

# St. John Vianney Regional School Handbook 2026-2027



## **TABLE OF CONTENTS**

### **About St. John Vianney**

|                                               |   |
|-----------------------------------------------|---|
| • History of St. John Vianney Regional School | 5 |
| • Saint John Vianney - The Priest             | 5 |
| • Mission Statement                           | 5 |
| • Belief Statements                           | 6 |
| • Discrimination Statement                    | 6 |
| • SJVRS School Board                          | 6 |

### **Admissions Policy**

|                                                        |     |
|--------------------------------------------------------|-----|
| • Terms of Enrollment                                  | 7   |
| • Admissions Requirements                              | 7   |
| • Academic and Conduct Requirements - Principal Review | 7/8 |
| • Admission of Transfer Student                        | 8   |
| • Review or Transfer of Student Records                | 8   |
| • Attendance of Non-Catholic Students                  | 8/9 |

### **Academic Program and Policies**

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| • Curriculum                                                              | 9  |
| • Religious Education                                                     | 9  |
| • Gender Ideology                                                         | 10 |
| • Community Service                                                       | 11 |
| • Sacramental Preparation                                                 | 11 |
| • Liturgical Celebrations                                                 | 11 |
| • Aquinas Program                                                         | 11 |
| • Books and Materials                                                     | 12 |
| • Library Books                                                           | 12 |
| • Student Supports                                                        | 12 |
| • CLIU Act 89 School Counseling and Social Work                           | 12 |
| • CLIU Act 89 Remedial Services in Math and Title I Services for Reading: | 13 |
| • CLIU Act 89 Speech and Language Support:                                | 13 |
| • Progress Reports and Report Cards                                       | 13 |
| • Student Academic Responsibilities                                       | 13 |
| • Honor Roll                                                              | 13 |
| • Disciple of the Month                                                   | 14 |

### **Student Records and Attendance**

|                                     |    |
|-------------------------------------|----|
| • Student Attendance Regulations    | 14 |
| • Excused Absences                  | 14 |
| • Unexcused Absences                | 15 |
| • Absence Procedures and Guidelines | 15 |
| • Tardiness and Late Arrival        | 15 |
| • Leaving School Early              | 16 |
| • Doctor and Dental Appointments    | 16 |
| • Vacations                         | 16 |
| • Release of Child                  | 16 |

## **TABLE OF CONTENTS (cont'd)**

### **Student Health and Safety**

|                                         |    |
|-----------------------------------------|----|
| • Vaccines                              | 17 |
| • Illness                               | 17 |
| • Insurance                             | 17 |
| • Medication                            | 17 |
| • Health Records                        | 17 |
| • Emergency Forms                       | 18 |
| • Change in Address/Contact Information | 18 |

### **Transportation Policies**

#### **Arrival and Dismissal**

|                                               |    |
|-----------------------------------------------|----|
| • Car Rider Arrival 7:45-8:00                 | 18 |
| • Walker /Bicycle Arrival 7:45-8:00           | 18 |
| • Car Rider Dismissal 2:45                    | 19 |
| • Walker /Bicycle Dismissal 2:45              | 19 |
| • Change of Transportation Policy             | 19 |
| • AM and PM Extended Care and Activity Groups | 20 |
| • Transportation Video/ Audio Monitoring      | 20 |
| • Bus Conduct                                 | 20 |

### **Calendar**

|                                                                    |    |
|--------------------------------------------------------------------|----|
| • School Day Schedule Changes                                      | 21 |
| • Scheduled Early Dismissal                                        | 21 |
| • Emergency Closings/Delayed Openings/Unscheduled Early Dismissals | 21 |
| • Flexible Instructional Days                                      | 21 |

### **Parents and the School**

|                                                |    |
|------------------------------------------------|----|
| • Parent Memorandum of Understanding           | 22 |
| • Parent Responsibility                        | 22 |
| • FACTS - Parent Portal                        | 23 |
| • Conferences/ Back to School Night            | 23 |
| • SeeSaw Application for Grades K - 5          | 23 |
| • Google Classroom Application for Grades 6- 8 | 23 |
| • Visitation                                   | 23 |
| • Volunteers                                   | 23 |

### **Rules and Expectations - Dress Code**

|                         |    |
|-------------------------|----|
| • Dress Code PreK-4     | 24 |
| • Dress Code Grades 5-8 | 25 |
| • Grooming/Hair - Boys  | 25 |
| • Grooming Hair/Girls   | 26 |
| • Acceptable Footwear   | 26 |
| • SJVRS Spirit Days     | 26 |
| • Dress Down Days       | 26 |

## **Rules and Expectations - Student Conduct and Behavior**

- Discipline Policy - Overview 27
- Bullying and Harassment 27
- Code of Conduct 28/29
- Technology - Acceptable Use Policy 29
- Electronic Devices and Cell Phone Possession 30

## **Student Life**

- Birthday Party Celebrations 30
- Holiday Party Celebrations 31
- CYO 31

## **Tuition & Fees**

- Parent Tuition Contract 31
- Tuition Assistance 32
- Tuition Fee Delinquency 31
- Eighth Grade Students 31
- Tuition and Fees 31
- Tuition Payment 32
- Late Payment 33
- Registration Fee 34
- Family Activity Fee 34

## **School Contact Information 34**

## **Bus Contacts 34**

## **About St. John Vianney Regional School**

### **History of St. John Vianney Regional School**

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

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

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

### **Saint John Vianney - The Patron**

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

### **Mission Statement**

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

## **About St. John Vianney Regional School - cont'd**

### **Belief Statements**

We believe that:

- Christ is the reason for the school: the unseen but ever present teacher in its classes; the model of its faculty; and the inspiration of its students.
- The primary goal of St. John Vianney Regional School is the education of students in the Roman Catholic faith to serve as disciples of Christ.
- Liturgy, shared prayer, and outreach projects are opportunities to celebrate together as a school community and to proclaim the message of Christ.
- St. John Vianney Regional School presents a program of academic excellence for its students, which recognizes each student's individual talents, needs, and learning styles.
- St. John Vianney Regional School fosters a safe, disciplined, and nurturing learning environment for students.
- Through ongoing professional development, the faculty continues to learn, identify and employ educational strategies to optimize student success, growth and achievement.
- Administration, teachers and parents - working as partners - are united in their commitment to Catholic education. Therefore, St. John Vianney Regional School is a community of Christian people developing spiritual, intellectual, social, cultural, emotional, and physical attributes in students who are entrusted to our care.

