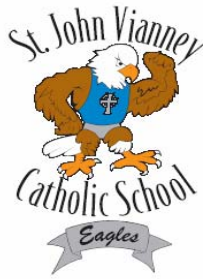


St. John Vianney Catholic School

"Home of the Eagles"



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<http://school.sjvaz.net>

PARENT / STUDENT HANDBOOK

2009-2010

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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.

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
	Health Aide	121	
Sr. Cynthia Salas	Director of Technology	103 / 138	csalas@sjvaz.net
Leticia Rodriguez	Pre-K Teacher B	117	lrdriguez@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	
Dora Renaud	Kindergarten	128	drenaud@sjvaz.net
Christina Morales	Kindergarten aide	128	cmorales@sjvaz.net
Renee Dominguez	1 st Grade	129	rdominguez@sjvaz.net
Jennifer Barkasy	2 nd Grade	131	jbarkasy@sjvaz.net
Cristine Ayalin	3 rd Grade	133	cayalin@sjvaz.net
Kelly Foyle/ACE	4 th Grade	147	kfoyle@sjvaz.net
Francisco Castillo-Fierro/ ACE	5 th Grade	146	fcastillo@sjvaz.net
Natalie Heist	6 th Grade	143	nheist@sjvaz.net
Rene Ashlock	6 th Grade		rashlock@sjvaz.net
TBA	7 th Grade	142	sford@sjvaz.net
Robert Curtis	8 th Grade	141	rcurtis@sjvaz.net
Katarzyna Honsberger	Music Teacher	120	khornsberger@sjvaz.net
Lisa Albrand	Physical Ed.	119	lalbrand@sjvaz.net
Patricia Flores	Librarian	135	pflores@sjvaz.net
Patty Vasquez	Cafeteria Manager	110	pvasquez@sjvaz.net
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. Drew Gawrych		109	dgawrych@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
Donna Wiedoff	Business Manager	107	dwiedoff@sjvaz.net
Cynthia Robles	Administrative Assistant	105	crobles@sjvaz.net
Cindy Cons	Liturgist	139	ccons@sjvaz.net
Kennya Villaneuva	English Youth Group	112	kvillanueva@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
Sr. Vuong Do	Outreach Ministry	113	

COMPUTER / TECHNOLOGY INSTRUCTIONAL POLICIES

St. John Vianney Catholic School offers computer instruction including keyboarding as well as several key 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 information 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.**

GENERAL SCHOOL POLICIES

Draft 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 educator, 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, and making him known to others.

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

VISION

St. John Vianney Catholic School educates children in a Christ-centered community with the Salesian tradition of Reason, Religion and Loving Kindness.

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.

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)

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.

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.

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.

CRISIS INTERVENTION

St. John Vianney Catholic School has a very specific plan 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 procedures several times each year. A copy of our Crisis Intervention Plan is housed in the office for viewing.

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, 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 first. Priority is then given to siblings of returning students and then the registration process is opened to the general public. All prospective students will be given an assessment exam prior to acceptance.

INTERVIEW

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

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

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 will be 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. *See page 14.*

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. Registered families of St. John Vianney Parish and any other Diocesan Catholic Parish who attends Mass weekly will receive a tuition discount. If you are paying the tuition rate of a practicing Catholic, this means that you accept the "requirement" to attend weekly Mass. The St. John Vianney School community has Mass once a month and it is required that each student and their family attend Mass. The students must be in school uniform.

TUITION FEES

The tuition for the 2009-2010 school-year is set as follows for Preschool:

	<u>Preschool</u>
Tuition	\$4800
Activity Fee	\$100
Snack Fee	\$50
Mat Fee	\$10

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

The tuition for the 2009-2010 school-year is set as follows for Grades K-8:

	Kinder	1 st Grade	Grades 2-7	Grade 8
Tuition	\$4175	\$4175	\$4175	\$4175
Instructional Fee	\$200	\$200	\$200	\$200
Activity Fee	\$100			
Snack Fee	\$50	\$50		
Graduation Fee				\$100
Mat Fee	\$10			

Tuition is payable over 10 months beginning August of 2009, or 12 months beginning July 2009.

