

DIOCESE OF SCRANTON
HOLY REDEEMER HIGH SCHOOL

STUDENT/PARENT
HANDBOOK



2026-2027

DIOCESE OF SCRANTON

“They devoted themselves to the teaching of the apostles and to 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

“We, the Catholic faithful of the Diocese of Scranton, in union with our Holy Father, the Pope, are called through baptism to share in the mission which Jesus Christ has entrusted to the One, Holy, Catholic and Apostolic Church. Priests, deacons, religious and laity, under the leadership of our Bishop, cooperate to proclaim the Gospel in accordance with the teaching of the Church, to celebrate the sacraments, especially the Eucharist, for the salvation of all, and to witness by grace to the Kingdom of God so as to promote a culture of life, justice and peace.”

Catholic Schools’ Mission Statement

“We, the Catholic Schools of the Diocese of Scranton, are 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 lifelong learners dedicated to serving the church and society.”

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.

WELCOME TO HOLY REDEEMER HIGH SCHOOL

What it Means to be a Royal

Welcome to Holy Redeemer High School. We are honored that you have chosen to be part of our school community. This handbook is designed to serve as a guide for students and families throughout the school year. It outlines the policies, procedures, and expectations that help create a safe, supportive, and faith-filled learning environment. Being a Royal means becoming part of a community committed to academic excellence, spiritual formation, and servant leadership. Together, we uphold the values that define Holy Redeemer and strive to live them in all we think, say, and do.

Holy Redeemer High School Mission Statement

Holy Redeemer High School is committed to educating students and their families in the Catholic faith. We provide 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

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

July 2007 marked the inaugural year of Holy Redeemer High School, the result of the merger of four Luzerne County Catholic High Schools: 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. The top left features a dove, a symbol of peace that the school community seeks to embody and extend to all. The top right contains a beehive 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 Greek monogram of Christ, which identifies Jesus Christ as the Head of the Mystical Body, the Church. The lower-right quadrant depicts an eagle, a 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.

Holy Redeemer High School's Alma Mater (Music & Lyrics by Andrea Bogusko Yorkoni)

*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!*

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



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SCHOOL INFORMATION

Admissions

Holy Redeemer High School welcomes students and families who seek an educational experience founded on the Catholic tradition and committed to academic excellence, spiritual formation, and servant leadership. Students who meet the age, health, and academic requirements are eligible to apply for admission.

Admission decisions are based on a review of the student's academic records, entrance assessments, and other relevant information. Submission of an application does not guarantee admission. Final admission decisions are made by school administration in accordance with diocesan policies and school requirements.

As a ministry of the Diocese of Scranton, Holy Redeemer High School primarily serves Catholic families while welcoming qualified students of all backgrounds who support the school's mission. Holy Redeemer High School does not discriminate on the basis of race, color, national origin, or ethnicity. Students with disabilities may be considered for admission when, with reasonable accommodations, they can successfully participate in the school's educational program.

Under certain circumstances, medically justifiable limitations may be placed on the admission or continued enrollment of students with infectious diseases or life-threatening illnesses. Each situation will be reviewed on a case-by-case basis in consultation with applicable diocesan policies and appropriate medical guidance.

Child Custody

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 primary responsibility for determining 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. Any student who had previously withdrawn from Holy Redeemer is held to the same standard as any other transfer student. After meeting with other members of the administrative team, the Principal reserves the right to deny any former student re-entry.
3. Clearance by the Vice Principal for Academics, Dean of Students, Guidance Department, Athletic Director, & Finance Office.
4. Approval by the Principal.

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

Registration, Tuition & Financial Aid

Registration for the upcoming school year begins each February. Families are encouraged to complete and return all registration materials promptly to assist the school in planning staffing, scheduling, and budgeting for the upcoming academic year. A registration fee is required as part of the enrollment process.

Families seeking tuition assistance are required to complete the FACTS Grant & Aid application. Information regarding the application process, deadlines, and required documentation will be communicated through the FACTS Student Information System. Applications must be submitted by the established deadline to be considered for financial assistance.

Student Transcripts

A transcript is the official academic record of a student's high school career and includes courses completed, grades earned, credits earned, class rank, and standardized test scores. Official transcripts are signed and sealed by the Principal and are sent directly to colleges, universities, employers, or other authorized institutions upon request.

Students under the age of 18 must have a written request from a parent or guardian before a transcript will be released.

Each student is provided three (3) official transcripts at no charge. Additional transcripts may be requested for a fee.

All financial obligations to Holy Redeemer High School must be satisfied before an official transcript will be released.

School Hours

The school day begins promptly at 7:50 a.m. with Homeroom. Afternoon announcements begin at 2:25 p.m., and students are dismissed following announcements and the closing prayer.

School Calendar

The official Holy Redeemer High School calendar includes important dates such as the first and last day of school, holidays, early dismissals, examination schedules, and other school events. Families are encouraged to review the calendar regularly and plan accordingly. The most current school calendar is available on the [Holy Redeemer High School website](#).

Visitors

The safety of our students, faculty, and staff is a priority. All visitors must enter through the main entrance and report directly to the Main Office. Visitors are required to present a valid government-issued photo identification before being granted access to the school building and will receive a visitor badge.

School Communication

FACTS Student Information System (SIS)

Holy Redeemer High School utilizes FACTS Student Information System (FACTS SIS) as the primary platform for communication between home and school.

At the beginning of each school year, parents and guardians will establish or update their FACTS SIS account. Through FACTS SIS, families can access important student and school information, including:

- Academic progress and grades
- Attendance records
- Class schedules
- Report cards and progress reports
- School announcements and reminders
- Forms and school documents
- School calendar

Parents and guardians are responsible for maintaining current contact information, including phone numbers, email addresses, mailing addresses, and emergency contacts. Keeping this information up to date ensures families receive important school communications, including emergency notifications. Teachers are available to meet with parents and guardians by appointment. Holy Redeemer High School communicates with families through FACTS SIS, email, telephone, the school website, and other approved communication methods.

Official School Communications & Social Media

Holy Redeemer High School maintains official communication channels, including the school website, FACTS SIS, and approved social media accounts, to share school news, announcements, events, and important information.

Only information published through official Holy Redeemer High School or Diocese of Scranton communication channels should be considered official school communication.

Social media pages, websites, blogs, or online groups created by parents, students, volunteers, or other individuals are not affiliated with or endorsed by Holy Redeemer High School unless expressly authorized by the school or the Diocese of Scranton.

Students and parents are expected to use social media responsibly and respectfully. Any online communication, including posts, comments, photographs, videos, emails, blogs, or other digital content that threatens, harasses, defames, or otherwise targets members of the Holy Redeemer community may be

investigated and addressed in accordance with the Student Code of Conduct and applicable school policies.

School Website & Publications

The Holy Redeemer High School website serves as a primary source of information for students and families.

Families are encouraged to regularly review the website and FACTS SIS for:

- School news and announcements
- Calendars and upcoming events
- Forms and important documents
- Athletic and extracurricular information
- Student and Parent Handbook
- Emergency updates and school notifications

Additional information may also be communicated through email, newsletters, and other school-approved communication platforms throughout the school year.

School Closings, Delays, & Emergency Notifications

Holy Redeemer High School communicates school closings, delays, early dismissals, and emergency notifications through the FACTS Student Information System. Parents and families are strongly encouraged to maintain current contact information and register to receive both text and email notifications.

Bus Service

Students who require bus transportation must be registered for bus service through either the Holy Redeemer Main/Attendance Office or the school district in which they reside. Students and families are responsible for ensuring that all necessary registration information is completed.

Students are expected to exercise caution and follow all safety procedures when boarding, riding, and exiting the bus. Students must follow the directions of the bus driver and conduct themselves in a safe and respectful manner at all times. Bus transportation is an extension of the school environment, and all Holy Redeemer behavioral expectations remain in effect while students are using school transportation.

Parents as Partners

Code of Conduct

As Catholic school parents/guardians, you are the first and most important educators of your children and play a vital role in supporting the mission of the school. In alignment with our Catholic faith and Diocese of Scranton Catholic School policies and procedures, all parents/guardians are expected to adhere to the following Code of Conduct:

- Support Catholic Values
- Uphold the teachings of the Roman Catholic Church and encourage your child's growth in faith, service, and moral responsibility.

Communicate Respectfully

- Treat all school administration, faculty, staff, clergy, volunteers, and families with courtesy and respect, both in person and in written or electronic communication.
- Use appropriate channels of communication when raising concerns or questions and avoid gossip or public criticism that can harm the school community.

Support a Safe and Positive School Environment

- Support expectations of student behavior in conjunction with classroom/school discipline policies.
- Promote positive relationships between students, families, and school personnel.
- Refrain from any conduct (including online behavior) that could be disruptive, intimidating, or threatening to students, administration, faculty, staff, clergy, volunteers, and/or families.

Use Social Media Responsibly

- Social media is not the place for resolving school-related issues, which should be addressed through appropriate channels such as your child's teacher and/or the principal.
- Refrain from social media conduct that could be disrespectful, intimidating, or violate the privacy of students, administration, faculty, staff, clergy, volunteers, and/or families.

Engage as Partner in Education

- Participate actively in the life of the school and in your child's education.
- Follow school policies, procedures, and decisions, especially regarding curriculum, discipline, and student welfare.
- Make every effort to attend school Masses, parent/teacher conferences, school events, and participate in volunteer opportunities when possible.
- Ensure your child attends school regularly, arrives on time, and is prepared to learn.
- Depending on your child's grade level, support age-appropriate student learning expectations and independence.

Repeated or serious breaches of this Code of Conduct may result in limited access to school premises or, in severe cases, reconsideration of a family's continued enrollment.

Meet the Teacher 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.

Cafeteria

The cafeteria provides students with a welcoming environment to enjoy lunch and socialize during their assigned lunch period. Students may purchase lunch through the school cafeteria or bring a packed lunch from home.

Students are expected to:

- Demonstrate respectful behavior and appropriate table manners.
- Help maintain a clean and orderly cafeteria by disposing of trash and cleaning their eating area.

