's return to school and to counsel the student in need. It would also give the counselor the opportunity to confer with teacher(s) in reference to the student's progress so that there exists a solid communication among teachers, counselors, students, and parents.

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the Guidance Department. In such cases the local school district will attempt to provide tutors. The Guidance Department will provide the necessary applications for this special

instruction; the parents must provide a physician's certification of illness. The tutor must provide the counselor with a written summary of work completed with the student as well as a written evaluation of the student's understanding of the material in such a way that the subject teacher will be able to grade the student.

In an effort to reduce the incidence of unexcused absences which are not related to illness or severe family problems and recognizing the effects of poor attendance on educational development, the school has established the following policy:

- a. **Attendance probation** -- absences of 15 or more days (either excused or unexcused) must be substantiated by a doctor's note. Failure to do this will result in attendance probation. The student may be dismissed during any succeeding school year in which she/he is absent 12 or more days not verified by doctors' notes. Student on Attendance probation will be ineligible for extra-curricular activities, including athletics and prom. *Please refer to the following for detailed truancy guidelines from the Pennsylvania Department of Education:*
<https://www.education.pa.gov/PolicyFunding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx>

EXCESSIVE ABSENTEEISM

The State of Pennsylvania mandates that 120 clock hours of instruction and the successful completion of course requirements are necessary in order to grant credit.

If any student is absent for **4 unexcused days or more during any quarter**, parents/guardians will be contacted to verify the need for the absences.

If any student is absent **10 unexcused days during the school year**, the parent/guardian may be notified by mail and a meeting may be needed to discuss the situation.

If a student is absent **15 unexcused days or more during the school year**, the student will be placed on Attendance Probation.

If a student is absent **20 unexcused days or more during the school year**, the student will face the possible loss of academic credit. The principal must determine whether credit will be given to students absent 20 days or more. The Principal can stop this action if he/she determines that:

1. Illness has been verified by a physician's excuse.
2. Absence resulted from a death in the student's immediate family.
3. Absence was caused by a verified medical emergency within the immediate family.
4. An unusual circumstance exists.

EARLY DISMISSAL

Parents are asked to refrain from requesting that their children be excused before the end of the school day for appointments, i.e., dental, medical, etc. A **WRITTEN REQUEST** for early dismissal should include the reason for the request and a telephone number where the parent/guardian can be reached during school hours as well as the name and phone number of the doctor, dentist, etc.

In lieu of a written request, an email from parents is acceptable, only if a follow-up call from the parent is made to the Attendance Office to confirm the email was sent by the parent. Students must bring the written request to the Attendance Office when they arrive at school. When the student returns to school after the appointment, he/she should return with a medical excuse provided by the doctor's office.

For the protection of our students and families, no student will be allowed to leave school on the strength of a telephone call, no matter what the urgency. If a valid emergency exists, a member of the immediate family must come in person to the school office to request the student's early dismissal. Exceptions are granted only for very grave reasons. The Administration is able to make an exception to this rule.

An early dismissal is never a reason to miss a scheduled test/quiz or not to hand in work due during that day. Students are expected to complete their responsibilities for the day before being dismissed early.

ILLNESS AT SCHOOL

A student who becomes ill during the day is not to leave school until he/she has consulted the school nurse or has received the proper permission from the Dean of Students. Students who become ill during the school day and drove to school must have parental permission and a car registration form on file in the Attendance Office, allowing the student to drive home. Students who have been absent from school or who have gone home from school because of illness may not participate in any athletic practice or contest or any school activity that same day. **If a student is sick or absent on Friday, this rule applies to all weekend games or activities as well.** A student must bring a parental note when returning to school verifying that he/she had the need to go home during the school day.

LATE ARRIVAL

The school day begins promptly at 7:50 AM with the start of homeroom. Students who arrive after 7:50 are considered tardy and must report to the Attendance Office to obtain a pass. Students who are tardy must provide documentation explaining why they were late. Usually this documentation comes in the form of a written note from a parent or guardian. **In lieu of a written note, an email from parents is acceptable, only if a follow-up call from the parent is made to the Attendance Office to confirm the email was sent by the parent.** A student must arrive at school before 9:30 AM and remain in school throughout the school day in order to participate in any extra-curricular, co-curricular or sports activities that day.

Students who accumulate 15 tardies or more during the course of a school year without proper documentation from a doctor or health professional will be ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics and prom.

- On a normal school day, students who arrive after 11 AM or leave prior to 11:15 AM, will be charged with a half day absence.
- A student who is late to school in excess of **three (3) times in a quarter without proper documentation within 24 hours of being late is liable to a detention** which must be served unless a note from a parent/guardian is procured within 24 hours. A subsequent detention will be issued for each tardy thereafter. Except for extraordinary circumstances, a student should not be tardy more than three times per marking period (each quarter).
- Students who abuse this policy may be subject to further disciplinary action including cell phone restrictions, Saturday detention and in-school suspension.
- **Anyone arriving after 10:00 a.m. must have a note from the parent/guardian or the parent/guardian will be called.**

PASSES FROM CLASS/STUDY

Passes must be issued to any student who leaves the classroom and the student must also sign in and out on the form provided. The student must be in the possession of a hall pass, paper or electronic, in the halls or any other part of the building during the school day. Students may not leave the cafeteria during their lunch period without written permission from a teacher or member of the guidance department.

COLLEGE VISITATIONS/INTERVIEWS

Seniors and Juniors will be allowed a maximum of three (3) educational absences for college visitations/interviews. These visits will not be counted as absences, provided the students submit a note (on official letterhead) from the admissions office of the college. The student will be eligible to participate in all after-school activities on the day of this absence provided the note is shown to the coach/moderator.

FIELD TRIPS

Participation in field trips is a privilege, not a right. Properly signed permission forms are required for the student to participate. The school accepts no liability for INJURY TO students

participating in field trips. Parents have a right to refuse permission to participate; however, the student is still obliged to attend school on that day. (See Addendum)

HOSPITALIZATION

Hospitalization of a student is a serious event that needs the attention of the school so that academic progress can be combined with recovery of the student in a beneficial manner. Parents should contact the Administration immediately so that the school can make appropriate arrangements.

VACATIONS

The school does not concede to parents and/or students the right to modify or adapt the school's calendar for their own convenience. Students are to be present on all school days, even when there is a shortened or irregular schedule.

Parents and students who either anticipate the beginning or extend the end of a vacation or weekend or who arrange to take trips and/or vacations during times when school is in session should note the following policy: Students should not be taken out of school for vacations. Students who are taken out of school against this directive must notify the Attendance office with a written note two weeks in advance. Teachers will be made aware of the students' absence. Failure to give notification could result in the student not being allowed to make up the work or tests. **The student assumes full responsibility for the schoolwork missed.** He/she must make arrangements with the teacher for making up work and tests at the teacher's convenience. The teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on vacation.

Exams are an essential tool in assessing a student's academic performance over the course of the year. It is required that each student take his/her exams on the scheduled days. Exams are not given prior to the scheduled dates unless approved by the Administration for an extreme emergency. Exams must be made up at a time determined by the Administration to allow for grades to be processed.

TRUANCY

Students who are truant from school or from individual classes will be dealt with in the following manner:

1. The school will inform parents of the truancy.
2. The student will be given an in-school suspension and be required to make up missing school work during this time. The student will be placed on disciplinary probation. A parent conference is required before the student can resume regular attendance at school or school sponsored activities.
3. A student is required to make-up loss class time and school work because of truancy in an after-school detention program. Students may also be required to make up assessments.
4. Continued violations in this regard may result in expulsion from the school. Cut days are definitely unauthorized absences and violate the school's attendance policies. Students who take part in such organized absences are truant and subject to disciplinary action. Any day on which 30% of a class is absent, the entire class will make up the day before the end of the year.

WITHDRAWALS FROM SCHOOL

Students desiring to transfer from the school must have parents or guardians consult with school authorities. The following procedure is to be followed by all students who are withdrawing from the school: (1) make an appointment to see a member of the Administration who will conduct an exit interview; (2) return all books to the proper subject teacher who will sign for their return; (3) return signed form to the Principal who will issue the transfer or close the student's record. No transcripts will be issued until all books are returned and all financial obligations discharged. Students who voluntarily withdraw from the school, or are dismissed for academic or disciplinary reason, will ordinarily not be re-admitted at any subsequent date.

