

St. John Vianney Catholic School



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Goodyear, Arizona 85338

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<http://school.sjvaz.net>

PARENT / STUDENT HANDBOOK 2010-2011

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The SJV Parent/Student Handbook is given to each family with the intention that reasonable, fair, consistent, and standard policy be maintained.

While every effort is made to ensure that accuracy of the information contained in this handbook, SJV or the Principal reserves the right to make changes at any time without prior notice.

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A Letter from the Pastor and Principal:

May the Peace of Christ be with you! We would like to take this opportunity to extend a warm welcome to our new and returning families to our St. John Vianney Catholic School and Parish Community! We are thrilled to know that you are joining us as we serve the young people the Lord has entrusted to us as an educating community. We welcome you on behalf of our Holy Cross and Salesian Sisters Communities. We want to support you as the primary educators of your children in forming them in the faith and in the commitments you made when they were baptized. Thank you for supporting Catholic Education and we look forward in partnering with you in the Christian Education of your child/ren. May we all grow in knowing, loving, and serving God, and making HIM known to others. May Mary, our heavenly Mother, guide us in all we will do as we embark on this exciting journey together.

United in prayer and gratitude,

Sr. Ignacia Carrillo, F.M.A.
Principal

Fr. John Herman, C.S.C.
Pastor



**My commandment is this: love one another, just as I love you.
John 15-12**

ABOUT OUR SCHOOL

HISTORY OF THE SCHOOL

St. John Vianney Catholic School was established in 1992 under the care of the pastor, Fr. Joseph Corpora, C.S.C. Our School has progressed and grown much since its humble beginning. After many challenging and wonderfully grace-filled years, our hope is strong for the continued flourishing of the school and for more and more children from the surrounding area to receive a quality Catholic education.

The school began with a preschool and each following year, one-grade level was added. Presently, the school has expanded to serve the children from preschool through eighth grade. We celebrated our first eighth grade graduation in May of 2002. May God give us many more! In July of 1995 the Salesian Sisters of St. John Bosco, also known as the Daughters of Mary Help of Christians, came to serve the parish and school. The presence of the Sisters and the Holy Cross Priests are an invaluable asset to the school.

MISSION

St. John Vianney Catholic School is a Christ-centered community guided by the congregation of Holy Cross and Salesian Sisters educating both minds and hearts while achieving high academic standards and embracing the call to serve.

PHILOSOPHY STATEMENT

St. John Vianney Catholic School empowers young people to embrace their God given dignity, talents, and vocation to positively contribute to society.

Spirituality: We believe in witnessing a dynamic, passionate, and faith-filled relationship with Jesus by living Gospel values.

Academics: We believe in collaborating with parents, the child's primary educators, whose commitment and involvement is essential for a successful Catholic environment. As a professional learning community, teachers facilitate the learning process to provide an exceptional education.

Environment: We believe in providing a family centered environment for learning that develops the child emotionally, socially and physically.

Stewardship: We believe in cultivating a spirit of service and solidarity so that our students recognize and utilize their time, talents, and treasures to spread the Good News of Jesus Christ.

Community: We believe in unifying our school, parish, and local community by knowing, loving, and serving God, while making him known to others.

STUDENT LEARNING EXPECTATIONS

We want each graduate to be an individual, guided by St. John Bosco's philosophy of education of having reason, religion, and loving kindness as his/her frame of reference for life. Each graduate should have a strong commitment to:

Reason...*As life long learners who:*

- Demonstrate academic proficiency
- Communicate Effectively
- Think both critically and creatively
- Develop a curiosity and love for learning.

Religion...*As Christ-centered individuals who:*

- Grow in their knowledge of Catholic faith
- Develop a prayerful and loving relationship with God
- Live faith through the sacraments
- Follow Jesus as a model for reaching out to others.

Loving Kindness...*As responsible stewards who:*

- Exhibit courtesy and show respect to everyone
- Share God-given talents to serve the community
- Act with gratitude, compassion, and integrity.

PREVENTIVE SYSTEM OF ST. JOHN BOSCO

Remember education is a difficult art, and God alone is its true master. We will succeed in education as He teaches us the way. May we strive to make ourselves loved as educators, instilling within our students high ideals in an atmosphere of loving kindness, then we will possess their hearts. With natural ease, they will join with us in praising Jesus Christ, Our Lord, who is our model, our exemplar in all things.

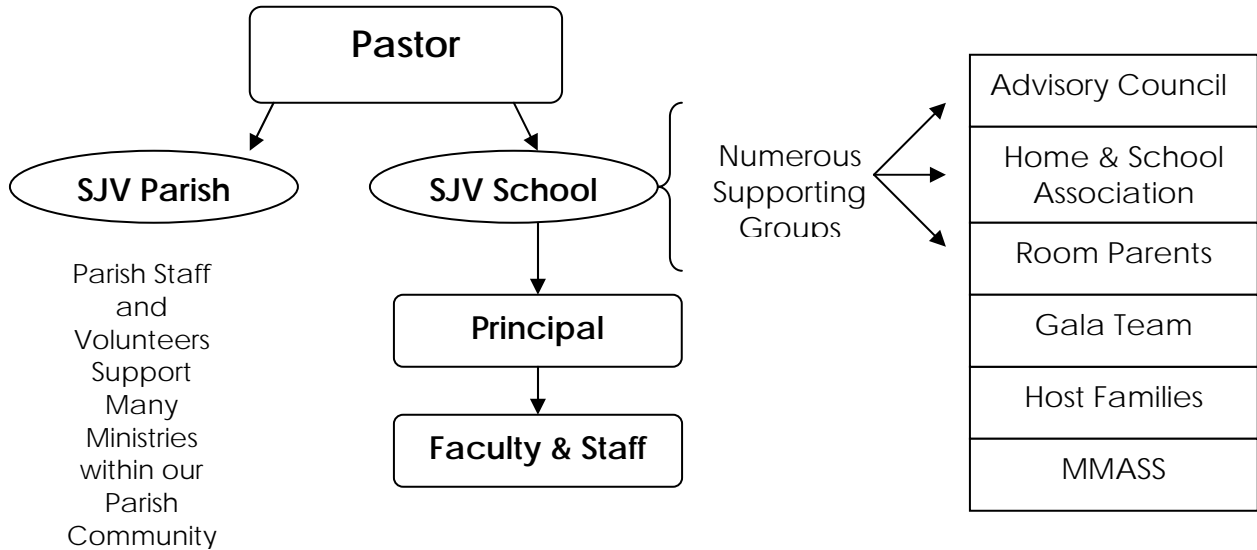
St. John Bosco

St. John Bosco, Founder of the Salesian Priests, Brothers, and Sisters adopted a unique approach to help in the delicate work of education; he named his method the "**Preventive System**," which in his words "is based on reason, religion, and loving kindness." The system is followed in schools conducted by the Salesians with the assistance of dedicated lay teachers. The method is based on the words of St. Paul: "Love is patient, love is kind... It bears all things, hopes in all things, endures all things" (1 Cor. 13:4-7).

SCHOOL ORGANIZATIONS

As an integral part of St. John Vianney Parish, St. John Vianney School operates under the direction of the Pastor. The Pastor relies on the Principal for leadership and administration of the school. In addition to Staff and Faculty, there are numerous organizations that assist the school in a variety of ways.

The following diagram offers an overview of the school structure:



ST. JOHN VIANNEY ADVISORY COUNCIL

The purpose of the Advisory Council is to function as an advisory body to the Principal and Pastor in matters relating to St. John Vianney Catholic School. The Advisory Council has the following specific responsibilities:

- To promote a clear understanding, communication, and implementation of the Philosophy and Mission Statement of St. John Vianney Catholic School.
- To promote a clear understanding and communication among the educating community that includes parents, teachers, and the school’s administration.
- With the leadership of the Principal, to develop and recommend to the Pastor policies (which shall be compatible with Diocesan policies) to assist the Principal in his / her administration of the school.
- To develop, in consultation with the Principal and subject to the Pastor’s approval, an annual budget for the school.
- To consult with the Pastor in connection with the Pastor’s hiring of a Principal.
- To assist the school in achieving its goal of providing quality Catholic Education to students consistent with the Philosophy, Mission Statement and applicable policies, including Diocesan policies and applicable accreditation policies.

Anyone may attend a board meeting. A person wishing to address the Council must give five days written notice to the Council President or the Principal prior to the meeting. The Advisory Council meets at least once a month from August through May. The Council **does not** act as a grievance committee. The Council does not hire, evaluate, or terminate the faculty, staff or administrator of the school.

