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Changes for the 2016-2017 edition are highlighted in yellow.

Please note: Policies and practices are subject to change at any time. Check this document throughout the year for updates.

MISSION: *In faith - celebrating today, embracing tomorrow!*

St. John Vianney Regional School is a Catholic community dedicated to living faith in Jesus Christ from Preschool through 8th Grade. Our school and families partner together to encourage appreciation for our diverse world. In a caring and respectful environment, independent thinkers are developed through spiritual values and strong

academics. St. John Vianney students celebrate each day through prayer, education and service, and embrace tomorrow committed to faith, leadership and community

Parental Cooperation

St. John Vianney Regional School is privileged to be a partner with parents in the religious and moral formation of their children. Mutual cooperation, trust, and support are essential for the fulfillment of this responsibility. By enrolling your child at St. John Vianney Regional School, you agree to support its policies. We ask you, therefore, to become familiar with the school's philosophy, regulations, and procedures. Parents/guardians are required to state that they have read the Student/Parent Handbook, that they accept and uphold the St. John Vianney Regional School philosophy, policies and procedures, and that they and their child will comply with them.

Parental Responsibility

As a parent of a student in St. John Vianney Regional School, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions that are part of the teaching mission of the Catholic Church; they are not private schools, but are administered and supported by the sponsoring parishes (St. Paul Parish, St. Francis of Assisi Parish, and the Cathedral Parish of St. Catharine of Siena) with assistance from the Diocese of Allentown.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its Administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.

As a parent desiring to enroll my child in St. John Vianney Regional School, I accept my Parental Responsibilities. I pledge support for the Catholic identity and mission of St. John Vianney Regional School, and by enrolling my child I commit myself to uphold all the principles and policies that govern the school. I have read the entire contents of the 2016-2017 Student/Parent Handbook and accept the policies, regulations, directives, and procedures contained the Handbook and agree to abide by them. St. John Vianney Regional School reserves the right to respond to any unforeseen inappropriate behavior.

SJVRS SCHOOL-WIDE RULES:

This is proclaimed each morning as a school community. We are to:

Be safe
Be respectful
Be responsible
Be ready
Be Christian.

PARISH ACTIVE MEMBERSHIP

The facilities and services of St. Catharine of Siena, St. Francis of Assisi, and St. Paul parishes are available to its active members. This includes use of the church for Baptisms, weddings, and other sacramental events. It also

includes parishioner status in St. John Vianney Regional School. **Active membership is determined by four things:**

1. Being **registered in the parish** for a sufficient period of time.
2. **Faithful attendance at Mass** on Sundays and Holy Days.
3. The **use of the weekly envelope or online payment** system in the support of the parish.
4. It is expected that every **family volunteer ten hours** (minimum) during the school year. **A STUDENT'S SUCCESS IS STRONGLY LINKED TO PARENTAL INVOLVEMENT.**

NOTE: SJV expects all parish families to support their parish using the envelope/online payment system throughout the year. This is part of the direct subsidy payment from parish to school account. Failure to contribute through the envelope/online payment system results in your non-parishioner tuition status.

CALENDAR 2016- 2017 (subject to change)

St. John Vianney's annual calendar is posted online on our website: www.stjohnvianneyschool.org. This calendar is subject to change due to unexpected situations. Please refer to the website and the monthly calendars sent home via Option C for updates and changes. St. John Vianney Regional School meets all state requirements of 990 instructional hours and Diocesan requirements of 1,001 hours.

ADMISSION POLICY

St. John Vianney Regional School serves the Allentown parishes of St. Catharine of Siena, St. Francis of Assisi, and St. Paul. It is open to all children. Our preschool program includes three separate age groups. We have designed curricula for a full day K-Power; a Pre-K program for young 5-year-olds, which meets five afternoons each week; a 4-year-old, 3-day-a-week program; and a 3-year-old, 2-day-a-week program.

Registration requires **birth, Baptismal, immunization records, and a registration fee.** 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.) Formal registration is held during Catholic Schools Week. Formal screening is administered in the spring with a \$125 non-refundable registration fee per family.

Admitting a transfer student requires an appointment with the principal to complete final registration. At this time, **copies of report cards, standardized tests, discipline status, birth, baptismal and immunization records are required.** Screening of all new students is administered and **final determination is made upon receipt of all requested records.** There is a **one month probationary period** for students entering after the start of the school year.

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.

Non-Catholic students are welcome to attend St. John Vianney Regional School, provided individual grade enrollment permits their attendance. The school does not discriminate on the basis of race, sex, color, creed, religion, or national origin.

After the start of the school year, late registration will depend upon available space, testing, and other scholastic information.

TUITION 2016-17

Sending your child to Catholic School is one of the most important decisions you can make regarding their education. The Diocese of Allentown has a long history and a proven track record of educating young men and women with outstanding results. The investment you make in their education is shared by the Parish community.

Approximately 30% of the cost of educating your child is supported by the Parish to which you belong: Cathedral, St. Francis, St. Paul.

The school's financial stability is dependent upon the complete and timely payment of tuition. SJV **uses the FACTS Tuition Management Program**, the nation's leading provider of tuition payment plans. FACTS offers a variety of tuition payment plans to accommodate each family's budget. **All families must be registered through FACTS, unless you are making 1 full payment.**

Tuition is electronically transferred from the family's account to school each month. The FACTS annual fee is \$35.00 (only for the ten-month payment plan) and **is mandatory** for K-8 families.

