



## I. INTRODUCTION

Welcome to St. John Vianney School.

This handbook has been created to try to provide you with as much information about St. John Vianney School as possible. During the school year, you will receive added information about schedules, special events, concerns, and plans for the future. We are extremely happy to have your family included in our “school family” and are thrilled to be able to follow in the footsteps of the Master Teacher, Jesus Christ, in helping your child learn how to fulfill His kingdom on earth in our lifetime. We hope that you will keep this handbook in a special place so that it may be used often as a reference and guide during those special years at St. John Vianney!

## II. SCHOOL PHILOSOPHY

We believe that every child entrusted to our care deserves an excellent education based on Catholic teachings. Children are to be provided with a safe and loving environment in which they may learn how to bring the gospel message to a changing world. It is our belief that learning should be challenging, rewarding, desirable, and on-going. Through a variety of teaching styles, presented by a caring staff exhibiting cooperation and creative sharing, we hope to prepare our students for the future roles they will assume in tomorrow’s world.

Through our dedicated efforts to Word, Service, Community and Worship, we can answer our call to be educators in the tradition of Jesus Christ. We believe that students must be challenged to become socially aware and to lead lives of ministry. We believe the most important lessons are taught through our actions.

## III. MISSION STATEMENT

To enhance the total educational development of each student and to foster in them a sense of responsibility and awareness based upon the teachings of the Catholic Church.

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## **A. ADMINISTRATION**

### **1. Accreditation**

St. John Vianney School is accredited by the Michigan Association of Non-public Schools Accrediting Association. That accreditation is maintained through an annual review. The accreditation process affirms the school's high standard of excellence that has been a trademark of the school since inception.

### **2. Faculty and Staff**

The faculty and staff at St. John Vianney have high expectations for their students and truly wish to become a support structure with the parents and auxiliary staff for the children. All teachers are certified by the State of Michigan and have hours of catechist training to help them as they assist your child in learning more about the Good News of Jesus Christ. A list of Faculty and Staff Members can be found on the school website.

### **3. School Calendar**

The School Calendar shows the major dates of vacations, conferences, and end of the marking periods. The calendar is published twice a year (normally in June and September) and is distributed through school mail sent home with your child. The calendar is developed through a cooperative effort of Grand Rapids Area Catholic Schools directed by the Office of Catholic Schools.

### **4. School Board**

The duty of the School Board is to provide guidance and leadership that facilitates the ministry of Catholic elementary school education, which includes the spiritual, intellectual, physical, emotional and social development of the students. The school board is comprised of a mandatory mix of both school parents and nonparent volunteer staff that work together sharing their individual talents to guide the school. If you feel that either you or someone you know would be a good candidate to be on the school board, please don't be afraid to speak with a member of the current school board. The selection process usually takes place in the last few months before the end of the school year.

## **B. ENROLLMENT**

### **1. Admissions**

The admission of students to St. John Vianney School (in order of acceptance) is as follows:

- Children of active, worshiping and contributing parishioners currently enrolled in St. John Vianney School.
- Children of non-parishioners currently enrolled in St. John Vianney School.

- Children of active, worshipping and contributing parishioners currently enrolled in the Caring Place Preschool program.
- Children of active worshipping, and contributing parishioners from a partner parish (i.e. Holy Family Parish).
- Children of non-parishioners currently enrolled in the Caring Place Preschool program.
- Children of non-parishioners without children currently in SJV School or the Caring Place program.

A child entering kindergarten must be five (5) years of age by December 1 of the year they enter school.

All new students will be accepted on a probationary basis pending the gathering of additional information on the family and children.

At the time of admission, it is understood that the parent(s) /Legal Guardian will accept and abide by the policies, rules, and regulations set forth by St. John Vianney School as described in this handbook.

## 2. Registration

Registration for the subsequent school year will usually be handled by the end of February. The first two weeks of registration will be for those children currently enrolled in St. John Vianney School. After this two-week period, a week will be set aside for the enrollment of new children from parishioners. After this period, registration will be open to the public on a space available basis.

For additional information on registration contact the school office.