DRUGS/ALCOHOL

DRUGS AND ALCOHOLIC BEVERAGES

The possession or use of drugs or alcoholic beverages is a violation of the law. Any student who violates the law is **LIABLE TO DISCIPLINARY ACTION INCLUDING DISMISSAL** from school and criminal prosecution **whether or not the action takes place in school or at a school sponsored event.** The school will follow the Scranton Diocesan Policy concerning drugs. For the purpose of this policy, the term drug shall include alcohol or any malt beverage inclusive of wine coolers; any drug defined by law as a controlled substance; designer drug/s; synthetic marijuana, bath salts; any over-the-counter or prescription drug not registered with and approved by the School's Health Office; anabolic steroids; any drug from the five classifications of drugs: inhalants, hallucinogens, narcotics, stimulants and depressants; any volatile solvents or inhalants such as but not limited to glue, varnish remover, etc.; any chemical or abused substance; any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrite; tobacco and tobacco products such as cigarettes, chew/snuff, etc. Students shall not have on their person or in their possession or in desks or lockers any drug or article of drug paraphernalia that is commonly associated with drug use. Act 26 Section 1304-A (PA) requires all schools to provide future schools with notification of suspension or expulsion from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

DRESS CODE

A reasonable dress code supports the goal of self-esteem, neatness and good grooming. Evidence is available which shows that young people are apt to succeed more when their self-esteem is uplifted by a good personal appearance.

There are also other practical considerations. Students behave better, are spared unnecessary peer competition in dress, and are saved from the indecision of wondering what to wear each day when there is a fair dress code in effect.

The school has attempted to provide a dress code that is both flexible and suitable to our purposes. Parents are expected to assist the school in encouraging their son/daughter to abide by the dress code.

SCHOOL UNIFORM

The school uniform must be purchased through **FLYNN O'HARA Uniform Company** (Sunshine Market Complex 1492 Route 315, Wilkes-Barre, PA 18702 and/or 10905 Dutton Road, Philadelphia, PA 19154).

Nothing may be worn over the boy's shirt or the girl's blouse except the school uniform sweater or sport coat. No other sweater may be worn. Students may bring any style backpack to/from school. However, only clear backpacks will be allowed to be carried during daily transitions.

Boys: The **official** school uniform consists of a navy blue blazer or cardinal uniform sweater (either vest style or long sleeve) with logo, white long sleeve, button-down collar dress shirt, tucked into slacks, and conservative necktie, together with Flynn and O'Hara uniform khaki slacks or very similar pants. All slacks must be properly sized and worn at the waist with a **traditional leather dress belt**, socks and fully closed dress shoes in good taste. **Shoes should be made of leather, imitation leather, patent leather, or suede. Acceptable shoes include oxford style, loafers, top-siders, and leather boat shoes. Canvas shoes are not permitted nor are shoes that could be mistaken for sneakers. Boots, slippers, athletic looking shoes, sandals, crocs, open toe or clog-type shoes are not permitted. Moccasins and slipper-style shoes are also unacceptable. Shoes that can be considered 'slip on style', with pull laces, are also unacceptable. These shoes are commonly**

known as ‘Hey Dudes’, but may be manufactured under a different brand name.

Boys’ Grooming: Hair must be neatly groomed and not create a distraction to the learning environment. **Hair may not be below the ears, touch the eyebrows or the shirt collars.** Hair styles with significant contrast of long/shorter hair, or those that involve dye, design or architecture are not allowed. Sideburns may not extend below the bottom of the ear. **Boys must be clean shaven at all times.** Students, who are not clean shaven, will be given the option to use a disposable razor provided by the school or serve an in-school suspension. Jewelry should not be visible. **Earrings, tattoos or facial/body piercing are not allowed** in school or when representing the school at an activity. Students, arriving with piercings, will be instructed to remove them. If piercings are not removed, students will be assigned an in-school suspension. NOTE: Piercings **MAY NOT** be covered with bandages or filled with plastic holders of any type to hide the piercings as they heal. No pocket chains, hats or bandannas may be worn.

Girls: The **official** school uniform consists of the cardinal uniform sweater (either vest style or long sleeve) with logo, Holy Redeemer High School plaid **skirt worn no more than two inches above the knee**, and long sleeve white blouse with button-down collar. The blouse may not be showing below the sweater/vest. Girls may elect to wear Flynn and O’Hara uniform khaki pants or very similar pants. **Girls who are consistently out of dress code may be required to wear pants. Socks must be knee length. SOLID-COLORED (white, ivory, navy, maroon, hunter green) knee length socks will be required on FORMAL DRESS UNIFORM days (i.e. liturgy days, assembly days).** Girls may choose to wear opaque, solid colored tights instead of socks. Shoes should be made of leather, imitation leather, patent leather, or suede. Canvas shoes are not permitted nor are shoes that could be mistaken for sneakers. Boots, slippers, athletic looking shoes, sandals, crocs, open toe or clog-type shoes or high heels are not permitted. Moccasins” and slipper-style shoes are also unacceptable.

- **Girls’ Grooming:** Hair must be neatly groomed. Unnatural hair coloring or style and/or two-tone of any type/color and multicolor effects are not permitted. Muted, subtle, natural highlights through the entire hair are permitted. Girls may not wear excessive make up or jewelry. A maximum of two stud-like earrings per ear may be worn. One thin (1/8 inch or less wide) metal necklace and or bracelet may be worn. Leather and/or rope jewelry is not permitted. Tattoos or facial/body piercings are not allowed in school or when representing the school at an activity. Students, arriving with piercings other than earrings, will be instructed to remove them. If piercings are not removed, students will be assigned an in-school suspension. NOTE: Piercings may not be covered with bandages or filled with plastic holders of any type to hide the piercings as they heal.

Spring/Fall Uniform (Beginning of the school year to early October as announced and beginning when announced in April/May to the end of the school year)

The **Summer/Fall Uniform** will consist of the cardinal polo shirt with embroidered logo purchased from Flynn O’Hara. Sleeves may not be rolled and only plain, white, short-sleeve t-shirts are to be worn under the polo shirt. T-shirt sleeves may not extend below the polo shirt sleeve. Only the top button of the polo shirt may be left undone. The Flynn O’Hara cardinal quarter-zep may be layered

over the polo shirt.

❖ **MODEST CLOTHING, APPROPRIATE FOR A CATHOLIC SCHOOL STUDENT, IS REQUIRED AT ALL SCHOOL FUNCTIONS AND ACTIVITIES.**

NOTE: The Administration reserves the right to determine what is appropriate for the Holy Redeemer High School dress code.

In addition, the following dress code will be applied:

1. Hats may not be worn in the building.
3. Unusual haircuts and/or hair color are not permitted for boys or girls.
4. Only plain, white T-shirts may be worn under the uniform shirt or blouse.
5. Students who are not in complete uniform may be given a detention.
6. It is advised that all students should have their names put on all parts of their uniforms.
7. A summer shirt (provided by Flynn & O'Hara) may be worn by both girls and boys. The summer uniform will be in effect from September until early October and from April/May until the end of the school year as **determined by the Administration.**
8. Trousers and pants may not be cut or otherwise altered in any way.

OUT-OF-UNIFORM DAYS

Out-of-Uniform days are an occasional privilege. Like all privileges, their beneficial effects can be forfeited because of the irresponsibility of a few. Out-of-Uniform days are time to show school spirit, wear the school colors, or just enjoy a change of pace. Out-of-Uniform means a relaxed attitude toward dress, which does not result in extremes.

Clothes worn on Out-of-Uniform days **must be modest in all circumstances** and include jeans/slacks, appropriate length shorts, plain or Holy Redeemer logo shirts, three button casual shirts, sneakers, sweaters and Royals athletic uniform jerseys, or club/team approved T-shirts. Sweaters must be long enough to extend below the waist and no bare shoulders are permitted.

Explicitly excluded clothing items on any Out-of-Uniform days: short shorts, short skirts, sleeveless shirts, tank, tube, or midriff tops, torn, ripped or patched clothes, flannel/pajama pants, yoga pants and/or tights. Both girls and boys must wear shoes and socks. No student will be permitted to wear open-toed/backless (NO CLOGS) sandals. Violators will be given the opportunity to have a change of clothes brought to the school and/or will lose the privilege of participating in Out-of-Uniform days for the remainder of the year.