ST. JOHN VIANNEY HOME AND SCHOOL ASSOCIATION (HSA)

The Home and School Association is an organization whose function is to build mutual understanding between families and the school through parent education, communication, creative leadership, social events and fundraising projects for the school. All parents are members of the Home and School Association along with the faculty, staff and administration. See Family Obligations section for information about monthly meetings that are hosted by the HSA.

ROOM PARENTS

Room Parents are responsible for scheduling parent volunteers for classroom and school events or activities, such as field trips, parties, special projects, etc. Two parents per classroom are needed in order to have continuous communication with the teacher. There will be a meeting in August for training and every month to inform room parents of upcoming Home School Association events. The goal is for the room parents to involve EVERY parent in the classroom they are assigned so that there is 100% participation throughout the year.

FALL GALA TEAM

The SJV Fall Gala is the school's largest fundraiser of the year. It is a formal, adults-only event that includes dinner, live & silent auctions and an after party. It requires parent participation to organize, manage and develop this event. Because it is the largest fundraiser for the school, the Gala is a year-long process; as one year's Gala ends, planning for next year's Gala begins. There are many committees that work in unison to make the Gala successful. As outlined in the Family Obligations section, all parents are required to contribute six (6) volunteer hours a year toward the Gala. For more information please contact a Gala Team leader or call the Gala Hotline at (623) 476-0855.

MMASS

Madres Con **M**aria en **A**ccion, **S**ervicio, y **S**olidariedad/**M**others with **M**ary in **A**ction, **S**ervice, and **S**olidarity. The **MMASS** group was formed in the Spring of 2010 as result of the report of The Notre Dame Task Force on the Participation of Latino Children and Families in Catholic Schools. This study helps us understand better ways in which we can engage Hispanic/Latino families in their child's education and how to promote Catholic Education as an educational advantage to this growing minority group. All SJV parents are welcomed to become participants in the MMASS group. It is directed to our Latino/Hispanic community and the purpose is to facilitate and increase their participation in the life of the school and to help promote a Catholic Education to other Latino/Hispanic families.

HOST FAMILIES

The Host Family Program assists new families registered at SJV with the policies and procedures of the school. Existing families are matched with new families and exchange contact information. This way the new family can contact their Host Family when a question arises and they need help. Participation by the existing family is voluntary and is a one year commitment.

COMMUNICATION

CHRISTIAN COMMUNICATION COMMITMENT

- If I have an issue, I will take it to the source.
- I will direct others coming to me with an issue to go directly to the source.
- I will not assume another person's motives.
- I will check my perceptions of the matter with the appropriate person.
- I will communicate with respect, verbally and nonverbally.
- I will be open to receive correction as gracefully as possible.
- I will strive to trust and give others the benefit of the doubt to the best of my ability.

CHANNELS OF COMMUNICATION

It is important that home-school communication follows the channels of governance. Good communication is open, courteous, calm, child-centered and specific. The way we communicate as adults gives our children an example to follow. As a rule, any concern or problem a person is having with another individual should be addressed directly with that person before going to that person's superior.

Concerns or grievances must be handled according to the following procedure.

1. Set up an appointment with the teacher. This can be done through a written note, e-mail or through the school secretary.
2. Meet with the teacher. If the matter is not resolved at this level, then proceed to step three.
3. If a satisfactory agreement is not reached with the teacher, then contact the Principal.
4. Should the matter not be resolved, the Principal will inform the person making the complaint whom he or she should contact next if there is any further recourse.

COUNSELING AND CONFIDENTIALITY

With certain exceptions, any and all information regarding your child's and family's guidance at St. John Vianney Catholic School is kept strictly confidential. However, confidentiality cannot be guaranteed in certain circumstances, including, but not limited to threats of suicide or serious physical harm to self or others; a court order to release records or other information about your child's school guidance; a referral to another professional, (e.g., for necessary testing and evaluation); or any behavior or situation where disclosure of information is required by applicable law.

CONTACT INFORMATION

SCHOOL CONTACTS

Contact	Title	Phone Extension	E-Mail Address
Sr. Ignacia Carrillo, FMA	Principal	125	principal@sjvaz.net
Mary Hernandez	Secretary	123	mhernandez@sjvaz.net
Lorina Gomez	Secretary	124	lgomez@sjvaz.net
Lorina Gomez	Health Aide	121	lgomez@sjvaz.net
Sr. Cynthia Salas	Director of Technology	103 / 138	csalas@sjvaz.net
Leticia Rodriguez	Pre-K Teacher B	117	lrodriguez@sjvaz.net
Rosa Dreher	Pre-K Aide B	117	rdreher@sjvaz.net
Cindy Zuleger	Pre-K Teacher A	118	czuleger@sjvaz.net
Prisca De La Rosa	Pre-K Aide A	118	pdelarosa@sjvaz.net
Dora Renaud	Kindergarten	127	drenaud@sjvaz.net
Christina Morales	Kindergarten aide	127	cmorales@sjvaz.net
Renee Dominguez	1 st Grade	129	rdominguez@sjvaz.net
Nancy Aguiar	2 nd Grade	131	naquiari@sjvaz.net
Cristine Ayalin	3 rd Grade	132	cayalin@sjvaz.net
Kelly Foyle	4 th Grade	147	kfoyle@sjvaz.net
Molly Conaty/ ACE	5 th Grade	145	mconaty@sjvaz.net
Natalie Shearer	8 th Grade	141	nheist@sjvaz.net
Rene Ashlock	6 th Grade	137	rashlock@sjvaz.net
Mike Vacchina	7 th Grade	142	mvacchina@sjvaz.net
Daniel Dixon / ACE	6 th Grade	143	ddixon@sjvaz.net
Katarzyna Honsberger	Music Teacher	120	khonsberger@sjvaz.net
Lisa Albrand	Physical Ed.	119	lalbrand@sjvaz.net
Patricia Flores	Librarian	135/136	pflores@sjvaz.net
TBA	Development Director		
TBA	Cafeteria Manager	110	
Liliana Marabel	Cafeteria Staff	110	lmarabel@sjvaz.net
Julia Morales	Cafeteria Staff	110	jmorales@sjvaz.net
Nelson Acherbo	Maintenance Director		nacherbo@sjvaz.net
Rene Madrigal	Maintenance		rmadrigal@sjvaz.net

PARISH CONTACTS

Contact	Title	Phone Extension	E-Mail Address
Fr. John Herman, CSC	Pastor	106	pastor@sjvaz.net
Fr. John Korscmer, CSC	Associate Pastor	104	Jkorscmer@sjvaz.net
Bro. Brian Ching	Seminarian Intern	139	Bching@sjvaz.net
Deacon Nick Bonaiuto	Deacon	108	nbonaiuto@sjvaz.net
Deacon Greg Galloway	Deacon	108	ggalloway@sjvaz.net
Emma Esquivel	Parish Receptionist	100	eesquivel@sjvaz.net
Gloria Flores	Administrative Assistant	105	gflores@sjvaz.net
Donna Wiedoff	Business Manager	107	dwiedoff@sjvaz.net
Rob Curtis	Pastoral Minister for Adult Faith Formation	109	rcurtis@sjvaz.net
Matt Gonzales	Youth Minister	112	mgonzales@sjvaz.net
David Portugal	Director of Religious Instruction	115	dportugal@sjvaz.net
Sr. Teresa Murillo	Assistant of Religious Instruction	114	tmurillo@sjvaz.net
Sr. Roble Cavazos	Outreach Ministry	113	rcavazos@sjvaz.net

ADMISSION POLICIES

ADMISSION POLICIES

In accordance with the policies of the Roman Catholic Church of Phoenix, St. John Vianney Catholic School admits Catholic and non-Catholic students of any race, color, or national or ethnic origin to all the rights and privileges, programs and activities made available to all students.

First priority for admission will be given to returning students. Priority is then given to siblings of returning students and then the registration process is opened to the general public.

AGE REQUIREMENTS

St. John Vianney requires that students must be five (5) years of age by September 1st to be eligible for admission to Kindergarten. First grade students are required to be six (6) years of age by September 1st to be eligible for admission.

REQUIRED RECORDS

All students enrolling in school for the first time must present the following:

- Official certificate of Birth and Baptism
- Current record of Immunization and Health
- Report card and standardized test scores
- Completed assessment exam

INTERVIEW

Admission of a new student is finalized after the student and his/her parents or guardians have met with the Principal and/or the Pastor.

