



2026-2027 SY

***Student & Staff
Handbook***

Table of Contents

School Information		Student Attendance	
HFI Mission	5	Excused absences	14
HFSL Mission & Vision	5	Unexcused absences	15
Contact Information	6	Early dismissals	15
Grades	7		
Emergency Closings	8		
Title IX Sexual Harassment	9		
Family Educational Rights Privacy Act (FERPA)	10		
Health Insurance Portability & Accountability Act (HIPAA)	12		
Student Services		Student Conduct	
Admission	17	Consequences	29
Mental Health Services	19	Dress Code	29
Substance Abuse Prevention & Support	20	Electronic Devices	30
Self Harm Response	21	Student Expulsion	31
Individuals with Disabilities Education Act	22	Student Check Procedure	32
McKinney-Vento Act	23		
Health Services	24		
Nutrition Services	26		
Transportation	27		
Staff Conduct & Expectations		Calendar	
HFSL Staff code of conduct	34	Calendar 2026-2027 School Year	42
Attendance	35		
Black out Dates	36		
Appropriate Attire	37		
Professional Development & Training	38		
Corrective Action Plan	39		



August 2026

Dear students,

We welcome you to Holy Family Specialized Learning (HFSL) for the 2026-2027 school year. As a student at HFSL, we hope that you take advantage of the resources available to you. Our students are referred to HFSL for many reasons. HFSL specializes in working with students and their support teams to identify lagging skill sets and/or unsolved problems. Identifying these barriers is an incredibly important step in our students' lives.

We know that sometimes students feel the odds are stacked against them, that their failure is expected. At HFSL, we encourage you to prove them wrong. Prove that the potential for success is indeed limitless. Prove that your future is not measured by past and current challenges. Prove to everyone that you *can* soar.

HFSL provides a unique and positive school environment for your education. We ask that you take your time in our program seriously and make positive contributions to our school community.

Please take the time to read this handbook and become familiar with its contents. This handbook is an important guide to success at HFSL.

On behalf of the administration, faculty, and staff of HFSL, we wish you a successful school year.

Sincerely,

Dale Sleva, Jr.

HFSL Principal

School Information



HFI Mission Statement

Rooted in the rich tradition of Catholic social teaching and the heritage of the Sisters of the Holy Family of Nazareth, we empower children and families to lead responsible lives and develop healthy and meaningful relationships built on faith, hope and love.

HFSL Mission & Vision

HFSL embraces teaching as a discipline that focuses on engaging academics, positive community, effective management, and developmental awareness.

80 percent of problem behaviors in school are due to academic struggles and/or social inadequacies. To help our students make productive choices and participate in their education, HFSL staff collaborate with children to help them learn the skills they need and solve problems that are a barrier to futures planning.



Contact Information

Holy Family Institute Specialized Learning

100 Enger Avenue

Pittsburgh, PA 15214

(412) 415-3379

Office Hours: 7 a.m. to 3 p.m. Monday through Friday

Student's school day is 8:00 a.m. to 2:00 p.m.

Mr. Dale Sleva, Jr.

Principal, HFSL

sleva.dale@hfi-pgh.org

Mrs. Emily Keefe

Special Education Director, HFSL

keefe.emily@hfi-pgh.org

Ms. Rilee Foote

Executive Assistant, HFSL

foote.rilee@hfi-pgh.org



Grading System

Student grades are reported quarterly. Teachers use the following grading scale:

90–100% (A)

80–90% (B)

70–80% (C)

60–70% (D)

60 –andbelow (F)



Emergency Closure

During instances of inclement weather, HFSL will post changes to the typical schedule through local news media.

If Holy Family Nazareth Prep School is closed due to inclement weather, HFSL will also be closed.

If Holy Family Nazareth Prep is operating on a two-hour delay due to inclement weather, HFSL will also operate on a two-hour delay. HFSL staff will contact the various transportation agencies that provide transportation services to partnering local education agencies (LEA). HFSL staff will still report to the school building at typical reporting times, using personal safety as a guide.

If HFSL needs to temporarily close due to an unforeseen emergency, each LEA and HFSL student's family will be contacted via phone and email. HFSL will provide the student with such supplies and equipment as necessary for the provision of services virtually as consistent with governmental guidelines.



Title IX Notification

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex. Title IX further prohibits harassment based on sex.

