

St. John Vianney Regional School Handbook 2023-2024

About St. John Vianney Regional School

History of St. John Vianney Regional School

St. John Vianney Regional School was formed in 2010, through the merger of three of Allentown’s finest Catholic education institutions: Cathedral School, St. Paul’s School and St. Francis of Assisi School. It represents a combined history of over 200 years of Christ-centered academic excellence, in service to a broadly diverse community of races, beliefs, and educational and financial backgrounds.

More recently, Sacred Heart School in Allentown experienced a devastating fire on June 10, 2020. The 2020-2021 academic year, Sacred Heart School students received their education at St. Paul’s School in Allentown. At the end of that year, Sacred Heart School was officially closed, and at the beginning of the 2021-2022, the 115 year old tradition of faith and family at Sacred Heart School was joined to St. John Vianney Regional School in September 2021. Sacred Heart is blessed and proud to belong to the one Catholic School in Allentown.

St. John Vianney Regional School is now the merger of four of Allentown’s Catholic schools: Cathedral School, St. Paul’s School, St. Francis of Assisi School and Sacred Heart School. All four parishes play an integral part in the continued success of St. John Vianney Regional School. As a regional school, we are committed to working with all four parishes including the Pastors and parishioners. We strive to provide the best Catholic education in the city of Allentown.

Saint John Vianney - The Priest

The patron of priests, St. John Vianney was ordained in France in 1815. His reputation as a director of souls made him known throughout the Christian world. St. John Vianney had incredible patience and was a wonderworker loved by many. He heard confessions of people from all over the world for 16 hours each day. His life was filled with works of charity and love.

Mission Statement

St. John Vianney Regional School is a Catholic community dedicated to living faith in Jesus Christ from Preschool through 8th Grade. Our school and families partner together to encourage appreciation for our diverse world. In a caring and respectful environment, independent thinkers are developed through spiritual values and strong academics. St. John Vianney students celebrate each day through prayer, education and service; and embrace tomorrow committed to faith, leadership and community. In faith — celebrating today, embracing tomorrow!

Belief Statements

We believe that:

- Christ is the reason for the school: the unseen but ever present teacher in its classes; the model of its faculty; and the inspiration of its students.
- The primary goal of St. John Vianney Regional School is the education of students in the Roman Catholic faith to serve as disciples of Christ.
- Liturgy, shared prayer, and outreach projects are opportunities to celebrate together as a school community and to proclaim the message of Christ.
- St. John Vianney Regional School presents a program of academic excellence for its students, which are suited for their individual talents, needs, and learning styles.
- St. John Vianney Regional School fosters a safe, disciplined, and nurturing learning environment for students, where limitations become challenges, not obstacles.
- Through ongoing professional development, the faculty provides the most current technology-based and educational strategies to optimize student success.
- Teachers and parents, working as partners, unite in their commitment to Catholic education.

Therefore, St. John Vianney Regional School is a community of Christian people developing spiritual, intellectual, social, cultural, emotional, and physical attributes in students who are entrusted to our care.

Memorandum of Understanding

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

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.

Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Diocese, or Catholic religious community.

While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.

Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to

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function as a community of faith.

In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Discrimination Statement

St. John Vianney Regional School will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, genetic information or disability in its programs, activities and employment and contracting practices. The Diocese of Allentown Office of Education is designated to handle inquiries regarding the Diocese nondiscrimination and harassment policies.

SJVRS School Board

The purpose of the SJVRS School Board is to promote and advance the mission of St. John Vianney Regional School in the education of students, and the sustainability and growth of our school rich in Catholic Faith.

Following in the footsteps of our Patron, St. John Vianney, the SJVRS School Board is mission-driven and supports the school administration in creating a sound financial future, while driving the development of enrollment, advancement, facilities and finance plans. The board collaborates with the pastors and works in partnership with the principal for a successful academic and financial future. Our board members bring varying expertise and knowledge, which they utilized to create policies supporting the creation of a viable school strategic plan for growth and success.

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Admissions Policy

Terms of Enrollment

St. John Vianney Regional School welcomes all admitted students and will take appropriate measures necessary to provide a structured and nurturing learning environment for all. It should be understood that all students and their parents are expected to favorably respond to the rules and expectations outlined in this handbook and successfully perform the academic work required by the faculty to ensure satisfactory progress. Students attend St. John Vianney Regional School at the school's invitation. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior. A student considered to be in good standing is: (a) one who has not become subject to dismissal; (b) one whose record of conduct is satisfactory; and (c) one who has met all financial obligations to the school or made satisfactory arrangements with the school's administration. As members of the St. John Vianney Regional School community, responsible conduct and decisions are also expected outside of school as well as during all school-sponsored functions. Decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final.

Admissions Requirements

St. John Vianney Regional School serves the Allentown parishes of St. Catharine of Siena, St. Francis of Assisi, St. Paul's and Sacred Heart of Jesus Parish. It is open to all children. Students entering kindergarten must be five years old by October 15th of the academic year entering kindergarten. (First graders must be six years old by October 15th.) Below is a list of required documents for admissions:

- Registration Form
- Birth Certificate
- Immunization records
- Any Court ordered custody agreements (if applicable)
- Release of Records (Grades 1-8) which include academic, attendance and behavioral records.
- Documentation related to Special Education services including IEP and 504

Additional Documents for Catholic Families

- Proof of membership in the parish
- Baptismal certificate or Sacraments

Academic and Conduct Requirements

The principal shall review all documents required for application and registration as well as other information deemed appropriate to determine whether a student should be admitted to the school. Factors to be considered by the principal include, but are not limited to, the following:

- Proof of promotion to the grade to which the student is seeking entry
- Results of academic testing
- Any prior academic, behavior conduct, or psychological records
- Students and parent's reasons for seeking admission to the school
- The prior identification of any IEP, 504, or specialized instructional or behavioral plan

If the student is admitted to the school, the principal shall place the student at the grade level that is in keeping with the student's competence.

All students are admitted on probationary status. At times, a contract between St. John Vianney Regional School, the child

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and the child's parents will delineate continued enrollment at St. John Vianney Regional School. Should behavior problems surface and impede the academic and or social progress of the student or class, an alternative educational program may be required. Admission is on the recommendation of the administration after the review of the necessary documents.

Admission of Transfer Student

In addition to the above requirements, transfer students must sign a transfer of records for St. John Vianney Regional School to collect the following from all previous schools:

- Current report card
- Permanent record
- Standardized testing results
- Conduct/behavioral report
- IEP, 504, or other academic/behavioral plan
- Health records
- Recommendations from previous teachers, principals, or counselors

Assessment of all new students is administered and final determination is made upon receipt of all requested records.

Review or Transfer of Student Records

Upon request of transferring school, St. John Vianney Regional School will transfer student records directly to the receiving school. If a parent wishes to review their child's official file, the request must be made in writing twenty-four hours prior to the review.

Attendance of Non-Catholic Students

The Catholic school serves a variety of purposes, including the spiritual, academic, social, and physical development of the students. However, in the Diocese of Allentown, the primary purpose of the Catholic school, including those schools that have a substantial non-Catholic enrollment, is religious.

All of these schools are conducted for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community in the faith. Therefore, each school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they live a full Christian life.

As a condition of registration in St. John Vianney Regional School, the student and the student's parent(s)/ guardian(s) commit the student to attend Religion classes, to fulfill the requirements for this subject, and to attend religious functions offered as part of the school program.

Faith is a free gift of God which involves a free response. The Catholic school provides an opportunity for the student's act of faith through its religious program.

In accord with this general principle, non-Catholic students may be admitted to St. John Vianney Regional School if:

- Adequate facilities and space are available without denying the admission of eligible Catholic students.
- In the case of transfer, the student's academic and disciplinary records are satisfactory.
- The reason for entrance or transfer is valid.
- Parent(s)/guardian(s) agree by enrolling their child to permit their children to attend Religion classes and religious functions that are offered as part of the school program.
- Parent(s)/guardian(s) commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of the school as they appear in the school's handbook

Academic Program and Policies

Curriculum

General Curriculum

At St. John Vianney Regional School, we strive to maintain the highest standard of academic excellence for our students in a Christ-centered environment. St. John Vianney Regional School uses curriculum according to current state and diocesan guidelines and mandates. Textbooks and materials are chosen based on data-driven consultation to meet the educational needs of our students.