STUDENT TRANSFERS

Any transfer students to St. John Vianney Catholic School will be on academic and disciplinary probation for the first year. Students previously enrolled in another school will be provided with a request for records form to be signed and then sent to their previous school.

STUDENT WITHDRAWALS

A parent/guardian during the course of the year may withdraw students. All books must be returned and financial obligations met upon withdrawal and before records will be sent. Records are mailed directly to the new school. If money owed St. John Vianney School is not paid, the student will NOT be permitted to register at any other Catholic school as per Diocesan policy.

TUITION AND FEES

TUITION

The Pastor, in consultation with the Principal and the School Advisory Council, will determine the cost per student for each school year.

The tuition for the 2010-2011 school-year is set as follows for Preschool:

	<u>Preschool</u>
Tuition	\$4900
Activity Fee	\$100
Snack Fee	\$50
Mat Fee	\$10

Geselle Assessment: A \$30 Assessment fee is charged at the time of assessment for each student being tested prior to Kindergarten entry.

The tuition for the 2010-2011 school-year is set as follows for Grades K-8:

	Kindergarten	1st Grade	Grades 2-7	Grade 8
Tuition	\$4275	\$4275	\$4275	\$4275
Instructional Fee	\$200	\$200	\$200	\$200
Activity Fee	\$100			
Snack Fee	\$50	\$50		
Graduation Fee				\$100
Mat Fee	\$10			

Additional charges for Preschool, Kindergarten, 1st and 8th grade are due by Super Saturday.

Each school family must also satisfy an annual fundraising obligation of \$350. See Family Obligations section for details.

REGISTRATION FEE

For new families, a registration fee of \$75 per family is payable at the time of initial registration. This registration fee is a one-time fee for new families only and is non-refundable.

INSTRUCTIONAL/TECHNOLOGY FEE

An annual instructional fee of \$200 per student is payable at the time of registration. This instructional fee is non-refundable for returning families only. Payment arrangements can be made in the office for families with more than one child.

TUITION PAYMENTS

All families are required to make tuition payments according to one of the following plans. The manner of payment must be submitted in April of each year

- Full payment: The entire amount of tuition is paid on or before July 1st.
- Monthly payments: The entire amount of tuition is paid monthly over a 10 or 12-month period beginning in July through the FACTS Tuition Management Plan. This plan is an automated payment plan made through your checking or savings account.

FACTS

Families choosing to make monthly payments will authorize their bank to make automatic payments to FACTS on either the 5th or 20th of each month. In the event that a regularly scheduled payment is returned unpaid, FACTS will reattempt the missed payment within approximately two weeks. FACTS will send a letter to the responsible party advising of the specific date of the reattempt. The family will incur a FACTS fee for resubmitting the missed payment and a fee may be charged by your individual bank.

There will be a \$25 fee assessed for any NSF checks returned from the bank to St. John Vianney.

LATE PAYMENTS

It shall be the responsibility of each school family to keep the school office informed of their need to make any changes in their payment arrangements. Without such information, the following policy will apply when tuition payments are missed or received late.

It is St. John Vianney Catholic School's policy that any school families failing to pay tuition for two consecutive months, or according to the agreement that they have made with the School, or who have been unwilling to make suitable alternative arrangements with the Principal/Pastor, will be informed that their child(ren) will not be readmitted to the school.

All families not current in their payment of tuition are subject to the following:

- Students will not be admitted on the first day of school if tuition is not current.
- By Christmas Break: Students will not be readmitted on the first day of class in January.
- By April 15th: Students in eighth grade who have outstanding debts will not participate in any graduation activities (i.e. May crowning, retreat, 8th grade banquet, 8th grade field-trip, graduation ceremony).
- By the Last Day of School: Follow Diocesan Regulation 5.02, stated below.

Diocesan Regulation Number 5.02, the policy on the Financial Administration of Parish Schools in Phoenix, Arizona, states:

“Students will not be permitted to register at another Catholic school within the Diocese of Phoenix until financial obligations at the current or previous Catholic school within the Diocese have been met. Catholic schools may take other action until financial obligations have been met.”

TUITION ASSISTANCE / CTODP

There are various opportunities for tuition assistance, most notably through the CTODP Program. Those families who, because of limited income or extraordinary financial obligations, cannot pay the full tuition are required to complete the annual CTODP forms for students in Kindergarten through eighth grade.

St. John Vianney School encourages every family to contribute to the Catholic Tuition Organization Diocese of Phoenix (CTODP), a tuition assistance program.

The Arizona Tuition Tax Credit Act allows every family that owes Arizona state taxes up to \$1,000 against state income tax, and \$500 for individuals. This payment is made to a qualified School Tuition Organization that provides scholarships or grants to students in qualified private schools. As a Catholic school, St. John Vianney participates in the program through the Catholic Tuition Organization of the Diocese of Phoenix (CTODP).

It is a true Win-Win scenario. Contributors are eligible for a dollar-for-dollar credit towards their State Tax obligation. Monies directed to St. John Vianney are available for tuition assistance. Any amounts contributed in excess of financial aid needs go directly to a general fund for our school.

Please take advantage of the exceptional opportunity to help St. John Vianney Catholic School. If you need additional CTODP forms, they are in the school office and on-line at www.catholictuition.org. There are several simple ways to make your contribution:

- By Phone – Call the Catholic Tuition Organization at 602-218-6542 to contribute with a credit card.
- By Mail – Check and credit card contributions may be mailed to the Catholic Tuition Organization along with the form to CTODP, PO Box 53321, Phoenix, AZ 85072
- By Payment Plan. Mail the Scheduled Payment Plan form to CTODP, PO Box 53321, Phoenix, AZ 85072 or call (602)218-6542 to choose the plan that meets your needs.

Please remember to designate St. John Vianney Catholic School, Code 164.

TUITION REFUNDS

Any families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition except for the registration and/or instructional fees. After the first day of school, tuition refunds shall be prorated over the number of school days the student has attended St. John Vianney.

FAMILY OBLIGATIONS

VOLUNTEER HOURS

All families are **required to give 20 hours per semester** of service to the school (a total of 40 hours per year). Although all SJV families are encouraged to participate in parish ministries and other activities, it is expected that the required volunteer hours should be focused on service to the school. Six of the volunteer hours **MUST** be earned through volunteering for the Annual Fall Gala. Four of the volunteer hours **MUST** be earned by working for the Spring Fiesta. Pink forms are available in the office for documenting volunteer hours.

On an exception basis and with prior approval from the Principal, families may be permitted to “buy out” some of their volunteer hour obligation at a rate of \$10 per hour.

Only paid staff and faculty are exempt from the volunteer hour requirement.

FUNDRAISING OBLIGATION

Each family is **required to contribute \$350** for fundraising throughout the school year. Examples include, but are not limited to, selling coupon books, cookie dough, fiesta tickets and collecting Jog-a-thon pledges. See Fall Gala section below for additional opportunities. Families will be billed for any outstanding fundraising obligations at the end of the year.

The fundraising requirement per family is an essential component of the school’s operating budget. As such, it is important that each family make plans to raise or pay their share throughout the year. Waiting until the end of the school year is not recommended. Please contact the school office by January if you are concerned about meeting your financial obligations. “Working off” the obligation is not a viable option. Planning ahead is the key to ensuring you are able to meet your financial obligations. Families have the option to make scheduled payments. Contact the school office for details.

FALL GALA

The largest fundraiser for our school is the Annual Fall Gala and Auction. Only paid staff and faculty are exempt from the 6-hour volunteer obligation towards this event. SJV families will receive 100% fundraising obligation credit for the following:

- Purchase of Fall Gala tickets (up to \$100)
- Donations to the silent and/or live auction
- Underwriting a portion of the event
- Sponsoring the event
- Cash donations made toward the “call out” during the event

No donations will be accepted or applied toward fundraising obligations without accompanying receipts.

SJV families will NOT receive fundraising obligation credit for the following:

- Purchase of t-shirts
- Meals from "Family Night Out" events
- Snow cones, ice cream / novelties
- Raffle tickets
- Phoenix Suns tickets
- Ads for the Gala program
- Items purchased at the auction

The active participation of all SJV families is crucial to the success of the Fall Gala. Please contact the Gala volunteer coordinator to inquire about where you can lend your help and support. Please do NOT solicit local business/merchants for donations, ads, etc. without first communicating with the Gala Procurement or Advertising committees. There is an organized solicitation system in place, which is important to adhere to in order to avoid overburdening the same businesses with multiple requests. Should you know of a business/merchant that you think would make a donation, purchase an advertisement or become an event sponsor, please bring it to the attention of the Fall Gala Team.