For more information regarding Title IX or to report a violation or file a complaint, please contact the Holy Family Institute's Title IX Compliance Officer or the Title IX Compliance Officer's Designee. The Compliance Officer's Designee is responsible for handling complaints of sex discrimination and sexual harassment, while ultimate compliance oversight rests with the Title IX Compliance Officer.

Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory



information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Health Insurance Portability & Accountability Act (HIPAA)

In 1996, Congress enacted the Health Insurance Portability and Accountability Act (HIPAA) to ensure continued health insurance coverage to individuals who change jobs, and to establish standards regarding the electronic sharing of health information. For purposes of HIPAA, "covered entities" include health plans, health care clearinghouses, and health care providers that transmit health information in electronic form in connection with covered transactions (45 CFR 160.103).

Technically, schools and school systems that provide health care services to students may qualify as "covered entities" under HIPAA. However, the final regulations for the HIPAA Privacy Rule exclude information considered "education records" under FERPA from HIPAA privacy requirements. This includes student health records and immunization records maintained by an education agency or institution, or its representative; as "education records" subject to FERPA, these files are not subject to HIPAA privacy requirements. In addition, school nurse or other health records maintained on students receiving services under the Individuals with Disabilities Education Act (IDEA) are considered "education records" and also subject to that Act's confidentiality provisions. Consequently, these records are subject to FERPA and not the HIPAA Privacy Rule.

Nevertheless, certain activities, when performed by a school, could be subject to other provisions of HIPAA that concern electronic transactions. According to the preamble to the December 2000 final rules, "the educational institution or agency that employs a school nurse is subject to our (HIPAA) regulation if the school nurse or the school engages in a HIPAA transaction." HIPAA transactions are defined in the Code of Federal Regulations (CFR) as "the transmission of information between two parties to carry out financial or administrative activities related to health care," including submitting claims. However, consent must still be secured under FERPA before the records are disclosed.

Student Attendance

Student Attendance

The student's home school district is notified each day the student is absent.

Excused

The compulsory attendance law requires a child of compulsory age to attend school, unless absent for an approved reason, and charges the parent of the child with the responsibility for such attendance.

A written excuse explaining an absence must be received within three (3) days of a student's return to school or the absence will be considered unexcused/illegal. The student's LEA is still responsible for the daily tuition rate if the student is absent.

In general, absences for the following reasons would be excused:

1. Illness
2. Quarantine
3. Family emergency
4. Recovery from accident
5. Required court appearance
6. Death in family
7. School-related events
8. Educational tours and trips, with prior approval

The following reasons may also be considered excused absences, at the discretion of the HFSL Principal:

1. Impassable roads
2. Inclement weather

A student may be excused for a portion of the school day for medical or dental appointments that cannot be arranged after school hours, court appearances, family emergencies, and other urgent reasons. ***Parents are encouraged to arrange appointments outside of school hours.***

1. Verification of the visit will be needed from the doctor or dentist office upon return to school and within three days or the absence will be declared unexcused.
2. Upon written request by a parent/guardian, an absence for religious holidays observed by bona fide religious groups shall be excused by the Board. A penalty shall not be attached to an absence for a religious holiday.

Unexcused

A written excuse explaining an absence must be received within three (3) days of a student's return to school or the absence will be considered unexcused/illegal.

The mere fact that a parent has sent a written excuse does not necessarily mean the absence is "excused." Such reasons as "visiting," "away from home," "had to go shopping," "had to get a haircut," "overslept," or "missed the bus" – (when it is reasonably on schedule), should never be considered an excused absence.

The school will impose the following penalties on students and parents for unexcused or unlawful absences:

- Three (3) Unexcused Absences – parents notified
- Four (4) or Five (5) Unexcused Absences – the child and parent must attend a school attendance improvement conference on a date and time set by the school
- Six (6) Unexcused Absences – notification/referral will be sent to the LEA
- Seven (7) Unexcused Absences – a formal truancy complaint will be filed with the District Magistrate in the community in which the student resides

Early Dismissals

A planned early dismissal requires a note from parent/guardian to the delegated attendance staff member when arriving to school for the day. The note from the parent of the guardian must have a phone number of the parent/guardian who is picking up the child from school. The Executive Assistant will call the number to confirm planned early dismissal.

In the event of a family emergency, the parent/guardian must come to the office and write a note briefly explaining the reason for the unplanned early dismissal.

In every case, a parent/guardian must come into the main office to sign out the student. The adult signing the child out of school must be approved by the parent in writing.