NOTE: The Administration reserves the right to determine what is appropriate for the Dress Code.

ASSEMBLIES

Assemblies are scheduled periodically throughout the school year for full and partial student body involvement and are intended to be a valuable part of the educational and spiritual process. Included under the designation "assemblies" are liturgies, educational programs, and pep rallies/Spirit Week.

In any assembly, courtesy and respect are an absolute must. Once the assembly has begun, students are to be silent. The general rule for proper behavior is this: no one is to be talking when the leader of the assembly is communicating.

When the assembly has concluded, the entire student body is to await orderly dismissal by first sitting down. An administrator will then dismiss classes.

LOCKERS

Lockers are assigned to the individual students at the beginning of the school year. To avoid disrupting classes, students should not be at their lockers during class periods. A student is responsible for the proper maintenance and cleanliness of the locker assigned. No lewd or crude writing or pictures are to be placed in/on the locker.

Tampering with or entering a locker not assigned to a student will be subject to severe disciplinary measures.

Lockers are to be kept locked when unattended. The school assumes no responsibility for lost or stolen property. Any student who deliberately damages a locker will be required to pay the cost of repair. Furthermore, he/she risks losing the privilege of using the locker for the remainder of the year. Lockers are school property and the administration reserves the right to search a locker assigned to a student and the contents thereof. In areas/buildings where locker padlocks are required, only school-issued locks may be used. For safety and security reasons, only school-issued locks may be used on lockers in the girls' and boys' locker rooms.

STUDY HALL

The same conduct expected in the classroom is also expected in study halls. Books and other materials required for study are to be taken with the student at the beginning of the period.

CAFETERIA

A student may purchase lunch or bring his/her own. Students are expected to cooperate in maintaining cleanliness and order in the cafeteria and in practicing good table manners. No food of any kind, including candy, ice cream, soda, etc., is to be taken outside the cafeteria at any time during the school day. Students may not leave the cafeteria without the permission of the proctor and with appropriate pass. During assigned lunch periods students may only use the lavatories outside of the main doors to the cafeteria. No outside food may be delivered during the school day including the lunch periods.

TRAFFIC IN CORRIDORS AND STAIRWAYS

Students should behave appropriately in the hallways and on the stairways; students are to move quickly without waiting for or consulting their classmates. Students should be especially careful of each other and all others on the stairs.

Students who are transitioning through hallways while classes are in session are to move in a quiet, subdued manner to avoid distracting classes.

FIRE DRILLS

In accordance with prescribed laws, it is necessary that fire drills be conducted periodically in the school. The following procedure is to be observed in such cases:

1. All members of the school community should be familiar with the fire signals, the directions posted in all rooms, and the routes to be taken to the exits.
2. All members of the school community are to walk quickly in a compact group. Absolute silence is to be observed throughout the evacuation, while waiting in the designated areas and during the return to the building. No one is to return to the building until the signal has been given.
3. Books are to be left in the rooms. Only valuables (pens, purses, etc.) are to be taken. Under no circumstances are students to go to their lockers.

4. No students, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill. Provisions will be made to provide assistance to any member of the community who is in need.

CRISIS DRILL, LOCKDOWN DRILL, AND WEATHER EMERGENCY DRILL

DIRECTIONS will be handled according to definitive procedure established for the safety of the students.

GAMES AND DANCES

Students are expected to conduct themselves as ladies and gentlemen at all times, particularly at functions sponsored by the school, alone or in conjunction with other schools.

Drinking at dances is strictly forbidden. Students who have taken alcoholic beverages and/or any other kind of drug before coming to the dance are subject to the rules outlined in the Drug Policy.

At dances and other school sponsored social gatherings students are restricted to the designated area and students are generally not allowed to leave unless prior arrangements have been made with a member of the Administration. Students generally are not allowed to return to the school event once permission has been granted to leave.

TELEPHONE

In an emergency, a phone is provided in the Attendance Office for use by students. Students will not be allowed to take any incoming calls. Telephone messages will be delivered to students only in case of an emergency. Cell phones may be used in the Attendance Office.

LOST AND FOUND

All articles found on the school premises are to be taken to the Dean of Students. Any person who has lost an article should inquire at this office. Students are also encouraged to check the "Items Found" table in the cafeteria and the Main Office counter to check for lost items.

POSTING MATERIALS

No material may be posted on individual lockers without permission of the administration. No materials are to be posted on chalkboards, walls, windows, etc. It is understood that all signs will be taken down immediately after the event has concluded.

ONLINE SOCIAL NETWORKING

In our commitment to safeguard the safety of our students, as well as the Catholic Schools of the Diocese of Scranton, their mission, names, reputations, established symbols, nicknames, and logos from misuse through material posted on line and disseminated in a public manner, the following policies have been established and will be enforced.

The Diocese of Scranton, Office of Catholic Schools, defines an online social network as a commercially operated Internet website that allows users to create web pages or profiles that provide information about them and are available to other users by offering a mechanism for communication with other users, through a forum, chat room, email, blogging or instant messenger. Popular online social networks include, but are not limited to, Facebook, Twitter, Instagram, SnapChat and YouTube.

A student's public Internet conduct, in word or image that is inconsistent with the mission and philosophy of a Catholic school will be viewed as a violation of school policies and

therefore, punishable by school authorities. In order to protect schools within the Diocese of Scranton, students are forbidden from using the Diocese of Scranton or the names of any specific diocesan Catholic schools, including Holy Redeemer High School, their images, logos, nicknames or symbols in establishing online sites, links or accounts.

Diocesan school administrators will contact and cooperate with local, state, and/or federal authorities when a student becomes involved in the transmission of information that is viewed as threatening, criminal, harassing or obscene. School authorities will advise reported victims to report such actions to civil authorities.

Misrepresentation or use of images, including false identification, of administrators, faculty, staff, coaches, club advisors, classmates or any school personnel will be viewed as a serious violation of school rules which can result in suspension or possibly expulsion from any Catholic school within the Diocese of Scranton.

If school authorities become convinced that a student is in possession, using, trafficking drugs/alcohol through online social networking, the Diocese of Scranton, Office of Catholic Schools policy referring to "Behavior Outside of School" will be strictly enforced.

Student intimidation, threats, cyber bullying will not be tolerated. Involvement in such online activity can warrant detention, suspension and possibly dismissal from any Catholic school within the Diocese of Scranton. Potential victims will be directed to civil authorities and the Diocese of Scranton and all of its Catholic schools will cooperate fully with such investigations.

ATHLETICS

It is the belief of this school that an adequate, well-balanced athletic program is not based on the concept of winning as an end in itself. Rather, in the Holy Redeemer system, athletics are founded on the ideals of good sportsmanship, teamwork, character growth, emotional control, and responsibility to the group. Any student who feels his/her individual self-gratification is more important than his/her commitment to the total program should be discouraged from entering any competition as a member of a team/activity.

Athletes in all fields, because they represent us all, are expected at all times to exemplify the highest of moral, social and personal standards.

All Holy Redeemer High School athletes will be responsible to follow all of the rules and policies outlined in the Student Handbook. Every player will be expected to control any display of negative emotions and attitudes on and off the field of athletic competition. In addition the rules governing all P.I.A.A. sporting events will be followed and implemented to the fullest.