### **Discrimination Statement**

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

### **SJVRS School Board**

The Board is advisory in nature. All recommendations and proposals made by the Advisory Board must be in compliance with the general policies of the Diocese of Allentown. The duties and responsibilities of the Advisory Board include, but are not limited to, the following:

- To advance the fundamental mission of St. John Vianney Regional School.
- To help determine the long-term needs of the school and to help with specific strategies to fulfill them.
- To support the catechetical and spiritual programs.
- To assist and support the Home School Association.
- To be aware of the physical equipment and financial responsibilities of the school.
- To assist the Advancement Director with the marketing and fundraising initiatives of the school, provide support to the school parishes and outreach to the general community.

## **Admissions Policy**

### **Terms of Enrollment**

St. John Vianney Regional School welcomes all admitted students and will take appropriate measures necessary to provide a structured and nurturing learning environment for all. It should be understood that all students and their parents are expected to favorably respond to the rules and expectations outlined in this handbook and successfully perform the academic work required by the faculty to ensure satisfactory progress. Students attend St. John Vianney Regional School at the school's invitation. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior.

A student considered to be in good standing is: (a) one who has not become subject to dismissal from his/her previous school; (b) one whose record of conduct and behavior is satisfactory; (c) one whose record of academics and work habits reflect consistent effort and responsibility; and (d) one who has met all financial obligations to the school or made satisfactory arrangements with the school's administration.

As members of the St. John Vianney Regional School community, responsible conduct and decisions are also expected of all enrolled students both outside of school as well as during all school-sponsored functions. Decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final.

### **Admissions Requirements**

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

- Registration Form
- Birth Certificate
- Immunization records
- Any Court ordered custody agreements (if applicable)
- Release of Records (Grades 1-8) which include academic, attendance and behavioral records.
- Documentation related to any supports/services received including, but not limited to Special Education or Section 504 eligibility
- Acknowledgement of membership in a Catholic parish - as applicable
- Acknowledgement of sacraments received - as applicable

### **Academic and Conduct Requirements - Principal Review**

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

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

## **Academic and Conduct Requirements - Principal Review - cont'd**

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

All students are admitted on provisional status for the academic year of enrollment. At times, a behavioral contract between St. John Vianney Regional School, the child and the child's parents may also delineate conditions for continued enrollment at St. John Vianney Regional School. Should behavior problems surface and impede the academic and or social progress of the student, class, or impede the instruction of the teacher, an alternative educational program and disenrollment from St. John Vianney Regional School may be required.

### **Admission of Transfer Student**

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

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

Assessment of all new students is required and final determination of enrollment is then made upon receipt of all requested records.

### **Review or Transfer of Student Records**

Upon request from a school in which a student will be transferring to, St. John Vianney Regional School will transfer student records directly to the receiving school - **provided that all SJVRS tuition and fees are paid in full and up to date.** If a parent wishes to review their child's official file, the request must be made in writing twenty-four hours prior to the review.

### **Attendance of Non-Catholic Students**

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

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

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

## **Attendance of Non-Catholic Students - cont'd**

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.

Non-Catholic students may be admitted to St. John Vianney Regional School if:

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

## **Academic Program and Policies**

### **Curriculum**

#### ***General Curriculum***

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

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

### **Religious Education**

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

### Gender Ideology

The Catholic Church celebrates the equal and intrinsic dignity of every human person, and we affirm that each person has received from God a natural, unchanging sexual identity as male or female. As a Catholic school, we uphold what has been revealed to us through Sacred Scripture that “God created mankind in his image; in the image of God he created them; male and female he created them” (Genesis 1:27). This fundamental truth about human beings, accessible to reason, was reaffirmed by our Lord Jesus Christ within the context of His teaching on marriage (Matthew 19:4; Mark 10:6). In championing the dignity of the human person, we uphold the basic truths of sexual complementarity and difference between men and women as willed by God in His loving plan for human sexuality and marriage.

Moreover, we believe that all our students must be treated with love and respect in accord with their human dignity. We want all our students to be safe, healthy, truly happy, and to flourish as the young man or woman

God created him or her to be. Our Catholic school is dedicated to providing an environment that is consistent with these principles and that nurtures our students' understanding of the goodness which they possess.

If a student is questioning his or her sexual identity as male or female, our school is committed to guiding him or her in truth and charity. If a student were to bring this issue to the attention of an employee, volunteer, or other adult associated with the school, the Principal must be immediately informed. Then the Principal will inform the Chaplain / Pastor and the student's parents / guardians immediately, as they are the child's primary educators and caretakers. The school is committed to the student's overall well-being and can connect the family with appropriate resources for their child, including information on counselors and professionals that reflect Catholic teaching on this matter. The school's Chaplain / Pastor and counseling services are always available to help in this regard as well. As a school, we will lovingly accompany our students and families in these difficult situations.

The school will not affirm a change of gender for any student, whether social or physical, as this distorts the gift of the student's sexual identity and is contrary to his or her dignity as a human person. Our school will refer to students only by the names and pronouns that are in accord with their biological sex. This applies to all communication, including interpersonal interactions at school, written messages, and official school documents, such as diplomas and academic transcripts.