Parish Rate

1 st child	\$3,300.00
2 nd child	\$2,300.00
3 rd child	\$1,600.00
4 th child	\$1000.00

Non-Parish Rate

1 st child	\$3,375.00
2 nd child	\$2,300.00
3 rd child	\$1,600.00
4 th child	\$1000.00

All financial obligations must be current one week prior to receive report cards, participate in field trips, and schedule a teacher conference. If tuition is not paid in full by July 1, 2017, the student may not re-register for the following school year.

There are additional financial obligations (including fundraising) that are not covered by tuition. Unfortunately, because some parents have not fulfilled their financial commitment, we must implement a **Tuition/Fee Policy** as follows:

- Tuition payments, fees and fundraising commitments are due at their predetermined deadlines. Any late payments are subject to a **\$30.00 late charge**.
- Families unable to meet tuition payment fees or fundraising deadlines must contact the School Financial Secretary before the payment is due with the reason it will be late – late fees are then considered. All contacts concerning these matters will be kept strictly confidential.
- A statement is sent to any family whose payment is delinquent. The Principal, Pastor and the Finance Committee of the Board are informed of all delinquent families.

- **Failure to make consecutive payments** results in the student's not participating in activities or disenrollment. To receive report cards, participate in field trips or school activities including graduation, all financial obligations must be current.
- **Payments must be submitted and posted, one week prior to the school's event**, to the FACTS Management system to ensure your child's participation in activities or reception of documents.
- A graduating student is not issued their diploma until their account is paid in full.
- Transferring academic information to another school and final report card is withheld until the full tuition payment is received.
- If tuition fees remain outstanding from the previous school year, the student(s) will not be admitted for the next school year. Any financial aid provided to the student(s) may be forfeited.
- If extenuating circumstances dramatically impact a family's ability to pay private school tuition (loss of job, death in the family, etc.), a special meeting with the financial secretary should be requested as soon as possible.

FUNDRAISING

Each **family is required to raise \$300** in profit through fundraising activities. Any amount exceeding \$300 is split so that **50% is credited to the student(s)' tuition** for the following school year, and 50% goes to the school. Fundraising statements are provided via Option C each trimester.

COMMUNICATION

PHONE NUMBERS

St. John Vianney School	610-435-8981
St. John Vianney School FAX	610-437-7951
Extended Care	610-435-8981 ext. 2015
Cafeteria	610-434-4607
St. Catharine of Siena Rectory	610-433-6461
St. Francis of Assisi Rectory	610-433-6102
St. Paul Rectory	610-797-9733
Religious Education Office	610-432-7655
Department of Education	610-866-0581

Bus Contacts

Allentown Bus Company	610-709-0244
Bethlehem Bus Company	610-861-3060
Catasauqua Bus Company	610-264-3192
East Penn Bus Company	484-519-3210
Northampton Bus Company	610-262-7811
Northwestern Bus Company	610-298-8661
Parkland Bus Company	610-351-5690
Salisbury Bus Company	610-791-2062
Southern Lehigh Bus Company	610-282-1030
Whitehall/Coplay Bus Company	610-437-4780

STAFF: Please view the **website for a Staff Directory**.

COMMUNICATION AND CONFERENCES

1. **Back to School Night** held in September.

Parents/guardians:

- meet their child's teacher(s).
- become familiar with the curriculum and classroom policies.
- meet other members of the school community.
- learn about various school activities and volunteer opportunities.
- **NOT** for the purpose of individual parent-teacher conference.

2. **October** Mandatory Parent-Teacher Conference:

NOTE: TUITION MUST BE CURRENT TO SCHEDULE A CONFERENCE

- A formal time/date is issued to parents/guardians to discuss each student's academic progress.
- **Informal parent-teacher conferences can be arranged throughout the school year.**
- Parents/guardians should contact the teacher directly by phone or email.

4. A Parent Information Envelope (PIE) is sent home with the oldest or only child attending SJV each Wednesday.

- **Notices via Option C: weekly calendar, tests, academic warnings, no-homework notices, discipline notices, detention notices, important notes from the teacher or administration, etc.**

NOTE: ALL TESTS AND DOCUMENTS MUST BE SIGNED BY THE PARENT/GUARDIAN AND RETURNED IN THE PIE ON THURSDAY.

5. SJVRS Facebook page, Website and Wiki:

- **The Facebook page is updated regularly**
- All faculty members, as well as the principal, have a Wiki page, which is accessible through the school's web page. The Wiki page provides parents and students with a variety of information and is updated weekly by each teacher.
- Please refer to www.stjohnvianneyschool.org.

FOR YOUR CHILD'S INTEREST AND SAFETY

- **Parents/guardians must notify the school 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.

COURT ORDERS

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

SAFETY

Because the **parking lot** is used as a play area, it is **closed to all vehicles from 7:50 a.m. until 4:00 p.m. on school days**. The gates will be closed and opened for preschool parents only.

- Children are not monitored before or after arrival/dismissal times; therefore, students on the campus before or after the arrival/dismissal times without permission, are sent to Extended Care and parents are billed for this service.
- Due to safety concerns, parents/guardians are not permitted to go directly to a classroom to deliver a message or item. You must report to the Main Office. Please refer to the late arrival/early dismissal policy and make an appointment to meet with the teacher or administration.
- Children must remain in the school yard during lunch recess and be monitored by the adult yard monitor.