- Remain in the cafeteria during their assigned lunch period unless granted permission to leave by a staff member and issued an approved pass.
- Use only the restrooms located outside the main cafeteria doors during their assigned lunch period.

To maintain the safety and security of the school community, outside food deliveries are not permitted during the school day, including lunch periods. Food and beverages purchased or consumed during lunch must remain in the cafeteria.

Beverage Containers and Clear Water Bottle Expectations

Students are not permitted to bring personal beverage containers from home into the school building, including metalwater bottles, tumblers, reusable cups, or similar containers.

This also includes, but is not limited to:

- Coffee beverages
- Specialty coffee drinks
- Energy drinks
- Smoothies
- Fountain beverages

Students who wish to carry water during the school day must use a **clear water bottle** that meets the requirements outlined below. Students may also purchase an approved Holy Redeemer water bottle directly from the school or purchase their own clear water bottle.

- The body of the bottle must be fully transparent and made of plastic material. The lid or cap does not need to be clear.
- Tinted, colored, frosted, or opaque bottles are not permitted, even if the bottle is partially transparent.
- Stickers, sleeves, decals, or other coverings are not permitted.
- Tumblers, metal bottles, insulated cups, and similar non-transparent containers are not permitted.
- Clear, reusable ice cubes are permitted.
- Click here for [HRHS Clear Water Bottle Guide](#)

Students found with prohibited beverages will be instructed to place the beverage in their locker until the end of the school day. Students who bring prohibited beverages into a classroom will be required to dispose of the contents before returning to class.

Unauthorized beverage containers may be confiscated and returned at the discretion of the administration. Repeated violations may result in disciplinary action.

DRESS CODE

General Uniform Information

Holy Redeemer High School uniforms must be purchased through the school's approved uniform provider, [FlynnO'Hara Uniforms](#).

For complete uniform information, including seasonal uniform guidelines and dress code clarifications, [click here](#).

Dress Code Violations

- Students who report to school in violation of the Holy Redeemer High School Dress Code will be required to contact a parent/guardian to bring the appropriate uniform item(s) needed to correct the violation.
- If a parent/guardian is unable to provide the necessary item(s), the student may receive a courtesy warning for a first offense, at the discretion of the administration.
- Students who receive a subsequent dress code violation for the same offense may be assigned In-School Suspension (ISS) until the dress code violation is corrected and the student is in compliance with school dress code policy.

Backpacks

Students may bring any style of backpack to and from school. However, students who choose to carry a backpack during the school day must use a clear or mesh backpack.

Backpacks that are not clear or mesh must remain in the student's locker and may not be carried during class transitions or throughout the school day.

Fall/Spring Uniform

The Fall/Spring Uniform is worn from the beginning of the school year through early October and again from a date announced by the administration in April/May through the end of the school year. Specific transition dates will be communicated by the school in advance.

Fall/Spring Uniform Expectations

- During the Fall/Spring Uniform season, students are required to wear the approved FlynnO'Hara cardinal Holy Redeemer polo shirt with the embroidered school logo.
- **Boys** are expected to wear FlynnO'Hara khaki uniform pants or comparable khaki dress pants, worn at the waist with a traditional leather dress belt and the uniform polo tucked in at all times.
- **Girls** are expected to wear the FlynnO'Hara Holy Redeemer High School plaid skirt (*skirt must be worn no more than two inches above the knee*), or FlynnO'Hara khaki uniform pants or comparable khaki dress pants.

- Students who wish to wear an additional layer over the uniform polo may wear only the approved FlynnO'Hara cardinal quarter-zip. The quarter-zip may not be worn alone as a substitute for the polo. The uniform polo must still be worn underneath the quarter-zip.
- OTHER
 - Only plain white, short-sleeved T-shirts may be worn underneath the polo shirt.
 - Undershirt sleeves may not extend beyond the polo shirt sleeves.
 - Sleeves may not be rolled.
 - Only the top button of the polo shirt may remain unbuttoned.

Official Uniform

The official winter uniform is worn beginning in mid-October through mid-April or early May, as determined and announced by Administration.

BOYS	
Blazer or Sweater	● Navy-blue blazer, or ● Cardinal uniform sweater (vest or long-sleeve) displaying the Holy Redeemer school logo
Shirt & Tie	● White, long-sleeve, button-down collar dress shirt (must remain tucked into the pants throughout the school day) ● Conservative necktie
Pants & Belt	● FlynnO'Hara khaki uniform pants or comparable khaki dress pants ● Traditional leather dress belt
Shoes	Students must wear socks and fully enclosed dress shoes that are clean, in good condition, and appropriate for the school environment. <i>Acceptable Shoes</i> Shoes made of leather, imitation leather, patent leather, or suede, including: ● Oxford-style shoes ● Loafers ● Top-siders ● Leather boat shoes <i>Not Permitted</i> ● Canvas shoes ● Athletic shoes or shoes resembling sneakers ● Boots ● Sandals

	• Crocs • Slippers or slipper-style shoes • Moccasins • Open-toe or clog-style shoes • Slip-on shoes with pull laces (commonly referred to as "Hey Dudes" or similar styles)
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GIRLS	
Sweater	• Cardinal uniform sweater (vest or long-sleeve) displaying the Holy Redeemer school logo
Blouse	• White, long-sleeve, collar blouse (must be worn neatly and may not extend below the bottom of the sweater or sweater vest)
Skirt or Pants	• The Holy Redeemer High School plaid skirt (skirt must be worn no more than two inches above the knee), or • FlynnO'Hara khaki uniform pants or comparable khaki dress pants
Socks	• Knee-length socks or opaque, solid colored tights • Ankle socks, calf-length socks, athletic socks (including Nike-style crew socks), and patterned socks are not permitted.
Shoes	Students must wear fully enclosed dress shoes that are clean, in good condition, and appropriate for the school environment. <i>Acceptable Shoes</i> Shoes made of leather, imitation leather, patent leather, or suede, including: • Oxford-style shoes • Loafers • Top-siders • Leather boat shoes <i>Not Permitted</i> • Canvas shoes • Athletic shoes or shoes resembling sneakers • Boots • Sandals • Crocs • Open-toe or clog-style shoes • High heels • Slippers or slipper-style shoes

	• Moccasins
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Grooming

BOYS	
Hair	Hair must be clean, neatly groomed, and worn in a manner that does not interfere with the educational environment. The following expectations apply: • Hair may not extend below the ears, touch the eyebrows, or extend below the shirt collar. • Hairstyles with significant contrast between long and short lengths are not permitted. • Hair designs, shaved patterns, or other decorative styles are not permitted. • Hair coloring, bleaching, highlighting, tinting, or other artificial alterations are not permitted.
Facial Hair	Students must be clean-shaven at all times. • Sideburns may not extend below the bottom of the ear. • Students who arrive at school unshaven will be given the option to use a disposable razor provided by the school or serve an in-school suspension.
Jewelry	Visible jewelry is not permitted.
Piercings & Tattoos	Earrings, facial piercings, body piercings, and visible tattoos are not permitted while at school or while representing Holy Redeemer at any school-sponsored activity. Students arriving at school with prohibited piercings will be instructed to remove them. Failure to remove a piercing will result in an in-school suspension. Piercings may not be concealed with: • Bandages • Plastic retainers or holders • Any other covering intended to disguise the piercing
Accessories	The following accessories are not permitted: • Pocket chains • Hats • Bandanas

GIRLS

Hair	Hair must be clean, neatly groomed, and worn in a manner appropriate for the school environment. The following expectations apply: • Unnatural hair colors are not permitted. • Two-tone or multi-colored hair is not permitted. • Muted, subtle, natural highlights throughout the hair are permitted. • Hair ornamentation, including fairy strands, flowers, beads, or similar accessories, is not permitted.
Makeup	Students may wear makeup that is neat, modest, and appropriate for the school environment. Excessive makeup is not permitted.
Jewelry	The following jewelry is permitted: • A maximum of two stud earrings per ear • One thin metal necklace (no wider than 1/8 inch) • One thin metal bracelet (no wider than 1/8 inch) The following are not permitted: • Leather jewelry • Rope jewelry • Excessive jewelry
Piercings & Tattoos	Facial piercings, body piercings, and visible tattoos are not permitted while at school or while representing Holy Redeemer at any school-sponsored activity. Students arriving at school with prohibited piercings will be instructed to remove them. Failure to remove a piercing will result in an in-school suspension. Piercings may not be concealed with: • Bandages • Plastic retainers or holders • Any other covering intended to disguise the piercing

Dress Down Days

Dress down days are a privilege that may be offered throughout the school year for school spirit activities or other approved events. Students are expected to demonstrate good judgment and wear clothing that is neat, modest, appropriate, and reflective of the values of Holy Redeemer High School.

Unless otherwise communicated, the following guidelines apply to all dress down days:

Permitted Attire

Students may wear:

- Jeans or casual slacks
- Holy Redeemer apparel or other school-appropriate shirts
- Sweaters, sweatshirts, and hoodies that meet school expectations
- Sneakers

Prohibited Attire

The following items are not permitted:

- Shorts, skorts, or capri pants
- Leggings or yoga pants worn as pants
- Tank tops, sleeveless shirts, tube tops, halter tops, crop tops, or midriff-baring clothing
- Clothing with rips, tears, or holes
- Clothing displaying inappropriate language, images, or advertisements
- Pajamas, slippers, or slipper-style footwear
- Flip-flops, slides, Crocs, sandals, or other open-toe or open-heel footwear

Dress Down Day Violations

Students who do not comply with the dress down guidelines will be required to contact a parent or guardian to bring appropriate clothing. Repeated violations of the dress down expectations will result in the loss of dress down privileges and/or disciplinary action in accordance with the Student Conduct and Disciplinary Structure.

ACADEMIC EXCELLENCE

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. Co-curricular activities and after school employment should always be considered secondary to academic success.

