St. Jane Frances de Chantal School
HawkWalk
1900 Washington Blvd. • Easton, PA 18042
610-253-8442 • www.stjaneschool.com
principal@stjaneschool.com

February 1, 2023

St. Jane Frances de Chantal School has been educating children of this community for more than 80 years. We pride ourselves with a value and faith-based approach while achieving academic excellence. In order to uphold our mission, we are in need of necessary building and technology upgrades.

To raise funds for this, we are holding our annual HawkWalk event on **April 28th, 2023.** All participating children will receive a HawkWalk t-shirt. We are reaching out to area businesses to consider being a sponsor by placing their business name on the back of the shirt. What a great way to promote your business! Please consider one of the following sponsor levels:

Platinum Sponsor- Company LOGO on top back of the t-shirt AND a large prize donation valued at $150+. Recognition on the school' s social media sites, in the church bulletin, and school newsletter.
$325 plus a large prize donation of $150+

Gold Sponsor- Name recognition in Large print on the top back of the t-shirt. Recognition on the school's social media sites, in the church bulletin and school newsletter. **$325**

Silver Sponsor - Name recognition in Medium print on the back of the t-shirt. Recognition on the school's social media sites, in the church bulletin and school newsletter. **$225**

Bronze Sponsor - Name recognition in Small print on the back bottom of t-shirt. Recognition on the school's social media site, in the church bulletin and school newsletter. **$125**

Please provide your company name/logo (if a Platinum Sponsor) exactly as you would like it to appear on the t-shirt to Lisa at lcalandra610@gmail.com (sizes will vary based on sponsorship level).

All donations are tax deductible. Please make checks payable to **St. Jane's H.S.A**. Your payment can be mailed to St. Jane School (please specify that it is for the HawkWalk t-shirt ad). If interested, please contact our t-shirt advertising coordinator, Lisa Calandra at Lcalandra6 l0@gmail.com or call/text her at 610-217-6318 with any questions. T-shirt sponsorships need to be submitted no later than March 26, 2023. All payments and prize donations must be received PRIOR to March 28, 2023. Thank you for helping our school!

Sincerely,

Michelle Van Wert
HawkWalk Chair, 2023
267-918-9541

St. Jane's 37th Parish Retreat – March 24th, 25th and 26th

Dear St. Jane Families,

We hope your 2023 is off to a great start!

As members of the St. Jane Parish's 37th Retreat Team, we invite you to set aside some time for you and consider joining us for the St. Jane Annual Parish Retreat taking place March 24-26, 2023 at the St. Francis Friary.

GENERAL INFO

- Arrive to St. Jane Church by 6:30 Friday; return to St. Jane Church 5pm Sunday.
  (RT transportation provided from Church to the Friary Retreat House in Bethlehem Township)
- Have a lot of fun, reflection and enjoy some you time; leave refreshed or exhausted (but in a good way).
- The retreat is open to anyone - it is not a couples retreat - attend solo, with a partner, friend, family members etc... there are people of all ages and backgrounds.

Interested? Please complete and return the registration form below in the Sunday collection basket or to the Church Main Office or St. Jane School Office labeled RETREAT RSVP.

Don't think you have the time? There's never enough time, unless you make time, **MAKE THIS YOUR TIME!** We all attended at various points in our lives with kiddos ranging from 6 months to high school ☺

Thank you for prayerfully considering this wonderful experience! Should you have questions, please be in touch with any one of us. Also, please share with those you think may be interested as well.