With respect to experiences and protocols within the school that differentiate between sexes (e.g. use of restrooms, adherence to uniform dress code, involvement in athletic teams), students are expected to act and participate in accord with their biological sex. To ensure the Catholic identity and mission of the school, the Administration reserves the right to make enrollment decisions based upon this policy.

For situations that are not specifically addressed in this handbook, the school's approach will be to adhere to the official teachings of the Church, respect the unchanging reality of each student's biological sex, and to treat each person in a manner consistent with that reality, while always having compassion for students and their families. To learn more about what the Catholic Church teaches about Gender Ideology/Transgenderism, please consult *The Person and Identity Project*: [personandidentity.com](http://personandidentity.com)

## **Academic Program and Policies - cont'd**

### **Community Service**

Community service programs comprise an important part of our Catholic educational experience. Hours of community service are identified by the Director of Religious education and are required for all 8th graders who are seeking confirmation. Service is based on the spiritual and corporal works of mercy, and most of all, on the example of Christ, who came to serve. The 8th grader's service should be selflessly and lovingly done to help those in need.

### **Sacramental Preparation**

Each parish schedules its own preparation for the Sacraments; therefore, more responsibility is given to the parent as the primary educator. Parents/guardians are encouraged to contact their Director of Religious Education at their home parish to assist with sacramental preparation. Students in the 3rd grade prepare for First Penance and First Holy Communion; students in the 8th grade prepare for Confirmation. Mandatory parent/guardian meetings are held prior to the children receiving the sacraments. Parents of children who are receiving these sacraments share with the priests and teachers the privilege of preparing their children for these sacramental experiences. Students completing the sacraments of First Holy Communion, First Penance and Confirmation will do so at their home parish.

### **Liturgical Celebrations**

Liturgies during the school day include Mass and other prayer services. Students in grades 3 through 8 receive the Sacrament of Penance throughout the year. We encourage parents to receive this sacrament with their child(ren) frequently in their home parish. Students participate in the Stations of the Cross during the Season of Lent. Parents are encouraged to attend these liturgical celebrations. Non-Catholic students will attend all liturgical celebrations and participate as permissible.

### **Aquinas Program**

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

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

While the school does not unlawfully discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

## **Academic Program and Policies - cont'd**

### **Books and Materials**

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

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

### **Library Books**

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

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

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

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

### **Student Supports**

#### ***CLIU Act 89 School Counseling and Social Work***

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

## **Academic Program and Policies - cont'd**

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

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

### ***CLIU Act 89 Speech and Language Support:***

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

### **Progress Reports and Report Cards**

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

### **Student Academic Responsibilities and Academic Probation Process.**

The student is responsible for completing all class assignments and homework on time. Additionally, students must maintain satisfactory grade level performance in order to continue enrollment and be considered for promotion to the next grade level at the end of the academic year. In order to be considered for re-enrollment for the following school year and promotion to the next grade level, students must demonstrate significant progress and achieve a General Average of 70.0 by the end of the third trimester.

Failure to complete assignments indicates a lack of serious preparation for class. Students who do not complete classroom and homework assignments will receive a consequence appropriate to the grade level. If left unresolved - a parent/student conference with the principal will be initiated.

When students have unresolved assignment/homework completion issues or are failing three or more subject areas (or both)- an Academic Probation Process will be initiated. Under Academic Probation, students and parents will meet with the school principal to enter into an Academic Probationary agreement. A student's performance will then be formally monitored to determine if sufficient progress and investment is being made within a designated timeframe to allow continued enrollment at St John Vianney Regional School. Students may also be subject to a Provisional Acceptance of Enrollment agreement in subsequent trimesters if they have been placed on Academic Probation previously.

### **Honor Roll**

The Honor Roll is a special recognition for outstanding academic achievement and attitude. Students in grades 3 through 8 are eligible to receive this special recognition each trimester if they meet the following requirements:

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

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

## **Academic Program and Policies - cont'd**

### **Disciple of the Month**

Once a month, we celebrate the Disciple of the Month as a community at a school mass. A student from each grade is selected by his/her teacher because that student embodies what it means to be a disciple of Christ.

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

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

## **Student Records and Attendance**

### **Student Attendance Regulations**

A major factor in a student's school success is regular attendance. Pennsylvania law requires that all students be in school during all days and hours that school is in session. If a student is absent, and is not called out by the parent/guardian and/or returns to school without a signed note stating the reason/dates for the absence, the student is documented with an unexcused absence from school. Unexcused absences are noted on the report card and permanent records.

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

### **Excused Absences**

Illness, doctor's appointment, death in the family, school related absences, "take your child to work day", absences prearranged with the principal and those due to exceptionally urgent matters are cause for excused absences. However, the child is still marked absent for the time he/she is not in school. A student's parent or guardian must provide a satisfactory written explanation for the student's absence. The student must present this note to the homeroom teacher upon return. If a student is absent for 3 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.

## Student Records and Attendance - cont'd

### Unexcused Absences

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

A student is *truant* if the student is subject to compulsory school laws and has incurred *three* or more school days of unexcused absences during the current school year. A child is *habitually truant* if the child is subject to compulsory school laws and has incurred *six* or more school days of unexcused absences during the current school year. Chronic absence from school without a diagnosed illness may be viewed as truancy and could result in notification to the proper civil authorities.

Students who are absent from a school for 10 consecutive school days can be dropped from active enrollment and reported to the student's public school district of residence.