WEATHER DELAYS/ EARLY DISMISSALS

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), radio: WAEB (AM 790) Delays and closures are communicated via Option C voice call, email, and text system, Website, or Facebook page.

- SJV will follow the Parkland School District for delays (SJV will have cold lunch), closures, and early dismissals
- Early dismissals are posted on Facebook, the school's website and by Option C.
- **Do not call the school office or rectory. They are not able to take these calls.**

DAILY SCHEDULE ARRIVAL OF STUDENTS (Student safety is always considered.)

NOTE: There is no staff or volunteer to safely monitor children before 7:50.

7:50 - 8:05	Arrival
8:05	First bell (students are tardy after this bell)
8:10	Prayers/announcements/classes begin
2:44	Classes end
2:50-3:00	Announcements/prayers/dismissal

Car arrival: 7:50 - 8:05

- Enter from Chew Street, turn right 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 must remain in the car.) Staff and volunteers safely cross children at the crosswalk toward the school.

Bus/Walker/Bicycle arrival: 7:50 - 8:05

- Enter the front door and proceed directly to the classroom.

LATE/TARDY

- A student is tardy after 8:05.
- If late, **parents must escort their child to the main office and sign-in the late student.** The student is issued a late slip, then proceeds to their classroom, and delivers the late slip to the classroom teacher.
- Students arriving during a first-period specialty class (gym) art, music, computer, library) will not participate in this class.

Grades 4-8: After three (per trimester) unexcused late arrivals, not including a written doctor excuse, a student is issued a one-hour detention and a parent/teacher conference with the principal is scheduled.

Accumulating 2 more unexcused late arrivals results in an additional detention. This process will repeat.

(See the detention section of this handbook.)

Grades 1-3: A parent/teacher conference is scheduled **after three (per trimester) unexcused late arrivals**, not including a written doctor excuse. Accumulating three more unexcused late arrivals results in a 30 minute student detention issued at the teacher's discretion and a parent/teacher conference with the principal is scheduled.

Kindergarten: A parent/teacher conference is scheduled **after three (per trimester) unexcused late arrivals**, not including a written doctor excuse. Accumulating three more unexcused late arrivals results in an additional parent conference with the principal to address and correct the situation.

DISMISSAL 2:55 (Student safety is always considered.) **NOTE:** The entire car dismissal process takes less than 15 minutes when everyone cooperates.

1. **Board all buses** (3:00) on 18th Street
2. **Extended Care and Activity Groups** (3:05) meet by the flagpole
3. **Car Riders** (3:10) **FOR THE SAFETY OF THE CHILDREN AND STAFF:**
 - Cars are permitted to enter 18th Street; after buses are dismissed) and form three lanes, stop at Turner Street corner and **turn off the engine**.
 - Cell phone use is not permitted, to ensure 100% of your attention while waiting and receiving the rider(s).
 - Remain in your vehicle and staff will safely deliver the car riders to you.
 - After riders safely board all vehicles, vehicles are directed off the campus.
 1. Right (1st) lane goes straight (South) on 18th St.
 2. Middle (2nd) lane turns left onto Turner St. (East).
 3. Left (3rd) lane must wait for the 1st and 2nd lanes to depart and then turn left (East) onto Turner St.
 4. The process repeats until all riders have been dismissed safely.
4. **Walkers** (Crossed at Turner or Chew Streets) 3:15

NOTE: No car pick up is permitted at either Chew or Turner Street corners

- Staff safely walks the student to either Turner or Chew Street corner (**Turner St. is walked to the corner after car line is completely dismissed**)
- Parent/guardian must meet the student at the corner before being dismissed.
- Parents/guardian is not permitted to meet a student in the front of the school building or along the walkway.

5. Bicycles:

- Students must secure their bicycles to the rack with their own locks
- Cyclists are dismissed with the walkers and follow the walker line until safely escorted off the campus.

NOTE: Any children not picked up are escorted to Extended Care and parents are then billed for service.

6. EARLY DISMISSAL

It is imperative that parents be mindful of early dismissals. Students must be picked up within 15 minutes of dismissal or they will be sent to Extended Care and billed for service.

*****Please note new policy for 2016-2017 school year*** Change of transportation for dismissal must be reported to the office by 2:15pm.**

EXTENDED CARE

Our Extended Care Program at St. John Vianney provides before and after school care for students (Grades PreK thru 8). Enrollment is limited and the hours of operation from 6:45-8:00 AM and 3:00-5:30 PM. When there are **early dismissals** for faculty related meetings, Extended Care will be open from the time of dismissal to 5:30 PM. **On snow days, Extended Care will close 2 hours after official school closing. On late-start mornings, Extended Care will not operate.** Service concludes the week before the end of school. Occasionally, students are not picked up on time at the end of the school day. We realize that emergencies occur (car, work, etc.) and there are times that parents are detained. The St. John Vianney staff is not always available to watch your student. Therefore, we reserve the right to place your child in Extended Care should your student lack supervision at any given time. Parents are billed for this service.

For further information, call the director at **610-435-8981 ext. 2015**, or visit the Extended Care web link.