Judith Davis (Piper 8A + 1 at Beth Cath.) judithbradley42@hotmail.com
Margie and Rick DiLollo (Tommy 2nd, Luke 6th + 2 at NDHS) renvas512@yahoo.com
Bobbie and Nino Morici (Dominic 7th, Luciano pre-k 2023 + 2 at NDHS) morici275@gmail.com
Melissa Starace Dittmar (Regan 8B + grown kiddos) melissa.starace@rcn.com

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St. Jane's 37th Parish Retreat – March 24th, 25th and 26th

Name(s):_____

Address:_____

Person 1: Person 2:
Phone: _____ _____

Birth Date: _____ _____

E-mail address: _____ _____

Please list 2 contacts in case of emergency (indicate if Relative, Friend or Neighbor)
Contact 1: Name/Relationships/Email/Phone: _____
_____

Contact 2: Name/Relationship/Email/Phone: _____
_____

Special requests: (mobility/food restrictions, etc..)_____

Sponsor (if applicable):_____

Diocese of Allentown

Chess Tournament

All Chess Club Members or CYO Eligible

Chess Players in Grades 5, 6, 7, 8 are invited!

April 30, 2023

1:30pm: Check-In
2:00pm: Start Time
St. Elizabeth Regional School (Parish Hall/ Gym Entrance)

433 Pershing Blvd, Whitehall

Registration Fee $2.00/ person

Checks Payable To: District 2 CYO

RSVP to Coach Fogel at sfogel1317@gmail.com
Provide a list of participant names and grades,
as well as coach or parent contact info (email & phone) by April 23, 2023.

CYO NEWS
2023 Spring Sports Registration

Track & Field - K – 8th Grade

Register by March 15, 2023

Coordinator: Dave Hohl
hohlhouse@gmail.com

Soccer – Co-Ed K – 8th Grade

Register by February 1, 2023

Instructional Soccer (PreK – Birth Year 2015)
U9 (Birth Year 2015 or later)
U11 (Birth Years 2013-2014)
U13 (Birth Years 2011-2012)
U 15 (Birth Years 2009-2010)

Coordinator: Carrie Driscole
carrie.driscole@gmail.com

Baseball – Boys PreK – 8th Grade

Register by February 15, 2023

Boys Instructional T-Ball (PreK)
Boys T-Ball (Kindergarten)
Coach Pitch (1st Grade
Coach Pitch (2nd Grade)
Minors (3rd – 4th Grade)
Majors (5th – 6th Grade)
Bushkill Valley (7th – 8th Grade)

Coordinator:

Softball – Girls PreK – 9th Grade

Register by February 15, 2023

Girls T-Ball (PreK-K)
Coach Pitch (1st-2nd Grade)
Minors (3rd – 4th Grade)
Majors (5th – 6th Grade)
Juniors (7th – 8th – 9th Grade)

Coordinator: Liz Deemer
lizbeanerz@hotmail.com

To register, visit https://forms.gle/6U5eqJWyS7XdtbM9A or www.sjhawks.com

Accessing FACTS Family Portal

FACTS gives you an opportunity to get more involved in your child's academic progress and future success – all via the internet.

FACTS Family Portal (formerly ParentsWeb) is a private and secure parents' portal that allows you to view academic information specific to your children, while protecting their information from others.

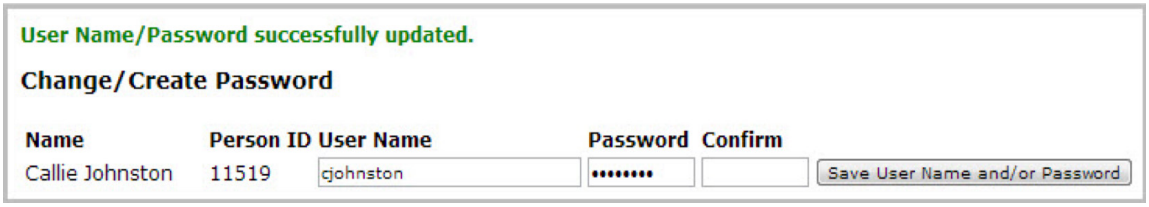
You may view your child's grades, attendance, homework, and conduct, as well as other useful school information.

You can also communicate with teachers and other school staff online whenever necessary.

