

August 2021

# St. Jerome Regional School



“Living Fearlessly through Faith...”

A Pre-Kindergarten to Grade 8 Catholic School

## STUDENT-PARENT HANDBOOK

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## **ST. JEROME REGIONAL SCHOOL MISSION STATEMENT**

### ***Living Fearlessly Through Faith...***

Through our call to discipleship, we, St. Jerome Regional School, have made it our mission to live fearlessly through faith. St. Jerome once said, "Search the scripture...seek and you shall find." Inspired by our patron, we strive to instill family values while teaching superior academics and preserving traditional standards. St. Jerome Regional School teaches for life to create a community of conviction, respect and excellence. Our base is family, our mission is faith and our future rests in the courage to leave behind a legacy.

### **SCHOOL LOGO & COLOR PALLET**

#### **COLOR MEANING:**

**Navy-** The color of sky and sea. It is often associated with depth and stability and symbolizes trust, loyalty, wisdom, confidence, intelligence, faith, truth, and heaven.

**Gold-** Associated with illumination, love, compassion, courage, magic, and wisdom. Gold is a precious metal that symbolizes wealth, grandeur, and prosperity.

**Red/Burgundy-** Color of fire and blood, so it is associated with energy, strength, power, determination as well as passion, desire, and love. It also glorifies the sun and the joy of life and love. In Christian symbolism, it denotes the Holy Spirit. It is the color of Pentecost.



#### **Design Meaning:**

**The Lion** -Focal point of the design, and serves as a symbol of strength in our school and in our faith. Inspired by old yearbooks and the presence of "Leone" the lion through them over the years, our logo is a tribute to tradition and a symbol of what has come before us. The lion also represents Jesus' Resurrection (lions were believed to sleep with open eyes, a comparison with Christ in the tomb). Symbolically, lions are depicted as relentless fighters in the face of life challenges and above all else, courageous leaders.

**The Coat of Arms**-Surrounding the lion, the shield embodies our heritage and creates a family crest. Our school has served as a home to our children since 1921, it has raised them to become our adults, and has left our legacy that not only should be remembered, but lived every day. The shield symbolizes protection, resilience, and with it, we push forward.

**The Crown**-Seated at the top of the design, it is a symbol of Lord Christ Jesus, our King and Savior. The crown is often interpreted as signifying the reward in heaven. It is strategically placed at the top of the logo, reminding us of God, Heaven, and our future: all things ahead of us.

**The Words**-Displayed in a banner under the design, the Latin phrase "Audere est Facere" is written, meaning "To Dare is to Do." Our patron St. Jerome, spent years rewriting the bible in Latin and believed that the only way to live was through Scripture. Honoring him we use this as part of our logo. Selecting the phrase "to dare is to do" collaborates with our mission, not only are we to live fearlessly through faith, but we are to teach how faith leads us to be fearless.

**CALENDAR**

The school calendar for the year is developed according to guidelines established by the Office of Education of the Diocese of Allentown. This calendar is subject to change due to unexpected situations. If circumstances require a calendar change, a notice is sent home. A monthly calendar of school events is sent home in the family communication envelope or via email. It is also posted on our website.

**Diocese of Allentown  
St. Jerome Regional School - 50 Meadow Avenue Tamaqua, PA 18252  
SCHOOL CALENDAR 2021–2022**

<b>First Trimester</b>			
<b>AUGUST</b>	Monday	30	School Opens Grades K-8
<b>SEPTEMBER</b>	Wednesday	1	Pre K Program Opens
	Friday	3	School Holiday- School Closed
	Monday	6	Labor Day Holiday – School Closed
	Tuesday	7	School Reopens
<b>OCTOBER</b>	Monday	11	Diocesan Convention- School Closed
	Wednesday	20	Mid Trimester Progress Reports Issued
	Thursday 21		Parent Teacher Conferences Grades K-4
	Friday	22	Parent Teacher Conferences Grades 5-8
<b>NOVEMBER</b>	Wednesday	24	Teachers' Day of Recollection – School Closed
	Thurs.-Fri.	25-28	Thanksgiving Holiday - School Closed
	Monday	29	Thanksgiving Holiday - School Closed
<b>Second Trimester</b>			
<b>NOVEMBER</b>	Tuesday	30	School Reopens and 2 <sup>nd</sup> Trimester Begins
<b>DECEMBER</b>	Wednesday	8	First Trimester Report Cards Issued
	Thurs.-Fri.	23-24	Christmas Holiday– School Closed
	Mon.-Fri.	27-31	Christmas Holiday / New Year's Eve– School Closed
<b>JANUARY</b>	Monday	3	School Reopens
	Monday	17	Martin Luther King Jr. Day-School Closed-In-service Day
	Wednesday	26	Mid Trimester Progress Reports Issued
	Sunday-Mon.	30-31	Catholic Schools Week
<b>FEBRUARY</b>	Tues.-Fri	1-4	Catholic Schools Week
	Monday	21	Presidents' Day - School Closed
<b>Third Trimester</b>			
<b>MARCH</b>	Friday	4	End of 2 <sup>nd</sup> Trimester
	Monday	7	Third Trimester Begins
	Wednesday	9	Second Trimester Report Cards Issued
<b>APRIL</b>	Thurs.-Mon.	14-18	Easter Holidays – Schools Closed
	Tuesday	19	School Reopens
	Wednesday	20	Mid Trimester Progress Reports Issued
<b>MAY</b>	Friday	27	<b>Optional Holiday</b>
	Monday	30	Memorial Day - School Closed
<b>JUNE</b>	Wed.-Mon.	1-6	Final Examinations
	Thursday	9	Closing Exercises –Report Cards Issued

Total Pupil Days: 184 (3 Emergency Days) 1 Optional Holiday Included  
The Optional Holiday will be used if a 4<sup>th</sup> Emergency Day is needed

**Catholic Schools Week – January 30 – February 4, 2022**

12:00 pm Dismissal –Sept. 24, Nov. 23, Dec. 10, Jan. 14, Feb. 18, Mar. 18, April 13, June 3, June 8  
10:30 Dismissal – June 9

**Student Testing Dates**

March 22, 23, 24, 2022 COGAT (Cognitive Abilities Tests) - Grades 3, 5, 7  
April 4, 5, 6, 7, 2022 Iowa Testing- Grades 2, 3, 4, 5, 6, 7

### **MESSAGE TO OUR SCHOOL FAMILY**

Welcome to Saint Jerome Regional School (SJRS). We are honored to have you here, and we are proud of our school. This handbook has been developed by administration, teachers and staff as a means of communicating between home and school. It is our hope that it will answer many of the questions you may have about procedures, policies, regulations, and rules of our school. Close cooperation between the school and home is essential to promote the education of your child.

The SJRS faculty would like all students to enjoy the benefits of a peaceful environment in which they can feel comfortable. This atmosphere will facilitate learning and respect for students, teachers, and parents.

SJRS is privileged to be a partner with parents in the religious and moral formation of their children. Parents will be informed of their child's behavior, growth, and development throughout the year. By enrolling your child at SJRS, you agree to support its policies. Therefore, we ask you to become familiar with the school's mission, regulations, and procedures. Parents/Guardians/Students are required to state that they have read the student/parent handbook, that they accept and uphold the SJRS mission, policies and procedures and that their child will comply with them.

### **OUR BELIEFS:**

At St. Jerome Regional School we believe:

#### **Spiritual Beliefs:**

- To know, love, and serve God is the fundamental value of our school.
- As Catholic educators, we need to work together in a spirit of love and joy to invite students and families to fully participate in the life of the church.
- We promote human dignity and maintain a passion for excellence because we are all children of God.

#### **Academic Beliefs:**

- Dedicated and certified teachers are committed to educating the whole child in an atmosphere that reflects the Gospel message and fosters the academic growth of each student.
- Instruction involves effective teaching that provides all students, within their diverse classroom community of learners, a range of different avenues for understanding and developing teaching materials and assessment measures so that all students within a classroom can learn effectively.
- That instructors, students, and their parents are an integral part in achieving student success.

#### **Social Beliefs:**

- In accordance with each child's gifts and abilities, we strive to provide the students with opportunities needed to become faith-filled, respectful, responsible individuals and productive members of the church, society, school, family and community.
- St. Jerome Regional School provides a safe, nurturing, and welcoming environment conducive to the development of interpersonal skills to establish and maintain positive relationships.
- We develop in our students, decision-making skills and responsible behaviors in personal, school, and community situations.

### **STUDENT/PARENT HANDBOOK**

All parents, along with students, are required to read and sign a form stating they have read the rules and regulations outlined in this handbook, and they agree to abide by these rules. This signature form will be given to students in the communication envelopes. The form must be signed and returned no later than September 6<sup>th</sup>. Failure to have a signed form on file will not prevent the school from enforcing its policies. Because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any situations not specifically referenced in this handbook. In view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses reflecting adversely on the school occur. The school may modify this handbook with reasonable

notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or shall not preclude the school from acting in a subsequent situation of the same or similar kind.

#### **PARENTAL ROLE**

The Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at Baptism, to raise their children as Catholic, supports this premise. The Catholic school exists to assist parents in the Christian formation of their children. In this handbook, the term "parent" refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents. The Diocese of Allentown Catholic School System respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, diocesan schools should demonstrate respect and support for the parents in their important and challenging task. As part of the foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy. Parents are also encouraged to participate in programs, developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's Home and School Association. Parents are expected to support the school's mission and commitment to Christian principles, and support the school procedures as outlined in the school handbook (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued registration at the school is receipt of this signed form indicating the parent's support of the school's philosophy, procedures and regulations. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes a problem. In the event a parent wants to discuss a problem with his/her child's teacher, the parent should contact the teacher via e-mail, phone, or letter; furthermore, a conference can be scheduled if necessary. Any parent who wishes to speak with the principal may do so, only after an initial meeting with the classroom teacher. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive, or harassing behavior toward teachers or toward school staff, the school may take corrective action.

#### **NON-CATHOLIC STUDENTS**

The presence of students from other faiths provides wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes.
- Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on Sacred Scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

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**SAINT JEROME REGIONAL SCHOOL STAFF**

Principal ..... Mrs. Amy M. Hannis-Miskar  
Advancement Director.....Ms. Laurie Daukshus  
Administrative Assistant ..... Mrs. Debbie Smarr  
Bookkeeper..... Mrs. Kathy Odorizzi  
Pre-Kindergarten.....Mrs. Ileana Mohammed  
Kindergarten .....Mrs. Maria Kopp, Mrs. Angelina Degler  
Grade 1 .....Mrs. Arlene Pacenta, Mrs. Stephanie Metters  
Grade 2.....Mrs. Jean Dando, Mrs. Teri Roberts  
Grade 3 .....Mrs. Tara Krajcirik  
Grade 4 ..... Ms. Amy Bachert  
Grade 5 and 6 (5<sup>th</sup> HR) ..... Mrs. Angela Purin  
Grade 5 and 6 (6<sup>th</sup> HR) ..... Mrs. Beth Williams  
Grade 7 and 8 (7<sup>th</sup> HR) ..... Mrs. Alice Miller  
Grade 7 and 8 (8<sup>th</sup> HR) ..... Mrs. Leslie Confer  
Physical Education ..... Mrs. Jessica Kromer  
Music ..... Mr. Brad Cressley  
Art..... Mrs. Kathy Odorizzi  
Computers/STEM.....Ms. Laurie Daukshus  
Lunch Coordinators .....Mrs. Kathy Carnish, Ms. Molly Carnish  
Aides.....Ms. Suzanne Sweeney, Mrs. Cheryl Upanavage, Mrs. Megan DeAngelo, Ms. Rachael Maly  
Director of Facilities .....Mr. Keith Degler

### ADMISSION

SJRS is open to all children. Registration requires birth certificate, Baptismal certificate (optional), immunization records, and a nonrefundable registration fee. Admitting a transfer student requires an appointment with the Advancement Office to complete final registration. At this time, a release will need to be signed in order for us to receive records from previous schools. Copies of report cards, standardized tests, discipline status, birth certificates, baptismal certificate (optional) and immunization records are required.