INTERSCHOLASTIC ATHLETIC SCHOOL POLICY

Athletic programs are an integral part of the total school experience for a student. The following rules govern Holy Redeemer High School Athletics:

- Adherence to eligibility standards and regulations set down by the Pennsylvania Interscholastic Athletic Association (P.I.A.A). (See Athletic Eligibility under Academic Policies).
- The maintenance of academic standards in all subjects.
- **A student must arrive at school before the end of *Second Period* and remain in school throughout the school day in order to participate in any extra/co-curricular or sports activities that day. Any exception must have both the Athletic Director and Administration approval.**

- Regular attendance at school. (Students may not participate in an athletic practice or contest if they are not present in school by the start of third period.) This applies to weekend activities following a Friday absence.
- Accumulate 15 unexcused tardies during the course of a school year may render a student ineligible to participate in any social, co-curricular, or extra-curricular activities including athletics.
- Proper adherence to the Discipline Policy and Student Code of Conduct as well as specific team rules set by the coach with the approval of the Athletic Director. (See STUDENT CONDUCT-BEHAVIOR OUTSIDE OF SCHOOL.)
- Attendance at all practices is required of all athletes. If an athlete is going to be late or expects to miss a practice session, he/she must notify the coach in advance.
- Travel to and from an event in the vehicle provided for the team by the school is required of all athletes. Athletes may ride home with their parents only if the **Transportation Waiver** form has been completed and given to the head coach.
- All athletes should understand that athletic contests and practices do not take precedence over detentions or school suspensions. All school/team dress code regulations are to be followed at all times.

ATHLETIC AWARDS

- The Royal Athlete Award is given to the male and female student athletes who have excelled throughout their Holy Redeemer athletic careers. These two outstanding individuals are to be commended for the dedication, time, and commitment necessary to achieve a high level of success for themselves, as well as for their teams. Such excellence is realized through sacrifice, dedicated practice, tenacity, and taking action. These athletes are to be commended for their confidence, intensity and focus, and for representing Holy Redeemer High School in the Wyoming Valley and beyond.
- The Holy Redeemer Scholar Athlete Award is presented to the male and female student athletes who maintain a high level of achievement academically, as well as participate in the Royal athletic program to the fullest. The students represent Holy Redeemer High School as recognized athletes, performing and accomplishing much athletically and academically for their teams and for their school.
- The PIAA Scholar Athlete Award is presented to the male and female student athletes who have shown exemplary success academically and also in athletics. These two students raised the bar in terms of athletic success and consistently attained high honors academically, concluding with a grade point average indicative of their motivation to achieve.
- The Teamwork in Christ Award is presented to the male and female athletes who use their faith to inspire teammates and work to make their team an extension of our mission. These athletes are role models who make their sports an important part of their lives at Holy Redeemer High School. They gave of their time and talent to support team goals. They strive to model Jesus, our Redeemer, in all their actions.
- The Royal Leadership in Athletics Award is presented to the male and female student athletes who have been recognized as leaders within their team. They demonstrate the characteristics of effective leaders, showing hard-work, dedication, support of others, and sportsmanship. Strong leadership is the hallmark of any successful team. These outstanding athletes have taken on and excelled in leadership roles.
- The Holy Redeemer Perseverance Award is presented to the male and female student athletes who overcome obstacles to athletic success. These athletes work consistently despite difficulties and demonstrate the ability to conquer adversity. They bring core values to the forefront of their quest to be best; they become an integral part of their teams; and they set and accomplish personal athletic goals.

FUND RAISING: CLASS, CLUB AND ATHLETIC

Any and all fund raising must have the permission of the Principal with proper requisition forms filed **BEFORE** the activity is announced or begins. All class, club, and athletic organization and activity funds are to be deposited in the Finance Office. The funds will be credited to the proper account. When funds are needed, the Moderator/Coach is to request a check using the proper requisition form from the Finance Office.

MISCELLANEOUS

CHANGE OF INFORMATION: ADDRESS, TELEPHONE NUMBER, PARISH

Change of address, telephone number, or parish should be reported immediately to the Main Office/Attendance Office.

TRANSPORTATION

BUS SERVICE

- Students are personally responsible for registering for bus service either in the Main/Attendance Office or at the office of the School District in which they live.
- Good rules of safety should be observed in walking to and from the bus stop. When a student must walk some distance along traveled highways, he/she should walk facing traffic and remain off the traveled portion of the road.
- Students who wait for buses on private property should exercise respect for the property.
- While waiting for the bus, students should remain off the traveled portion of the roadway. Students should stay in place until the bus has come to a complete stop and then board the bus in single file.

STUDENT DRIVING/PARKING PRIVILEGES

Seniors who submit the required registration forms and fee and have been approved by the Dean of Students are permitted to park their cars in the student parking lot. Parking spaces still available after the senior registration deadline will be given to juniors who apply and are chosen in a lottery drawing. Each driver will be assigned a numbered parking space, and given a portable parking permit, which must be displayed on the parked car. Only those students with the school parking permits are allowed to use the student parking lot.

- Cars should be kept locked at all times. The speed limit is 5 - 10 miles per hour in the school lot. The administration reserves the right to revoke the parking permit of a student who violates the driving/parking regulations. Parking privileges may also be suspended or revoked for students who are consistently late arriving to school in the morning.
- **NO LEFT TURN** is allowed out of the Student or Faculty Lots onto Pennsylvania Boulevard from 7:30-8:30 AM and from 2:00-3:00 PM. **Students violating this policy will be warned one time. The second violation will result in a suspension and loss of parking privileges.**
- Students who use the entrance and exit areas of business lots on the easterly side of Pennsylvania Boulevard (across from Holy Redeemer High School) for turn-around or drive through purposes are creating a traffic hazard and are subject to disciplinary action including loss of parking privileges.
- Students with parking privileges who display any inappropriate decals, bumper stickers, or other inappropriate signage on their vehicles will have their parking privileges revoked.
- Students without parking privileges who park in a school lot during the school day are subject to disciplinary action including loss of a future parking privileges.

- Vehicles parked in Holy Redeemer High School parking lots without permission are subject to towing at the owner's expense.
- Student automobiles may be searched upon cause and the person in control of the vehicle shall be held responsible. Holy Redeemer High School is not responsible for any damage done to cars while parked on the school lot.
- Parking and/or congregating in the Holy Redeemer High School parking lots after hours for other than school sponsored or parish sponsored activities are not allowed for safety and security reasons and may be subject to disciplinary action, including being cited by local authorities.
- Students that drive recklessly (including speeding) on school property, and students with disciplinary issues may forfeit their parking privileges.

DISPENSING OF MEDICATION

Medication (including over-the-counter medications) will not be dispensed by any member of the Holy Redeemer High School staff. Necessary medication - properly labeled - should be brought to the school by the student's **PARENT OR GUARDIAN** and will be stored in the Attendance Office or the Nurse's Office. Provided that a Physician's Request Form (Diocesan Policy Form 508.1) and a Parent Request Form (Diocesan Policy Form 508.2) are on file in the attendance office and with the nurse, the student may obtain the medication during the day as needed. When a physician has provided specific written instructions, medication may be kept with the student when developmentally or age appropriate. (See Addenda 6 & 7 [Diocesan 508.1-508.2])

STUDENT INSURANCE

All students while attending school or while engaged in school sponsored activities including sports, are covered by accident insurance maintained by the Diocesan School System. This insurance is considered the primary coverage up to the first \$100.00 in accident related covered expenses. After the first \$100, all accident related expenses would be submitted to the student's parent/guardian medical insurance carrier for payment up to the amounts payable by their insurance coverage. Related accident expenses not covered by the parent/guardian coverage would then be submitted for payment to the school's student accident insurance carrier payable to policy limits. If no other insurance is in force or the student is not covered by any other insurance, the student accident insurance becomes primary and accident related expenses are payable to the limits of the policy in effect. All injuries must be reported to the School Administration and claim forms must be completed and submitted for accident related expenses to be eligible.

INCLEMENT WEATHER – SCHOOL CLOSING

Students and parents will be informed of a school closing for inclement weather or emergency using the local media. Students and parents are encouraged to tune to the local TV stations for information regarding delay or closing.

If a student's local school district calls a delay or cancellation, the bus students will follow the time schedule for bus transportation set forth by the local district. (A two hour delay means the bus will arrive two hours later than normal).

PERSONAL PROPERTY

Students are personally responsible for their own books, clothing, and other personal property. Books should be covered and clearly marked with the students' name. The school cannot be responsible for missing personal property.

VISITORS

The school policy is to accept only visitors who have legitimate business to conduct at the school. All guests, regardless of their business, must first report to the Main Office, present identification, sign in and obtain a visitor's pass. The appropriate office or department pertaining to

their business will then be contacted provided that there is no interruption of classes or other school operations. At the conclusion of business, all visitors must sign out at the Main Office before leaving the building. Guests and visitors or elementary students who are shadowing students must obtain a Visitor Request Form at least two weeks in advance from the Guidance Office or Dean of Students. Once the form has been submitted and reviewed permission for the guest to visit the school may be given.