Here's how to access our easy-to-use Family Portal:

- In Chrome, Firefox, Safari, or Internet Explorer, go to FACTSmgt.com and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the School's **District Code** XXXX
- Click **Create New Family Portal Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.
- Select the **Click to Create your Family Portal Login** link.
- A web browser displays your **Name** and **FACTS Person ID**.
- Type a **User Name, Password,** and **Confirm** your password.

- Click **Save User Name and/or Password**.
  A message displays at the top of the browser, **"User Name/Password successfully updated."**



- Family Portal allows you to access:
  - Student Attendance and daily grades
  - Progress reports, report cards, and transcripts
  - Lesson plans and homework
  - School events and lunch calendar

Dear Parent or Guardian,

St Jane Frances de Chantal School has partnered with Simple Tuition Solutions (STS) to Determine Eligibility for Tuition Assistance.

To complete the STS Financial Aid Application, please follow these 6 simple steps:

1.) Click on the unique link specific to St Jane Frances: https://app.simpletuitionsolutions.org/register?sc=20401
   a. If you happen to land on a page that asks you to enter a School or Scholarship Organization Code, you want to enter code: **20401**

2.) If you do not already have an account with STS, you want to click on the Orange Button "Create a new account".
*** If you already have an account with STS, click "Sign in", and enter your previously created login and password. ***

3.) Create your account

4.) Upon creation of your account you will be sent to a page that will allow you to "Start a new Application". Be sure you are selecting the proper School year you are seeking assistance for.
*** Note: You may include ALL of your students on one application, even if they attend other private schools ***

5.) The Application Process is 8 Steps counting the payment step, each step will save as you advance to the next step. You are able to use the 8-step tool bar across the top of the page to toggle back to a previous step and make any necessary edits. However, please note, once you complete the process of uploading your required financial documents it will lock the application from all editing. At this point, if any changes would need to be made to the submitting application, you can gladly email STS at support@simpletuitionsolutions.org or call at 717.599.7611 option 1.

6.) After completion of the payment process you will be advised as to which financial documents you need to provide STS. You will also be sent an email that outlines what you need to provide as well as introduce you to the application processor that will be handling the review of your application. **Please Note:** You can simply scan or take a photo of your financial documents and upload them into STS's system using STS's convenient upload feature. This is the fastest way to provide STS with your required financial documentation. However, you can also mail the signed copies of your financial documents to STS to the following P.O. Box address: **Simple Tuition Solutions, LLC, P.O. Box 779 Camp Hill, PA 17001.** Once your financial documents are loaded the system will lock the application from all editing. At this point, if any changes would need to be made to the submitting application, you can gladly email STS at support@simpletuitionsolutions.org or call at 717.599.7611 option 1.

Finally, once STS has received all of the required financial documentation from you, STS's application processors will verify the data and review your entire application per Pennsylvania State Law to determine your eligibility for any state programs. You will be notified directly via email upon the completion of this verification/review process. In addition, the results will also be available to your School or any Scholarship Organization associated with the scholarship. **It is important to note that STS is only contracted to handle the verification and eligibility determination, therefore, DOES NOT have any input, control, or insight into scholarship amounts or when they may be awarded.**

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PLEASE DO NOT REPLY TO THIS MESSAGE.

Simple Tuition Solutions, LLC • 3909 Hartzdale Dr. Suite 907 • Camp Hill, PA 17011

DIOCESE OF ALLENTOWN

November 2022

FLEXIBLE INSTRUCTIONAL DAYS

Since 2019, Pennsylvania has allowed for an alternative to the 180 day school day requirement when the school building is prevented from being opened for a variety of reasons. The Flexible Instructional Day (FID) Program is a tool available to be used as an alternate approach to delivering instruction if a circumstance arises when the school cannot be in session for a variety of reasons.