Appointments, information and tours of the school are always available through our Advancement Office. To register new students, please call the Advancement Director, Ms. Laurie Daukshus, at 570-668-2757.

SJRS offers students a solid academic program that prepares them for success in high school. However, the primary purpose of the school is religious. SJRS is committed to teach the Gospel message of Jesus Christ and to integrate Christian values throughout all academic areas. Our goal is to develop the whole child: spiritually, academically, physically, socially and emotionally. Through all facets of the learning process, we dedicate ourselves to the transmission of Catholic faith and values. Integration of spiritual and academic dimensions is essential to the education of the whole child, so that they can respond to the needs of society through civic and religious involvement.

Non-Catholic students are admitted to our school under the following condition: the parents/guardians agree that the children attend Religion classes and religious functions that are offered as part of the school program. SJRS endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit.

### NON-DISCRIMINATION POLICY

In compliance with the Diocesan Board of Education policy, SJRS shall not discriminate on the basis of race, gender, religion, color, or national origin in the administration of educational policies, admission policies, loan programs, and athletic, or other school administered programs.

### PRE-SCHOOL

We offer a full day Pre-K program for 3 and 4-year-olds, which meets Monday to Friday from 9:00 AM-2:30 PM

### AGE REQUIREMENTS FOR K AND 1

SJRS follows the Diocese of Allentown's age requirements for admission. Students entering kindergarten must be five years old by October 15<sup>th</sup> of the academic year. (First graders must be six years old by October 15<sup>th</sup> of the academic year.)

### TUITION

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. Catholic education is a gift that will last an eternity. **SJRS tuition is determined annually by the Board.**



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**FACTS**

The school’s financial stability is dependent upon the complete and timely payment of tuition. SJRS 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. It is essential that tuition be paid by all families. Families may pay tuition in full, in two half payments or twelve monthly installments on FACTS. In the case of an emergency when tuition cannot be paid, parents or guardians should contact the principal. With the approval of the Board, a different tuition schedule may be considered. Tuition can be paid online through FACTS via automatic payment, credit card or check. Payments are also accepted at the school by check or cash. The FACTS annual fee is \$39.00 (only for the 12-month payment plan) and is mandatory for Pre-K and K-8 families.

**SJRS TUITION COSTS (K-8)**

**FEES TO BE PAID BEFORE SCHOOL STARTS**

FACTS Fee (due with FACTS registration)	\$39.00
(This fee will be waived if annual or semiannual payment option is chosen)	
Registration Fee (due with registration)	\$125.00

**TUITION RATE FOR 2021-2022**

First Child:	\$3,687.00
Second Child:	\$2489.00
Third Child:	\$2082.00
Fourth Child:	<i>no charge</i>

**FEES FOR THE 2021-2022 SCHOOL YEAR**

Registration Fee \$125.00 per student

ANY FAMILY WHO PAYS FULL TUITION BY JULY 15<sup>TH</sup> WILL BE GIVEN A 4% TUITION DISCOUNT.

4% Discounted Tuition Amounts

First Child:	\$3540.00
Second Child:	\$2390.00
Third Child:	\$1999.00
Fourth Child:	<i>no charge</i>

ANY FAMILY WHO PAYS TWO INSTALLMENTS (JULY 15<sup>TH</sup> AND DECEMBER 15<sup>TH</sup>) WILL BE GIVEN A 2% TUITION DISCOUNT.

2% Discounted Tuition Amounts:

First Child:	\$3,613.00
Second Child:	\$2,439.00
Third Child:	\$2040.00
Fourth Child:	<i>no charge</i>

**SJRS TUITION COSTS (PRE-K)**

**FEES TO BE PAID BEFORE SCHOOL STARTS**

FACTS Fee (per family)	\$39.00
Registration Fee (per student)	\$125.00

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2021-2022 Preschool Tuition

Tuition Cost: \$3537

Full Payment Discount: \$3466

Approx. Monthly Payments: \$393

Payment Options

9-month payment schedule – September through May (on 1st or 15th of month)

Full Tuition with 2% Discount – September (on 1st or 15th of month)

**SCHOLARSHIPS AND GRANTS**

Scholarships and grants are available for families to assist with tuition payments for K-8 students and are awarded based on demonstrated financial need. Aid is available for families who qualify through the Eastern Pennsylvania Scholarship Fund, Opportunity Scholarship Tax Credit, the Kremer Grant and other private donations. Recipients of grants must pay the remainder of the tuition due. Families must apply for these grants using FACTS online management. Tuition aid will not be given for the new school year to families who are delinquent in tuition payments for the previous year.

REQUIREMENTS:

Parent must complete FACTS registration (Create Payment Agreement) by April 1st

Parent must complete Grant and Aid application in FACTS by April 30th

Must be registered in St. Jerome Regional School- Kindergarten through Eighth Grade.

Family cannot have an outstanding tuition balance with SJRS.

Family must maintain payment schedule to retain scholarships and grants.

Pre-kindergarten students who are three or four years old may qualify for the limited separately funded Pre-K program

Actual scholarship is awarded when funds are received from the Eastern Pennsylvania Scholarship Foundation. Amount of scholarship is dependent on the financial need demonstrated from the previous year income tax returns submitted and entered into the FACTS system. Scholarships are awarded only through the FACTS system, after families have met the Grant and Aid application deadline and the income guidelines.

**\*\*\*Parents are expected to pay tuition on the pre-scholarship basis until scholarships are awarded.**

**Payment amounts are adjusted when the scholarship is received\*\***

### Saint Jerome Regional School Tuition Policy

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 this education is shared by the Parish community, as part of the cost of educating your child is provided by our supporting parishes. SJRS's financial stability is dependent upon the complete and timely payment of tuition. In recent years, the Diocese of Allentown moved to the FACTS Tuition Management Program, the national leading provider of tuition payment plans. FACTS offers a variety of tuition payment plans to accommodate each family's budget. FACTS is **mandatory** for all SJRS families.

Saint Jerome Regional School Board of Specified Jurisdiction (the Board) is responsible for the school's sustainability. Among other things, the Board is now responsible for building the annual budget and setting tuition and fees. We believe that the tuition is an investment in your child's education and religious formation. The Board intends to ensure that sufficient financial resources are available for SJRS and that enrollment is as available and affordable as possible to all families who desire to apply and abide by the rules, regulations, and policies established for the school.

The Board has established the following tuition goals:

- A. To make a Catholic school education at SJRS affordable to all who truly desire and value it for their children.
- B. To foster a trusting, Catholic community relationship among the Diocese of Allentown, the supporting Parishes, the school, and your family.
- C. To generate funds so that SJRS has a solid financial base in order to effectively maintain and improve programs and services to our students.

The tuition policy requires that the parents and/or guardians must arrange to pay the total tuition charged for the current school year. Given the many health related challenges along with educational and societal disruptions caused by the COVID-19 pandemic, we do understand and appreciate your concerns regarding tuition. Please know that our focus remains on the health and safety of our students, faculty and staff as well as continuing to provide the high-quality Catholic education our families at SJRS deserve and expect. If we would have to close part of our school, an individual classroom or multiple classes for any period of time, our teachers will continue to work remotely to move forward with the curriculum. Because we are not publicly funded and our budget is based on fixed costs, this will require parents to continue to meet their tuition obligations. Please remember that our cost to educate does not equal the cost of tuition. We have been able to offer a lower tuition rate for many years due to many reasons: The outstanding efforts of our HSA with fundraising, the generosity of our donors, parish support for our supporting parishes, applying for and receiving grants, among other things. The cost to educate is approximately \$6500 per student. Our tuition for first child is \$3687. All school families are required to make tuition payments using the FACTS Tuition Management Plan. Each family's preferred manner of payment must be submitted each year at the time of student registration. Through this plan, the parent and/or guardian authorizes the bank to transfer the tuition payment from a checking or savings account. It shall be the responsibility of each parent and/or guardian to keep the FACTS administrator of the school office informed of their need to make any changes in their preferred tuition payment plan. It shall be the responsibility of each parent and/or guardian to make the necessary arrangements with FACTS to facilitate any changes in their preferred tuition payment plan. It is NOT the responsibility of anyone at the school to change the parent's and/or guardian's chosen option with FACTS.

Families with an outstanding balance who do not make arrangements for payment with the principal:

- May not participate in field trips or Spirit Day

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- Will not participate in graduation exercises
- Will not have records sent to another school
- Will not have report cards issued
- May have delinquent accounts forwarded to the magistrate

FACTS Tuition Management Plan Options for payment include:

- A. Full Payment. Under this plan, the entire amount of tuition is paid through the FACTS plan on July 1 at a 4% discount if paid by July 15.
- B. Semester Payment. Under this plan, the entire amount of tuition is paid through the FACTS Plan in two installments due in July and December. There is a 2% discount when opting for this plan.
- C. Monthly Payments. Under this plan, the entire amount of tuition is paid in 10 monthly payments beginning July 1.

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REGISTRATION:

Parents and/or guardians will be required to complete an annual registration form for each child. Each registration form must be complete prior to the start of school at such time as is determined by the Board.

FEES:

Fees determined by the Board are in addition to the tuition. All fees are mandatory, not applied to the tuition, and non-refundable. The fees and the dates when they are due are published on the SJRS's website. Fees charged by FACTS or a financial institution are not controlled or determined by the Board and are the responsibility of each parent and/or guardian to address without involvement of the school's administration, staff, or the Board.

DIFFICULTY IN PAYMENT OF TUITION:

For the sake of your family's security and peace of mind, and for the general financial stability of our school, it is the obligation of each parent and/or guardian to contact the school as soon as possible when they are experiencing economic difficulties or changes in life situation. We encourage families who experience such problems to contact the Principal of SJRS, who will contact the appropriate pastor and the Finance Committee of the Board to arrange a confidential meeting to discuss special arrangements. It is not the policy of the Board to turn away families who are genuinely in need. All requests shall be held in strict confidence by the Principal and the Finance Committee of the Board.

TUITION AND FEE DELINQUENCY:

Children will not be allowed to attend SJRS if their parent and/or guardian fails to pay tuition according to the agreement that they made with FACTS or if they have been unwilling to make suitable alternative arrangements with the Finance Committee of the Board. In addition, school families whose accounts are 60 days delinquent for fees or tuition and have not made suitable arrangements with the Finance Committee of the Board to have the past due amounts paid in full will be informed that their child/children will not be permitted to attend school.

EIGHTH GRADE STUDENTS AND/OR STUDENTS TRANSFERRING FROM SJRS:

Tuition and fee obligations for transferring students must be paid in full before the SJRS will complete and transmit any materials to accomplish the transfer. Eighth grade and transferring students whose tuition and fees are not paid in full will have report cards, term reports, and school records withheld until all tuition and fees are satisfied. In addition, eighth grade families who are delinquent will not have their child/children participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied.

TUITION ASSISTANCE:

Tuition assistance is available for families who qualify via the FACTS system.

