

SAINT JANE FRANCES DE CHANTAL SCHOOL

FAMILY HANDBOOK

2024



SECTION I: ABOUT THE SCHOOL

MISSION STATEMENT

The mission of St. Jane Frances de Chantal School is to encourage each child to achieve his or her potential through a devotion to Christ and His teachings within a challenging and diverse curriculum.

PHILOSOPHY

We believe that:

- The Gospel message is realized through religious instruction, liturgical worship, and service to the community.
- Religious values and mutual respect are the foundations that promotes the educational environment.
- Teachers strive to be role models and challenge each student to develop spiritually, academically, emotionally, physically, and socially.
- Education is a partnership of parent, teacher, and student.
- Mastery of basic skills and development of thinking skills cultivate life-long learning.
- Students' diverse learning styles and abilities are enhanced through instruction promoted by rigor and relevance.
- Advances in technology support learning.
- Character formation programs encourage personal growth.
- Children learn in a safe and loving environment.
- Extra curricular activities support the educational experience.

SCHOOL HISTORY

St. Jane Frances de Chantal is accredited by the Middle States Association of Colleges and Schools. (For more information about our middle states accreditation, see www.msa-cess.org.) The school is staffed by certified lay teachers.

St. Jane Frances de Chantal School was founded in 1926 as a parish school with 145 children. It has grown to a population of nearly 500 students in the 2000s, including students not only from St. Jane Parish but also from neighboring parishes, as well as many students who are not members of the Catholic faith. The school complex consists of 19 classrooms preschool through eighth grade. The school office, library, chapel and preschool through sixth grade classrooms are housed in the main school building located at the corner of 19th Street and Washington Boulevard. The junior high, the gym, computer lab, art room, and cafeteria are housed in the Bennett Building located at 1922 Washington Blvd., a short walking distance from the main school building. Through the Intermediate Service, classes for speech and remediation in math and reading are held in the Conference Center located next to the main school building.

St. Jane Frances de Chantal School is part of the Diocese of Allentown School System under the direction of Bishop Alfred Schlert, ordinary of the Diocese, and Dr. Michael St. Pierre superintendent of schools.

SCHOOL STRUCTURE

Pastor

Monsignor Edward Domin

Principal

Mrs. Marybeth Okula

BISHOP

Bishop Alfred A. Schlert is the Fifth Bishop of the Diocese of Allentown. To learn more about Bishop Schlert, please visit <https://www.allentowndiocese.org/about/bishop-schlert>

PARISH

Our school is the parish school of St. Jane Frances de Chantal Roman Catholic Church (<https://www.stjanesofeastonpa.com/>) in Easton, Pa. We also have a close relationship with Our Lady of Mercy, St. Anthony of Padua, and Our Lady of Lebanon Maronite Catholic parishes. For more information on these parishes, please visit their websites:

<https://www.olomercy.com/>

<https://www.stanthonyeaston.com/>

<https://www.ololeaston.org/>

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 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.

SECTION II: ADMISSION

ADMISSION POLICIES

Terms of Enrollment

St. Jane Frances de Chantal Elementary 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. Jane Frances de Chantal Elementary 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. Jane Frances de Chantal Elementary 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. All students are admitted on a probationary status for the period of one year.

Requirements for admission:

Parents desiring admission of their Catholic children to our school must be registered in one of the partner parishes. Children of other faiths are welcome and accepted on a space available basis. All students enrolled at St. Jane Frances de Chantal Elementary School must be toilet independent.

It is the philosophy of St. Jane Frances de Chantal Elementary School that students be placed in an educational environment where they will succeed. St. Jane Frances de Chantal School may not be able to meet the educational needs of every student; therefore, not all students who apply will be accepted. If your child is accepted, there is a non-refundable fee due at the time of registration. Registration is not complete until the registration fee is paid and all documents are complete.

Age

A student must be 4 years old and independent in the bathroom by October 15 to be eligible for PreSchool (4 year old full day program). A student must be five years old by October 15 to be eligible for Kindergarten. A student must be six years old by October 15 to be eligible for first grade. This is a Diocese of Allentown policy, no exceptions can be granted.

Required Documents

- Application form

- Birth Certificate
- Written immunization records
- Court ordered custody agreements (if applicable)
- Policy Handbook Agreement Form
- Certificate of Individual Request for Loan of Textbooks and Instructional Material
- Parent release form to obtain previous school records (Grades 1-8)

Additional Documents for Catholic Families

- Proof of membership in the parish
- Baptismal certificate

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, conduct, or psychological records
- Students and parents 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 new students will be accepted on a probationary basis for the first trimester; if warranted, probation could be extended to the end of the second trimester. At times, a contract between St. Jane Frances de Chantal School, the child and the child's parents will delineate continued enrollment at St. Jane Frances de Chantal School. The purpose of this policy is to ascertain a pupil's ability to adjust to the school philosophy and education program. Any student who, after admission, does not perform satisfactorily will be asked to withdraw from 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 Students

In addition to the above requirements, transfer students must sign a transfer of records for St. Jane Frances de Chantal School to collect the following from all previous schools:

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

A satisfactory academic and conduct record from the prior school is essential. Transferring students may be accepted on a probationary basis trimester to trimester for up to one year to ensure a satisfactory incorporation into the academic and behavioral code of the school.

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. Jane Frances de Chantal 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. Jane Frances de Chantal 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

SECTION III: ACADEMIC PROGRAM

ACADEMIC POLICIES

General Curriculum

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

Religious Formation

The Religion curriculum centers on the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in a solid prayer life.

In conjunction with Diocesan policy, students in all grades must attend Religion classes daily. The entire student body attends Mass or a para-liturgical service weekly. Non-Catholic students will attend all liturgical celebrations and participate as permissible. Parents are invited to attend school liturgical celebrations as well. Throughout the year, there are opportunities to participate in services such as the Living Rosary, seasonal prayer services, Stations of the Cross, Living Stations, and May Procession. The Sacrament of Reconciliation is celebrated at school four times per year. We encourage parents to regularly receive the sacraments with their child(ren) in their home parish.

Policy regarding non-parishioners: First Penance and First Holy Communion:

Canon 914 of the Church's Code of Canon Law specifies a child's eligibility for First Penance (Reconciliation) and First Holy Communion: "It is the responsibility, in the first place, of parents and those who take the place of parents as well as of the pastor to see that children who have reached the use of reason are correctly prepared and are nourished by the divine food as early as possible, preceded by sacramental confession; it is also for the pastor to be vigilant lest any children come to the Holy Banquet who have not reached the use of reason or whom he judges are not sufficiently disposed."

The determination of whether a child is sufficiently prepared and ready to receive these Sacraments shall be determined by the parents as well as their individual pastors (after being informed by their catechists and those responsible for their religious education). The parish is the context in which the Sacraments are normally celebrated. It shall be presumed that the child will receive First Penance or First Holy Communion in his or her proper parish. Since the Eucharist is a Sacrament of Initiation, notation of the reception of the Sacrament must be made in the parish where First Communion actually occurred.

If a child who belongs to another Latin Rite parish wishes to receive either First Penance or First Holy Communion at St. Jane Frances de Chantal Parish, and both parents agree, he may do so only

after the express written consent of his proper pastor is given. Since the first reception of these Sacraments is a solemn and unique moment, there can be no question of duplicating the action in more than one parish setting. (In other words, First Communion and First Penance happen only once.)

It shall be presumed that children who belong to another Rite of the Catholic Church (e.g., Maronite, Ukrainian, Ruthenian) shall receive the Sacraments in accord with the discipline and common practice of their proper Rite. Each of these Rites maintains its own customs and guidelines following the liturgical practice proper to each Rite. In these cases, parents should follow the practice of their particular churches and should also respect the procedures of the parishes to which their children belong.

Sacramental Preparation

Saint Jane Frances de Chantal Parish schedules all preparation for the Sacraments, including parent meetings, student retreats, and the sacramental celebration itself. Children in Second Grade prepare for First Penance and First Communion; students in Eighth Grade prepare for Confirmation. Parents of children who are receiving these sacraments share with the priests and teachers the privilege of preparing their children for these sacramental experiences. As the primary educator, parental attendance at special meetings held prior to a student's reception of the Sacraments of Eucharist, Reconciliation and Confirmation is required.