A Flexible Instructional Day is an option for schools only when at least one of the following occurs:

- A hazardous weather condition
- A law enforcement emergency
- The inoperability of school buses or other equipment necessary to the school entity's operation
- Damage to a school building
- Another temporary circumstance rendering any portion of a school building unfit or unsafe for use.

The schools in the Diocese of Allentown with an approved plan may use up to five (5) Flexible Instructional Days *along with the three emergency days built into the calendar.* Principals should consider when it is a viable option to utilize FIDs, when the community is prepared. Emergency Days are days built into the school calendar and thus unused Emergency Days may be used with permission after April 1, 2023. Flexible Instructional Days are not built into the calendar and may not be used as holidays if not utilized.

Schools should develop a Flexible Instructional Day Plan that is delivered via independent student work that is provided through assignments either in paper/pencil or digital formats, along with designated teacher office hours to provide direct instructional support. Any lessons or activities should support the learning taking place in the classrooms but should not require the students to self-teach new information to complete the assignments.

The FID would require posting the lessons or activities on the school website/learning management system by 9:00 am on the morning of the Flexible Instruction Day. The school must establish a system for designated teacher office hours, ideally scheduled between 11:00am – 12:00pm or 12:00pm - 1:00pm. **Teachers might be available on a zoom link, a communication platform in the Student Information System, or be prepared to respond to an email inquiry, which may involve a phone call to the parent.**

As you will see below, students are to complete the assignments and return to the teacher either directly through email or the Learning Management System, or in-person, within forty-eight hours of the Flexible Instructional Day, or ideally the day after the return to school. Also, students must submit the work to receive credit for the assignments and to be considered present for the purpose of attendance for the Flexible Instruction Day.

For each Flexible Instructional Day, students must receive instruction in each of these content areas:

- High School: English, Foreign Language or alternative six major subject, Mathematics, Science, Social Studies and Theology
- Elementary (K-8): Reading, Language Arts (English), Mathematics and Religion.
    - ***Grades 5-8 must also include Social Studies and Science***.
- **Assignments should be 20-30 minutes per subject for the middle school and high school students**
- **For students in the early elementary grades, recommended cumulative time is 1.5 hours for K-2 and 1.75 hours in grades 3-4**
- Students must submit work no later than the day after the return to school, unless there are consecutive Flexible Instruction Days, to receive full credit for any assignments.
- Students who do not complete and submit work within the required time frame will NOT receive credit for the assignments and will be marked absent.

Please send applications for the 2022-23 School Year to the Office of Education by November 18, 2022.

DIOCESE OF ALLENTOWN
Office of Education

Application for Flexible Instructional Day

School Name:___St. Jane Frances de Chantal_____

Principal:_____Mrs. Marybeth Okula_____

Will your school use a Packet __X_ or an Online _X_Flexible Instruction Day Program? (check one)

Procedures to notify students, parents, and employees of the Flexible Instructional Day Program in general and specifically of the use of the FID when implemented on a particular day.

Principal will contact parents through various communication outlets including: the Parent Alert FACTS SIS system voice and email, and wfmz.com (St. Jane School Closed - Flexible Instructional Day); Facebook.

If you will use a **Packet FID Program**, please describe the procedures for distribution and collection of the materials and assignments.

St. Jane School will have packets available at the school for those who do not have internet access at home which will be distributed the day before a possible FID.

If you will use an **Online FID Program**, please describe the procedures for posting and collection of the materials and assignments.

- **Teachers will post on-line assignments using the school website, Google classroom and/or Remind App. or packets**
- **6th, 7th, and 8th grade Teachers will post assignments with specific due dates on google classroom. Teachers have individual policies regarding incomplete or failed assignments.**

If you are using the Online FID Program, what accommodations are made for students/employees without internet access?