Student Services

Admission

Holy Family Specialized Learning (HFSL) accepts students on a referral basis from local education agencies (LEA). Students from first through twelfth grades who are referred to HFSL must participate in the Admission Intake protocol prior to enrollment.

Protocol

1. A representative(s) from a LEA must first complete the [HFSL Admission Referral Form](#). This is available on the HFSL website. Completed referrals are received by the Executive Assistant and Principal.
2. The Principal or their proxy will make an initial connection with the referring LEA within two (2) days of receiving the referral. This connection is meant to accomplish the following:
 - a. Explain/review the mission of HFSL;
 - b. Schedule an Admission Intake meeting within one week of the receipt of the referral;
 - i. Participants must include a LEA representative, parent/guardian of the student, the student, HFSL Principal, Special Education Coordinator, and other members of the HFSL team.
3. During the Admission Intake meeting, participant responsibilities include:
 - a. LEA representative
 - i. Articulate the cause of referral;
 - ii. Articulate and share the student's current education programming;
 - iii. Contribute to the Conditions for Transition development
 - b. Parent/guardian of the student
 - i. Share any relevant medical, home, etc. Information that could influence the student's attendance, mood, and physiological status while enrolled at HFSL
 - c. Student
 - i. Share preferences of instructional delivery, known stimuli that increase the likelihood of an escalated state
 - ii. Share perceived strengths and areas of need
 - d. HFSL Principal
 - i. Conduct a tour of the building
 - ii. Explain schedule and staff roles
 - iii. Explain schoolwide expectations

4. Notice of admission will be communicated in writing from the HFSL Principal by the close of the business day following the Admission Intake meeting.
 - a. Should the HFSL team choose to not admit the student, the HFSL Principal should briefly summarize the cause of non-admittance.

5. Prior to the student's first day at HFSL, the following documents must be received by HFSL administration:
 - a. Signed HFSL Service Agreement between LEA and HFSL;
 - b. Signed Exhibit from HFSL Service Agreement;
 - c. PA Secure ID;
 - d. LEA and contact information;
 - e. Current IEP and RR (if applicable);
 - f. Student transcript, report card;
 - g. Student schedule from LEA;
 - h. Student disciplinary record from LEA;
 - i. Student attendance record from LEA;
 - j. Student immunization record from LEA;
 - k. Probation officer name and contact information (if applicable);
 - l. Over-the-counter medicine form from parent/guardian;
 - m. Prescription medicine form from parent/guardian (if applicable);
 - n. Informed consent form for Crisis Prevention Intervention;
 - o. Informed consent form for Student Check Protocol

6. HFSL administration will communicate the following to the LEA representative and parent/guardian one business day before the student's first day at HFSL:
 - a. The classroom teacher and associate's names and HFSL contact information;
 - b. Jupiter access for parent/guardian;
 - c. HFSL Student and Staff Handbook;
 - d. Student's schedule

Mental Health Services

As part of our commitment to ensuring the well-being of all students, Holy Family Specialized Learning students will receive mental health screening administered by the Licensed Professional Counselor on staff to monitor and support the emotional health of our students, allow us to address any potential concerns early and identify counseling needs. Counseling services may address areas such as emotional regulation, coping skills, self-awareness, problem-solving, communication, interpersonal relationships, conflict resolution, decision-making, self-advocacy, and appropriate responses to stressors.

School-Based Supportive Counseling is available for all students and can be used by students as needed. Supportive counseling provides students with school-based social-emotional support to address concerns that may impact their academic performance, behavior, relationships, emotional regulation, or ability to successfully participate in the school environment. Counseling may focus on coping skills, emotional regulation, problem-solving, communication, conflict resolution, social skills, adjustment to change, and development of healthy strategies for managing school-related and personal challenges.

IEP Counseling interventions are individualized based on the student's identified needs and specific IEP goals. This service is available to students who have been determined by their parents/guardians and IEP team to need scheduled counseling sessions as a related service. Frequency and duration of these sessions will be determined by the Licensed Professional Counselor on staff, parents/guardians and IEP team.

Please note that school-based supportive counseling is an educational service and is not intended to replace or serve as a substitute for outpatient or more intensive mental health treatment. When a student demonstrates needs that extend beyond the scope of school-based services, the Licensed Professional Counselor on staff will collaborate with the student's parents/guardians to facilitate additional supports or referrals as appropriate.

