

Parent Handbook



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MISSION STATEMENT

The mission of St. Jane Frances de Chantal School is to enable the learner to achieve his/her potential using a curriculum, infused with Catholic values, and diverse instructional methods in partnership with a supportive community.

BELIEF STATEMENTS:

We believe that:

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

HISTORY

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

St. Jane Frances de Chantal School was founded in 1926 as a parish school with 145 children. It has grown to a population of nearly 500 students, including students not only from St. Jane Parish but also from neighboring parishes, as well as many students who are not members of the catholic faith. The school complex consists of 19 classrooms pre-school through eighth grade. The school office, library, chapel and pre-school through sixth grade classrooms are housed in the main school building located at the corner of 19th and Washington Boulevard. The junior high, the gym, computer lab, art room, and cafeteria are housed in the Bennett Building located at 1930

Washington Blvd., a short walking distance from the main school building. Through the Intermediate Service, classes for speech and remediation in math and reading are held in the Conference Center located next to the main school building.

St. Jane Frances de Chantal School is part of the Diocese of Allentown School System under the direction of Bishop John Barres, ordinary of the Diocese, and Mr. Philip Fromuth, superintendent of schools.

ADMISSION

No child will be denied admission on the basis of color, race, or ethnic origin. While we do not provide a special needs education program, we will make **reasonable accommodations** for students with special needs. Parents are required to disclose in writing to the principal any special needs so a formal meeting can take place before admission is granted.

ADMISSIONS CRITERIA

Upon receipt of application materials, the pastoral staff will consider admission on the following:

- **Parish Membership**

- Registered and participating members of St. Jane Frances de Chantal Parish, Our Lady of Mercy Parish, St. Anthony Parish, Sacred Heart, Miller Heights Parish, and Our Lady of Lebanon Parish. Participating means attending Mass, and contributing through the regular use of offertory envelopes. Once a family qualifies as a registered participating member, applicants will be accepted in the following order:

- * students with siblings in the school

- * students who are enrolled in St. Jane's Preschool

- * students whose parents are alumni of St. Jane Frances de Chantal School, Easton Catholic, and Sacred Heart, Miller Heights School

- * students from other families in the parish -- admission and placement on a waiting list will be determined by the number of years the family is a registered /participating member of St. Jane Parish. Families who have recently moved into St. Jane Parish and are able to present a letter of participation from the pastor of their previous parish may be given "credit of years" consideration.

- Registered (non-participating) parishioner

- Non-registered Catholic

- Non-Catholic

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

- **Academic/Social Performance**

- Admission to Kindergarten:**

- All children must be five years old by October 15 of the Kindergarten school year. Upon acceptance of the general admission criteria, the following procedure is required:

- Registration form completed by parent/guardian
- Presentation of birth certificate
- Presentation of immunization records in accordance with State requirements.
- Presentation of baptismal certificate if child was not baptized at St. Jane's.
- Payment of non-refundable registration fee

- Admission to grades 1 through 8 will also be based on the following:**

- New students are admitted only if there are vacancies. Upon acceptance of the general admission criteria the following procedure is required:

- All students must be six years old by October 15 of the first grade school year.
- Presentation of a transfer slip from the previous school.
- Presentation of a copy of the student's most current report card.
- Presentation of a baptismal certificate if child was not baptized at St. Jane's.
- Payment of a non-refundable registration fee
- Presentation of the original Pennsylvania Immunization card from previous school. (if applicable)
- Notification of any physical or mental limitations of the child by the parents/guardians.
- Students and parent interviews with the Principal.
- At the discretion of the Principal, students shall take an entrance test to assess prior knowledge.
- Parents may be requested to provide a tutor for their child in order to bridge any academic gaps that exist because of transferring schools.

All new students will be accepted on a probationary basis the first marking period; if warranted, probation could be extended to the end of the first semester. The purpose of this policy is to ascertain a pupil's ability to adjust to the school philosophy and education program. Any student who, after admission, does not perform satisfactorily will be asked to withdraw from school.

- **Other Criteria**

- That Catholic parents/guardians desire to raise their children in the Catholic faith, and in keeping with the laws of the church, which include participation in Saturday evening and/or Sunday Mass.
- That parents/ guardians agree to support the organizations which assist the school, e.g. the Home and School Association and the Volunteer program.
- That parent/guardians agree to cooperate and uphold the rules and regulations of the school
- That parents/guardians are willing to participate in fundraising to support the school.
- That parents/ guardians of non-Catholic students agree that their children study the Catholic faith and participate in all liturgical and paraliturgical services according to the school schedule.
- That parents/guardians will pay all tuition, fees, and other financial obligations in a timely manner.
- That parents/guardians understand that the academic expectations of a student at St. Jane's School may exceed those of his/her previous school, and that the parent/guardian will, if necessary, employ a tutor to enable their child to be successful.
- - **That parents/guardians will give the principal a copy of any ER or IEP that is in existence for their child so that the principal and parent/guardian can meet BEFORE admission is granted.**

ACADEMIC PROGRAM

St. Jane Frances de Chantal School is an elementary school consisting of Grades K through 8. All students receive instruction in the following subjects: religion, language arts, reading, mathematics, science, social studies, art, music, physical education, computer, and Spanish. A program for remediation in reading and mathematics is available for those who qualify as set forth by the Intermediate Unit 20 criteria. Additional support services are available through an in-house resource teacher. Enrichment within the classroom is also provided for those students who manifest the ability to do work beyond that required of the class as a whole. All students, Catholic and non-Catholic, are required to attend religion classes to learn the teachings of the Catholic Church.