St. John Vianney Regional School is fully accredited by the Middle States Association of Colleges and Schools. St. John Vianney Regional School follows the curriculum set by the Office of Education for the Diocese of Allentown and customized to meet the needs of St. John Vianney Regional School student body where local variations are permissible.

Religious Education

The curriculum centers on the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in a solid prayer life. Christian education is intended to “make one’s faith become living, conscious, and active, through the light of instruction.” Parents/guardians are the primary educators of their children creating a home environment that develops the child’s natural desire to seek and know God. Parents should continue to be involved in the catechesis of their children. The Catholic School is a unique setting where *living one’s faith* can be realized and practiced by all children and adults. Instruction in religious truth and values is integral to the school program.

Community Service

Community service programs comprise an important part of our Catholic educational experience. Twenty-five hours of community service is required for all 8th graders. Students may begin working on their service hours on February 1st of their 7th grade year, and service hours are due by February 1st of their 8th grade year. Service is based on the spiritual and corporal works of mercy, and most of all, on the example of Christ, who came to serve. The 8th grader’s service should be selflessly and lovingly done to help those in need.

For parents of 8th graders, we encourage you to help your child reflect on how their service project is helping them take on the mind and heart of Christ, fulfill the needs of others, and build up the Christian community.

Sacramental Preparation

Each parish schedules its own preparation for the Sacraments; therefore, more responsibility is given to the parent as the primary educator. Parent/guardian’s is encouraged to contact their Director of Religious Education at their home parish to assist with sacramental preparation. Students completing the sacraments First Holy Communion and First Penance, will do so at their home parish. Children in the 2nd-3rd grade prepare for First Penance and First Communion; in 7th-8th grades for Confirmation, depending upon the parish. The sacrament of Confirmation is a joint celebration held at one of our parishes. Mandatory parent/guardian meetings are held prior to the children receiving the sacraments. Parents of children who are receiving these sacraments share with the priests and teachers the privilege of preparing their children for these sacramental experiences.

Liturgical Celebrations

Liturgies during the school day include Mass and other prayer services. Students in grades 3 through 8 receive the Sacrament of Penance throughout the year. We encourage parents to receive this sacrament with their child(ren) frequently in their home

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parish. Students participate in the Stations of the Cross during the Season of Lent. Parents are encouraged to attend liturgical celebrations. Non-Catholic students will attend all liturgical celebrations and participate as permissible.

Aquinas Program

The Aquinas Learning Support Program (ALSP) is for students with diagnosed learning disabilities at the elementary and middle school levels. To be considered for the ALSP, the child must be diagnosed with a specific learning disability, be of average or above-average intelligence, and possess an eagerness to learn and cooperate. In addition, the following evaluations must be conducted and submitted:

- A full psycho-educational evaluation completed within the last two years including: WISC-III or Stanford Binet Test, Math Inventory, Perception Test and a Reading Inventory.
- Relevant medical/health records including a neurological evaluation, if applicable. A student's most recent annual report card including copies of their discipline records.
- A student's most recent CER or IEP, if applicable.

Enrichment Programs

At St. John Vianney Regional School, our teachers strive to meet the academic needs of all our students. The following criteria are used to identify students who demonstrate an aptitude for enrichment:

- demonstrates aptitude on standardized assessments (Iowa Test of Basic Skills)
- demonstrates aptitude on Assessments
- daily classroom performance and teacher recommendation.

The goal of the enrichment program is to provide the student opportunities to expand on the standard grade curriculum as well as challenge those students to use and extend logic, creativity, problem-solving, and other academic skills.

Books and Materials

Under Pennsylvania law, the Secretary of Education has a duty to loan textbooks and instructional materials at no cost to children enrolled in K–12 nonpublic schools.

The care of textbooks and library books is essential to ensure that educational materials remain in good condition and can be used effectively by students over time. St. John Vianney Regional School supplies each student with the necessary curriculum materials including textbooks and workbooks. It is the responsibility of the student and parent to ensure that the materials remain in good condition. Parents need to complete the Textbook Loan form.

Library Books

Overdue Fines: Students will be charged a fine for each day a library book is overdue. The fine amount can vary and may increase the longer the book remains overdue. For example, the first few days might have a lower fine, which increases if the book isn't returned promptly.

Replacement Cost: If a library book is lost, damaged beyond repair, or not returned after an extended period, the student will be charged the full replacement cost of the book. This cost includes the price of purchasing a new copy of the book.

Hold on Records: St. John Vianney Regional School reserves the right to place holds on a student's records until the overdue books are returned or fines are paid. This could affect a student's ability to register for classes, graduate, or receive transcripts.

Borrowing Privileges Suspension: Students who have overdue books or unpaid fines might have their library borrowing privileges suspended until the issue is resolved.

Student Supports

CLIU Act 89 School Counseling and Social Work

Elementary School Counselors work with students in grades K-8 who are referred for emotional or social concerns which may be impeding their academic success. Written parental permission is required before a student can be seen individually by a counselor. In order to meet the needs within individual schools, counseling services are offered in the following areas: academic subject, study skills, consultation, crisis intervention, developmental programs, personal and preventive contracts, educational referral, and student evaluation.

CLIU Act 89 Remedial Services in Math and Title I Services for Reading:

The major objective of teachers who provide remedial assistance is to help students maximize academic strengths while overcoming individual learning needs. Individual and small group instruction is aligned with classroom activities. Comprehensive diagnostic assessments utilizing technology and research based programs support student growth. Standardized test scores, benchmark scores, classroom performance, and teacher/principal recommendation are used for this service.

CLIU Act 89 Speech and Language Support:

Speech and language assessments are used to identify eligible students. Services are designed and individualized to provide therapy for students with language difficulties, articulation, fluency, and voice usage.

Progress Reports and Report Cards

Progress reports and report cards are issued three times a year, published on the FACTS parent portal. Any requests for conferences should be sent to the homeroom teacher. All financial obligations must be current and posted one week prior to receive a report card or confer with a teacher(s). (See the Tuition and Fee Policy section of the handbook.)

Student Academic Responsibilities

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in a consequence appropriate to the grade level.

Honor Roll

The Honor Roll is a special recognition for outstanding academic achievement and attitude. Students in grades 5 through 8 are eligible to receive this special recognition each trimester if they meet the following requirements:

- **High Honors**- General Average of 93: every major subject, 90 and above; Specials, G and above; Conduct and Effort, G and above (in major subjects and all specialties); Christian Values, Checkmark and above.
- **Honors**- General Average of 87: every major subject 85 and above; Specials, S and above; Conduct and Effort, S and above (in major subjects and all specialties); Christian Values, Checkmark and above.

Disciple of the Month

The last mass of the month, we celebrate the Disciple of the Month as a community. Each month a student from each grade is chosen by their teacher. This student embodies what it means to be a disciple of Christ.

A disciple is a follower, one who accepts and assists in spreading the doctrines of another. The disciple of the month is a student who emulates and demonstrates the character of Jesus Christ.

- September - Faith and Moral Courage (Core of everything we do. Faith in action)
- October - Good Manners (Polite. Reinforce with “Respect”. Ability to say Sorry, Please and Thank You).
- November - Respect (For self, others, property and the acceptance of differences)
- December - Joy (Happiness and positive attitude)
- January - Responsibility & Good Work Ethic (Reliable. Do your best to reach potential. Intrinsic motivation, not just in academics)
- February - Honesty and Integrity (Do the right thing when no one is looking. Truthfulness.
- March - Forgiveness & Reconciliation (Ability to compromise. Understanding. Brings classmates together.)
- April - Compassion (Charity, helpfulness, kindness and consideration of others)
- May - Leadership (Act as a role model and provide guidance to others)

Student Records and Attendance

Student Attendance Regulations

A major factor in a student’s school success is regular attendance. Pennsylvania law requires that all students be in school during all days and hours that school is in session. If a student is absent, and returns to school without a signed note stating the reason/dates for the absence, the student is documented with an unexcused absence from school. Unexcused absences are noted on the report card and permanent records.

PA State requirements and those of the Diocese of Allentown require that for the student’s return to school, the student must be accompanied by a written note stating the particular reason for the absence and the specific date(s) of the absence(s). This note must be signed by the parent/guardian which will become an official document to be placed into the student’s files.