### Absence Procedures and Guidelines

- **Primary Contact - Main Office:** On the day of an absence, parents/guardians are required to call the school office to report the absence on the absentee line
  1. Parents should call (610) 435-8981 by 8:30 A.M.
  2. If there is no response, please leave a message clearly stating your child's name, homeroom teacher and the reason for the absences
  3. \*\*Failure to call a child's absence can result in a contact to authorities in order to conduct a home wellness check to confirm the child's/family's well being.
- **Secondary Contact - Classroom Teacher:** Parents may also indicate absence through their classroom's communication platform or application (Seesaw, Google Classroom, email etc.)
- It is the Allentown Diocesan Policy that a student who is absent more than 20 days is considered for retention in their present grade.
- Homework will be provided upon return and is the student's responsibility to contact each teacher immediately upon return to school to receive assignments. Completion time for the assignments is at the discretion of the individual teacher, but will be a minimum of the number of days absent.
- After 10 cumulative days of an absence, a letter will be sent to the parent/guardian. A meeting with the parents and the administration will be required.

### Tardiness and Late Arrival

**Student arrival is between 7:45-8:00 AM daily.** Parental assurance and consistency with getting their children to school on time is critical in promoting their child's transition into a successful start of the school day. In the event students arrive after 8:00 AM, they must be escorted to the Main Office by a parent/designated guardian, as there is no longer supervision at school doors after 8:00 AM. A student will be marked tardy if they arrive after 8:10 AM. The student is issued a late slip, then proceeds to his/her classroom, and delivers the late slip to the classroom teacher. Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival.

After 10 cumulative days of tardiness, a letter will be sent to the parent/guardian. Additional tardiness will require a meeting with the parents and the administration. Unresolved instances of tardiness can affect a student's ability to move onto the next grade level and/or enrollment status at St. John Vianney Regional School as a student's consistent attendance and parental assurance of the same are a requirement for enrollment.

## **Student Records and Attendance - cont'd**

### **Leaving School Early**

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.

### **Doctor and Dental Appointments**

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

### **Vacations**

If you are planning a vacation with your child(ren) during the school year, please first check the school calendar to determine the holidays and early dismissals so as to avoid having the child(ren) miss valuable presentations of curriculum. Vacations are excused absences, if approved by the Principal. Vacations, during the school year, are strongly discouraged, so that the student's academic achievement is not negatively impacted. The policy regarding vacations is as follows:

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

### **Release of Child**

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

## **Student Health and Safety**

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

### **Vaccines**

Immunization records are required as part of the admissions process. Students need to have current and up-to-date immunization records. No child will 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 reasons must present to the school written confirmation from their private physician or treating agency.

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

### **Illness**

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

### **COVID-19**

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

### **Medication**

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

### **Health Records**

The following is a schedule of required exams/screenings:

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

## Student Health and Safety - cont'd

### Emergency Forms

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

### Change in Address/Contact Information

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

## Transportation Policies

### Arrival and Dismissal

#### Car arrival

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



#### Bus/Walker/Bicycle arrival

7:45 - 8:00 AM. All walkers must use the church sidewalks on either side of 18th Street. Middle school students must use the crosswalk to get to the middle school building. Students arriving by bus will be dropped off on 18th street, in front of the elementary school. Students using bicycles will park their bike in the designated areas.

## Transportation Policies- cont'd

### Car Rider Dismissal 2:45pm

Cars are permitted to enter 18th Street after 2:45pm. Absolutely no blocking of the Emmett Street Alley. Cars picking up Elementary School students (and Middle Schoolers who ride with elementary) must enter the far right lane (Elementary Lane) so that students can enter cars from the sidewalk on the right. Cars picking up Middle School students only must enter the far left lane (Middle School Lane) so that students can enter cars from the sidewalk on the left. The middle lane must be kept clear.

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

The process repeats until all riders have been dismissed safely.



### Walker /Bicycle Dismissal 2:45 pm

- Students who walk or bike home, with a signed parent permission form on file, will be dismissed from all buildings at 2:45 pm. Students must wait for their teacher to dismiss them.
- Students are to proceed directly home upon dismissal.
- Students must secure their bicycles to the rack with their own locks. Cyclists are dismissed with the walkers.
- All students must be picked up by 3:10 pm.

### Change of Transportation Policy

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

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

## **Transportation Policies- cont'd**

### **PM Extended Care and Activity Groups arrival/dismissal - For Families Who Have Registered**

#### **PM Extended Care and Activity Groups at Dismissal - 2:45 - 5:30 PM**

Students that are going to PM Extended Care will be dismissed first. Those students will remain in extended care until their parents pick them up.

- At 3:10 PM, students who remain at the school due to a late parent pick-up will be placed into extended care for safety. Parents will be responsible for Extended Care payment due to late-pick up.
- Parents using Extended Care must complete required forms.

### **Transportation Video / Audio Monitoring**

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

### **Bus Conduct**

#### **At the bus stop:**

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

**NOTE:** The SJVRS Code of Conduct and Diocese policies on behavior continue to apply to all registered students who are using bussing from partner school districts.

## **Calendar**

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

### **School Day Schedule Changes**

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

### **Scheduled Early Dismissal - typically 11:45 AM**

- It is imperative that parents be mindful of scheduled Early Dismissals. They will be posted on the school calendar and Bulldog Bulletin. Students must be picked up within 15 minutes of dismissal.
- No Breakfast or Lunch will be offered on Early Dismissal Days
- There will be NO afternoon extended care on early dismissal days.

### **Emergency Closings/Delayed Openings/Unscheduled Early Dismissals**

- Information about weather related emergency closing, delayed openings, or early dismissals will be communicated via FACTS, WFMZ, and social media. In the event of emergency closings, it is impossible to contact the individual parent; therefore, please instruct your child as to where they are to go in case of an unforeseen or emergency closing.
- We suggest making arrangements with a relative, neighbor or friend. Due to safety concerns related to weather or other emergencies. Extended care will not be available for weather related early dismissals or closings.
- During severe weather/hazardous transportation conditions, listen to your TV or radio stations to find out whether school is closed or delayed: TV: WFMZ (channel 69). Closures are also communicated via FACTS voice call, email, and text system, or Facebook page.
- SJVRS will follow the Allentown School District for delays, closures, and early dismissals.
- Bussed students will follow their home district's schedule.
- Unscheduled early dismissals are posted on Facebook, and by FACTS.
- Do not call the school office or rectory.
- In the event of unscheduled emergency or early dismissals, students will be dismissed according to your Family's Early Dismissal Form submitted at the start of the year.