ATTENDANCE

If a student is absent, and returns to school without a signed note stating the reason/dates for the absence, the student is documented with an unexcused absence from school. Unexcused absences are noted on the report

card and permanent records.

ABSENCE POLICY: Read carefully

On the day of an absence, **parents/guardians are required to call** the school office to report the absence on the absentee line (610-435-8981) **by 8:30 AM**. Leave a message if necessary.

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**.

- **For absences of three or more days**, a formal written doctor's excuse is required.

Note: If an absentee note is not received after three days of absence, the student is considered unexcused and truant. Teachers will not make a follow-up request for a note.

- **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.**

DOCTOR AND DENTAL APPOINTMENT

Doctor or dental appointments are expected to be arranged on school holidays or after school hours. An appointment made during school hours, at a doctor's request, requires a written note from the parent/guardian stating the date and time of the appointment, and must be sent to the child's homeroom teacher one day before the appointment. The parent/guardian and student must report to the Main Office to sign either in/out for the appointment. The student is issued a late slip, then returns to their classroom, and delivers the late slip to the teacher.

ABSENCE FOR VACATION

Vacations, during the school year are strongly discouraged, so that the student's academic achievement is not affected.

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.

PROCEDURES FOR LEAVING SCHOOL EARLY

A **written note** from the parent/guardian stating the time/reason of the early departure must be given to the child's homeroom teacher one day prior.

- The parent/guardian and student must report to the Main Office to sign out for the early dismissal.

LATE ARRIVAL

- **The parent/guardian and student must report to the Main Office to sign in.** The student is issued a late slip, then returns to their classroom, and delivers the late slip to the teacher.
- A written note from the parent/guardian stating the reason of the late arrival must be given to the teacher when arriving.

See Late/Tardy section regarding unexcused lateness policy.

BIRTHDAY PARTY CELEBRATIONS

- Distribution of “at home” party invitations is permitted **only when the complete class** is invited (all girls, all boys, or whole class).
- **NOTE: SJV IS ALWAYS MINDFUL OF FOOD ALLERGIES AND PARTICIPATES IN THE NATIONAL LUNCH PROGRAM/WELLNESS POLICY**

HEALTH POLICIES

The **Pennsylvania Health Department requires** all students to have the **#2 Varicella vaccine**. Students without it are not permitted in school on the 1st day or until it is completed and SJV receives documentation. Children entering school for the first time must be properly immunized, so check all immunization records with your family doctor. **No child will be admitted without required immunizations and records.**

All new pupils entering kindergarten or first grade are required to have a thorough physical and dental examination. These exams may be done by your family doctor and dentist, if preferred. Parents are notified before dental exams are given in the school.

The following is a schedule of required exams/screenings:

- **Complete Physical:** Pre-school (ages 3, 4 and 5), kindergarten and new 1st graders, 6th graders and all new children entering our school without proper records.

Due by September 1st of school year.

- **Dental:** Kindergarten, 3rd, and 7th grades
- **Hearing:** Kindergarten, 1st, 2nd, 3rd, and 7th grades.
- **TB Test:** 1st grade
- **Weight:** Every grade, every year
- **Vision:** Every grade, every year
- **Scoliosis Screening:** 5th, 6th and 7th grades

ILLNESS

Students absent from school because of the conditions listed below **are permitted to return to school following the specified time period:**

- **Fever:** must be **fever-free for 24 hours without medication** before returning to school
- **Vomiting:** **student must remain home at home for 24 hours after the onset of vomiting**
- **Pink Eye:** 24 hours after medication is started
- **Lice:** Until judged non-infectious by physician or school nurse, or after treatment is given and no nits present.
- **Chicken Pox:** 6 days from last crop of vesicles
- **Impetigo:** Until judged non-infectious by physician/school nurse.
- **Strep Throat:** seven days from onset if not seen by a physician, or 24 hours after medication is started.
- **Measles:** four days from onset of rash
- **Whooping Cough:** four weeks from onset if not seen by a physician, or seven days after medication is started.

- **Scarlet Fever:** seven days from onset if not seen by a physician, or 24 hours after medication is started.
- **Mumps:** nine days from onset of swelling Rubella/German measles: four days from onset of rash
- **Ring Worm** (all types): Until judged non-infectious by physician or school nurse.
- **Scabies:** Until judged non-infectious by physician/school nurse.

ADMINISTERING 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.

INSURANCE: The Diocese of Allentown utilizes the Student Accident Insurance program covering all students attending our school.

SCHOOL DRESS CODE

GROOMING should reflect the mission of SJV at all times. The manner of dress is a **reflection of our Christian values** and provides a positive **environment conducive to learning**. Any type of clothing, hair style, or accessory deemed inconsistent with these values is unacceptable and the administration reserves final judgment in all dress code matters.

Expected:

- neatly combed and trimmed hair (for boys -- above the shirt collar and ears)
- **only** Flynn & O'Hara hair accessories or (plain headbands or barrettes, black hair beads only)
- girls only (one post-type earring in the lower ear lobe)
- a religious medal or cross of reasonable size on a gold/silver chain
- wrist watch without sounds or alarms
- shirts tucked in at all times
- plain white tee shirt under uniform shirts
- pants worn at the natural waist

Not permitted:

- make-up
- nail polish or artificial nails
- bandanas, flowers or headband attachments
- purses
- handwriting or markings on any body parts
- highlighted or colored hair
- unusual or extreme hairstyles (shaving in designs, tails, Mohawks, etc)
- boy's hair longer than the shirt collar and ears
- ear cuffs, gauges, more than one pair of earrings, hoop or dangle earrings
- visible body piercing
- bracelets

NOTE: Infractions result in a disciplinary consequence. A dress code notice is sent home via Option C must be acknowledged and returned to school the next day. Accumulation of points can result a one-hour detention (gr. 4-8) or conference (k-3).