HOMEWORK POLICY

The faculty of St. Jane Frances de Chantal School recognizes the positive relationship between homework and academic achievement. We are committed to a homework policy that fosters the development of self-discipline, time management, and sound study skills.

TYPES OF HOMEWORK

Preparation - Homework that is assigned before the formal lesson

Practice - Homework that is assigned after the skill or concept is taught

Extension - Homework that is assigned to see if a student can transfer a skill to a new or a different situation

Creativity - Homework that is assigned or putting together concepts and skills in new and different ways

All students are to write their assignments in a homework book. We expect parents to review homework nightly. Failure to complete assigned work or being inadequately prepared for class will have a negative impact on a student's grades.

HONORS

Honors are given to students in the 6th, 7th and 8th grades at each quarterly report card period.

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

REPORT CARDS

Report cards are issued four times yearly. Each report card subject grade reflects a wide range of the student's school experience for which he/she must learn to take ownership:

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

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

POWER SCHOOL

Grades 1 to 8 use PowerSchool, an electronic reporting system. PowerSchool enables parents to have daily access to their children's grades and whether or not graded assignments were handed in. Passwords are given to parents at the first Home and School Association Meeting in early September. Students will not receive passwords. It is the responsibility of the parent to monitor their child's progress and contact the teacher with any questions or concerns. Report cards are also printed quarterly and sent home in an envelope. Parents must sign and return the envelope.

STANDARDIZED TESTING

St. Jane Frances de Chantal School follows the Diocesan Testing Program.

COGAT: The Cognitive Abilities Test is administered to grades 3, 5 & 7 in the spring

ITBS: The Iowa Test of Basic Skills is administered to grades 2 through 7 in the spring

TESTING POLICY

Assessment, part of the teaching and learning process, is varied and ongoing. It includes: diagnostic screening tools, reading, writing, and math benchmarks; chapter and unit tests; daily quizzes, and other alternative assessments. Since an important part of the learning process is learning how to study, mid-terms and finals are given to students in grades 5-8 in the following subjects: Religion, Mathematics (computation and problem solving), English Grammar, Science, Social Studies, and Spelling. Eighth grade students whose year to date average is a 93 or better in a subject at the time of finals, may be exempt from taking the final in that subject.

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

All tests except reading unit tests for grades 3-8 will be sent home on a regular basis to be signed by the parent/guardian and then returned to the teacher for the classroom student file. Mid-term and final exams are not sent home.

TEXTBOOKS

Textbooks approved for use in the Catholic Schools are provided for our students. The children are expected to take care of the books given for their use. Books are to have clean covers at all times. The children must carry their books to and from school in a book bag. Lost or damaged books must be replaced at the current cost.

ATTENDANCE

Students must be present for a minimum of 4 instructional hours (lunch and recess not included) in order to be considered present for the entire day. Therefore, students who arrive after 9:30AM are considered absent for the morning session, and students who leave before 12:30PM are considered absent for the afternoon session.

Regular attendance of the child is primarily the duty of the parents. When a child is absent a parent /guardian must call the school between the hours of 7:00 and 8:15 and report the child absent. If this is not done, a phone call will be made by the office staff to check on the absence. All requests for homework must be made through the school office. Requested work will be available in the office no earlier than 2:30PM after the second day of absence.

A student who has been absent from school must present a written excuse from a parent / guardian which states the reason for the absence and dates. If a student is absent for three or more consecutive days, a doctor's certificate must be presented to the school. Excessive absences will be dealt with according to Pennsylvania State Law. (10 days out must be sent a warning letter)

Students who are absent 20 or more days and have not successfully completed the requirements of the curriculum are subject to retention. Students who have a specific health problem causing frequent or repeated absence from school must have a letter from their family doctor verifying and explaining the reason for such absence.

Students who will be going on an extended trip during the school year must request the "Extended Absence Form" from the school office **prior to the trip**. Make-up work, which will be given when the student **returns** to school, is the responsibility of parent/guardian and student.

TARDINESS

Prompt arrival at school is expected of all students. Students who arrive after **7:40 are considered tardy and must** report to the secretary's office for an admission slip which must be given to the homeroom teacher. Unexcused and excessive tardies (3 or more) will result in a letter being sent home from the Administration outlining consequences. All unexcused tardies make the student ineligible to receive an Outstanding Attendance Award.

CALENDAR

A yearly calendar is posted on our school website (www.stjaneschool.com). The calendar is updated as needed. For up to date information, parents/guardians are encouraged to access the website. A yearly calendar is also sent home in both June and August.

CHANGE OF ADDRESS

Changes of address or telephone number must be reported to the homeroom teacher and to the school office immediately. Up-to-date records are most essential. For the safety of your child and to ensure that the home

receive all school communication, emergency numbers and emails must also be up-to-date.