Substance Abuse Prevention & Support

Upon intake:

- Students and families are asked if there is a history of substance abuse. If yes:
 - o Provide documentation of care plan/provider. Family signs release form so HFSL staff could parlay with support staff

Upon self-disclosure:

- HFSL staff contacts HFSL Principal. Principal contacts student's family and LEA representative.

Reasonable suspicion student is under the influence:

- Send to Health Office where the School Nurse assesses vitals
- If student's vitals suggest influence:
 - o The student remains in the Health Office under supervision;
 - o HFSL Principal or another administrator searches student's person for drug-related paraphernalia;
 - o HFSL Principal contact student's family, advises the need for pick up and medical attention within one hour of phone call;

If student is picked up in one hour:

- Parent must sign release form, referral information for school-based therapy if not already receiving support;
 - o Release form indicates the parent's intention to pursue and receive a health assessment for the child within 48 hours of pick-up

If student is not picked up in one hour:

- HFSL Principal contacts the Ross Township police department.
 - o Ross Township PD searches student's person, confiscates found items
 - If item is found on the student's person, a one day out- of-school suspension is issued

If student's vitals do not suggest influence:

- o HFSL Principal calls family, explains suspicion and current vitals;
- o Student returns to classroom

Student Conduct: Self-Harm Response

At point of suicidal ideation disclosure:

- Restorative Practices Coordinator assesses student;
- If concern is present post-assessment:
 - Family is contacted with information regarding the concern and options for next steps:
 - STEP A:
 - HFSL contacts Resolve with a request to evaluate student's risk level while the student remains at school;
 - HFSL shares referral information for school-based therapy
 - STEP B:
 - Family picks up student and takes them to an emergency room of their choosing for a psychiatric assessment;
 - HFSL shares referral information for school-based therapy

At point of suicidal attempt disclosure:

- Family picks up student and takes them to an emergency room of their choosing for a psychiatric assessment; OR
- HFSL administrator accompanies student in an ambulance to closest emergency room;
- HFSL shares referral information for school-based therapy

At point of teacher suspicion of self-harm OR at the point of self-harm in the De-escalation Room:

- Teacher contacts Restorative Practices Coordinator and School Nurse;
- Student guided to Health Office;
- Restorative Practices Coordinator assesses student;
- If concern is present post-assessment:
 - Family is contacted with information regarding the concern and options for next steps:
 - STEP A:
 - HFSL contacts Resolve with a request to evaluate student's risk level while the student remains at school;
 - HFSL shares referral information for school-based therapy
 - STEP B:
 - Family picks up student and takes them to an emergency room of their choosing for a psychiatric assessment;
 - HFSL shares referral information for school-based therapy

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 7.5 million (as of school year 2020-21) eligible infants, toddlers, children, and youth with disabilities.

Infants and toddlers, birth through age 2, with disabilities and their families receive early intervention services under IDEA Part C. Children and youth ages 3 through 21 receive special education and related services under IDEA Part B.

In the law, Congress states:

Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.

McKinney-Vento Act

HFSL is obligated to recognize and implement all provisions of the McKinney-Vento Act.

The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. This particularly vulnerable population of children has been increasing; from the 2006-2007 school year to the 2013-2014 school year, the total number of homeless children and youths approximately doubled from 679,724 to 1,301,239 students, according to EHCY program data.

Under the McKinney-Vento Act, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. SEAs and local educational agencies (LEAs) are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

Health Services

HFSL is obligated to adhere to all provisions of regulations outlined from Private Academic Schools by the Pennsylvania Code: Title 22 Education.

§ 51.13. Immunization.

(a) No child in grades K through 12 may be admitted to or permitted to attend a private school unless the child has received immunizations required by 28 Pa. Code Chapter 23 Subchapter C (relating to immunization) or has received from the director a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization).

(b) A child who has not received all doses of the required immunizations or who has not been exempted from immunization, but who has received at least one dose of each of the required immunizations, may be provisionally admitted and attend private school for a period of up to 8 months. Provisional admission or continued attendance shall be conditional upon the parent's or guardian's submission to the director of a plan for the pupil's completion of the required immunization doses. The plan shall be reviewed by the school at least every 60 calendar days. If after 8 months, the child has not received all doses of the required immunizations, the child thereafter may not be further admitted to or be permitted to attend the private school until all doses have been received.

§ 51.14. Medical examinations.