BOOKS AND SUPPLIES:

The cost of books, notebooks, pens, pencils, paper, and other consumable supplies is not included in the total tuition fee. SJRS administration may request that parents provide additional supplies specific to their student's grade level. A supply list will be sent to families and be posted on the SJRS's website. Parents are expected to provide such additional supplies and a nominal fee.

TUITION/FEE POLICY:

- Tuition payments and fees are due at their predetermined deadlines. Any late payments are subject to a \$25.00 late fee.

- 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 delinquencies.
- Failure to be current at the start of any quarter may result in the child/children not being admitted for the next trimester and/or the previous trimester's grade report being withheld along with parent/teacher conferences. The child/children will also be prohibited from participating in any school activities until the tuition payment is up to date.
- Transfer of academic information to another school and final report cards will be withheld until the total tuition payment due is received in cash, cashier's check, or certified check.
- Failure to pay outstanding fees and tuition from the previous school year will result in the student not being admitted for the next school year.
- Any financial aid provided to the child/children may be forfeited.
- We realize that periodically there may be extenuating circumstances that drastically impact a families' ability to pay private school tuition (loss of job, death in the family, etc.). In these cases, a special meeting with the Principal, Pastor, and/or Finance Committee may be requested.
- Attendance Tuition is based on a per month charge regardless of whether or not your child attends. Sick days, vacations, etc.... will not change your monthly charge. There are no deductions in tuition for illness, absences, emergency weather or related closings, as well as the vacation days that we observe throughout the year.
- Two weeks' notice must be given prior to withdrawing your child. Without this notice there will be a charge of two week's tuition.
- Once a check is returned to us by the bank it is your responsibility to submit a replacement check. Checks will NOT be re-deposited. A \$25.00 returned check fee will be charged to your child's account. After a 2nd returned check, cash deposits or money orders will be required.

#### **FUNDRAISING**

There are several fundraisers sponsored and organized by the Home/ School Association, which may include the following: Kids Bingo, Basket Bonanza, Specialty Bingo, and a variety of other events. SJRS also organizes school-run fundraiser events. Throughout the year, we ask all of our families to participate in these events which include: Race for Education and the Annual Fund. Information regarding these events is made available to all families via newsletters, Home/ School Association meetings, Parent Alert System, and Facebook.

#### **MISSION MONEY**

In order to provide an opportunity for children to express their generosity and to provide an experience of social justice, collections are taken for charitable causes and for other missionary efforts throughout the world. The children are encouraged to be generous and learn how to sacrifice for others less fortunate than themselves.

## COMMUNICATION

### FAMILY COMMUNICATION ENVELOPES

School written communications will be sent home every other Wednesday through a Family Communication Envelope (**Dates are subject to change**). Communication Envelopes will be sent home with the oldest or only child in a family. Parents are asked to remove and read the contents and return it the next day. An e-newsletter will be sent before the start of the new month.

### OPTIONC

SJRS uses an online data base called OptionC. OptionC is a secure web-based student management system that provides schools across the country with features that benefit parents, students, teachers and administrators. The OptionC student management system is 100% cloud based, and our families and staff can access the system from home, school, office and mobile device. Parents will be given secure logins, and data is backed up daily. Families can log in anytime to see how their child is doing with assignments, grades, attendance and more.

OptionC is 100% specific to Catholic schools with features such as Catholic Saint of the Day. There is also another feature within OptionC that is called the Parent Alert System. The Parent Alert System is a flexible notification system that lets parents, principals, and school staff communicate quickly and reliably. Families can decide how they want to be reached, either by voice, text, email, or any combination. Messages will be sent for a variety of reasons, from weather-related closings and schedule changes to fundraising events and everything in between.

### GOOGLE CLASSROOM

Google classroom will be used daily this school year. Teachers will post announcements, homework and other important information in their google classroom. Parents and students are encouraged to check the google classroom every day for important information. Students will be issued school issued Google email and login. They will be using this in class. Homework will also be assigned using google classroom. In order to accommodate virtual learners, students may be recorded as part of the teacher lessons being provided.

### FAMILY CONTACT INFORMATION

At the beginning of the school year, emergency information forms are sent home to the parents/guardians to be completed for each student and returned to the school office. During the course of the school year, please notify the school of any changes in the contact information. It is imperative that parents/guardians keep the school office updated on current phone numbers.

**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, or emergency contact information.** Updated information is essential for good communication and for the well-being of the student.

### MEET THE TEACHER EVENT

Meet the Teacher Event is held in August. At this event, parents/guardians meet their child's teacher, become familiar with the curriculum and classroom policies, meet other members of the school community and learn about various school activities and volunteer opportunities. It is NOT for the purpose of individual parent-teacher conferences.

### CONFERENCES

Parents/Guardians are encouraged to monitor student progress by contact with teachers. Scheduled conferences are held in October. Conferences identify your child's strengths, areas in need of improvement, and reasonable

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goals to achieve.

Additional parent/teacher conferences may be arranged throughout the school year when the teacher or parent/guardian feels this is necessary. Please contact teachers with a written note or email. Since teachers have an obligation to their students, they may not be interrupted during the school day. It is for this reason that they do not accept phone calls during class. Teacher email addresses can also be found on the school website.



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### **EMERGENCY SCHOOL CLOSING-WEATHER**

In the event of hazardous weather conditions, information concerning the delayed opening or the closing of school will be broadcast on WNEP and WBRE. It will also be posted on the school Facebook page. Families who have provided the school with working phone numbers will also receive a phone call through the Parent Alert System in OptionC. OptionC will be the primary method of notification. If you have selected to receive text messages and/or emails, you will also receive those alerts through OptionC. Please inform your children what to do in case of an unexpected early dismissal. Please fill out the emergency school closing form so that the teachers and office have the correct information on your child. Please do not call the school. Phone lines must be open to communicate with school districts and the media.

### **TWO HOUR DELAY**

Children should not arrive before 9:45 AM. Morning extended care is not available.

### **EARLY DISMISSALS**

Early dismissal days are noted on the school calendar which is sent home on a monthly basis and are also posted on the school website. Extended care is not available on early dismissal days.

### **ST. JEROME REGIONAL SCHOOL FACEBOOK PAGE AND WEBSITE**

The Facebook page is updated regularly. All teachers have a teacher page, which is accessible through the school's webpage. Please refer to <http://www.sjrschool.com/>. Teacher email addresses and links to their classroom information will also be posted on their pages.

### **CUSTODY**

Families have particular arrangements for the custody and guardianship of their children. Unless legal notification is provided to the school office, it is assumed that both parents are permitted to pick children up and to have access to school related information. Parents are asked to inform the school office when legal custody of the child(ren) resides with one parent. Custodial parents are also asked to supply the school with copies of the court orders. Those individuals who have legal custody of the student may attend school meetings and activities, participate in educational decisions, and review educational records regarding that student. The school will comply with court decisions as indicated by a court order given to the school.

## **ATTENDANCE**

### **ABSENCES**

Regular attendance has a significant influence upon scholastic achievement. The total amount of days that the school is in session is prescribed by the Commonwealth of Pennsylvania. Attendance of daily classes should be regular and punctual. Attendance policies this year will be relaxed due to the pandemic. We encourage students to stay home when not feeling well or if they have symptoms.

Please call us if your child is going to be absent/tardy from school. This will ensure that we know where he/she is and that nothing has happened to him/her on the way to school. If your child is going to be absent or arrive

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late at school, you are required to call the school by 7:45 AM. Please leave a message if necessary. The number to call to report absences or lateness is 570-668-2757. **Your call to let us know your child is not going to be in school does not take the place of an excuse note.**

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 attendance files. **A written excuse must be returned within three days to the student's homeroom teacher when the child returns to school.** Note: If an absentee note is not received after three days of absence, the student is considered unexcused and truant. For absences of three or more days, a formal written doctor's excuse is required. **This will be strictly enforced.**

**If a student enters school after 10:30 AM or is excused before 1:30 PM, he/she will be considered present for a ½ day only.**

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned to inform the school, please expect a call from the school personnel to verify the absence or check on your child's whereabouts. Your child's safety and welfare are of prime importance to us.

Homework make-up work is required for all grade levels. If the classroom policy given to students and parents at the beginning of the school year includes sending work home on the day of absence, parents should call the school office by 9:00 AM to arrange for pickup. The make-up work will not be available until dismissal time. Teachers are not able to interrupt instruction in order to prepare work for absent children. It is the responsibility of the student to complete work and tests that have been missed due to absence.

#### **ILLNESS DURING THE SCHOOL DAY**

If a child becomes ill at school, parents/guardians will be notified. Please be sure that all information on the Emergency Card is current and accurate so that parents/guardians or designated persons can be reached.

#### **EARLY DISMISSAL- INDIVIDUAL STUDENTS**

Parents should only request early dismissal for a serious reason. To request early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the main school office. The parent/guardian must report to the main office and sign the "Early Dismissal Book", in order to have the child released from school. Students will not be dismissed from school without an authorized adult.

Student release information is kept in the main office. When an adult asks to sign out a child, the office secretary checks the student release list to make sure the adult is authorized to pick up the child.

**Student Sign Out/Dismissal during School Hours: (This is being implemented for the safety and well-being of all of our students)**

1. Parents/Guardians are asked to send a note to the school indicating their plan to take their child from school prior to dismissal. This information, including the adult who is picking up the child, is recorded in the main office.
2. **Parent/guardian/authorized adult requests to sign out their child in the main office. A photo ID is presented, unless the parent is known to the staff member dismissing the student. The adult signs the log book.**
3. **Due to the business of the closing of a school day, any parent wishing to check out their child/ren at the end of the school day must do so by 2:20 pm.**

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### **LATENESS**

Students are due in school by 8:00 AM. Students who come to school late must report to the school office before going to the classroom. **Supervision of students in the morning begins at 7:45 AM. For safety reasons, we ask that no student be dropped off before this time.**

Students who arrive after 10:30 AM are marked absent for the morning session. Students who leave school before 1:30 PM are marked absent for the afternoon session.

Consistent unexcused lateness will be considered parental neglect, which will be reported to proper authorities for further investigation.

### **PERFECT ATTENDANCE**

A Perfect Attendance Award Certificate is issued to a student who has no absences for the entire year and no unexcused late arrivals.

### **VACATION POLICY**

The school administration and faculty realize that it is sometimes necessary to plan for vacations during the school year resulting in student absence for many days. Please consider the following guidelines when planning for your vacation: Notify the teacher as soon as vacation plans have been made or at least one week in advance. Vacations should not be scheduled during exam periods or standardized test periods. No make-up of standardized testing is administered. Notification will enable the teacher to plan for compiling a list of homework and test study material for the dates the student is absent. All written assignments will be given to the student on his/her first day back from the vacation (Teacher Discretion). The student will have one calendar day for each day of school missed to complete the assignments. For example: if a student returns on Thursday after missing four days of school, he/she has until Monday to complete and hand in all assignments. All tests will be administered according to a schedule determined by the teacher. A student may be required to complete up to two make-up tests in one day.

### **DAILY STUDENT SCHEDULE**

Arrival is between 7:45-8:00. **Students should not arrive earlier than 7:45 AM.**

Start Time is 8:00 AM. Students who arrive after this time are marked late and must report to the main office.

8:00 AM Prayers/Announcements/classes begin

2:45 PM Dismissal

In the morning, parents are asked to drop off their children between 7:45 am and 8:00 am. Students who arrive prior to 7:45 am must be escorted to the Extended Care Program by their parents where they will be properly cared for and parents will be charged the corresponding fee.