Asbestos Hazardous Emergency Response Policy

In accordance with the Asbestos Hazardous Emergency Response Act (AHERA) of 1986 (40CFR Part 763), this information will serve as notification to all parties concerning the possibility of suspected/known asbestos containing materials located in the Educational Facilities throughout the Diocese of Scranton.

A comprehensive inventory of the suspected/known asbestos containing materials in each facility has been compiled and is available for review by contacting the individual Educational Facilities Administrative Office or the Administrative Offices of the Diocese of Scranton. Included in this information is the EPA approved Operations and Management Plan along with past inspections and correspondence pertaining to the program. This information is also used for monitoring the condition of inventoried materials following an approved management plan. Monitoring is done to ensure asbestos related health hazards do not exist within the Educational Facilities. Anyone needing further information concerning this program may contact Mr. Frank Semanski, Secretary for Property & Risk Management at 570-558-4310.

NOTICE REGARDING REPORTING SEXUAL ABUSE OF A MINOR - It is the policy of the Diocese of Scranton to report any allegation of sexual abuse of a minor to law enforcement. If you are a victim of sexual abuse committed by a priest, deacon, religious or lay employee or volunteer of the Diocese of Scranton, you are encouraged to immediately report the matter to law enforcement. If any priest, deacon, religious, lay employee or volunteer of the Diocese of Scranton has cause or reason to suspect that a minor has been subjected to any form of abuse, including child sexual abuse, the matter will be reported to law enforcement. It is also the policy of the Diocese to adhere to all civil and state regulations. To this end, the Diocese is equally committed to adhering to the norms of the Code of Canon Law and to upholding the tenets of the USCCB Charter for the Protection of Children and Young People, which includes supporting victims of sexual abuse in their pursuit of emotional and spiritual well-being. As such, information regarding an allegation of sexual abuse of a minor should also be reported to the Victim Assistance Coordinator, Joseph DeVizia at (570-862-7551) or to Diocesan officials, including the Vicar General, Reverend Thomas M. Muldowney, VG, at (570-207-2269).

HOLY REDEEMER HIGH SCHOOL
ACADEMIC HANDBOOK
2020-2021

ACADEMIC PHILOSOPHY

Holy Redeemer High School is a Catholic, college-preparatory school located in Wilkes-Barre, PA. The academic goal of Holy Redeemer is to produce young men and women who have dedicated themselves to reach their potential during their high school years. In this way, they will have been prepared for the rigorous courses of studies that will face them as they enter college. Holy Redeemer High School will provide a curriculum that will meet the academic needs of all of our students with an eye toward the development of stellar study habits and the construction of a sturdy foundation in our Catholic faith.

Successful preparation for college work demands that students place their course work at the very top of their list of priorities. The educators at Holy Redeemer High School seek to form partnerships with parents to ensure that each student is maximizing his or her time and is willing to take an active role in his or her education. When students are falling short of expectations, it is imperative that parents and teachers work closely together to remedy the situation in a fashion that will lead to future success.

ACCREDITATION

Holy Redeemer High School is accredited by the Middle States Association of Colleges and Secondary Schools.

ADMISSIONS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, and academic requirements are eligible for admission to Holy Redeemer High School.

Selection and administration of entrance tests for students entering Holy Redeemer High School are the responsibility of the principal in conjunction with the Guidance Department. Results are used for placement of students at the discretion of school administrators.

Although Holy Redeemer High School does not discriminate on the basis of race, color, national or ethnic origin, it remains the primary purpose of Catholic schools to serve the Catholic members of the Diocese of Scranton.

Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Applications for admission will be decided on a case-by-case basis.

Holy Redeemer High School does not discriminate against students with disabilities if, with reasonable accommodations, they can meet the school's educational program requirements.

DAILY SCHEDULE

The school day at Holy Redeemer begins each morning with Homeroom at 7:50 A.M. The academic day consists of eight classroom periods and one lunch period. The school day concludes at 2:30 P.M.

GRADING AND REPORT CARDS

Report cards are posted to the FACTS SIS Grading System approximately one week after the conclusion of each of the four quarters during the school year. Report cards will include numerical averages for each quarter, as well as grades earned for final examinations. Class rank and cumulative Grade Point Average will be available at the end of each semester from the Office of the Vice Principal for Academics. Parent-Teacher meetings will be held at the conclusion of the first quarter to discuss academic progress.

Students will be graded on the basis of three or more major tests and/or other criteria determined by the teacher. Each quarter will comprise at least 22.5% of the student's overall average in the class. The final

examinations and midterm examinations will each count for 5% of the student's overall grade for each class. There will be no exemptions for final examinations or midterm examinations. Parents will have the capability to view the progress of their children via FACTS SIS which reflects grades entered by teachers in their electronic grade books. This ensures that each parent is kept up to date and may stay in contact with teachers to discuss any issues that may arise.

GRADE POINT AVERAGES

Holy Redeemer assigns quarterly and examination grades to students on a 100 point scale, attaching Grade Point Averages to each numerical grade based on the relative difficulty of the course. Each course is assigned a level based on the following designations:

Level 1 – Modified College Preparatory
Level 2 – College Preparatory

Level 3 – Honors
Level 4 – Advanced Placement

Students and parents will be made aware of course levels during the course selection process. Counselors will utilize prior performance in particular areas of study to assist students in the selection of courses that are appropriate.

Grade Point Averages will be utilized in computing a student's class rank, in determining admission to the National Honor Society, in assigning Honor Roll status, and in awarding Honor Cords at graduation. The rationale behind weighted Grade Point Averages is to reward students who seek to stretch themselves academically by enrolling in the most rigorous courses of study, while also fairly granting merit to those students who excel at other levels. The weighted Grade Point Average will be included on all transcripts and will be updated at the conclusion of each semester.

HOLY REDEEMER GPA CONVERSION CHART

Number Grade	Level 1 Modified CP	Level 2 College Prep	Level 3 Honors	Level 4 AP
100	3.7	4.0	4.5	5.0
99	3.6	3.9	4.4	4.9
98	3.5	3.8	4.3	4.8
97	3.4	3.7	4.2	4.7
96	3.3	3.6	4.1	4.6
95	3.2	3.5	4.0	4.5
94	3.1	3.4	3.9	4.4
93	3.0	3.3	3.8	4.3
92	2.9	3.2	3.7	4.2
91	2.8	3.1	3.6	4.1
90	2.7	3.0	3.5	4.0
89	2.6	2.9	3.4	3.9
88	2.5	2.8	3.3	3.8
87	2.4	2.7	3.2	3.7
86	2.3	2.6	3.1	3.6
85	2.2	2.5	3.0	3.5
84	2.1	2.4	2.9	3.4
83	2.0	2.3	2.8	3.3
82	1.9	2.2	2.7	3.2
81	1.8	2.1	2.6	3.1
80	1.7	2.0	2.5	3.0
79	1.6	1.9	2.4	2.9
78	1.5	1.8	2.3	2.8
77	1.4	1.7	2.2	2.7
76	1.3	1.6	2.1	2.6
75	1.2	1.5	2.0	2.5
74	1.1	1.4	1.9	2.4
73	1.0	1.3	1.8	2.3
72	0.9	1.2	1.7	2.2
71	0.8	1.1	1.6	2.1
70	0.7	1.0	1.5	2.0
0-69	0.0	0.0	0.0	0.0

Grade Point Averages are calculated by multiplying the GPA conversion by the number of credits in a particular course. These totals are added and divided by the total number of credits attempted. This scale

will also apply to all students who transfer into Holy Redeemer. All students at Holy Redeemer will have the opportunity to achieve eight (8) credits per school year.

A sample calculation for Grade Point Average is as follows:

Subject	Level	Credits	Final Grade	Grade Points
Theology 4 w/ Christian Service	2	1.0	93	3.3
Honors World Literature	3	1.0	85	3.0
Trig/Pre-Calculus	2	1.0	96	3.6
Biology 2	2	1.0	81	2.1
AP Psychology	4	1.0	90	4.0
Decorative Art	2	1.0	97	3.7
Honors Latin 4	3	1.0	88	3.3
Journalism	2	1.0	91	3.1

- The total number of Grade Points earned by the student above is 26.1
- The total number of credits earned by the student above is 8.
- The Grade Point Average is calculated by dividing 26.1 by 8. This results in a GPA of 3.26.