Academic success extends beyond the school day. Students are expected to spend time outside of school each day completing assignments, reviewing course material, and preparing for class. Students are encouraged to seek assistance from their teachers whenever they need clarification or additional support. Holy Redeemer faculty are committed to helping students develop the knowledge, skills, and habits necessary for academic success.

Academic Philosophy

Holy Redeemer High School is a Catholic, college-preparatory school located in Wilkes-Barre, Pennsylvania. Holy Redeemer's academic program is designed to challenge students to reach their full potential while preparing them for the rigors of higher education. Through a rigorous curriculum rooted in the Catholic faith, students develop the knowledge, skills, study habits, and character necessary for success in college and beyond.

Achieving these goals requires students to make their academic responsibilities a top priority. Holy Redeemer faculty partner with parents to support each student's academic growth, encourage responsible use of time, and foster personal accountability. When a student falls short of expectations, parents, teachers, and administrators work together to provide the guidance and support necessary for future success.

Parent/School Communication

The faculty, staff, and administration of Holy Redeemer High School seek to work collaboratively with families to promote student responsibility and academic success. Students are expected to take an active role in their own learning and are encouraged to discuss questions, concerns, or academic progress directly with their teachers. When a student experiences academic or social difficulties, parents should first encourage the student to communicate with the teacher. Any follow-up by parents should reinforce the teacher's role in the classroom while continuing to foster student independence and accountability. Parents and students are encouraged to communicate with teachers through email, using the contact information available on the school website. In addition to direct communication with faculty and staff, Holy Redeemer High School uses the following resources to share important information with students and families.

Grading

Each teacher will communicate the grading policies, assessment methods, and grading criteria for his or her courses. Student grades are determined in accordance with those policies. Each quarter grade will constitute at least 22.5% of the student's overall average in the class. In classes where a final examination is administered, the exam will constitute the remaining 10% of the student's overall grade.

Academic Progress Reporting**FACTS SIS**

Teachers maintain student grades through the FACTS Student Information System (SIS) and update grades regularly throughout each marking period. Parents and students are encouraged to review grades and academic progress in FACTS SIS regularly. Monitoring student progress throughout the quarter promotes timely communication and allows students and families to address academic concerns before the close of the marking period.

Progress Reports

Progress reports are posted to FACTS SIS and distributed to students during homeroom at the midpoint of each quarter. The grades reflected on progress reports are unofficial and are intended to provide students and families with an update on academic performance prior to the close of the marking period. Because grades continue to change throughout the quarter, progress report grades do not necessarily reflect the student's final quarterly grade.

Parent/Teacher Conferences

Parent/Teacher Conferences will take place at the conclusion of the first quarter. First quarter report cards will be distributed and parents and guardians are encouraged to attend Parent/Teacher conferences to discuss their student's progress with individual teachers.

Report Cards

Report cards are posted to the FACTS SIS approximately one week after the end of each of the four quarters during the school year. Paper copies will be distributed to students in their homeroom. Quarterly

report cards include numerical averages for each class and the student's quarterly Grade Point Average (GPA). Fourth quarter report cards also include final examination grades and the student's cumulative GPA for the academic year. Class rank and cumulative GPA are available at the end of each school year through the Office of the Vice Principal for Academics.

Grade Point Averages

Holy Redeemer reports student achievement using a 100-point grading scale. For the purpose of calculating Grade Point Averages (GPAs), each numerical grade is converted to a GPA value based on the level of the course in which it is earned. Grade Point Averages are used to compute a student's class rank, determine admission to the National Honor Society, assign Honor Roll status, and award Honor Cords at graduation. Weighted GPAs recognize students who challenge themselves by enrolling in more rigorous courses while also appropriately recognizing achievement at every course level. Weighted GPAs are included on official transcripts and are updated at the conclusion of each academic year.

Course levels are designated as follows:

- Level 1 – Modified College Preparatory
- Level 2 – College Preparatory
- Level 3 – Honors
- Level 4 – Advanced Placement/Dual Enrollment

Course levels are identified in the Course of Studies and are reviewed with students and parents during the course selection process. The following chart illustrates the GPA value associated with each numerical grade based on the level of course in which it was earned.

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 value assigned to each course by the number of credits earned for that course. The resulting grade points are totaled and divided by the total number of credits attempted.

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

Sample Grade Point Average Calculation

Subject	Level	Credits	Final Grade	Grade Points
Theology 4 w/Christian Service	3	1.0	93	3.8
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 26.6
- The total number of credits earned by the student above is 8.
- The Grade Point Average is calculated by dividing 26.6 by 8. This results in a GPA of 3.325.

Academic Placement and Course Selection

Holy Redeemer High School offers courses at multiple academic levels designed to provide an appropriate level of challenge while supporting each student's success. Prior to the freshman year, students and their parents meet with school counselors to develop an initial schedule. Incoming freshmen are placed in Honors, College Preparatory, or Modified College Preparatory courses in Social Studies, Science, and Literature based on prior academic performance and other placement criteria.

Students who wish to bypass Algebra I during the freshman year must have successfully completed Algebra I in eighth grade. In addition, students may be required to pass a placement examination developed by the Diocesan Mathematics Committee before being enrolled in a higher-level mathematics course.

After the freshman year, course placement is based primarily on a student's prior achievement in the subject area. Course prerequisites, placement recommendations, academic waivers, and department-specific guidelines are published annually in the Holy Redeemer High School Course of Studies and should be consulted during the course selection process.

Student schedules are developed carefully through the course selection process and should not be changed except for educationally appropriate reasons. Requests for schedule changes require approval from the Guidance Office, parental consent, and may be subject to an administrative fee. Except in extraordinary circumstances approved by the administration, schedule changes will not be considered after the third week of school.

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)
World Language	2 credits
Health/Physical Education	1 credit
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 Recognition

Academic recognition at Holy Redeemer High School reflects a student's commitment to scholarship, perseverance, and academic excellence. Students may be recognized throughout the year and at graduation for exceptional academic achievement.

Honor Roll

The Honor Roll recognizes 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 given quarter. These students will have no failing or incomplete grades in the quarter.

National Honors 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.

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.

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.

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.

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.

Awards at Graduation

Holy Redeemer High School recognizes graduating seniors for outstanding academic achievement through the awarding of Honor Cords. Students who have earned a cumulative Grade Point Average of 3.50 or higher at the conclusion of the third quarter of their senior year will graduate with High Honors and will receive an Honor Cord. Students who have earned a cumulative Grade Point Average between 3.00 and 3.49 will graduate with Honors and will also receive an Honor Cord.

The Valedictorian and Salutatorian are determined based on cumulative Grade Point Average at the conclusion of the third quarter of the senior year. The Valedictorian is the student with the highest cumulative GPA, while the Salutatorian is the student with the second-highest cumulative GPA. To be eligible for either distinction, students must have attended Holy Redeemer High School for at least four (4) consecutive semesters.

Academic Standing and Intervention

Athletic Eligibility

No Holy Redeemer student-athlete may fail 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]). Eligibility reports are run by the Vice Principal on Thursday afternoons. Students and parents are notified of ineligibility on Fridays and reevaluated the following week.

Academic Intervention

Any student who fails two (2) courses at the end of a marking period will be placed on Academic Intervention. The student and his or her parents or guardians will meet with the Vice Principal for Academics and members of the Guidance Department to review the student's academic performance, discuss the terms of the intervention, and develop a plan for improvement.

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

Academic Intervention is intended to provide students with the support and accountability necessary to achieve academic success. Students who fail to demonstrate satisfactory academic improvement or who continue to experience significant academic difficulty may be required to withdraw from Holy Redeemer High School.

Tutoring

Holy Redeemer High School provides academic support through peer tutoring coordinated by the National Honor Society and through faculty assistance. Students experiencing academic difficulty are encouraged to seek additional help from their teachers or request tutoring through the Guidance Office. While peer tutors are valuable academic resources, they are fellow students and are not professional tutors. Families seeking intensive remedial instruction or specialized educational services may wish to consider a certified professional tutor.

Promotion, Course Failure, Summer School

Students are expected to successfully complete all courses in which they are enrolled with a passing grade of 70% or higher. Students who fail a course are responsible for completing an approved credit recovery program during the summer immediately following the failure. All costs associated with credit recovery options are the responsibility of the student and family. Students who do not successfully complete required credit recovery may be required to withdraw from Holy Redeemer High School.

Upon successful completion of an approved credit recovery program, a grade of 70 will be recorded on the Holy Redeemer transcript, and credit for the course will be applied toward the student's cumulative GPA beginning with the following academic year. This policy applies to all students, including seniors. Seniors who fail a required course will not receive a diploma until all graduation requirements have been successfully completed.

Academic Integrity

Honesty in academic work is essential to intellectual growth, the fair evaluation of student achievement, and the values of our Catholic faith. Academic integrity allows students to develop the knowledge, skills, and character that are the foundation of lifelong learning. Students are expected to complete all academic work honestly and to give proper credit to the ideas and work of others.

Violations of the Academic Integrity Policy will result in academic consequences determined by the classroom teacher, which may include a grade of zero or failure for the assignment. The subject teacher

will notify the student's parent(s)/guardian(s) of the violation. Repeated or serious violations may result in additional disciplinary action, including administrative intervention and, when warranted, dismissal from Holy Redeemer High School.

Academic dishonesty includes but is not limited to:

- **Unauthorized Use of Artificial Intelligence (AI):** Students may not use artificial intelligence tools, including but not limited to ChatGPT or similar generative AI programs, to complete assignments, quizzes, tests, or other academic work unless expressly authorized by the teacher. When AI use is permitted, students must comply with the teacher's instructions regarding its appropriate use.
- **Plagiarism:** Students may not use the ideas, words, research, or assistance of another in preparing an assignment without providing proper acknowledgment. Some common forms of plagiarism are using another person's words as if they were one's own, putting another person's work without documentation, or even presenting someone else's line of thinking in the 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. Teachers will provide guidance and instruction as to the accepted methods of identifying sources clearly and accurately.
- **Unauthorized Assistance and Violations of Assignment Requirements:** Students may not complete assignments in a manner that circumvents the purpose or expectations established by the teacher. Examples include copying another student's work, using unauthorized materials or electronic devices during an assessment, falsifying data, submitting work completed by another person, or reusing previously submitted work without the teacher's permission.