Books and Materials

Textbooks and other educational materials that are approved for use in Catholic Schools are provided for our students. The children are expected to take care of the books given for their use. Textbooks are to have clean covers (fabric book sleeves or brown paper bag covers) at all times. Workbooks/consumables should be covered with clear plastic contact paper. The children must carry their books to and from school in a book bag. Lost or damaged books must be replaced at the current cost.

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.

Class Participation

Students are expected to:

1. Give attention and respect to the teacher at all times
2. Show respect and concern for other students by a willingness to share and to take turns
3. Actively participate in class by responding orally or in writing as circumstances dictate

Student Progress Monitoring

FACTS is the program utilized for reporting to the school community. Families are issued individual student access account codes and secure passwords for each registered student. The families may access the student's grades online through the Internet website. Student Progress Reports are available to families at approximately mid-trimester.

Homework policy

Homework, an extension of school experiences beyond the classroom, includes written and study assignments with emphasis on study. Its purpose is to reinforce skills taught in the classroom, to develop study and memorization skills, to encourage reading for information, and to develop creative ability, critical thinking and special talent through a project assignment.

Teachers assign homework Monday through Thursday night in Kindergarten to Grade 4 and students in Grades 5 through 8 will occasionally have homework to complete over the weekend. All students are to write their assignments in a homework copybook or assignment/agenda book. We expect all parents to review homework nightly. Failure to complete assigned work or be adequately prepared for class will have a negative impact on a student's grades.

Homework time allotments (guidelines):

Kindergarten – approximately 10 minutes

Grades 1 & 2 – approximately 20-30 minutes

Grades 3 & 4 – approximately 30-60 minutes

Grades 5 - 8 – approximately 60-90 minutes

Missing Classwork and Homework

We want to instill in our students the need to complete their work in a timely fashion. Our students need to know that in high school, college, and future careers they will be expected to complete work on time and failure to do so could result in serious consequences. By requiring them to turn in their work on time now, we are setting them up for success in the future.

The following policies have been implemented for grades 5-8:

1. Graded assignments will be accepted up to **five class days after the due date** (absences for illness or vacation may be adjusted at the discretion of the Principal, or teacher). Assignments submitted after this time will automatically receive a grade of 60%. Assignments that are **NOT** submitted at all will receive a zero. Due dates can be found on Google Classroom, student agenda books and FACTS. A detailed look into FACTS should occur weekly for each student to further clarify an assignment that has been graded missing and/or graded 0.
2. Homework assigned should be completed nightly, especially assigned Math homework. There is NO extension for daily homework. Missing homework will affect **effort** on the report card as

well as demonstrate responsible behavior under Christian principles, and may lower a student's final trimester grade.

3. Teachers will notify the Principal of students who are missing multiple assignments. Students who are behind in excess of 5 days or more will be required to remain after school to complete the assignments with the Principal. These students will need to be picked up at 3:30 p.m. or can be sent to Extended Care. Students with more than 3 missing assignments will be issued an in-school suspension and will serve this suspension until all work is completed.

Missed Assignments and Assessments due to Absence

Students are responsible for making up missed work and tests. Missed assessments and assignments will be made-up at the discretion of the teacher but must be completed within one week of the return to school.

Incomplete or missing assignments will be recorded as MISSING in the FACTS SIS and are subject to late penalties which can result in a failing grade if not completed in a timely manner. It is the responsibility of students assisted by their parents to track missing assignments. If the student still has missing assignments due to absences at the end of the Trimester, students will receive an INCOMPLETE (I) on their report card for the course. The work must be submitted satisfactorily to update the INCOMPLETE mark on the report card or the student may have to complete a summer program to advance to the next grade level. A new report card can be issued after the grade is updated in the gradebook.

Physical Education Excused from Participation

Students may not be excused from physical education class unless they have documentation from a doctor (MD or DO). Reasonable accommodations may be made for students with minor injuries which did not require the immediate attention of a physician; however a note from the parent is required. If more than one class is missed in a trimester without documentation from a physician, the lack of participation (effort) will be reflected in the student's grade. If a student is not cleared for physical education, the student may NOT participate in CYO or other school athletic activities.

Academic Probation

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. When this lack of progress is a result of the student not fulfilling his/her academic responsibilities, the student will be placed on academic probation. A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for a period of time designated by the administrator. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school. If the school requires the student to receive academic supports and interventions, and the parent refuses those supports and interventions, the school reserves the right to make decisions regarding the continued enrollment of the student.

Report Cards

Students receive mid-trimester progress reports and report cards three times per year. Each report card subject grade reflects a wide range of the student's school experience for which he/she must learn to take

ownership:

- Oral participation and expression, class cooperation, and attentiveness
- Homework and in-class assignments completed as directed
- Major test results and quizzes
- Projects and long-term assignments
- Being prepared for class by having studied and having materials
- Quality of work

Please note that report card grades are not determined simply by averaging test scores. When applicable, the points listed under Report Cards will determine the subject grade.

HONORS

Honors are earned by students in Grades 6 through 8 at each trimester report card period.

- **Distinguished Honors** - those students who have earned a 95 or above in all subjects; satisfactory in minor subjects, conduct, and effort.
- **First Honors** - those students who have earned a 90 or above in all subjects; satisfactory in minor subjects, conduct, and effort. (Algebra I students may still qualify for first honors with an 85 in Algebra I.)
- **Second Honors** - those students who have earned an 85 or above in all subjects; satisfactory in minor subjects, conduct, and effort.

Students with excessive absences or tardies (10 or more times) may be ineligible for honors.

Testing Policy

Assessments, part of the teaching and learning process, are varied and ongoing. It includes: diagnostic screening tools, reading, writing, and math benchmarks; chapter and unit tests; daily quizzes, and other alternative assessments. Since an important part of the learning process is learning how to study, trimester assessments and final exams are given to students in grades 5-8 in the following subjects: Religion, Mathematics (computation and problem solving), English Language Arts, Science, Social Studies, and Spelling (optional).

All tests for grades 1-2 will be sent home on a weekly basis (every Wednesday) to be signed by the parent/guardian and then returned to the teacher for the classroom student file.

All tests except reading unit tests for grades 3-8 will be sent home on a weekly basis (every Wednesday) to be signed by the parent/guardian and then returned to the teacher for the classroom student file.

Trimester assessments and final exams are not sent home.

Honors Math Programs

St. Jane Frances de Chantal School adheres to the honors math policies put forth by the Diocese of Allentown. Students must meet the criteria in order to be placed in honors math. Students will not be placed in honors math by parent request.

Criteria for entrance is based on STAR scores, report card grades in math, and teacher recommendation. Students must be capable of working independently and receive only minimal math help from their parents.

In order to remain in the Honors Math Program, students must maintain a grade of 90 or above in math. Also, all math homework must be completed on time and work shown.

When a student fails to meet the criteria, the parents, principal, dean of students, and math coordinator will be notified and a plan of remediation will be formulated. Remediation should be of short duration.

The final decision regarding placement of students in the honors math program is made by the administration in conjunction with a recommendation from the student's math teacher. Students must meet the performance standards in order to remain enrolled in honors math.

Promotion or Retention

A student is promoted if the student has achieved a proper balance of academic, social, physical and emotional development. At the first trimester report card period, the parent/guardian is informed of the student's academic, social and emotional progress. Students who have a failing general average for the year (below 70) may be required to repeat the grade. Students failing major subjects may be required to attend summer school or receive tutoring in each failed subject before being promoted to the next grade.

Retention is at the discretion of the administration in consultation with the teacher. Older students, who cannot achieve passing grades for the year, may be required to attend a summer program. This course of study must be pre-approved by the school and a final report of the child's progress must be submitted to the school before admission to the next grade in the fall.

Students who have more than 20 days absent in one school year may need to be retained.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth grade student from participating in graduation exercises if, in the view of the school, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended. The administration will determine procedures for graduation exercises. In keeping with the policy of the Diocese of Allentown, closing exercises for the Eighth Grade are kept simple with concentration on the religious aspect of the event. Awards and diplomas are presented.