CODE OF CONDUCT

Discipline is the foundation of a well-ordered society. It must be initially established in the home by parents/guardians and reinforced and built upon during the child's school years. The climate presented by faculty and staff expresses the belief that we are all children of a loving and forgiving God. The essence of Christian discipline is self-discipline. St. Jane's School strives to foster growth in self-discipline that supports cooperative behavior through positive reinforcement and provides clear consequences for misbehavior.

The students in grades Kindergarten to eight are developing skills in responsibility, maturity, decision-making, and conflict resolution at varying levels. Therefore, the degrees of disciplinary action taken are based on the developmental level, age, and maturity of the student. Each teacher will provide you with an appropriate code of conduct at the beginning of the school year. The *Second Step Program* is implemented school-wide as a means of reinforcing positive solutions to resolve conflicts.

Discipline issues can usually be solved through proper communication. It is important for a child to know that your authority and the school authority are one. If a problem arises, parents and teachers should consult with each other so they can work together to remedy the situation. When interventions with parent, student, and principal do not remedy the situation, the Disciplinary Committee might convene to resolve the situation.

The education of a student is a partnership between parent and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

The school will not tolerate the following offenses:

1. Disregard or disrespect for authority and insolence to teachers or adult volunteers.
2. The use of abusive language (profanity, obscenity, racial remarks) - written or spoken – that ridicules, insults, or threatens another
3. Violations of the Internet Access – Acceptable Use Policy
4. Any type of physical assault toward another individual
5. Stealing, destruction of school property or personal property of teachers or students. Any destruction, no matter what the reason, will require restitution
6. Lying, forgery, cheating, plagiarism
7. Alcohol, drugs, smoking, weapons, and other contraband
8. Truancy or cutting classes
9. Eating food or drink outside the prescribed times and places and chewing gum at all times

Faculty and staff have a legitimate interest in the neatness, safety, good order, and protection of all students within their care and custody. Faculty members have a privilege to search and seize weapons or other dangerous or illegal objects, if they have reasonable grounds to believe that such are in possession of a pupil, especially where the pupil has no reasonable expectation of privacy: e.g. lockers, desks, books and book bags. In addition, certified staff members may make reasonable searches of persons, lockers, desks, books, and book bags, in an effort to uphold school policies, diocesan policies, or basic classroom rules.

Conduct in or out of the school that is detrimental to the reputation of the school is reason for expulsion. Suspensions and expulsions will be issued when deemed necessary. The directives in the *Diocesan Crisis Manual*, in conjunction with the Diocesan Office of Education, will be followed. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

COMMUNICATION ENVELOPES

A communication envelope is posted Mondays on the school website. A SchoolReach email containing the link to the folder is sent when the folder is on line. Parents asked to read the contents and return any necessary forms no

later than Thursday.

Any material for the communication envelope must be electronically presented to the principal (altnsjf@ptd.net) for approval and must be received by FRIDAY, 2:30PM, in order to be included in the next week's electronic envelope.

COMPUTER AND INTERNET ACCESS POLICY

St. Jane de Chantal School has an *Acceptable Use Policy for Computers and Internet Access*. A copy of this policy is an addendum to this handbook. Parents and each child in the family must sign and return the consent form yearly before gaining access to the computers or Internet.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

COURT ORDERS

St. Jane Frances de Chantal School complies with the provisions of the Buckley Amendment:

"Non-custodial parents will be given access to unofficial copies of student records and the staff will be available to discuss the records, unless a court order stating otherwise is filed with the school."

Divorced parents are required to file a copy of the custody section of their divorce decree with the school.

DAILY SCHEDULE

7:15	Doors to the school are opened. Students should report to the morning room.
7:40	School day begins. Students arriving after 7:40 are considered late and must report to the school office for a late slip.
11:00	Lunch for grades 3, 4, 5
11:30	Lunch for grades 6, 7, 8
12:00	Lunch for grades k, 1, 2
2:00	Prayers and dismissal

EARLY DISMISSAL

Students who wish to be excused part of the day in order to meet a medical or dental appointment that could not be scheduled after school hours must bring a note from his/her parent. Notes must be presented for approval to the teacher and the office during the early part of the day. The completion of schoolwork missed during such absences is the responsibility of the student. All students to be picked up during school hours will be called to the office when the parent arrives.

No child may leave the school during school hours unless accompanied by a parent or authorized adult who will sign out that student in the school office in the book provided.

EMERGENCY CARD

An emergency contact card will be sent home at the beginning of the school year. It is vital that this information be complete and up-to-date.

EMERGENCY CLOSING

For school closings because of ice or snow St. Jane Frances de Chantal School will follow the Easton Area School District. A SchoolReach phone alert will then be sent to our families. Please do not call the Church Business Office, Rectory or School. SchoolReach alerts will also be sent for any emergency that might be specific to St. Jane Frances de Chantal School and not part of the Easton Area School District alert.

If school is already in session, children will be dismissed as the Bus Districts send the buses. Each district will be different. A SchoolReach phone alert will be sent to all families. Please monitor radio stations (stations WAEB (790 AM), (99.9 FM), WFMZ (100.7FM) and the local television channel 69. St. Jane Frances de Chantal will be listed but a good judge of time for your child would be the school district in which you reside.

For a delay, again, we follow the Easton Area School District. If they are on a two hour delay, we are on a two hour delay. Easton buses will also be on a two hour delay. However, many times other districts are not on a two hour delay.