No student will be dismissed prior to the regular dismissal time without the signed permission of a parent/guardian, nor will a student be released to anyone other than a parent without written parental authorization.

### **LUNCH PERIOD**

Hot lunches are presently offered Monday through Friday for Grades K-8. Pre-Kindergarten students are required to pack their own lunch every day. Our school lunch program will begin on September 7<sup>th</sup>, 2021. There will be an envelope sent home weekly for lunch and milk orders for the following week. Please enclose the money for the lunches ordered for that week only. We only accept payment for one week at a time. Each student in the family

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must use a separate envelope. More information is available in the office. Students are asked to observe the following regulations to ensure a pleasant and safe environment.

- remain seated while eating
- talk in a conversational tone
- clean the eating area when finished
- do not waste food
- be polite and respectful to the faculty member and adult monitors
- be aware of specific sections of the cafeteria that are marked as NUT FREE AREA. We have students with allergies and everyone will need to be aware of these designated areas.

**UNPAID MEAL CHARGE POLICY** as directed by the national school lunch program

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

#### **TRANSPORTATION**

At the beginning of the school year, parents are asked to communicate with the teacher how a child is to go home. Parents are asked to send a note to the teacher indicating any change in transportation during the school year, even if it is only for one day. **If at all possible, parents are asked not to call the school with transportation changes.** If this is necessary, please call by 12:00 PM to avoid end of the day confusion.

**BUS/VAN RIDERS:** Bus transportation is provided through the school district of residence. The principal of SJRS has no authority over bus routes. Children from one district may not ride the bus of another district. Any changes within the district must be approved by the transportation director of the school district. Students who ride on busses/vans are expected to observe all safety and bus directives from the school district providing the transportation. SJRS has busses from many school districts. On delayed opening days or on early dismissal days, your bus will come according to the school district’s schedule or the arrangement made with van drivers. If SJRS has a two-hour delay and the School District that you reside in does not, they will follow our school schedule. Students should not arrive at the school earlier than the designated time.

**CAR RIDERS/WALKERS:** **We request that parents do not wait outside the school entrance at dismissal.** For safety, as well as for expediency, it is necessary that the front of the building be completely clear so that students can easily see the busses in order to board safely. Please see the arrival and dismissal chart for more details.

\*NOTE: A memo from the parent/guardian is required whenever there will be a change in the child’s dismissal pattern.

#### **EXTENDED CARE**

Our Extended Care Program at SJRS is designed to assist parents who need supervision of their children before and after normal school hours (Grades K-8). Please see the ECP Policy Handbook for more information.

### CLASSROOM PARTIES AND CELEBRATIONS

Families may want to send a birthday or holiday treat for their child's classroom. **Before sending a treat of any kind, parents should ask the teacher at least a week before the celebration.** Please let the teacher know the nature of the treat. The teacher will let you know if the treat is acceptable (due to many different allergies). If you do send a treat, please send enough for everyone in your child's classroom.

Children may distribute birthday party invitations only if every child in the class will be invited. You may not send invitations if you are limiting your guest list to only a selected few. The school cannot provide parents with addresses or phone numbers of students.

Classroom parties for holidays, etc. will be planned with the teacher. Parents are encouraged to allow children to be part of the selection of the birthday/holiday treats from a range of healthy parent-led choices. In the past, we have found that children are very proud of themselves and their families when they bring in healthy treats for their classmates. (This may be restricted due to the pandemic).

### HEALTH

No child will be admitted without required immunizations and records.

### ADMINISTERING MEDICATION

If a student has a specific medical problem, please advise both the teacher and the school office. This information should also be written on the student's Emergency Form. Care given in school is limited to first aid. It is generally recommended that prescription medicines be given to the student before and-or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, the following procedures are to be followed:

Teachers are not permitted to administer any medication to students. Students may not be in possession of, or take, medication in school without written notification to the school. This includes prescription **and** over the counter medication. Prescription medications must be in the original container with a note from the parent or physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medication will be administered in the main office. Parents may come to school to dispense medication to their children. Students may not have medication in the classroom except for an epi-pen or inhalers as needed and prescribed by a doctor. Please submit a letter for authorization for medication which must be signed by a parent/guardian as well as a physician.

### SUMMARY OF SAFETY STANDARDS

SJRS considers the safety of our students and staff to be a paramount concern. We are committed to the following standards to ensure student and staff safety:

1. Parents and students will be asked to sign verification that they have reviewed the student handbook and understand the rules, regulations, procedures, and consequences for various violations that have been established. This sign-off page can be found at the back of the student handbook.
2. All building entrances are kept locked including the main entrance area. All students and visitors must use the main Entrance to the building at all times. **Visitors must report to the main office. All visitors will be required to sign in/out and wear a visitor badge. (You may be asked to show a form of I.D.)**
3. All staff must wear identification badges at all times.

4. At no time are weapons of any kind allowed on school grounds, at any school function, in school or personal vehicles, parking lots, and bus stops. A weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily injury. The definition of weapon also includes any object in circumstances in which the object has been, or is likely to be used as a weapon. Possessing a weapon, whether a student or staff member, will result in severe disciplinary action.
5. Teachers shall be at their doors during the passing of classes in order to monitor hallway activity. Teachers will escort their classes to specials classes, assemblies, lunch, and other events.
6. Video cameras may be used both on school buildings and grounds for security monitoring and to discourage inappropriate activity.
7. All employees are subject to criminal background checks prior to hiring.
8. All staff/students will be made aware of safety and security guidelines as they are developed.
9. In the event of a crisis or emergency situation, local television and radio announcements will be made.
10. Administration will involve local law enforcement in any matters when considered appropriate.

### **EMERGENCY EVACUATION**

Teachers and staff are familiar with the established procedures for evacuation of the building. Students should follow the instructions of and stay with the teacher in charge of them from the time the alarm sounds until the drill is over or the situation ends. If a student is not in his/her classroom during the evacuation, he/she must check in another class and inform the teacher. It is important that all students are accounted for at all times. Students can expect evacuation and lockdown drills throughout the school year. Students are expected to leave the building in an orderly manner through the exit designated by their teacher without talking.

### **FIRE DRILLS/EMERGENCY DRILLS**

Fire drills, weather emergency drills and lockdown drills are conducted at various times throughout the year.

### **INSURANCE**

During the school year, Saint Jerome Regional School students participate in the Diocese of Allentown Student/Athletic Accident Program. Coverage details are sent to parents at the beginning of the school year.

### **CURRICULUM AND ACADEMICS**

As always, we strive to maintain the highest standard of academic excellence for our students in a Christ-centered environment. SJRS has a challenging diocesan academic curriculum that meets national and state standards.

### **HOMEWORK**

Homework is essential for the full scholastic development of the child. It is a strengthening tool to extend the learning experience that takes place in the classroom. Homework may be reinforcement of skills taught, a project requiring the individual's creative initiative, a study period, or reading for further enrichment.

The Homework Assignment Book used in Grades 5-6, which must be purchased at school, is designed to assist students in learning how to budget time and to plan for long range assignments. Homework assignments are available on the teacher google classroom pages.

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### **REPORT CARDS**

Report cards are issued three times per year. Progress Reports are issued to students after the midpoint of each trimester and the dates are indicated on the school calendar. Parents/Guardians can also check the progress of their child online with OptionC. Report Cards and Progress Reports are sent home in the communication folders. Parents/Guardians must sign and return the report card and progress report to the classroom teacher. **Note: All financial obligations must be current and posted to receive a report card or conference with a teacher(s).**

### **HONOR ROLL CRITERIA – GRADES 5-8**

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

#### **DISTINGUISHED HONORS**

- Grades of 95 or higher in every major subject
- A mark of G in Effort and Conduct

#### **FIRST HONORS**

- General Average of 93 with no grade in a major subject less than 88
- A mark of Satisfactory or above in Effort and Conduct

#### **SECOND HONORS**

- General Average of 90 with no grade in a major subject less than 85
- A mark of Satisfactory or above in Effort and Conduct

### **SPECIAL PROGRAMS**

Students participate annually in the Safe Environment Catechesis program.

### **PROMOTION OR RETENTION**

Student progress is monitored throughout the school year. At the first trimester report card period, the parent/guardian is informed of the student's overall progress. Mid-year, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration.

If a student in first, second, or third grade fails either math or reading, he/she may be retained. If a student in fourth, fifth, sixth, seventh or eighth grade fails two major subjects (language arts, math, reading, science, social studies), he/she may be retained. Promotion or retention is at the discretion of the administration in consultation with the teacher. If a student is having academic difficulty it is the responsibility of the student, parents, teachers, and administration to work cooperatively to overcome academic obstacles or determine the school's ability to meet the needs of the child.

### **GRADING POLICY**

Student evaluation is based on all grades accumulated by the student. The quality of the work as well as the completeness of the work is considered a part of the grade. Students accumulate grades by participation in class,



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completion of homework, and independent work, projects, tests, and quizzes. Tests and quizzes for students in Grades K-4 are sent home. Tests are not sent home in Grades 5-8. Parents may schedule an appointment with the teacher to review tests. All tests and progress reports that are sent home must be signed by the parent/guardian and returned to school. The grading system administered by the school is determined by the Diocesan Department of Education. Computer generated report cards indicating academic performance will be issued in grades K-8. Report cards are issued three times during the school year. Please see report cards for more specifics.

### **STANDARDIZED TESTING**

The IOWA Test of Basic Skills is administered each year to students in grades 2 through 7. Also, the Cognitive Ability Test (COGAT) is given to students in Grades 3, 5 and 7. The results for above-mentioned tests are communicated to parents and are utilized by the school for curriculum planning. These tests are useful for:

- Determining specific learning patterns of students
- Monitoring the effectiveness of the various instructional programs
- Measuring the educational progress of the elementary students in our diocese compared with national norms

### **BOOKS AND MATERIALS**

In an effort to foster responsibility and respect, every student is required to use a suitable book bag. Books must be covered at all times. All covers must be neat, clean, and free from inappropriate material. If a book/school property is lost or destroyed in any way, the parent/guardian must assume responsibility for the cost of the book/school property.

### **SCHOOL SUPPLIES**

At the beginning of the year, each teacher provides students with a list of needed items.

### **ELECTRONIC DEVICES**

The SJRS administration encourages you to keep all electronic devices at home. If a parent deems it necessary for a student to have a cell phone, the phone must be turned off and kept in the student's backpack during the school day. The phone can only be used with permission from the teacher or other authorized staff member. iPods, tablets, beepers, pagers, handheld electronic games, MP3 players, Apple Watches, and other devices that are capable of emailing or texting, or that, in the view of SJRS, may be distracting or disruptive to the learning environment, are not permitted in school. Violation of this rule results in the following:

- 1<sup>st</sup> offense- warning
- 2<sup>nd</sup> offense- Written notice or Phone Call to parent/guardian
- 3<sup>rd</sup> offense- confiscation of phone; Phones will be returned to parents at the school office.

\*NOTE: SJRS will not be responsible for any lost, stolen or damaged devices.

### **EXTRA CURRICULAR ACTIVITIES**

Various extra-curricular activities are offered for students at SJRS. Participation is dependent upon age, ability and interest. Some of the extracurricular activities offered are:

- Student Council
- Student Ambassadors
- Community service activities
- Yearbook
- CYO sports/CYO spelling bee/CYO academic bowl (All CYO activities offered through the Parish)

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- Diocesan spelling bee/CYO art contests
- Contests by local agencies

### **FIELD TRIPS/CLASS TRIPS**

School-related educational trips are encouraged. Parents must complete and sign the official diocesan field trip permission slip for each trip. As per diocesan policy, students who do not bring in a written permission slip will not be permitted to go on a field trip. Verbal permission by phone is insufficient.