UNIFORMS

School uniforms (traditional/summer) must be worn throughout the entire school year, beginning with the first day of school. Students have the option to wear **summer uniforms from April 1 through October 31**. Traditional and

summer **uniforms need to bear the Flynn & O'Hara tags and must be purchased at Flynn & O'Hara**, Valley Plaza Shopping Center 1876 Catasauqua Rd., Allentown, PA 18103; 610-231-3788.

- Visit the student uniform link on our web page for further information. **Ten percent of all St. John Vianney Regional School uniform purchases made at Flynn & O'Hara is credited toward your family's fundraising goal**; therefore, receipts should be promptly turned into the office to receive this credit.

SUMMER UNIFORM *(Optional)*

Students have the option to wear summer uniforms from **April 1 through October 31. K-4**

Girls' Summer uniform includes:

- khaki skort
- cardinal golf shirt
- closed black, brown, navy tan or suede buck dress shoes (no boots, sneakers, sandals, clogs or moccasins)
- plain white **over the ankle** socks (**crew type without printing**)

K-4 Boys Summer uniform includes:

- khaki pants or shorts
- cardinal golf shirt
- brown or black belt optional (no ornate buckles or printing)
- Closed black, brown, navy, tan or suede buck dress shoes (no boots, sneakers, sandals, clogs or moccasins)
- white, navy, or tan **over the ankle** socks (**crew type without printing**)

5-8 Girls Summer uniform include:

- plaid skort
- cardinal golf shirt
- closed black, brown, navy or tan suede buck dress shoes (no boots, sneakers, sandals, clogs or moccasins)
- white, navy, or maroon **knee socks**

5-8 Boys Summer uniform include:

- khaki pants or shorts
- cardinal golf shirt, black or brown plain dress belt (no ornate buckles or printing)
- closed black, brown, navy, tan or suede buck dress shoes (no boots, sneakers, sandals, clogs or moccasins)
- white, navy, or tan **over the ankle** socks (crew type without printing)

TRADITIONAL SCHOOL UNIFORM

The traditional school uniform is permitted throughout the entire school year, but it **must** be worn from November 1 through March 31. All grades are permitted to wear the optional cardinal cardigan sweater at any time.

K-4 Girls Traditional include:

- plaid jumper or khaki pants
- white rounded Peter Pan collar shirt, long or short sleeved
- closed black, brown, navy blue dress shoes or tan suede buck dress shoes (no boots, sneakers, clogs, sandals or moccasins)
- white, navy, or maroon **knee socks (or tights)**

NOTE: K-4 girls are also permitted to wear the pants/golf shirt combination during the winter only.

Shoes: heels no more than 1/2 inch. **Flat-soled shoes** are preferred for safety.

K-4 Boys Traditional include:

- khaki pants
- cardinal golf shirt -- long or short sleeved
- black or brown belt optional (no ornate buckles or printing)
- closed black, brown, navy, tan or suede buck dress shoes (no boots, sneakers, sandals, clogs or moccasins)
- white, navy, tan or over the ankle socks (crew type, no printing)

NOTE: Tee shirt: only plain white/short sleeve is permitted under uniform shirt

5-8 Girls Traditional include:

- plaid skirt or khaki pants
- white oxford blouse -- long or short sleeved (only top button may be unbuttoned)
- cardinal sweater vest
- black or brown dress belt must be worn with pants (no ornate buckles or printing)
- closed black, brown, navy, tan or suede buck dress shoes (no boots, sneakers, sandals, clogs or moccasins)
- white, navy, or maroon **knee socks (or tights)**

NOTE: Shoes: heels no more than 1/2 inch. **Flat-soled shoes** are preferred for safety

5-8 Boys Traditional include:

- khaki pants
- white oxford shirt -- long or short sleeved
- cardinal sweater vest (optional)
- Flynn & O'Hara striped uniform tie
- black or brown dress belt (no ornate buckles or printing)
- closed black, brown, navy, tan or suede buck dress shoes (no boots, sneakers, sandals, clogs or moccasins)
- white, navy, tan or over the ankle socks (crew type, no printing)

NOTE: Tee shirt: only plain white/short sleeve is permitted under uniform shirt

ATTENTION: The traditional uniform is worn during special church celebrations. The school will notify parents in advance when necessary.

Gym Uniform K-8

The gym uniform **must be purchased at Schuylkill Valley Sports**, South Mall 3300 Lehigh Street, Allentown, PA 18103 610-791-5233

K-8 Summer Gym Uniform includes:

- navy shorts
- **cardinal t-shirt only**
- plain solid sneakers: no patterns, plaids, designs, storybook characters, lights, or wheels,
- white over the ankle socks (crew type, no printing)

K-8 Traditional Gym Uniform includes:

- navy crew neck or hooded sweatshirt
- cardinal t-shirt
- navy sweatpants
- plain solid sneakers: no patterns, plaids, designs, storybook characters, lights, or wheels
- over the ankle socks (crew type, no printing)

UNIFORM EXCHANGE (Located in the Parish Activity Center in the church basement)

The school provides a uniform exchange for parents.