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

REGISTRATION FEE

A registration fee of \$75 per family (new families only) is payable at the time of registration. This registration fee is non-refundable for new families only.

FUNDRAISING

\$350 (profit based) from designated school fundraisers

VOLUNTEER HOURS

20 hours per semester or \$10 per uncompleted hour each semester in lieu of volunteer hours. *Eight of those service hours MUST be earned by working in the Fall Gala and Spring Fiesta. (4 hours at the Gala and 4 hours at the Spring Fiesta).*

INSTRUCTIONAL/TECHNOLOGY FEE

An instructional fee of \$200 per student is payable at the time of registration. This instructional fee is non-refundable for returning families. 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. A discount of 3% shall be awarded if this plan is chosen.
- 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. Those choosing this plan will authorize their bank to make automatic monthly payments to FACTS on either the 5th or 20th of each month.

TUITION ASSISTANCE / CTODP

There is a restricted amount of funds in the parish available for tuition assistance. 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. Contact the school office for further information. Families who receive assistance from CTODP are required to become actively involved in the CTODP awareness campaign at SJV. Examples of this are:

- Personal testimonies
- Distribution of brochures on CTODP
- Use accounting background to explain tax credit to parents

LATE PAYMENTS

It shall be the responsibility of each school family to keep the school office informed of their need to make any changes or payment arrangements in its preferred tuition payment plan or adjustments in the amount of tuition to be paid. 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.

FACTS

FACTS will automatically re-attempt the payment 15 days after the normal payment date. FACTS will send a letter to the responsible party prior to the re-attempt. 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 check returned from the bank to St. John Vianney.

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 the Last Day of School: Follow Diocesan Regulation 5.02 (*see page 14*).
- By April 15th : Students in eighth grade who have outstanding debts will not participate in any graduation activities. (May crowning, retreat, 8th grade banquet, 8th grade field-trip, graduation ceremony)

ADMISSION OF STUDENTS WITH TUITION DELINQUENCY

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 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.

ADDITIONAL CHARGES

There are additional fees that are being charged. They are due on Super Friday and Saturday.

For Preschool

- \$50 a year - Snack fee
- \$100 a year - Activity fee
- \$10 sleep mat fee

For Kindergarten:

- \$50 a year- Snack fee
- \$10 sleep mat fee

For First Grades:

- \$50 a year - Snack fee

ACADEMIC POLICIES

ASSIGNMENT BOOKS / AGENDAS

Students in grades one through eight will use homework agendas which are to be purchased during all 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 or not kept orderly/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.

LEARNING EXPECTATIONS

The SJV learning community has high learning expectations for every student. Our goal is that they become life long learners, that they be passionate and ready to take risks and that they be able to problem-solve and think critically. We expect our students to speak well, write well, read well, and work well with numbers. We want our students to learn to use the resources around them and to be able to keep building on what they have learned during their years at SJV. As W.B. Yeats said, *"Education is not the filling of a pail but the lighting of a fire."*

Student Learning Expectations



We want each graduate to be an individual, guided by St. John Bosco's philosophy of education, 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.

As evidenced by:

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.

As evidenced by:

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.

As evidenced by:

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 may not accept late homework.** Teachers will make the final decision in special cases. If a student is absent, one day to complete homework will be allowed for each day of absence.

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

We 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 homework will be provided to students who are on vacation outside of the calendared SJV vacation days, as those would be considered unexcused absences.

LATE HOMEWORK

Turning in late homework is unacceptable. Homework that is turned in late will receive a point penalty to the possible grade.

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. They are in the process of being trained in the content and use of the scoring rubric, 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 a language 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, journals)
- **Descriptive writing:** creates a vivid image in the reader's mind and uses precise details to paint "work pictures" for the reader (example: menu, travel brochure, poster)
- **Expository writing:** informs, explains, clarifies, or defines (examples: research paper, essay, report)
- **Persuasive writing:** informs and attempts to convince the reader to take the same stand (examples: movie review, restaurant critique, letter to the editor, 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, a cookbook)
- **Business writing:** provides information in a way that is clear, well organized, efficient, and usually answers a question, summarizes work completed or proposes new strategies (examples: memo, proposal, long range plan, 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 are to keep one copy and sign the other copy and return it to the teacher. Teachers will file the signed copies in their classroom.