Class Placement Requests

St. Jane Frances de Chantal School has assembled a highly qualified faculty that is committed to ensuring a successful school year for every child. Teachers collaborate in each grade to determine the most beneficial placements for all students with regard to each child's promotion. Teachers' professional observations help guide their assessment of where each child will best thrive. From a parent's perspective, sometimes when we've had a great experience with a wonderful teacher we want to replicate that experience; however, each child is unique and no experience can be exactly the same for any child.

Classroom placement is a delicate balance and many factors are taken into consideration; therefore the administration will not accept or honor requests for specific teachers. **Should you have a compelling circumstance or consideration of which the administration is not aware, please pass these specific and articulable concerns, in writing, to the principal. No specific classroom placements will be considered for the following school year after the last day of school.**

SECTION IV: STUDENT RECORDS

ATTENDANCE

Arrival and Dismissal

Students may arrive beginning at 7:00 a.m. Prayers and announcements begin at 7:40 a.m. Students arriving after prayers begin will be marked tardy by the classroom teacher. Students in grades 5 to 8 with 10 or more unexcused tardies are ineligible for honors. After school detention must be served for every 5 tardies. Missed work due to tardiness will be completed during recess/lunch times.

Excused Absences

Illness, quarantine, doctor's appointment, death in the family, school related absences, absences pre arranged with the principal, exceptionally urgent matters, and occasions such as "Take Your Child to Work Day" are causes 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.

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 any extracurricular activities, field trips or other 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 unexcused absent from a school for 10 consecutive school days shall 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.

Lateness/Tardiness

Our school day begins at 7:40 a.m. with morning announcements, prayers and the Pledge of Allegiance. If the majority of students are in the classroom (more than 80%) by 7:30 a.m. morning work may begin. Chronic tardiness is a disruption to the classroom and often the late offenders fall behind on their work for the day. Although at times, appointments for doctors, orthodontists and dentists cannot not be adjusted, every effort should be made to make appointments after 2:00 p.m. on school days. A doctor's note should accompany the student who is late as result of an early morning/mid day/early afternoon appointment. Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival. Students who are chronically late (more than 5 per trimester) will not be eligible for Honors. Any student who is late 4 times will serve a Friday detention from 2:00 to 3:15 p.m. Tardies will be revolving, so every five tardies will serve the following Friday detention. A FACTS behavior event will be added to the student's profile. All unexcused tardies make the student ineligible to receive Honors/Outstanding Attendance Awards. (OAA have been on hold since COVID.)

Early Dismissal

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*

Vacation Policy

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 considered unexcused absences unless an extended absence form is approved by the administration.** 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. The Extended Absence Form can be found on our website at <https://www.stjaneschool.com/wp-content/uploads/2022/05/Extended-absence-form-updated-4-4-22.pdf>

Release of Child

All students must have a Student Release Authorization Form on file. Students will only be released to persons listed on the Student Release Form. Authorized individuals picking up a student must have with them a valid driver's license.

Change in Transportation

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, room and teacher. Changes in transportation must be reported by 1:30 PM.

REVIEW OR TRANSFER OF RECORDS

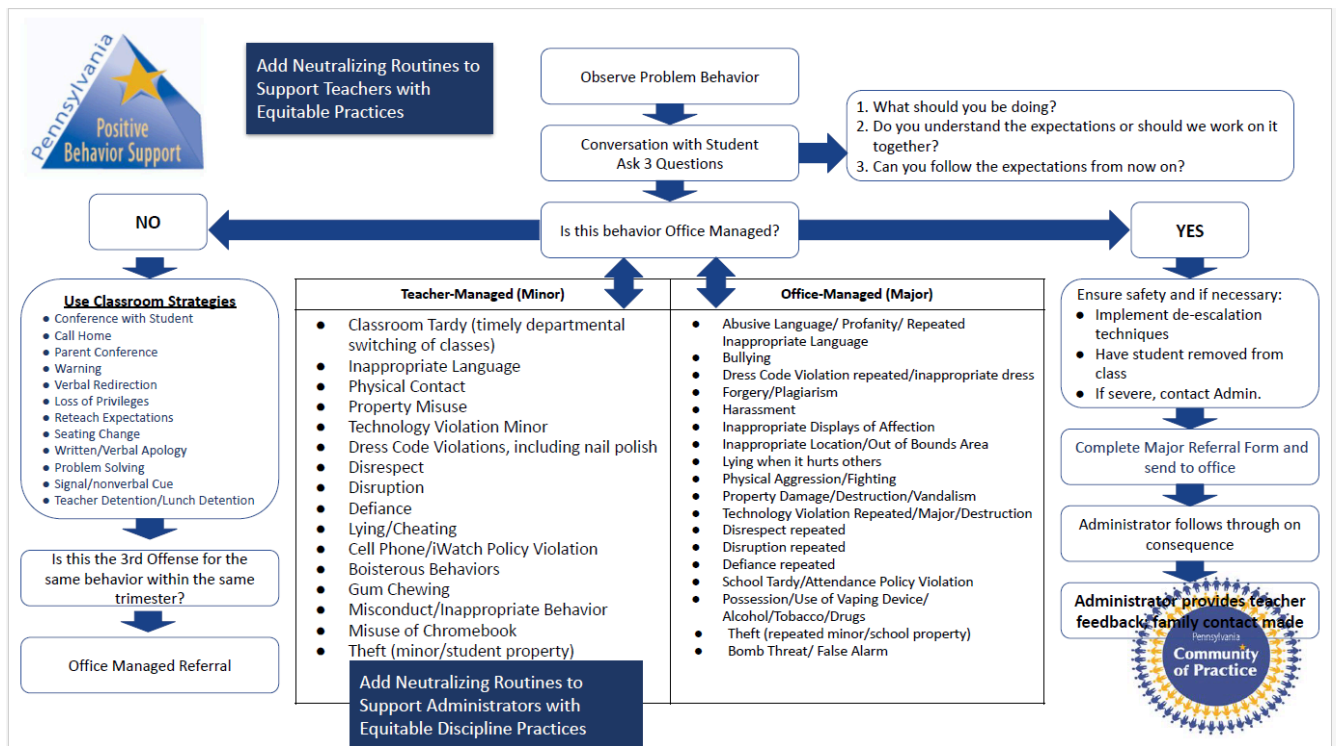
St Jane Frances de Chantal Elementary School will transfer student records directly to the receiving school. If a parent wishes to review their child's official file, the request must be made in writing twenty-four hours prior to the review. Please contact the school for the official form to be completed and signed.

SECTION V: RULES AND EXPECTATIONS

In 2022, St. Jane School instituted school wide Positive Behavior Intervention and Supports (PBIS). PBIS is a framework supported by research spanning decades. (PBIS.org) It is a multi-tier system of support which includes a data-driven decision making framework for stakeholders to establish the climate and culture, and the multi-tiered social, emotional, behavioral, and mental health supports needed for schools and similar organizations to be effective learning environments for all youth and staff. Study after study confirms the positive impact these systems and practices have on improving student outcomes.

Purpose of Behavior Matrix

- ✓ Defines the expected behaviors for specific settings
- ✓ Enhances communication
- ✓ Promotes equity



Academic Misconduct

Academic misconduct is considered conduct that undermines the academic integrity of St. Jane Frances de Chantal 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
- Use of AI Software

Falsification (Forgery)

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.

RETENTION/REQUIREMENTS FOR PROMOTION

Students who have a failing general average for the year (below 70) may be required to repeat the grade. Students failing major subjects may be required to attend summer school or receive 30 hours of tutoring in each failed subject before being promoted to the next grade.

Items not Permitted in School

Firearms and Explosives

- Any student or other person who possesses any firearm, shotgun, pistol, rifle, or explosive on school premises or on the premises of a school-sponsored event shall be turned over to law enforcement personnel, expelled from the school, and subjected to criminal sanctions authorized by law.
- The parent(s) of the student shall be notified immediately by the principal or his or her designee.

- Any firearm, shotgun, pistol, rifle, or explosive confiscated by the school shall also be turned over to law enforcement personnel and disposed of accordingly.