- All uniforms are in good condition.
- If you do not have a uniform item for the exchange, a small fee may be charged.

NOTE: The uniform exchange is open the first Thursday of each month of school.

CURRICULUM AND ACADEMICS

St. John Vianney Regional School **updates its curriculum according to state and diocesan guidelines and mandates.** Textbooks and materials are chosen to meet the educational needs of our students. In addition, SJV testing programs and results assist in updating the educational programs. **NOTE:** Textbooks and tests meet all diocesan and state requirements.

ENRICHMENT PROGRAMS

At St. John Vianney School (SJV), our teachers strive to meet the academic needs of all our students. **These criteria are used to identify students who demonstrate an aptitude for enrichment:**

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

Enrichment Goal: To provide the student opportunities to expand on the standard grade curriculum.

Enrichment Opportunities: Challenge those students to use and extend logic, creativity, problem-solving, and other academic skills.

As always, we strive to maintain the highest standard of academic excellence for our students in a Christ-centered environment.

HOMEWORK

- Homework reviews the work presented in class and is important to academic success:
- Please become very aware of the teacher(s)' policy concerning homework.
- Homework includes study and written assignments.
- **All students are expected to be prepared** each day by studying/completing all the required work.
- **General guide:** 15 minutes per each grade level (Example: 2nd grader, 30 minutes).
- Exceptions to the 15 minute guide include tests, long-term assignments, projects, skill maintenance, etc. **NOTE:** See the discipline section regarding missed or neglected homework assignments.

REPORT CARDS

Progress reports and report cards are issued three times a year. Parents/guardians **must sign and return the progress report and report card** to the **classroom or subject teacher.**

NOTE: All financial obligations must be current and **posted one week prior to** receive a report card or confer with a teacher(s).

(See Financial Policy section of the handbook.)

RELIGIOUS EDUCATION/ SACRAMENTAL PREP

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. They continue to be involved in the catechesis of their children. **The Catholic School** is the 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 and is considered more than another subject. It functions as the underlying reality in which the student's experiences of learning and living achieve their deepest meaning.

Community service programs comprise an important part of our Catholic educational experience. Twenty-five hours of community service is required for all 8th Graders. Students may begin working on their service hours on February 1st of their 7th Grade year, and service hours are due by February 1st of their 8th Grade year. Service is based on the spiritual and corporal works of mercy, and most of all, on the example of Christ, who came to serve. The 8th Grader's service is not just a job to be done. It should be selflessly and lovingly done to help those in need. As parents of 8th Graders, you should help them reflect on how their service project is helping them take on the mind and heart of Christ, fulfill the needs of others, and build up the Christian Community.

All Sacramental students complete two classroom years of religious instruction. The parent/guardian's main contact for sacramental preparation is the Director of Religious Education at their home parish. The sacraments of Reconciliation and Holy Eucharist are administered to the students at their home parish. The sacrament of Confirmation is administered as a joint celebration based in Diocesan policy.

- **Mandatory parent/guardian meetings** are held prior the children receiving the sacraments. Information regarding these meetings will be given to parents by the **Director of Religious Education at your home parish.**

***Please note:** each parish determines its own meeting schedule.

HONOR ROLL

Honor Roll is a positive goal for our students in grades **5 through 8** and challenges them to work to their potential.

- **High Honors**
 - o 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**
 - o 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.

NOTE: Conduct and Effort requirement includes all subjects and specialties.

PLAGIARISM POLICY

Students understand that before they turn in a project (including a group project), all are held responsible for plagiarism should it be discovered. The students are subject to disciplinary action. Any student who plagiarizes material from any source (printed or multimedia) or submits swapped projects receives a failing grade for the project. This is explained at the beginning of each school year and followed by signed **documentation of understanding.**

CAFETERIA PROGRAM

The school provides a hot lunch program following the National Lunch Program/Wellness Policy Guidelines.

- Lunches must be pre-ordered either by the week or by the month and sent through the PIE. Participants in the Free and Reduced Lunch Program are required to complete the lunch order form.
- Do not drop forgotten lunches for delivery to the student during the school day. Students receive a small lunch and parents billed for the food.
- The cafeteria is closed on late-start days; students should bring their own cold lunch.

- **The Snack Bar** follows the National Lunch Program/Wellness Policy guidelines. Visit the school webpage for snack bar items and costs.
- All students need to **follow the SJVRS School-Wide Rules**; the Discipline Code is in effect in the cafeteria. See the discipline section of this handbook.

NOTE: All lunch questions must be forwarded to **Mr. Leonard at 610-435-6420** or by e-mail: ranjan93@verizon.net. Please do not call the Main Office regarding lunch questions.

EXTRACURRICULAR ACTIVITIES

Please visit the CYO (Catholic Youth Organization) link on the school website for all information. Please know the CYO policy on school absence and same-day participation in activities.

FIELD TRIPS

Field trips are a **privilege** (not a student right), an extension of the curriculum, and should **enhance the educational experience**.