It is important to note that Physical Education, a course taken each year by all Holy Redeemer students, is a Pass/Fail course and does not count toward GPA.

GRADUATION REQUIREMENTS

Holy Redeemer High School requires the following number of credits for graduation:

Theology	4 credits (including Christian Service*)
English	4 credits
Mathematics	4 credits
Social Studies	4 credits
Science	4 credits
	(including Biology and Chemistry)
Modern Foreign Language	2 credits
Health/Physical Education	1 credit
Classics Sequence	2 credits
Electives	3 credits

Holy Redeemer High School recommends the following number of credits for graduation:

Theology	4 credits (including Christian Service*)
English	4 credits
Mathematics	4 credits
Social Studies	4 credits
Science	4 credits
	(including Biology, Chemistry, and Physics)
Modern Foreign Language	2 credits
Health/Physical Education	1 credit
Classics Sequence	3 credits
Electives	6 credits

***Christian Service Requirement - Grade 12: 40 hours (including 3 hours in a parish)
Grades 9, 10, 11: 20 hours (including 3 hours in a parish)**

ACADEMIC PLACEMENT

As previously stated, all courses at Holy Redeemer High School are assigned a level according to the difficulty of the course curriculum. Prior to the freshman year, students and their parents convene with counselors in order to choose the appropriate courses for the initial year of study. Students will choose from Honors, College Preparatory, and Modified College Preparatory courses in Social Studies, English, Foreign Language, and Classics.

The exception to this is in the Mathematics Department. Any student who wishes to bypass Algebra I in the freshman year must pass a placement test designed by the Diocesan Math Committee and must pass a course in Algebra I during 8th grade. Mathematics courses and science courses may be linked together in order to ensure that each student has the proper mathematics background prior to taking science courses demanding advanced mathematical concepts.

After freshman year, students will enroll in courses based on prior grades in the department and based on teacher recommendation. Students who do not possess the necessary grade or do not have the recommendation of the teacher must, along with their parents, sign an academic waiver in order to take classes at certain levels.

Following is a list of recommendations for students and parents to consider when involved in the course selection process:

- In order to select Advanced Placement courses, students must achieve a 93 average or better in an Honors level class in that discipline along with the recommendation of the classroom teacher. In addition, AP Chemistry and AP Physics classes mandate that students also have a 93 averages or better in Honors Pre-Calculus. **Students may not be waived into AP level courses.**
- Honors students must maintain an average of 85 in order to remain in Honors level courses. It is recommended that students who do not maintain an average of 85 should select College Preparatory courses in that subject area. Students who fall below that average must sign a waiver in order to enroll in further Honors level courses in that subject area.
- College Preparatory students who achieve an average of 90 or better may enroll in Honors level courses in that subject area in the following year. College Preparatory students must maintain an average of 75 in order to remain in College Preparatory courses in that discipline. It is recommended that students who cannot maintain a 75 average should select Modified College Preparatory courses in that subject area. Students who fall below that average must sign a waiver in order to enroll in further College Preparatory courses in that subject area.
- Modified College Preparatory students who achieve an average of 90 or better may enroll in College Preparatory courses in that subject area in the following year.
- Students who do not achieve a grade of a 70 average or better in any Academic Level will be required to take a lower level for that subject content area the following year.

Students may elect to use waivers in each subject area only once during their four years at Holy Redeemer High School. The recommended grades have been put in place in order to see that each student is placed appropriately and that all are given the opportunity to succeed.

HONOR ROLL

The Honor Roll is recognition of the academic achievements of Holy Redeemer Students on a quarterly basis. Student report cards will indicate attainment of Honor Roll status. The Holy Redeemer Honor Roll will be published in local newspapers and will be on display at the school.

- High Honors will be awarded to those students who achieve a Grade Point Average of 3.50 or greater during any given quarter. These students will have no failing or incomplete grades in the quarter.
- Honors will be awarded to those students who achieve a Grade Point Average between 3.00 and 3.49 during any give quarter. These students will have no failing or incomplete grades in the quarter.

The student whose grades are listed previously would have earned Honors status due to his or her Grade Point Average of 3.26.

AWARDS AT GRADUATION

Holy Redeemer High School will award Honor Cords to graduating seniors based on their achievement of outstanding Grade Point Averages. Students who have a Grade Point Average greater than 3.50 at the conclusion of the third quarter of their senior year will graduate with High Honors and will wear an honor cord signifying that achievement. Students who have a Grade Point Average between 3.00 and 3.49 will graduate with Honors and will wear an honor cord signifying that achievement.

The valedictorian of each senior class will be that student who has achieved the highest cumulative Grade Point Average at the conclusion of the third quarter of senior year. The salutatorian of each senior class will be that student who has achieved the second highest cumulative Grade Point Average at the conclusion of the third quarter of senior year. In order to be eligible for these awards, students must have attended Holy Redeemer High School for four (4) consecutive semesters.

ACADEMIC PROBATION

Any student who is failing two (2) courses at the end of any given quarter will be placed on Academic Probation. That student and his or her parents will meet with the Vice Principal for Academics and Guidance Counselors to discuss the terms of the probation and to prepare a plan to improve the student's academic standing. Any student who fails two (2) or more courses for an entire school year may be asked to withdraw from Holy Redeemer High School.

ATHLETIC ELIGIBILITY

No Holy Redeemer student-athlete may be failing three (3) courses at the end of a given week. If a student-athlete is failing three courses, he or she will be ineligible from athletic competition in the following week (Sunday through Saturday [Article X Curriculum - *PIAA Constitution and Bylaws*]).

Addendum #1
Holy Redeemer High School
Wilkes-Barre, Pennsylvania

Acceptable Use Policy for Computing and Internet Access

Note to Computer and Internet Users: Please read the following carefully before signing the “Student-Parent Handbook / Faculty/Staff Acknowledgment Form,” indicating that you have read and accept the terms included here. This is a legally binding document.

Section One: General Computing Policy

1.) Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor user accounts. The administration, faculty, computer teachers and/or librarian of Holy Redeemer High School have the authority to monitor any person’s use of the network. A user must abide by the terms of all software licensing agreements and copyright laws. Once a user enters the network, he/she is solely responsible for all actions. Therefore, the following are prohibited:

- a.) Applying for a user ID under false pretenses.
- b.) Sharing a user ID with any other person. (If the password is shared, the original user is solely responsible for the actions of the other person.)
- c.) Obtaining passwords illegally.
- d.) Setting up an illegal screen name and/or password.
- e.) Using Holy Redeemer’s screen name or password at home or anywhere other than the school’s computer lab and designated school areas.
- f.) Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent.
- g.) Continued impedance of other users through mass consumption of system resources after receiving a request to cease such activity.
- h.) Use of facilities and/or services for commercial purposes or personal, financial or commercial gains.
- i.) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance or causes it to malfunction, regardless of system location or time duration.
- j.) Copying programs other than those provided by the school onto Holy Redeemer computers without the express, written consent of Holy Redeemer High School.
- k.) Copying programs licensed to Holy Redeemer High School for personal use.
- l.) Abusing computer equipment.
- m.) Using the computers in the library without the supervision of the librarian or her designee.
- n.) Using restricted computers.

2.) Security

As a user of a computer or network, users may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- a.) Use of a system and/or networks in an attempt to gain unauthorized access to remote systems.
- b.) Use of systems and/or networks to connect to other systems in an evasion of the physical limitations of the remote/local system.
- c.) Decryption of system and/or user passwords.
- d.) Copying, deleting, or moving system files.
- e.) Deleting, examining, copying or modifying files and/or data belonging to other users.
- f.) Copying of copyrighted materials (such as third-party software) without the proper license or the express written permission of the owner.
- g.) Any attempts to secure a higher level of privilege on network systems.
- h.) The willful introduction of computer “viruses” or other disruptive/destructive programs into the computer and/or network or into external computers and/or networks.
- i.) Intentional attempts to “crash” network systems or programs.