Excused Absences

Illness, doctor’s appointment, death in the family, school related absences, “take your child to work day”, absences prearranged with the principal and those due to exceptionally urgent matters are cause for excused absences. However, the child is still marked absent for the time he/she is not in school. A student’s parent or guardian must provide a satisfactory written explanation for the student’s absence. The student must present this note to the homeroom teacher upon return. If a student is absent for three or more consecutive days he/she must provide a doctor’s note. All absences will be treated as unlawful until the school receives a written excuse explaining the reason(s) for an absence.

Absence Procedures and Guidelines

- On the day of an absence, parents/guardians are required to call the school office to report the absence on the absentee line (610) 435-8981 by 8:30 A.M. If there is no response, please leave a message clearly stating your child's name and homeroom teacher. Parents may also indicate absence through their classroom's communication platform or application (Seesaw, Schoology, email etc.) in place of calling the school office.
- For absences of three or more days, a formal written doctor's excuse is required.
- If a student is absent, parents must provide a note within 3 days of the return to school. If an absentee note is not received, the student is considered unlawful.
- It is the Allentown Diocesan Policy that a student who is absent more than 20 days is considered for retention in their present grade.
- Homework will be provided upon return and is the student's responsibility to contact each teacher immediately upon return to school to receive assignments. Completion time for the assignments is at the discretion of the individual teacher, but will be a minimum of the number of days absent.
- After 5 cumulative days of absence, the student's attendance record will be reviewed and a letter of concern sent to the parent/guardian. A doctor note is required for each subsequent absence.
- After 10 cumulative days of absence, a letter will be sent to the parent/guardian. A meeting with the parents and the administration will be required. A doctor note is also required for each subsequent absence.

Unexcused Absences

Absences are unexcused if they fail to meet the criteria of an excused absence. Students who are chronically absent for other than serious health reasons will not be permitted to participate in school-wide activities deemed eligible by the school administration.

A student is *truant* if the student is subject to compulsory school laws and has incurred *three* or more school days of unexcused absences during the current school year. A child is *habitually truant* if the child is subject to compulsory school laws and has incurred *six* or more school days of unexcused absences during the current school year. Students who are absent from a school for 10 consecutive school days can be dropped from the active membership roll and reported to the student's public school district of residence.

Students who are absent, lawfully or unlawfully for 10 days or more will require a doctor's note for subsequent absences to be considered excused. Chronic absence from school without a diagnosed illness may be viewed as truancy and could result in notification of the proper civil authorities. An elementary student who accumulates twenty (20) or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the student's promotion to the next higher grade. Any student who does not fulfill the mandatory requirements for attendance for the school year, will not be promoted to the next grade.

Attendance Procedures

Tardiness and Late Arrival/Early Dismissal by Parent/Guardian

Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival. Students who are chronically late will not be eligible for Honor Roll.

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Early Dismissals

No student may leave school without permission. If a student must leave school during the course of the day, the parent or guardian must provide a written request for the student's release. The parent/guardian or authorized representative must come for the student and sign the child out of school in the office. Students will only be released to authorized individuals. See *Release of a Child*

Leaving School Early

Prior to departure, notification must be provided stating the time/reason must be sent to the child's homeroom teacher and/or office staff. The parent/guardian and student must report to the Main Office to sign out for the early dismissal.

Arriving to School Late

A student is tardy after 8:00am. If late, parents must escort their child to the main office and sign-in the late student. The student is issued a late slip, then proceeds to his/her classroom, and delivers the late slip to the classroom teacher.

Late/Tardy minutes will be accumulated and could result in an unexcused absence from school.

Doctor and Dental Appointments

Doctor or dental appointments are expected to be arranged on school holidays or after school hours. In the event that the appointment is during school hours, the parent/guardian should let their child's teacher know as well as the main office. The parent must report to the main office to sign in/out their child for the appointment. When the student returns to school, they must have a doctor or dental office note.

Vacations

If you are planning a vacation with your child(ren) during the school year, please first check the school calendar to determine the holidays and early dismissals so as to avoid having the child(ren) miss valuable presentations of curriculum. Vacations are excused absences, if approved by the Principal. Assignments are given when a student returns from a vacation. Assignments will not be given in advance, only upon return to class with specific due dates. All work must be completed within one week of returning to school. Vacations, during the school year, are strongly discouraged, so that the student's academic achievement is not negatively impacted. The policy regarding vacations is as follows:

- A student missing three or more school days must submit to the principal, one week in advance, an Extended Absence Form stating the dates and reason for the vacation. Forms are available in the school office.
- Vacation absence requests are not granted for the first ten days of school, during exam periods, or standardized test periods. No make-up of standardized testing is administered.
- Missed school work is gathered during his/her absence and given to the student when he/she returns to school.
- Missed work is the responsibility of the parent and the student. All make-up work, including tests, quizzes, and projects are due at the discretion of the teacher. If the missing work is not completed, the assignments will be marked as incomplete.

Release of Child

All students must have an Emergency Contact form on file. Students will only be released to persons listed on the Emergency Contact form. Authorized individuals picking up a student must have with them a valid driver's license or state issued ID. Authorized individuals need to be age 18 or older and be listed on the Emergency Contact form.

Student Health and Safety

The Commonwealth of Pennsylvania and the Diocese of Allentown mandates that all children entering the Kindergarten or First Grade present documented proof that immunizations have been received. This information can be found on the Pennsylvania Department of Health website under immunizations.

Vaccines

Immunization records are required as part of the admissions process. Students need to have current and up-to-date immunization records. No child may be admitted to, or permitted to attend a non-public school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Public School 1949. A religious basis for a child not to be immunized is not recognized as an exemption.

Written proof of immunization, signed by a physician or other health professional, is required for every student. Students who are exempted from immunization due to medical contraindications must present to the school written confirmation from their private physician or treating agency.

Students enrolled in St. John Vianney Regional School and St. John Vianney Regional School Preschool Program must be current with the CDC recommended schedule. Documentation of the Pennsylvania mandated immunizations and updates is required prior to the start of the school year. If your child's immunizations are up-to-date and on file no action is needed.

Illness

Students who are ill should stay home. This includes students who have a fever of 100.4 or higher. In order to return to school, the student must be fever-free for 24 hours without medication.

COVID-19

A Health and Safety Plan is not required by the Diocese of Allentown. Students who receive a COVID-19 diagnosis will be required to stay home for 5 days. The student can return to school after 5 days without a mask as long as the child is recovered.

Medication

Teachers are not permitted to administer any medication to students. Students needing medication during school hours must contact the school office for more details.

Health Records

The following is a schedule of required exams/screenings:

- Complete Physical: Preschool - 8
- Due by September 1st of the school year.
- Dental: Grades Prek - 8
- Hearing: Grades Prek - 8
- TB Test: determined by immunization records
- Height/Weight: Every grade, every year
- Vision Screening: Every grade, every year
- Scoliosis Screening: 5th, 6th and 7th grades

Emergency Forms

Emergency forms must be filled out and completed by the first week of school. Please keep all emergency contact information up to date and let the office know as soon as possible when changes occur.

Change in Address/Contact Information

Parents/guardians must notify the school office immediately in writing of any change in: home address, home/cell/work phone numbers, email address, emergency contact information. Updated information is essential for good communication and for the well-being of the student.

Transportation Policies

SchoolPass

St. John Vianney Regional School uses an automated system called SchoolPass to assist with dismissal. Parents will be provided with a barcode that is connected to the online platform SchoolPass. Barcodes will be scanned at dismissal and when the barcode is scanned, a notification will be sent to the child's teacher, who will dismiss the student.

Change of Transportation Policy

For your child's safety, requests for changes in dismissal or transportation must be in writing or from a recognized email account. If the parent does not provide a written request for a change in transportation, the child will be dismissed from school according to the instructions you provided at the beginning of the school year. When sending a note or fax to the school, please include the child's name, grade, homeroom teacher. Changes in transportation must be reported by 1:30 PM.

In the event of unscheduled emergency early dismissals, students will be dismissed according to your *Family's Early Dismissal Form* submitted at the start of the year.

Transportation Arrival and Dismissal

Car arrival

7:45 - 8:00 Enter from Chew Street, turn South onto St. Cloud Street, and then turn right onto Russell Street (alley between the church/school parking lots). At Russell and 18th Streets, students exit the right side of the car. (Parents remain in the car.) Staff and volunteers safely cross children at the crosswalk toward the school.