### **Flexible Instructional Days**

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

## **Parents and the School**

### **Parent 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 a similar 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, parents are expected to 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 parents / guardians enrolling a child in a Catholic school, parents must accept and abide by this memorandum of understanding. By enrolling a child, parents are subsequently committed to an agreement that they must commit themselves to uphold all principles and policies that govern the Catholic School.***

### **Parental Responsibility**

Just as we expect faculty and staff to treat our students in a Christian manner, St. John Vianney Regional School also expects parents/guardians to treat persons in the school community in a way that is Christ-like.

- Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or show discord among the school community.
- This includes in-school and at school sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment.
- Posting defamatory or negative statements about the school or school personnel on social media is considered conduct inconsistent with the mission of the school.
- Non-compliance may result in exclusion from school events or the dismissal of their child(ren) from St. John Vianney Regional School.

### **FACTS Parent Portal**

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

### **Conferences/ Back to School Night**

Parent Teacher Conferences occur prior to the end of the first trimester or at the request of the parent. Conferences are scheduled by making direct contact to the classroom teacher. In matters related to questions, concerns for their child's progress or classroom related items - parents should contact the teacher first - the teacher is the primary contact given he/she observes and interacts with the student on a daily basis. Unresolved concerns or questions may be brought to the attention of the principal for additional assistance.

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

### **SeeSaw Application for Grades K - 5**

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

### **Google Classroom Application for Grades 6 - 8**

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

### **Visitation**

- As the continuity of learning and our daily program is highly important for our students and teachers - NO Unannounced Visitations should take place at SJVRS.
- Please call into the Main Office in the event you need to stop by the Main Office.
- Visitors and volunteers report to the Main Office on the first floor of the Elementary Building located via the breezeway between the Elementary Building and the Walson Center.
- Parents/guardians are not permitted to go directly to a classroom to deliver a message or item. There are no unannounced appointments with teachers or administration. Please schedule an appointment in advance - so teachers and administration can prepare accordingly and ensure a productive meeting.
- Parents must report to the Main Office, sign in, and receive the appropriate badge regarding your status in the building. Visitors will sign in via the SchoolPass application and are subject to real time background checks.

## Parents and the School - cont'd

### Volunteers

- Any school volunteer, no matter what his/her role is must be fully vetted (for example: office assistants, athletic team helpers, groundskeepers, special event helpers, board members)
- Any CYO volunteer must be fully vetted (coaches, concession stand helpers, scorekeepers, groundskeepers, and spotters)

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

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

It is mandatory for all volunteers to complete all background checks and the Protecting God's Children Program. Please the Director of Religious Education for more details.

## Rules and Expectations - Dress Code

### Dress Code - Pre K-4

#### **Uniforms Guidelines: Pre-K - 4th Grade**

| Summer Uniform<br>April 1 through October 31                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                | Formal (Winter) Uniform<br>November 1 through March 31                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Girls                                                                                                                                                                                                                                                                              | Boys                                                                                                                                                                                                                                                                                                                                                                           | Girls                                                                                                                                                                                                                                                                                  | Boys                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Flynn O' Hara khaki skort.</li> <li>• Cardinal red golf shirt (with SJV logo).</li> <li>• Closed black, brown, navy or tan dress shoes.</li> <li>• No sneakers, boots or heels</li> <li>• Solid white or navy blue knee socks.</li> </ul> | <ul style="list-style-type: none"> <li>• Flynn O'Hara Khaki shorts.</li> <li>• Cardinal red golf shirt (with SJV logo) long or short sleeve.</li> <li>• Black or brown belt is optional but it must not have any ornate buckles o printing.</li> <li>• Closed black, brown, navy, or tan dress socks which must cover ankles and have no printing or logos on them.</li> </ul> | <ul style="list-style-type: none"> <li>• Flynn O'Hara Plaid Jumper.</li> <li>• White long or short sleeve peter pan collar shirt.</li> <li>• Closed black, brown, navy, or tan dress shoes. No sneakers or boots.</li> <li>• Solid navy blue or white knee socks or tights.</li> </ul> | <ul style="list-style-type: none"> <li>• Flynn O'Hara khaki pants.</li> <li>• Cardinal red golf shirt (with SJV logo) long or short sleeve.</li> <li>• Black or brown belt is optional but it must not have any ornate buckles or printing.</li> <li>• Closed black, brown, navy, or tan dress shoes. No sneakers or boots.</li> <li>• Solid navy, tan, or white dress socks which must cover ankles and have no printing or logos on them.</li> </ul> |

## Rules and Expectations - Dress Code - cont'd

### Dress Code - Grades 5-8

### Uniforms Guidelines: 5th Grade- 8th Grade

#### Summer Uniform April 1 through October 31

##### **Girls**



- Flynn O' Hara plaid skirt.
- Cardinal red golf shirt (with SJV logo).
- Closed black, brown, navy or tan dress shoes.
- No sneakers, boots or heels
- Solid white or navy blue knee socks.

##### **Boys**



- Flynn O'Hara Khaki shorts.
- Cardinal red golf shirt (with SJV logo) short sleeve.
- Black or brown belt is required and it must not have any ornate buckles or printing.
- Closed black, brown, navy, or tan dress shoes.
- No sneakers or boots if wearing shorts; plain white or tan socks which must cover ankles and have no printing or logos on them.