A faculty member assisted by adult chaperones must accompany the children. A class trip is a privilege (not a student right). If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent. Students with an outstanding tuition balance will not be permitted to participate in field trips. Financial obligations must be current/posted one week before 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. Students with unsatisfactory conduct or effort may be denied permission to participate in a field trip by the principal.

**In order to ensure the safety of our students, the Diocese of Allentown requires that all volunteers who come in contact with children have the following on file:**

1. **Pennsylvania Child Abuse History Clearance**
2. **Pennsylvania State Police Criminal Record Check**
3. **Federal Bureau of Investigation Criminal Background Check**
4. **Mandated Reporter Training**
5. **Signed Acknowledgement Form for Diocese's Sexual Abuse Policy (dated May 2014)**
6. **Signed Acknowledgment Form for the Diocese's Code of Conduct (dated November 2018)**
7. **Protecting God's Children Training**
8. **Acknowledgement Form for Child Protective Service Law Policy**
9. **Motor Vehicle Report- if driving (less than five (5) years old)**

### **STUDENT CONDUCT AND DISCIPLINE**

#### **CONDUCT GUIDELINES/EXPECTATIONS FOR STUDENT BEHAVIOR**

Students are expected to conduct themselves in a respectful, courteous, and orderly manner. Expected behavior of students is a combination of displaying courtesy, good manners, consideration, respect for others, and acceptance of responsibility.

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, and all others who are involved in the education process.
- C. It is the responsibility of students to:
  1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
  2. Be willing to volunteer information in matters relating to the health, welfare, and safety of the school community.
  3. Dress in the full SJRS uniform and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational process.

4. Assume that until a rule is waived, altered, or relented it is still in full effect.
5. Assist the school staff in operating a safe school for all students' enrolled within.
6. Exercise proper care when using school facilities and equipment.
7. Attend school daily, and be on time for all classes and other school functions.
8. Make all necessary arrangements to make up work when absent from school.
9. Avoid indecent or obscene language at all times.
10. Assume financial obligation for any and all damage to school facilities and equipment and personal property (example: textbooks, computers, etc.)

### **DISCIPLINE POLICY**

The Discipline Code's expectations are set forth to ensure the safety, positive experience, and success of all students. Along with including the parents/guardians of our students, we as a staff strive to:

- Help students develop communication skills.
- Help students find early solutions to their problems.
- Help students make school a successful experience.
- Help students develop appropriate behavior patterns for dealing with classroom activities and relationships with peers, teachers, etc.
- Encourage students to develop new interests so they can become confident individuals.
- Work together with students and parents/guardians to turn a possible negative situation into a positive understanding of what Jesus would want us to do.

There will be times when a student does not live up to an expectation or responsibility. At these times it is necessary to correct behavior. The discipline policy has classified unacceptable behaviors into three different levels so that students, parents and teachers can clearly understand the discipline policy. Consequences will be determined on an individual basis based on the circumstances of the misbehavior. A student who fails to demonstrate acceptable behavior will be disciplined by the principal. Depending on the nature and frequency of the offense, consequences applied may include but are not limited to the options listed below. Discipline notices are sent home, are signed by the parent/guardian and student, and returned the next day. 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 SJRS. The Discipline Policy for Grades K-8 is listed on the next page.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Unacceptable Behavior \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Teacher's description of Incident: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Disposition Of Case: \_\_\_\_\_

\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Students who are sent to the office for Level 1 behaviors need to have record of previous interventions completed by the teacher and a minimum of 2 documented contacts with parents.

\*(This list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal.)

Level 1 Unacceptable Behaviors	Level 1 Consequences 1 <sup>st</sup> Offense	Level 1 Consequences 2 <sup>nd</sup> Offense	Level 1 Consequences 3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>-Horseplay or scuffling</li> <li>-Disruptions, noises, etc.</li> <li>-Lying</li> <li>-Possession/use of non-instructional items (audio devices, squirt guns, playing cards, toys, etc.)</li> <li>-Running in classrooms, halls, cafeteria, etc.</li> <li>-Throwing objects</li> <li>-Violation of classroom procedures established by teacher (school material/supplies not ready, talking in class, etc.)</li> <li>-Acting in an uncooperative manner</li> <li>-Unauthorized food, gum, etc.</li> <li>-Student Dress Code Violation</li> <li>-Failure to keep hands and feet to self</li> <li>-Cafeteria Offenses</li> </ul>	<p>Level 1 Offenses will be handled first by the teacher involved.</p>	<p>Level 1 Offenses will be handled first by the teacher involved.</p>	<ul style="list-style-type: none"> <li>Personal Talk</li> <li>Special Assignment</li> <li>Loss of recess for 1-3 days</li> <li>Parent Conference</li> <li>Confiscation of Material</li> <li>Detention</li> <li>Withdrawal of Privileges</li> <li>Restitution</li> <li>Restricted Lunch</li> <li>Parent Called to bring in change of clothes</li> </ul>

Level 2 Unacceptable Behaviors	Level 2 Consequences 1 <sup>st</sup> Offense	Level 2 Consequences 2 <sup>nd</sup> Offense	Level 2 Consequences 3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>-Repeated violations of Level 1 Behaviors</li> <li>-Cheating/Plagiarism</li> <li>-Chronic disruption of class</li> <li>-Profanity</li> <li>-Teasing/Name Calling (Low Level)</li> <li>-Rough Play</li> <li>-Minor defacing of school property (writing on desks, walls, books, etc.)</li> <li>-Leaving class without permission</li> <li>-Possession of electronic devices without permission</li> <li>-Acting in an insubordinate manner</li> <li>-Unsigned Discipline Slip from Principal</li> <li>-Violation of the Acceptance Use Policy for computers</li> <li>-Failure to complete assigned detentions</li> <li>-Falsification of records, excuses, passes, schedules, etc.</li> <li>-Leaving school grounds without permission</li> <li>- Use of obscene language and/or inappropriate language or gestures or possession of obscene materials.</li> <li>-Failure to report directly to assigned area or office</li> <li>-Violence to school property</li> <li>-Inappropriate display of Affection</li> <li>-Violation of privacy (book bag, bathrooms, teacher’s desk or computer, etc.)</li> <li>-Forgery</li> <li>-Bus Behavior</li> <li>-Giving False Information</li> </ul>	<ul style="list-style-type: none"> <li>Personal talk</li> <li>Warning from Principal</li> <li>Loss of recess for 1-3 days</li> <li>Withdrawal of privileges</li> <li>Special Assignment</li> <li>Parent Conference</li> <li>Detention</li> <li>Phone Call to Parent</li> <li>Restitution for any damage</li> <li>Grade point deductions for cheating/loss of class credit</li> <li>Confiscation of Material</li> <li>Restricted Lunch</li> </ul>	<ul style="list-style-type: none"> <li>Special Assignment</li> <li>Parent Conference</li> <li>Guidance Referral</li> <li>Loss of recess for 3-5 days</li> <li>2 Detentions</li> <li>Withdrawal of privileges (May include classroom parties, class trips, fun day, etc.)</li> <li>In-school suspension</li> <li>Confiscation of Material</li> <li>Restitution for any damage</li> <li>Loss of field trip privileges</li> </ul>	<ul style="list-style-type: none"> <li>In-school suspension for 2 days</li> <li>Parent Conference</li> <li>Withdrawal of privileges (May include classroom parties, class trips, fun day, etc.)</li> <li>Out-of-school suspension (OSS)</li> <li>Loss of field trip privileges</li> <li>Restitution for any damage</li> <li>Confiscation of Material</li> </ul>

Level 3 Unacceptable Behaviors	Level 3 Consequences 1 <sup>st</sup> Offense	Level 3 Consequences 2 <sup>nd</sup> Offense	Level 3 Consequences 3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>-Repeated violations of Level 2 Behaviors</li> <li>-Blatant defiance of a school employee directive</li> <li>-Assault and/or battery on another student/teacher/faculty member</li> <li>-Fighting</li> <li>-Exposing self to others</li> <li>-Intimidation: Any threat to student(s) and/or staff</li> <li>-Theft/Possession/Sale/ or Damaging another's property</li> <li>-Harassment – Any references, whether general or concerning a specific student or faculty member's race, ethnicity, ability, appearance, country of origin, home language, religion, sexual orientation or economic status will be considered harassment and therefore subject to disciplinary action. Hate speech and insignias associated with hate groups are included</li> <li>-Direct Bullying – includes hitting, kicking, biting, shoving, spitting, choking, etc. or taunting, teasing (malicious teasing/insults/put downs), using racial/ethnic slurs, verbal sexual harassment, threatening or obscene gestures</li> <li>-Indirect Bullying – includes but not limited to getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, or encouraging or reinforcing bullying</li> <li>-Possession of dangerous item (weapons, explosive, lighter, knife, etc.)</li> <li>-Vandalism</li> <li>-Possession/use/furnishing/selling of any controlled substances (alcohol/drugs) or related items</li> <li>-Furnishing/selling over the counter medication (Tylenol, Excedrin, etc.)</li> <li>-Smoking – tobacco products</li> <li>-Arson, bomb threat or false fire alarm</li> <li>-Misuse of technology/computers in school</li> <li>-Leaving School Grounds</li> <li>-Being in an Unauthorized Area</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Referral</li> <li>Parent Conference</li> <li>3 days loss of recess</li> <li>5 days loss of recess</li> <li>Detention</li> <li>Withdrawal of privileges (May include classroom parties, class trips, carnival day, etc.)</li> <li>Saturday Detention</li> <li>In-school suspension/ recommendation to outside agency</li> <li>OSS</li> <li>Restitution for any damage</li> <li>Possible Expulsion</li> <li>Police Notified</li> <li>Loss of class credit</li> <li>Restricted Lunch</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Referral</li> <li>Parent Conference</li> <li>Saturday Detention</li> <li>3 days in-school suspension/ recommendation to outside agency</li> <li>OSS</li> <li>Restitution for any damage</li> <li>Possible Expulsion</li> <li>Police Notified</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Referral</li> <li>Parent Conference</li> <li>3 or more days In-school suspension/ recommendation to outside agency</li> <li>OSS</li> <li>Restitution for any damage</li> <li>Magistrate, citation, fine</li> <li>Possible Expulsion</li> <li>Police Notified</li> </ul>

DETENTION POLICY

Detention notices are sent home at least two days before the 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.

SJRS Detention Slip	
Student Name _____	Date Slip Was Sent Home: _____
Teacher _____	Grade _____
<input type="checkbox"/> Teacher Detention _____	
<input type="checkbox"/> Principal Detention _____	
_____	
Date to serve Detention _____	Time of Detention _____
→→ Parent/Guardian Signature _____	
→→ Parent/Guardian Phone # _____	
→→ My child will be picked up at _____ by _____ Phone # _____	
Date slip returned to teacher _____	

SUSPENSIONS

In-School or Out-of-School suspension is a serious action taken by the administration against a student whose behavior constitutes a major disciplinary infraction and who is a hindrance to the spiritual and academic progress of other students. Suspension is a major step toward expulsion from school. The procedure taken at the time of suspension is that the parent/guardian is notified immediately of the suspension, the reason for the suspension, and the action being taken. Repeated suspensions may result in dismissal of the student from SJRS.