There is a possibility that your school district of residence will be on regular time. Their buses then would be sent out at the usual time. If we are on a delay, and your school district of residence is not on delay, please do not send your child on the bus because we cannot guarantee that there will be a responsible adult at the school to be with him/her.

If your district is on a two hour delay and we are on regular time, you may send your child on the bus and there will be no mark against the late arrival in his/her attendance. If this ever occurs, you may choose to bring your child in to school on time.

EXTENDED CARE PROGRAM

For an additional fee, the school provides an after school extended care service on most school days from the close of school until 5:30PM. A separate aftercare handbook and registration forms are available by calling the school office.

FACULTY APPOINTMENTS/CONFERENCES

Conferences are scheduled in conjunction with the distribution of the first report card. Conferences may be scheduled at any other time by teachers or by parents. Faculty members are eager to discuss your child's progress. Meetings can be easily arranged by notifying the individual teacher. No parent should detain teachers before, during, or after school without prior notification and agreement. Teachers will not schedule an appointment at times that conflict with teaching or supervisory duties. Teachers may be reached at school from 2:10 - 2:30 PM. A parent may call anytime during the school day, and the teacher will return the call when he/she is available. When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

FIELD TRIPS

Parents will be notified of all class trips. A written release slip must be signed by the parent/guardian before the child is permitted to attend the field trip. Field trips are an earned privilege. Students may be denied participation in a field trip due to discipline, academic, or tuition/fee problems. Code of Conduct and Dress Code apply to all field trips. There is no reimbursement of fees charged if a student misses a field trip for any reason. Students can not bring any type of electronic devices (e.g. ipod, ipad, cell phone) on a field trip.

GOVERNMENT PROGRAMS

The following programs are available to us through the government.

Federal: Title I: Remedial Reading

State: Act 89: Remedial Reading and Mathematics
Speech Therapist NCIU
Psychologist - NCIU

Act 90 and Act 195: supplemental funds for purchase of workbooks and textbooks

Act 372 busing (1972) provided by local school districts

School Health Services: Nurse's services

HOME AND SCHOOL MEETINGS

General meetings are held annually according to the Home and School Calendar of Events.. Ample notice will be given in order that you will be able to make attendance at these meetings a priority on your schedule. We ask that at least one parent attend the meeting. The HSA assists the school in many ways, providing both social and educational programs along with fund-raising activities to support special projects.

INSURANCE

The Diocese of Allentown implemented a student accident program for any student who attends kindergarten through grade eight. The cost of this program is a fee paid by the parents. Claim forms, as well as a description of the coverage, may be obtained at the school office.

INSTRUCTIONAL SUPPORT TEAM (IST)

The mission of the Instructional Support Team (IST) is to identify students who are at risk for school failure and to provide them with the type of academic, communication, social/emotional, and/or behavioral support needed to succeed in school. It is a team-based model. Members of the team include the school psychologist, the remedial teacher, the classroom teacher, the principal, the in-house resource teacher, and the parent/guardian. The IST process is initiated when a request for consultation form is completed.

LIBRARY

The school library is available for the use of the students. The card catalog is on-line and each student receives a password to enter the system. They are able to reserve a book. Classes are scheduled on a weekly basis for students in grades K-5. Books may be checked in or out during this time. Instruction on the correct use of the library and its materials is presented. A student is not permitted to take a book out unless the previous book is returned. If books are not returned within three weeks or are damaged, students are responsible for the cost of the book and library processing fee. Since the money is used to purchase a replacement book, no refunds are given if a book is found after the fee is charged.

LUNCH / RECESS

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

The following is the procedure for ordering lunch.

1. A lunch calendar is posted on the school website monthly.
2. There are order forms for lunch tickets on our website.

3. Fill out one form (it contains 3 sections: Lunch/extra entrée/milk)
 - a. number of lunch tickets you wish to purchase (for a month, two months, the entire year, 10 lunches...) Remember all lunches include a drink.
 - b. The number of extra entrees-e.g. extra chicken nuggets. Remember, you must buy the lunch to be able to purchase an extra entrée.
 - c. The number of ONLY drinks
4. Orders for lunch tickets will only be filled on Thursdays and Fridays. If you send in an order on Monday, Tuesday or Wednesday, we can not guarantee that it will be filled until Thursday or Friday.
5. Child must bring in ticket on the day he/she wants to purchase a lunch.
6. The lunch count is submitted at 8:30AM every day. No one can be included in the lunch count after 8:30AM. If your child is late, please pack a lunch. If you know that your child will be late the following day, you can ask the teacher to include your child in the lunch count for the following day.
7. If a child forgets his/her ticket and realizes before the morning count, we ask that the child phone home to verify this. The school will provide a lunch ticket; however, for accounting reasons, this ticket must be reimbursed with money and not another ticket.
8. If a child forgets to order by the morning count and parents are unable to bring in lunch, the school provides cereal.

Glass containers are prohibited.

The parent monitors of the lunch period are to be treated with respect at all times. They are authorized to correct the children and to demand good order during the lunch period. The code of conduct applies to all non-classroom situations.