(a) Medical examinations shall be required for students upon original entry into school and in grades 6 and 11 as provided by 28 Pa. Code § 23.2 (relating to medical examinations). For purposes of this section, "original entry into school" means entrance into kindergarten if it is part of the school system or into grade 1 if the school does not have a kindergarten.

(b) A complete medical examination, including appropriate visual and hearing evaluations, shall be made by a licensed physician at the expense of the parents prior to the entrance of the pupil into school. School medical examinations may be conducted by a school physician or by a family physician and shall be reported on forms supplied by the school.

§ 51.15. Dental examinations.

A dental examination shall be provided for a student upon original entry into school and in grades 3 and 7. The school dental examination may be conducted by a school dentist or by a family dentist on forms supplied by the school.

§ 51.21. Nursing services and health records.

(a) School nursing services shall be provided for students in grades K through 12. The services may be provided through the public school system in which the private school is located or by a certified school nurse employed by the private school.



(b) Health records shall be maintained for students in grades K through 12. The records shall be kept in the school building where the students attend school and shall be made available to the school nurse at all times. The original health records shall follow a student when transferring to another school.



Nutrition Services

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

Every HFSL student receives a free breakfast and lunch during the school day.



Transportation

All morning and afternoon transportation is the responsibility of the school district in which the student resides.

If transportation is required during the school day for HFSL-sponsored field trip(s), community-based instruction, etc. HFSL assumes all responsibility for providing transportation services for students.

A parent note must be provided and approved for a student taking alternative transportation.

Student Conduct

Consequences

Suspension

A suspension is a consequence decided solely at the discretion of the HFSL administrative team. It is the formal and temporary removal of the student from their typical routine in the school building. In most cases, this removal does not extend past one (1) school day. In more severe cases, suspension may total up to ten (10) days or discharge from HFSL in alignment with the HFSL Service Agreement.

The goal of suspension is to reset the dynamic between the student and the school community following a violation of expectations for students. It is the responsibility of the student to return to school and learn from their error(s).

Dress Code

All staff at HFSL students are expected to follow all categories of appropriate dress outlined below.

HFSL students are permitted to wear sweatshirts, sweatpants, activewear, t-shirts, non-inflammatory or unoffensive text, shorts, and closed-toe shoes.

HFSL students are NOT permitted to wear the following:

- Crop tops, halter tops, tank tops, spaghetti top shirts;
- Shorts, skirts, dresses with extremely short inseams/hemlines;
- Clothing that is too loose, too tight, or too revealing;

Pants are expected to be worn on the waistline.

Should the student wear clothing HFSL administration deems inappropriate and/or distracting for the school community, the student will be given an alternate clothing item(s) to be worn during the school day. If the student refuses a parent/guardian will be notified by HFSL administration. Disciplinary consequences may ensue.

Electronic Devices

Student devices will be collected upon arrival every day. Students are not permitted to carry any personal electronic device on their person during the school day unless deemed necessary by a physician or a representative from the courts.

Student Expulsion Protocol

1. **Investigation:** The leadership team conducts a thorough investigation into the behavior or incident leading to potential expulsion. This may involve interviews, reviewing evidence, and gathering statements from witnesses.
2. **Documentation:** HFSL documents the incidents and any previous disciplinary actions taken. This documentation supports the case for expulsion and ensures that the process is transparent.
3. **Parental Notification:** The HFSL principal informs the student's parents or guardians about the situation, including the reasons for the potential expulsion and any evidence gathered.
4. **Meeting:** A formal meeting or hearing is held with the student, parents/guardians, and school administrators. The meeting is conducted by the HFSL Leadership Team. This provides an opportunity for the student and family to present their side of the story and discuss mitigating factors.
5. **Review and Decision:** After the meeting, the Leadership team evaluates the evidence and decides whether expulsion is warranted. This decision is based on the severity of the incident, the student's history, and any applicable agency policies.
6. **Appeal Process:** The student and/or family may contest the expulsion decision. This process requires a written appeal within five days of the expulsion decision and may include a second hearing or review.
7. **Final 30-Day Notification:** The HFSL Principal provides formal written notification of the expulsion decision to the student and parents, including any details about the effective date, reasons for the decision, and any steps for transitioning out of the school.
8. **Support and Transition:** HFSL administration and the LEA will propose appropriate programming for the 30-day transition period as the student transitions out of HFSL. Part of this support includes providing updated records/data to support placement in a new educational setting and provide guidance on how to obtain records or transcripts.

These steps help ensure that expulsion decisions are made fairly and in accordance with the school's policies and values.