Bus/Walker/Bicycle arrival

7:45 - 8:00 All walkers must use the church sidewalks on either side of 18th Street. Middle school students must use the crosswalk to get to the middle school building.

Students arriving by bus will be dropped off on 18th street, in front of the elementary school.

Students using bicycles will park their bike in the designated areas.

AM and PM Extended Care and Activity Groups arrival/dismissal

AM Extended Care begins at 7:00am until 7:45am. Parents will escort their child in the back of the school at the extended care room. Parents are required to ensure that their student is received by the extended care staff. Parents can use the back parking lot.

Students in AM Extended Care will be dismissed from the classroom at 7:30am and walk to the PAC for breakfast.

Students participating in before school activities will be dismissed at designated times and walk to their assigned homerooms.

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PM Extended Care and Activity Groups at Dismissal

Students that are going to PM Extended Care will be dismissed first. Those students will remain in extended care until their parents pick them up. At 3:10pm, students who remain at the school due to a late parent pick-up will be placed into extended care for safety. All parents are required to fill out the extended care paperwork. Parents will be responsible for Extended Care payment due to late-pick up. If your child is remaining on campus because they are participating in an afterschool activity such as a sport or music program, the student will need to go to extended care until the start of their after school activity. Parents will be responsible for Extended Care payment.

Car Rider Dismissal 2:45pm

Cars are permitted to enter 18th Street after 2:45pm. Absolutely no blocking of the Emmett Street Alley. School Staff will enter parent pick-up information into SchoolPass as they cross Emmett Street Alley. Cars picking up Elementary School students (and Middle Schoolers Who Ride with Elementary) must enter the far right lane (Elementary Lane) so that students can enter cars from the sidewalk on the right. Cars picking up Middle School students only must enter the far left lane (Middle School Lane) so that students can enter cars from the sidewalk on the left. The middle lane must be kept clear.

All car rider students exit their classroom when the SchoolPass app indicates that their vehicle has pulled onto 18th street. School staff will supervise students finding their vehicle along the sidewalk. Parents are permitted to exit their vehicle to assist their child in buckling seat belts. After riders safely board their vehicle, and all vehicles have departed in front, you may depart campus. Cell phone use is not permitted, to ensure 100% of your attention while waiting and receiving the rider(s).

1. Right (Elementary) lane goes straight (South) on 18th Street
2. Left (Middle School) lane turns left onto Turner Street (East).
3. Middle Lane must be kept closed.

The process repeats until all riders have been dismissed safely.

Walker /Bicycle Dismissal 3:00pm

- Students who walk or bike home, with a signed parent permission form on file, will be dismissed from all buildings at 3:00pm
- Students must secure their bicycles to the rack with their own locks.
- Cyclists are dismissed with the walkers.
- All students must be picked up by 3:10 pm.

Transportation Video/ Audio Monitoring

In cooperation with district provided transportation services, a Transportation Video/Audio Monitoring Policy #5126 stating the use of video and audio recording equipment to maintain discipline and ensure the safety and security of students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles is in place. Reviews of video/audio recordings are limited to the Principal, Transportation Coordinator, Superintendent, and/or his/her designee. However, video/audio recordings may be used in expulsion hearings if the video/audio recording provides evidence in the case. A request for viewing a video recording may be made by a student's parents/guardians if the student has been recorded and disciplinary action has been recommended. All requests must be in writing and addressed to the District Transportation Supervisor.

Bus Conduct

At the bus stop:

1. Be on time, but no earlier than 5 minutes.
2. Respect the surrounding properties.
3. Parents are responsible for their child(ren)'s behavior before the bus arrives.

Children should dress warmly: girls can wear gym sweat pants under the skirted uniform and remove them at school. School Policy-On the bus it is the shared responsibility of parents and students to expect proper behavior at all times. Parents should instruct their children to obey the bus code of conduct. Please refer to your district's transportation code of conduct.

School Calendar

The Google Calendar for the school is available on the FACTS system. Monthly calendars will be provided to families. St. John Vianney Regional School's annual calendar is posted online on the Family Portal landing page. This calendar is subject to change due to unexpected situations. Please refer to the Family Portal in FACTS for updates and changes.

School Day Schedule Changes

Changes in the school schedule will be communicated with families via the FACTS system or by classroom teachers.

Scheduled Early Dismissal

It is imperative that parents be mindful of scheduled Early Dismissals. They will be posted on the school calendar and Bulldog Bulletin. Students must be picked up within 15 minutes of dismissal.

Emergency Closings/Delayed Openings/Unscheduled Early Dismissals

Information about weather related emergency closing, delayed openings, or early dismissals will be communicated via FACTS, WFMZ, and social media. In the event of emergency closings, it is impossible to contact the individual parent; therefore, please instruct your child as to where they are to go in case of an unforeseen or emergency closing. We suggest making arrangements with a relative, neighbor or friend. Due to safety concerns related to weather or other emergencies, extended care will not be available for weather related early dismissals or closings.

During severe weather/hazardous transportation conditions, listen to your TV or radio stations to find out whether school is closed or delayed: TV: WFMZ (channel 69) and closures are communicated via FACTS voice call, email, and text system, or Facebook page.

- SJVRS will follow the Parkland School District for delays, closures, and early dismissals.
- Bussed students will follow their home district's schedule.
- Unscheduled early dismissals are posted on Facebook, and by FACTS.
- Do not call the school office or rectory.
- In the event of unscheduled emergency early dismissals, students will be dismissed according to your Family's Early Dismissal Form submitted at the start of the year.

Flexible Instructional Days

Information will be provided to families regarding Flexible Instruction Days (FID). A letter will be sent home to families regarding the plan for a flexible instruction day.

Parents and the School

Parental Responsibility

Just as we expect faculty and staff to treat our students in a Christian manner, St. John Vianney Regional School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school or school personnel on social media is considered conduct inconsistent with the mission of the school. Non-compliance may result in exclusion from school events or the dismissal of their children from St. John Vianney Regional School.

Student Responsibility

1. Making positive contributions to St. John Vianney Regional School that will generate an atmosphere of respect, responsibility and reverence.
2. Making an earnest effort to do his/her best work on a consistent basis.
3. Following the instructions of the administration, faculty, and staff.
4. Accepting responsibility for his/her actions.
5. Attending school daily and being on time and prepared for classes and school functions.
6. Being aware of written and orally communicated rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
7. Following the uniform dress code as outlined in the school handbook.
8. Exercising proper care when using school facilities and other equipment.
9. Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
10. Knowing that disrespect in attitude, word, or action, as well as indecent language, written or spoken, will not be tolerated.

Tuition

All Tuition payments are coordinated through the Simple Tuition Solutions. Tuition payment can be paid in full by August 15th The remainder of the tuition is due in monthly payments payable by the 15th of each month, or according to the schedule listed below. We appreciate your cooperation in making payments promptly; it helps us to meet our operational expenses. A tuition schedule and fees are published annually. Tuition must be paid in full each year by April 15th.

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Parental Tuition Contract

- When a transferring student leaves during the school year tuition must be paid for the full trimesters in which the child attended school. When the transferring student leaves during a trimester, tuition is due for that entire trimester. If for some reason one child is transferred and others in the family remain in school, the entire original tuition must be paid.
- No tuition is refunded after March 31st of the school year. All tuition payments must be made through FACTS Tuition
- There is a \$25.00 fee for a check returned to us because of insufficient funds.
- Full tuition payments must still be made during any emergency shutdown where students are required to learn virtually.
- Should a difficulty arise in your situation, please discuss it with your Pastor and the Business Office at once, so that drastic measures need not be asked of you or your children. The payment of tuition is your responsibility.
- Tuition is not refunded for days absent, quarantine, or in the event of a school shutdown in response to a crisis or emergency.

All tuition must be paid in full by Date

Parish Tuition Rates

Rules for qualification of parish rate

Tuition Rates for Non-Parishioners

Non-Parishioners are defined as families who are not registered nor active in the above-named parishes. We are not able to offer the subsidized tuition rates to non-parishioners. Tuition payments are dictated by the plan each family has chosen through FACTS Tuition. Payments commence in May through FACTS Tuition. Before school opens in September, at least three monthly payments must be recorded. These payments are non-refundable.