#### Formal (Winter) Uniform November 1 through March 31

##### **Girls**



- Flynn O'Hara plaid skirt or long khaki pants.
- Flynn O'Hara (only) white long or short sleeve oxford shirt.
- Cardinal sweater vest
- Closed black, brown, navy, or tan dress shoes. No sneakers or boots.
- Solid white, maroon, or navy blue knee socks or tights.

##### **Boys**



- Flynn O'Hara khaki pants.
- Flynn O'Hara white long or short sleeve oxford shirt.
- Flynn O'Hara striped silk tie.
- May wear cardinal red cardigan as well.
- Black or brown belt is required it must not have any ornate buckles or printing.
- Closed black, brown, navy, or tan dress shoes. No sneakers or boots.
- Solid navy, tan, or white dress socks which must cover ankles and have no printing or logos on them.

### Grooming and Hair - Boys

#### Grooming and Hair

- Boys may NOT highlight or color their hair.
- Boys hair must be neatly trimmed-NOT longer than shirt collar and may not cover ears or eyes.
- No unusual or distracting hairstyles permitted. (Shaving designs including numbers and shapes, mohawks etc. is NOT permitted)
- Shirts are to be kept properly tucked in at all times
- Only solid white T-Shirts are permitted to be worn under the shirt.
- Boys must be clean shaven - no facial hair



#### Aseo personal y cabello

- Los chicos NO pueden teñirse ni decolorarse el pelo.
- El pelo de los chicos debe estar bien cortado, NO más largo que el cuello de la camisa, y no puede tapar las orejas ni los ojos.
- No se permiten peinados inusuales o que distraigan la atención. (NO se permiten diseños afeitados, incluyendo números y formas, crestas, etc.).
- Las camisas deben llevarse debidamente metidas por dentro en todo momento.
- Solo se permite llevar camisetas blancas lisas debajo de la camisa.
- Los chicos deben estar bien afeitados, sin vello facial.

## Rules and Expectations - Dress Code - cont'd

### Grooming and Hair - Girls

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Grooming and Hair</b> <ul style="list-style-type: none"> <li>Girls may NOT color their hair. highlights are permitted if coloring consists of natural hair colors.</li> <li>Distracting or extreme hairstyles are NOT permitted.</li> <li>Make up, nail polish and artificial nails are NOT permitted.</li> <li>Only jewelry permitted is a religious medal on a chain.</li> <li>Earrings need to be stud style and only one per ear.</li> <li>SJV or navy/burgundy/gold headband only permitted</li> </ul>                                                |  |
| <b>Aseo personal y cabello</b> <ul style="list-style-type: none"> <li>Las niñas NO pueden teñirse el cabello. Se permiten mechas si el tinte es de colores naturales.</li> <li>NO se permiten peinados llamativos o extremos.</li> <li>NO se permite el uso de maquillaje, esmalte de uñas ni uñas postizas.</li> <li>La única joya permitida es una medalla religiosa con cadena.</li> <li>Los pendientes deben ser de botón y solo se permite uno por oreja.</li> <li>Solo se permiten diademas de SJV o de color azul marino, burdeos o dorado.</li> </ul> |                                                                                    |

### Acceptable Footwear

#### Daily Attire – Acceptable Style Shoes

##### Girls:



##### Boys:



Sneakers should be worn on Gym days 

**Spirit Days** – On special days designated by the principal, students may dress in SJVRS spirit wear. This special day requires students to wear gym shorts (warm weather uniform only) or gym pants (cold weather uniform) with a shirt that shows SJVRS specific pride. This includes SJVRS CYO uniform shirts, assorted SJVRS spirit wear t-shirts (which can be purchased yearly), previous year's Walk-a-thon shirts, or any previous SJVRS t-shirts. Sneakers can be worn for this special uniform day.

**Dress Down Days** – On special days designated by the principal, students may be out of uniform. Students are not permitted to wear clothing which offends the sense of common decency as judged by those entrusted with providing a positive school environment. Students shall not wear any clothing items or clothing accessories which, in the view of an administrator, represent a safety hazard or a danger to school property.

- Ripped clothing/jeans, bike shorts, off the shoulder wear, tank tops among others are NOT permitted.

## **Rules and Expectations - Student Conduct and Behavior**

### **Discipline Policy - Overview**

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

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

Families are asked to support the school's policies, in principle and practice. Students need to accept responsibility for their actions and follow the rules and regulations in order to remain enrolled at St. John Vianney Regional School.

Any procedure contained within this handbook is strictly intended to provide students and their families with a framework for resolving various situations that may arise from time to time; however, such procedures are not designed to follow a precise formula. St. John Vianney Regional School reserves the right to change, alter, remove, or amend any procedure, policy, or regulation contained within this handbook at any time, at the discretion of the administration.

### **Bullying/Harassment Policy**

The Secretariat for Evangelization, Education and Formation 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. Students are expected to behave in a Christian manner toward all. Harassment in any form is unacceptable.

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

### ***Harassment and Bullying***

- Interferes unreasonably with another student's school performance.
- May create an intimidating, hostile and/or offensive school environment.
- Any pervasive or abusive actions, whether physical, verbal or written, which disrupts the normal or appropriate activities of a teacher, staff member, or student are prohibited.
- Penalties will vary according to the nature of the offense but may include detention, suspension with or without counseling, and expulsion. Harassment by phone, e-mail, text message, web site, or any other means of electronic communication that is brought to the attention of the administration will be referred to the Allentown Police Department for further investigation.
- When a student takes unfair advantage of another student through negative actions, whether verbal, nonverbal, or physical, the victim must report each incident to his or her teacher or a member of the administration. Students who observe negative actions toward others have the obligation to inform a member of the faculty or the administration.