Student Check Procedure

Student and staff safety is of the utmost importance to the HFSL administration. As such, each student will participate in the Student Check Protocol upon arrival. The Student Check Protocol conducted upon arrival is as follows:

1. Upon entry to HFSL, the student will sign-in with HFSL staff;
 - a. *Students are not permitted to bring bags into the building. Coats will be kept securely in assigned locker spaces. Water bottles, hot beverage containers, etc. are not permitted in the building.*
2. The student will submit their cell phone and any other electronic device to HFSL administration to be secured safely in the office until dismissal;
3. The student will walk through a metal detector;
 - a. If the metal detector signals the presence of a metallic object, HFSL administration will use a security wand as a secondary security measure;
 - b. If the security wand indicates the presence of a metallic object, the student will be guided to the Main Office where a trained HFSL administrator will perform a pat-down in the presence of a HFSL staff member
 - c. If an item is found during the pat-down that violates Holy Family Institute policy, the parent/guardian will be contacted immediately. Local law enforcement will be contacted if the item violates the law
4. Once the student has completed the security check, they will be directed to collect their breakfast before proceeding to their classrooms for first period

The student will participate in a second Student Check should HFSL administration possess reasonable suspicion the student is in possession of ***contraband***.

Contraband refers to the following items:

*Cigarettes**

*Tobacco products**

Vape devices

Lighters

*Cell phones (*post arrival)*

*Weapons**

*Firearms**

*Illegal substances**

*Alcohol**

*Drug paraphernalia**

Should any of the items above be found, the item will be confiscated, parents/guardians will be contacted, a parent/guardian meeting may be requested, and local authorities will be contacted for the contraband items indicated with an asterisk.

Staff Conduct

HFSL Staff Code of Conduct

Staff at Holy Family Specialized Learning (HFSL) are responsible for providing a safe learning environment for students. To ensure the safety of students, all HFSL staff, contractors, and volunteers are obligated to comply with the following Code of Conduct.

HFI also has a rules of conduct policy that guide the conduct of employees (*see Corporate Policy 103-10*).

HFSL staff must not engage in any of the following, which will result in automatic termination from Holy Family Specialized Learning:

1. Staff will not engage in any form of sexual abuse, sexual harassment, inappropriate sexual behavior, physical abuse, emotional/verbal abuse, neglect (including medical/non-medical neglect), or inappropriate restraints;
2. Staff will not engage in sexual contact with anyone during school hours and/or on school grounds while acting in the official capacity of their position;
3. Staff will not engage in or permit discriminatory treatment or harassment of anyone—especially students—for any reason, including but not limited to, on the basis of their actual or perceived race, national origin, language, religion, gender identity, gender expression, sexual orientation, disability, or any other characteristic;
4. Staff will not utilize corporal punishment, nor will staff use verbal or non-verbal threat of such punishment;
5. Staff will not attempt to change or discourage a student's actual or perceived sexual orientation, gender identity, or gender expression;
6. Staff must confine their interactions and/or relationship with students and their family to those activities which fall within the scope of the staff's professional duties;
7. Staff must report knowledge, suspicion, or information about sexual abuse, sexual harassment, inappropriate sexual behavior, or any other form of abuse or neglect according to mandatory reporting laws and/or federal laws and regulations;
8. Staff may not threaten students with incident reporting or behavioral notes to regulate their behavior or for any other reason;
9. Staff may not threaten children with legal and enrollment consequences to regulate the student's behavior(s);
10. Staff with knowledge or information of other staff violating this Code of Conduct must report this knowledge or information to their direct supervisor in a reasonable period of time;
11. Staff have a continuing affirmative duty to self-disclose any misconduct that occurs on or off duty, such as an arrest, to their direct supervisor or a representative from the HFI Human Resources department;
12. Staff may not attempt, or express an intent, to violate any part of this Code of Conduct

Staff will be suspended pending an investigation into the above Code of Conduct violation(s).

Staff Conduct: Attendance

HFSL staff are able to access the school using their HFI-issued identification badge.

The business hours for HFSL are 7:00 a.m. to 3:00 p.m. HFSL staff and administration are required to report to the building by 7:30 a.m., Monday thru Friday when school is session. Staff are dismissed by 3:00 p.m., Monday thru Friday when school is in session unless otherwise decided.