In order to alleviate the financial burden of attending the Fall Gala from our SJV families, a "SJV Family Promo" was designed to help cover the cost of up to two tickets by inviting "outside" guests to our school and event. Should a SJV family invite 4 Non SJV guests to the Fall Gala, the SJV families' tickets will be free (up to \$100). In essence you will receive a \$300 value for \$200; it's a great deal! PLEASE invite guests from outside of our campus.

For more information about the SJV Fall Gala, please visit www.sjvgala.com.

MONTHLY MEETINGS

The Home and School Association hosts a monthly meeting. All families are strongly encouraged to attend these monthly meetings to learn important information about our school, upcoming activities, opportunities for service, as well as participate in the community building and faith formation initiatives. The meeting dates and times are noted on the school calendar. Reminders will also be provided each month. Service hours are earned by attending HSA meetings.

MASS ATTENDANCE

Catholic students of St. John Vianney are expected to attend mass on Sundays and Holy Days of Obligation in our parish or another parish. Further, the St. John Vianney School community hosts an 11:15am Sunday Mass once each month. We ask that each student and their family attend this Mass and that the students be in school uniforms.

ACADEMIC POLICIES

ASSIGNMENT BOOKS / AGENDAS

Students in grades one through eight will use homework agendas, which may be purchased during any pre-registration events. The agenda will help keep students organized and serves as a communication tool between parents and teachers. Teachers and parents are to check the agenda daily and sign it. The agenda will be part of the student's grade for the first quarter. If agendas are lost, not kept orderly, or are damaged, students must purchase another one in the school office for \$5. No graffiti or gang-related symbols will be permitted on agendas or book covers. The agenda also contains the monthly discipline calendars, which parents must also sign.

HOMEWORK

The objective of homework assignments is to develop initiative, responsibility and self-direction within the student. Additionally, homework is used to reinforce the skills taught during the instructional period. The time necessary for doing homework will vary according to the grade level. The assignment given and the child's rate of work will also make a difference. If a child seems to be spending an excessive amount of time on homework assignments, a conference with his/her teacher(s) may be in order.

Homework is assigned to students Monday through Thursday and may be assigned on a Friday to help reinforce the skills taught during the day. Teachers will make the final decision in special cases. In these special cases, one day to complete homework will be allowed for each day of a student's absence.

The designated amount of time that should be spent on homework is as follows:

Grades K-1	approximately 1 hour a day
Grades 2-4	approximately 1 1/2 hours a day
Grades 5-8	approximately 2 hours a day

Teachers reserve the right to vary homework time.

Teachers in grades, 6, 7 & 8 will collaboratively work out a schedule of when and how often homework will be assigned in each subject.

No lessons or school work will be provided to students who are planning ahead of time to miss school for non-illness or emergency-related reasons outside of the calendared SJV vacation days, as those would be considered unexcused absences. Upon the students' return, s/he will be given missed homework assignments which must be completed within the same number of days that the student was absent. For example, if the student was absent 3 days, all missed work must be completed within 3 days.

LATE HOMEWORK

Turning in late homework is unacceptable. Homework that is turned in late may receive a point penalty.

Help us teach your child to be responsible for his/her duties as a student. If students are doing work in one class for another class, that work will be taken away by the teacher. Parents/guardians are not allowed to bring in student's work during the day, as this does not reinforce student responsibility.

THE WRITING CURRICULUM

Six Traits: Writing is an integral part of your child's education. The process begins before Kindergarten and continues through life. Understanding how to communicate in writing is an essential component of the Arizona Academic Standards. Teachers at St. John Vianney utilize a variety of writing programs and models to teach the process of writing, including The Six Trait +1 Writing Model. The following information will help you to support your student writers at home as we work with them at school. The traits are not new. They provide languages for describing the qualities that most readers and writers think are important in good writing.

Writing Genres: Students are involved in a variety of writing experiences throughout their K-12 education. The following list explains most of these forms of writing:

- **Narrative writing:** tells a personal experience or story and always includes characters, setting and plot (examples: short stories and journals)
- **Descriptive writing:** creates a vivid image in the reader's mind and uses precise details to paint "word pictures" for the reader (example: menu, travel brochure and poster)
- **Expository writing:** informs, explains, clarifies, or defines (examples: research paper, essay and report)
- **Persuasive writing:** informs and attempts to convince the reader to take the same stand (examples: movie review, restaurant critique, letter to the editor and editorial)
- **Technical writing:** uses research to present specialized information, but just because it is technical does not mean it has to be flat and dull (examples: a DVD manual, driver's manual, a legal document and a cookbook)
- **Business writing:** provides information in a way that is clear, well organized, efficient and usually answers a question. This type of writing summarizes work completed or proposes new strategies (examples: memo, proposal, long range plan and business letter)

PROGRESS REPORTS

Progress reports are issued half-way through each quarter. The reports are issued to Kindergarten through eighth grade students. Two copies of the progress report will be sent home with the student. Parents or guardians are to keep one copy, sign the other copy and return it to the teacher. Teachers will file the signed copies in their classrooms.

Questions regarding the work or child's progress should be directed to the subject-teacher involved. If a student is not performing well or is doing unsatisfactory work, the teacher may also request a conference with the parent or guardian. This may be done anytime during the school year.

Additionally, parents may log in to the TeacherEase system and view their child's grades in any given subject at any given time. Teachers are to enter grades on a regular basis so that parents will have a "snapshot" of their child's progress.

PARENT / TEACHER CONFERENCES

Parent / Teacher conferences are scheduled for the first report card. Parent / Teacher conferences for the third quarter are also scheduled during the spring semester.

Throughout the year, an appointment for a conference can be made with teachers before or after school. From time to time a teacher may request a conference with the parents. The teacher may do so through a note or a phone call to the parents. Parents should not expect teachers to take time from their instructional day for the purposes of discussing a child's progress in school.

REPORT CARDS

Report cards are distributed four times each year according to the school's calendar.

SJV uses the following Diocese of Phoenix Grading Scales:

Diocese of Phoenix Grading Scale		
Grade	LOW	HIGH
A+	99	100
A	96	98
A-	94	95
B+	92	93
B	87	91
B-	85	86
C+	83	84
C	77	82
C-	75	76
D+	73	74
D	67	72
D-	65	66
F	0	64

Some subjects report assessments using the following grading scale:

- E = Excellent
- S = Satisfactory Progress
- I = Improving/Making Progress
- N = Needs More Time/Practice/Support
- U = Unsatisfactory

Parents have the right to inspect and review the official transcripts of their child to ensure accuracy of its content. Parents should set up an appointment in the office to do so. No personal information concerning a student will be given to any person unless the person is the parent or an authorized guardian.

EAGLE OF THE MONTH

As a Christ-centered school, the teachers of Saint John Vianney are given the opportunity to formally recognize the achievements and strong character of one student per class every month of the school year. The SJV Student Learning Expectations serves as the basis for teacher selections. The recipients of this honor are announced during morning message and acknowledged by the entire school.

TESTING PROGRAM

St. John Vianney Catholic School follows the Diocesan Testing Program:

- **The Iowa Test of Basic Skills** is given to students in grades 2 – 8.
- **Cognitive Abilities** testing is given to students in grades 4 and 7.
- Kindergarten students and may also be given the **Geselle Assessment** before acceptance in order to verify that the child is developmentally ready for Kindergarten. The Geselle Assessment may also be given to new first grade students. A fee of \$30.00 will be charged for the Geselle Assessment.

ACADEMIC REQUIREMENTS

St. John Vianney Catholic School is dedicated to the academic success of all students. If a student is struggling in one or more subjects, the teachers and Principal, along with the parents or guardians, will meet with the student to develop an individual monitoring program. This program will assist the student to reach passing academic standards.

RETENTION

If a student receives two or more failing grades in the core subject areas, (Religion, Social Studies, Math, Language Arts and Science) they place themselves at risk for being promoted to the next grade at the end of the year. The decision to retain a student is carefully made by the Principal/Pastor in consultation with the teacher and parents.

We will assess and make recommendations for an Individual Accommodation Plan for those students when needed (or an Individualized Learning Plan for those students who qualify for additional services provided by the public school system).