## **Rules and Expectations - Student Conduct and Behavior - cont'd**

### Code of Conduct

#### **St. John Vianney Regional School**

##### **Code of Conduct**

St. John Vianney Regional School strives to motivate children to develop proper Christian attitudes toward discipline, which leads to the teaching of responsibility to God, self, and others. This includes students demonstrating self-discipline and growing in responsible decision-making. Students are taught to recognize that consequences are inherent in their choices, including consequences for inappropriate behavior and violating school rules. The SJVRS Code of Conduct is applicable to all students in order to ensure that each child has a “right to learn” and each teacher has a “right to teach” at St. John Vianney Regional School.

Our SJVRS Code of Conduct is based on the acronym - **F.A.I.T.H.** which defines areas of expected behavior. It is our belief that each student CAN learn and WILL demonstrate these behaviors on a daily basis.

They are as follows:

**F** - Friendly

**A** - Accountable

**I** - Inspiring

**T** - Team Player

**H** - Honest

**FRIENDLY** - I CAN and I WILL be friendly by greeting adults and peers with kind words, making others feel welcome, and cared for at our school.

**ACCOUNTABLE** - I CAN and I WILL be accountable for my actions which includes keeping my hands and feet to myself, respecting other's space and boundaries, using classroom materials and equipment properly and safely, being a good digital citizen by only using my iPad and other technology for learning, and by cleaning up after myself and taking care of our school.

**INSPIRING** - I CAN and I WILL be inspiring by showing Christian values, encouraging my classmates with my words and actions, following through on the directions of my teachers and staff at SJVRS in order to set a good example for others, as well as having good table manners when I am in the cafeteria.

**TEAM PLAYER** - I CAN and I WILL be a team player by being welcoming and including others, cooperating with others when I am learning by listening and contributing, as well as playing fairly and safely at all times.

**HONEST** - I CAN and I WILL demonstrate honesty by always telling the truth, accepting responsibility for my actions, and by being open to giving/accepting apologies because I understand that making a mistake or poor choice are also part of learning.

## **Rules and Expectations - Student Conduct and Behavior - cont'd**

### **Code of Conduct - cont'd**

#### **Consequences of not following the Code of Conduct**

When behavior does not reflect/follow through on the Code of Conduct - consequences may be implemented.

Consequences that are implemented will be appropriate to the age level and history of each student. Levels of action and communication vary based on the analysis of the infraction. These levels of action and communication include the following:

- ☐ Verbal warning
- ☐ Reflection or "time out" from activities
- ☐ Written notification to the classroom teacher
- ☐ Teacher or principal individual conference with the student
- ☐ Contact to parent(s) through phone calls, written notification, and/or request for remote or in-person conferencing when expectations are not met consistently - or if the severity of the infraction is determined to require immediate parental involvement.
- ☐ Privileges may be revoked when appropriate. These privileges include loss of recess, loss of technology, loss of independent time and participation in school/HSA activities that are held before, during and after school hours.
- ☐ In some cases, after school detention may be required.
- ☐ In school or out of school suspension may be assigned by the principal or designee, in the absence of the principal, where behavior is determined to be severely inappropriate, risk of safety to others or has violated school and/or District policies. In such situations - parents are subsequently notified after this decision has been made.
- ☐ Entry into Provisional Enrollment Agreement - Non First Year - Conduct and Behavior History
- ☐ Expulsion

#### **Remedial Measures**

Remedial measures are steps or interventions taken in order to aid and support correction of behavior, while also serving as additional educational opportunities with a goal of helping students to make better choices. Remedial measures include, but are not limited to:

- ☐ Referral to the counselor
- ☐ Restitution
- ☐ Subsequent conferencing with the student and his/her parent(s)
- ☐ Additional support and/or educational activities/assignments specific to addressing behaviors involved

#### **Classroom Rules and Expectations**

Classroom teachers have rules and procedures that are established with students at the beginning of each school year. Accordingly, classroom teachers may implement consequences and/or remedial measures to address behaviors / choices that are against the Code of Conduct. Generally, a child's classroom teacher is the primary contact for instances where there are behavioral concerns. The teacher will communicate and bring matters to the attention of the school principal when needed, more severe infractions have taken place or when classroom interventions are not resolving matters.

### **Technology - Acceptable Use Policy**

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

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

## **Rules and Expectations - Student Conduct and Behavior - cont'd**

### **Electronic Devices and Cell Phone Possession**

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

- Cell phone use is not permitted in the classrooms, hallways, or on school grounds by students.
- Students may not use their cell phone to record audio, video, take pictures, or post to social media during school hours.
- All cell phones must be secured upon entering each morning or left in backpacks in lockers. It is recommended that phones be placed in a cabinet or student's locker/backpack. Students have no need of a private phone while in the school building.
- Phones must be kept in the OFF position on the Bus (except in an emergency) and during school hours. For students in the AM or PM Extended Care program, the OFF position is extended until the time of pick-up. Students may not use their cell phone to record audio, video, or take pictures on the bus.
- The taking of pictures or video of any faculty or staff members is absolutely forbidden without their expressed permission. The same policy applies to students without parental permission.
- Cell phones may not be used for texting, posting game playing, internet or e-mail access, gambling, or making purchases of any kind - **this includes Morning and Afternoon Extended Care.**
- A school official who hears a phone ringing or sees a phone in use during school time will confiscate the offender's phone. If it is discovered that a student used a cell phone or other electronic device on school property the device will be confiscated, held in the school office until the end of the day, and the parents will be contacted.
- St. John Vianney Regional School reserves the right to search the contents of the student's cell phone or electronic device if it is brought on school property. If a student must make or receive a phone call during the day due to an emergency, the office phone is to be used. Please do not communicate changes in transportation via your child's cell phone. **All changes of transportation must be communicated through the school office.**
- Those who violate any of the rules regarding cell phones will forfeit their privileges of bringing them to school.