MEDICAL

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

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

Parents are free to contact the school nurse with questions or concerns regarding health-related matters. Contact can be made by calling the school's office. All cases of chicken pox, head lice, scabies, impetigo, and "pink eye" must be reported to the school nurse. When a student is excluded because of head lice, the parent must make arrangements with the school for the child to be checked by the school nurse before readmission to class. Returning to school following all other communicable disease and illness is in accordance with doctor's orders, dependent upon ongoing doctor's treatment, and/or being declared no longer "contagious" by a physician.

Physical examinations are required of all students in kindergarten, first grade, sixth grade, and out of state new entries. These can be done by the school physician, free of charge, or by the family physician at the parent's expense.

Dental examinations are required of all students in grade kindergarten or first grade, third grade, seventh grade, and out of state new entries. These can be done by the school dentist, free of charge, or by the family dentist at the parent's expense.

All private family physician and dental forms must be signed, dated, and returned to the school nurse, by September 15. If the forms are not returned, students will be scheduled for school exams performed by the school physician, with permission of the parent or guardian.

Hearing screenings take place every year for kindergarten and grades one, three, seven, and for anyone having a problem. Height, weight, and vision screenings are done every year.

ILLNESS or INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted. They will assume responsibility for further treatment. Please provide the school with the names of local relatives and/or friends/neighbors who are able to care for your child in the event of an emergency or illness and can provide transportation.

Emergency Care cards with information such as address, phone numbers, place of employment, etc. must be kept current at all times.

IMMUNIZATIONS

New student entries and children entering 7th grade in Pennsylvania require the following:

- Four (4) doses of Tetanus and Diphtheria –one (1) dose after fourth birthday
- Three (3) doses of Polio
- Two (2) doses of Measles, one (1) dose of Mumps & Rubella (preferably as MMR)
- Three (3) doses of Hepatitis B
- Verification of Chicken Pox disease or immunization.

Exemptions are for medical reasons and religious beliefs. As additional immunizations are administered to your child, please provide the school with written copy of dates (month, day, year) from the doctor or health care provider. This will ensure that your child's records are appropriately updated.

MEDICATIONS

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

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

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

PARTIES

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

PHYSICAL EDUCATION

Each student participates in Physical Education. If, for some reason, the child is unable to participate in this program, a note should be presented to the Physical Education teacher, classroom teacher, and nurse. Students in grade K-8 must wear official school gym uniform on their assigned gym day. (See Physical Education Uniform)

RELIGIOUS OPPORTUNITIES

In conjunction with Diocesan policy, students in all grades must attend Religion classes daily. The entire student body attends Mass or a para-liturgical service weekly. There are opportunities to participate in services such as the Living Rosary, seasonal prayer services, Stations of the Cross, Living Stations, and May Procession. The Sacrament of Reconciliation is available four times a year. Parental attendance at special meetings held prior to a student's reception of the sacrament of Eucharist, Reconciliation and Confirmation are required.

PRESCHOOL

Preschool programs for three and four year olds are available throughout the school year. For more information please call Mrs. Isabel Conlin at the school 610-253-8442.

RETENTION/REQUIREMENTS FOR PROMOTION

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

SPORTS AND CULTURAL CYO

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

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

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

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

STATIONERY

Stationery supplies are available for purchase in the school. A list for each grade is provided in June for the following year. Copybooks, Theme Tablets, and Homework Books must be purchased at school since they are specially lined. Students should also purchase Bibles through school to ensure that students have the same translation. A Stationery Sale is held for two days in August. In the beginning of the school year, you will be notified of which day of the week is the designated "stationery day". On this day, please put your money in an envelope with your child's name, grade and stationery needs clearly labeled. Your child will give this order to his/her homeroom teacher in the morning and his/her supplies will be delivered to the classroom during the day.

STUDENT ORGANIZATIONS / ACTIVITIES

Student Council - the students in grades 1 - 8 vote for students to represent them on the student council. Student Council promotes student leadership in the school. Meetings are held once a month after school.

Band - Any student who plays a musical instrument may be part of the band. The band meets on Wednesdays.

Yearbook - Eighth grade students are invited to join the staff.

National Junior Honor Society - The purpose of this organization is to create enthusiasm for scholarship, to encourage service, to promote leadership, and to develop character. Grades 7 - 8 are eligible for consideration.

Handchimes – Students in grades 4 – 8

Choir – Students in grades 4-8

Craft Club – Students in grades 5 – 8

Culinary Club – Students in grade 8

Cupstacking – Students in grades K - 8

Jump Rope Club- Students in Grades 2 to 8

Armata Bianca – Students in grades K - 8

Other Activities include: Bonding activities with NDHS, Presidential Physical Fitness, Career Day, Outreach programs, field trips, assemblies, safety programs, DARE program, anti-smoking program, field day, concerts, and many more.

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

TELEPHONE/CELL PHONE

If an emergency arises, please call the office and the message will be delivered to your child/ren. In order for a student to get a message at the end of the day, the parent/guardian must call the school **NO LATER THAN 1:00 PM**. Students may only use the school phone to call home when they have forgotten their lunch or their glasses. All transportation arrangements for extracurricular activities should be made prior to arriving at school.

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

guardian comes to retrieve it.