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. 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 a teacher(s) 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.

Explanation of grading: Kindergarten, First, and Conduct (all grades except K)

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

SJV uses the Diocese of Phoenix Grading Scale as listed in the table below:

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

HONOR ROLL (GRADES 2-8)

Students will have all core subjects averaged together to determine their GPA which will place them on the correct honor roll. Music and P.E. will utilize the "E", "S", "I", "N", "U" grading scale. Any N's or U's on their report card will make students ineligible for honors, as will a grade of D+ or lower in any subject.

First Honors
3.5 – 4.0 GPA

Second Honors
3.0 – 3.4 GPA

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.
- All Kindergarten students will be given the **Gesell Assessment** before acceptance in order to verify that the child is developmentally ready for Kindergarten. **The Gesell Assessment** will also be given to new first grade students. A fee of \$30.00 will be charged for the Gessell 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, 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 / SUPERVISION 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.

School begins at 7:40AM (1st bell) with students lining up in preparation for Morning Assembly which will begin at 7:50 AM. Students arriving after 7:50 AM are considered tardy and must gather in the Church. After Morning Assembly those 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. Friday dismissal is at 1:30 PM for all grades. Parents are to park their cars and walk inside the fence and pick-up their children. Parents must come to the designated area to pick up the students. Students not picked up 15 minutes after dismissal will go to Extended Care.

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.

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.

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

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. A signed and dated note from the parents explaining the reason for the absence is required once the child returns to school.

Absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days prescribed (180) in section 15-802, subsection B, paragraph 1 of the Arizona State Education Guidelines.

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. Homework may not be provided for unexcused absences of this type.

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 2009-2010 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.

Parents must be aware that excessive absences, tardies, and early departures might also prevent a student from returning the following year to St. John Vianney. Each case will be handled individually with the Principal making the final decision.

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.

PROCEDURES FOR LEAVING AND RETURNING TO CAMPUS

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/guardians. 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.

SUPERVISION / SAFETY

- Students are not to be on the school grounds before 7:30AM. There is no adult supervision before 7:30AM. *See page 32 for Extended Care Services and procedures.*
- 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 be finished early, the coach will walk any students who have not been picked up by their parents to aftercare. There will be no charge for aftercare in this instance.
- Skateboards, roller skates or bikes may not be ridden on the campus. Students are to use the bike racks provided by the school. Bikes must be locked. The school will not take responsibility for bikes parked in the rack.
- Students who leave campus after school will not be allowed to return to campus.

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 in the classroom or visiting a classroom should have made 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/volunteers must sign in at the office and receive and wear a VISITOR/VOLUNTEER badge. All visitors/volunteers must have attended and be current in a Safe Environment class. Children not of school-age may NOT volunteer with parent/guardian, nor may unregistered 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 can not assume the liability for students who are not enrolled at SJV.

AUTO SAFETY

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.

When dropping off a student at the curb, 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.

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/or 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 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 (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.
- Using school supplies that are traditional and conservative

SCHOOL SAFETY

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 or in jest or online)** face detention, suspension and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty other students or the parish.

Virtual Reality Sites such as, but not limited to www.there.com and www.secondlife.com pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

STUDENT CODE OF CONDUCT

Jesus' command to "love one another" is evident in the ways that students interact with each other and 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) can not be tolerated. Students may not copy from 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.

DISCIPLINE FORMAT

Each student will purchase an agenda which includes all monthly discipline calendars.

- The folder must be kept on desk at all times, 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 it in.
- The teacher will check the folder after morning announcements. The **SIGNATURE** is a HW grade (100% or 0%).