## **Student Life**

### **Birthday Party Celebrations**

#### ***Birthdays Celebrations for Grades PreK-3***

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

#### ***Birthdays for all grades***

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

## **Student Life - cont'd**

### **Holiday-Related Parties**

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

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

### **CYO**

The purpose of the St. John Vianney CYO (Catholic Youth Organization) is to promote activities which are spiritual, academic, athletic, cultural and social shown in a Christian manner. The SJVRS Code of Conduct and Diocese policy specific to behavior and harassment, intimidation and bullying (H.I.B.) apply to all students who are participants in CYO activities.

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

## **Tuition**

All tuition payments are coordinated through Simple Tuition Solutions (STS). Monthly Payment Plans are due each month on a selected day determined on the customer account. Payments begin in September with the last payment due on or before June 1st. We appreciate your cooperation in making payments in a timely manner.

### **Parental Tuition Contract**

- When a transferring student leaves during the school year the outstanding tuition balance will be prorated. The Registration Fee and Family Activity Fee are non-refundable. Tuition and fee obligations must be paid in full before the school will complete and transmit academic records to another school.
- Tuition payments must continue to be made during any emergency shutdown where students are required to learn virtually.
- Should a difficulty arise in your situation, please discuss it with the Principal or Finance Director at once, so that drastic measures need not be asked of you or your children. Confidentiality regarding your financial needs are guaranteed. Communication with school administration is extremely important and gives evidence of good will to satisfy tuition obligations.
- Tuition is not refunded for days absent, quarantine, or in the event of a school shutdown in response to a crisis or emergency.

## **Tuition -cont'd**

### **Tuition Assistance**

Financial Aid is available through BLOCS Designated EITC Funding and private donors. Applications are available on STS beginning in June, for the upcoming school year, and must be completed annually. A copy of your 1040 income tax return must be submitted when applying, as well as any other required tax forms. The School Code for St. John Vianney Regional School is: 20391. If at any time you need assistance in completing the application, please contact the Finance Director.

### **Tuition And Fee Delinquency**

Students will not be allowed to receive financial aid if tuition and fees from the previous year have an outstanding balance. This includes balances from Extended Care. If the parents/guardians are unwilling to make suitable alternative arrangements, the student(s) could face disenrollment. St. John Vianney Regional 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 Students**

Tuition and fee obligations for eighth grade students must be paid in full prior to graduation. Eighth grade families in arrears may face having their child/children be unable to participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied. Eighth grade tuition and fees that are not paid in full will have all academic records withheld until all tuition and fee obligations are met.

### **Tuition & Fees**

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

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

### **Tuition Payment**

There are two basic payment options to make tuition payments. All tuition payments are received and processed through Simple Tuition Solutions (STS). This financial institution is the contracted provider for St. John Vianney Regional School and administrator of the tuition program. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire tuition is due on or before the first day of school.
2. Monthly Payments – (10 payments) – Monthly payments are due on or before the day selected on the customer account, beginning in September and ending on June 1st.

### **Late Payments - Grades K-8th**

All payments are due on the selected due date. All families are responsible for meeting their tuition obligation to St. John Vianney Regional School on a timely basis. If there is difficulty in meeting the tuition obligation, it is your responsibility to notify the Finance Director or Principal so that special arrangements and adjustments to the financial agreement can be made.

1. **Sixty (60) Days Past Due:** If all past-due tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due tuition has not been reached, within 60 days after the Tuition is due, the School shall withhold report cards and transcripts from the student. In addition, a "Past Due Notice" will be emailed to the family.
2. **Ninety (90) Days Past Due:** If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 90 days after the Tuition is due, in addition to step one above, the student may be removed or restricted from all extracurricular activities (e.g. extra curricular, school-wide activities, class trips, sports or club activities) and subject to a financial suspension.

If a financial suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed. All textbooks and sports uniforms must be returned. In addition, a second "Past Due Notice" will be emailed to the family.

It is a Diocesan Policy that no student shall receive a diploma or transcript, if any financial obligations are outstanding. St. John Vianney Regional School reserves all rights, at law or in equity, to collect any past due Tuition.

### **Late Payments - PreK**

All payments are due on the selected due date. All families are responsible for meeting their tuition obligation to St. John Vianney Regional School on a timely basis. If there is difficulty in meeting the tuition obligation, it is your responsibility to notify the Finance Director so that special arrangements and adjustments to the financial agreement can be made.

#### **Sixty (60) Days Past Due:**

If all past-due tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due tuition has not been reached, your child will immediately be placed on a financial suspension.

### **Registration Fee**

Both new and returning students will be required to pay a non-refundable registration fee, which must be paid at the time of registration. Returning students must complete and return the registration form to the school office along with the registration fee to hold or reserve their spot for the following year. If the school does not have the registration form, the student is not considered enrolled for the following year. Parents, guardians or persons responsible for the payment of tuition are required to sign the form.

### **Class Room Activity Fee**

A Class Room Activity Fee is assessed for all students in PreK-8th grades and is billed through Simple Tuition Solutions. The fee is \$350 per student (subject to change) and is payable in addition to tuition and the registration fee.

### **School Contact Information**

St. John Vianney Regional School Main Office: 610-435-8981

St. John Vianney Regional School Fax Number: 610-437-7951

### **Diocese Office of Education**

Secretariat For Evangelization, Education, And Formation: 610-866-0581

### **Parish Offices**

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

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

St. Paul Rectory: 610-797-9733

Sacred Heart of Jesus Rectory: 610-434-5171

### **School District Transportation Contacts**

Allentown School District Transportation: 610-709-0244

Bethlehem Area School District Transportation: 610-861-3060

Catasauqua Area School District Transportation: 610-264-3192

East Penn School District Transportation: 484-519-3210

Northampton Area School District Transportation: 610-262-7811

Northwestern Lehigh School District Transportation: 610-298-8661

Parkland School District Transportation: 610-351-5690

Salisbury Township School District Transportation: 610-791-2062

Southern Lehigh School District Transportation: 610-282-1030

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