## 3. Tuition

Tuition can be paid in one, two, or ten payments and per diocesan policy, must be made through a third party tuition collection service. In addition, if tuition assistance is required an application to the Private School Aid Service (PSAS) is necessary to be eligible to receive tuition assistance. Please contact the school office for more information in regards to either of these.

Scrip credits will be calculated quarterly and remaining tuition payments will be adjusted thereafter.

Families not current with their tuition payments may be subject to immediate termination at the discretion of the administration. Any family that leaves the school year will be responsible for all past due tuition.

If any family finds itself unable to meet the minimum financial requirements, they should contact the business manager at once to arrange an alternative payment method. The business manager may agree to decrease a parish family's

contribution obligation only after the family applies for need assessment by the State of Michigan and the State's report is received and reviewed by the business manager.

St. John Vianney School will not accept any student whose parent/guardian owes tuition or fees to another Catholic school. Registration will not be accepted until the previous school has indicated all outstanding balances have been paid or satisfactory arrangements have been made for the payment.

#### 4. Parishioner Tuition Reduction Grants

The Parish offers two (2) types of financial assistance to families who desire and sacrifice to provide a faith-based education for their children who attend St. John Vianney School.

- All fully participating parish families are eligible to receive a general tuition reduction grant.
- The Parish provides additional tuition grants to fully participating parish families who qualify by submitting a grant application commonly referred to as the PSAS grant application. (These are obtained through the school office).

There are four (4) standards for receiving parish-based tuition grants:

- The family is registered in the parish. Registration should be established at least the year before the child(ren) is enrolled. Extenuating circumstances may be considered where newcomers have a verifiable record of regular participation at their previous parish.
- The family participates in the parish through worship, time, talent and treasure. The parish expects regular Mass attendance and a minimum of one Offertory envelope per month in addition to the commitment of time and talent participation.
- The family needs to have a stewardship pledge card on file for the current year. All parish families are encouraged to return a generous gift to the Lord through their Offertory pledge, and apply for either or both forms of parish parochial education tuition grants. While the amount of family pledges is a personal decision, every family is expected to pledge some parish support.
- The family needs to have a financial contribution record for the past year. Normally the parish looks for monthly contributions during the previous calendar year from July forward, and during the initial months of the current calendar year.

#### 5. Fees

- Registration fees are required to be paid at the time of registration. This fee is non-refundable.
- For field trips, graduation, and specific events or projects, which may necessitate a separate fee, an informational sheet will be sent home prior to the event.
- When money is sent to school, an envelope should be used. The envelope should be marked with the student's name grade, amount, and indicate for what purpose.

- All checks sent to school should be made out to “St. John Vianney” unless notified otherwise.

#### 6. Special Needs Placement Policy

Parents who would like the school to consider certain factors in deciding where to place their child(ren) for the following year may complete a Special Needs Placement Survey which will be made available in the school office. Surveys must be returned by the first Friday in May. While the school cannot promise to place students with specific teachers, the staff will make every effort to meet the needs of each student so that all can best be served.

### **C. ATTENDANCE POLICIES AND PROCEDURES**

#### 1. Absence

Absence is defined as a child not being present for classes for part of or all of the regular school day. In case of absence from school, the following procedures are to be followed:

- Parents are to call the school office (532-7001) before 9:00 a.m. for the morning session and before 12:20 p.m. for the afternoon session. One call for extended illnesses (more than one day) is all that is necessary.
- The school will make calls to the home in case of suspicious, extended or unconfirmed absences.
- Any questionable absence will be referred to the office by the teacher and a telephone call will follow to the home.
- An unexcused absence will require the missed time to be made up after school. The time to be made up will correspond with the amount of time missed. An unexcused absence has to be and will continue to be considered a serious offense and may result in suspension and, in chronic cases, expulsion.
- Medical/dental appointments will not be counted as an absence provided a written excuse is presented and the child is not gone the entire day or the biggest portion of either the morning or afternoon.
- For vacation absences, work is made up upon return of the student. Teachers will allow ample time for this work to be made up.

NOTE: IF CONTACT HAS NOT BEEN RECEIVED BY THE SCHOOL OFFICE REGARDING AN ABSENCE, A NOTE MUST BE PRESENTED TO THE HOMEROOM TEACHER. THE NOTE SHOULD CONTAIN THE DATE(S) OF ABSENCE, THE REASON FOR THE ABSENCE, AND THE PARENT(S) SIGNATURE.

#### 2. Tardiness

Tardiness is defined as a child being late in reporting for classes after 8:30 a.m. in the morning and at the start of classes in the afternoon. In case of tardiness, the following procedures are to be followed:

- Students must report to the office and receive a tardy slip. Parents should inform the office they know their child is going to be tardy.
- Unexcused tardiness is determined by the school office. If an unexcused tardy is issued, the student may make the time up after school hours of the same day.

### 3. Leaving the Building or Grounds

Students are never to leave the building without permission of the school office.

If it is necessary for a child to be excused from school during class time, the homeroom teacher should be given advanced written notice. This having been received, the child will be called to the school office and excused when the child's legal parent or guardian signs the child out at the school office. The child must report back to the school office upon returning and be signed back in.

The following safety precautions will be observed:

- A student will not be permitted to leave the school building alone, unless prior arrangements have been made.
- No teacher is allowed to release a student to anyone unless he/she has received approval from the school office.

### 4. Illness or Accidents

If a child is ill, he/she should remain home. The Health Department suggests that a child who is well enough to be in school is well enough to participate in all school activities including eating lunch and recess. All students should be free of any fever for 24 hours before returning to school.

In cases of illness or an accident during school hours, necessary first aid will be administered. Every effort will be made to contact the parent(s). In case of failure to contact the home or parent, the emergency contact person on your REGISTRATION FORM will be contacted. If there is a failure to contact the emergency contact person, the school will seek medical attention deemed necessary. Parents are responsible for liability and any fees incurred.

### 5. Lunch Time

- Students will not be permitted to leave the school grounds or the playground area during their lunch period.
- A Hot Lunch Program is available at a reasonable cost through a local public school program. Menus are sent home each month for the parents/guardians to select which days their child will participate in the Hot Lunch Program. Milk is also available on a daily basis, either through the Hot Lunch Program or separately. Procedures for the Hot Lunch Program may change from time to time according to the public school's policies that are in place at the time of service. Please check



with the school office for details. Bringing of fast food (ex. “McDonald’s” lunches for your child should only be done on very special occasions not on a regular basis.

- Lunch times are staggered to allow for less congestion in the cafeteria and more order on the playground. The following schedule is used:

Grades K-5

11:40 - 12:00 lunch

12:00 – 12:20 recess

Grades 6-8

11:40 – 12:00 recess

12:00 – 12:20 lunch

6. Time Schedule for School

Schedule for grades 1-8, and full day kindergarten

8:00 a.m. – doors will open

8:30 a.m. – students marked tardy

11:40 a.m. – lunch/recess

12:40 p.m. - start of afternoon session

3:20 p.m. – dismissal full day kindergarten

3:30 p.m. - dismissal grades 1-8

Kindergarten Schedule A.M.

8:00 a.m.-doors open

8:30 a.m. – students marked tardy

11:20 a.m.-dismissal

**NOTE: PARENTS OF KINDERGARTEN STUDENTS ARE REQUIRED TO BRING THEIR CHILDREN INTO THE CLASSROOM WHEN THEY ARRIVE. LITTLE PEOPLE OFTEN GET INTIMIDATED BY THE GIANTS FROM THE OLDER GRADES.**

7. Emergencies – School Closings

Dismissing school early or closing entirely is sometimes necessary and advised. In all cases when school is going to close on a very short notice, the following television stations will be notified:

WZZM-TV 13, WOOD-TV8, and FOX 17 are the stations that will announce the dismissal of school and post the information on their respective websites. The notice, hopefully, can be given at least one hour prior to the actual dismissal or closing.

Closing Due to Snow and Ice – If snow and ice conditions are such that it is necessary that school not be opened, announcement of this decision will begin to be announced over the TV and Radio stations shortly before 7:00 a.m. The following guidelines will apply:

The following are policies which will govern this type of decision.

- The Superintendent of Catholic Schools may close all Catholic schools in the Grand Rapids Dioceses when they deem it necessary; however, this is rarely done.
- Currently, in the Catholic Diocese of Grand Rapids, the school principal makes the final decision to close according to the conditions in that school district area.
- If Catholic Central High School closes due to inclement weather, St. John Vianney will automatically close since there will be no bus transportation provided. Additionally, when Kelloggsville and/or Wyoming Public Schools and/or Grand Rapids Public School close, St. John Vianney will also close because the supervisors of transportation will have deemed conditions too dangerous in our immediate area.

#### Severe Weather Policy

Tornado Watch – means that there is a possibility of a tornado. In case of tornado watch, if possible, the following procedures will be followed.

- All children will be kept in school a normal day will be maintained.
- Radio stations will be monitored for any changes in the weather.
- Parents may come to the office and request to take their child(ren) home.

Tornado Warning – means that a tornado has been sighted and all persons should take shelter. In case of tornado warning, the following procedures will be followed:

- Upon receiving a warning, all children will remain in school and take shelter until the “All Clear” is given.
- The children will be taken to the Village Hall and Media Center, keeping away from the outside windows. The school staff and students have been instructed as to the action to be taken if a warning is given.
- Parents may pick up their child(ren) by going to the school office and asking for their release.

#### 8. Extended Absence Policy

A child’s absence that is expected to exceed 45 days of school due to a medical illness or injury will be eligible for consideration under the extended absence policy. The extended absence policy affords a student two (2) 45 minute tutoring sessions per week for the duration of the absence during the school year. A certified teacher will do the tutoring. No additional charge to tuition will be assessed. Consideration for the Extended Absence Policy needs to be arranged through contacting the principal of St. John Vianney School. The student will be considered member of his or her class and all work turned in by the student will be assessed and graded by the student’s teacher. Modification of the curriculum may be a consideration.

The student may be eligible for enhance or increased tutoring from the public school district in which the family resides. Should a family wish to take advantage of public school offerings, they can choose to withdraw from St. John Vianney School to do so. Any refund or reduction in tuition will be considered on a case-by-case basis. Refunds or reductions will need prior approval by the school's business manager. A position will be held in the appropriate grade for this child's return to St. John Vianney School.

#### **D. ACADEMIC POLICIES AND PROCEDURES**

##### 1. Student Assessments

- Student Assessment Reports or "Report Cards" are given to parents by way of each student each quarter. Please sign and return just the envelope to the respective teacher within three school days. Your signature indicates that you have reviewed the assessment with your child.
- Mid-Quarter Progress Reports are designed to keep the parents advised of their child's progress, in the first quarter, each child from grades three through eight will receive a mid-quarter progress report. This report will indicate whether the child's progress is above average, average, or below average. In other quarters, these reports will be used on an as needed basis for those children who are having a difficult time or for those who are showing improvement.

Two copies of the progress report will be sent home. One copy should be signed and returned to the teacher within three school days.

IT IS IMPORTANT TO REMEMBER THAT THIS IS A PROGRESS REPORT AND NOT A "REPORT CARD". IT IS SENT TO INFORM AND ASSIST STUDENTS TO MAINTAINN THEIR GOOD WORK OR IMPROVE IN NEEDED AREAS.

- Retention of students will be based on consultation of the teachers, principal, and parents. The principal will direct teachers to inform parents where a possibility of retention exists at the beginning of the second semester.

Retention should not be viewed as a punishment but a means of assisting the child to better cope with any academic and/or maturity problems which they are encountering and to have that child flourish at an appropriate development level.

- The Grading System was developed by the Office of Catholic Schools, in conjunction with the teachers in the Diocese, and is an age

appropriate assessment for children in the Catholic school system. The grading approaches vary with the developmental levels of children.

At the primary grades (K,1,2), the grading key has been established as follows, reflecting a child's ability to complete certain tasks or exhibit certain behaviors:

- 1-Frequently and consistently
- 2-Occasionally but not consistently (needs more practice)
- 3-Not able to do independently

At the 3<sup>rd</sup> grade level, the assessment key changes to reflect a developing child's approach to academics:

- 1-Outstanding progress
- 2-Good progress
- 3-Meets requirements
- 4-Needs to improve

The 4<sup>th</sup> and 5<sup>th</sup> grade level assessments then begin to reflect actual letter grades based on percentages:

- A – 90% - 100%
- B – 80% - 89%
- C – 70% - 79%
- D – 60% - 69%
- N – Not acceptable (59% or below)

The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade key sees a developing grade percentage scale:

- A – 93% - and above
- B – 85% - 92%
- C – 77% - 84%
- D – 70% - 76%
- F – 0% - 69%

- The Honor Roll System is based on point totals derived from grade point averages.

In grades 6-8 the academic subjects (Religion, Math, Science, Reading/Literature, English, Social Studies, Spelling/Vocabulary and Computers) will be considered Honor Roll subjects. Enrichment courses including: Physical Education, Handwriting, Elective Courses, Band, Music etc. will continue to be graded on the student assessment report card, but are not used to determine grade point average. A C-or below in any subject including enrichment courses prohibits a student from being on the Honor Roll as does a 3 or 4 in conduct of effort in

any subject. A, A-, B+, B, B-, C+, and C are each assigned a numeric value to determine grade point.

## 2. Homework

Homework is vital link between home and school in keeping with the mission statement of the school. It enhances the total development of each student and fosters a sense of responsibility. Parents are able to keep abreast of materials the children are working on in the classroom and it helps the student to achieve their individual potential.

Teachers are encouraged to set homework requirements at the beginning of the school year and to communicate these with the parents by grade level. Questions and concerns about homework should be addressed directly to the classroom teacher.

Homework given to students is dependent upon age, needs, and the ability of the child. Written homework is not and will not be the only kind of homework given. Teachers will not give homework on the weekend unless it is unfinished work from the past week, necessary additional work and/or project type work.

Assignments are made at the discretion of each teacher and are expected to be completed by the due date. Without an acceptable written excuse from the parents, homework not handed in on time will be graded accordingly by the teachers.

If a student is absent, a parent may request that work be sent home so that the student does not fall behind the rest of his/her classmates. Parents can make arrangements with a brother/sister or classmate to pick up homework, or make arrangements to have the work picked up at the office after school. All work missed should be made up, unless excused by the teacher. Unfinished work at the discretion of the teacher will be marked as a failure. All homework being picked up for an absent child should be picked up only at 3:10 p.m. or after school, until 4:00 p.m. in the office. It is important that homework be viewed as a valuable learning tool and as an extension of the school learning process. Open lines of communication will insure that this is a positive experience for both parents and students.

The amount of work assigned will be based upon what the average child will be able to accomplish and will vary to some degree. As a general rule, the amount of homework “time” required for the completion of assignments should not exceed:

- ½ hour for grades K & 1
- ¾ hour for grades 2 & 3
- 1 hour for grades 4 & 5
- 1 ½ hours for grades 6,7,8

### 3. Student Testing

Upon entering the school years, the process for evaluating what a student learns takes on many forms. Teacher observation, student in-class and homework assignments, individual participation in discussions, participation in projects, and testing, typically make up much of what results in a student's grade. The testing process itself takes on many forms. Short quizzes, essays, true and false, fill-ins, matching, and short answer tests are often given in progressing years in school. Middle school students participate in comprehensive exams which make up approximately 10% of their final grade.

Students in grades 2-8 participate in the diocesan wide standardized testing program currently given both in the fall and spring. This "achievement" test indicates a child's success in learning and mastering certain skills and then compares that level to his/her own ability (as determined during progressive testing throughout their stay at St. John Vianney) and the success of other students throughout the country or diocese who also participated in the test in any given year or the "norm" year in which standards were established.

This standardized test may be used to determine a child's academic development in the skill areas that are tested and may be used to strengthen the school's curriculum. There are so many factors to take into consideration when examining a standardized test that often times these assessments are misunderstood by those taking just a cursory look at them. During each year the school will assist parents in understanding the tests and encourages questions about your child's results and progress

### 4. Graduation Requirements

Graduation requirements at St. John Vianney consist of passing at least four core curriculum courses (Math, Reading/Literature, English, Science, History, Religion, or Vocabulary) in the 8<sup>th</sup> grade. Students who fail more than two core curriculum courses may not be allowed to participate in graduation exercises.

Students who fail more than two subject areas may move on to high school only if one or both of the following conditions are met:

- An agreement with the high school to accept the student's grades at which time the student receives a "placed" status instead a "promoted" status.
- The student attends a summer school program and passes the required coursework.

### 5. Student Records

Student records shall be confidential and maintained by the school for each student. Student records shall be retained for a minimum six year period following graduation, separation, or other end of the active student days. Any supplemental or tentative records not pertinent to the education of the student will be destroyed.

### Dissemination of Student Records

- St. John Vianney or a Diocesan School Officials may, without consent of student or parents, release student records to other school officials who have proper educational purpose in examining the information.
- Parents: A student's parent or guardian may have access to the records. Review of records will take place in the building where the records are stored and a school official shall be present for any interpretations or explanations. Scheduling procedures for review are the responsibility of the principal or a designee. Notification of a request to review records should be made in writing to the school's principal by the persons wishing to examine the records at least 48 hours in advance so that appropriate staff personnel may present and adequate preparation made. Under no circumstances will original records be removed from the school files. The parents shall have the right to make written objections to any information contained in the records. All written objections shall be signed by the parent, dated, and will be made part of the permanent record.
- Students: A student who has reached the age of 18 or married, and in both cases is no longer in high school may examine their records under the same provisions as accorded to the parents in section 2.
- Other Persons: No other person may have access to any student's record except under one of the following circumstances:
- A proper written consent for the release of such records has been obtained by parents, guardian or former students that have reached legal age.
- Under compulsion of the law.
- In an emergency situation when the student or the parents cannot be reached, the principal may, with discretion, release information to the law enforcement officials.
- When data for outside research purposes is released in such a form that no individual student is identifiable.

### Transfer of Student Records

Upon receipt of a records request from another school to which a student has applied for admission or a former student is attending, all academic records and documented behavioral or discipline records will be forwarded to the requesting school. Student records will not be released until a verified, signed request for records form has been received.

### Principal's Discretion to Access of Records

If the principal has special information that would indicate granting or denying access would be harmful to the student, he/she may exercise discretion in granting or denying access in a manner already described.

## 6. Library

The school library is a learning laboratory where the use of all resources is purposeful, planned, and integrated with the teaching and learning programs to intensify and individualize the educational experience at St. John Vianney. Going to the library is a privilege and should not be misused with loud talking, noise and playing. The library is to be a place of quiet. Consideration must be given to all students who are studying or reading.

### Library Procedures

- Grades 1-8 may check out two (2) books each week and kindergarten one (1) book per week. Students may not exceed this number of library books at any time.
- No book will be renewed more than once and only for a period of one week. Permission from the librarian must be obtained to extend the checkout period
- There will be a 5 cent overdue charge for each school day the book is late. Overdue charges will not exceed the cost of the book.
- Lost or books with extreme damage will be paid for by the student who borrowed the book.
- Students with overdue books, fines or lost books may not check-out additional books until the problem is resolved with the librarian.
- Teachers are expected to help remind the students of the fines due. There will be periodic list of overdue books to inform the teachers for their assistance.
- Books should be returned during the class library period and will be placed on the book cart.
- If a student cannot conduct him/her in the proper manner, the student will be removed from the library and have his/ her library privileges suspended. The duration of removal will be determined by the seriousness of the offense and the librarian and classroom teacher.

## **E. CURRICULUM**

St. John Vianney School offers its students a well-rounded curriculum that focuses on academics and our Christian Faith. Core courses offered include: Religion, English, Reading/ Literature, Mathematics, Science, Social Studies and Family Life

In addition to the core curriculum weekly instruction in art, computers, and physical education, is provided by the St. John Vianney.

The school curriculum encompasses all learning experiences – cognitive, psychomotor, and affective. The curriculum develops student responsibility to God, self, home, church, and community. It provides a wide range in rate, reading, and potential for learning.



The selection of curriculum and programs (i.e. textbooks) is the responsibility of the principal in consultation with the faculty. The following will be used as guidelines for selection:

- Recommendation of the Diocesan Office of Catholic Schools
- The school's objectives and organizational pattern
- The needs of the individual students
- Available research
- Strengths of faculty

Investigations into each of the curriculum areas take place on an ongoing basis at St. John Vianney to maximize the learning experience for each student.

## **F. RELIGIOUS FORMATION**

Religious formation is the cornerstone and heart of the schools. John Vianney. All academic offerings are taught in relation to the gospel values. The following three themes are carried out throughout our religious education program in school:

- Proclamation of God's Word
- Celebration of God's Presence
- Community Outreach

The Parish pastoral staff and school personnel work together to coordinate sacramental preparation for all students that participate in the Holy Sacraments. Textbooks have been adopted to provide a consistent religious education basis at St. John Vianney. Parents should encourage their children to bring their textbooks home and, parents as the primary religious educators should openly share how they live out their personal faith.

Prayer is an integral part of each school day at St John Vianney with many opportunities for experiencing formal and spontaneous prayer. Responding to the needs of the universal church, children participate in various charitable works throughout the year with special focus during the seasons of Advent and Lent.

Girls and boys have the opportunity to become altar servers when they enter fourth grade. A training session is offered for those who choose to participate in this commendable service to St. John Vianney and the church at large.

As our eighth graders prepare for graduation and entry into the larger world, they have the opportunity to experience a religious retreat. This is typically a time to reflect on who they are and where God will lead them in the future.

### **1. Liturgical Experiences**

Students will participate in weekly liturgical experiences. These usually include weekly Mass, but may also include the Sacrament of Reconciliation, prayer services, communion services outside of the Mass, and Marian Devotions. Each student is expected to be fully involved in these experiences including both

praying and singing. Each class has the opportunity to take an active role in planning serving at the school Masses. Students will have the opportunity to assess themselves on their participation. Religion teachers may use participation in the liturgical experiences as a component of their religion grade. Families are invited and encouraged to celebrate with their children at the school liturgies. These special celebrations will be listed on the weekly and monthly school calendars.

## 2. Sacramental Preparation

The responsibility of preparation for the Sacrament of Reconciliation and the First Eucharist is shared between the St. John Vianney second grade teachers, family and the Faith Formation staff. Preparation for the Sacrament of Confirmation is the responsibility of the St. John Vianney middle school teachers, family, sponsors, and the Faith Formation staff.

## 3. Family Life Series

The Diocese of Grand Rapids mandates that Catholic schools must participate in a Family Life program. This is the program the diocese has put together to teach students about the role of God in their daily life. Aspects of this program have been referred to as “Sex Education”, and rightly so, since beginning in the 5<sup>th</sup> grade students will learn about all systems of the body including the reproductive systems. But to label and limit the scope of this part of the school curriculum to that dealing with sexuality is wrong. The Family Life Program helps students learn about their bodies as well as social development, morality, family life in general, the church, responsibility and many other life skills.

This program is begun at the Kindergarten level and continues through the junior high school years. This component of the curriculum is reviewed on a regular basis and updated as new challenges to today’s youth come on the horizon.

## **G. CODE OF CONDUCT AND DISCIPLINE**

One of the most important lessons St. John Vianney helps students learn is discipline. While it is not a formal subject, it permeates the entire educational process. Discipline is the joint responsibility of students, parents, teachers, and administrators. Discipline includes self-control, character development, orderliness, and efficiency. Proper conduct and consideration for others are goals of Christianity and self-discipline. Our goal is to help the children attending St. John Vianney to learn to be more like Jesus in every way. That is no easy task but it is one which separates St. John Vianney from non-parochial schools. With Jesus Christ as the guiding influence in our growth in self-discipline, students learn lifelong skills based on the perfect example of self-discipline.

Students with good discipline habits help make our school an effective place for students to learn and grow. St. John Vianney’s policies are designed to protect the learning environment for each student. For the safety and welfare of all St. John

Vianney students, the following policies apply while students are in school, going to or from school, or at any school sponsored activity.