Physical Education

Physical Education is a required component of the Holy Redeemer High School curriculum and a Pennsylvania graduation requirement. Students must successfully earn one (1.0) Physical Education credit to satisfy graduation requirements. This requirement is typically fulfilled by earning 0.25 credit each academic year.

Students are expected to actively participate in all Physical Education classes and arrive prepared with the required school Physical Education uniform. Students who are not properly dressed for class may be considered unprepared and may not be permitted to participate.

Students requesting to be excused from Physical Education for medical reasons must provide documentation from a licensed healthcare provider to the Physical Education teacher. A copy of the medical documentation will also be maintained in the student's attendance file.

Students who are consistently unprepared for class or fail to meet course requirements may fail Physical Education for the marking period or the academic year. Failure to earn the required Physical Education credit may require credit recovery through summer school or additional Physical Education coursework in accordance with graduation requirements.

Students are responsible for securing all personal belongings while participating in Physical Education. Holy Redeemer High School is not responsible for lost, stolen, or unattended personal property left in locker rooms.

Physical Education Attendance

Regular attendance in Physical Education is essential to meeting graduation requirements and promoting lifelong health and wellness.

Attendance Expectations

- Students may miss one (1) Physical Education class per semester without penalty.
- Students may make up a maximum of two (2) Physical Education classes per semester (one per quarter).
- Make-up classes must be scheduled in advance with the Physical Education teacher and completed after school.

Excessive Absences

Students who miss more than three (3) Physical Education classes during a semester are required to make up the additional missed classes during another Physical Education class period, unless excused for documented medical reasons.

Students absent for documented medical reasons must provide appropriate documentation from a licensed healthcare provider and work with the Physical Education teacher to determine an appropriate method for completing missed coursework or participation requirements.

Failure to Complete Make-Up Requirements

Students who do not complete the required make-up classes or alternative assignments will not earn Physical Education credit for the academic year.

Students who fail to earn the required 0.25 Physical Education credit must complete an approved credit recovery option, such as summer school or additional Physical Education coursework, to satisfy graduation requirements.

SCHOOL COUNSELING SERVICES

The School Counseling Department provides a comprehensive school counseling program that supports the academic, career, college, and social/emotional development of every student. School counselors work collaboratively with students, families, teachers, administrators, and community partners to help all students achieve success in school and prepare for life after graduation.

School counselors advocate for equitable access to educational opportunities and assist students in developing the knowledge, skills, and mindsets needed to become successful learners, responsible citizens, and lifelong learners. The school counseling program includes classroom lessons, individual student planning, responsive services, and schoolwide activities designed to promote academic success, career readiness, positive mental health, and a safe, inclusive school climate.

Individual Student Planning

School counselors meet with students throughout the school year to support academic planning, goal setting, career exploration, postsecondary planning, and social/emotional growth. Students are encouraged to meet with their counselor whenever they have questions or concerns related to school, personal well-being, or future planning.

Counselors assist students with:

- Academic planning and graduation requirements
- Course selection and scheduling
- College, career, military, and workforce readiness
- Postsecondary admissions and financial aid information
- Career exploration and interest assessments
- Goal setting and decision-making
- Social and emotional skill development
- Problem-solving, conflict resolution, and self-advocacy
- Connecting students and families with school and community resources

School counselors also collaborate with teachers, parents/guardians, and administrators to identify and remove barriers to student success while promoting student achievement and well-being.

Responsive Services

School counselors provide short-term, solution-focused counseling for students experiencing academic, social, emotional, or personal concerns that may affect school performance. When a student's needs extend beyond the scope of school counseling services, counselors will work collaboratively with families to provide referrals to appropriate community mental health or support services.

Counselors are available to meet with students as needed throughout the school year. Students and families are encouraged to contact the counseling office whenever assistance is needed.

Confidentiality

School counselors follow the ethical standards of the American School Counselor Association (ASCA) as well as applicable federal and state laws regarding student privacy.

Information shared during counseling sessions is treated with respect and kept as confidential as possible. However, confidentiality cannot be guaranteed when disclosure is necessary to:

- Protect the student or another person from serious harm.
- Report suspected abuse or neglect as required by law.
- Comply with legal requirements or court orders.
- Address situations involving threats to school safety or criminal activity when required by law or district policy.

When appropriate, counselors will involve parents/guardians and other school professionals to ensure students receive the support they need while maintaining student privacy to the greatest extent possible.

Assessments and College Readiness

Students participate in NWEA assessments as required. Additional assessments may be offered throughout the school year to support academic progress, college readiness, career exploration, and postsecondary planning.

Students may choose to participate in assessments such as the PSAT/NMSQT, SAT, Advanced Placement (AP) Exams, career interest inventories, and other assessments that support educational and career planning. Information regarding testing dates, registration, and accommodations is available through the School Counseling Office.

ATTENDANCE

Diocese of Scranton Catholic Schools enables students to reach for academic excellence. To accomplish this goal, regular student attendance is vital and an integral part of the learning process. The State of Pennsylvania mandates 180 days of instruction for successful completion of grade-level course requirements. This is necessary in order for the school to advance or graduate a student to the next grade. 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.

Although Pennsylvania statutes on Education provide compulsory attendance for all children between the ages of six and sixteen, the Diocese of Scranton Catholic Schools mandate student attendance in 9th through 12th Grade. The responsibility to comply with this mandatory Diocesan Student Attendance policy belongs to the parent(s). Parents and guardians share the responsibility for ensuring regular attendance and timely communication with the school regarding student absences.

A school day is defined as one where the student receives four or more hours of classroom instruction. The PA Department of Education (PDE) defines chronic absenteeism to include any student who is absent for eighteen (18) days or more in a school year, regardless of cause.

Pennsylvania state law mandates that schools take and monitor attendance, tardies, and absences. Diocese of Scranton Catholic Schools are required to keep accurate records of daily attendance, tardiness, and absences.

Attendance Expectations

Students are expected to attend school each day, arrive on time, and remain in school for the full instructional day. Regular attendance and punctuality are essential to academic success and demonstrate responsibility and respect for the learning environment. Holy Redeemer High School follows the attendance requirements established by the Pennsylvania Department of Education and the Diocese of Scranton.

The following attendance expectations apply:

- The school day begins promptly at 7:50 a.m. Students arriving after 7:50 a.m. are considered tardy and must report to the Attendance Office to obtain a pass before reporting to homeroom or class.

- A student is considered tardy if they have arrived after the school day has begun and is less than 2 hours late.
- Once a student arrives on school property, they may not leave campus without authorization from the Attendance Office. Leaving campus without permission is considered truancy and will result in disciplinary action.
- A school day is defined by the Pennsylvania Department of Education as a day in which a student receives four (4) or more hours of instruction. Students who are present for less than four hours may be considered absent in accordance with Pennsylvania attendance regulations. A student will be marked absent if they are not present for five or more class periods.
- The PA Department of Education (PDE) defines chronic absenteeism to include any student who is absent for eighteen (18) days or more in a school year, regardless of cause.
- Students who are absent from school may not participate in athletic practices, competitions, extracurricular activities, or other school-sponsored events on the day of the absence. If a student is absent on a Friday, they are not eligible to participate in weekend school-sponsored activities until they return to school.
- Students must arrive at school by 9:30 a.m. and remain in attendance for the remainder of the school day to participate in extracurricular, co-curricular, or athletic activities.
- Students are responsible for communicating with their teachers regarding assignments, assessments, and coursework missed during any excused absence. Classwork must be made up no later than five (5) school days after the student has returned to school.

Reporting an Absence

If a student is unable to attend school, a parent or guardian must notify the Attendance Office by 8:30 a.m. on the day of the absence, via phone and follow-up email. Upon the student's return to school, a written excuse from the parent or guardian explaining the reason for the absence must be submitted to the Attendance Office or to the student's homeroom teacher within 24 hours.

Failure to provide the required documentation within the designated timeframe may result in the absence being recorded as unexcused in accordance with Pennsylvania law and Diocese of Scranton attendance policies. For absences due to medical appointments or illness requiring physician verification, students must submit documentation from the treating healthcare provider when required.

Excused Absences

Holy Redeemer High School recognizes that circumstances beyond a student's control may occasionally prevent attendance at school. Absences may be considered excused when supported by appropriate documentation and in accordance with Pennsylvania law and Diocese of Scranton attendance policies.

Examples of excused absences include, but are not limited to:

- Illness
- Medical, dental, or other healthcare appointments
- Family emergency
- Death in the immediate family
- Educational absences approved by the school

A maximum of ten (10) parent/guardian excuse notes will be accepted during a school year. Beginning with the eleventh (11th) absence, or at any time deemed necessary by the school, a written excuse from a licensed healthcare provider may be required for an absence to be considered excused.

A physician's excuse may also be required for any absence of three (3) or more consecutive school days. Documentation from the healthcare provider should include the date of the visit and any recommendations regarding the student's return to school.

Parents or guardians of students with a documented chronic medical condition that may significantly affect attendance should notify the Principal as soon as possible so that appropriate support and accommodations can be considered.

In cases of extended or chronic illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the school office after the third day of the illness. In turn, the school office will contact the student's respective teacher(s).

Educational Absences (College Visits)

Holy Redeemer High School recognizes the importance of the college search process. Juniors and seniors are permitted up to three (3) educational absences each school year for approved college visits or admissions interviews. To qualify as an educational absence, the student must submit documentation from the college or university verifying the visit (e.g., on official letterhead or other official documentation).

Students remain responsible for all assignments, assessments, and coursework missed during the educational absence. Students who meet the attendance requirements for the school day remain eligible to participate in extracurricular, co-curricular, and athletic activities.

Homebound Instruction

Students who require homebound instruction due to a prolonged illness, hospitalization, or other qualifying medical condition should have a parent or guardian notify the School Office and contact their resident school district regarding eligibility and services.