TRANSFERS/EARLY WITHDRAWALS

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

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

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

TRANSPORTATION

ANYTIME YOUR CHILD IS NOT USING HIS/HER NORMAL FORM OF TRANSPORTATION HOME (BUS, CAR, WALKING) A WRITTEN LETTER MUST BE SENT IN ADDRESSED TO THE HOMEROOM TEACHER. THIS INCLUDES AFTER CARE, EARLY DISMISSALS, AND SPECIAL ACTIVITIES.

BUS:

Bus transportation is provided by Bangor, Bethlehem, Easton, Lower Saucon, Nazareth, Northampton, Pen Argyl, and Wilson Area School Districts. Applications for this service are sent out each year and one must be returned for every child who is to ride a bus. Children must ride their assigned bus. The bus companies will not permit children to ride any other bus but their own.

Students riding the school buses represent St. Jane Frances de Chantal School and are expected to conduct themselves in an appropriate manner. Respect and consideration are to be shown to the bus drivers. Students are expected to keep voices at a low level, remain seated (youngest children in the front and oldest in the back), keep their hands and head inside the bus, refrain from improper gestures, words, etc., refrain from eating or drinking and from throwing objects. Misconduct on the bus will not be tolerated. Students with serious infractions will be suspended from riding the bus at the discretion of the principal. The director of the Department of Transportation may also suspend a student from riding the bus.

CAR RIDERS:

Parents who drive their children to school may not block or impede bus access in the front of the school building. Please use the side street, the back alley, or other areas of the boulevard for dropping off children. Do not double-park. Please be reminded that children must be in their classrooms no later than 7:40 AM or they are considered late.

Parents who pick up children after school may pick up their children on Washington Boulevard after the buses at 2:10PM. Parents may not double-park on the street or in the alley. If your child needs to cross the street, he/she **must go to the corner and cross by the crossing guard**. Parents may not take other children home unless the parent of the child is notified.

TUITION AND FEES

The stated tuition and fees at St. Jane Frances de Chantal School for the given year do not cover the total cost of the education of a given student at St. Jane's. The cost of education is paid for in the following ways:

1. Tuition and fees
2. Parish subsidy
3. Fund-raising

Since every student's tuition is subsidized by the parish and fund-raising, all are asked to contribute on a regular basis to the parish collection and to the fund-raising efforts of our church and school. Tuition rates for the following year will be announced no later than April.

Tuition may be paid in any of the following ways:

1. Pay the tuition and fees in full to St. Jane's School by July 5 for the upcoming year. (A \$50 discount is given)
2. Pay the tuition and fees twice a year or in monthly installments to the tuition program. (A company-issued fee is involved)

If, as a result of financial difficulties, you are unable to make the payment that is due, it is necessary that you contact the principal/pastor prior to the date the payment is due.

Students will not receive their report cards or attend class trips if tuition/ fees are unpaid unless arrangements have been made. In enrolling your child/ren in our school it is taken as fact that you agree to be responsible for the payment of their tuition. All tuition/fees must be paid prior to re-enrollment and graduation and participation on field trips.

All school families are required to purchase a set amount in gift certificates from the parish or pay a buy-out fee each school year (June 1 thru May 31). Gift certificates are available from a variety of places. A full list is available in the church bulletin and the school web-site. 2% of certificate purchases over and above the required amount will be credited to the following year's tuition.

Tuition Assistance Applications are made available through St. Jane's Parish.

UNIFORMS

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

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

Main Office: 1-800-441-4122
215-637-6392 (fax)
www.flynnohara.com

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

BOYS AND GIRLS:

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

Summer (may be worn beginning of school to October 31 and April 1 to end of school year):

- Flynn and O'Hara green collarless T-shirt with school logo
- Flynn and O'Hara black mesh shorts
- White socks
- All white (soles and laces included) tied sneakers (Velcro may be worn by grades K, 1, 2)

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

- Flynn and O'Hara collarless T-shirt with school logo
- Flynn and O'Hara grey sweatpants and sweatshirt
- White socks

- All white (soles and laces included) tied sneakers (Velcro may be worn by grades K, 1, 2)

GIRLS: GRADES 1 – 4

(Another Option for Kindergarten):

Summer (may be worn beginning of school to October 31 and April 1 to end of school year):

Option One:

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

Option Two:

- Flynn and O’Hara tan pants with dark-colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASSINS**

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

Option One:

- Flynn and O’Hara plaid jumper – 1 inch above the knees
- White Peter Pan collar long or short sleeve blouse
- Dark green knee socks or dark green tights
- Black or dark brown leather-like dress shoes (heels no higher than one inch)
- Dark green sweater or vest is optional but must be purchased at Flynn and O’Hara

Option Two:

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

GIRLS: GRADES 5-8

Summer (may be worn beginning of school to October 31 and April 1 to end of school year):

Option One:

- Flynn and O’Hara tan walking shorts OR Flynn and O’Hara tan skort with dark—colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo
- White socks
- All white (soles and laces included) tied sneakers

Option Two:

- Flynn and O’Hara tan pants with dark-colored unembellished belt
- Flynn and O’Hara green golf shirt with school logo
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASSINS**

Option Three:

- Flynn and O’Hara plaid kilt – **1 inch above the knees**
- White oxford collar long or short sleeve blouse
- Dark green knee socks or dark green tights
- Black or dark brown leather-like dress shoes (heels no higher than one inch)
- Flynn and O’Hara dark green sweater or vest is optional for **SUMMER ONLY**