Weapons, Illegal Substances, Tobacco, and Electronic Smoking Devices

Any student who possesses any weapon (as defined below* and not specified above), illegal substances, alcohol, tobacco products, or electronic smoking devices on school premises or on the premises of a school-sponsored event, or any student who initiates violent conduct may be subject to

- Local disciplinary actions
- Suspension from school activities and/or extracurricular activities
- Out of school suspension or expulsion

*“Weapon shall include, but not be limited to, any knife, cutting instrument, or cutting tool, nunchucks, firearm, shotgun, rifle and/or any other tool, instrument or implement capable of inflicting bodily injury.”PA Safe School Act, Section 1301-A

Electronic Devices (cell phones, Smartwatches, etc.)

1. Smartwatches and personal electronic devices other than cell phones **ARE NOT** permitted in school.
2. The school will not be responsible for any cell phones brought to school.
3. If parents or guardians feel it is necessary for a student to bring a cell phone to school, the device **MUST BE TURNED OFF** prior to entering the building and stored in the student's backpack or checked in a teacher approved location in the classroom (6-7-8 grades) until the student is off school property.
4. Students in grades 6 through 8 must store classroom pocket charts. Students are expected to place their silenced/turned off cell phone in the pocket chart upon entering homeroom in the morning, and it must remain there until dismissal.
5. Any student who does not turn in their phone or who uses their phone during the day without the teacher's explicit permission will have their phone turned over to the principal, and a parent/guardian will need to pick it up from the office.
6. Students may not use the phone outside waiting for pickup unless explicitly given permission and should wait until they are off school property.
7. We DO NOT encourage students to use their cell phones on buses at any time.
8. At no time during the school day is a student allowed to use a personal electronic device while on school property. ALL COMMUNICATION between students and individuals outside of the school (including parents and guardians) **MUST TAKE PLACE THROUGH THE PHONE IN THE MAIN OFFICE.**
9. Cell phones not properly stored or being used on school property on school days will be taken from the student and locked in the school safe until the parent/guardian picks it up from the school.
10. Any student using a personal electronic device on school property on a school day will receive a consequence which may include but is not limited to detention, exclusion from school activities, probation from the ambassador program (if applicable), and NJHS (if applicable).

Multiple offenses will result in those who violate the rules regarding personal electronic devices forfeiting their privileges of bringing them to school. Students using any electronic device to take pictures or videos of any faculty or staff members is absolutely forbidden without their expressed permission. The same policy applies to students without parental permission. This behavior will result in a suspension.

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 student's 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
- 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 media 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 intimidating 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
- Teachers/Principal will complete the Diocese of Allentown Bullying Report Form (see index)

Discipline and Remedial Action

The response to those who do not meet the expectations of our school will be disciplined using the following:

1. A verbal warning given to student by teacher or adult in charge
2. A FACTS behavior notification if warranted
3. A detention or suspension to be determined on the totality of the circumstances
4. A parent meeting with principal, school psychologist, counselor and teacher to develop individualized behavior plan for student

NOTE: Three behavior notifications result in after-school detention with the deans of students or principal.

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, and loss of privileges in school.

Playground Expectations

1. All recess activity will be monitored by teacher
2. All students will play safely on playground equipment
3. All students will refrain from football/ball throwing while on the playground
4. All students will move about in a safe manner
5. All students will be respectful to their peers and take appropriate turns on the equipment
6. Gaga ball rules should be followed. (Rules: One player throws the gaga ball up into the air. Players yell “Ga” as it bounces and the ball is in play after the second bounce (“Ga-Ga”). Players can hit the ball with one hand, but cannot pick up and throw it. If the ball touches a player anywhere on or below the waist, that player is eliminated.)
7. Use of Thunderdome is limited to students in our Preschool through grade 2 ONLY
8. No student should enter or exit the playground area without adult supervision

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

The following list is only a guideline for the classroom teacher and administration. The categories do not cover every possible situation. The faculty and administration reserve the right to determine inappropriate and unacceptable behavior.

CONDUCT WHICH COMPROMISES SAFETY			
Behavior	Grade	Consequences	Handled by:
Dress code violation: any infraction of the uniform dress code	K-3	Parent Contact	Teacher
	4-8	Parent Contact	
Running in the building or parking lot	K-3	Reminder of expectations and warning	Teacher/Faculty/Staff
	4-8	Reminder of expectations and warning	
Unsafe play: putting oneself or others at risk of harm or injury as determined by the supervising adult.	K-3	Reminder of expectations and warning	Teacher
	4-8	Reminder of expectations and warning	
Out of bounds- students must take the most direct path when traveling within the school and return to the classroom promptly.	K-3	Reminder of expectations and warning	Teacher
	4-8	Reminder of expectations and warning	
Out of bounds – any student who is in the wrong place at the wrong time. Students may not wander the building, leave the building, or leave the campus without the permission of the teacher or administrator.	K-3	Reminder of expectations and warning	Any Teacher/Staff
	4-8	Reminder of expectations and warning	
Violation of the technology policy (see Family Handbook Responsible Use policy)	K-3	Reminder of expectations and warning	Teacher/Principal
	4-8	Reminder of expectations and warning	

INTERFERING WITH LEARNING			
Behavior		Consequence	Handled by:
Not prepared for class: not having proper supplies or books for class repeatedly.	K-3	Reminder of expectations and warning	Teacher
	4-8	Reminder of expectations and warning	

Incomplete or missing homework or assignment	K-3	Reminder of expectations and warning	Teacher
	4-8	Reminder of expectations and warning	
Not following directions: the student engages in low-intensity failure to follow directions	K-3	Reminder of expectations and warning	Teacher
	4-8	Reminder of expectations and warning	
Disturbances in class/playground/lunchroom: low-intensity but inappropriate disruptions	K-3	Reminder of expectations and warning	Teacher/Any Staff
	4-8	Reminder of expectations and warning	
Misuse of property: Student engages in low-intensity misuse of property	K-3	Reminder of expectations and warning	Teacher/Principal
	4-8	Reminder of expectations and warning	
Disrespect/Defiance: low-intensity, socially rude or dismissive messages to adults or staff	K-3	Reminder of expectations and warning	Teacher/Any Staff
	4-8	Reminder of expectations and warning	
Repeated disturbances in class/playground/lunchroom. Student has already received at least two level 1 offenses for disruption.	K-3	Reminder of expectations and warning	Teacher/Principal
	4-8	Reminder of expectations and warning	
Misuse of personal cell phone/electronic devices	K-3	Reminder of expectations and warning	Teacher/Principal
	4-8	Reminder of expectations and warning	
Misuse of school electronic device	K-3	Reminder of expectations and warning	Teacher/Principal
	4-8	Reminder of expectations and warning	
Disrespect/Defiance: student engages in refusal to follow directions, talks back, or delivers socially rude or dismissive messages to adults or students. The student's non-compliance may compromise the safety of self or others.	K-3	Parent contact and possible detention	Teacher/Parents
	4-8	Parent contact and possible detention	

Forgery	K-3	Parent contact and possible detention	Teacher/Parents
	4-8	Parent contact and possible detention	
Academic misconduct- academic dishonesty, cheating, plagiarism, and falsification	K-3	Parent contact and possible detention	Teacher/Parents/ Principal
	4-8	Parent contact and possible detention	

CONDUCT WHICH VIOLATES THE RELIGIOUS MISSION OF THE SCHOOL			
Behavior	Grade	Consequence	Handled by:
Physical contact/aggression: Student engages in non-serious, but inappropriate physical contact	K-3	Reminder of expectations and warning	Teacher
	4-8	Reminder of expectations and warning	
Hands on other person (student or adult), property, or area including desks or lockers.	K-3	Parent contact and possible detention	Teacher/Any staff
	4-8	Parent contact and possible detention	
Physical contact/aggression: Student engages in inappropriate physical contact such as kicking, slapping or hitting with an open hand, or biting.	K-3	Parent contact and possible detention	Teacher/Parent/ Principal
	4-8	Parent contact and possible detention	
Inappropriate language/Gestures – use of profanity or inappropriate gestures	K-3	Parent contact and possible detention	Teacher/Parent
	4-8	Parent contact and possible detention	
Spreading rumors	K-3	Reminder of expectations and warning	Teacher/Parent/ Principal
	4-8	Reminder of expectations and warning	
Intimidating or exclusive behavior	K-3	Parent contact and possible detention	Teacher/Parent
	4-8	Parent contact and possible detention	
Name calling/unwanted teasing	K-3	Parent contact and possible detention	Teacher/Parent
	4-8	Parent contact and possible detention	
Irreverence at Mass or other liturgical activities.	K-3	Reminder of expectations and warning	Teacher/Parent/ Principal/Priest
	4-8	Reminder of expectations and warning	