Tuition Assistance

Please keep in mind that you may be eligible for tuition assistance through EITC funding or through the All Saints Catholic Elementary School tuition assistance program. EITC funding is available for all qualifying PJPII School families, both parishioners or non-parishioners. Please be sure to apply through STS. If your financial status has changed in any way, please call to discuss possible assistance before deciding to transfer your children. Confidentiality regarding your financial needs is guaranteed. If payments are due, and an emergency arises preventing you from paying tuition on time, please contact the business office to discuss the matter. Communication with school administration is extremely important and gives evidence of good will to satisfy tuition obligations.

Tuition And Fee Delinquency:

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Students are not permitted to attend All Saints Catholic Elementary School if tuition is not paid according to the tuition/financial agreement. If financial difficulties arise and the parents/guardians are unwilling to make suitable alternative arrangements with the administration; the student(s) will not be permitted to remain enrolled. All Saints Catholic Elementary School reserves the right to hold or block access to academic records as well as exclude the students from field trips, activities, or graduation until the tuition/fee obligation has been met.

Eighth Grade and Transfer Students

Tuition and fee obligations for transferring students must be paid in full before the school will complete and transmit academic records to another school. Tuition and fee obligations for eighth grade students must be paid in full one month prior to graduation. Eighth grade families in arrears will not have their child/children participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied. Eighth grade and transferring students whose tuition and fees are not paid in full will have all academic records withheld until all tuition and fee obligations are met.

School-Wide Communication

FACTS

FACTS is an online Student Information System (SIS) that is used to communicate with parents. FACTS is used to send alerts including voice, email and text messages. Alerts are sent directly to parents to provide the most up-to-date information.

Conferences/ Back to School Night

Parent Teacher Conferences occur two times per year, or at the request of the parent. Conferences are scheduled using the FACTS system.

Back to School Night is an opportunity for parents to meet their child's teacher and get to know the school policies. Information regarding Back to School Night will be communicated with families. This event typically happens in the beginning of the school year.

SeeSaw Application for Grades K - 5

Students and families in grades K - 5 will use SeeSaw as their classroom/assignment management tool. Parents and students will be given access to their child's SeeSaw account at the beginning of the school year. It is the responsibility of the parent to check SeeSaw frequently for the child's assignments and updates to their child's day. Parents can also message their child's teacher through this platform.

Google Classroom Application for Grades 6 - 8

Students and families in grades 6 - 8 will use Google Classroom as their classroom/assignment management tool. Students will be given access to their account at the beginning of the year. It is the responsibility of the parent to check frequently for the child's assignments and updates to their child's day. Students' grades can be viewed through FACTS using the Parent Portal.

Volunteering

Visitors and volunteers report to the Main Office on the first floor of the Elementary Building located via the breezeway between the Elementary Building and the Walson Center. Parents/guardians are not permitted to go directly to a

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classroom to deliver a message or item. Parents must report to the Main Office, sign in, and receive the appropriate badge regarding your status in the building. Visitors will sign in via the SchoolPass application and are subject to real time background checks.

Sign-in Policy for Visitors and Volunteers

All visitors and volunteers are required to sign in using the SchoolPass visitor management tool. SchoolPass is our visitor management system. Upon entering the main office, visitors will be asked to sign in using the visitor management system. A modified background check will be performed once the visitor checks in. The visitor will be given a badge to wear while they are on school property.

Clearances for Volunteers

In order for parents to volunteer they need the following clearances and trainings:

- Criminal Background Check
- FBI Fingerprinting
- Child Abuse Clearance
- Mandated Reporter Training
- Protecting God’s Children

It is mandatory for all volunteers to complete all background checks and the Protecting God’s Children Program. Please the Director of Religious Education for more details. In order for parents to volunteer, the following clearances and training are required:

- Criminal Background Check
- FBI Fingerprinting
- Child Abuse Clearance
- Mandated Reporter Training
- Protecting God’s Children

Rules and Expectations of Students

St. John Vianney Regional School Dress Code

St. John Vianney Regional School (SJVRS) is a school built upon strong Catholic Christian values, traditions and beliefs. Therefore, any type of clothing or accessory deemed inconsistent with the school’s philosophy or with Catholic values are not permitted to be worn during school hours or any school sponsored activity or event. Student dress at St. John Vianney Regional School will reflect the mission of SJVRS at all times. The manner of dress is a reflection of our Catholic Christian values and provides a positive environment conducive to learning. Students are expected to dress appropriately and respectfully. The school administration reserves final judgment in all dress code matters. Dress code violations will be assessed on an individual basis.

Uniforms must be purchased through [Flynn & O’Hara](#). Students may elect to wear the summer uniform before November 1st and after April 1st. At all other times of the school year, they are to wear the year-round uniform.

The school has a uniform exchange program. Please contact the office for more information.

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Girls Year-Round Uniform: Grades K - 4

Flynn & O'Hara plaid jumper with a white long or short sleeve peter pan collar shirt. Closed black, brown, navy, or tan dress shoes. No sneakers or boots. Solid navy blue, maroon or white knee socks or tights. All jumpers and skorts must fall no more than one inch above the knee.

Girls Summer Uniform: Grades K - 4

This uniform may be worn before November 1st and after April 1st. Flynn & O'Hara khaki skort and cardinal golf shirt. All jumpers and skorts must fall no more than one inch above the knee. Closed black, brown, navy, or tan dress shoes. No sneakers, boots, or heels. Solid white or navy blue socks which must cover ankles and have no printing or logos on them.

Girls Year-Round Uniform: Grades 5 - 8

Flynn & O'Hara plaid skort OR long khaki pants. All skorts must fall no more than one inch above the knee. White long or short sleeve oxford shirt and cardinal sweater vest. Closed black, brown, navy, or tan dress shoes. No sneakers, boots, or heels. Solid white, maroon, or navy blue knee socks or tights.

Girls Summer Uniform: Grades 5 - 8

This uniform may be worn before November 1st and after April 1st. Flynn & O'Hara plaid skort and cardinal red golf shirt. All skorts must fall no more than one inch above the knee. Closed black, brown, navy, or tan dress shoes. No sneakers, boots, or heels. Solid white or navy blue knee socks.

Boys Year-Round Uniform: Grades K - 4

Flynn & O'Hara Khaki pants and cardinal golf shirt, long or short sleeve. Black or brown belt is optional but it must not have any ornate buckles or printing. Black, brown, navy, or tan dress shoes. No sneakers. Solid navy, tan, or white dress socks which must cover ankles and have no printing or logos on them.

Boys Summer Uniform: Grades K - 4

Flynn & O'Hara khaki shorts and cardinal polo shirt. Black or brown belt is optional but it must not have any ornate buckles or printing. Closed black, brown, navy, or tan dress shoes. No sneakers or boots. Solid white or tan socks which must cover ankles and have no printing or logos on them.

Boys Year-Round Uniform: Grades 5 - 8

Khaki Flynn & O'Hara pants. White long or short sleeve oxford shirt with Flynn & O'Hara striped silk tie. The cardinal sweater vest or red cardigan must be worn over the oxford shirt. Black or brown belt is required and it must not have any ornate buckles or printing. Black, brown, navy, or tan dress shoes. No sneakers or boots. Solid navy, tan, or white dress socks which must cover ankles and have no printing or logos on them.

Boys Summer Uniform: Grades 5 - 8

Flynn & O'Hara khaki shorts and cardinal red golf shirt. Black or brown belt is required and it must not have any ornate buckles or printing. Closed black, brown, navy, or tan dress shoes. No sneakers or boots. If wearing shorts: plain white or tan socks which must cover ankles and have no printing on them. If wearing pants: solid navy, tan, or white dress socks which must cover ankles and have no printing on them.

Gym Uniforms (All students K-8)

Gold shirt with navy blue SJV emblem. Navy blue sweatshirt and sweatpants with gold SJV emblem. Navy blue athletic mesh gym shorts with gold SJV emblem can be worn April 1st to October 31st. Solid white crew socks, which must cover the ankle and have no printing or logos. Sneakers are required as part of the gym uniform. Students can wear SJV hooded sweatshirts on gym days, as part of their gym uniform. Sneakers may not have lights. Gym Uniforms must be purchased through Flynn & O'Hara.