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

Option One:

- Flynn and O’Hara plaid kilt – **1 inch above the knee**
- Flynn and O’Hara green golf shirt with school logo, long or short sleeve (Flynn and O’Hara green sweater or vest is optional) OR white oxford collar shirt long or short sleeve (Flynn and O’Hara green sweater or vest **MUST** be worn)
- Dark green knee socks or dark green tights
- Black or dark brown leather-like dress shoes (heels no higher than one inch), **NO MOCCASSINS**

Option Two:

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

BOYS: GRADES 1-8

(Another Option for Kindergarten)

Summer (may be worn beginning of school to October 31 and April 1 to end of school year):

Option One:

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

Option Two:

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

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

Option One:

- Flynn and O’Hara tan dress pants with dark-colored unembellished belt
- White dress shirt with Flynn and O’Hara green tie
- Flynn and O’Hara dark green sweater or vest
- Dress brown, dark green, or tan socks
- Black or dark brown leather-like dress shoes, **NO MOCCASSINS**

Option Two:

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

DRESS DOWN DAYS

“Dress Down” means that jeans or other appropriate casual clothes are permitted. However, torn jeans, tight-fitting clothing, very short shorts, camisoles, spaghetti straps, tank tops, low necklines, clothing with messages contrary to our mission as a Catholic School, clothing in styles which are contrary to our mission as a Catholic School, and shoes that are dangerous for play (e.g. clogs, flip flops, sandals, heels) are **NOT** permitted.

IMPORTANT CONCERNS

- **Uniforms may not be defaced or altered in opposition to the dress code.**
- **Students not adhering to the dress code guidelines (both uniform and dress down) will be required to call home for appropriate clothing.**
- Pants must be worn at the waist. Skirts / jumpers must touch the top of the knee.
- Dress down shorts must be no more than two inches above the knee.
- All blouses and shirts **MUST** be tucked in.
- Only a **solid white** undershirt may be worn under uniform shirts/blouses
- Only Flynn and O'Hara uniform sweaters (on a non-gym day) or sweatshirts (on gym days and with kindergarten uniform) may be worn during the day
- School shoes are to be **SAFE** – no clogs, mules, sandals, flip flops, moccasins, etc. No fad sneakers may be worn (light up, wheeled, etc.)
- Boots that are worn to school during inclement weather must be changed to appropriate school shoes during the school day
- Both boys' and girls' hair must be neat, clean, and out of their eyes. Boys' hair cannot reach the shirt collar. Students may not have extreme hair fads or styles. Natural hair color cannot be altered.. Boys may not have facial hair.
- For safety reasons, girls are permitted to wear **ONE** pair of small post earrings that do not dangle. Boys are not permitted to wear earrings. For both boys and girls, other jewelry is limited to a small religious medal worn under the shirt.
- Hats may not be worn in the school buildings except on special occasions or with teacher permission.
- No tattoos of any type (except for religious reasons) will be permitted. Body piercing is not permitted.
- Light facial make up may be worn by girls only in grades 7 and 8.
- Clear nail polish on natural nails may be worn by all girls.

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

USE OF STUDENT INFORMATION/PICTURES

The school reserves the right to use student pictures in publications, on the school website, and on our school fan page. Any parent/guardian who does not wish his/her child's picture to be used must notify the principal in writing prior to the beginning of the school year.

VISITATION OF SCHOOL

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

VOLUNTEERS

St. Jane Frances de Chantal School considers volunteers a very special resource. A sign-up sheet is sent out in the beginning of each year. Volunteer help is encouraged and welcomed. Your presence and help would be greatly appreciated. All volunteers must have a child abuse clearance, attend a "Protecting God's Children" workshop,

and sign and agree to the Diocese of Allentown Code of Conduct for Volunteers and the Diocesan Sexual Abuse Policy.

MISCELLANEOUS ITEMS

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

IMPORTANT WEBSITES

www.stjaneschool.com - contains up-to-date information from the school

www.ces-msa.org - Contains a Directory of Accredited Schools. Look for St. Jane Frances de Chantal School's page listing Mission, Goals, Academics, and more.

odyssey1.stjaneschool.com – Access to teacher-assigned work for optional reinforcement/enrichment

<https://psdiocese.cliu.org/public> - POWER SCHOOL - electronic reporting of grades

https://stjaneschool.follettdestiny.com/common/welcome.jsp?context=saas06_3721070 – School Library Card Catalog

www.wfmz.com - Check on school closings for weather related emergencies. Sign-up for automatic notifications to your e-mail address.

ADDENDUM

1. Internet/computer Use Policy –
2. Internet/computer Use Policy Signature Form (to be returned)
3. Handbook Compliance Signature Form (to be returned)

This handbook is intended as a guide to the school's policy and procedure for the benefit of the school and its students. However, this handbook is not a contract nor is it intended to vest any particular rights. The school reserves the right to deviate from literal compliance with the terms hereof, where the school deems it necessary in the interest of the school and its students to change or modify the application of the matter discussed herein.