Inappropriate displays of affection	K-3	Parent contact. Reminder of expectations and warning	Teacher/Parents
	4-8	Parent contact. Reminder of expectations and warning	
Bullying: any repeated or pervasive intentionally harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student	K-3	Parent contact and possible detention	Teacher/Parent Principal/Guidance Counselor
	4-8	Parent contact and possible detention	

DAMAGING/AGGRESSIVE/ABUSIVE BEHAVIOR			
Behavior	Grade	Consequence	Handled by:
Abusive language/Gestures – high intensity, inappropriate, profane/obscene, abusive language, or gestures with the intent to be abusive as determined by the faculty and administration.	K-3	Parent contact and possible detention	Teacher/Parent Principal/Guidance Counselor
	4-8	Parent contact and possible detention	
Serious threats of harm to others	K-3	Parent contact and possible detention	Teacher/Principal/ local PD/Parent
	4-8	Parent contact and possible detention	
Harassment: high-intensity unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.	K-3	Parent contact and possible detention	Teacher/Parent Principal/Guidance Counselor
	4-8	Parent contact and possible detention	
Vandalism/Theft – destruction, defacing, or theft of parish or school property.	K-3	Parent contact and possible detention	Teacher/Principal/ Parent
	4-8	Parent contact and possible detention	
Violent behavior – any fighting or behavior with the intent to cause significant physical injury.	K-3	Parent contact and possible detention	Teacher/Principal/ local PD/Parent
	4-8	Parent contact and possible detention	
Possession and/or use of illegal drugs, medications out of compliance with school policy, narcotics, tobacco, inhalants, alcoholic beverages, or pornographic materials.	K-3	Parent contact and possible detention	Teacher/Principal/ local PD/Parent
	4-8	Parent contact and possible detention	
Possession of any item which may present a danger to others both in school or out of school.	K-3	Parent contact and possible detention	Teacher/Principal/ local PD/Parent
	4-8	Parent contact and possible detention	

		Parent contact and possible detention	
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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 CYO president will be notified of suspension.**

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.

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 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. Jane Frances de Chantal 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. Jane Frances de Chantal 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.

SAFETY

Safe Environment

One of the mandates of the Charter passed by the United States Conference of Catholic Bishops is that preventive measures be put into place to ensure the safety of our youth. With this mandate in mind, we have implemented a Children and Adolescent Protection Program in our schools. The purpose of the program is to help children improve self-reliance and master personal safety skills – all while reassuring them that most people are kind, safe and committed to their well-being. The material has been prepared according to the teachings of our faith and is taught once a year.

Safety Drills

Safety drills are required by the Diocese of Allentown and are an important safety measure. At the sound of the alarm or other designated signal, it is essential that everyone in the building act according to the procedures, quietly and quickly. Silence is mandated during drills so students can hear directions from the faculty, staff, and administration.

Emergency Closings/Delayed Openings

If severe weather causes the school to be closed, start late or have an early dismissal, please make every effort NOT to call the school. Our phone lines must be open to communicate with the seven different school districts and the media.

If weather is threatening in the morning, please make sure your child knows how they will be going home in the event of an early dismissal. Send a handwritten/typed note into school that morning if possible. Without a written note specifying otherwise, your child will be sent home their usual way.

Parent notifications include:

1. Parent Alert will be sent via our Student Information System. PLEASE REFRAIN FROM CALLING THE SCHOOL IF YOU MISS THE CALL, a text will follow up the phone call. Check your phone. **Please do NOT call the school saying you missed a call.**
2. WFMZ/TV Channel 69 or www.wfmz.com - if we are closed, delayed or dismissing early, I will be sure to have a notification posted here.
3. Also, once I post on WFMZ, WLEV-FM 100.7, Cat Country 96.1 and The Hawk-FM 99 and WAEB AM 790 will have notification.
4. Facebook - a message can be seen there as well.
5. If you do NOT see St. Jane Frances de Chantal School specifically mentioned, the decision of Easton Area School District will be followed.

****** DELAYED START ******

6. Two hour delays - Children should **NOT** arrive before 9:00 a.m. There is **NO** adult supervision before 9:00 a.m.
7. In the event of a 2 hour delay for Easton Area School District, your bus would be transported on a 2 hour delay schedule.

****** Flexible Instruction Day*******

8. In the event Easton Area School District has an FID (Flexible Instruction Day), St. Jane School will also observe a FID (Flexible Instruction Day as well). School cannot open due to the lack of EASD transportation services.

******EXTENDED CARE******

If there is a two-hour delay, Extended Care is NOT available before school starts.

If there is an early dismissal due to pending inclement weather, Extend Care is NOT available.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Our Internet Safety Policy for the Use of The Computers, Network, Internet, Electronic Information and Communications can be found [HERE](#). See hardcopy in the appendix.

UNIFORM DRESS CODE as of January, 2024
ST. JANE FRANCES DE CHANTAL UNIFORM POLICY

A regulated dress code affects a certain calming influence over the behavior and actions of the students. Parents need to encourage proper school grooming and to see that their children abide by the expectation of our current dress code.

All uniforms MUST be purchased from Flynn and O'Hara:

Main Office:
Center
www.flynnohara.com

1-800-441-4122
215-637-6392 (fax)

Local Office: Valley Plaza Shopping
1876 Catasauqua Road
Allentown, PA 18103
610-231-3788

BOYS AND GIRLS GYM Uniform:

Kindergarten DAILY uniform and Gym uniform for grades 1 through 8 worn on their designated gym days

Summer (worn from the beginning of school to October 31 and April 1st to end of school year):

- Flynn and O'Hara gray collarless T-shirt with school logo (or HawkWalk t-shirt for current school year)
- Flynn and O'Hara black mesh shorts
- White socks crew style
- All white (soles and laces included) tied sneakers (Velcro may be worn by grade K, 1, 2 or with permission from principal)

Winter (worn all year but MUST be worn from November 1 to March 31):

- Flynn and O'Hara collarless T-shirt with school logo (or HawkWalk t-shirt for current school year)
- Flynn and O'Hara green sweatpants and sweatshirt
- White socks crew style
- All white (soles and laces included) tied sneakers (Velcro may be worn by grade K, 1, 2 or with permission from principal)
- Optional GREEN round neck sweatshirts may be worn in the classroom with uniform.
- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O'Hara with our logo

GIRLS: GRADES 1 – 4

(Another Option for Kindergarten):

Summer (worn from the beginning of school to October 31 and April 1st to end of school year):

Option One:

- Flynn and O'Hara tan walking shorts OR Flynn and O'Hara tan skort with dark—colored unembellished belt; length for shorts and skort is 1 inch above the knees
- Flynn and O'Hara green golf shirt with school logo
- White socks crew style
- All white (soles and laces included) tied sneakers (Velcro may be worn by grades 1, 2)
- Optional GREEN round neck sweatshirts may be worn in the classroom with uniform.
- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O'Hara with our logo

Option Two:

- Flynn and O'Hara tan pants with dark-colored unembellished belt
- Flynn and O'Hara green golf shirt with school logo

- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASINS or HEY DUDES or CROCS**
- Optional GREEN round neck sweatshirts may be worn in the classroom with uniform.
- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O’Hara with our logo

Winter (worn all year but MUST be worn from November 1st to March 31st):

Option One:

- Flynn and O’Hara plaid jumper – 1 inch above the knees
- White Peter Pan collar long or short sleeve blouse
- Dark green knee socks or dark green tights
- Black or dark brown leather-like dress shoes (heels no higher than one inch)
- Dark green sweater or vest is optional but must be purchased at Flynn and O’Hara
- Optional GREEN round neck sweatshirts may be worn in the classroom with uniform.
- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O’Hara with our logo

Option Two:

- Flynn and O’Hara tan pants with dark-colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo, long or short sleeve (Flynn and O’Hara green sweater or vest is optional) OR white Peter Pan collar shirt long or short sleeve (Flynn and O’Hara green sweater or vest MUST be worn)
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASINS or HEY DUDES or CROCS**
- Optional GREEN round neck sweatshirts may be worn in the classroom with uniform.
- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O’Hara with our logo

GIRLS: GRADES 5-8

Summer (worn from the beginning of school to October 31 and April 1st to end of school year)

All uniform shirts must be tucked into pants/skorts/kilts

Option One:

- Flynn and O’Hara tan walking shorts OR Flynn and O’Hara tan skort with dark—colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo
- White socks crew style
- All white (soles and laces included) tied sneakers
- Optional GREEN round neck sweatshirts may be worn in the classroom with uniform.
- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O’Hara with our logo

Option Two:

- Flynn and O’Hara tan pants with dark-colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASINS or HEY DUDES or CROCS**
- Optional GREEN round neck sweatshirts may be worn in the classroom with uniform.

- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O’Hara with our logo

Option Three:

- Flynn and O’Hara plaid kilt – **1 inch above the knees**
- White oxford collar long or short sleeve blouse
- Dark green knee socks or dark green tights
- Black or dark brown leather-like dress shoes (heels no higher than one inch)
- Flynn and O’Hara dark green sweater or vest is optional for **SUMMER ONLY**
- Optional **GREEN** round neck sweatshirts may be worn in the classroom with uniform.
- Optional ¾ zip St. Jane pullover with our logo
- Green sweater sold at Flynn and O’Hara with our logo

Winter (worn all year but MUST be worn from November 1 to March 31st):

Option One:

- Flynn and O’Hara plaid kilt – **1 inch above the knee**
- *****NEW IN 2024: GREEN TIGHTS MUST BE WORN IN WINTER*****
- Flynn and O’Hara green golf shirt with school logo, long or short sleeve (Flynn and O’Hara green sweater or vest is optional) OR white oxford collar shirt long or short sleeve (Flynn and O’Hara green sweater or vest **MUST** be worn)
- Dark green knee socks or dark green tights
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASINS or HEY DUDES or CROCS**

Option Two:

- Flynn and O’Hara tan pants with dark-colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo, long or short sleeve (Flynn and O’Hara green sweater or vest is optional) OR white oxford collar shirt long or short sleeve (Flynn and O’Hara green sweater or vest **MUST** be worn)
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASINS or HEY DUDES or CROCS**

BOYS: GRADES 1-8

(Another Option for Kindergarten)

All uniform shirts must be tucked into pants/skorts/kilts.

Summer (worn from the beginning of school to October 31 and April 1st to end of school year):

Option One:

- Flynn and O’Hara tan walking shorts with dark—colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo
- White socks crew style
- All white (soles and laces included) tied sneakers (Velcro may be worn by grades 1, 2)

Option Two:

- Flynn and O’Hara tan pants with dark-colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes, **NO MOCCASINS OR HEY DUDES OR CROCS**

Winter (worn all year but MUST be worn from November 1 to March 31):

Option One:

- Flynn and O'Hara tan dress pants with dark-colored unembellished belt
- White dress shirt with Flynn and O'Hara green tie
- Flynn and O'Hara dark green sweater or vest
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes), **NO MOCCASINS OR HEY DUDES OR CROCS**

Option Two:

- Flynn and O'Hara tan pants with dark-colored unembellished belt
- Flynn and O'Hara green golf shirt with school logo, long or short sleeve
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes, **NO MOCCASINS OR HEY DUDES OR CROCS**

NO UNIFORM TODAY (NUT)

On "NUT" days, students may wear jeans or other appropriate casual clothes. However, students may NOT wear any of the following: torn jeans, tight-fitting clothing, very short shorts, sleeveless shirts (camisoles, spaghetti straps, tank tops), low necklines, clothing with messages contrary to our mission as a Catholic School, clothing in styles which are contrary to our mission as a Catholic School, and shoes that are dangerous for play (e.g. clogs, flip flops, open-toed shoes, sandals, heels).

IMPORTANT CONCERNS

- **All uniform shirts must be tucked into pants/skorts/kilts.**
- **Students may not deface or alter uniforms in opposition to the dress code.**
- **Students not adhering to the dress code guidelines (both uniform and dress down) must call home for appropriate clothing.**
- Pants must be worn at the waist. Skirts/jumpers must be no more than **1 inch above the knees**
- Dress down shorts must be no more than two inches above the knee.
- Students **MUST** tuck in ALL blouses and shirts.
- Only a **solid white** undershirt may be worn under uniform shirts/blouses
- Students can only wear Flynn and O'Hara uniform sweatshirts or $\frac{3}{4}$ zip pullover with school and gym uniforms
- School shoes are to be **SAFE** – no clogs, crocs, mules, sandals, flip flops, moccasins, etc. No fad sneakers (light up, wheeled, etc.), no Hey Dudes, slippers, etc.
- Students who wear boots to school during inclement weather must change to appropriate school shoes during the school day
- Both boys' and girls' hair must be neat, clean, and out of their eyes. Boys' hair cannot reach the shirt collar or cover their eyes. Students may not have extreme hair fads or styles. Students may not alter natural hair color. Boys may not have facial hair.
- For safety reasons, girls may wear **ONE** pair of small post earrings that do not dangle. Boys may NOT wear earrings. For both boys and girls, other permissible jewelry includes a small religious medal worn under the shirt or watch - **NO** bracelets **OR**, **SMART WATCHES**. No ankle bracelets.
- Students may not wear hats in the school buildings except on special occasions or with teacher permission.
- The uniform code prohibits tattoos of any type (except for religious reasons) and body piercing.
- Only girls in grades 7 and 8 can wear light facial make-up (defined as light natural color)

mascara, light foundation and light blush. Clear lip gloss only. No eyeliner, eyeshadow or lipliner permitted.

- Girls may wear clear nail polish on natural nails.

The teachers, together with administration, reserve the right to deem something inappropriate.

TRANSPORTATION

Bus Transportation

The students must obey, respect and cooperate with the bus drivers, teachers or any person assigned to supervise any part of the school transportation program. If a student receives three bus slips for misbehavior, the bus privileges will be suspended. If the school administration or bus company determines the misbehavior is serious, the student may be immediately suspended. Continued infractions of behavior may warrant the student to lose his/her busing privileges entirely. Parents will be expected to provide transportation for any pupil whose privileges have been suspended.

The school administration reserves the right to remove a child from the bus at any time for unsafe or unruly behavior.

Car Transportation

Parents who drive their children to school must NOT block or impede bus access in the front of the school building. Bus drop off is lined with cones from the beginning of the playlot to the corner of S. 19th Street. We have staff directing and assisting with drop off. Please pay very close attention before you pull away from the curb after your child has exited your vehicle. Please DO NOT use the side street, the back alley, or other areas of the boulevard for dropping off children. If you require to walk your child or assist your child personally out of the car at drop off, we ask that you park and use the crosswalk to bring your child to the front of the school. **NO PARENT MAY ENTER THE SCHOOL DURING MORNING DROP OFF WITH THEIR CHILD. PARENTS ENTERING THE SCHOOL MAY ONLY GO TO THE OFFICE FOR BUSINESS ISSUES.** Do NOT double-park. Please be reminded that children must be in their classrooms no later than **7:40 AM**. Prayers begin promptly at 7:40 a.m. any child arriving during or after prayers is considered late.

Parents who pick up children after school may pick up their children on Washington Boulevard after the buses between approximately 2:10 and 2:15 p.m. . Parents may not double-park on the street or in the alley. **PLEASE DO NOT BLOCK DRIVEWAYS OF OUR NEIGHBORS, OR BLOCK ANYONE IN. If your child needs to cross the street, he/she MUST go to the corner and should be accompanied by a responsible adult.** Parents should **NOT** take other children home unless the teacher has a written note.