The homebound instructor is responsible for providing Holy Redeemer High School with a summary of instruction completed and an evaluation of the student's academic progress to assist classroom teachers in determining grades.

Unexcused Absences

An unexcused absence occurs when a student is absent from school without an approved reason or when the required attendance documentation is not submitted within the established timeframe.

Examples of unexcused absences include, but are not limited to:

- Skipping school
- Leaving school grounds without authorization
- Missing school without parent/guardian notification or school approval
- Family vacations or trips taken while school is in session
- Failure to submit the required absence documentation within the required timeframe

- Any absence that does not meet the criteria for an excused absence under Pennsylvania law or Diocese of Scranton policy

Unexcused absences are considered a violation of school attendance expectations and may result in disciplinary action, loss of participation in extracurricular activities, and interventions required under Pennsylvania compulsory attendance laws.

Vacations

Holy Redeemer High School strongly encourages families to schedule vacations during school breaks and holidays. Vacation absences may be recorded as unexcused absences.

- Families planning a trip during the school year must notify the School Office at least two (2) weeks in advance, whenever possible. Students assume full responsibility for all assignments, quizzes, tests, projects, labs, and other coursework missed during the absence.
- Teachers are not required to provide assignments in advance, provide tutoring, or alter instructional activities because of a planned vacation.
- Failure to provide notification could result in the student not being permitted to make up quizzes, exams, or assignments.

Tardiness

Punctuality is an important part of a student's educational experience. Arriving at school and class on time demonstrates responsibility, minimizes classroom disruptions, and supports student success.

Students arriving after 7:50 a.m. are considered tardy and must report to the Attendance Office before reporting to class. Students are expected to provide documentation explaining the reason for the tardy. A written note from a parent or guardian is preferred. 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 arrive at school by 9:30 a.m. and remain in attendance for the remainder of the school day to participate in extracurricular, co-curricular, or athletic activities unless otherwise approved by Administration.

Unexcused Tardies

Students who accumulate three (3) unexcused tardies during a marking period will:

- Receive detention.
- Be ineligible to participate in the next scheduled social, co-curricular, or extracurricular activity, including athletics.

Students who receive three (3) tardy detentions (equivalent to nine (9) unexcused tardies within a marking period) will:

- Receive one (1) In-School Suspension (ISS).

- Be required to attend a Student Attendance Improvement Plan meeting with a parent/guardian and the Dean of Students.

During this meeting, the student, parent/guardian, and school administration will review attendance concerns, identify barriers contributing to repeated tardiness, and develop strategies and supports to improve punctuality and school attendance. The agreed-upon expectations and interventions may be documented in a written Student Attendance Improvement Contract.

Failure to demonstrate improvement or continued excessive tardiness may result in additional disciplinary action or attendance interventions in accordance with school policy and Pennsylvania law.

Early Dismissals

Parents and guardians are encouraged to schedule medical, dental, and other appointments outside of the regular school day to minimize disruptions to student learning.

When an early dismissal is necessary, a **written request** from the parent or guardian must be submitted to the Attendance Office. The request should include:

- The reason for the early dismissal.
- A telephone number where the parent or guardian can be reached during the school day.
- The name and telephone number of the healthcare provider or appointment location, when applicable.

Upon returning to school, students who were dismissed for a medical, dental, or other healthcare appointment must provide documentation from the treating healthcare provider verifying the appointment.

For the safety and security of our students, early dismissals will not be authorized based solely on a telephone call. If an unforeseen emergency requires a student to leave school, a parent, guardian, or other authorized emergency contact must report to the School Office to request the student's dismissal. Exceptions may be approved by the Administration when circumstances warrant.

An early dismissal does not excuse a student from completing scheduled quizzes, tests, assignments, projects, or other coursework due that day.

Attendance Requirement for School-Sponsored Activities

Students must be present for a full day of school on the last school day preceding a school-sponsored activity or event in order to participate in or attend the activity.

- School-sponsored activities include, but are not limited to, athletic competitions, Semi-Formal, Prom, Homecoming, Freshmore, other school dances, theatrical or musical performances, retreats, and any other activity or event designated by the administration as school-sponsored.
- Students who are absent or do not attend a full day of school on the last school day preceding the event will not be eligible to participate in or attend the activity. Exceptions may be granted by the administration for pre-approved or extenuating circumstances.

Truancy & Chronic Absenteeism

Diocese of Scranton Catholic Schools educate all students for success. Truancy is a major barrier to achieving that goal. Habitual truancy negatively impacts a child's school performance.

Under Pennsylvania law:

- A truant student has accumulated three (3) or more school days of unexcused absences during the current school year.
- A habitually truant student has accumulated six (6) or more school days of unexcused absences.

When required by law, the school will notify parents or guardians of unexcused absences and implement appropriate attendance interventions. Continued unexcused absences may result in the development of a School Attendance Improvement Plan (SAIP), referrals to outside agencies, or additional legal action as permitted under Pennsylvania law.

The school reserves the right to implement additional attendance supports and interventions whenever attendance concerns negatively affect a student's academic progress, regardless of whether compulsory attendance thresholds have been reached.

Students who are absent or "truant" from school for ten (10) consecutive school days may be stopped from enrollment, unless the absence is partially or completely excused.

Student Attendance Improvement Plan

Holy Redeemer High School is committed to partnering with students and families to promote regular school attendance and remove barriers to academic success.

When a student's attendance becomes a concern, the school may require a Student Attendance Improvement Plan meeting with the student and parent(s)/guardian(s). The Student Attendance Improvement Plan is designed to foster collaboration between the school, student, and family while providing meaningful support to encourage consistent attendance and academic achievement. The purpose of this meeting is to:

- Review the student's attendance record.
- Identify factors contributing to attendance concerns.
- Develop strategies to improve attendance and punctuality.

- Identify resources and supports available through Holy Redeemer High School.
- Establish attendance expectations and a plan for continued success.

Parents/guardians will be notified, in writing, within ten (10) school days after the child's third unexcused absence during a marking period. If the child incurs six (6) or more additional unexcused absences after this written notice, a Student Attendance Improvement Meeting (SAIM) will be offered to the parent/guardian. The outcome of the SAIM will be documented in a written School Attendance Improvement Contract signed by all parties.

Any parent who does not wish to schedule or attend a meeting agrees to any probationary status established by the school. Further unexcused or unlawful absences will result in a progression through the truancy elimination program defined by Pennsylvania School Law, up to and including a referral to County Children and Youth, and the issuance of a citation to the parent/guardian.

STUDENT LIFE

Life at Holy Redeemer High School extends beyond the classroom. Students are encouraged to participate in opportunities that foster faith, leadership, service, academic excellence, school spirit, and personal growth.

Whether through campus ministry, athletics, clubs, service initiatives, or student organizations, every student is encouraged to become an active member of the Holy Redeemer community. Participation in school life helps students develop meaningful relationships, strengthen their God-given talents, and contribute to the mission of the school.

Worship

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. Any student who does not attend the retreat for their grade level must reach out to the Director of Religious Formation for the makeup date (to be determined once all retreats have been completed).

Service

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. Students in grade 12 are required to complete 40 hours of documented community service.

Athletics

Athletics are an integral part of the Holy Redeemer High School educational experience. Participation in interscholastic athletics provides students with opportunities to develop teamwork, leadership, discipline, perseverance, responsibility, sportsmanship, and school spirit while representing Holy Redeemer with pride.

Participation in athletics is a privilege. Student-athletes are expected to demonstrate the highest standards of conduct both on and off the field, court, or playing surface. As representatives of Holy Redeemer High School, student-athletes should model respect, integrity, self-discipline, and good sportsmanship at all times.

In addition to the expectations outlined in this handbook, all student-athletes are expected to comply with the rules and regulations established by the Pennsylvania Interscholastic Athletic Association (PIAA), the Diocese of Scranton, Holy Redeemer High School, and their individual athletic teams.

Athletic Eligibility & Participation

To remain eligible for participation in athletics, student-athletes must:

- Meet all academic eligibility requirements established by Holy Redeemer High School and the PIAA.
- Maintain satisfactory attendance and punctuality.
- Arrive at school before the end of Second Period and remain in attendance for the remainder of the school day to participate in practices, contests, or extracurricular activities unless prior approval has been granted by both the Athletic Director and Administration.
- Adhere to the Student Code of Conduct and all school disciplinary policies.
- Follow all team rules established by the coach and approved by the Athletic Director.
- Attend all scheduled practices, meetings, contests, and team functions unless excused by the coach.
- Travel to and from athletic contests using school-provided transportation unless a completed Transportation Waiver has been approved by the Athletic Department.

School disciplinary consequences, including detention, in-school suspension, or out-of-school suspension, take precedence over athletic participation. Students serving disciplinary consequences are not permitted to participate in practices or contests until those obligations have been satisfied.

Students who accumulate fifteen (15) unexcused tardies during the school year may become ineligible to participate in extracurricular, co-curricular, or athletic activities.

Sportsmanship & Conduct

Student-athletes are expected to demonstrate respect toward teammates, opponents, coaches, officials, spectators, and school personnel at all times. Unsportsmanlike conduct, inappropriate behavior, or actions that reflect negatively on Holy Redeemer High School may result in school discipline, team discipline, athletic suspension, or loss of athletic privileges.

Athletic Awards

Holy Redeemer High School recognizes student-athletes who exemplify excellence in athletics, academics, leadership, perseverance, sportsmanship, and faith through a variety of annual athletic awards.

These honors include:

- Royal Athlete Award
- Holy Redeemer Scholar Athlete Award
- PIAA Scholar Athlete Award
- Teamwork in Christ Award
- Royal Leadership in Athletics Award
- Holy Redeemer Perseverance Award

Recipients are selected based on the criteria established by the Athletic Department and coaching staff.

Clubs & Programs

At Holy Redeemer, student life is rooted in faith, community, and the development of the whole person. We offer a wide variety of clubs and activities that encourage students to explore their interests and grow in leadership skills.