ATTENDANCE POLICIES

CALENDAR

St. John Vianney Catholic School follows the Diocesan calendar guidelines. This calendar is distributed early each school year. All dates are subject to change.

SCHOOL HOURS

Students are not to arrive before 7:30AM. There is no supervision on the school campus before that time unless arrangements have been made to have the child attend Extended Care (see the "Extended Hours" section for more information.) School begins at 7:40AM (1st bell) with students lining up in preparation for Morning Assembly which begins at 7:50 AM. Students arriving after 7:50 AM are considered tardy and should go directly to the Church. After Morning Assembly, tardy students will be sent directly to the school office for a tardy slip and then sent to class. School dismissal is at 3:00 PM for all grades. Wednesday dismissal is at 1:30 PM for all grades.

STUDENT DROP-OFF

Cars must enter the church parking lot through the East entrance (CHURCH SIDE) and leave only through the West exit. Cars may not park in the handicapped parking unless they have a handicap license plate and/or placard.

Students may be dropped off at the curb in the morning. Parents must assure that the children exit only on the curb side. If this is not possible, the parent must park the car and walk the child to the gate.

Students who walk to school must have a signed permission slip on file in the office.

MORNING ASSEMBLY

Morning Assembly in the Church includes The Pledge of Allegiance, morning prayers, daily intentions, spiritual thought for the day, student learning expectation of the day and announcements. Parents are invited to attend the assembly each morning, as well as the weekly school mass on Wednesdays.

SCHOOL DISMISSAL AND STUDENT PICK UP PROCEDURES

All students will be picked up from their classrooms. This is to allow the teachers the time needed to memorize names and "faces" of those people listed on the student's emergency cards AND complete an ID screening during the first two weeks. After the first two weeks, parents will continue to pick students up at the classroom for safety reasons.

Please note that only those who are identified on the Emergency Card (completed at time of registration), may pick up a student or provide a ride home. No one should take another child home without the parent's permission and knowledge.

Parents are to park their cars in the parking lot. Parking at the curb to wait for your child is not appropriate and causes the possibility for student injury. Parents are not to park in the Handicapped parking spaces unless there is a handicap. These spaces are needed for those who truly have difficulty in walking. There is an additional reserved parking spot, which is purchased each year at the SJV Fall Gala. Please do not park in the spot marked for the Fall Gala winner.

TARDINESS and EXCESSIVE TARDINESS

Tardies are not acceptable and cause disruption to the students, the class, and the teacher. The office and the teachers must provide additional service time to manage students who are tardy. Therefore, parents will be assessed additional service time (30 minutes) for each student tardy in excess of five. If tardies are due to inclement weather or extenuating circumstances, the administration may excuse these.

Students arriving after 7:50 AM will gather in the Church lobby, or they must go to the school office, for a tardy slip before going to class. A child will receive an excused tardy only with a legitimate note showing proof of a doctor / dental appointment. The note must state the date, time and patient's name.

ABSENCES

Regular attendance is necessary for the best learning environment. In order to provide the optimum learning environment, we will not tolerate continual disruptions that affect the learning process. Excessive absences and/or excessive late arrivals are considered disruptions to the learning environment.

Parents must notify the school by telephone by 10:00AM of their child's absence. The phone number is (623) 476-0800. A signed and dated note from the parents explaining the reason for the absence is required once the child returns to school.

Parents should make every effort to schedule family vacation times in conjunction with the SJV calendared vacation schedule. Any other vacation time taken will be considered unexcused absences. Lesson plans and homework may not be provided ahead of time for unexcused absences of this type. See "Homework" section for protocols relating to missed homework assignments.

When students are checked out by a parent earlier than dismissal time, it will be considered a half day absence if the check out time is after lunch. If the checkout time is prior to the lunch time, the absence will be considered a full day absence.

EXCESSIVE ABSENCES

Excessive absences may result in a child being required to repeat a grade or attend summer school. The required number of school days for the 2010-2011 school year within the Diocese of Phoenix is 180. If your child has missed 15 days or more, the days must be made up during summer school or tutoring, totaling the number of days in excess of 14, unless extenuating circumstances were approved by Administration. For every day absent in excess of 14, students must make up 4 hours in tutoring or summer school.

Please understand the importance of communicating with the school office regarding your child's attendance. We ask every family to be responsible in maintaining these rules and regulations.

SAFETY

Saint John Vianney Catholic School is dedicated to the safety and well being of all students. As a result, there are a series of policies and action plans that parents should be aware of.

EMERGENCY CONTACT INFORMATION

All families must keep an updated emergency card for each child on file in the school office. Please notify the school immediately of any changes during the year.

PROCEDURES FOR ARRIVING AND LEAVING CAMPUS

Students are not to be on the school grounds before 7:30AM. There is no adult supervision before 7:30AM. *See Extended Hours section for additional options and information.*

Students will not be dismissed from school during school hours unless escorted off campus by a parent or guardian. Students who are dismissed early must report to the office where they will be met by their parent/guardian. Parents/guardians will sign out their child at that time. St. John Vianney is a closed campus and students are not allowed off campus for lunch. Students must be signed back into school at the school office upon returning from an appointment.

The emergency card specifies who may or may not pick up your child. The school will not allow the child to go with anyone unless specified.

Students who leave campus after school will not be allowed to return to campus.

SUPERVISION

Teacher and/or parent volunteers supervise the school and playground areas during recess and lunch periods. They are aware of the safety rules of the school and are particularly alert to any behavior that might endanger or lead to injuries. No students are permitted on campus after school hours unless they are in the Extended Care Program or under the supervision of authorized campus personnel. Students participating in any after school sports program will be under the supervision of the coach. Brothers and sisters of team members who are not on the team are not permitted to wait for them on school grounds unless they are in the Extended Care Program. Should a sports practice or game be canceled or finish early, the coach will walk any students who have not been picked up by their parents to Extended Care. There will be no charge for Extended Care in this instance.

VISITORS / VOLUNTEERS

All visitors/volunteers to the school (parents included) must obtain permission or clearance from the school office at all times. Parents who will be helping or visiting in the classroom should make arrangements with the teacher or office before their arrival. Classes may not be interrupted at any time by anyone without obtaining permission or clearance from the office or the Principal. Visitors and volunteers must sign in at the office and wear a VISITOR/VOLUNTEER badge. All visitors and volunteers must have attended and be current in a Safe Environment class. To obtain information and a schedule of the "Called to Protect" classes offered throughout the Diocese, see www.safeenvironmenttraining.org/classes.php. Children not of school-age may NOT volunteer with a parent or guardian, nor may un-registered SJV students.

Catholic High School students requesting service hours must make arrangements in advance and receive prior approval for the service before coming onto the campus. St. John Vianney Catholic School cannot assume the liability for students who are not enrolled at SJV.

PRIVACY POLICIES

Before the use of a student's name or likeness, whether in still, motion pictures, audio or video tape, photographs and /or other reproduction of a student, including voice and features with or without the name of a student for any promotional purposes involving the Diocese, parish or school, news or feature stories in any media or other purposes whatsoever, written permission for publication of this information will be secured from the parents. **If a student does not have a photo release form on file, that student will not be included in the official school class picture, yearbook, newsletter or any other publication.** In addition, before printing student directories, written permission for publication of the information will be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the administration of St. John Vianney School and the Diocese of Phoenix.

For the privacy and protection of our students, students are not permitted to have cell phones on campus. Since cell phones are also used as cameras, pictures taken of our students may end up on the internet. This is highly inappropriate and may be a violation of privacy. See Discipline section for additional information about cell phones and electronic devices.

INTERNET USE

Students enrolled in St. John Vianney Catholic School have a responsibility to represent the school in a positive manner and respect the privacy of school employees and students. Posting defamatory or negative information about the school on the internet (i.e. blogs, MySpace.com, Xanga, Friendster, Facebook, etc.) where images depict a student or students wearing SJV uniforms or claiming to be SJV students is not tolerated because it compromises the privacy and safety of their

classmates. **Any student who breaches this privacy may be subject to disciplinary action.**

Additional regulations are noted under Computer / Technology Instructional Policies.

BULLYING

St. John Vianney Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment.

Engagement in online blogs and social media websites may result in disciplinary actions if the content of the student's blog or post includes defamatory comments regarding the school, the faculty, other students or the parish.

CRISIS INTERVENTION

An organized plan of action is in place should a crisis arise on or near our campus. The plan includes detailed lockdown procedures, fire emergency procedures, and evacuation plans. Each classroom is equipped with a chart of information regarding crisis procedures, and teachers are trained in crisis management several times each year. A copy of our "Crisis Intervention Plan" is housed in the office for viewing.