- If child has 2+ teachers, 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.
- ***Teachers will acknowledge those students who have had "clean slates" all week, month, quarter, and/or year.***
- ***A lost agenda results in an automatic detention with a \$5.00 fee for a new agenda.***

- 3 notations/day or 5/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 TO BE DETERMINED
- 3 detentions = suspension
- 3 suspensions = expulsion
- Grounds for detention/suspension/expulsion may include, but are not limited to, the following:
 - Automatic detention:
 - Homework that has not been turned in within 48 hours of due date/time. (Note: student still receives a 0% on the assignment.)
 - Offensive language, disrespect, disobedience
 - Misbehavior
 - Gum chewing
 - Bullying (name-calling, pushing, . . .)
 - Cheating (Student also receives a 0% which cannot be made up.)
 - Lying
 - Cursing, swearing, profanity
 - Graffiti
 - PDA (public displays of affection)
 - Other

 - Automatic In-School Suspension (ISS)
 - Bullying (fighting, harassment, . . .)
 - Cutting class/assemblies/school
 - Infractions such as the ones listed under automatic detention might warrant an ISS, OSS, or removal/withdrawl depending on the severity of the incident. This is left to administrative discretion, with parish and diocesan consultation as needed.

 - Automatic Out-of-School Suspension (OSS) or removal/withdrawl
 - Vandalism, threats
 - Possession of cigarettes and/or lighters
 - Other

 - Automatic Removal/Withdrawl
 - 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
- Other

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 administration will ask the teaching staff to send students who have received three highlights or who may need to see either Sister Ignacia or Mrs. Kennedy (teacher discretion) to the library. At that time, the administration will meet with the students to provide counsel and redirection regarding the situation.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones are NOT allowed in school. 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. If cell phones are seen or heard, they will be confiscated and turned into the office. Parents must pick up the cell phone 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.

All electronic devices must be left at home. If a student is seen using any electronic devices (ipod, cd player, video now, etc.), the device will be confiscated and a fine assessed. The device will be returned at the close of the school year.

BLOGGING

Students enrolled in St. John Vianney Catholic School have a responsibility to represent the school in a positive manner. Should a student become involved on the internet on My Space wearing an SJV uniform, claim to be an SJV student, or represent the school in any manner, the student will be asked to leave the school.

BULLYING AND CYBER 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 or in jest or online**) face detention suspension, and/or expulsion.

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 schools 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 suspension

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.

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

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 attained age 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 game. 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 "C" 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 any organizational sports meeting at the beginning of each sport season or 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 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, 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.

Representatives must maintain a "B" in all subjects and no grade less than an S in the non-academic areas of work, 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

Any child who has a temperature at school of 100.0 or above must be sent home in accordance with Arizona State Law.

ACCIDENT INSURANCE

Every student must be covered by an accident insurance policy. If a student is not covered by their parents' insurance, an accident insurance policy may be obtained through a local company.

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 ensure 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. Inhaler 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 school nurse for the over-the-counter medication. Appropriate forms are available in the school 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 documentation regarding immunizations.

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 vs. 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.
- Navy blue or black belt must be worn with a simple buckle.
- White ankle socks must be worn.
- Plain black tennis shoes with non-marking soles (no high tops) must be worn. Students in pre-kindergarten are required to wear Velcro tennis shoes.
- P.E. shirt 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.
- White ankle socks must be worn.
- Girls will wear the "Mary Jane" style of shoes with non-marking soles or completely black tennis shoes. Mary Jane shoes must be flat with no height to the heel.
- Students in pre-kindergarten are required to wear Velcro tennis shoes.
- P.E. shirt 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.
- Only blue tights are allowed to be worn under the skirt during the cooler months.

P.E. UNIFORM

All grades will wear a PE uniform for P.E., which consists of shorts and t-shirt. 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.

All grades are to wear their P.E. uniform all day on assigned P.E. days. On Mass days, students will wear their school uniform to mass. Students will bring their P.E. uniform and change after Mass.

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 sculptured nails are not permitted. No make-up, hairspray or nail polish may be brought to school. There are times for competitions, drama productions and certain exhibitions that make-up becomes appropriate and necessary.
- Boy's hair must not extend over the shirt collar. Boys with facial hair must shave. Both boy's and girl's hair must be worn in a traditional and conservative style and be clean and neat at all times. No modern, fad or extreme hairstyles.
- Girl's hair must be pulled back and away from their face. 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.**
- 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 piercing or tattoos are not acceptable for school (includes temporary tattoos).