From service-based programs to clubs rooted in experiential learning, academics, and creativity, our extracurricular programs reflect the values of Catholic education. Students are encouraged to participate in clubs that speak to their interests and develop their character beyond the classroom or the field. For more information about our Clubs & Programs and other Student Life events, visit our [website](#).

Fundraising

Fundraising activities conducted by classes, clubs, athletic teams, and student organizations support programs that enhance the Holy Redeemer student experience. All fundraising activities must receive prior approval from the Principal before being announced or conducted. The appropriate fundraising request forms must be completed and submitted in advance of the proposed fundraising activity.

All funds raised through school-sponsored organizations must be deposited through the Finance Office and credited to the appropriate student organization account. Requests for the disbursement of funds should be submitted by the club moderator, coach, or advisor using the required Finance Office requisition procedures.

Student Driving & Parking Privileges

Driving to school and parking are privileges extended to eligible students. Students who choose to drive to school are expected to operate their vehicles responsibly and safely while complying with all school rules and local traffic laws.

Parking Eligibility

Parking permits are available to seniors who have completed the required registration forms, paid the applicable parking fee, and received approval from the School Police Officer. If parking spaces remain

available after the senior registration period, juniors may apply for the remaining spaces. Parking permits will be assigned through a lottery system.

Each approved student driver will be assigned a designated parking space and issued a parking permit, which must be clearly displayed whenever the vehicle is parked on school property. Only vehicles displaying a valid Holy Redeemer parking permit may park in designated student parking areas.

Student Responsibilities

Students with parking privileges are expected to:

- Park only in their assigned parking space.
- Keep vehicles locked while parked on school property.
- Observe the posted speed limit of 5–10 mph.
- Operate their vehicles safely and courteously at all times.
- Follow all directions provided by school personnel regarding parking and traffic flow.

Parking privileges may be suspended or revoked for repeated tardiness, disciplinary concerns, unsafe driving, or violations of school parking regulations.

Traffic Safety

- No left turn is permitted from the student or faculty parking lots onto Pennsylvania Boulevard between 7:30–8:30 a.m. and 2:00–3:00 p.m. Students who violate this policy will receive a warning for their first violation. The second violation will result in a suspension and loss of parking privileges.
- Students are prohibited from using neighboring business parking lots or driveways to park, turn around, enter, or exit traffic.
- Students may not congregate in the parking lots before or after school unless participating in a school-sponsored or parish-sponsored activity.

Loss of Parking Privileges

Students may lose parking privileges for, including but not limited to:

- Repeated tardiness to school
- Failure to comply with traffic safety expectations
- Parking without an approved permit
- Parking in other student's assigned parking space
- Displaying inappropriate decals, bumper stickers, or signage on a vehicle

Vehicles parked on school property without authorization may be towed at the owner's expense.

Vehicle Searches

Student vehicles parked on school property are subject to search when there is reasonable cause to believe that a violation of school policy or law has occurred. The student in control of the vehicle is responsible for its contents.

Holy Redeemer High School assumes no responsibility for damage to or theft from vehicles parked on school property.

Lockers

Student lockers support the educational program and provide students with a secure place to store school materials and personal belongings during the school day. Lockers remain the property of Holy Redeemer High School and are assigned to individual students at the beginning of each school year. Students are responsible for the care, cleanliness, and security of their assigned locker.

Student Responsibilities

Students are expected to:

- Use only the locker assigned to them.
- Keep their locker clean, orderly, and free of inappropriate writing, stickers, or decorations.
- Keep lockers locked whenever they are unattended.
- Access lockers before school, after school, and during authorized times so as not to disrupt classroom instruction.
- Report any locker damage or malfunction to the Main Office

Any student who intentionally damages a locker will be responsible for the cost of repair or replacement and may lose locker privileges.

School Property & Locker Searches

Lockers are the property of Holy Redeemer High School. The Administration reserves the right to inspect or search any locker and its contents at any time when deemed necessary to maintain the safety, security, and orderly operation of the school. In areas where padlocks are required, including the boys' and girls' locker rooms, only school-issued locks may be used.

The school is not responsible for lost, stolen, or damaged personal property stored in student lockers.

Textbooks

Textbooks are provided to students for educational purposes and remain the property of either Holy Redeemer High School or the Commonwealth of Pennsylvania. Students are responsible for the care and proper use of all textbooks issued to them. Textbooks should be kept clean, protected, and in good condition throughout the school year. At the conclusion of the school year, or upon withdrawal from Holy Redeemer High School, all textbooks must be returned in satisfactory condition.

Students are financially responsible for the replacement cost of any lost, stolen, or damaged textbook beyond normal wear and tear.

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 Field Trip Permission Slip Form – Addendum 10)

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.

School Sponsored Events

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 Drugs/Alcohol Policy.

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

STUDENT BEHAVIOR AND CONDUCT

Holy Redeemer High School is a Catholic community founded on the Gospel message of Jesus Christ and the belief in the dignity and worth of every person. Students are expected to conduct themselves in a manner that reflects the values of our school, demonstrates respect for others, and contributes to a safe, orderly, and faith-filled learning environment.

Discipline is an essential part of education and student development. At Holy Redeemer High School, the purpose of discipline is to promote self-discipline, personal responsibility, accountability, and respect for Catholic values. While students are afforded many opportunities and privileges, they are also expected to make responsible choices, accept accountability for their actions, and contribute positively to the school community.

Every member of the Holy Redeemer High School community shares the responsibility of creating and maintaining a safe, respectful, and orderly learning environment. To support this commitment, the following principles guide student conduct:

- Teachers have the right to teach in an environment free from disruption.

- Students have the right to learn in an environment where their educational opportunities are respected.
- Every member of the school community is expected to contribute to a positive learning environment by demonstrating respect, responsibility, and consideration for others.

By enrolling at Holy Redeemer High School, students agree to uphold the school's mission, values, and policies as outlined in this handbook. Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, Holy Redeemer High School, and the teachings and values of the Roman Catholic Church.

Students who knowingly aid, abet, encourage, facilitate, participate in, assist with, or attempt to conceal a violation of school policy may be held equally accountable and may receive the same or similar disciplinary response.

Student behavior and disciplinary records are maintained through the FACTS Student Information System (SIS). Parents and guardians may review behavior records by accessing the Student tab within the FACTS Parent Portal.

Behavior Outside of School Campus

By enrolling at Holy Redeemer High School, students agree to uphold the school's mission, values, and policies as outlined in this handbook. Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, Holy Redeemer High School, and the teachings and values of the Roman Catholic Church.

At all times, their actions and behavior are reflections on the school. Any actions undertaken by the student that are illegal or detrimental to the reputation of the school, the Roman Catholic Church, and/or its teachings may be subject to disciplinary action by the administration.

Disciplinary Response Structure

Holy Redeemer High School has established the following disciplinary structure to promote consistency, fairness, accountability, and transparency in addressing student behavior. This framework is intended to provide students, parents, faculty, and administration with a clear understanding of behavioral expectations and the range of possible disciplinary responses.

Administrative Discretion

The disciplinary levels outlined are intended to provide guidance and promote consistency in responding to student misconduct at Holy Redeemer. They are not intended to include every possible behavioral infraction or disciplinary response.

Administration reserves the right to determine the appropriate level of discipline based on the individual circumstances of each incident. Factors such as the severity of the behavior, intent, disciplinary history, age and maturity, cooperation, safety concerns, and any mitigating or aggravating circumstances may be considered when determining an appropriate consequence.

Students who aid, encourage, or participate in another student's misconduct may be subject to the same or similar disciplinary action as the primary offender.

Level	Examples of Infractions	Administrative Response
Level I Minor	Dress code violation, classroom disruption, tardiness, technology violation, unauthorized absence from class, parking/driving violation, SmartPass violation, academic dishonesty, failure to comply with directive, any other behavior as determined by the Administration.	Royal Reflection, detention, loss of extra-curricular privileges, or other appropriate disciplinary action as determined by administration.
A student who accumulates three (3) Level I disciplinary infractions resulting in detention during a marking period will be assigned one (1) In-School Suspension (ISS).		
Level II Moderate	Three (3) Level I infractions (any), disrespect toward school staff, inappropriate language, defiance, failure to report to detention, any other behavior as determined by Administration.	Minimum of two (2) detentions, Royal Reflection, loss of extra-curricular privileges, In-School Suspension, Student Conduct Improvement Plan (SCIP) or other appropriate disciplinary action as determined by administration.
Any In-School suspension will result in a required Student Conduct Improvement Plan meeting (SCIP), prior to returning to school.		
Level III Serious	Vaping or possession of vaping devices, fighting, online misconduct, repeated Level II infractions, any other behavior as determined by the Administration.	In-School Suspension (ISS), minimum of two (2) days Out-of-School Suspension (OSS), Student Conduct Improvement Plan (SCIP), suspension of extra-curricular privileges, or other appropriate disciplinary action as determined by administration.
Any In-School suspension or Out-of-School suspension will result in a required Student Conduct Improvement Plan meeting prior to returning to school.		
Level IV Major	Vandalism, harassment, any other behavior as determined by the Administration.	Short-term suspension, referral to the Discipline Review Board, Student Conduct Improvement Plan (SCIP), recommendation for expulsion, or other appropriate disciplinary action as determined by administration.
Level V Severe	Weapons, assault, terroristic threats, arson, bomb threats, alcohol use or possession, any other behavior as determined by the Administration.	Long-term suspension, referral to the Discipline Review Board, recommendation for expulsion, referral to law enforcement when appropriate, or other appropriate disciplinary action as determined by administration.

Detention

Parents/guardians will receive communication regarding assigned detentions and will be provided with up to 24 hours' notice prior to the scheduled detention date.

Expectations

- After-school detention is held from school dismissal until 3:30 p.m.
- Students will receive a pass, via SmartPass, indicating the date and location of detention.
- Students must report to the assigned detention location no later than 2:30 p.m. Failure to report on time will be considered a failure to serve detention.
- Students must bring schoolwork, textbooks, or a charged Chromebook and remain academically engaged for the duration of detention.