Grooming and Hair

No unusual or extreme hairstyles. Hair color must be a natural color. Make-up, nail polish, and artificial nails are not permitted. Boys' hair must be neatly trimmed and must not be longer than shirt collar and may not cover ears. No distracting hairstyles permitted (i.e. ponytails, shavings, mohawks, designs, dyed hair, etc.).

Shirts

All shirts must be tucked in at all times. If a t-shirt is worn under a polo or gym shirt, it must be plain white. Top button of the dress shirt must be buttoned. Non-St. John Vianney sweatshirts or fleeces are not permitted to be worn inside school/church buildings during school hours. The St. John Vianney ¼ zip performance fleece may be worn and the shirt underneath must be a uniform shirt and tucked in. Students can only wear SJV hooded sweatshirts on gym days, as it is considered part of the gym uniform.

Jewelry

Girls may wear one pair of post or small hoop earrings in the lower lobe. Boys are not permitted to wear earrings. Students are allowed to wear one religious medal or cross of a reasonable size on a gold or silver chain. It is permissible to wear watches.

Shoes

Flat sole shoes are required for safety. No sneakers (except on gym days) boots, clogs, crocs, or flip-flops. Shoes with wheels or lights are not permitted.

Uniform Exchange

Uniform exchange is the first Thursday of the month. Parents are encouraged to exchange gently used uniforms for credit.

Out of Uniform Days Guidelines

Attire must follow Dress Down Day directives and may not be inappropriate in any manner or conflict with Catholic values. Only regular school shoes or sneakers may be worn.

Code of Conduct - Discipline Policy

Discipline Policy

The Discipline Policy stresses the importance of learning self-discipline and growing in responsible decision-making. Students are taught to recognize that consequences are inherent in their choices, including consequences for inappropriate behavior and violating school rules. St. John Vianney Regional School strives to motivate children to develop proper Christian attitudes toward discipline, which leads to the teaching of responsibility to God, self, and others.

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Rules and regulations help to ensure the efficient running of any organization. In a Catholic school where Christian attitudes are taught and lived, administrators, faculty, and staff appeal to each student’s sense of justice and encourage students to understand that their actions may affect themselves and others within the school community.

Families are asked to support the school’s policies, in principle and practice. Students need to accept responsibility for their actions and follow the rules and regulations to mature and become young adults.

Any procedure contained within this handbook is strictly intended to provide students and their families with a framework for resolving various situations that may arise from time to time; however, such procedures are not designed to follow a precise formula. St. John Vianney Regional School reserves the right to change, alter, remove, or amend any procedure, policy, or regulation contained within this handbook at any time, at the discretion of the administration, whenever such changes are deemed necessary, without prior notice or cause.

School Code of Conduct

Major and Minor Infractions

Minor Infractions	Major Infractions
Dress Code Violation (See Dress Code Policy)	Bullying (See Bullying Policy)
Unprepared for class	Cheating/Plagiarism
Church misbehavior	Verbal/Physical Intimidation/Threatening
Inappropriate language/Gestures	Stealing / Stealing from Teacher
Repeated Misbehavior	Profanity / Verbal Altercation Towards Student/Adult Major
Non-Compliance to adult directions	Non-Compliance to Adult Directions
Gum Chewing	Major Disruptions
Littering	Theft
Lying	Leaving designated area without permission
Public display of affection	Vandalism
Minor Harassment	Destruction of School Property
Minor Disruption (yelling or shouting)	Possession of Substances
Passing Notes	Possession of Weapons
Wandering/Out of Designated Area	Fighting
Throwing of objects/food	Major Harassment (including sexual)
	Misuse of school technology
	Aiding and Abetting another student who committed a major infraction

Suspension and Expulsion

The following infractions are considered severe matters. Each offense will be dealt with individually in accordance with the Diocese of Allentown’s Crisis Manual. These violations will result in suspension or expulsion.

1. Possession or use of a controlled substance (drugs or alcohol)
2. Possession of contraband
3. Possession or use of tobacco products, matches, or lighters

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4. Fighting or any action resulting in physical injury
5. Possession of weapons of any kind, including, but not limited to, knives and other dangerous instruments
6. Commitment of a crime on school property; affecting the safety or well-being of the school community.
7. Other

Important Notes Regarding Discipline Policy

1. Three (3) Minor Infractions will result in detention.
2. Major Infraction will result in at minimum a detention (*Depending on severity and repeat violations).
3. Infraction totals are erased at the end of each trimester. Infraction totals are erased at the end of each month for Kindergarten only.
4. After a third detention in a trimester, a school team conference will be scheduled with possible suspension or expulsion as a result.
5. Repeat offenses: a school team conference will be scheduled with possible suspension or expulsion as a result.

Detentions

Detention will take place after school each week and moderated by a teacher or principal. Detentions will be 1 hour long (60 minutes) from 3:00pm - 4:00pm for grades 2-8, and one half hour (30 minutes) from 3:00pm-3:30pm for Kindergarten and grade 1. Any type of behavior infractions during a detention will result in serving another detention. Parents are responsible for picking up their child at the end of their detention. Students who are not picked up following the end of their detention time will be sent to extended care and charged for the full hour.

Academic Misconduct

Academic misconduct is considered conduct that undermines the academic integrity of St. John Vianney Regional School and includes, but is not limited to, academic dishonesty, plagiarism, and falsification.

Academic Dishonesty

During assessments/examinations, academic dishonesty includes, but is not limited to:

- Taking or receiving information from a fellow student
- Stealing, buying, receiving, selling or transmitting any portion of an assessment/examination

Outside of examinations, academic dishonesty includes, but is not limited to:

- Allowing another student to copy any portion of one's own work
- Using unauthorized aid of any kind
- Stealing, buying, receiving, selling or transmitting coursework of any kind

Plagiarism

Plagiarism on papers, projects or any assignment prepared for a class includes, but is not limited to:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing or quoting a specific passage from a specific source without properly referencing the source
- Replicating another person's work, in whole or in part, and submitting it as an original work
- Submitting work previously used to fulfill new academic requirements
- Purchasing material of any kind and representing it as one's own work

Falsification

Falsification of a school document includes, but is not limited to:

- Unauthorized signing of another person's name to an official form or document
- Unauthorized modification, copying, or production of a university document or any document to mislead the reader
- Citing a source that does not exist
- Falsely attributing ideas or information to a cited source that does not contain that material

A student who knowingly assists in any form of academic misconduct will be considered as equally responsible as the student who accepts such assistance.

A student who engages in academic misconduct will earn a failing grade for the assignment and be subject to other disciplinary measures outlined in this handbook or determined by the administration. The student may be required to re-submit acceptable work for no credit.

Harassment Policy

Students are expected to behave in a Christian manner toward all. Harassment in any form is unacceptable.

Consistent with the ideals of Diocesan Policy #4119, physical, sexual or verbal harassment will not be tolerated. This policy specifically prohibits harassment. **Harassment/bullying consists of a pattern of continued and unresolved antagonism or offensive conduct directed against another person.**

Harassment and Bullying

- Interferes unreasonably with another student's school performance.
- May create an intimidating, hostile and/or offensive school environment.
- Any pervasive or abusive actions, whether physical, verbal or written, which disrupts the normal or appropriate activities of a teacher, staff member, or student are prohibited.
- Penalties will vary according to the nature of the offense but may include detention, suspension with or without counseling, and expulsion. Harassment by phone, e-mail, text message, web site, or any other means of electronic communication that is brought to the attention of the administration will be referred to the Allentown Police Department for further investigation.

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- When a student takes unfair advantage of another student through negative actions, whether verbal, nonverbal, or physical, the victim must report each incident to his or her teacher or a member of the administration. Students who observe negative actions toward others have the obligation to inform a member of the faculty or the administration.

Bullying/Harassment Policy

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allentown is committed to providing a caring, friendly, safe and respectful environment for all students, employees, volunteers, and visitors of our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyber bullying) are unacceptable behaviors and are prohibited in our schools.

Bullying, Cyber-Bullying, harassment, intimidation or hazing constitute conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and embracing Catholic

environment. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

Definitions

For purposes of this Policy, the following definitions shall apply:

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- Creates a hostile educational environment
- Substantially interferes with a students’ education benefits, opportunities, or performance
- Causes physical or emotional harm to the individual or damage to their property
- Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property
- Including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

For the purpose of this Policy, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying.