- **All of our students currently have internet access, as do our teachers.**
- **We will, in our letter home to parents, reinforce this expectation and ask parents to inform the school if circumstances have changed.**
- **If a student does not, for example, have access to a printer and a document needs to be printed, the assignment can be emailed/shared to the teacher.**
- **The option of a packet will be offered if a family has no computer or Internet access. A specific timeframe will be communicated to parents as to when they can come to pick up packets at the school.**

What are the students' responsibilities on a Flexible Instruction Day?

- **Students are required to check the teacher's website for directions on how to access required work. This may be through, but not limited to, the school website, Remind, Google Classroom.**
- **Students will be expected to have all work completed within 48 hours of the assignment being given unless otherwise noted by the teacher. The teacher can provide extra time if necessary, taking into account the needs and SIT plans of individual students.**
- **Students' work will be graded current trimester grades.**

What are the teacher's responsibilities on a Flexible Instruction Day?

- **Teachers are expected to post work on their class webpages with specific directions or provide packets prior to leaving school before a FID**
- **Teachers are expected to answer student/family questions regarding work between the hours of 11:00 a.m. to 12:00 noon or 12:00 noon to 1:00 p.m. via email and Remind or other means that teacher has agreed to. Teachers will indicate on their specific webpages which time they are available.**
- **Teachers will grade and include student work for trimester grades.**

How will you identify student participation for the purpose of enforcing attendance?

- **If a student is sick on FIDs, the parent must submit an email to the teacher and Mrs. Okula. This absence will be recorded in FACTS SIS.**
- **An absentee note/doctor's note will be required upon return to school.**
- **Teachers will ensure that Mrs. Okula is notified of any illness/absences.**
- **Teachers will notify the principal of any student who did not turn in FID work within the stated 48 hour window. Those not turning in work will be marked as absent, and parents will be contacted.**
- **Upon return to school, students will still have to complete the work, either during lunch, after school or by the next school day.**

Please verify the following subjects will be covered during the Flexible Instruction Day:

<u>Elementary (K-8)</u> Please check to verify. Yes, all of these subjects will be covered __X____

- Reading
- English - Language Arts
- Mathematics
- Religion
- Social Studies (Grades 5-8)
- Science (Grades 5-8)

<u>This is the plan for St. Jane School</u>

Kindergarten will send home a folder ahead of time with different packets, per flex day, and a parent letter so each packet can be completed on the given day of flexible instruction. These packets will include worksheets and/or websites for Math, Reading/Language Arts, and Religion.

First and Second Grade Plans

- Math - First in Math (1st-2nd); Worksheets; other on-line resources as noted by teacher
- Reading - Wonders
- English/Journal
- Religion -Christ our Life Website

Third and Fourth Grade Plans

- Math - First in Math 3rd and 4th (may do EdPuzzles)

- Religion Christ our Life website
- Reading - Wonders, Epic
- ELA - Journals

Fifth, Sixth, Seventh, and Eighth Grade Plans

- Religion - Christ our Life/Google Classroom
- 7th/8th Grade Math - iXL, Formative, Google Classroom, my.hrw.com
- 5th/6th - FIM (5th); my.hrw.com (6th)
- Reading - Wonders or current reading materials - 6th grade; iXL - 7th/8th
- ELA - Google Classroom, Voyages in English;
- Science - Google Classroom (7/8); Discovery Education on-line (6th grade); Worksheets/Handouts/Assignments (5th)
- Social Studies (7/8) google classroom
- Spanish (6-8) google classroom

_____ _____

Principal Signature Submission Date

--For Office of Education Use Only-

Date Received	
Date Approved	
Approved By	

ACKNOWLEDGMENT/CERTIFICATION
DIOCESE OF ALLENTOWN
POLICIES AND PROCEDURES REGARDING CODE OF CONDUCT

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Code of Conduct. I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion.

I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Code of Conduct or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Code of Conduct and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

_____ _____
Date Signature of Clergy/Religious/Employee/Volunteer

_____ _____
Location Printed Name

ACKNOWLEDGMENT/CERTIFICATION
DIOCESE OF ALLENTOWN
POLICIES AND PROCEDURES REGARDING ALLEGED SEXUAL ABUSE

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Alleged Sexual Abuse. I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion.