Rescheduling a Detention

Detentions are expected to be served on the assigned date. Requests to reschedule a detention due to a family emergency or other extenuating circumstance must be approved by the Dean of Students or administration prior to the scheduled detention. Employment obligations, extracurricular practices, games, rehearsals, or other activities are not considered valid reasons to miss or reschedule detention. Students may not request a schedule change on the day of their assigned detention, except in an emergency.

Failure to Serve Detention

Failure to report for detention without prior administrative approval will result in the detention being rescheduled and may result in additional disciplinary consequences. Repeated failures to serve detention, including chronic absences or refusal to report, may result in In-School Suspension (ISS) or other disciplinary action as determined by the administration.

Royal Reflection

A Royal Reflection is a guided written assignment designed to encourage students to reflect on their behavior, accept responsibility for their choices, consider the impact of their actions on others, and develop strategies for making better decisions in the future. Royal Reflections may be assigned independently or in conjunction with other disciplinary responses when deemed appropriate by the administration.

Suspension

Suspension is a disciplinary consequence that may be assigned when a student's behavior significantly disrupts the educational environment, threatens the safety or well-being of others, or constitutes a serious violation of school policy. Suspensions may be assigned as either In-School Suspension (ISS) or Out-of-School Suspension (OSS).

Students serving either an In-School Suspension or Out-of-School Suspension are not permitted to participate in or attend extracurricular activities, athletic practices or contests, or other school-sponsored events during the suspension period.

Any student assigned In-School Suspension or Out-of-School Suspension is required to participate in a parent/guardian meeting prior to returning to school. During this meeting, the Administration may implement a Student Conduct Improvement Plan (SCIP). Students required to participate in this process may not return to school until the meeting has taken place and the Student Conduct Improvement Plan has been reviewed and signed by the student, parent/guardian, and Administration.

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.

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

- 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.
- Teachers will assign and provide work to be completed.
- The following actions could warrant an in-school suspension: truancy, disrespect, insubordination, repeated infractions, and other conduct or omission deemed inappropriate by the administration.

Out-of-School Suspension (This is reserved to the administration for serious or ongoing offenses.)

- A student on Out-of-School Suspension may not attend classes or participate in or attend extracurricular functions, including athletic events or club activities.
- Schoolwork missed by a student on Out-of-School Suspension is the responsibility of the student. Teachers are not obliged to provide make-up work.
- The following behaviors warrant Out-of-School Suspension:
 - 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.
 - Procuring, carrying, using, selling, or aiding in the procurement of any controlled substance, such as marijuana, bath salts, narcotics, and all other drugs and/or drug paraphernalia.
 - Alcohol use or possession in the school building, on school grounds, or at school-sponsored activities.
 - Setting off the fire alarm or initiating a bomb threat when there is no emergency.
 - 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.
 - Fighting: Students who encourage, instigate, assist, facilitate, or actively participate in a physical altercation may receive the same or similar disciplinary consequences as those directly involved.

- o Online posting of any material that may be deemed threatening, in any way, to any person or entity associated with the school community.
- o Verbal or written threats against any person or entity associated with the school community.
- o 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.
- o Bus conduct that results in serious injury to other students or school employees or conduct that results in a bus accident.
- o 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.
- o Immorality, insubordination, serious profanity or disrespect.
- o 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.
- o Serious stealing/theft
- o Use of tobacco, vapes, or possession of tobacco-related products including paraphernalia. The buying or selling of these products at a school-sponsored event.
- o Other conduct or omission deemed inappropriate by the Administration.

Discipline Review Board

The Discipline Review Board is convened when a student's conduct may warrant long-term suspension, expulsion, or other serious disciplinary action. The Board reviews the circumstances of the incident, considers all relevant information presented by the school and the family, and makes a recommendation to the Assistant Superintendent of Catholic Schools regarding the appropriate course of action.

The Assistant Superintendent is responsible for issuing the final decision in accordance with the Diocese of Scranton policies.

Expulsion

Expulsion is the permanent removal of a student from Holy Redeemer High School and is reserved for the most serious violations of school policy or repeated misconduct that significantly threatens the safety, welfare, or integrity of the school community.

When expulsion is being considered, the following procedures will be followed:

1. Long-Term Suspension

The student will be placed on a long-term, indefinite suspension and denied access to school, school property, and school-sponsored activities pending the outcome of the disciplinary process.

2. Disciplinary Review Board Hearing

The Principal will notify the Diocese of Scranton Catholic Schools and request a hearing before

the Disciplinary Review Board. The hearing will be scheduled at a mutually appropriate date and time and may be conducted in person or virtually.

3. Opportunity to be Heard

The student and parent(s)/guardian(s) will be provided the opportunity to present their account of the incident and any relevant information to the Disciplinary Review Board.

4. Review of Evidence

The Disciplinary Review Board will review all information and evidence presented before making a recommendation regarding expulsion.

5. Recommendation and Final Decision

The Disciplinary Review Board will forward its recommendation to the Assistant Superintendent of Catholic Schools for the Diocese of Scranton. The Assistant Superintendent will review the recommendation and render the final decision.

6. Notification

The final decision will be communicated to the student's parent(s)/guardian(s) in writing, and verbally via the Dean of Students. A copy of the decision will also be provided to the school principal and recorded in the student's educational record.

Appeal Process

The student and parent(s)/guardian(s) have the right to appeal the recommendation of the Disciplinary Review Board and the decision of the Assistant Superintendent. Appeals must be submitted in writing to the Superintendent of Catholic Schools for the Diocese of Scranton within five (5) business days of receiving the Assistant Superintendent's written decision. The written appeal must clearly state the grounds for the appeal.

The Superintendent will review the appeal based on the information previously presented and will not consider additional evidence from the school, the student, or the parent(s)/guardian(s).

Within a reasonable period of time following receipt of the appeal, the Superintendent will issue a written decision. The decision will be provided electronically and by mail to the student's parent(s)/guardian(s) and to the school principal. The Superintendent's decision shall be considered final.

Student Conduct Improvement Plan (SCIP)

The Student Conduct Improvement Plan (SCIP) is designed to provide students with an opportunity to reflect on their behavior, accept responsibility for their actions, and develop strategies for future support. The plan establishes clear expectations and identifies appropriate supports to encourage positive decision-making and a successful return to the Holy Redeemer community.

A Student Conduct Improvement Plan may be implemented following a serious disciplinary incident or a pattern of repeated misconduct. Any In-School suspension or Out-of-School suspension will result in a required Student Conduct Improvement Plan prior to returning to school. The specific terms of the plan will be determined by the Administration. Failure to comply with the expectations outlined in the Student

Conduct Improvement Plan may result in additional disciplinary action, up to and including suspension or dismissal from Holy Redeemer High School.

STUDENT SAFETY & SECURITY

Holy Redeemer High School is committed to providing a safe, respectful, and faith-filled learning environment for all students, faculty, and staff. The policies contained in this section are designed to protect the school community while encouraging students to make responsible decisions that reflect the values of our Catholic faith.

Violations of these policies will be addressed in accordance with the Student Conduct and Disciplinary Structure outlined in this handbook. Administration reserves the right to determine the appropriate disciplinary response based on the individual circumstances of each incident, while remaining consistent with school policy, Diocese of Scranton guidelines, and applicable law.

Nothing contained in this handbook is intended to limit the authority of Holy Redeemer High School or the Diocese of Scranton to take disciplinary action when deemed necessary to protect the safety, welfare, mission, or integrity of the school community.

Search & Seizure

Holy Redeemer High School respects the privacy of its students while maintaining a safe and secure learning environment. School administrators or their designees reserve the right to search a student's person, belongings, locker, vehicle, electronic device (when permitted by law or school policy), or other school property when there is reasonable suspicion that a violation of school policy or law has occurred.

Whenever practical, searches will be conducted in the presence of a third-party witness. Items determined to be in violation of school policy or law may be confiscated and turned over to the appropriate authorities when required.

Drugs/Alcohol

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 drugs; 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.

Smoking/Vaping 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/VAPING PRODUCT 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, may 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 probation 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).

Weapons

Anyone in possession of a weapon on school property, a school sponsored activity, or transportation to and from school is subject to immediate notification of the authorities and severe disciplinary action. A weapon is defined as any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

Any student found in violation of this policy will be dealt with as follows:

1. The incident will be investigated and 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 of offense involving weapons, alcohol or drugs, or the willful infliction of injury to another person or for any act of violence committed on school property, school sponsored activity, or transportation to and from school.
5. In accordance with PA Act 44 of 2025, the school shall notify all parents and staff members of the school of any incident involving a weapon as described above.

Integrity & Honesty

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.

Gambling

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.

Care of School Building

Any student found responsible for damaging, destroying, or defacing school property or the property of another individual may be required to provide restitution for repair or replacement costs. The student and his/her parents/guardians will be required to meet with school officials to discuss the damage, the expense, and its method of payment. Students guilty of malicious destruction or abuse of school property are liable for disciplinary action including dismissal.

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.

RESPECTFUL SCHOOL ENVIRONMENT

Holy Redeemer High School is committed to providing a safe, respectful, and faith-filled learning environment where the dignity and worth of every individual is recognized and valued. Harassment, hazing, discrimination, intimidation, and any conduct that creates a hostile, threatening, or disruptive environment are contrary to the teachings of the Catholic Church and will not be tolerated. Every member of the Holy Redeemer community is expected to treat others with dignity and respect.

Harassment, Hazing, & Discrimination

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 from conduct that 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.

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.

2. 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]

3. 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.]

4. Responsibilities:

- a. 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.
- b. Anyone, including the person affected, a person involved in the incident, faculty/staff, parents, friends, or 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.
- c. 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

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 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.
- All allegations should be promptly reported to parents/guardians, a responsible teacher, and administration as soon as possible, preferably within ten school days. Delays can make any valid investigation difficult to conduct and document.
- 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.

Serious allegations of harassment, hazing or discrimination should always be referred to the Principal as well as to the other staff members. When required by law, the Principal will report the particular incident

to the legal authorities. 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.