DISMISSAL

After two (2) formal suspensions, a student may be dismissed from SJRS. In certain instances infractions may warrant immediate dismissal. For serious reasons, SJRS, in consultation with the Diocesan Superintendent of Schools, can dismiss a student when SJRS considers the conduct of the student or parent/guardian to be inconsistent with SJRS policy, the good of the SJRS community, or Catholic teachings. Parents/Guardians may appeal the dismissal at the Department of Education.

## **BULLYING BEHAVIORS**

SJRS is committed to providing a safe, positive learning environment for all of our students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. SJRS prohibits bullying by its students. SJRS Administration and Staff encourages students who are being bullied to promptly report such incidents to the Principal or to a teacher. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the SJRS Discipline Code.

## **BULLYING POLICY**

SJRS follows the bullying policy guidelines of the Diocese of Allentown stated below. For purposes of this Policy, the following definitions shall apply:

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

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

For the purpose of this Policy, whenever the term "bullying" is used it is to denote either bullying or cyber-bullying.

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

- Wire
- Radio
- Photo electronic or photo-optical system, including but not limited to electronic mail, internet communications, instant messages, or facsimile communications
- Cyber-bullying shall also include the creation of a webpage or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
- Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Name-calling**: The use of language to defame, demean or degrade individuals or groups





DIOCESE OF ALLENTOWN  
OFFICE OF EDUCATION  
1425 Mountain Drive North  
Bethlehem, Pennsylvania 18015  
(610) 866-0581

### **Anti-Hazing Policy**

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding”. (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

**Superintendent’s Regulation - Adopted: August 1, 2016**

### **FIREARMS AND EXPLOSIVES**

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

**WEAPONS, ILLEGAL SUBSTANCES AND TOBACCO**

Any student who possesses any weapon, illegal substances, alcohol, or tobacco products on school premises, or on the premises of a school sponsored event, or any student who initiates violent conduct may be subject to: Local disciplinary actions, Suspension from school activities and/or extracurricular activities, Out-of-school suspension or expulsion.

\*“Weapon shall include, but not be limited to, any knife, cutting instrument, or cutting tool, nunchucks, firearm, shotgun, rifle and/or any other tool, instrument or implement capable of inflicting bodily injury.”

**DRESS CODE**

**Saint Jerome Regional School 2021-2022 Dress Code**

For the 21-22 school year, School Spirit Wear and/or gym uniforms may be worn two days each week. Monday and Thursday of each week will be the school spirit dress down days. Dress Uniforms will be required on days that there is Mass. All other days will require the everyday uniform or dress uniform. There may be other times throughout the year when extra dress down days are also granted. All SJRS students are required to wear the approved SJRS uniform. SJRS believes that our manner of dress is a reflection of our Christian values. We strive to provide a positive environment that is conducive to learning. Any type of clothing, hair style, or accessory deemed inconsistent with these values is unacceptable and the administration reserves the final judgment in all dress code matters. The personal appearance of the entire student body represents the school to others in the community. All clothing should be identified with the student’s name. It is advisable to identify all personal belongings. Official SJRS uniforms must be worn throughout the entire school year, beginning with the first day of school. Students will also have the option to wear “Summer” uniforms from April 1 through October 31. The Dress Code is listed below.

<p><b>GIRL’S FORMAL and EVERY DAY UNIFORM KINDERGARTEN-4TH GRADE Nov. 1<sup>st</sup>-March 31<sup>st</sup> (Winter) April 1<sup>st</sup> – October 31<sup>st</sup> (Optional for Summer)</b></p>	<p><b>BOY’S FORMAL and EVERY DAY UNIFORM KINDERGARTEN-4TH GRADE Nov. 1<sup>st</sup>-March 31<sup>st</sup> (Winter) April 1<sup>st</sup> – October 31<sup>st</sup> (Optional for Summer)</b></p>
<p style="text-align: center;"><b><u>Formal Uniform</u></b></p> <p><i>Worn for Mass attendance and other special occasions.</i></p> <ul style="list-style-type: none"> <li>• Plaid cardinal jumper (available from Flynn and O’Hara only)</li> <li>• khaki jumper-drop waist with four kick pleats</li> <li>• khaki skort (<i>must be no shorter than 1.5 inches above the knee</i>)</li> <li>• Khaki or Navy pants with no more than two side and two rear pockets – pants must be worn around waist (no corduroys)</li> <li>• Navy blue, gold or cardinal long or short sleeve polo shirt or white peter pan collared blouse must be worn with either of the above options</li> <li>• Navy blue or cardinal cardigan sweater or V-neck sweater (if needed)</li> </ul> <p><b><u>Every day uniform – Dress Uniform and these additional options</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy pants with no more than two side and two rear pockets – pants must be worn at the waist (no corduroys)</li> <li>• Navy blue, gold or cardinal long or short sleeve polo shirt</li> <li>• Navy blue or cardinal cardigan sweater or V-neck sweater (if needed)</li> </ul> <p><b><u>Summer Every day (Optional April 1<sup>st</sup> – October 31<sup>st</sup>)</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy walking shorts with no more than two side and two rear pockets – shorts must be worn at the waist</li> <li>• Navy blue, gold or cardinal polo shirt</li> </ul>	<p style="text-align: center;"><b><u>Formal Uniform</u></b></p> <p><i>Worn for Mass attendance and other special occasions.</i></p> <ul style="list-style-type: none"> <li>• Khaki or Navy pants with no more than two side and two rear pockets – pants must be worn around waist (no corduroys)</li> <li>• Long or short-sleeved white dress or oxford shirt</li> <li>• Navy blue tie</li> <li>• Navy blue or cardinal cardigan sweater or V-neck sweater (if needed)</li> </ul> <p><b><u>Every day uniform – Dress Uniform and these additional options</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy pants with no more than two side and two rear pockets – pants must be worn at the waist (no corduroys)</li> <li>• Navy blue, gold or cardinal long or short sleeve polo shirt.</li> <li>• Navy blue or cardinal cardigan sweater or V-neck sweater (if needed)</li> </ul> <p><b><u>Summer Every day (Optional April 1<sup>st</sup> – October 31<sup>st</sup>)</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy walking shorts with no more than two side and two rear pockets – shorts must be worn at the waist</li> <li>• Navy blue, gold or cardinal polo shirt</li> </ul>
<p style="text-align: center;"><b>All shirts must be buttoned and tucked in. Polo shirts can be with or without school logo.</b></p>	

<b>GIRL'S FORMAL and EVERY DAY UNIFORM</b> <b>5<sup>th</sup>-8<sup>th</sup> GRADE</b> <b>Nov. 1<sup>st</sup>-March 31<sup>st</sup> (Winter)</b> <b>April 1<sup>st</sup> – October 31<sup>st</sup> (Optional for Summer)</b>	<b>BOY'S FORMAL and EVERY DAY UNIFORM</b> <b>5<sup>th</sup>-8<sup>th</sup> GRADE</b> <b>Nov. 1<sup>st</sup>-March 31<sup>st</sup> (Winter)</b> <b>April 1<sup>st</sup> – October 31<sup>st</sup> (Optional for Summer)</b>
<p style="text-align: center;"><b>Dress uniform</b></p> <p><i>Worn for Mass attendance and other special occasions</i></p> <ul style="list-style-type: none"> <li>• Plaid cardinal kilt (available from Flynn and O’Hara only)</li> <li>• khaki skirt or skort (<i>must be no shorter than 1.5 inches above the knee</i>)</li> <li>• Khaki or navy pants with no more than two side and two rear pockets – pants must be worn around waist (no corduroys)</li> <li>• Black or brown “leather-like” belt must be worn unless pants are beltless elastic waist</li> <li>• Navy blue, gold or cardinal long or short sleeve polo shirt.</li> <li>• Navy blue or cardinal cardigan sweater or V-neck sweater (if needed)</li> </ul> <p><b><u>Every day uniform – Dress Uniform and these additional options</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy pants with no more than two side and two rear pockets – pants must be worn at the waist (no corduroys)</li> <li>• Navy blue long or short sleeved polo shirt</li> <li>• Black or brown “leather-like” belt must be worn unless pants are beltless elastic waist</li> <li>• Navy blue or cardinal cardigan or V-neck sweater (if needed)</li> </ul> <p><b><u>Summer Every day (Optional April 1<sup>st</sup> – October 31<sup>st</sup>)</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy walking shorts with no more than two side and two rear pockets – shorts must be worn at the waist</li> <li>• Black or brown “leather-like” belt must be worn unless pants are beltless elastic waist</li> <li>• Navy blue, gold or cardinal long or short sleeve polo shirt.</li> </ul>	<p style="text-align: center;"><b>Dress Uniform</b></p> <p><i>Worn for Mass attendance and other special occasions</i></p> <ul style="list-style-type: none"> <li>• Khaki or navy pants with no more than two side and two rear pockets – pants must be worn around waist (no corduroys)</li> <li>• Black or brown “leather-like” belt must be worn unless pants are beltless elastic waist</li> <li>• Long or short-sleeved white dress or oxford shirt</li> <li>• Navy blue tie</li> <li>• Navy blue or cardinal cardigan or V-neck sweater (if needed)</li> </ul> <p><b><u>Every day uniform – Dress Uniform and these additional options</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy pants with no more than two side and two rear pockets – pants must be worn at the waist (no corduroys)</li> <li>• Grades 5-8 – black or brown “leather-like” belt must be worn unless pants are beltless elastic waist</li> <li>• Navy blue, gold or cardinal long or short sleeve polo shirt</li> </ul> <p><b><u>Summer Every day (Optional April 1<sup>st</sup> – October 31<sup>st</sup>)</u></b></p> <ul style="list-style-type: none"> <li>• Khaki or navy walking shorts with no more than two side and two rear pockets – shorts must be worn at the waist</li> <li>• Black or brown “leather-like” belt must be worn unless pants are beltless elastic waist</li> <li>• Navy blue, gold or cardinal long or short sleeve polo shirt.</li> </ul>
<b>All shirts must be buttoned and tucked in. Polo shirts can be with or without school logo.</b>	

<b>GYM UNIFORM</b> <b>Kindergarten-8<sup>th</sup> Grade</b>	<b>SOCKS/SHOES</b> <b>Kindergarten-8<sup>th</sup> Grade</b>
<ul style="list-style-type: none"> <li>• Navy t-shirt or sweatshirt with or without school logo.</li> <li>• Navy sweatpants/gym pants with or without school logo.</li> <li>• Sneakers</li> <li>• White or navy blue visible socks</li> <li>• Navy shorts with logo or without school logo may be worn from April 1<sup>st</sup>-October 31<sup>st</sup>.</li> </ul> <p>*SJRS School spirit wear may also be worn on gym days.</p>	<ul style="list-style-type: none"> <li>• Girls may wear navy dress socks, knee socks or tights.</li> <li>• Boys may wear navy or beige dress socks.</li> <li>• Plain Black, Navy or Brown colored shoes are acceptable.</li> </ul>

JEWELRY/HAIR/COSMETICS	Dress Down Day Code
<p style="text-align: center;"><b><u>Jewelry:</u></b></p> <ul style="list-style-type: none"> <li>•Girls may only wear one small post earring in each ear. •Boys are not permitted to wear earrings.</li> <li>•No other piercings are permitted.</li> <li>•Rings, medals and watches are acceptable.</li> <li>•Electronic devices with internet capability such as Apple watches, etc. are not permitted to be worn or used.</li> </ul> <p style="text-align: center;"><b><u>Cosmetics:</u></b></p> <ul style="list-style-type: none"> <li>•Makeup is not part of the regulation uniform. Only clear nail polish may be worn.</li> </ul> <p style="text-align: center;"><b><u>Hair:</u></b></p> <ul style="list-style-type: none"> <li>•Natural hair color is to be worn. Dyeing and bleaching of hair is not permitted. No extreme styles. Hair must be trimmed and well-groomed.</li> </ul>	<p>On dress down day, casual clothing may be worn. All clothing must be modest.</p> <p>The following items are not acceptable:</p> <ul style="list-style-type: none"> <li>•torn jeans</li> <li>•Inappropriate slogans/language/graphics on clothing or any reference to drugs, alcohol tobacco or immoral activity.</li> <li>•flip flops or open back shoes</li> <li>•tank tops</li> <li>•short shorts</li> </ul>
<p>Students are expected to come to school in a state of cleanliness. No tattoos are permitted. Personal appearance that constitutes a distraction is not permitted.</p>	

**Final approval/ disapproval of ALL dress code issues are at the discretion of the Principal.**

\*Note: School uniforms **can** be purchased from Flynn and O’Hara.