SECTION VI: STUDENT SERVICES

STUDENT HEALTH

Medical Records

The Commonwealth of Pennsylvania and the Diocese of Allentown mandate 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

School Nurse

There are two school nurses: one provided by the Wilson Area School District and the other employed by St. Jane Frances de Chantal School. The school district school nurse is at St. Jane School one day a week and is responsible for the maintenance of health records, health assessments, parental contact concerning health, care of minor injuries, and as a resource in health education. The nurse also performs regular height and weight checks, and hearing and vision screening.

Our in-house school nurse is here on the four days that the district nurse is not at St. Jane School. She is responsible for parental contact concerning health, dispensing approved medications, the care of minor injuries, and assisting the district nurse in maintaining records.

Parents are free to contact the school nurse with questions or concerns regarding health-related matters. Contact can be made by calling the school's office. All cases of chickenpox, head lice, scabies, impetigo, and "pink eye" must be reported to the school nurse. Returning to school following all other communicable diseases and illness is in accordance with doctor's orders, dependent upon ongoing doctor's treatment, and/or being declared no longer "contagious" by a physician.

Communication of Health Concerns

Parents should notify the school of any serious physical problems or handicaps their child may have and of special treatment or care needed to be given in an emergency. Emergency cards are on file for each student. It is important to keep information current.

Immunizations

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. Written confirmation is then sent to the Office of Catholic Education.

Students enrolled in PreK 3 and PreK4 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.

Medication Policy

State law prohibits the administering of both over-the-counter (nonprescription) and prescription medication in school. Parents should administer medication to their child at home. Most prescription medication can be taken at home before school, after school, and at bedtime. If a parent feels it is necessary to administer medication during the school day, he/she can come to school to administer such medications.

The administration of medication to children shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when the *Authorization for Medication During School Hours* Form has been signed by both the parent/guardian and the attending physician. This form must be kept on file in the school office. Only the school nurse or her designee may administer authorized medication.

Any medication sent to school must be a single dose and in a properly labeled container. No medications of any kind are kept in a child's desk, pocket, lunch box, or school bag. All medications are kept in the health room.

Lunch and Snacks

Children eat in Father Farrell Hall. Students may pack a lunch or purchase a pre-ordered hot lunch.

Lunch Periods are as follows:

11:00 to 11:25 a.m. Grades 3, 4, 5

11:30 to 11:55 a.m. Grades 6, 7, 8

12:00 to 12:25 p.m. Kindergarten, 1, 2

Preschool eats in their classrooms.

Hot Lunch is provided from Whitsons School Nutrition. Food is prepared at Notre Dame High School and delivered and kept warm for students for each lunch period. If ordering hot lunch, you **MUST** order the **FRIDAY** before for the week ahead. If your child is absent, there are NO refunds.

Please send cash or check payable to **Whitsons School Nutrition** as soon as you place the order.

IMPORTANT: IF YOUR CHILD FORGOT HIS/HER LUNCH, WE DO NOT HAVE FOOD TO GIVE THEM HERE. THE FOOD IS PREPARED OFFSITE.

1. A lunch calendar is posted on the school website monthly.
2. The parents must order student lunches online. <https://www.fdmealplanner.com/#allentown>
3. After ordering, parents send check to school for total amount made out to Whitsons School Nutrition

NOTE: NOTE: Metal and Glass Water bottles including Yeti, Hydrapak, Stanley, etc. as well as squishy gatorade water bottles are prohibited. All water bottles must be kept in lunch boxes. No

more than 16 ounces are allowed in school.

Lunch Monitors are required daily. There are 4 lunch monitors and a teacher on duty for every lunch period to ensure safety for all students. The students are expected to treat the parent monitors of the lunch period with respect at all times. The monitors have the authorization to correct the children and to demand good order during the lunch period. The code of conduct applies to all non-classroom situations.

The Diocese of Allentown prohibits any form of lunch shaming for unpaid meal charges by employees, volunteers, or students. Lunch shaming is defined as “discriminating against or stigmatizing children whose family account has outstanding credit or insufficient funds to pay for meals.” School employees will exercise sensitivity and confidentiality in serving students with insufficient or negative meal accounts. No school employee will subject a student to embarrassment or ridicule based on the balance in his or her meal account. If a student’s meal account is inadequate to pay for a meal, the school will provide a full meal to the student and parents will be notified. No school employee may deny a meal benefit to any child as a disciplinary action. Schools will contact parents and guardians prior to the end of the school year to make arrangements to fully or partially pay, or waive, outstanding meal charges.

GOVERNMENT SERVICES

Act 89 provides us with Guidance Services, Remedial Mathematics and Reading, and Speech Therapy through the Colonial Intermediate Unit 20. Children also benefit through Title I Services for Reading.

Act 90/195 provides us with instructional materials, workbooks, textbooks, duplication masters and testing materials to accompany the textbooks. Act 372 provides bus transportation.

AUXILIARY SERVICES

The local Intermediate Unit provides remedial, corrective, or developmental reading, math, and speech skill reinforcement. Students are considered for these programs based on their performance on standardized tests, assessments given by the CIU20, and classroom teacher recommendation.

EXTENDED CARE AND AFTER SCHOOL PROGRAMS

For an additional fee, the school provides an after school extended care service on most school days from the close of school until 5:00 p.m. A separate aftercare handbook and registration forms are available by calling the school office. See website www.stjaneschool.com/parents/extended-care/

SECTION VII: PARENTS AND THE SCHOOL

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first educator of the social virtues essential to any well-ordered society.

PARENT CODE OF CONDUCT

Just as we expect faculty and staff to treat our students in a Christian manner, St. Jane 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 and/or the dismissal of their children from St. Jane School.

CUSTODY OF CHILDREN BY PARENTS

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is the responsibility of the custodial parent to provide a copy of the custody decree. This will help school personnel make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of applicable restraining orders. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody. The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled at St. Jane School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file. In instances where never-married, separated, or divorced parents/guardians who do not have a court ordered custody agreement in place, both parents are treated as custodial parents.

The school voluntarily complies with the provision of the Buckley Amendment: "Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a Court Order providing otherwise is filed with the school." Parents must forward

a copy of all court orders to the school office.

SCHOOL COMMUNICATION

Family Communication

Parent Weekly Newsletter is sent almost weekly throughout the school year. Parents are expected to read this communication for information regarding changes, upcoming events, and other important information. Attachments provided are from our school community and include Home and School and CYO events as well as other important information for the greater good of our school community.

Submitting Announcements

Any material for the communication folder must be electronically presented in PDF format to the principal for approval and must be received by **Monday, 2:30 P.M.**, in order to be included in the next week's electronic communication.

Parent Contact of Teachers

Faculty and Staff should not be on personal devices. All communications via email to a teacher should include a cc to the principal. Parents are not permitted to send text messages, make phone calls to a teacher's personal cell phone, or contact teachers and staff through social media. All phone calls should be made to the school office or through the staff member's school email address. Teachers are expected to return any communication via email within 48 hours.

Conferences and Appointments

Conferences are scheduled in conjunction with the distribution of the first trimester progress report. Teachers or parents may schedule conferences at any other time by teachers or by parents. Faculty members are eager to discuss your child's progress. Meetings can be easily arranged by notifying the individual teacher via email. No parent should detain teachers before, during, or after school without prior notification and agreement. Teachers will NOT schedule an appointment at times that conflict with teaching or supervisory duties. Teachers may be reached at school from 2:15 - 2:30 p.m. A parent may leave a message in the teacher's voice mail box anytime during the school day, and the teacher will return the call when he/she is available or within 48 hours. Both the parent and the staff member should know the purpose of the conference so that all concerned can appropriately prepare.

TUITION

All Tuition payments are coordinated through the FACTS TUITION. Tuition must be paid in full each year by May 20th. The first payment is non-refundable. The remainder of the tuition is due in monthly payments payable by the 20th 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.

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 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 principal, 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.

Parish Tuition Rates

In order to be eligible for the reduced tuition rate (subsidized by St. Jane Frances de Chantal Parish, Our Lady of Mercy Parish, St. Anthony Parish, Sacred Heart, Miller Heights Parish, and Our Lady of Lebanon Parish) a family must be registered and in “good standing” with their parish for a minimum of six months. This waiting period may be waived for new parishioners who present a letter of participation from their previous pastor.