- j.) **Vandalism is prohibited.** This includes but is not limited to any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- k.) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

Section Two: Internet Access

Internet access is available to employees and students of Holy Redeemer High School. Our goal in providing this service is to promote educational excellence at Holy Redeemer High School by facilitating resource sharing, innovation and communication.

The Internet is an electronic super highway connecting thousands of computers all over the world and millions of individual subscribers. Users can gain access to the Internet through an Internet account set up by the school. They have access to:

- ❖ electronic mail communication with people all over the world
- ❖ access to many university library catalogs, the Library of Congress and many more
- ❖ discussion groups on a variety of topics
- ❖ public domain and shareware of all types
- ❖ information and news from NASA

With access to computers and people all over the world also comes the availability of material that may not be considered to be of any educational value in the school setting. Holy Redeemer High School and the providers have taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this project. Computer Application students will be assigned projects involving this access throughout the year, and other classes may use the Internet for research in the computer lab or the library.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies on the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that all are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources.

- ❖ If a Holy Redeemer user violates any of these provisions, future access will be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws, may also be taken.
- ❖ Any Computer Applications project or other class project will be the student's responsibility and he/she must find access outside of Holy Redeemer in order to complete the project.
- ❖ The signature(s) on the "Student-Parent Handbook or Faculty/Staff Acknowledgment Form" is (are) legally binding and indicates that the party (parties) has (have) read the terms and conditions carefully and understand(s) their significance.

Section Three: Internet Access – Terms and Conditions

1.) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of education and research consistent with the educational objectives of Holy Redeemer High School. Each user is personally responsible for this provision at all times when using the network and must abide by the following:

- a.) Use of other organizations' network or computing resources must comply with the rules appropriate for that network.

- b.) Transmission of any material in violation of local, state and/or federal statutes or regulations are strictly prohibited. This includes, but is not limited to, copyrighted material, material protected by trade secret, threatening/obscene material and criminal activity.
- c.) Use for commercial activities or personal, financial or commercial gains by the user are not permitted. Use for a product advertisement of political lobbying, including lobbying for student body office, is prohibited.
- d.) Use of the network in any way that disrupts network use by others is prohibited.
- e.) Revealing personal information, such as an address, phone number, password social security number, is never permitted. This also applies to others' personal information and/or that of organization.
- f.) Entering unauthorized chat rooms is not permitted.
- g.) Using the Internet incorrectly with a student's personal account is not permitted.
- h.) Because computer viruses are often spread via downloaded material, students must obtain permission from the instructor before downloading anything from the Internet.
- i.) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2.) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Any reprimand from the school's Internet provider will also cause loss of a user's privilege. The system administrator, administration, designated faculty, computer science teachers and/or librarian will deem what is inappropriate use, and this decision is final. It is their right to deny, revoke or suspend a user's access to the network. The system administrator may close an account at any time.

3.) Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited to, the following:

- a.) Be polite. Do not send, encourage others to send, abusive messages.
- b.) Do not use another person's image without explicit written permission/consent from the person.
- c.) Use appropriate language. Anyone using the school's computer/Internet connections must be representative of the school. A user may be alone on a computer but what is written is viewed around the world.
- d.) Profanity, vulgarity or any other inappropriate language is not permitted. Illegal activities are strictly forbidden. The network monitors such activity and language.
- e.) All communications and information accessible via the network should be assumed to be private property.

4.) Electronic Mail (E-Mail)

Students are responsible for all e-mail originating by, or coming to, them; therefore:

- a.) E-mail is to be used appropriately. All mail must be sent through the school; therefore, it is not private or confidential. Messages relating to, or in support of, illegal activities will be reported to the authorities.
- b.) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications are prohibited and may subject the individual to disciplinary action.
- c.) The school/institution reserves the right to access E-mail to retrieve school/institution information and records to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d.) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution is considered the property of the school/institution.
- e.) Forgery and/or attempted forgery of e-mail are prohibited.
- f.) Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
- g.) Attempts to send harassing, obscene and/or other threatening e-mail to another user are prohibited.
- h.) Attempts to send unsolicited junk mail, "for profit" messages or chain letters are prohibited.

5.) Security

Security on any computer systems is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If a user feels he/she can identify a security problem, the user must notify the system administrator. The user is not to demonstrate the problem to other users. A user is not to reveal his/her account password to anyone. Users are responsible for reporting unauthorized use of their account to the system administrator and/or administration.

6.) Vandalism

Vandalism by a user will result in cancellation of that individual's privileges. Vandalism is defined as any malicious attempt to harm or destroy property of another user or any other agencies of networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading or creation of computer viruses.

7.) Updating User Information

If any information on an account changes, e.g., telephone number, location, home address, it is the user's responsibility to notify the system administrator and/or administration.

8.) Services

Holy Redeemer High School and the provider make no warranties of any kind, whether expressed or implied, for the service provided. The school will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the system or user errors or omissions. Use of any information obtained by users via the system is at their own risk. Holy Redeemer High School specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Addendum #2
OFFICE OF CATHOLIC SCHOOLS

†
FIELD TRIP

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's Name: _____ Birth Date: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

E-Mail _____ Parent Cell Number _____

I, (Parent/Guardian) _____ grant permission to my child,
(Child's Name) _____ to participate in this school sponsored
event that requires transportation to a location away from the school site. This activity will take place
under the guidance and direction of school employees and/or volunteers from Holy Redeemer High
School.

A brief description of the activity follows:

Type of event and purpose of trip _____

Location of event: _____ Date: _____

Individual(s) in charge: _____

Estimated time of departure: _____ Return: _____

Mode of transportation to and from event: _____

Cost (if any): \$ _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above
named minor participant.

I agree on behalf of myself, my child named herein, or our heirs, successors and assigns, to hold
harmless and defend Holy Redeemer High School, its officers, directors and agents, and the Diocese of
Scranton, and the Bishop of Scranton, or representatives associated with the event, from any and all
actions, claims, demands, damages, costs, expenses and all consequential damage arising from or in
connection with my child attending the event or in connection with any illness or injury or cost of medical
treatment in connection therewith, and I agree to compensate the school, its officers, directors and
agents, and the Corporation of the Bishop of Scranton, chaperones, or representatives associated with
the event for reasonable attorney's fees and expenses arising therewith.

Signature: _____ **Date:** _____

RETURN TO: _____ **BY** _____

OVER....

APPENDIX B

MEDICAL MATTERS:

I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

EMERGENCY MEDICAL TREATMENT:

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency and you are unable to reach me at the above numbers, contact:

Name: _____

Relationship: _____ Phone: _____

Family Doctor: _____

Phone: _____

Family Health Plan Carrier: _____ Policy # _____

SPECIFIC MEDICAL INFORMATION: The school will take reasonable care to see that the following information will be held in confidence:

Allergic reactions (medications, foods, plants, insects, etc.): _____

Immunizations-Date of last tetanus/diphtheria immunization _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

You should be aware of these special medical conditions of my child: _____

FIELD TRIP (7/02)

Diocese of Scranton, July 2008

Addendum #3
Visitor Request Form
Request to Have a Guest Visit Holy Redeemer High School

We are grateful for your interest in Holy Redeemer High School and are pleased to welcome you for a day in our school community.

If you know a Holy Redeemer student, you are welcome to accompany him/her for the day. If you do not know a present student, an escort will be assigned to you. We are sure you realize that on the day you visit, the school will be in class session. As our guest, you are welcome to participate in any class work or class discussions and we ask that you act appropriately as well.

1. Both Holy Redeemer parents and the visitor's parents/guardians and Holy Redeemer System School Principals are requested to sign below to acknowledge the visit.
2. The attire for a visitation day is the present sending school uniform/dress code. If neither exists, guests must wear business-casual clothing. Guests may not wear jeans, t-shirts, shorts, sweat pants, athletic/exercise wear, sneakers, etc. Guests may not wear body jewelry, and boys may not wear earrings.