Tardiness

The protocol staff are required to follow in the event of tardiness is as follows:

- Staff must contact HFSL principal in writing (e.g. text or HFI email) with notice of late arrival;
 - o If the anticipated arrival time is past 8 a.m., the staff member must use a half day of vacation/personal time.
- Should the staff member present with chronic tardiness, HFSL administration will implement the Corrective Action Plan protocol in conjunction with HFI Human Resources

Call-off Protocol

The protocol staff are required to follow in the event of an unplanned absence is as follows:

- Staff must contact HFSL principal in writing (e.g. text or HFI email) with notice of the unplanned absence;
 - o If the call-off is received after 6 a.m., this could warrant the inception of the Corrective Action Plan
- Staff will submit their absence through Paycor or other HFI-wide employee management system;
- Should the staff member accrue three (3) consecutive absences, they must provide a notice from a physician accounting for the consecutive absences. This notice should be provided directly to the staff member's supervisor.
 - o Should the staff member fail to present a physician's note within one (1) business day of the three (3) consecutive absences, the first step of the Corrective Action Plan will be implemented

Black-out Dates

The black-out dates for staff for the 2026-2027 school year are as follows:

August 31 – September 4

September 8

November 9

November 24

December 1

December 22

January 4

January 25

January 25

March 19

April 12

June 16

June 17

Unplanned staff absences that fall on a black-out date require a physician's note explaining the reason for the staff member's absence.

Staff Conduct: Appropriate Attire

Protocol re: Corporate Policy 103-6 Appropriate Attire

Appropriate Attire

All staff at HFSL are expected to follow all categories of appropriate dress outlined in the Appropriate Attire Corporate Policy (103-6).

HFSL staff are not permitted to wear sweatshirts, sweatpants, activewear, t-shirts, tank tops, crop tops, halter tops, and spaghetti strap tops, inflammatory or offensive text, shorts, clothing that is too tight, very short or too revealing, clothing with holes or frays, and flipflops.

HFSL administrators are expected to wear professional dress (e.g. suit, tie, jacket, pants, skirt or dress, close-toed shoes).

HFSL staff including teachers and Classroom Associates are expected to wear business casual attire (e.g. khakis, golf pants, polo shirt, sweater, pants, blouse, skirt or dress, cropped pants, close-toed shoes). All HFSL staff can wear tennis shoes, if desired.

The Health and PE teacher may wear clothing that does not restrict their movements but meets business casual dress standards.

HFSL administration will notify staff of any changes to appropriate attire in writing.

Identification Badges

HFSL staff will wear their HFI-issued identification badges during the school day.

Acknowledgement of Protocol

HFSL staff will provide signed acknowledgement of this protocol annually.



Staff Conduct: Professional Development & Training

Protocol re: Corporate Policy 103-07 Professional Development and Training

All staff at HFSL are expected to follow all items outlined in the corporate policy Professional Development and Training (103-7).

Required Training

HFSL staff are required to attend a number of trainings annually:

- The week prior to the beginning of each school year
- Scheduled in-services;
- Scheduled half-day trainings;
- One day following the students' Last Day of School

Unless the staff member requests bereavement time and/or an unforeseen act of God befalls the staff member and/or their dependents (i.e. medical emergency, natural disaster, etc.), requests for time off will not be approved.

Responsibilities

All HFSL staff are responsible for attending mandatory training on an annual basis. All HFSL staff are responsible for ensuring that they have completed the appropriate sign-in sheet for all training attended as well as completing the evaluation sheet, as requested.

HFSL staff seeking Act 48 credits must provide HFSL administration with their respective PPID number. HFSL administration will submit documentation of completed Act 48 trainings to the Pennsylvania Department of Education.

HFSL staff seeking Instructional II certification are responsible for all required documentation outlined by the Pennsylvania Department of Education.

Corrective Action

Failure to attend mandatory training may result in corrective action, up to and including termination.

Staff Conduct: Corrective Action Plan

Protocol re: Corporate Policy 103-15 Corrective Action

All staff at HFSL are expected to follow all items outlined in the Corrective Action HFI policy (103-15).

Corrective Action Process

HFSL administration will use the following measures in responding to HFSL staff who experience work-related problems or who violate work standards or requirements:

Level One: Verbal Counseling

HFSL administration may initiate a verbal discussion with the staff member if the situation is a first occurrence. The administrator issuing the corrective action must keep written documentation of the verbal counseling. The written documentation must be shared with the Director of Human Resources within one business day of counseling.