From time to time the school will support a "Buck a Jean" day where students will still wear a SJV shirt along with their jeans. Dress must remain appropriate on any special dress days. 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 Friday (early release days) 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 each Month. There will be paper copies of the newsletter available in the school office. The newsletter may contain information from the Home and School Association. Parents are encouraged to monitor the school web pages.

EMERGENCY

All families must keep the school informed of current telephone numbers so that the school will be able to contact them in case of an emergency. If the school must be closed for an emergency such as flooding, please listen to the radio or other form of media for an announcement.

EMERGENCY CARD

A current emergency card for each child must be on file in the school office. Please notify the school immediately of any changes during the year. The emergency card also specifies who may or may not pick up your child. The school will not allow the child to go with anyone unless specified.

EXTENDED HOURS

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

Morning Care begins at 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 to 6:00PM Monday through Thursday and 1:30 PM to 6:00PM on Fridays. Further information may be obtained from the school office. If your child is not picked by 6:00PM, there will be a \$2 per minute charge. The cost for the extended care program is \$5 per hour per child. 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 / REGULATIONS

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 are providing transportation, the parent must be trained in Called to Protect, and there must be 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.

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 that 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 classroom.

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.

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.

FAMILY OBLIGATION REQUIREMENTS AND ORGANIZATIONS

PARENT / FAMILY SERVICE HOURS

All parents are **required to give 20 hours per semester** of service to the school (a total of 40 hours per year). **Eight of those service hours MUST be earned by working in the Annual Fall Gala and Spring Fiesta. (4 hours at Auction and 4 hours at Spring Fiesta)**

In lieu of the service hours required per family, a service fee of \$10 per hour shall be assessed for each hour not completed. A list of service options is available in the school office and in the Parent Service Hour Handbook.

Each family is **required to purchase \$350 (profit based)** for fundraising throughout the school year. If they do not meet this obligation they will be billed for money not collected.

All families are strongly encouraged to attend all HSA Meetings and weekend masses. Service hours are earned by attending HSA meetings.

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 and proposed funding sources for the budget.
- 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 and 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 once a month. The Council meets during the months of August through May. The Council **does not** act as a grievance committee. The Council does not hire, evaluate, or terminate the faculty, staff or the 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.

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.

PARENT PERMISSION FORM AND USER AGREEMENT

I have read the acceptable use, unacceptable use, privileges and warranties for the Use of Computers and the Internet. In consideration for the privilege of using SJV electronic communications system, and in consideration for having access to the public networks, I hereby release SJV, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system. I, as a parent or guardian, have discussed with my child the responsibilities required for her/him as well as parent responsibilities.

- ___ I GIVE my child permission to participate in SJV' electronic communication network system. I understand that I am authorizing permission for the child's participation until he/she is promoted to the next educational level. *If I need to change the permission status I am to contact the school to change the status.*
- ___ I DO NOT GIVE my child permission to participate in SJV' electronic communication network system.

Parent Name (print) _____

Parent Signature _____ Date _____

I as a user of the School Computer network agree to comply with the above stated rules and to use the network in a constructive manner.

1. Signature of Student _____ Grade _____

2. Signature of Student _____ Grade _____

3. Signature of Student _____ Grade _____

4. Signature of Student _____ Grade _____

Turn this in on or before the First day of School.

PHOTO / VIDEO RELEASE FORM

- ___ I HEREBY GRANT PERMISSION for my son/daughter _____ to be photographed and/or videotaped at St. John Vianney School. I realize that the photo might be published in the newspaper, a magazine, a web page, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum of St. John Vianney Catholic School.
- ___ I DO NOT GRANT PERMISSION to photograph and/or videotape my child(ren).

Parent Name (print) _____

Parent Signature _____ Date _____

Turn this in on or before the First day of School.

August 1, 2009

Dear Parent/Teachers/Employees:

This informational letter comes to you at the direction of the United States Environmental Protection Agency (EPA). The Agency requires all schools 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. This requirement will be a part of an inspection and management plan that will eventually be on file at our school

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 insure that all of the school areas are safe and free of asbestos fibers.

Sincerely,

Sr. Ignacia Carrillo, FMA
School Principal