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 July through FACTS Tuition. Before school opens in September, at least two monthly payments must be recorded. These payments are non-refundable.

Tuition Assistance

Parish Financial Aid is available, on a limited basis, to all parishioners of St. Jane Frances de Chantal Parish who qualify.

- All applications for Parish Financial Aid **must** be completed through the Simple Tuition Solutions.
- Applications that are incomplete will not be considered.
- After the deadline date, a subcommittee of the Parish Finance Committee together with the Pastor and the Principal will review the applications. All information will be held in strictest confidence.
- Because the amount of Parish Financial Aid is limited, applications received after the deadline will not be considered.
- Families will be notified of grants by the end of May.

Tuition And Fee Delinquency:

Students are NOT permitted to attend St. Jane Frances de Chantal 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. St. Jane Frances de Chantal 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 by April 30th. 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.

TELEPHONE

For security and safety purposes, the school has the ability to record all phone calls.

If an emergency arises, please call the office and your child/ren will receive the message. In order for a student to get a message at the end of the day, the parent/guardian must call the school **NO LATER THAN 1:30 PM**. Students may only use the school phone to call home when they have forgotten their lunch or their glasses. Make all transportation arrangements for extracurricular activities prior to arriving at school.

Our children are growing up in dangerous times. We are all concerned for their safety. Many of us provide our children with cell phones for this very reason. However, since all our students have access to the phone for emergency reasons, students **may not carry and/or use a cell phone during school hours**. They must also be turned off. Misuse of a cell phone will result in it being confiscated and kept until a parent or guardian comes to retrieve it. See above. (Level 2, #6)

TRANSFERS/EARLY WITHDRAWALS

The Principal issues a transfer for any student who will enroll in another school. Parents should contact the school office when a transfer is to take place.

In the case of a child withdrawing from St. Jane Frances de Chantal School during the school year, the parent/guardian will be responsible for the following fees:

- One month's tuition will be charged for every month a child attends. If a child attends one day in a month, the entire month's tuition will be charged. For example, if a child attends school from August 26 to September 1 and then disenrolls on September 2, he will be charged for two months' tuition (August and September).
- Registration fees will not be refunded at any time, even if the child disenrolls before the first day of school.
- All other fees, including religion book fee, computer fee, lunch fee, HSA fees, etc. will not be refunded if the child has attended one day of school.
- Pupils transferring from St. Jane School to any other school will not be accepted back for one year following the transfer.

MISCELLANEOUS ITEMS

- * All money that is sent to school **MUST** be in an envelope with the student's name, grade, and the reason.
- * Students **SHOULD** have their personal belongings labeled with their name.
- * School is **NOT** responsible for lost or damaged personal property that is brought to school.

PARTIES

With the exception of Christmas, parties during the school day are not permitted for the third through eighth grades. On special occasions a treat may be given during the LUNCH or SNACK period. Kindergarten through second grade parties are at the discretion of the teacher. No child's birthday may be celebrated during school time; however, a treat for the class may be sent in for snack or lunchtime. Please notify the teacher at least one day in advance. Invitations to home parties may be given out in school only if the whole class or gender is invited. Gifts from parents and friends may not be sent to the classroom during the school day.

VISITORS, VOLUNTEERS AND CHAPERONES

Parents are welcome and encouraged to visit the school. In accordance with diocesan policy, NO ONE may go directly to the cafeteria, gym, classrooms, library, and chapel to see a child before school, during school hours, and at dismissal time. *All visitors, parents, guardians, and volunteers* MUST report to the school office upon entering the school building where they MUST show photo ID, sign in and when leaving, sign out. In case of an emergency, all people need to be accounted for. All visitors, volunteers, parents, and guardians must wear a school issued identification badge at all times when on school property. If a child forgets a lunch, book, glasses, etc., the parent should leave it in the main office with proper identification and it will be delivered to the child. This is for the safety of all students, staff, and faculty. Thank you for your cooperation.

SECTION VIII: STUDENT LIFE

EXTRACURRICULAR ACTIVITIES

SPORTS AND CULTURAL CYO

St. Jane's Parish School is honored to include its students in extra-curricular activities as Christian witnesses to the entire community. All who participate are expected to apply and demonstrate Christian values.

The following CYO sports and cultural/academic programs are available:

ACTIVITY	GRADE(S)	ACTIVITY	GRADE(S)
Soccer	K – 8	Academic Bowl	7 – 8
Cheerleading	4 – 8	Declamation	7 – 8
Basketball	3 – 8	Geography Bee	4 – 8
Wrestling	K – 8	Spelling Bee	5 – 8
Baseball/Softball	K – 8	Chess Club	K – 8
Cross Country	K – 8	Halloween Party	K – 3
Track/Field	K – 8	Easter Egg Hunt	K – 2
Pep Squad	K – 3	Flag Football	K – 6
Dances	7 – 8	Volleyball	5 – 8

The above lists of both sports and cultural/academic activities may be modified and expanded depending on various circumstances.

Virtual Classroom Video/Audio Recording

In order to provide continuity of instruction during flexible instruction days, St. Jane Frances de Chantal School will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I/We understand that my child's instructor may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School's instructor or administrator

approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's instructor or St. Jane Frances de Chantal School.

I/We hereby consent to the school's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I/We understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class related use.

My signature on the handbook agreement form means that I agree with the *Virtual Classroom Video/Audio Recording* policy

MEDIA RELEASE OPT-OUT: If you do not consent to having your child photographed, videotaped, or interviewed by the media, you will need to file an opt-out form which can be obtained through the school office. Please be aware that your child will be excluded from group photos of the class, yearbook, and school public performances in order to protect your child from photographs or video recordings. This opt-out form must be received within the first 5 days of the school year start date. Otherwise, by signing the handbook agreement form, you consent to the above. Please note: This form does not override the *Virtual Classroom Video/Audio Recording agreement*.

PHOTOGRAPH AND MEDIA OPT-OUT FORM - Part of your yearly enrollment.

If you DO NOT give permission for your student to be video recorded, interviewed, photographed for news/social media or give the right to reproduce, copyright, publish, circulate or otherwise use any school pictures and video of your child produced by the Diocese of Allentown and St. Jane Frances de Chantal School, sign below and return this form to the school office. (This applies to the current school year only. Please fill out a new form each school year if you do not want your child’s photo or video published.)

Current School Year

_____	_____	_____	_____
STUDENT NAME	GRADE	STUDENT NAME	GRADE

_____	_____	_____	_____
STUDENT NAME	GRADE	STUDENT NAME	GRADE

Please note that if your student participates in public events (such as a sporting event or drama production that is open to the community) the school has little or no control over photographs taken by media, other parents or community members attending the event and cannot be held accountable for the publication of events open to the public. School liturgical or special events may also be livestreamed.

I wish to have my child included in the yearbook only.

PARENT/GUARDIAN SIGNATURE

DATE

2024-2025 POLICY AGREEMENT - Part of Yearly Enrollment

There have been revisions made to the Family Handbook for the 2024-2025 school year. Copies of the Family Handbook and Responsible and other policies can be found on the FACTS Parent Portal. If you do not have access to the internet and would like to request a print copy, please visit the school office.

By signing this document, I/We affirm I/We have accessed a copy of the 2024-2025 Family Handbook and have carefully read and understand the policies, procedures, and regulations of St. Jane Frances de Chantal School, including, but not limited to: the Memorandum of Understanding, Student Release, Waiver of Liability, and Indemnity, academic policies, student and parent responsibilities, dress code, transportation policies, athletic policies, disciplinary regulations, and technology and media releases. I/We hereby express agreement with these policies, procedures, and regulations. I/We accept them as conditions for the enrollment of our child/children in St. Jane Frances de Chantal School. I/We 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 St. Jane Frances de Chantal School.

I/We agree to the financial responsibilities, which include but are not limited to payment in full of tuition, fees, extended care charges, and any other fees incurred during the school year. St. Jane Frances de Chantal School reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year.

STUDENT NAME

GRADE

STUDENT NAME

GRADE

STUDENT NAME

GRADE

STUDENT NAME

GRADE

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE