

## **STUDENT/PARENT HANDBOOK**

### **PRAYER OF ST. JOHN VIANNEY**

I love You, O my God, and my only desire is to love You until the last breath of my life. I love You, O my infinitely lovable God, and I would rather die loving You than live without loving You. I love You, Lord, and the only grace I ask is to love You eternally. My God, if my tongue cannot say in every moment that I love You, I want my heart to repeat it to You as often as I draw breath. Amen.

### **PRINCIPAL'S WELCOME**

I would like to welcome all students and parents to St. John Vianney School where you can expect a challenging academic faithbased education. I am committed to encourage our students to develop core Catholic values as they get their educational start in life's journey. Our staff will provide outstanding educational opportunities spiritually and academically for your child. We strive to educate the whole child in a caring and supportive environment that encourages life-long learning and academic success.

Christine Silha  
Principal

### **LETTER FROM STAFF**

We, the staff of St. John Vianney School, welcome all students and parents to a new school year. We share in the commitment to provide your child/ren with a strong spiritual and academic experience.

We look forward to working with parents and students to make this a memorable and productive school year. We believe when someone is taught the joy of learning it becomes a lifelong process that never stops, a process that creates a logical individual. That is the challenge and joy of teaching.

St. John Vianney School Faculty

## **PHILOSOPHY OF ST. JOHN VIANNEY SCHOOL**

At St. John Vianney Catholic School, we promote Christ-like living as we teach and provide opportunities for spiritual, intellectual, physical, emotional, moral, social, and aesthetic growth for each of our students. The development of each child is the responsibility of the parents, the school and the faith community.

- St. John Vianney School is fully accredited by the Wisconsin Religious and Independent Schools Association of the State of Wisconsin.
- The primary purpose for which St. John Vianney School exists is the teaching of the Catholic faith. Catholic students are given preference in admission.
- While a primary goal of the school is academic excellence, the academic and all other programs of the school exist within the primary framework of the Catholic Church.

St. John Vianney Catholic School has a mission to Learn , Pray, Serve.

## **GOALS**

1. To develop an awareness of God's personal love for each individual and to help each child respond by developing Christian behavior.
2. To stress service, respect, cooperation, responsibility and a positive attitude.
3. To provide an atmosphere where each child assumes the responsibility for learning with enjoyment and understanding.
4. To establish an involvement of the parents with the school as an integral part of the educational process.
5. To assist each child in developing an appreciation and love for our country, diverse cultures, and an awareness of the rights and duties as a local and world citizen.
6. To set high academic expectations for each child according to individual abilities.
7. To instill confidence and knowledge while building a solid foundation for the future.
8. To provide a safe and appropriate environment to optimize learning in our building.
9. To develop a school wide plan of conflict resolution that emphasizes Christian attitudes.
10. To encourage each student to fulfill our school mission: Learn, Pray, Serve.

## FACULTY

	Position	Phone Extension
Very Rev. Paul Ugo Arinze	Pastor	101
Fr. Joe Baker	Associate Pastor	105
Mrs. Christine Silha	Principal	121
Mrs. Pam Olley	Secretary	118
Mrs. Lynette Wellnitz	K3/K4	124
Mrs. Mary Arndt	K5	130
Mrs. Renee Griinke	1	151
Miss Madeline Ryan	2	147
Mrs. Robin Marnocha	3	143
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Mrs. Jane Harker	5	134
Mrs. Felicia Koehn	6	165
Mr. Andrew Bouffiou	7	168
Miss Katie Miller	8	167
Mr. Dennis Gre	Spanish	152
Mr. John Schwank	Computers/Technology	142
Mrs. Jeanine Wirth	Library & Teacher's Aide	145
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Mrs. Suzie Fenrick	Phy. Ed.	192
Mrs. Melissa Lentz	Music	194
Mrs. Jeanne Cullen	Art	148
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Mrs. Sherri Piekarski	ECC Director	109
Mrs. Cathy Mumma	4-8 Band Director	
Mrs. Mari Dahl	Hot Lunch	196
Mr. Larry Kettle	Custodian	
Ms. Theresa Gagg	Custodian	
Mrs. Alicia Esparza	Custodian	
Mrs. Denise Vaughn	Custodian	

## **ADMISSION CRITERIA**

St. John Vianney School is a parish-supported Catholic school that serves children of its parish families, children of other Catholic parishes, and non-Catholic children, on a space-available basis. St. John Vianney strives to meet the needs of all its students. However, if, in the principal's judgment, there are educational and/or emotional needs which cannot be met by the school's resources, admission will be denied and an appropriate referral made.

The priority order for admission is as follows:

1. Children of families with children already enrolled.
2. Children of parishioners.
3. Children of non-parishioners.

St. John Vianney Catholic School does not discriminate in admission on the basis of race, national origin, ancestry, gender, religion, or disability.

Lack of financial resources should not serve as an impediment to enrollment at St. John Vianney. Tuition assistance is available. A financial aid form may be requested through the school office.

Admission to St. John Vianney carries with it a responsibility by students and parent/s to support the school and its philosophy. A probationary period of nine weeks is always provided for any new student. If after that period either party feels it is appropriate the agreement may be terminated without penalty.

## **ATTENDANCE**

### **ABSENCE/TARDINESS**

Children need to be in school and on time every day. The responsibility for regular attendance rests with the student's parents or guardian. Acceptable absences include those where the student is temporarily not in proper physical condition to attend his/her educational program. Other absences may be acceptable if previously approved by the principal and teacher.

Tardiness is a disturbing interruption into the school day. This disruption occurs for all – the late student, the other students, and the teacher. It is imperative that parents provide the means to have every child here and ready to learn on time every day. After every third unexcused tardy, there will be a consequence determined by the teacher and/or principal.

## **CONTAGIOUS DISEASE**

Students who have been absent because of the following communicable diseases: red measles, mumps, whooping cough, or rubella shall furnish a statement from the Rock County Health Department or a physician to qualify for readmission to school. The statement can be issued on the initial visit providing a return to school date is indicated.

## **DOCTOR APPOINTMENTS**

Parents are asked to request doctor's appointments at times when school is not in session. All students leaving the building for an appointment need a written permission for excusal from a parent prior to the appointment. This must be presented to the teacher and the school office. All students must sign out before leaving the building and sign in upon returning, if it is during the same school day.

## **EXCESSIVE ABSENCES**

It is widely recognized that any pattern of excessive absence (excused, unexcused, or a combination) has an adverse effect on the learning process. St. John Vianney School believes that early intervention is most successful in making a positive difference in a child's school experience. Because of this philosophy, the school principal will make formal written responses to situations involving excessive or unexcused absences.

If problems are suspected, a parent meeting may also be called to discuss reasons for the absences and to determine an action plan designed to improve school attendance and the child's educational program. According to Statute 118.15, the school may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student.

Excused absences outside the five (5) day limit per semester are:

1. A written medical excuse provided by a licensed physician.
2. A death in the immediate family or a funeral for a close relative.
3. A waiver authorized by the building principal in special cases where he/she determines that exceptional circumstances exist.

## **EXCUSED/UNEXCUSED**

State Statutes require that all absences be recorded as excused or unexcused. If an acceptable excuse is not provided within one school day of an absence, the absence will be considered unexcused. Valid reasons for absence include:

1. Evidence that the student is not in proper physical condition to attend school or an education program.
2. An illness in the immediate family, which requires the absence of the student because of family responsibilities.
3. Medical, dental, or other valid professional appointments.

4. A death in the immediate family or funeral for close relatives.
5. A court appearance or other legal procedure.
6. Attendance at special events of educational value as approved by the principal.
7. Approved school activities during class time.
8. Special circumstances that show good cause which the principal approves in advance.

If a child misses school, he/she may not participate in any St. John Vianney extracurricular activity that same day. Any child not in school by noon will be considered absent for the entire day.

### **FAMILY VACATION**

Generally, absences other than for illness during the school year are discouraged. The school principal may, however, grant special approval for absence for family vacations, provided written request is given in advance. Parents are asked to write a note to their child's teacher a week or two before the trip. This advance planning will allow the teacher enough time to work with the parents and the student regarding homework completion.

Giving children work to complete ahead of time for a foreseen absence is a very time consuming and sometimes impossible task for teachers. The student often cannot do the work as they haven't been in class for the explanations, discussions, and help. It is also difficult to gauge how far a class will move in each subject since so much can depend on how soon the students grasp the material presented, the type of in-class projects to be done, as well as other hard to determine ahead of time factors. Many teachers will not then, understandably, be able to fulfill such a request. All of these are good reasons for parents to be very wary of taking children out of school for purposes other than emergency or illness.

**If a teacher provides students with work prior to a planned absence all written work must be presented to the teacher immediately upon the return of the student. Failure to do so may result in lower grades for the work.**

**All students returning from a planned absence will be expected to participate in any test or quiz with the regular class unless prior arrangements have been made with the individual teacher.**

### **REPORTING**

When a student is not able to attend school, for safety and security reasons, parents need to send a note to the student's homeroom teacher ahead of time, if possible. **The school office needs to be informed each day by telephone by 8:15 A.M. of the child's absence.** If not, the

school secretary will be calling the home or parent's job site to discover the reason for the student's absence. A call from a parent is necessary every successive day of the student's absence unless the parent is able to say the student will be out for a specific amount of days.

It is the parent's responsibility to arrange for work to go home for an absent child. Teachers can have work ready to take home for a brother, sister, or neighbor at the end of the school day. Teachers can also see that work is taken to the school office for an after school pickup.

If work is going to be picked up much later than a half hour following the end of the school day, parents should check with the school as to the latest possible time for pickup.

Homework requests are to be made by 8:15 A.M. Due dates for missed work are up to the discretion of the teachers, but students will be given at least one day to complete assignments for every one day they were absent, up until a weekend. At that point, all work is due on Monday. Test make-up is to be arranged with the teacher as soon as possible.

If a student is unable to complete homework sent or prepare for a previously announced test/quiz, a written communication from the parent explaining the circumstances is necessary.

## **TRUANCY**

Truancy is any absence for part or all of one or more days from school for which the school has not been notified by the parent/guardian of the legal excuse for the child's absence. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of Section 118.15 of the Wisconsin Statutes.

Students will be considered habitually truant if absent from school without an excuse for either of the following:

1. Part or all of five (5) or more days out of ten (10) consecutive days on which school is held during a school semester.
2. Part or all of ten (10) or more days on which school is held during a school semester.

The courts hold parents responsible for their children's attendance. If their child is found to be habitually truant, parents may receive a penalty including a \$500.00 fine, up to 30 days imprisonment, or both.

## **TARDINESS**

Students need to be in their respective classrooms by the starting time of the school day and after lunch recess. If they are not, they are considered tardy.

Excused tardies are ones in which a parent informs the school on or before the school day. This can be done through either a phone call or a note. Excused tardiness does not have to be made up, although they are marked on the report card.

**ALL STUDENTS WHO ARRIVE LATE OR LEAVE EARLY MUST REPORT TO THE SCHOOL OFFICE.**

## **STUDENTS' RELEASE FROM SCHOOL**

No student will be released to anyone other than a parent, guardian, or an emergency contact person. When necessity demands and parents come to pick up a child unexpectedly, the parent should first get permission from the principal who will then notify the teacher and the child. Students will not be allowed to leave the premises during the school day without notification to the office and signing the student out.

In emergency cases where no parent is available, persons listed on "emergency cards" will be notified, e.g., in case of illness. Emergency cards are filed in the office. Please keep these cards current.

## **BEFORE SCHOOL CARE**

Supervision for students before school begins as early as 7:00 a.m. For this early supervision there is a charge of \$1.25 per day per student. Regular supervision begins at 7:45 a.m. and for this there is no charge. Families will be billed monthly for this service.

## **BREAKFAST**

Breakfast is available for students arriving before 7:30 a.m. The cost is \$1.75 per day and is billed monthly.

## **CARE OF BOOKS**

**ALL STUDENT TEXTBOOKS ARE TO BE COVERED WITH PAPER COVERS AT ALL TIMES.** A fine is charged at the end of the year if usage of books results in damage greater than might normally be expected. Report cards will be withheld until the fine is paid. The condition of each book should be recorded carefully at the beginning of each year.

## **CATHOLIC IDENTITY**

Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. The liturgy will be celebrated regularly, prayers said daily, and Catholic traditions celebrated according to the liturgical season.

### **DEGREE OF PROMULGATION**

As agreed upon by the Bishops of the United States, in the *Charter for the Protection of Children and Young People* in June 2002, each diocese will "provide education and training" about "ways to make and maintain a safe environment for children."

With this letter, I hereby decree that the Diocese of Madison will fulfill its responsibility to educate children with regard to this important information through the program "Valuing God's Gifts in Ourselves and Others." The diocesan Office of Safe Environment is responsible for the establishment and monitoring of this program.

Wherefore, and in accord with all the teachings of the Catholic Church, I decree that the implementation of the program "Valuing God's Gifts in Ourselves and Others" must take into consideration and insure that:

1. schools and religious education programs always recognize and support parents as the primary educators of their children, and support parents who choose to teach their own children, with regard to these matters;
2. the safe environment lessons for children must be available in all Catholic schools and religious education programs every year;
3. all safe environment lessons for children must be age appropriate as judged by the diocesan Office of Safe Environment;
4. parents are informed of the schedule, nature, and content of the lessons planned;
5. if an alternate program is desired, approval is needed from the Office of Safe Environment prior to the use of such a program.

As Bishop of Madison, I hereby decree that the effective date for the institution of "Valuing God's Gifts in Ourselves and Others" for all parishes and schools in the Diocese of Madison will be on the Solemnity of the Assumption of the Blessed Virgin Mary, August 15, 2007.

Most Reverend Robert C. Morlino  
Bishop of Madison

## **SACRAMENTAL PREPARATION**

Diocesan guidelines suggest that a child receive the Eucharist and Reconciliation by the end of the second grade. Parents are required to attend meetings during the school year in order to have some guidance in preparing their child for this sacrament. An adult member of the family willing to spend hours with a child teaches that child about religious values. A meeting of parents will be called in the fall to discuss the Eucharist and Reconciliation formation program.

## **TEACHING/PRACTICE OF RELIGION**

All students and teachers attend Thursday Mass weekly with a specific grade level providing the ministerial roles. Please plan on joining us as often as possible. It is rewarding to see the children living their faith.

## **COMMUNICATION**

### **TESTS**

The Assessment of Children/Youth Religious Education (ACRE) Test is administered annually for grades 5 and 8 through the Diocese of Madison and the National Catholic Educational Association.

The STAR 360 Test, is administered to grades K – 8 through the Diocese of Madison and Renaissance Learning. These are comprehensive assessments designed to align with the state's standards providing support for continuous learning and effective intervention.

### **CONFERENCES**

Conferences are held in October and January. We encourage all parents to take advantage in of meeting with the classroom teacher to hear the successes and challenges your child encounters in our school daily. One conference per child, please.

Between conferences and report cards, parents can view grades and assignment completions on Teacher Ease.

### **NEWSLETTERS**

Newsletters from the school are distributed through an email system. A list of newsletter dates is included in the family envelop at the beginning of the school year. The newsletter is written to keep parents informed of current and upcoming events that are important to all. Please read the newsletters and attached information carefully.

## REPORT CARDS

Student evaluations (report cards) are issued three times a year at the end of each trimester. A student is evaluated primarily on her/his own individual academic progress and additionally on effort, behavior, and work habits over each grading period.

Academic grading scales:

### K- 2<sup>nd</sup> / 3<sup>rd</sup>-8<sup>th</sup>

4	A	**92 – 100%	<b>Mastery</b> -student demonstrates complete understanding of the essential learning goals
3	B	**82 – 91%	<b>Proficient</b> -student demonstrates general understanding of the essential learning goals
2	C	**72 – 81%	<b>Developing</b> -student demonstrates success at simpler content of essential learning goals
1	D	**61 – 70%	<b>Emerging</b> -with help student demonstrates minimal understanding of essential learning goals
NA	F	**60% & below	<b>Not Assessed</b> <b>Not Proficient</b> -student does not demonstrate understanding of essential learning goals

\*\*Grading scales for the intermediate and middle school grades

Effort / Work Habits / Behavioral Indicators:

4	Excellent
3	Good
2	Satisfactory
1	Needs Improvement

Final report cards will not be issued until all fees and fines are paid in full. Any balance on tuition accounts, library fines, book fines, etc. must be reconciled before report cards will be distributed.

Parents of children experiencing learning or behavior difficulties may need more frequent conferences/meetings. Parent/s should consult with a teacher whenever the need is felt. An appointment should be made in advance. If a child has had previous difficulty in school, parent/s should inquire about his/her progress after the first month or six weeks of school.

## **RECORDS OF STUDENTS**

This school complies with the provisions of the Buckley Amendment and parents may view their children's files upon request; no more than forty-eight hours may elapse between the request and the review. Parents will be given copies of their children's files upon request. A reasonable copying fee may be charged.

In the absence of a court order to the contrary, the school will provide non-custodial parent(s) with access to the academic records and to other school related information regarding the child with a written request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If a situation arises, the principal may request the parents to furnish the school with a copy of the custody rights.

No transcripts or diplomas will be issued until all financial obligations have been met.

## **WEBSITE**

### **Acceptable Use Policy**

An acceptable use policy signed by each student and parent is kept on file in the school. Students in grades 3 through 8 must comply.

## **CURRICULUM**

St. John Vianney School shall ensure that its curriculum and standards shall meet or exceed the Diocese of Madison Educational Standards.

## **DISCIPLINE POLICY**

### **EXPULSION**

Expulsion is the permanent removal of the student from school. Expulsion is an extreme measure to be used only on very rare occasions. A student may be expelled for repeatedly refusing or neglecting to obey school rules. A student may be expelled from school by engaging in conduct that endangers the health, safety, or property of self or others.

In cases where disciplinary action is determined necessary, cooperative efforts on the part of the student, parents/guardians, and St. John Vianney principal/faculty is critical in order to resolve such matters promptly. It is understood that the final decision regarding disciplinary action rests with the discretion of the principal and pastor.

In an expulsion action, the following will be notified: the parent/s or guardian/s, the pastor, the Diocesan Director of Schools, and the local public schools.

1. A student may be suspended/expelled from school by engaging in conduct that endangers the health, safety, or property of others. The school, working with the parents, should make serious efforts to correct negative behavior before expulsion is considered.
2. The pastor should be involved in the suspension/expulsion process. The Diocesan Director of Schools should be notified before an expulsion action is taken. Public School officials are notified.
3. Due process should be offered to the parents that would provide them the opportunity to contact the Director of Schools, Diocese of Madison.

## **DRESS CODE**

Uniforms will be worn at St. John Vianney School. French Toast, Lands End, and Old Navy are approved vendors with selected items. Please enter the following codes for online orders: French Toast – QS4595C; Lands End – ID# 900120536. French Toast brand uniforms can also be purchased at Kohls. In addition, Old Navy is an approved vendor with selected items both in the store and online. Only approved items from the above vendors will be acceptable.

A goal of St. John Vianney School is to develop in the student a respect for self and others, pride in one's appearance, and good manners. These traits aid in establishing a proper learning environment. To help develop these traits, promote unity, develop a good self and school image, decrease peer pressure by lessening the clothing competition among students, and help keep clothing costs down, the following uniform policy will be enforced by the faculty and administration.

Cooperation of both parents and students with the policy is essential.

**\*\*Deviations from the dress code will be handled as follows:**

First notice: verbal explanation to student with written warning sent home to be signed by a parent

Further uniform problems will result in a phone call to parents; they will be expected to bring appropriate uniform item(s) to school for their child.

**UNIFORM POLICY** - The following uniform policy must be adhered to:

<h2>BOYS:</h2>		
Flat front khaki pants or walking shorts  Long or short sleeved red, white, or black polo shirt <b>RED shirts are to be worn for all Thursday Masses and fieldtrips.</b>		Red fleece, or for middle school nylon jacket (through SJV)
<h2>GIRLS:</h2>		
Flat front khaki pants or walking shorts Flat front khaki skirt, scooter, or jumper  Long or short sleeved red, white, or black polo shirt		<b>RED shirts are to be worn for all Thursday Masses and fieldtrips.</b>  Red cardigan or crew sweater Red fleece, or for middle school nylon jacket (through SJV)
<b>NOTES:</b>		
<u>Shoes:</u>	<u>Jewelry:</u>	
Black, brown, or gray shoes with a maximum of 1.5-inch heel, or sandals with heel straps, may be worn. Tennis shoes can be white. All shoes with laces must be properly laced and tied at all times. Shoes with Velcro must have the Velcro closed at all times. <b>No fashion boots or shoes with lights</b>	Jewelry must be kept to a minimum. Girls may wear earrings. Earrings must be no larger than a dime and non-dangling in style. Any piercing must be limited to the earlobe.  No large necklaces or bracelets may be worn.	
<u>Shirts:</u>	<u>Pants:</u>	<u>Skirts/Jumpers:</u>
Must be tucked in at all times (boys and girls).  Only our school logos are acceptable and only on fleece or MS jackets.  <u>Socks</u>  Socks must be white, black, or gray. Other colors, <u>including red</u> , are NOT part of the uniform policy.	Must be worn at the waist <b>with a black or brown belt.</b>  Pants may not be faded, torn, or distressed in any way.  Pants must be at the appropriate length to touch the top of the shoe and not touch the floor.  Pant legs may not be rolled.	Length of skirts, skorts, shorts and jumpers must be just above the knee.  <u>Shorts:</u>  Must be worn at knee length.

## **ADDITIONALLY:**

- RED SHIRTS are to be worn for all Thursday Masses and fieldtrips.
- It is expected that all students be in complete, appropriately worn uniform daily beginning the first day of school. An extra set of uniform clothing is suggested for children in grades Pre-K through 3 for accidents throughout the school day.
- The dress code applies to arrival and departure from school, unless the student is engaged in special school activities, authorized by the principal, which demands a change of clothes.
- Shirts must be tucked into skirts, pants, shorts, or skorts, at all times.
- Skirts, skorts, jumpers, and shorts must be an acceptable length of just above the knee.
- Black or brown belts must be worn with pants or shorts.
- All clothing should be of proper fit, clean and neat at all times. Undershirts can be worn, but they must be plain white without writing or graphics.
- All clothing that is likely to be removed at school for gym, playground or other activities, **should be labeled** to help facilitate the return of lost items.
- Sloppy, oversized, baggy clothing or tight-fitting clothing are not acceptable as part of the uniform nor are they acceptable on non-uniform days.
- Long sleeved shirts may not be worn under short-sleeved shirts. This “layered look” is not acceptable.
- Shoes or sandals must be safe and practical for school and playground use. No backless shoes or sandals are allowed. Socks must be worn with shoes. Girls may wear solid white, black, or gray crew socks or knee socks, or white tights. Boys may wear solid white, black, or gray crew socks.
- Hair must be clean and neatly groomed. Hair may not be dyed different rainbow colors, must not be cut in a distracting manner and must be groomed appropriately.

- No hats, hoods, bandannas, scarves, or other headwear during the school day. Appropriate functional hair accessories will be allowed.
- Students are expected to remove headwear upon entering the building.
- No visible tattoos, real or fake, may be worn.
- No coats, jackets, or outerwear may be worn during the school day. Sweaters and coats may not be tied around the waist. Outerwear must be stored in the student locker during the day.
- All students are expected to dress appropriately for outdoor weather.
- Shorts may be worn before November 1<sup>st</sup> or after April 1<sup>st</sup> of the given school year.

No uniform dress code can possibly cover all eventualities or possibilities. The principal will ultimately decide what is acceptable and what is not acceptable.

**Non-uniform days require appropriate attire for school following the basic guidelines of the uniform code. Short, tight, revealing, or torn clothing is never allowed. Backless shoes and spaghetti strap tops are also never allowed.**

Parents will be called if necessary to bring a change of clothing.

### **ELIGIBILITY**

SJV students are expected to maintain high academic standards at all times. To satisfy eligibility requirements during athletics and other co-curricular activities, the following criteria have been established.

\*Any combination of TWO from the following list will deem a student ineligible from both practice and games for a one-week period beginning on the Monday following notification through Sunday of the following week.

1. a “D” or “F” in an academic subject
2. a check or referral to the office for behavior
3. a “1” for effort, work habits, or behavior

\*Any student who has demonstrated dishonesty, disrespect, misconduct, or violations of good order and discipline as described in the Parent-Student Handbook will be ineligible.

\*Any school suspension will result in ineligibility and will prohibit participation in practice, games, or activities until the student meets the minimum requirements.

\*Immediate suspension will occur for serious infractions such as:

1. Use of alcohol, tobacco, or drugs.
2. Gross defiance toward adults.
3. Showing disrespect for others based on race or cultural differences.
4. Dealings with the Police.
5. Other inappropriate behavior that is not representative of an SJV student.

\*Teachers will submit a class list each Thursday noting students who are eligible and not eligible. Notification will be given to the parent and coach/advisor of ineligible students.

\*Academic subject is any class offered at SJV in which a grade is given.

\*Co-curricular activities by nature do not always fit the above schedule. The advisor and principal will determine length of ineligibility based on number of events (concerts, performances) as appropriate for each activity based on the above criteria.

\*Coaches/advisors will be expected to establish and explain their rules. These rules will set expectations for behavior at practice and during activities.

\*As representatives of the school, all students must conduct themselves in a manner reflective of the philosophy of St. John Vianney School. They must display good sportsmanship, courtesy, and respect for all others, whether at SJV or at an away competition.

## **EMERGENCY INFORMATION**

### **CHANGE OF ADDRESS/PHONE NUMBER**

It is critical that the school have current information about each student. If the information changes at any time throughout the school year please contact school as soon as possible to update our records.

### **EMERGENCY CARDS ON FILE**

Emergency cards provide a lifeline for our students with their families. Each student has a card on file in the school office containing general information as well as emergency contact numbers. This information is critical to us when it is necessary to contact parents for any reason but especially for emergency situations which arise during the school day.

## **EXTRACURRICULAR**

### **ATHLETICS**

Athletic opportunities are available for students in grades 4-8 throughout the school year. Attendance of a Code meeting and eligibility rules must be followed to participate. A current physical card must be on file in the school office. Attendance at an athletic code meeting is also required.

### **BAND**

The band program is offered to students in grades 4-8. Students meet on Wednesdays after school. Individual lessons occur on Mondays throughout the day.

### **YEARBOOK**

Yearbook design is an after school opportunity for eighth grade students coordinated by the middle school English teacher.

## **FIELD TRIP POLICY**

Field trips make a unique contribution to the accomplishment of specific objectives related to the curriculum.

Whenever possible, the use of privately owned vehicles for transportation of students to school activities should be avoided. If private vehicles are used, the following requirement must be enforced:

1. The driver must be at least 21 years old.
2. The driver must submit to a background check and have no felony convictions or convictions related to the sexual abuse of children.
3. Drivers must have completed Protecting God's Children.
4. The vehicle must be insured for the limits required by the school's insurance carrier.
5. Students must wear seat belts at all times.
6. Children under the state age and weight limits must be strapped into approved booster seats.
7. For longer fieldtrips that may require stopping for bathroom breaks, two drivers are required in each vehicle.

Permission slips:

1. The school permission slip must be used.
2. Verbal permission for participation in a field trip will not be accepted.
3. An official, signed form submitted by fax will be accepted.
4. The principal may deny a student participation in a field trip for disciplinary reasons.
5. Children not enrolled in the school may not attend school field trips. This prohibition includes children of parents who drive on field trips.

## **HARASSMENT**

All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination including sexual harassment or intimidation. No educational employee, volunteer or student shall be subjected to unsolicited and unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal, visual or physical.

As a school, bullying and/or harassment behaviors will be taken seriously and addressed upon occurrence. In most instances consequences will be sequential as follows: first offence - a warning; second offence – student phones home to inform parents of situation; third offence – student phones home and is sent home for the remainder of the day; if a fourth offence occurs a meeting between parents and administration will occur to determine a plan and/or if the student will remain in our school. It is at the principal's or pastor's discretion to determine if consequences should be change due to severity of actions.

## **HEALTH AND NUTRITION WELLNESS POLICY**

### **VISION STATEMENT**

St. Paul reminds us that even our most everyday actions have a sacred significance. "People who eat do so to honor the Lord and they give thanks to God. People who do not eat abstain to honor the Lord and they give thanks to God. None of us lives as one's own master, and none of us dies as one's own master. While we live we are responsible to the Lord, and when we die we die as his servants. Both in life and in death we are the Lord's." (Romans 14: 6-8)

St. John Vianney School must have regulations in place that support the Richard B. Russell National School Lunch Act and the Child Nutrition Act, which encourages the establishment of healthy school environments, to reduce childhood obesity, and prevent diet-related diseases. The following regulations are hereby reaffirmed or enacted. It is our hope these regulations help further the above goals and also give glory to God.

**Whereas**, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

**Whereas**, good health fosters student attendance and education;

**Whereas**, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

**Whereas**, only 2% of children (2 to 19 years) eat healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Thus, St. John Vianney School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is our policy that:

- St. John Vianney School will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in grades Pre-K - 8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition need of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- St. John Vianney School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

## **TO ACHIEVE THIS VISION**

### **SCHOOL MEALS**

Students are highly encouraged to participate in the school meal program. The St. John Vianney School Lunch manager shall strictly adhere to the National School Lunch Program rules regarding all aspects of the hot lunch program, including but not limited to their guidelines regarding the nutritional value and serving size amounts of the food served to students.

The following goals are in place in the school lunch program:

1. No fried foods are prepared; foods served that were traditionally prepared in fryers are always oven baked.
2. Low fat milk choices are always available.
3. Only monounsaturated oils are used in cooking.
4. Fresh fruits and vegetables will be served as often as possible, given their availability and affordability.
5. Vegetables will be only *lightly* seasoned with salt; salt shakers will not be put out for students, although sometimes other flavorings will be available.
6. Use of processed foods will be limited to the extent possible.
7. Insure that half of the served grains are whole grain.

Parents are partners in the hot lunch program.

1. Parents are asked to share knowledge of any food allergies with the hot lunch personnel. That information is shared with all school personnel as well.
2. Parents are welcome to share their wishes regarding restricting food amounts and types to individual children for reasons of healthy weight loss or gain.
3. Parents are invited to eat the hot lunches with their children, with only the courtesy of a pre-call to the kitchen or school office.

Cold lunch students are not allowed to have soda or sports drinks with their lunches and are encouraged to pack a healthy lunch.

## **Meal Times and Scheduling**

### **St. John Vianney School:**

1. will strive to provide students with adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated);
2. milk break/snack break will be completed a minimum of two hours before scheduled lunch;
3. should schedule tutoring, club, or organizational meetings or activities around mealtimes, unless students may eat during such activities;
4. will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- 5.

## **Sharing of Foods and Beverages**

St. John Vianney School will discourage students from sharing their foods or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children's diets.

## **HEALTHY AND NUTRITIOUS SCHOOL ENVIRONMENT**

1. The sale of all food, beverages, and snacks to students during the school day shall be under the control of the principal or her designee.
2. St. John Vianney School will prohibit the sale of foods and beverages of minimum nutritional value in vending machines during the school day.
3. The distribution of foods sold for fundraising purposes will take place at the end of the instructional day.
4. St. John Vianney School reserves the right to limit quantities and exercise portion control of any food/beverage item offered at school.
5. Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Below is a list of suggested beverages and snacks.
6. St. John Vianney School will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

### **Beverages**

- Fruit juice and vegetable juice (100 percent)
- Reduced-fat, low-fat, or fat-free milk: white and flavored
- Bottled water and flavored water

### **Snacks**

- Canned fruit (packed in 100 percent juice/no sugar added)
- Fresh fruit (e.g. apples and oranges)
- Fresh vegetables (e.g. carrots)
- Pretzels
- Whole-grain bread products (e.g. bread sticks, rolls, bagels, and pita bread)
- Ready-to-eat, low-sugar cereals (6g sugar or less/100g cereal)
- Granola bars made with unsaturated fat
- Low-fat or non-fat yogurt and yogurt sticks
- Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (low-sugar cereal)
- Raisins and other dried fruit (No sugar added)
- Peanut butter and low-fat crackers
- String cheese
- Popcorn
- Low-fat pudding snacks

## **Rewards**

St. John Vianney School will not use candy, food, and/or beverages as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

## **Celebrations**

Parents are encouraged to provide healthy snacks and treats for student celebrations and other events.

## **NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING**

### **Nutrition Education and Promotion**

St. John Vianney School strives to teach, encourage, and support healthy eating by students by providing nutrition education and engaging in the promotion of healthy nutrition habits:

- nutrition education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- include professional development for teachers and other staff.

### **Integrating Physical Activity into the Classroom Setting**

Students will receive daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;

- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

## **PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION**

### **Physical Education (P.E.) K-12**

Physical education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health. The Wisconsin Department of Public Instruction suggests the following:

**K-6:** Instruction shall be provided at least two times weekly, except those days on which special activities are conducted may be exempt.

**7-12:** Instruction shall be provided at least one time weekly, except those days on which special activities are conducted may be exempt. Senior high schools, one year may be optional to students.

### **Daily Recess**

All elementary school students (K-4) will have at least 30 minutes a day of supervised recess, preferably outdoors, during which St. John Vianney School will encourage moderate to vigorous physical activity through the provision of space and equipment.

### **Nutrition**

Nutrition affects a student's behavior and ability to learn. A good breakfast and a well-balanced lunch are a must for school aged children. Parents are urged to oversee their child's nutritional needs.

Eating is not allowed in school corridors or on the playground.

Please send snacks that are nutritious and meet the wellness policy.

Getting enough rest is also important. Be sure your child/ren gets enough sleep so as to be alert and ready to learn and participate at school.

If a student becomes too ill to remain in the classroom, the office will notify the parent. Indications of contagious illness, disease, a fever, or vomiting will necessitate the student's transport home. **For your child's comfort, and in the interest of others' health, please do not send an ill child to school.**

## **HOMEWORK**

Home study, whether it is writing, reading, or facts that have been learned, is a necessary part of a child's education. It enables the child to do individual work, allows application of what he/she has learned, and helps prepare her/him for the next day's work.

Homework is part of the school program, assisted by parental supervision, to promote neatness and accuracy.

A time for study should be set aside every school night. If there is no formal assignment(s) given, we suggest:

- Reading: A continuous assignment including books chosen for enjoyment, magazines, newspapers.
- Reviewing: Class notes, math processes, grammar usage, spelling.
- Research: Science, social studies, or other topics of interest.

## **LIBRARY**

### **PHILOSOPHY**

- To provide material that follows the teachings of the Catholic Church.
- To provide a comprehensive collection of materials.
- To provide material that supports the curriculum.
- To provide material that encourages growth in knowledge and provides an opportunity to read for enjoyment.

### **CRITERIA FOR SELECTION OF LIBRARY MATERIALS**

Needs of students:

To support curriculum needs

To provide for a range of abilities, interests, and learning styles

To provide for informational and recreational needs

Considerations when choosing a book: follows the teachings of the Catholic Church, accuracy, durability, interest/appeal, illustrations, offers

multiple viewpoints, cost, quality, readability, relevance, content, recent copyright as pertains to the subject, requests from faculty and students.

All books and materials must be related to some aspect of the school's educational program. All books and materials must be recommended by a faculty member, administrator, and/or approved by the media specialist.

## **LUNCH**

11:20-11:55  
Gr. (K-2)

11:35-12:10  
Gr. (3-5)

11:50-12:25  
Gr. (6-8)

Students have the option of eating hot lunch or bringing a cold lunch. Hot lunch orders are sent home monthly. Lunches from outside restaurants are not permissible as an alternative to the hot or cold lunch program.

Lunch orders are to be returned on/before the designated date in order to be counted in the monthly total. Milk is ordered at the beginning of the year. We encourage students to buy milk by the year rather than daily.

## **MEDICATION**

No medication will be administered through the school office unless this procedure is followed:

1. For medication prescribed by the doctor, there is a form to be completed. Both the doctor and parent must fill out and sign this form. A copy may be obtained in the school office. This form must be provided to the school before school personnel will give medications.
2. Medication given to the school should be in the prescription container and have the following printed information on the container:
  - \*Child's full name
  - \*Name of medication
  - \*Time to be administered
  - \*Amount to be administered
  - \*Doctor's name
  - \*Ask for a second prescription container from pharmacist.
3. A doctor's statement is necessary to change the amount of prescribed medication your child should receive.
4. Prescribed medication cannot be administered beyond the current school year. New forms will need to be completed at the start of a new school year if the medications are to be given during the school year.

The following guidelines should be followed with nonprescription or over-the-counter medications that school personnel are to administer to your child:

1. Written parental permission must accompany all nonprescription medication before it can be given.
2. Only one day's dose of the medication should be brought to school and brought to the school office.
3. The container with the medication should contain the following information:
  - \*Child's full name.
  - \*Name of the medication
  - \*Time to be administered
  - \*Amount to be administered
4. Cough drops, acetaminophen, aspirin, throat lozenges, etc. must all be sent to the office for distribution.

## **ORGANIZATIONS**

### **ATHLETIC COMMISSION**

The Athletic Association of St. John Vianney functions as an advisory committee. It is the responsibility of this group to see that the philosophy of St. John Vianney School is exemplified in the athletic programs.

Gospel values are to be evidenced in our athletic programs through athletes, coaches, parents, and spectators at all times. Positive sportsmanship is expected by all students, coaches, and parents. The athletic director, under the supervision of the principal, supervises all athletic functions.

All families, especially those with children in grades 4<sup>th</sup> – 8<sup>th</sup> are strongly encouraged to help with Athletics main fundraiser (food stand) at Thresherman's Park over Labor Day weekend. In addition, all families with children participating in sport at SJV are expected to fulfill the volunteer requirements for concessions, ticket sales, and/or clock/scorebook table duties. Students in grades 5 and higher may help with concessions but only with adult supervision. Students under grade 5 should not be in the kitchen.

### **HOME-SCHOOL CONNECTION (FORMER PTO)**

This association is open to all parents who have children attending St. John Vianney School. The organization exists to foster and support the school personnel as they strive to do the very best possible in teaching the students.

It is the goal of the organization to facilitate communications that encourage the positive growth of every person and to increase parental

involvement in the school. The organization sponsors fieldtrips and activities throughout the year that benefit the school.

The executive officers coordinate the chairpersons of the various committees. PTO dues are \$20.00 per family per year.

## **SCHOOL BOARD**

St. John Vianney School Board functions as an advisory board to the principal and pastor regarding school matters. The School Board is a sub-committee of the Pastoral Council.

## **PHOTOGRAPHS**

Photographs of students may appear on the school Web site or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing prior to the beginning of the school year.

## **PHYSICAL EDUCATION ATTIRE**

All students must wear tennis shoes to physical education classes. Students without gym shoes forfeit participation in physical education classes. Children in K4 - grade 3 do not change clothes for physical education. Appropriate clothing should be worn on physical education days. Fourth through eighth grade students do change clothes for physical education. Students must wear black shorts, a red SJV t-shirt, socks, and gym tennis shoes.

## **PLAYGROUND**

Consistency enforcing playground rules is essential for the safety and security of our students. To assure this necessary consistency, lunch supervisors/monitors are needed. Supporting the supervision of the playground at the noon recess is the responsibility of each family with students in Grades K-8. A \$60.00 lunch supervision fee is charged to each family at the beginning of the school year to support these duties. The fees will be billed through FACTS. The fee is waived if your family is a designated supervisor.

Students are expected to act in a courteous manner toward playground supervisors, and indeed, toward each other. Fighting, quarreling, and snowball throwing are examples of unacceptable behaviors and will be treated as such. Students are expected to stay within boundaries and away from off-limit areas. Playground rules are available and all parents and students should read them carefully.

## **SAFETY**

Safety on the part of both teachers and students should be characterized by:

ALERTNESS

CONSIDERATION

COOPERATION

- Children are supervised at all times.
- Fire, tornado, and lockdown drills are conducted regularly.
- School doors are locked for safety. Do not ask children to let you into the building.
- All visitors to the building are required to enter the front door and sign in at the office.
- All visitors must wear a “Visitor’s Lanyard” while at school. The lanyard is to be handed in when signing out at the office and should exit through the front doors.

St. John Vianney School staff is seriously concerned for the safety and security of each and every student. Supervision is extremely important. The school requires parent cooperation in the transporting of children.

Parents are responsible for their children’s safety before and after school hours. All plans for student transportation to and from school must be on record in the school office. Notify the teacher and office in advance of any transportation changes.

Drivers must always watch for children when in the vicinity of school. Please be sure to park far enough away from buses and driving lanes to allow for students’ safe departure. Do not back up in the parking lot, as small children are often invisible behind cars and vans. All students must exit to the parking lot at dismissal time. If someone else is transporting your children, please make them aware of the drop off and pick up procedures.

Students arriving before 7:40 A.M. will be required to enter the commons area for structured supervision. Parents will be charged for this supervision.

## **CRISIS PLAN**

A complete crisis plan is on file in the school office. Please be assured that procedures are in place for most school situations. Contact the school office if you would like to review the plan.

## **DRILLS**

Drills are practiced routinely at school for the safety of all students. Clear expectations and procedures are practiced for fire, tornado, and lock down situations.

Parents will be notified via school messenger only in the event we are in an actual soft or hard lock down or evacuation. These notifications will be done as soon as we are able to do so safely.

## **SCHOOL DAY**

School hours are from 8:00 A.M. (first bell at 7:55 A.M.) to 3:00 P.M. for students in grades K-8.

\*grade 3K - morning session 8:00-11:00 Monday, Wednesday, Friday.  
\*grade 4K - afternoon session 12:00-3:00 Monday - Friday.

At dismissal, students are expected to leave the school grounds immediately, unless attending a supervised curricular event. There are only ten minutes of outdoor supervision after the dismissal bell. All students remaining after the ten minutes of supervision will be sent to the after school care program for pick up upon parental arrival.

No one is allowed to play on the school playground after school.

Monitors supervise lunch recess. Students are expected to respond to these monitors with obedience and respect.

## **TELEPHONES**

The telephone in the school office is reserved for necessary calls and students must have permission to use it. We feel that times of pick-up, permission for activities, and requests for things are something that should be discussed in the home. We encourage students to be responsible for their own lunch, books, and materials; phone calls home for these items will be limited.

**Use of student cell phones are not permitted at school.**

**TUITION**

Tuition is over and above parish support. At St. John Vianney, parent/s is asked to support this parish expenditure through school tuition. The amount expected is as follows:

Parishioners	
K3	\$ 850.00 per year
K4	\$1000.00 per year
1 <sup>st</sup> child (K-8)	\$2050.00 per year
2 <sup>nd</sup> child (K-8)	\$2050.00 per year
3 <sup>rd</sup> child (K-8)	\$2050.00 per year
4 <sup>th</sup> child (K-8)	no charge
Parishioners of another Roman Catholic parish	\$2950.00 per year per child (K-8) \$1000.00 per year per K4 child \$ 850.00 per year per K3 child
Non-parishioners of any Roman Catholic parish	\$3500.00 each child per year (K-8) \$1000.00 each child per year (K4) \$ 850.00 each child per year (K3)

A non-refundable registration fee of \$150.00 annually will be charged each student in grades K4 – 8, and \$50.00 for each K3 student.

All school families are required to purchase SCRIP totaling \$3,000 or more annually to qualify for the above tuition rates. A penalty will be assessed for families not reaching the minimum amount.

Tuition is to be paid in full according to the payment plan through the FACTS Management program. Any deviation from the signed agreement must be discussed with the principal.

**TITHING RATE**

St. John Vianney Parish families are expected to contribute at least \$800.00 per year to the parish through the church envelopes.

**OUT OF PARISH/NON-TITHING RATE**

The tuition rate will be the full cost of educating a child as set by the school board and the finance commission. This rate will include those school families who do not belong to St. John Vianney Parish and parish families who make no contribution to the parish through envelopes.

## **VISITORS/VOLUNTEERS**

### **VIRTUS TRAINING**

All adults working with or supervising students must complete the necessary VIRTUS training, compliance forms, and background checks before any volunteer work can be allowed. This includes supervision of playground, lunchroom, and/or field trips.

### **APPOINTMENTS WITH TEACHERS**

Teachers are available for meeting with parents both before and after school hours. Please extend the courtesy of scheduling an appointment rather than a drop in conference. Teachers deserve some time to reflect on the issue presented so that an appropriate response can be made.

## **UNFORSEEN DELAYS OR CLOSURE OF SCHOOL**

### **SCHEDULE CHANGES**

St. John Vianney School may rarely delay the start of school or dismiss early, but will use the school phone system to alert parents to the change in schedule. If you see a call from school on your caller ID, **please check your messages before calling the school office.**

### **SCHOOL CANCELLATIONS**

If St. John Vianney School is to be closed due to inclement weather or other emergency situations, the school phone system will be used to alert parents to the closure.

Closures will also be on the WCLO website.

## **WITHDRAWAL**

The office should be notified in advance if you are planning to move. We must have your new address and the last day your child will be attending. Official school records are forwarded directly to the new school upon request, and up-to-date payment of fees.