- Participation is denied if **student(s)'s behavior** does not reflect the SJV School-Wide Rules or mission statement.
- **Financial obligations** must be current/posted **one week prior to** a field trip or the student is not permitted to attend the trip. Parents/guardians are notified in advance, and are allowed sufficient time to fulfill the financial obligation.
- Before a student is permitted to go on a field trip, the parent/ guardian must complete and sign the school **permission form and return it promptly to the classroom teacher**.
- Certain field trips require an adult aged 21 or over to accompany each student. The adult chaperone must bring a cell phone for emergencies.
- **All chaperones** are required to complete the Protecting God's Children Program no later than one week the field trip.
- Field trip attendance is mandatory; it is **considered a school day** and the absence policy apply if necessary.
- Teachers **estimate the field trip cost** and this is communicated at the September Back to School Night.

CELL PHONES / ELECTRONIC DEVICES

Students are not permitted to use any type of electronic device during school hours or on the school campus.

Please note the following policy:

- The administration encourages you to **keep all electronic devices at home**. SJV faculty and staff are not responsible for lost, misplaced, or broken electronic devices.
- **All electronic devices are given to the classroom teacher for safekeeping at the arrival** to school and are returned at the end of classes/day: **cell phones are not viewed** while in the school's possession.
- **Cell phone may be used only in an emergency to contact a parent/guardian after school hours**. Their use is not permitted during Extended Care hours.

Electronic/cell phone infraction consequence:

1. First infraction - The device is given to the principal, the parent/guardian is contacted, the device is returned to the parent/guardian, and three discipline points are issued.
2. Second infraction - The principal keeps the electronic device/cell phone until the end of the school year and three discipline points are issued.

COMPUTERS -- ACCEPTABLE USE POLICY

St. John Vianney Regional School's computer facilities exist for the academic enrichment of our students and faculty. The guidelines help protect our investment, ensure maximum positive usage of our facilities, protect our students from external negative influences, and reinforce appropriate conduct. This policy is enforced in accordance

with the Discipline Code (*Level IV Offense -5 points*). This policy is explained at the beginning of each school year and parents/guardians and students are required to sign a document of understanding and agreement.

DISCIPLINE CODE

The moral development of each child is an integral part of Saint John Vianney Regional School; therefore, **proper behavior is expected and required** of our students. Based on this expectation, our students are continually taught the importance of self-respect and respect for others. The **Discipline Code's expectations are set forth to ensure the safety, positive experience, and success of all students.**

All students are expected to follow the School-Wide Rules: Be safe, be respectful, be responsible be ready, be Christian.

Failure to follow school and classroom rules results in an appropriate consequence.

Teachers of **Grades K-3** will issue age-appropriate consequences and possible detention according to the school/classroom rules' and dress code.

Discipline points are issued to students in **Grades 4 through 8** according to the infraction.

- Be sure to review the classroom policies and Discipline Code with your child(ren) so that they may be fully aware of the academic and behavioral expectations at Saint John Vianney Regional School.
- Discipline notices are sent via Option C for parent's immediate reference.

Level I Offense -1 point

- Drawing or markings of any nature on a student or self
- Gum chewing
- Infraction of Dress Code
- Misbehavior
- Not prepared for class (includes missing homework for 6th, 7th and 8th grades)
- Tardiness to class
- Uncovered or defaced textbooks/workbooks
- Unsigned paper, test, discipline slip, academic warning or PIE material (at teacher's discretion)
- Disrespect toward self, others, or property (1st offense)

Level II Offense -2 points

- Frequent or constant misbehavior (2nd offense)
- Inappropriate language/gestures
- Disrespect toward self, others, or property (2nd offense)

Level III Offense -3 points

- Cheating
- Disobedience
- Disorderly conduct
- Disrespect toward self, others, or property (3rd offense)
- Forging signatures
- Plagiarism
- Harassment
- Bullying
- Lying
- Petty vandalism -- minor damage
- Drawings of a violent nature
- Skipping class

- Skipping detention
- Aiding & abetting a Level III offense
- Possession/use of electronic devices during the school day (7:50 AM - 3:00 PM) including electronic hand-held games, iPods, etc. (See Cell Phone Policy).
- Violating the privacy of a teacher's desk or computer

Level IV - 4 points

This level results in an automatic detention and school team conference and possible in-school suspension or expulsion. All Level IV offenses will be handled on an individual basis with possible psychological referral.

- Commission of a crime on school property, affecting the safety and well-being of the school community
- Fighting or assault with bodily injury to self or others
- Insubordinate or abusive language toward student/adult.
- Leaving school property without permission
- Possession of a contraband
- Possession of a controlled substance (drugs, alcohol)
- Possession of weapons of any kind and/or any other dangerous instruments
- Possession or use of tobacco products or matches
- Serious or unwarranted act affecting the safety of others
- Tampering with report cards or any legal document
- Theft
- Vandalism – major damage

SPECIAL NOTES

All disciplinary points will be doubled if infraction involves a substitute teacher or volunteer. All disciplinary points are erased at the end of each quarter. A total of 5 points will result in detention.

DETENTION POLICY

- **Detention notices are sent home via Option C one week before detention date:** notices are signed by the parent/guardian/student and returned to the teacher detention monitor on the day serving the detention.
- Detentions are served for one hour after school.
- Students are dismissed through the main office after detention. Students not picked up are sent to Extended Care and parents are billed for service.
- An automatic detention and an additional three points are issued for any skipped detention.