All gym clothing **can** be purchased from Valley Athletic, Lansford

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association serves as a facilitator of communication between home and school. Its primary function is fundraising in order to assist the school in providing income for the school budget, performing facility upgrades, and other enhancements to the school. Information about Home and School Meetings, fundraising events, and volunteer opportunities are made available in the school communication folder.

### **SCHOOL PROBLEMS**

It is most important for parents/guardians to withhold judgment on what appears to be a grievance until all facts have been gathered. The following procedures must be followed:

1. Contact the teacher first.
2. Discuss the problem with the teacher involved as soon as possible.

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3. If necessary, contact the principal.

Education is a partnership between school and parents. If this relationship is irreparably damaged, the school reserves the right to ask the parent to withdraw the student. The principal is the final recourse in all disputes.

### **SMOKING**

The school premises are a smoke-free environment. No smoking is allowed in the school building or on school property. Parents and guardians are requested to refrain from smoking outside in the area of the school while waiting for children at dismissal.

### **SPECIAL SUBJECTS**

#### **COMPUTERS/STEM**

The purpose of our computer/STEM room is to provide educational materials and information needed by our students for curriculum, personal knowledge and general reading in both written and electronic form. Everyone must follow procedures established for computer/STEM room.

#### **Computer/STEM Room Rules**

- No food allowed.
- No excessive noise.
- Students coming to STEM are to use it appropriately.
- Students are expected to listen and follow instructions the first time they are given.
- Students must follow the Acceptable Use Policy for computer usage.
- Failure to comply with these rules may result in loss of library/computer privileges and disciplinary action in accordance with the SJRS Discipline Policy.

#### **PHYSICAL EDUCATION**

Each student participates in Physical Education class weekly. If a student is unable to participate in Physical Education class, a parent/guardian written notice is required. If the non-participation is for an extended period of time, a doctor's note is required. Students are expected to wear the full gym uniform.

#### **RELIGIOUS EDUCATION**

Religious Education is the heart of our school program. Parents, the first teachers of their children, have a basic and fundamental role in the religious education of their child/children. It is essential that parents/guardians support and model by example the religious education and values presented in school. All students must participate in daily religion classes and liturgical celebrations. Non-Catholic students follow the same requirements. They do not participate in the reception of sacraments. Parents of non-Catholic students sign a consent form upon registration at SJRS.

#### **TELEPHONE-SCHOOL OFFICE**

The school telephone is for business purposes; therefore, students are not excused from class to use the phone except in cases of emergency and only with the permission of the principal. No student or teacher will be called to the telephone except in case of emergency.

### VISITORS TO THE SCHOOL

All visitors **must** report to the school office to sign in and receive a Visitor badge before going anywhere in the school building and then sign out before leaving. Unscheduled visits to the classroom are not permitted during school hours unless previous arrangements have been made with the teacher or through the school office. Anyone, including a parent, entering the school is required to report to the office. At the office, the visitor will be asked to sign in, and state the date, time and purpose of the visit.

### VOLUNTEERS

Parents, grandparents and guardians are encouraged to volunteer as classroom aides, lunch monitors, chaperones, etc. whenever possible. **All volunteers must attend the Protecting God's Children class and obtain background checks.** Without our volunteers we wouldn't be where we are today. Our school depends greatly on the time and effort from each and every one of you. If you would like to continue to be a volunteer or would like to start to participate in our school as a volunteer, we need a copy of all of the required clearances and forms that are listed below. This includes but is not limited to: field trip chaperones, lunch monitors, class parties, fundraising events, and any event where children are present. All volunteers during the school day must sign in and out in the office and wear a volunteer badge. Please be sure to call the office if you are available to volunteer before coming to school.

In order to ensure the safety of our students, the Diocese of Allentown requires that all volunteers who come in contact with children have the following on file:

1. Pennsylvania Child Abuse History Clearance
2. Pennsylvania State Police Criminal Record Check
3. Federal Bureau of Investigation Criminal Background Check
4. Mandated Reporter Training
5. Signed Acknowledgement Form for Diocese's Sexual Abuse Policy (dated May 2014)
6. Signed Acknowledgment Form for the Diocese's Code of Conduct (dated November 2018)
7. Protecting God's Children Training
8. Acknowledgement Form for Child Protective Service Law Policy
9. Motor Vehicle Report- if driving (less than five (5) years old)

<b><u>Saint Jerome Regional School Student Wellness Policy - Updated March 27, 2018</u></b>	
1. Purpose	<p>Saint Jerome Regional School recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development and readiness to learn. The school administration is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.</p>
2. Authority	<p>To ensure the health and well-being of all students, the school administration establishes that the school shall provide to students:            A comprehensive nutrition program consistent with federal and state requirements. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.            Physical education courses and opportunities for developmentally appropriate physical activity during the school day.</p>
3. Delegation of Responsibility	<p>The Principal or designee shall be responsible to monitor the schools programs and curriculum is compliant with this policy, related policies and established guidelines or Diocesan regulations.</p> <p>The Principal or designee shall report to the Diocesan official regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to school wellness shall report to the Principal or designee regarding the status of such programs.            The lunch staff shall periodically report to the Principal on the school’s compliance with law and policies related to school wellness. The report may include:</p> <ul style="list-style-type: none"> <li>Assessment of school environment regarding school wellness issues.</li> <li>Evaluation of food services program.</li> <li>Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.</li> <li>Listing of activities and programs conducted to promote nutrition and physical activity.</li> <li>Recommendations for policy and/or program revisions.</li> <li>Suggestions for improvement in specific areas.</li> </ul>
4. Guidelines	<p>The Principal or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall include:            The extent to which the school is in compliance with law and policies related to school wellness.            The extent to which this policy compares to model wellness policies.            Progress made in attaining the goals of the wellness policy.</p>



At least once every three (3) years, the school shall update or modify this policy as needed.

The school shall annually inform and update parents/guardians and students/staff, about the contents, updates and implementation of this policy via the school website, student handbooks and/or other efficient communication methods.

Wellness Committee

The school shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School administrator, food service representative, parent/guardian/school community, the physical education teacher and students.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy.

Nutrition Education

The goal of nutrition education is to teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Saint Jerome Regional School aims to teach, encourage, and support healthy eating by students. Schools should provide education and engage in nutrition promotion. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Consistent nutrition messages shall be disseminated and displayed throughout the school, classrooms, cafeteria, homes, and community.

Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

Physical Activity

The school shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Age-appropriate physical activity opportunities, such as outdoor and indoor recess, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.  
Extended periods of student inactivity, two (2) hours or more, shall be discouraged.  
Physical activity is an essential part of strengthening and conditioning and as such should not be perceived as a form of punishment.

Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Appropriate professional development shall be provided for physical education staff.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

School shall provide adequate space, as defined by the school, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Meal periods shall be scheduled at appropriate hours.

Shall have access to hand washing or sanitizing before meals and snacks.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in school during the school day shall be offered to students with consideration for promoting student health and reducing obesity. Foods and beverages provided through the National School Lunch Program shall comply with established federal nutrition standards.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

*Competitive Foods –*

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

**Competitive foods** are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

*Fundraiser Exemptions –*

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.

The school may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.

*Non-Sold Competitive Foods –*

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the school.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:

Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

2. Classroom Parties and Celebrations:

- a. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.

3. Shared Classroom Snacks:

- a. Shared classroom snacks are not permitted in school.

The school shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the school website, student handbook, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting-

Any foods and beverages or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the administration, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

DIOCESE OF ALLENTOWN  
ST. JEROME REGIONAL SCHOOL

ACCEPTABLE USE POLICY, ELECTRONIC DEVICE AGREEMENT AND INTERNET SAFETY POLICY

General Overview

The world around us is continually changing and requires citizens to be able to function in a world that requires 21st Century Skills such as:

- Critical Thinking and Problem Solving
- Collaboration
- Communication
- Creativity and Innovation

Information technology is vital to the mission and vision of Saint Jerome Regional School, and we are committed to preparing students to be faith-filled, independent and responsible citizens in a 21st Century world. By immersing our students in a technology rich instructional environment, we are providing them with instant access to information from all over the world and preparing them to be respectful and responsible users of technology.

Our vision to create tomorrow's leaders through spiritual values and academic excellence guides Saint Jerome Regional School in all that we do. These beliefs apply to a student's behavior both on campus and off, and extend to the manner in which students use technology and present themselves online. The use of technology is a tremendous educational opportunity and a privilege that comes with much responsibility. We believe that our students are able to handle this incredible responsibility with appropriate guidance from both teachers and parents. Much care will be taken to properly instruct and communicate our expectations to the students by overseeing the students' use of technology. The School expects that students' actions in an electronic world will reflect the same standards of personal responsibility and accountability as in the real world.

At the very core, students must understand that they represent Saint Jerome Regional School whenever they use computing resources, even if using the resources are away from or outside of the school network. Students may be held responsible for any online behavior or content that connects them to school or implicates Saint Jerome Regional School, fellow students, faculty, staff, or other members of the community, in that behavior. Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the school's mission and philosophy, regardless of whether they are on campus or away from campus. Students may use the school devices for academic purposes only. Students are on their honor to adhere to this policy.

AGREEMENT

This agreement is made effective between Saint Jerome Regional School ("School"), the student using the device (ipad, chromebook, laptop, etc.) ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Students and Parents, in consideration of being provided with a device, software, and related materials for use in school while a student at Saint Jerome Regional School, hereby agree as follows:

SECTION ONE: ACCEPTABLE USE POLICY

Part 1: Acceptable Use

Students must use hardware, software, applications, email accounts, and network space appropriately for school related activities and in a manner that is consistent with this policy and the mission of the School at all times. 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 and/or device 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 or device.

Therefore, the following are PROHIBITED:

- Misrepresenting or falsifying your identity to gain use of the computers, send electronic messages under a false address, or use other's accounts without permission.
- Using technology during class time or at home for purposes that are not academic.
- Sharing account information with any other person. (If you do share your account information with another person, you will be solely responsible for the actions of that
- Violating copyright laws
- Using proxy servers, browsers (without a teacher's permission) and other apps to access
- the Internet for the purpose of bypassing blocked sites
- Deleting, examining, copying, or modifying of files and/or data belonging to other users without their prior consent.
- Attempting to evade or change resource quotas.
- Use of facilities and/or services for commercial purpose, for seeking monetary gain or for political purposes
- 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.
- Copying programs purchased by you onto St. Jerome Regional School devices, computers and/or the network systems without the express written consent of the School.
- Copying programs licensed to the School for personal use.
- Abusing and disrupting electronic equipment and/or systems.
- Using images and photographs without permission that violate the privacy of students, teachers, staff and administrators of the school.