I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Alleged Sexual Abuse or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Sexual Abuse and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

_____	_____
Date	Signature of Clergy/Religious/Employee/Volunteer
_____	_____
Location	Printed Name

ACKNOWLEDGMENT/CERTIFICATION
DIOCESE OF ALLENTOWN
POLICIES AND PROCEDURES REGARDING SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I acknowledge and certify that I have received or have been given access to the Diocese of Allentown's Policies and Procedures Regarding Social Media and Electronic Communications. I understand that the Diocese of Allentown may amend or modify these Policies and Procedures from time to time in its sole discretion.

I further acknowledge and certify that it is my responsibility to carefully read these Policies and Procedures and to abide by and comply with them at all times. My signature below acknowledges and certifies that I have either read the Policies and Procedures Regarding Social Media and Electronic Communications or have attended a training presentation conducted by the Diocese of Allentown explaining these Policies and Procedures, as well as my responsibility to comply with them.

I acknowledge and certify that I have had an opportunity to ask questions with respect to the Policies and Procedures Regarding Social Media and Electronic Communications and have been made aware of who to contact in the event that I have any future questions or concerns in this regard.

_____	_____
Date	Signature of Clergy/Religious/Employee/Volunteer
_____	_____
Location	Printed Name

APPLICATION: National Sex Offender Registry Verification

The following individuals must complete the National Sex Offender Registry verification application:

- Any individual 18 years or older residing in the child care setting where child care is occurring.
- Any individual working for a Regulated Child Care Provider.
- Any individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
- Any volunteer of a child care provider, group day-care home or family child care home.

Type or print clearly in ink. Fill in all necessary fields on the application. Once completed, use one of the following three options to submit the application for processing:

1. Mail to the Clearance Verification Unit, ChildLine at the following address: Department of Human Services PO Box 8170 Harrisburg, PA 17105-8170; **OR**

2. Scan the completed application and email to: **RA-PWNSOR@pa.gov** In the subject line list 'NSOR Verification Applicant Last Name (i.e., Smith); **OR**

3. Hand deliver to the Clearance Verification Unit lobby located at: 5 Magnolia Drive, Harrisburg, PA 17110 (Hillcrest Building number 53). Free parking is available in Lot C.

- Processing time is fourteen days from the date the application is received.
- Retain a copy of the completed application for your record. You may need a copy as proof of your submission for your employer.
- There is no fee for the National Sex Offender Registry verification letter.
- Refer all questions to the Clearance Verification Unit at 877-371-5422.

Purpose of the National Sex Offender Registry Verification (Check one box only)

☐ Individual 18 years or older residing in the facility where child care is occurring.
☐ Individual working for a Regulated Child Care Provider.
☐ Individual with an ownership interest (corporate or non-corporate) in a Regulated Child Care Provider and who participates in the organization and management of the operation.
☐ Volunteer of a child-care provider, group-daycare home or family child care home.

Applicant Demographic Information (All fields required)

Full Name (Last, First, Middle Initial): _____

Social Security Number (XXX-XX-XXXX): _____

Date of Birth (MM/DD/YYYY): _____

Daytime Phone Number (XXX-XXX-XXXX): _____

Home Mailing Address: _____
Include full street address, (Apt # or PO Box if applicable),

_____
City, State and Zip Code

E-mail Address:

I affirm the above information is accurate and complete to the best of my knowledge and belief, and submitted as true and correct under penalty of law per Section 4904 of the Pennsylvania Crimes Code.

Signature: _____ **Date:** _____

Dine and Donate!

Come out and support St. Jane Frances de Chantal School

When: Monday, March 6

3pm – close

Where: Picasso Pizza II

271 Town Center Blvd

Easton, PA 18040

Make sure to mention St. Jane's School when ordering!