ENVIRONMENTAL SAFETY

As directed by the United States Environmental Protection Agency (EPA), all schools are required to inspect their buildings and facilities and to identify, sample and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in School Rules and the Asbestos Hazard Emergency Response Act (AHERA) regulation further requires that all parents, teachers and employees of a school where asbestos is found, be notified.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and re-inspected visually every six months for any physical damage until it is eventually removed.

Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all of the school areas are safe and free of asbestos fibers.

DISCIPLINE POLICIES

CODE OF DISCIPLINE

Discipline, according to the educational style of St. John Bosco, attempts to lead the student to internalize his/her beliefs into self-discipline, good citizenship, cooperation and social responsibility through reason, religion and loving-kindness. The school aims at motivating students to develop Christian values and an environment conducive to learning.

Faculty and staff will enforce this code of discipline when student's behavior threatens the student's own safety and/or the safety of others. Students are expected to behave in such a way so as not to hinder their own learning or that of others. They are expected to cooperate with school and classroom rules and to contribute to the creation of an orderly school atmosphere. Parents are expected to assist by cooperating fully with school policies and supporting the administration and faculty in this educative task.

A child who consistently refuses to cooperate is clearly showing that s/he is not profiting from the good the school has to offer. S/he is creating an unfair situation for both teachers and well-intentioned classmates without deriving any personal benefit for her/himself. Under these circumstances, the school reserves the right of probation, suspension, removal / withdrawal, or the recommendation for transfer of students unable to profit from SJV's educational program.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student, or they adversely affect the safety and well-being of a student while in school. Any conduct, both in and out of school that reflects negatively upon the reputation of the school, may be subject to disciplinary action.

SCHOOL PRIDE

Students benefiting from the values of SJV take pride in their school and strive to keep it safe, clean and orderly. An environment that encourages good learning is maintained by:

- Being in the right place at the right time for the love of God and others
- Showing everyone respect and consideration
- Wearing the school uniform with dignity
- Knowing, understanding and appreciating the purpose of all school rules
- Keeping the school tidy and clean
- Moving in a quiet and orderly manner
- Being prepared and responsible for all assignments
- Developing good study skills and an enthusiasm for learning
- Using all objects for their intended use
- Keeping away from tobacco, alcohol, or other controlled substances, such as drugs
- Refraining from gum chewing or from using or playing with any object or substance that has a potential for increasing janitorial and/or maintenance attention

STUDENT CODE OF CONDUCT

Jesus' command to "love one another" is evident in the ways that students interact with each other, as well as with the faculty and staff. Therefore, students of St. John Vianney School:

- Refrain from hostile behavior
- Speak respectfully
- Take responsibility for their own actions
- Respect school property and the property of others
- Refrain from all inappropriate touching

PROACTIVE AND CORRECTIVE MEASURES

The faculty and staff of St. John Vianney believe that creating an appropriate learning environment is critical. Learning is what school is all about. Because good learning conditions are critical, and because discipline problems are a threat to learning, appropriate behavior and discipline is of the utmost importance.

ACADEMIC DISHONESTY

Academic dishonesty (cheating/plagiarism) are not tolerated. Students may not copy the work of other students, nor may they copy and paste any part of an article from the internet without correct notation/credit being given to the author. Should a student make the choice to engage in academic dishonesty, the teacher will give the student a grade of "0" on the assignment.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and electronic devices are NOT allowed in school. If a student is seen using any electronic devices (cell phone, ipod, cd player, video now, etc.), the device will be confiscated. Parents must pick up the cell phone or device and pay a \$25 dollar fine. *The school is not responsible for lost or stolen cell phones.* School phones are always available for students to make calls to parents.

DISCIPLINE FORMAT

Each student will purchase an agenda that includes all monthly discipline calendars. The agenda must be kept on the students' desks at all times in all classes. Parents must sign in the calendar box each evening. For each academic day, the following is indicated on the calendar:

- 1-Tardy
- 2-Not prepared for class/no homework
- 3-Class disruption
- 4-Bullying
- 5-Uniform violation
- 6-Other

- No notation or a positive comment means that your child had a great day!
- If there is a concern, the teacher will highlight or circle the number that corresponds with the concern.
- If the concern is not one of the five listed, the teacher will write a notation.
- The teacher will check the folder after morning announcements. The **signature of a parent or guardian** serves as a homework grade (100% or 0%).
- If the child has 2+ teachers, the teachers will color code and send this information home in a parent letter.
- At the end of the month, the calendars are collected and kept on file. New calendars are given monthly.
- 3 notations a day or 5 a week = referral.
 - The teacher completes the school referral form and the student must meet personally with administration. Parents are contacted.
- 3 referrals = detention.
- LOCATION AND TIME FOR DETENTIONS ARE TO BE DETERMINED
- 3 detentions = suspension
- 3 suspensions = expulsion

Grounds for detention, suspension or expulsion may include, *but are not limited to*, the following:

- Automatic detention:
 - Homework that has not been turned in within 48 hours of the due date/time. (Note: student still receives a 0% on the assignment.)
 - Offensive language (cursing, swearing or profanity), disrespect or disobedience
 - Misbehavior
 - Gum chewing
 - Bullying (name-calling, pushing, etc.)
 - Cheating (student also receives a 0%, which cannot be made up.)
 - Lying
 - Cursing, swearing, profanity
 - Graffiti
 - PDA (public displays of affection)
 - Other forms of behavior determined to be in conflict with the spirit and mission of the school.
- Automatic In-School Suspension (ISS)
 - Bullying (e.g. fighting, harassment, etc.)
 - Cutting class, assemblies or other required school functions
 - Forgery
 - Infractions such as the ones listed under automatic detention might warrant an ISS, OSS, or removal/withdrawal depending on the severity of the incident. This decision is left to administrative discretion, with parish and diocesan consultation as needed.
- Automatic Out-of-School Suspension (OSS) or removal/withdrawal
 - Vandalism or threats
 - Possession of cigarettes and/or lighters

- Automatic Removal/Withdrawal
 - Possession/use of alcohol, drugs or drug paraphernalia in school
 - Possession of a weapon in school
 - Possession / distribution of pornography
 - Possession/use of fireworks or bomb-making materials
 - Serious threats

These rules are to be followed during school hours including morning and after school care.

For all cases regarding suspension or removal/withdrawal, due diligence will be practiced and the parents will be contacted. For any serious incidents, the police will be called.

At the end of the school day, the teaching staff will be asked to send students who have received three highlights, or who may need to see the Principal (teacher's discretion), to the library. At that time, the administration will meet with the students to provide counsel and redirection regarding the situation.

BEHAVIOR IN AND OUT OF SCHOOL

Students must remember that their school behavior reflects their home and school training, both positively and negatively. They must, therefore, bring honor to their families and school by their respectful, mannerly conduct all times. Parental cooperation is needed to foster among the students such attitudes as reverence at prayer, respect for others, truthfulness, honesty, non-violent resolution of conflict, respect for the property of others and the application of Christian values to everyday situations.

St. John Vianney School parents and students set a Christian example and act in an appropriate manner on or off school premises, at school-related activities, functions or events.

CONDUCT SCALE

Excellent Effort= No write-ups

Satisfactory Effort=1-5 write-ups

Needs Improvement=6-9 write-ups

Unsatisfactory = 10 or more write-ups and / or one (or more) in-school suspensions

The Principal -- after appropriate consultation -- makes the final decision in all-disciplinary situations and may waive any disciplinary rule for a just cause at his/her discretion.

COMPUTER / TECHNOLOGY INSTRUCTIONAL POLICIES

St. John Vianney Catholic School offers computer instruction including using several software packages. Microsoft Word (word processing), Excel (spreadsheet), PowerPoint (presentation), and FrontPage (web page design) are featured programs. Proper and ethical use of the computers, information, and technology is expected of all students.

ACCEPTABLE USE

The use of the internet and related technologies must be in support of education and research and must be consistent with the educational and moral objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Students must have a teacher's permission before using any computer for any reason and must be under supervision. Students will be required to have the "Acceptable Use Agreement" paperwork signed and on-file before internet access or computer use is granted. Students will be issued a username and password that is required for access to network resources. This log-on information must be kept confidential, as the student is responsible for any and all acts performed under his/her user ID.