#### Part 2: Security

As a user of a computer, device or network, you may be allowed to access other networks and/or computer systems attached to those networks.

Therefore, the following are PROHIBITED:

- Use of systems and/or networks in attempts to gain unauthorized access to remote system.
- Decryption of system or user passwords.
- Copying, deleting, or moving system files.
- Deleting, examining, copying, or modifying files and/or data belonging to other users.
- Copying of copyrighted materials, such as third party software, without the express written permission of the owner or the proper license.
- The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer, device and/or network or into external computers, devices and/or networks.
- 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.
- Willful destruction of computer hardware, devices or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the School/institution operator from intercepting and stopping Email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

## SECTION TWO: DEVICE AGREEMENT

### Part 1: Device Requirements

The School will issue device to students upon compliance with the following:

- Student's family shall be responsible for the cost of the device for willful, intentional or neglectful damage to the device.

### Part 2: Ownership and Privacy

The School retains sole right of possession of the device and grants permission to the "Student" to use the device according to the guidelines

set forth in this document. In addition, the School owns all systems, software, and school email addresses. Content created with the School's technology tools and saved on the School's network or devices is the property of the School. The School has software and systems in place that monitor and record all activities and traffic on the School network and computing resources. Students should not expect any privacy in terms of their activity while on the School network or while using School owned technology.

#### Part 3: Equipment:

All devices include a power supply and applications. The School will retain a record of the number on a student's device. The School retains ownership of all supplied equipment. Students will be responsible for maintaining the equipment provided and keeping it in good working condition. All devices will be returned to the STEM lab at the conclusion of the school year for maintenance. This includes the power supply. Missing items such as a charger may result in a fee.

#### Part 4: Proper Care of Equipment:

Students will receive proper instruction on how to use and how where to store their devices within the classroom. They may not be used while walking. Students may only use the devices in the classroom. Never attempt to repair or reconfigure the device. Under no circumstances are you to open or tamper with the internal components of the device. Devices in need of repair must be reported to the office immediately.

#### General Care Guidelines:

- Dimming the LCD brightness of your screen will extend the battery run time.
- DO NOT write, draw, paint, place stickers or labels or otherwise deface your device. Remember, the device is the property of the School.
- NEVER put weight on the device.
- ALWAYS carry the device in a safe manner.
- When storing the device, DO NOT place any books or items on top of the device.
- Liquids, food and other debris can damage the device. Avoid eating or drinking while using.
- Take care while inserting cords and cables to avoid damage to the ports.
- NEVER leave your device unsecured. Devices should be kept in designated areas within the classroom.
- DO NOT attempt to remove or interfere with the serial number or any identification placed on your iPad.
- When cleaning your device, clean the screen with a soft, dry antistatic or microfiber cloth. Do not use any type of liquid or water to clean the screen of the iPad.

#### Part 5: General Use of the Device

- Device sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- DO NOT delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in device failure.
- Student devices WILL BE subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using the School's electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and administrators MAY conduct an individual search of a student's device, files, music, video, email or other related items if there is a suspicion that the "School's" policies or guidelines have been violated.
- ALWAYS obtain teacher permission before printing.
- Avoid using your device in areas which may lead to damage or theft.
- Students may not install or uninstall any hardware, software on the device without permission.
- Keep personal information about yourself or others off the device.
- Keep all passwords to yourself.
- DO NOT allow others to use your personal accounts.
- DO NOT loan your device to anyone.
- Notify a teacher or the office immediately if you suspect a problem with your device.

Examples of Inappropriate Use:

- Deleting any folders or files you did not create or you do not recognize
- Sharing login/password with another person
- Logging on to another person's device without his/her permission
- Using devices not assigned to you (teachers may allow students to look on with another student for instructional purposes)
- Removing labels and identifying stickers from the devices.
- Using proxy sites to bypass web filtering or bypassing content filter (Smoothwall)
- Videoing or taking photographs on school property (not permitted unless related to a school assignment)
- Emailing or "chatting" during class when not related to a school assignment
- Using profanity
- Gaming
- Listening to music
- Cheating

Consequences include but are not limited to:

Parental Awareness Form  
Loss of technology privileges  
Suspension  
Dismissal  
Reporting to appropriate authorities

Examples of Unacceptable Use

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Using a device to cause harm or commit a crime
- Logging into a device/application using a stolen login
- Inappropriate language
- Possession of inappropriate files
- Manufacturing using a camera to create inappropriate pictures/movies
- Distributing sending/sharing inappropriate files with other individuals
- Images of weapons
- Gang related files
- Bootleg movies or music
- Intentional actions which are harmful or potentially harmful to the device or charger.
- Habitual and intentional disregard for the device

Part 6: Software Installation:

Downloading personal apps or music on the School issued devices is a direct violation of the School's Acceptable Use Policy. Students who violate this policy will be subject to disciplinary action. All of the apps necessary for use with the device will be managed by School personnel. Any personal app downloaded by a student or parent, will be permanently erased from the device. A list of educational apps to be used in the classroom will be made available for parents.



Part 7: Malfunction, Damage or Loss of Equipment:

In the event that the device malfunctions due to a manufacturer defect, contact the teacher or the office. All issues need to be reported immediately. Willful and deliberate damage or neglect to the device will cause Saint Jerome Regional School to charge parents the full cost to replace the device if necessary. The School reserves the right to charge the Student/Parent the full cost of repair or replacement when damage occurs due to gross negligence. Examples of gross negligence are listed in the exclusions section below.

(examples of Gross Negligence):

Negligent, Dishonest, Fraudulent, Intentional or Criminal Acts: Insurance will not pay if damage or loss occurs in conjunction with negligent, dishonest, fraudulent, intentional or criminal acts.

SECTION THREE: INTERNET ACCESS AND INTERNET SAFETY POLICY

Part 1: Overview: Internet access is available to employees and students of Saint Jerome Regional School (the "School"). This access is being offered as part of a collaborative project involving the School and PenTeleData (ISP). We are pleased to bring this access to the 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 the School by facilitating collaboration, innovation and communication. The Internet is an electronic highway connecting thousands of devices all over the world and millions of individual subscribers. The following list provides examples of sites that administrators, teachers, employees, and students may have access to and is not all inclusive (teachers will use their professional discretion regarding the technological resources used for educational purposes in the classroom):

- Electronic mail communication with people all over the world.
- Access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases.
- Public domain and open source software of all types.
- Information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- Online learning communities where academic collaboration and discussion are encouraged.

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. The School has taken precautions, which are limited to known sites, to restrict access to controversial materials. The School will employ 24/7 content filtering in accordance with Federal Child Internet Protection Act (CIPA) guidelines. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Students who attempt to find inappropriate sites will be subject to disciplinary measures. We 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 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.

Part 2: 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 student accounts must be in support of education and research, and consistent with the educational objectives of the School. Each user is personally responsible for this provision at all times when using the network.

- Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- 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.

- Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- Do not use the network in any way that would disrupt network use by others.
- 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 organization.
- 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.
- Students must consider the impact on themselves and other members of the school community when using social networking sites, texts, blogs, email or instant messaging. Any posting that results in an uninviting atmosphere for any member of our community will be considered a violation. Remember that you represent yourself and the school at all times.

#### Part 3: 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 faculty members 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 the School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

#### Part 4: 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:

- Be polite. Do not send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are a representative of your school 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 including anything that may be considered inflammatory, threatening, harassment or bullying. Illegal activities are strictly forbidden.
- All communications and information accessible via the network should be assumed to be private property.
- Do not post information that could cause danger or disruption or engage in personal attacks, bullying, or harassment in any posts, communications or websites.

#### Part 5: Electronic Mail (EMail), Online Communication and Online Resources

In a 21st century world, the need for teachers and students to communicate electronically is evident. It is important that we teach our students this skill and how to responsibly use electronic communication. As a result, the School will issue Google Education level email address to students in grades K-8. The Google email address will be supplied through Google Apps for Education which provides additional privacy safeguards in place to protect schools and provide compliance. Using the School issued email, students will only be able to communicate with other students/teachers within our school domain. All students will be instructed on the proper use of this type of communication. Any violation of this policy will result in disciplinary action.

Students will be provided an individual email address for school related purposes only. Email accounts will be used for educational purposes only and are subject to monitoring at any time for the protection of our students. All students will be properly instructed on how to safely use this technology. Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID.

Therefore:

- Unauthorized attempts to access another person's Email or similar electronic communications or to use another's name, Email or computer address or workstation to send Email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the School 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 Email.

- The School reserves the right to access Email to retrieve school 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.
- Any information contained on a School computer or device which were purchased by the School are considered the property of the School.
- Forgery (or attempted forgery) of electronic mail is prohibited.
- Attempts to send harassing, obscene and/or other threatening email otherwise known as "Cyber Bullying" to another user is prohibited.
- Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

Many teachers use online educational resources to help individualize the learning experience for every child. Some Open Educational Resources (OER) that we use require students to create a username and password in order to join a teacher's virtual class so the teacher can track their progress. Some examples of resources used in the classroom include Dreambox Math, Stemscoptes, OptionC. When we create these accounts, we use the school issued email address, school issued email address password or school issued student ID number.

Part 6: 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, or send an email message to the School. 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.

Part 7: Services:

Diocese of Allentown and the School make no warranties of any kind, whether expressed or implied, for the service it is providing. The School 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. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Part 8: Education, Supervision and Monitoring:

It shall be the responsibility of all members of the 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 Protecting Children in the 21st Century Act.

The teachers will provide age appropriate training for students who use the School Internet facilities. The training provided will be designed to promote the School's commitment to:

- The standards and acceptable use of Internet services as set forth in the Saint Jerome Regional School Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while online, and social networking Websites, and in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Part 9: Violations of Policy:

Violations of the School Technology Acceptable Use Policy are subject to disciplinary action up to and including suspension and/or expulsion.

Signatures: Parent and Student should sign after reviewing the policy together at home.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

August 2021

**SAINT JEROME REGIONAL SCHOOL 2021-2022 PARENT AND STUDENT SIGN OFF PAGE**

This handbook contains a variety of information/policies that is important for both students and their parents to know for the 2019-2020 school year. Please read it in its entirety and then fill out the bottom portion of this page. Your child will be responsible for returning the completed page to his/her homeroom teacher, who will in turn return it to the school office. Parents of students failing to turn in this page will be contacted by the administration of Saint Jerome Regional School. Parents/Students are required to sign that they have read and understand the policies.

Please Print:

Family Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Names \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Both I (we) and my (our) son(s)/daughter(s) have read this handbook and are familiar with its contents. We have read the Saint Jerome Regional School Handbook and will abide by the regulations contained therein.

**FAMILY SIGNATURES: (INCLUDING PARENTS/GUARDIANS AND STUDENT SIGNATURES)**

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

The student must return this completed page to his/her homeroom teacher as soon as possible, but no later than September 3<sup>rd</sup>, 2021. One sign-off page should be completed for each child in your household.

*Let it be known to all who enter here that  
Christ is the reason for this school, the  
unseen, but ever-present teacher in its  
classrooms, the model of the faculty, the  
inspiration of its students.*

Please Note: THIS HANDBOOK MAY BE AMENDED BY THE PRINCIPAL AS DEEMED NECESSARY. POLICIES AND PRACTICES ARE SUBJECT TO CHANGE AT ANY TIME. WRITTEN NOTIFICATION OF AMENDMENTS WILL BE SENT TO FAMILIES AS SOON AS POSSIBLE.