Level Two: First Written Warning

When verbal counseling does not result in the desired improvements, HFSL administration will meet with the employee and advise him/her again of the seriousness of the problem. The HFSL administrator will issue a written warning to the employee, using the Corrective Action Form (Exhibit 103-15.1). The written warning will include the details of the problem and the action to be taken to improve or correct the problem. A time frame in which an acceptable level of performance must be reached may also be included. Prior to meeting with the staff member, HFSL administration will share the completed form with the Director of Human Resources.

After the Director of Human Resources has reviewed the form, the HFSL administrator may schedule a meeting with the employee.

The employee will be reminded that further corrective action, up to and including termination of employment, may occur if there is no improvement. After discussion of the documentation with the employee, a copy of the documentation will be given to the employee and the original will be placed in the employee's personnel file. The employee should sign the written warning to indicate s/he has read it. If the employee refuses to sign, the HFSL administrator should indicate "refused to sign" on the Corrective Action Form, initial, and date it. The Corrective Action Form must be shared with the Director of Human Resources within one business day of issue.

Level Three: Final Written Warning

If the previous discussions and action plans fail to improve the problem or performance does not improve, a final written warning will be documented, using the Corrective Action Form (Exhibit 103-15.1). The HFSL administrator will share the complete form with the Director of Human Resources prior to meeting with the employee.



The HFSL administrator should schedule a meeting to advise him/her again of the seriousness of the problem. The employee will be reminded that further corrective action, up to and including termination, may occur if there is no improvement.

The documentation and discussion should include a review of previous actions, the continued problem or offense, and a final set of corrective action(s). After a discussion of the documentation with the employee, a copy of the documentation will be given to the employee and the original will be placed in the employee's personnel file at HFSL. The employee should sign the written warning to indicate s/he has read it. If the employee refuses to sign, the HFSL administrator should indicate "refused to sign" on the Corrective Action Form, initial, and date.

Level Four: Suspension

If the employee fails to meet the goals established in the final written warning or if other problems develop that are of the same or another serious nature, suspension without pay or termination may be appropriate. Suspensions will not be imposed in a manner that affects an employee's exemption status

Termination

Before implementing a decision to terminate employment, HFSL administration must consult with Human Resources, who will involve the President or designee, as needed. If the employee is terminated, all appropriate termination/payroll forms must be completed (see Policy 101-16, "Termination of Employment").

Absenteeism and Tardiness

Absenteeism places a burden on other employees who have to perform the absent staff member's duties. Absenteeism can cause scheduling problems for the department and can adversely affect our ability to serve our students. For these reasons, excessive absenteeism and tardiness will not be tolerated.

HFSL staff including administrators, teachers, support staff, etc. are to report to school by 7:00 a.m. All HFSL staff including administrators, teacher, support staff, etc. are dismissed at 3:00 p.m.

Excused absence occurs when all of the following conditions are met:

- o HFSL staff provides sufficient notice to HFSL administration;
- o Reason for absence is found credible or acceptable by HFSL administration;
- o Absence request is approved by HFSL administration via Paycor;
- o HFSL staff has sufficient accrued time off to cover such absence

Unexcused absence occurs when one of the four (4) conditions listed above is not met



HFSL staff who accrue three (3) consecutive unexcused absences will be considered to have abandoned their job and will be considered as voluntarily resigned and not eligible for rehire unless timely and credible evidence is presented outlining reasons for the absence. Emergency situations where employees are unable to contact HFSL Principal will be reviewed on a case-by-case basis.

ACADEMIC CALENDAR

2026-2027

SEPTEMBER	OCTOBER	NOVEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 17 DAYS OF INSTRUCTION	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 22 DAYS OF INSTRUCTION	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 16 DAYS OF INSTRUCTION
DECEMBER	JANUARY	FEBRUARY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 16 DAYS OF INSTRUCTION	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 18 DAYS OF INSTRUCTION	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 20 DAYS OF INSTRUCTION
MARCH	APRIL	MAY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 18 DAYS OF INSTRUCTION	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 21 DAYS OF INSTRUCTION	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 20 DAYS OF INSTRUCTION
JUNE	JULY	STUDENTS 1ST/LAST DAY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 12 DAYS OF INSTRUCTION	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NO SCHOOL/HOLIDAYS
		HALF DAY - EARLY DISMISSAL 11:00AM
		END OF QUARTER
		INSERVICE FOR STAFF
		EXTENDED SCHOOL YEAR (ESY)