UNACCEPTABLE USE

Transmission of any material in violation of any Federal or Arizona statute is prohibited. This includes, but is not limited to: copyrighted material, violations of the Digital Millennium Copyright Act (DMCA), threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is prohibited. Other examples of unacceptable activity include, but are not limited to: viewing pornographic images; obtaining information on bombs or the manufacture or distribution of illegal narcotics; creating false identification or other official documents; using inappropriate language and programs or applications that deal with war, battle, killing, violence, or with sexual connotations or overtones. **Changing the system configurations and/or installing software without permission is prohibited.** Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to: the uploading or creation of computer viruses, the removal of hardware components, the detachment and/or rerouting of cables or other necessary hardware. Unauthorized use of another's computer, access of others' accounts, and/or files is prohibited.

PRIVILEGES

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use will result in revocation of those privileges.

WARRANTIES

The educational programs provided by the school make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users may experience as a result of use. This includes loss of data resulting from delays or service interruption. Use of any information obtained via the Internet and related technologies is at the user's own risk and responsibility for compliance with Federal and Arizona law is the responsibility of the user. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget. **This includes the replacement of equipment damaged as a result of a violation of acceptable use policy.**

EXTRACURRICULAR ACTIVITIES

SPORTS

All sports activities have an agreement form for the parents and the students to sign before they may participate in the activity. The agreement form will carry the expectations, stipulations and requirements for continued participation in the activity.

Boys and girls in grades 5-8, who have not turned 15 by September 1, may participate in team sports. Boys may participate in flag football, basketball and baseball. Girls may participate in volleyball, softball and basketball.

FEES

Students participating in a sport are charged a fee of \$40.00 per sport. Sports fees must be paid prior to the first practice. If the student becomes ineligible, the fee is non-refundable.

ELIGIBILITY

Participation is affected by academic performance. Students must maintain a "C" in all subjects. A student may not represent the school in any game until all grades are passing (C). In other words, if a student has one "D" and the rest of his/her grades are in the "C" range or higher, that student may participate in practices, but not games. If a student has 2 "D"s or 1 "F" they are ineligible to attend any practice for any sport for two weeks. Grades will be checked every two weeks.

If a student is referred to the Principal for a disciplinary purpose, he/she will be suspended for one game.

All students and parents must attend organizational sports meetings at the beginning of each sport season. They must also attend other required meetings and sign a commitment form stating the parent/child will complete the sport season in its entirety.

STUDENT COUNCIL

The purpose of this organization is to promote the ideals of good citizenship, positive relationships among students, school morale, orderly direction of school activities/assemblies and the general welfare of St. John Vianney Catholic School.

The Student Council shall consist of elected officials and two representatives from each grade. The moderator is a member of the faculty.

Officers and representatives for the Student Council must maintain a "B" average in all subjects and no grade less than an "S" in the non-academic areas of work, such as study habits and social development, to be eligible. If they become ineligible for more than a quarter and a half, they will be removed from office.

As in sports, grades are assessed at the time of progress reports and the end of the quarter. More stringent rules apply for the Student Council because they are to be the role models for their peers.

HEALTH / MEDICATION POLICIES

ILLNESS AND INJURY

The school's Nurse's Office is not a primary care facility, like a doctor's office, and may not be used as such due to the fact that the law does not allow the school nurse to make a diagnosis, prescribe treatment, or administer medication without proper authorization. First aid and medical care provided by the health aide/school nurse are primarily for illnesses or injuries that occur during the school day.

School is NO place for a sick child. Please do not send your child to school if he/she has diarrhea, vomiting, fever, undiagnosed rash, deep cough, or communicable disease (e.g. strep throat, chicken pox, pink eye, etc.) You will be notified if your child becomes ill enough to leave school, sustains more than a minor injury or has an emergency. Any child who has a temperature at school of 100.0 or above must be sent home in accordance with Arizona State Law. It is the parent's / guardian's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. The nurse's office does not have room to house sick or injured children for an extended period. Children are not permitted to walk home when ill or injured.

You will also be required to keep all home, work and emergency phone numbers current. Please notify the school office immediately of any changes.

IMMUNIZATION

Arizona State Law requires that each child must have immunization information on file at school. It is the responsibility of the parent / guardian to furnish the school with the month, day and year of each immunization. You will have 15 days from the date of enrollment to submit the immunization records and comply with any immunizations that are due. If you have any questions regarding the immunization status of your child, please feel free to contact the school office to inquire.

PRESCRIPTION DRUGS

When it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the child and the school to be in compliance with existing rules and regulations.

- A physician must prescribe the medication.
- The parent or guardian must provide written permission to administer the medicine to the child. Appropriate forms are available in the school office.
- The medication must come to the office in the original prescription container as dispensed by the pharmacist. There must be written directions from the physician or the pharmacist stating the name of the patient, the name of the medicine, the dosage and the time it is to be given.
- Medications can only be dispensed to the student for whom the medication was labeled. Under no circumstances will medication be dispensed from a baggie or Ziploc bag.
- Inhalers must come to the school in the boxes with the prescription label intact. Inhalers not properly labeled will not be dispensed. **NO EXCEPTIONS!**
- Students will not be allowed to carry inhalers with them without the proper authorization from the child's doctor.

OVER-THE-COUNTER MEDICATIONS

When it is necessary for a student to receive a medicine that does not require a prescription, the following procedure has been established to ensure the protection for the child and the school:

- The parent or guardian must provide written permission for the over-the-counter medication to be dispensed. Forms are available in the office.
- Any over-the-counter medicine sent by the parent or guardian to be administered to a student must come to the office in the original manufacturer's package with all directions, dosages, content and proportions clearly marked.
- The school nurse or other staff member may be designated to administer medications when necessary.
- All medications (prescriptions and over-the-counter) will be documented on a daily medication log when administered.
- Children may not, under any circumstances, keep medications (inhalers and cough drops included) in their possession during school hours.

A health record card is maintained on each student from the day of entrance until the day of withdrawal. Annual screening is done for vision, hearing, blood pressure, height and weight. Parents are required to fill out a health questionnaire at the beginning of each year and present the necessary immunization documentation.

P.E. EXCUSES

A written parental excuse is required if your child cannot participate in a Physical Education class. A written doctor's excuse is required if your child cannot participate in P.E. for more than one week. A doctor's release is required for a child to participate in P.E. following surgery, serious injury or illness in order to return to normal activity.

WELLNESS POLICY

The Diocese of Phoenix has adopted an official policy regarding wellness. This policy helps us to support healthy eating habits for ourselves and our students. The policy does not allow for home baked goodies (cupcakes, cookies, etc.) to be brought into the classroom for class parties or student birthdays. In trying to support healthy eating habits, we suggest that alternative items such as fruit and vegetables, yogurt, holiday pencils or birthday souvenirs be brought for celebration instead of unhealthy food items with high sugar content. Students will also receive a free dress pass in recognition of their birthday.

UNIFORM / DRESS CODE

SCHOOL UNIFORM

Since the school uniform symbolizes the high standards to which St. John Vianney School aspires, the uniform is to be kept clean and tidy and should be worn at the proper lengths and size. Students are not permitted to wear oversized or undersized clothing. The uniform shirt must have the official SJV logo and the tag of each uniform item should be labeled with the child's name and grade.

All students in grades Pre-K through eighth grade must wear the school uniform. Uniforms are purchased through Educational Outfitters either in person or on-line.

BOYS UNIFORM

- Navy blue uniform shorts or slacks should be worn at the waist and may not be more than one waist size larger than normal.
- Shirts are red and should be tucked in at all times.
- Undershirts must be solid white.
- Students in grades 1- 8 must wear a navy blue or black belt with a simple buckle.
- White ankle socks must be worn.
- Plain black tennis shoes with non-marking soles (no high tops) must be worn. Shoes must be fully-laced, fastened and tied tight at all times. Due to safety reasons, students must not be able to step out of shoes. Shoelaces must match the shoe and be tied on top of the shoe.
- Students in Pre-K and Kindergarten are required to wear velcro tennis shoes.
- P.E. shirts and shorts must be worn on P.E. days only. Navy blue sweatpants and sweatshirts may be worn on P.E. days in the colder months.