Cyber-Bullying –Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio

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· Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Cyber-Bullying shall also include the creation of a webpage, blog, or other social account in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

· **Harassment, hazing, intimidation** – acts, words or other behaviors, by an individual or group against another individual or group characterized by:

· Intent to harm.

· Intensity and duration over a period of time.

· An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.

· Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships.

· A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created or the orderly operation of the school is substantially disrupted.

Name-calling – the use of language to defame, demean or degrade individuals or groups.

Prohibitions

· Bullying, harassment, hazing, intimidation and name-calling are prohibited:

· On school grounds owned, leased or used by a school;

· On property immediately adjacent to school grounds;

· At any school-sponsored or school-related activity, function or program whether on or off school grounds;

· At a school bus stop;

· On a school bus or any other vehicle owned, leased or used by the school

· Through the use of technology or an electronic device owned, leased or used by a school or any personal devices.

Bullying, harassment, hazing, intimidation and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in questions:

· Create a hostile environment at school for the individual.

· Infringe on the rights of the individual at school.

- Materially and substantially disrupt the education process or the orderly operation of a school.

Discipline and Remedial Action

The response to those who commit one or more acts of bullying, harassment, hazing, intimidation or name-calling should be determined based on the totality of the circumstances. In all cases, the Principal will be responsible to determine if a bullying offense occurred, or did not occur.

- Initiate immediate talks with the bully or bullies.
- Talk with the Target student(s) and her/her parents/guardians.
- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider:
 - o The development, maturity levels, and/or special learning needs of the parties involved.
 - o The levels of harm.
 - o The surrounding circumstances.
 - o The nature of the behaviors.
 - o Past incidences or past or continuing patterns of behavior.
 - o The relationship between the parties involved.
 - o The context in which the alleged incidents occurred.

Depending on the severity of the incident, or the series of incidents, the administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, exclusion of parents of involved students (victim and offender) from school premises and school sponsored activities to prevent extension of conflict, providing staff support for students when necessary, contacting IU mental health professionals for counseling, reporting incidents to law enforcement, in school/out of school suspension or expulsion, loss of privileges in school.

Suspension

Formal suspension is a serious disciplinary action taken by school administration against a student whose actions constitute a major disciplinary infraction and are contrary to the good order or safety of the entire school community. Suspension is a major step toward possible dismissal. Suspension from school means suspension from all school related and CYO activities and events.

The common good of the entire school community needs to be valued by all. Choices that infringe upon this end must be dealt with in a fair and just manner.

Serious or severe infractions may include but are not limited to suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored and CYO functions. Examples of serious Infractions include the following:

1. Violent behavior – any fighting or behavior that causes physical injury.

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2. Blatant disrespect for authority – to any adult in the building.
3. Violation of the Responsible Use Policy or unacceptable use of cell phones or the internet (including email/text messaging/apps) both on and off school property and outside of school hours.
4. Possession and/or use of illegal drugs, medications out of compliance with school policy, narcotics, tobacco, inhalants, alcoholic beverages, or pornographic materials on campus or on bus.
5. Irreverence
6. Vandalism/Theft – destruction, defacing, or theft of parish or school property.
7. Profane/obscene language or gestures or engaging in immoral conduct.
8. Possession of any item which may present a danger to others both in school or out of school.
9. Out of bounds – any student who is in the wrong place at the wrong time
10. Leaving campus without permission from a school authority.

Threats of Harm

When the principal receives a report from a student, teacher, and/or parent that a particular student has made a threat of harm, this matter may be referred to the local law enforcement agency. In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Disciplinary Probation

Disciplinary probation is a means by which the faculty and administration can closely monitor a student's success or challenges. The administration reserves the right to implement a behavior contract outlining expectations of behavior and the consequences of noncompliance. The length of disciplinary probation will be determined by the school administration.

Dismissal from School or Expulsion

1. Ordinarily a minimum of two suspensions during the academic year may lead to a student dismissal. In certain incidents, the seriousness of the offense may warrant immediate dismissal.
2. The school administration has the authority to dismiss a student from school.
3. A student is given an indefinite suspension pending a thorough investigation. Dismissal from school is not formalized until the investigation is complete, allowing time for discussion, inquiry, and evaluation by the administration and any law enforcement agencies which may be involved in the investigation.
4. Students who are dismissed may apply for readmission after one full year. A careful review of the student's progress in the school of the previous year will be done before readmission is approved.
5. Tuition and fees will not be refunded if a student is dismissed.
6. The school reserves the right to dismiss any student from school because of the actions of parents or guardians that are in opposition to the school code of conduct or the mission of the school. Harassment of employees or students by parents or

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guardians may result in the dismissal of the student(s).

CONDUCT AND DISCIPLINARY ACTION SUMMARY

The above discipline categories do not cover every possible situation. St. John Vianney Regional School faculty and administration reserve the right to determine inappropriate and unacceptable behavior.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

The administration reserves the right to discipline students for off-campus conduct, if that conduct is in any way associated with teachers, staff or students of St. John Vianney Regional School, where the behavior is contrary to Catholic teachings, or could bring disrepute, embarrassment, or disruption to the School.

Parents are expected to support school personnel in matters of discipline and comply with disciplinary action. The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

ELECTRONIC DEVICES AND CELL PHONES

Protocol for Cell Phone Possession and use of Cell Phones in School

The administration of St. John Vianney Regional School believes the wisest course is to permit students to bring cell phones to school with a number of conditions.

- Cell phone use is not permitted in the classrooms, hallways, or on school grounds by students.
- Students may not use their cell phone to record audio, video, take pictures, or post to social media during school hours.
- All cell phones must be turned-in to the classroom teacher upon entering each morning. It is recommended that phones be placed in a cabinet or student's locker/backpack. Students have no need of a private phone while in the school building.
- Phones must be kept in the OFF position on the Bus (except in an emergency) and during school hours. For students in the AM or PM Extended Care program, the OFF position is extended until the time of pick-up. Students may not use their cell phone to record audio, video, or take pictures on the bus.
- The taking of pictures or video of any faculty or staff members is absolutely forbidden without their expressed permission. The same policy applies to students without parental permission.
- Harassment, bullying or threatening of persons via the cell phone is forbidden whether during school or after school hours.
- Cell phones may not be used for texting, posting game playing, internet or e-mail access, gambling, or making purchases of any kind.

A school official who hears a phone ringing or sees a phone in use during school time will confiscate the offender's phone. If it is discovered that a student used a cell phone or other electronic device on school property the device will be confiscated, held in the school office until the end of the day, and the parents will be contacted.

St. John Vianney Regional School reserves the right to search the contents of the student's cell phone or electronic device if it is brought on school property. If a student must make or receive a phone call during the day due to an emergency, the office

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phone is to be used. Please do not communicate changes in transportation via your child's cell phone. All changes of transportation must be communicated through the school office.

Those who violate any of the rules regarding cell phones will forfeit their privileges of bringing them to school.

Student Life

Birthday Party Celebrations

Birthdays and Other Celebrations Policy

Celebrations of holidays and birthdays are a time for all children to feel special. To ensure this goal we have put together a few guidelines.

Birthdays Celebrations for Grades PreK-3

You may bring a pre-approved, wrapped snack for your classmates. Families are welcome to schedule a time to read aloud to the class or record a reading of your favorite book for the class to enjoy. Summer birthdays will be celebrated at the end of the year on a special day.

Birthdays for all grades

Please contact your child's teacher in advance for appropriate guidelines if you would like to plan on celebrating a birthday at school. Providing lunch for the students is not allowed as a birthday celebration. Invitations to student birthday parties should not be distributed at school unless each child in the class is receiving an invitation. Due to food allergies, goody bags should not contain food items. (This policy is for holiday parties also.) The school will not permit bouquets of balloons, flowers, or other celebratory decorations to be sent to the classroom.

Holiday Parties

Class parties are scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom. All plans and details for the classroom parties must be reviewed and approved by the classroom teacher before being finalized by parent party planners. Parents coming in to attend the holiday parties must have their clearances.

We appreciate your cooperation regarding celebrations as it should be a fun, happy time for your child as well as the other students in the classroom.

CYO

The purpose of the St. John Vianney CYO (Catholic Youth Organization) shall be to promote activities which are spiritual, academic, athletic, cultural and social shown in a Christian manner.