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.

Threats

A threat is defined as an expression of intent to inflict harm, injury, or damage. Any incident that is determined to constitute, or reasonably appears to constitute, a threat will result in the student's immediate suspension, as determined by the principal. A formal evaluation of the student will be required, with the specific components of the evaluation determined by the school. In all cases, the written evaluation submitted to the school must state that the student does not pose a threat to themselves or to any member of the school community.

TECHNOLOGY

Holy Redeemer High School provides technology resources to enhance teaching, learning, and student accountability. Students are expected to use school-issued technology and school networks responsibly, ethically, and in a manner consistent with the mission and values of Holy Redeemer High School.

Access to school technology and network resources is a privilege, not a right. Students who misuse technology or violate this policy may lose technology privileges and be subject to disciplinary action in accordance with the Student Conduct and Disciplinary Structure outlined in this handbook.

Electronic Devices and Cell Phones

For the purposes of this policy, electronic devices include, but are not limited to, cell phones, smartwatches, tablets, earbuds, headphones, gaming devices, cameras, and any other device or item capable of recording, photographing, or capturing audio or video.

Electronic devices must remain powered off or silenced and stored in the student's locker throughout the school day, including during class transitions.

Parents and guardians are asked to contact the Main Office if they need to communicate with their child during the school day. Students who need to contact a parent or guardian during school hours must receive permission from a faculty or staff member and use the phone located in the office.

Photography, Audio Recording & Video Recording

To protect the privacy, dignity, and safety of all members of the Holy Redeemer High School community, students may not photograph, audio record, video record, livestream, or otherwise capture or distribute images or recordings of any student, faculty member, or staff member without the knowledge and permission of the individual(s) involved.

Students may not use electronic devices to record or distribute:

- Classroom instruction or school activities
- Students without their knowledge and permission
- Disciplinary incidents, conflicts, or altercations
- Locker rooms, restrooms, or any location where an individual has a reasonable expectation of privacy

Unauthorized recording, sharing, or posting of photographs, videos, or audio recordings, including through text messages, social media, artificial intelligence platforms, or other electronic means, is strictly prohibited. Any offense relating to Photography, Audio recording, & Video Recording, as outlined above, will result in a two-day In-School Suspension (ISS).

Confiscation of Electronic Devices

Students in violation of this policy will have their device confiscated and receive a detention. Repeated violations may result in increased disciplinary consequences, including loss of electronic device privileges, detention, in-school suspension, or other disciplinary action as determined by administration.

Electronic Device Violation

- First Offense: Confiscation of device and detention
- Second Offense: Confiscation of device and detention
- Third Offense: Placement on Electronic Device Restriction, In-School-Suspension

Electronic Device Restriction

Students who repeatedly violate the electronic device policy may be placed on Electronic Device Restriction. Students assigned to this intervention will be required to surrender their personal electronic device(s) to the Dean of Students or designated administrator at the beginning of each school day. Devices will be securely stored and returned to the student at the conclusion of the school day.

School-Issued Devices

Students are responsible for the proper care and appropriate use of school-issued devices.

Students are expected to:

- Bring their assigned Chromebook device to school each day, fully charged.
- Use the device for educational purposes.
- Report damage or technical issues promptly.
- Protect the device from loss or damage.

Intentional misuse or damage may result in disciplinary action and financial responsibility for repair or replacement.

Online Social Networking

In our commitment to safeguard the safety of our students, as well as the Diocese of Catholic Schools Office, their mission, names, reputations, established symbols, nicknames, and logos from misuse through

material posted online 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, 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, including Holy Redeemer High School, or the names of any specific diocesan Catholic schools, 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, or 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, and cyberbullying 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.

Students are not to:

1. Use technology to threaten, harass, deceive, intimidate, offend, embarrass, annoy, or otherwise negatively impact any individual.
2. Post, publish, disseminate, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff, or any organization.

3. Use a photograph, image, video, including live-streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
4. Create any site, post any photo, image, or video of another individual except with express permission of that individual and of the principal.
5. Attempt to circumvent system security, blocked by sites, or to bypass software protections.

SmartPass

Holy Redeemer High School utilizes SmartPass, a digital hall pass system, to promote student accountability, enhance school safety, and minimize disruptions to the instructional environment.

Because SmartPass is accessed through each student's school-issued Chromebook, students are expected to bring their Chromebook to school fully charged each day. Students who do not have a charged Chromebook or are otherwise unable to access SmartPass may lose hallway pass privileges for that school day.

Students are expected to:

- Request and receive approval for a SmartPass before leaving the classroom
- Travel directly to their approved destination
- Return to class before their SmartPass expires
- Use SmartPass honestly and responsibly.

SmartPass Violations

Violations of the SmartPass system include, but are not limited to:

- Allowing a pass to expire before returning to class
- Traveling to an unauthorized location
- Remaining in the hallway without an approved pass
- Misusing the SmartPass system

The following consequences may apply:

- First Offense: Warning
- Second Offense: Detention
- Third Offense: Detention and Placement on the Hallway Restriction Plan

Students placed on the Hallway Restriction Plan will have restricted hallway privileges, which may include limited daily passes, reduced pass times, restricted access to certain locations, and additional monitoring by Administration. The duration and conditions of the plan will be determined based on the student's behavior and progress.

STUDENT HEALTH & SAFETY

The health, safety, and well-being of our students are a priority at Holy Redeemer High School. Maintaining a safe and healthy learning environment is a shared responsibility among students, families, and the school.

Holy Redeemer High School follows applicable health and safety guidance issued by the Diocese of Scranton, the Pennsylvania Department of Health, and other appropriate public health authorities. Health protocols may be updated as necessary to address changing public health conditions. Families will be notified of any significant changes to school health procedures.

The Sharing Good Health Guidance and Procedures documents, which have been emailed to each family and can be found on our website at <https://www.dioceseofscranton.org/catholic-schools/>. All protocols outlined in this document will be followed.

Immunizations

The Pennsylvania Department of Health promulgates immunization regulations that require parents or guardians of students enrolled in grades K-12 to have their children immunized against various communicable diseases. Records must be given to the administrative offices of the diocesan school on or before the fifth day of class.

Dispensing of Medication

Medication (including over-the-counter medications) will not be dispensed by any member of the Holy Redeemer High School faculty or staff. Any necessary medication must be brought to the school by the student's parent or guardian. All medications 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/or a Parent Request Form (Diocesan Policy Form 508.2) are on file, 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.

Under no circumstances will medications be brought to school in plastic bags, non-prescription plastic containers, envelopes, or foil. The medication will be confiscated. No medication may be transported in or on school vehicles. If your child has an inhaler and you would like them to carry it with them, this requires a Medical Permission slip stating they are able to carry and self-administer; otherwise, inhalers are to be sent to the School or Health Office in original prescription packaging and will be kept for student use as needed.

Medication forms must be renewed yearly by your physician. It is the parent/guardian's responsibility to pick up unused medications prior to the end of the school year, with the exception of inhalers or EpiPens.

Illness at School

A student who becomes ill during the day is not to leave school until he/she receives 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.

- Should a student show flu symptoms during the school day, the parent/guardian will be contacted to pick up his/her student.
- A student must bring a parental note when returning to school verifying that he/she needed to go home during the school day.
- Parents will be notified by the school directly regarding students who are reporting illness while at school.
- Students who become ill during the school day should report that illness to their teacher/main office secretary. Students should not use their personal device to contact a parent regarding dismissal from school.

Hospitalization

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

Student Insurance

All Holy Redeemer High School students are covered by the student accident insurance program maintained by the Diocese of Scranton while attending school or participating in school-sponsored activities, including athletics.

This coverage supplements other available insurance in accordance with the terms of the policy. All injuries occurring during school or school-sponsored activities must be reported promptly to the School Administration. Required accident report forms must be completed in order for claims to be processed.

Emergency Preparedness & Safety Drills

The safety of students, faculty, staff, and visitors is a top priority at Holy Redeemer High School. Throughout the school year, students and staff participate in emergency preparedness drills, including:

- Fire drills
- Lockdown drills
- Shelter-in-place or weather emergency drills
- Other emergency response exercises required by law or deemed necessary by Administration

Students are expected to remain calm, follow staff directions immediately, and observe all established emergency procedures during every drill or actual emergency.

Fire Drills

During a fire drill or building evacuation:

- Follow the evacuation route posted in each classroom.
- Leave books and other classroom materials behind.
- Take only essential personal belongings if immediately available.

- Do not stop at lockers.
- Walk quietly and remain with your class.
- Remain in the designated assembly area until instructed to re-enter the building.

All students, staff, visitors, and parents present in the building are required to participate in evacuation procedures.

REQUIRED NOTICES & DISCLOSURES

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 the Diocese of Scranton Property & Risk Management Office at 570-558-4310.

Notice of 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, Mary Beth Pacuska, at (570-862-7551) or to Diocesan officials, including the Vicar General, Father Shantillo, V.G., at (570-207-2269).

AGREEMENTS AND SIGNATURE PAGES

Please review this handbook thoroughly with your student to ensure that all policies, procedures, and expectations are understood.

- All required forms, agreements, and signature pages below must be completed and returned to the student's **homeroom teacher by Friday, August 28, 2026**.

☐ 2026/2027 Student/Parent Handbook Signature Page

☐ Use of School Device Agreement

☐ Google Meet User Agreement

☐ Student Internet Access Policy - 2026/2027

☐ Student Technology Usage Agreement - 2026-2027

☐ Virtual Classroom Parent Acknowledgement Form - 2026/2027

- OTHER

☐ 508.2 Parent Request (*only if you are requesting school personnel administer medication*)

☐ 508.1 Private Physician Request (*required if requesting form 508.2*)

☐ 2026-2027 Car Registration (*Required for any student who will drive to or from school at any time during the school year, whether regularly, for a portion of the year, or on an occasional or one-day basis*)

☐ Field Trip Form

- [Click for required forms, agreements and signature pages.](#)