GIRLS UNIFORM

- A jumper must be worn in grades Pre-K through third grade.
- Skirts must be worn in grades 4-8. Hems must be to the knee or lower. (Black or dark blue biker-type shorts should be worn under skirts.)
- Shirts should be red and should be tucked in at all times.
- Undershirts must be solid white.
- White ankle socks must be worn.
- Plain black tennis shoes with non-marking soles (no high tops) must be worn. Shoes must be fully-laced, fastened and tied tight at all times. Due to safety reasons, students must not be able to step out of shoes. Shoelaces must match the shoe and be tied on top of the shoe. Girls may wear the "Mary Jane" -style of shoes with non-marking soles except on P.E. days. Shoes must be flat with no height to the heel.
- Students in Pre-K and Kindergarten are required to wear velcro tennis shoes.
- P.E. shirts and shorts must be worn on P.E. days only. Navy blue sweatpants and sweatshirts may be worn on P.E. days in the colder months.
- Blue tights or flesh-colored nylons are allowed to be worn under the skirt during the cooler months.

P.E. UNIFORM

All grades will wear a P.E. uniform, which consists of shorts and t-shirt, on assigned P.E. Days. The shirt may be untucked during P.E. class only. Uniforms must be laundered frequently, and students should practice the essentials of personal hygiene. In colder months, a school sweatshirt and sweatpants may be worn.

If a student is assigned a special part in the school mass on their P.E. day, s/he should wear his/her full school uniform and change into the P.E. uniform after mass.

BUCK-A-JEAN DAYS

From time-to-time the school will support a Buck-a-Jean Day, (generally on Fridays) where students may wear jeans or jean shorts for \$1. Jean shorts must be no more than two inches above the knee. "SJV Shirts" must be worn with jeans or jean shorts on these days. "SJV Shirts" means the red uniform shirt, P.E. shirt, or any shirt purchased from SJV to support a fundraiser, such as the Fall Gala or Fiesta. Students should wear only closed-toe shoes or tennis shoes.

FREE DRESS

Students are permitted a Free Dress day to celebrate their birthday. The Free Dress day should occur on the student's actual birthday or another date near it, as approved by their teacher. Free Dress passes may also be given as rewards to students throughout the year. In all cases, student dress must be appropriate for a Catholic School.

- No open-toe shoes on any occasion.
- Shorts, skirts and dresses should be no more than two inches above the knee.
- Clothing should be neither too tight nor too baggy.
- Any shirts with logos must always be respectful and reflective of our Christian beliefs

JACKETS AND SWEATERS

Only SJV logo type jackets and sweaters will be permitted. These may be purchased through Educational Outfitters.

GROOMING / PERSONAL APPEARANCE

Neatness in one's appearance and overall cleanliness is an indication of a healthy attitude and a positive self-image. The school's policy regarding student dress and grooming stresses good taste, cleanliness and modesty. It is the parent's responsibility to ensure that students come in complete uniform. In keeping with this policy, the following norms are observed:

- Uniforms must be neat and clean at all times. Shirts are to be tucked in at all times (except during P.E. class). Belts and/or waistband must be visible at all times.
- Make-up, colored nail polish, French manicures, and long sculpted nails are not permitted. No lipstick or lip gloss is allowed. Clear chapstick is acceptable.
- No make-up, hairspray or nail polish may be brought to school. There are times for competitions, liturgical dances, drama productions and certain exhibitions that make-up becomes appropriate and necessary.
- Boys' hair must not extend over the shirt collar. Boys with facial hair must shave. Both boys' and girls' hair must be worn in a traditional and conservative style and be clean and neat at all times. No modern, fad or extreme hairstyles.
- Girls' hair must be pulled back and away from their faces. This may be done with a ponytail holder, barrette, etc. Bleached or highlighted hair is never allowed. Excessive hair spray, styling mousse or wax is not permitted. Girls are not permitted to wear jagged, wispy or waxed out hairstyles. Girls are not permitted to wear scarves or large decorative bands in their hair. The overriding rule is: **BE TRADITIONAL AND CONSERVATIVE.**
- Large and ornate jewelry is not acceptable for school. The rule of ONE applies to jewelry. ONE small religious symbol on a simple chain, ONE simple wristwatch, ONE set of post earrings, and ONE simple ring may be worn. Boys may not wear earrings. Students should not wear decorative and/or expensive jewelry. The school is not responsible for the loss, damage or theft of any jewelry. Jewelry is never allowed on P.E. days.
- Body piercings or tattoos are not acceptable for school. This includes temporary tattoos.

The Principal will make the final decision on all matters of uniform should any questions arise.

GENERAL SCHOOL INFORMATION

OFFICE HOURS

The school office is open each school day from 7:30AM to 3:30PM. On Wednesday, which is early release day, the office will close at 2:30.

PRINCIPAL OFFICE HOURS

There will be scheduled appointment times each day according to the Principal's availability. The principal supports an open-door policy in which he / she is willing to listen to the concerns of the parents in an appropriate setting and scheduled time.

NEWSLETTERS

Monthly newsletters from the Principal will be posted on the school web page. The newsletter may contain information from the Home and School Association. Parents are encouraged to monitor the school web pages for important information and updates.

EXTENDED HOURS

St. John Vianney Catholic School provides care for students outside the school hours of operation.

Morning Care operates from 6:30AM - 7:30AM and provides a breakfast. Students participating in the morning care program must enter using the La Pasada Blvd. entrance of the cafeteria. Parents must verify that the student has been welcomed by a SJV staff / faculty member before driving away.

Extended Care operates from 3:00PM - 6:00PM Mondays, Tuesdays, Thursdays and Fridays and 1:30 PM to 6:00PM on Wednesdays. Further information may be obtained from the school office. The cost for the extended care program is \$5 per hour per child. If your child is not picked by 6:00PM, there will be an additional charge of \$2 per minute. Failure to pick up your child within an appropriate time frame may result in a phone call to Child Protective Services. If you have an emergency, please notify the school as soon as possible.

EXTENDED CARE RULES

Students are expected to follow school rules during morning and extended care. Students who continually violate rules or directives given by those in charge will be asked to withdraw from the morning or extended care program. This includes students who may refuse to sign in at the appropriate times and are found wandering around campus unsupervised.

FIELD TRIPS

Classes are encouraged to take field trips of an educational nature. All students in the class are expected to participate in the field trip. However, field trips are a privilege, not a right. Parents will be asked to act as chaperones on field trips.

When transportation is required for a field trip, the school bus may be utilized. Additional transportation may be required of parents. When parents provide transportation, the parent must be trained in the Called to Protect curriculum (see section on Volunteers), and there must be at least two adults present. When children are being transported by private transportation, the field trip permission slip must state this, and the parent must provide proof of insurance and Called to Protect training completion.

PERMISSION SLIPS

No student will be allowed to participate in field trips unless the parent or guardian signs the proper permission form, which releases the school from any and all liability.

LEGAL ISSUES

If your family experiences a divorce, legal separation, custody issues, etc., it is critical that you provide the school with any legal documentation regarding your children. The school must be made aware of any custody issues and guardianship changes.

LUNCH AND MILK PROGRAM

Students may bring their lunch or purchase a lunch. St. John Vianney participates in the Federal Milk and Lunch Program. Free or reduced lunch and milk will be provided to students who are eligible. Information including criteria for eligibility and applications for participation in the program will be available on Super Saturday and upon request. Free and Reduced lunch forms must be completed every year in order to qualify.

FORGOTTEN ITEMS

If for some reason, a student has forgotten their lunch, sleep mat, homework, etc., please do not bring those items to the school office. Help us teach responsibility and leave those items at home. Cafeteria personnel will provide a lunch for your child and extra sleeping mats are available in the classrooms.

Regarding late homework, the late homework policy will go into effect. (Refer to the Homework Policy: Late Homework)

FAST FOOD LUNCHES / CAFETERIA CONDUCT

Students are to conduct themselves appropriately and are expected to follow the cafeteria rules at all times. Fast-food lunches are NOT allowed to be brought to campus for students. Further, students may not bring sodas or energy drinks for lunch or after school.

PARENT(S) AND STUDENT(S) AGREEMENT

In signing the PARENT(S) AND STUDENT AGREEMENT form, the parent(s) and student agree to abide by the rules, regulations and policies of St. John Vianney Catholic School as set forth in this handbook.

The Pastor, the Principal, or the school retain the right to amend this handbook as necessary with appropriate written notice. Such revisions become binding immediately.

For everyone's mutual understanding, protection, and benefit, please sign, detach, and return this page to the teacher.

We have read this with our child and agree to be governed by the ST. JOHN VIANNEY CATHOLIC SCHOOL PARENT AND STUDENT HANDBOOK 2009-2010. If there are two legal parents/guardians, two signatures are required.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Turn this in on or before the first day of school .