Please visit <https://www.stjohnvianneyschool.org/athletics-cyo> for more information regarding the CYO opportunities available during the year.

Tuition & Fees

The operation of St. John Vianney Regional School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child’s education and religious formation. The tuition and fees for St. John Vianney Regional School are approved annually by our Parish Finance Committee, Parish Council, Pastors and Administration. The following policies are in effect for tuition and fees:

Tuition Payment

There are two basic payment options to make tuition payments. All tuition payments are received and processed through a financial institution. This financial institution is the contracted provider by St. John Vianney Regional School for administering our tuition program. The tuition plans are as follows:

1. **Full Payment (One Payment)** – The entire tuition is due on or before August 15th
2. **Monthly Payments – (10 payments)** – Monthly payments are due on or before the 1st or the 15th of the month, beginning in August and ending in May.

Late Payments

All payments are due on the selected due date. A late fee will be assessed if payments are not received by the date due. All families are responsible for meeting their tuition obligation to St. John Vianney Regional School on a timely basis. If there is difficulty in meeting the tuition obligation, it is your responsibility to notify the Finance Director by calling the school office at 610-435-8981, so that special arrangements and adjustments to the financial agreement can be made.

Tuition Delinquency

St. John Vianney Regional School is committed to providing an affordable opportunity for all students to experience educational excellence and spiritual growth. Scholarships and financial aid are offered based on need, merit and available resources. Students face the possibility of losing financial aid due to a poor academic record or conduct/behavior issues. However, the majority of the school’s funding comes from tuition and fees. We cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition and fees (collectively, “Tuition”) in a timely manner.

1. **Thirty (30) Days Past Due:** A “Past Due Notice” will be sent to any family with Tuition more than 15 days past due. The Past Due Notice will include a copy of the Tuition Collection Policy and provide that if all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition is not reached, the steps outlined in the Policy will be strictly enforced. Recognizing that various circumstances may impact a family’s ability to pay Tuition in a timely manner, all families receiving a Past Due Notice that are not able to pay-all past-due Tuition in full will be encouraged to contact the School to discuss an agreement to make alternative arrangements for payment.
2. **Forty-Five (45) Days Past Due:** If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 45 days after the Tuition is due, the School shall withhold report cards and transcripts from the student. In addition, a second “Past Due Notice” will be sent to the family.
3. **Sixty (60) Days Past Due:** If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 60 days after the Tuition is due, in addition to step 2

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above, will have their student's transcripts held and may be removed or restricted from all extracurricular activities (e.g. extra curricular, school-wide activities, class trips, sports or club activities) and subject to financial suspension.

If financial suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed. All textbooks and sports uniforms must be returned. In addition, a third "Past Due Notice" will be sent to the family. A student whose account is in arrears may not be allowed to take final exams, participate in extracurricular activities, school-wide activities, class trips, or receive a yearbook. Any student with tuition or fees due will be denied participation in graduation ceremonies.

If a financial assistance award has been granted to your son/daughter, that award cannot be applied if any tuition and/or fees are past due. It is Diocesan Policy that no student shall receive a diploma or transcript, if any financial obligations are outstanding. St. John Vianney Regional School reserves all rights, at law or in equity, to collect any past due Tuition.

Registration Fee

Both new and returning students will be required to pay a non-refundable registration fee. Returning students must complete and return the registration form to the school office along with the registration fee to hold or reserve your spot for the following year. If the school does not have the registration form, the student is not considered enrolled for the following year. Parents, guardians or persons responsible for the payment of tuition are required to sign the form. Academic schedules/teachers' welcome letters for the following year will not be provided if this re-registration is not completed. ALL FEES ARE NONREFUNDABLE. The registration fee can be billed and paid through the tuition management system.

Family Activity Fee

There is a Family Activity Fee, formally known as the Family Fundraising Fee, for PreK-8th of \$450 per family (fee is subject to change) that is payable along with tuition. This fee may be redeemed by use of SJV's Scholar Dollars, formally known as Cathedral Cash.

SJV's Scholar Dollars

SJV's Scholar Dollars is a valuable program that earns tuition credits for you. There are no hidden costs, simply use the gift cards that you purchase from SJV's Scholar Dollars for your everyday shopping. SJV's Scholar Dollars are also great for gift giving. This valuable gift card fundraising program for our parishes and school is known as SJV's Scholar Dollars, formally known as Cathedral Cash. SJV's Scholar Dollars is a fundraising program that operates year round. Parents and families can purchase gift cards from Scholar Dollars for local businesses, grocery stores, restaurants and large department stores. Participation in this program is strongly encouraged. The Family Activity Fee is added to your tuition bill, but when you purchase SJV's Scholar Dollars, you can earn that back, plus more in tuition credits. Your participation in SJV's Scholar Dollars also helps support school-wide initiatives. For every dollar you spend on SJV's Scholar Dollars gift cards, you will earn a percentage that goes directly towards your tuition credit. Next to each merchant on the gift card list is a percentage - you earn half of that and the other half goes directly towards the school budget. Please call the main office at 610-435-8981 for details. Scholar Dollars (Gift Card Program) is a program that directly benefits St. John Vianney Regional School and student's tuition. Physical gift cards can be purchased/sold at SJVRS main office during the school year. SJV's Scholar Dollars are sold Monday - Friday from 8:00am - 3:00pm in the school's main office. These daily sales use a white envelope. Monthly sales are sent out through school communications and our parish bulletins. The dates that the sale is due and when it will be available are located on the form. Simply complete the form and send it in along with payment. Your gift cards will be sent home with your child through school.

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Tuition Refund Policy

For students who withdraw from St. John Vianney Regional School, tuition refunds will be issued on a prorated basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for all days in which a student is enrolled. Refunds will be issued only for those days there was no attendance providing an official request for transfer or withdrawal has been received. Administration fee of \$50.00 will be deducted from all refunds.

Tuition Assistance, Grants and Financial Aid

St. John Vianney Regional School has a limited amount of financial funding to offer tuition grants to qualified students whose families demonstrate financial need. A student must be in good academic and disciplinary standing and must be an active parishioner to be eligible for an award. Applications are available in May each year in the school office and must be submitted annually. All families are required to apply for financial aid. After a review and evaluation is completed, a letter of notification will then be sent to each family during the month of July. Students with past due tuition cannot receive their grant until their account is current. Tuition assistance grants are applicable for tuition only.

Tuition Rates

Current tuition rates are available in the main office. Rates are subject to change.

Acceptable Use Policy

St. John Vianney Regional School's Media Center facilities, iPads, Chromebooks, and other technology devices exist for the academic enrichment of our students and faculty. Access to the school's electronic resources is a privilege, not a right. All resources, user accounts and information are the property of the school. Users have no privacy exception in their use of the system. St. John Vianney Regional School reserves the right to prevent unauthorized, inappropriate, or illegal activity, or to refer to legal authorities if deemed necessary.

The guidelines help protect our investment, ensure maximum positive usage of our facilities, protect our students from external negative influences, instill responsibility, and reinforce appropriate conduct. This policy is explained at the beginning of each school year and parents/guardians and students are required to sign a document of understanding acceptable use and agreement of the computer and technology network.

School Contact Information

St. John Vianney Regional School 610-435-8981

St. John Vianney Regional School FAX 610-437-7951

St. John Vianney Regional School AM and PM Extended Care 610-435-8981

St. John Vianney Regional School is located at 210 N. 18th Street, Allentown, PA 18104

St. John Vianney Regional School Contacts

Allentown Diocese Office of Education: 610-866-0581

Parish Offices

St. Catharine of Siena Rectory: 610-433-6461

St. Francis of Assisi Rectory: 610-433-6102

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St. Paul Rectory: 610-797-9733

Sacred Heart of Jesus Rectory: 610-434-5171

School District Transportation Contacts

Allentown School District Transportation: 610-709-0244

Bethlehem Area School District Transportation: 610-861-3060

Catasauqua Area School District Transportation: 610-264-3192

East Penn School District Transportation: 484-519-3210

Northampton Area School District Transportation: 610-262-7811

Northwestern Lehigh School District Transportation: 610-298-8661

Parkland School District Transportation: 610-351-5690

Salisbury Township School District Transportation: 610-791-2062

Southern Lehigh School District Transportation: 610-282-1030

Whitehall - Coplay School District Transportation: 610-437-4780