DIOCESE OF ALLENTOWN
St. Jane Frances de Chantal School
INTERNET SAFETY POLICY
For
USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC INFORMATION AND COMMUNICATIONS

Introduction

It is the policy of St. Jane Frances de Chantal School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) prevent use of network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church and (e) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **St. Jane Frances de Chantal School** online computer network when using electronic mail, social networking or chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the St. Jane Frances de Chantal School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the principal or designated representatives.

The principal or designated representatives will provide age-appropriate training for students who use the **St. Jane Frances de Chantal School** Internet facilities. The training provided will be designed to promote the **St. Jane Frances de Chantal School's** commitment to:

- a. The standards and acceptable use of internet services as set forth in the St. Jane Frances de Chantal School Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, and social networking Websites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Diocese's acceptable use policies.

Adoption

The Board of St. Jane Frances de Chantal School adopted this Internet Safety Policy at a public meeting on May 14, 2012.

* CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 18 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, that is anything that is of indecent or immoral character, including pictures, written words, recorded sound, or profane language, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

DIOCESE OF ALLENTOWN
St Jane Frances de Chantal School

ACCEPTABLE USE POLICY
for
COMPUTING AND INTERNET ACCESS

Please read the following carefully before signing this document. This is a legally binding document.

SECTION ONE: GENERAL, COMPUTING POLICY

1) Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto St Jane Frances de Chantal School computers and/or the network systems, without the express, written consent of St Jane Frances de Chantal School.
- h) Copying programs licensed to St Jane Frances de Chantal School for personal use.
- i) Abusing computer equipment.

2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files

- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is now available to employees and students of St Jane Frances de Chantal School. This access is being offered as part of a collaborative project involving St Jane Frances de Chantal School and Penn Teledata. We are pleased to bring this access to St Jane Frances de Chantal School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at St Jane Frances de Chantal School by facilitating resource sharing, innovation and communication .

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- * electronic mail communication with people all over the world;
- * access to many University Library Catalogs, the Library of Congress, and ERIC,
- * discussion groups on a plethora of topics ranging from Japanese culture to music to politics to the environment,
- * public domain and shareware of all types;
- * information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. St Jane Frances de Chantal School and Penn Teledata have taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, St Jane Frances de Chantal School and Penn Teledata, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St Jane Frances de Chantal School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS - TERMS and CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of St Jane Frances de Chantal School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a St Jane Frances de Chantal School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of St Jane Frances de Chantal School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts .

3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be

private property.

4) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and userID are included in each message. You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

6) Updating Your User Information

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

7) Services

St Jane Frances de Chantal School and Penn Teledata make no warranties of any kind, whether expressed or implied, for the service it is providing. St Jane Frances de Chantal School and Penn Teledata will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. St Jane Frances de Chantal School and Penn Teledata specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Adopted by St Jane Frances de Chantal School, Easton, PA on June 1, 2002

The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.

St Jane Frances de Chantal School
Agreement for the Use of
Computers and Telecommunications
Parental Consent Form

St Jane Frances de Chantal School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that St Jane Frances de Chantal *School* and the Diocese of Allentown do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St Jane Frances de Chantal *School supports* and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at St Jane Frances de Chantal *School*.

2. Check one:

[] I hereby consent to the student having access to, and use of, the telecommunications resources at St Jane Frances de Chantal School, I also hereby indemnify and hold harmless The Diocese of Allentown and St Jane Frances de Chantal School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

[] I do not consent to the student having access to, or use of, the telecommunications resources at St Jane Frances de Chantal School.

Parent's/Guardian's signature	Date
Name of Parent/Guardian (Please Print)	
Name of Student (Please Print)	
Street Address	
City/State/Zip	
Home Phone	Office Phone

**St Jane Frances de Chantal School
Agreement for the Use of
Computers and Telecommunications**

Faculty/Staff/Volunteer Form

I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy"), I understand its significance, and I voluntarily agree to abide with all terms and conditions of it, imposed by the policy. I further understand that any violation of the policy or any applicable law or of this agreement would be unethical and might even constitute a criminal offense. Should I commit any such violation, I understand that my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken. I also hereby indemnify and hold harmless The Diocese of Allentown and St Jane Frances de Chantal School from any claim or loss resulting from any infraction by me of the policy or any applicable law.

User's Signature		Date
Name of User (Please Print)		
Job title or position		
Street Address		
City/State/Zip		
Home Phone		Office Phone

**St Jane Frances de Chantal School
Agreement for the Use of
Computers and Telecommunications**

Student Form

I have read the Acceptable Use Policy for Computers and Telecommunications. I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I chose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken.

Student Signature	Date
Name of Student (Please Print)	
Name of Parent/Guardian (Please Print)	
Street Address	
City/State/Zip	
Home Phone	Parent's/Guardian's Office Phone

SPONSORING TEACHER (Must be signed if the applicant is a student.) I have read the Terms and Conditions of this agreement, the Acceptable Use Policy for Computing and Internet Access, and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I do agree to instruct the student on the acceptable use of the network and proper network etiquette.

Teacher Name (please print)	
Teacher Signature	
Date	

Handbook Compliance

All parents and students are required to sign the statement below and return it to school during the first week of school.

Family Name (Please Print) _____

We have received the St. Jane Frances de Chantal School Handbook. We have read the handbook and we agree to follow the policies and procedures outlined in this book.

Parent Signatures _____ Date _____

Student Signatures _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____