NOTE: It is the student's responsibility, not that of the teacher, to hand in all signed documents on the next school day. The school discipline code is in effect for all school-sponsored extracurricular activities (e.g., dances).

BUS POLICY

NOTE: SOME DISTRICTS RECORD (AUDIO/VISUAL) BEHAVIOR ON BUSES.

At the bus stop:

- Be on time, but no earlier than 5 minutes.
- Respect the surrounding of the property owners.
- Parents are responsible for their child(ren)'s behavior before the bus arrives.
- Children should dress warmly: girls can wear gym sweat pants under the skirted uniform and remove them at school.

District policy:

Students are permitted to ride a bus only within their own school district if parents provide a written request. It must be approved through the SJV main office and administration. Therefore, an Allentown School District rider is not permitted by law to ride on a Parkland, East Penn, or any other school district bus.

On the bus:

- It is the **shared responsibility** of parents, students, and school administrators to expect proper behavior at all times.
- Parents instruct their child(ren) to obey the BUS CODE OF CONDUCT.
- The bus driver monitors the safety and proper behavior of the students

Bus Conduct Rules:

Students are not permitted to:

1. Smoke or possess smoking paraphernalia on the bus or bus stop.
2. Eat or drink on the bus.
3. Partake in scuffling, fighting, or unwarranted acts of behavior on the bus or bus stop.
4. Possess/use any illegal drug/paraphernalia on the bus or bus stop.
5. Possess/use any weapons of any kind including knives or other instruments deemed dangerous on the bus or bus stop.
6. Use profane, indecent or any language considered disrespectful on the bus or bus stop.
7. Use windows unless given permission or requested by the bus driver
8. Put any body part out the bus' window.
9. Stand or walk while the bus is moving.
10. Place any object in the aisles or blocking the emergency door of the bus.
11. Vandalize the bus or personal property of another while on the bus or waiting at the bus stop.
12. Behave in a way that endangers the health, safety, or well-being of the students or driver while riding the bus or waiting at the bus stop.
13. Use cell phones/electronic devices unless granted permission from the bus driver.

Disciplinary Action

A violation of Nos. 1, 3, 4, 5, 11 or 12 above shall be considered a serious infraction and SJV and/or the school district bus has the right to terminate a student's bus privileges.

1. **First offense** - a letter of warning being mailed to the **student's parents**.
2. **Second offense** - in a three-day suspension of busing privileges.
3. **Third offense** - a partial or full suspension of busing privileges

PLAYGROUND

Be polite, play carefully, and obey safety rules. Expected behaviors are explained at the beginning of each school year.

Safety rules include:

- Place lunchboxes by the wall in the assigned area.
- Use all play equipment safely and properly.
- Use "outdoor" voices reasonably; no screaming or shouting.
- Display Christian behavior showing respect to students, teachers, volunteers, and visitors.
- The adult yard monitor will retrieve all balls from the alley, street, or neighbor's yard.
- Report any injury immediately to the adult yard monitor.
- Only a teacher may give permission to enter any of the buildings.
- Use the lavatory with the class before or after lunch/recess.
- Students walk quietly to the assigned area and enter the building in an orderly manner at recess dismissal.

Playground infractions are serious and not tolerated. These infractions are explained at the beginning of each school year. These include:

- Pushing or pulling students and clothing
- Running which could result in injury
- Fighting, bad language, wrestling, kicking, misuse of play equipment, or pretend-weapon play
Screaming
- Running or jumping into walls, door, or fence
- Hanging or climbing from the fence, gate, or tree
- Standing, waiting, or playing in the following areas: stairs of the cafeteria, side door of the church, near all school entry doors, garage, parked vehicles, and dumpsters

PLAYGROUND INFRACTION CONSEQUENCES:

1. Misbehavior is explained and a warning given.
2. Misbehavior after warning – a timeout of play at the wall (student stands quietly and doesn't interact with others.)
3. Continuous misbehavior/disobedience after a timeout -- further discipline at the discretion of the teacher.

HARASSMENT POLICY

Students are expected to behave in a Christian manner toward all. Harassment in any form is unacceptable. Consistent with the **ideals of Diocesan Policy #4119**, physical, sexual or verbal harassment will not be tolerated. This policy specifically prohibits harassment. **Harassment/bullying consists of a pattern of continued and unresolved antagonism or offensive conduct directed against another person.**

Harassment/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.

VISITORS AND VOLUNTEERS

Visitors and volunteers report to the Main Office on the first floor of the Main Building located via the breezeway between the Main Building and the Walson Center. Due to safety concerns, parents/guardians are not permitted to go directly to a classroom to deliver a message or item.

VOLUNTEERS

Volunteers are vital to SJV, so please join our school team! The students, school, and you will benefit!

- Every Family needs to **volunteer a minimum of 10 hours** a school year.
- Our volunteer program includes service in many areas: homeroom parents, typing, nursing care, play yard monitor and paraprofessional work (some can be done from your home).
- **It is mandatory for all volunteers to complete the Protecting God's Children Program and Act 168.** Please contact our School Advancement Director (610-435-8981 ext. 1004 for details).

HOMEROOM PARENTS CONTACT

Teacher will contact Homeroom Parents as needed.

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