Date of Visit: _____

Name of Redeemer Student _____

Redeemer Parent Signature _____

Name of Guest _____

Guest's Current School: _____

Reason for Visit: _____

Parent Signature: _____

Emergency Contact Numbers: _____

Holy Redeemer System Elementary Principal's Signature: _____

Teacher/Subject:	Period 1 _____
	Period 2 _____
	Period 3 _____
	Period 4 _____
	Period 5 _____
	Period 6 _____
	Period 7 _____
	Period 8 _____
	Period 9 _____

Addendum #4

Transportation Waiver Form

I hereby give permission for my son/daughter _____
(Name)

to travel from athletic events during the _____ season
with _____
(Sport)

the following people (parents/guardians, grandparents): ***This permission may not be extended to friends or other students.***

_____	_____
_____	_____
_____	_____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor participant.

I agree on behalf of myself, my child named herein, or our heirs, successors and assigns, to hold harmless and defend Holy Redeemer High School, its officers, directors and agents, and the Diocese of Scranton, and the Bishop of Scranton, or representatives associated with the event, from any and all actions, claims, demands, damages, costs, expenses and all consequential damage arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, and the Corporation of the Bishop of Scranton, chaperones, or representatives associated with the event for reasonable attorney's fees and expenses arising therewith.

I understand that all Holy Redeemer High School coaches are instructed not to leave any athlete unsupervised at the site of an event. If, after a reasonable amount of time to be determined by the coach (not more than 15 minutes after the end of the contest), an athlete has not been picked up, that athlete will be required to return to Holy Redeemer on the bus.

(Signature of Parent/Guardian)

(Date)

Addendum #5
Holy Redeemer High School

ALL DRIVERS AND POTENTIAL DRIVERS MUST COMPLETE THIS FORM

CAR REGISTRATION FORM 2023-2024

*ALL STUDENTS WHO DRIVE TO SCHOOL MUST REGISTER THE VEHICLE WITH THE
ATTENDANCE OFFICE.*

Student Driver's Name _____

Make of Car _____ Model _____ Year _____ Color _____

License Plate # _____ Driver's License # _____

IN CASE OF ILLNESS DURING THE SCHOOL DAY:

This form **MUST** be on file in order for a student to be able to drive his/her car home in case of illness. It is understood that a parent/guardian must still give permission by phone before the student will be released from school. Parents assume full responsibility for the welfare of their son or daughter once they give verbal permission with this form on file.

I agree to protect, indemnify, save and keep harmless the Diocese of Scranton, the Bishop of the Diocese of Scranton, Holy Redeemer High School and its employees and representatives against and from any and all loss, cost, damage, or expense arising from the student driving home after being released from school with the parent/guardian permission. In sum, I hereby release all the aforementioned parties from any and all actions or suits in law or equity which I might hereafter have by reason of injuries sustained by my child while driving home from school in the event of illness.

Parent/Guardian Signature
(Signature valid until June 15, 2021)

Date

Student Signature

Date	Reason for Dismissal	Permission Rec'd from	Secretary's Initials

Addendum #6
Office of Catholic Schools

508.1 Physician Request Form

DIOCESE OF SCRANTON CATHOLIC SCHOOLS
PRIVATE PHYSICIAN REQUEST FOR ADMINISTRATION OF MEDICATION
DURING SCHOOLS HOURS

Dear Doctor:

The parent/guardian of _____ has requested that we administer medication(s), namely _____ to the student during the school day.

It is our procedure to request that medication be given before or after school hours whenever possible.

If it is essential that the student receive the medication(s) during school hours, please complete the following information.

Name of Medication(s)	
Dosage	How to be Administered (Oral or Injection)
Time Schedule for Administered	
Duration of Administered	
Possible Side Effects or Contraindications	
Curtailment of Specific School Activity (Sports, Lab, Driver's Training, etc.)	
Other Medications Prescribed by Physician That Student is Taking Outside of School Hours	
Is Student Capable of Self Administration?	Yes No
Physician's Signature	Date
Physician's Telephone No.	

Thank You for your cooperation.

School Nurse

(The above should also include over-the-counter medication.)



Holy Redeemer High School
159 S. Pennsylvania Blvd.
Wilkes-Barre, PA 18701

**Addendum #7
Office of Catholic Schools
508.2 PARENT REQUEST FORM**

**DIOCESAN CATHOLIC SCHOOLS
DIVISION OF PUPIL PERSONNEL SERVICES
DEPARTMENT OF SCHOOL HEALTH SERVICES**

To: _____, Building Principal

**We request that school personnel administer this prescribed medication to
_____, student, according to
the attached directions from our attending physician.**

**In consideration of the administration of medication, we, parent or guardian of
_____, student, hereby release and save harmless
the Diocese of Scranton Office of Catholic Schools and all its employees from
any and all liability for damages our child may suffer as a result of this request.**

**Any change in type of dosage of medication must be reported to the school
immediately.**

Date

Signature of Parent/Guardian



**Holy Redeemer High School
159 S. Pennsylvania Blvd.
Wilkes-Barre, PA 18701**

DIOCESE OF SCRANTON CATHOLIC SCHOOLS
DELINQUENT TUITION AND FEES POLICY

RATIONALE:

The success of Diocese of Scranton Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in the education of their child(ren).
- Make their tuition and fees payment(s) on a timely basis.

The Diocese of Scranton Catholic Schools have annual budgets which are dependent upon the income received from parish assessments and tuition/fees from the Diocesan school families. The school relies upon tuition and fees for a substantial portion of the operational budget. The school must have the appropriate funds to meet its financial obligations (i.e. salaries, benefits, maintenance, etc...), as well as the funds necessary to operate excellent spiritual and educational programs.

Effective January 1, 2015, when payments are not made in the manner agreed upon in the parent/guardian's registration/tuition agreement form the following steps will be taken:

POLICY:

1. At the time of re-registration for the following academic year, families who are financially delinquent will have their forms and registration fees returned. They will not be officially registered for the following year until all delinquent financial matters are addressed.
2. If the delinquent tuition balance at the time of re-registration exceeds one thousand dollars (\$1,000), the family must address this matter, in writing, to the Diocesan Secretary for Catholic Schools/Superintendent of Schools. This correspondence must contain a detailed timeline and plan for bringing the account current.
3. In the event of a Diocesan School family's financial delinquency, where the responsible parent/guardian demonstrates a lack of cooperation in regards to the agreed upon plan, the student(s) will not be permitted to re-register at the same school, or at another Catholic school within the Diocese of Scranton.
4. At the end of the school year, if a family with a tuition balance greater than one thousand dollars (\$1,000) requests the tuition balance be "rolled-over" to the following year, that request must be approved by the Diocesan Secretary for Catholic Schools/Superintendent of Schools. The request must be submitted in writing, and should contain an explanation of the delinquency as well as a detailed plan for punctual future payments.
5. If a family owes a tuition balance and leaves the Diocese of Scranton Catholic Schools for any reason, they must pay that balance. Failure to do so may result in the delinquent balance being turned over to a collection agency.

This policy is not meant to be punitive; however, in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The Diocese of Scranton Catholic Schools have a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

Addendum #9
OFFICE OF CATHOLIC SCHOOLS/PENNSYLVANIA CATHOLIC CONFERENCE

DIOCESAN POLICY ON CO-ED PARTICIPATION IN CONTACT SPORTS

In the Catholic Schools and Parishes of the Diocese of Scranton, athletic programs contribute importantly to the Church's religious mission and teaching ministry and play a vital role in the process of catechesis, in the nurturing of Christian discipleship and in the formation of the Christian personality. These programs would not exist in what are essential Catholic apostolates but for their role in developing a Christ-centered foundation for mature Catholic adulthood. Gospel-based values are taught and learned in these athletic programs by developing appropriate respect for self and for others through competitions and other forms of human interaction in which dignity, integrity, fairness and moral strength are emphasized. Christian witness to authentic Gospel values is given by all who are involved in these programs in the form of adherence to appropriate norms of conduct, decorum and moral discipline.

Preparation for Christian adulthood likewise involves the development and encouragement of appropriate, dignified and respectful forms of contact between male and female students. The Diocese therefore believes that it is incompatible with its religious mission and with its effort to teach Gospel values to condone competitions between young men and women in sports that involve substantial and potentially immodest physical contact.

Consequently, the Diocese has adopted this policy prohibiting co-ed participation in the following sports: wrestling, tackle football and tackle rugby.

In any sport in which co-ed participation is permitted, the appropriate ecclesiastical authority designated by the diocesan bishop may issue and enforce rules of conduct that reflect morally appropriate norms of contact between participants.

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