### 1. Conduct Regarding Property

Jesus often spoke to his disciples about such things as property and owning material goods. He even told the Scribes and Pharisees that you “should render unto Caesar the things that are Caesar’s and to God the things that are God’s.” The Mosaic Law tells us that we should not steal or covet our neighbor’s goods. All of what is said in Scripture about property gives us a model for acting even at the end of the 20<sup>th</sup> century. At St. John Vianney, we hope to help children learn that care for personal and public property is important not only because society dictates it but because Jesus himself teaches us to care for and love one another.

Disciplinary actions will be taken if any of the following destruction of property occurs

- Destruction/defacing of school property and /or personal property
- Theft of school property and/or personal property
- Misuse of books, materials and/or equipment
- Trespassing (unauthorized presence in the building or on school property)

The principal at his sole discretion may suspend or expel any student violating property.

### 2. Conduct Relating to Citizenship

Jesus Christ taught us to love our neighbor and ourselves and to love God above all else. In turn, we should care for our bodies which are gifts from god and treat each other with love and respect as well. At St. John Vianney School we hope to help all students learn to care for themselves and others in a positive, healthy way, remembering what Jesus taught.

Disciplinary actions will be taken if any of the following occurs

- Use or possession of tobacco, i.e. smoking, chewing, on school property
- Consumption, possession, or under the influence of alcoholic beverages
- Use, possession, distribution or under the influence of an illegal substance, drug (marijuana, barbiturate, amphetamine, etc.), or ersatz (substitute) drug
- Verbal abuse or verbal harassment of school employees (including volunteers) or students
- Unauthorized leaving of school property during scheduled school day
- Dishonest behavior (i.e. cheating, lying)

- Inappropriate student behavior, disrespect, obscene language, gestures and notes, offensive language
- Students are not to eat candy, chew gum
- General disobedience (classroom disturbances, running in hallways, etc.)

The principal at his sole discretion may suspend or expel any student violating property.

### 3. Conduct Related to Attendance

Jesus understood the importance of education. He spent nearly three years teaching twelve apostles what would be needed in years to come. At St. John Vianney School our goal is to help everyone understand the need to remain in school when classes are in session, thereby providing the atmosphere to grow and learn.

Disciplinary actions will be taken if any of the following occurs

- Unexcused absences

### 4. Conduct Related to the Safety of Others

During his lifetime, Jesus proved to be a non-violent person who sought to use his knowledge and social skills to deal with whatever situation would arise. At St. John Vianney School we hope to help children develop socially by becoming tolerant, caring people. Jesus' greatest command to us was to love God and one another. Violent, threatening behavior has no place in our school. We must constantly work to help children learn that the hateful, hurtful ways the world often shows us is not the way of Jesus Christ.

Disciplinary actions will be taken if any of the following occurs

- Unsafe behavior
- Threats to person(s) or property, extortion, inciting a fight, fighting
- Possession and/or use of weapons and/or fireworks; i.e. anything used to inflict bodily harm. This would include but not be limited to the following: firearm, knife (of any kind or blade length), club, star, etc.

### 5. Dress and Personal Appearance

It is our experience that the way in which students dress for school has a direct correlation with the manner in which they conduct themselves. Parents should monitor the attire their children wear to school to make sure it complies with the dress code. Students may be asked to call a parent to bring clothes to school, which are appropriate. The following dress code applies to all school days except when noted in the School Calendar or weekly memo. Hairstyle, like uniforms, is to be non-distracting and neat in appearance for both boys and girls.

## 6. Hair

### Boys Hair:

Students must be clean shaven and hair is to be neatly groomed. Not permitted: beards, mustaches, and any facial hair whatsoever. Any student sent to the office to shave will be assessed a fee of \$1 for the disposable razor blade and will receive a detention. Hair must be cut above the eyebrows, ears and shirt collar. Males may not wear hair accessories during the school day. Eccentric hair styles, including designs of any type, are not permitted. Height of hair should not exceed two inches in length. Sideburns are not to extend below the ear. Bangs may not be slicked back or pulled behind the ears. Students told to get a haircut must report to the office on the specified day.

### Girls Hair:

Hair color must be a naturally occurring color; Eccentric hair styles, including designs of any type are not permitted.

No hats are to be worn during the school day, including passing time. Bandanas are not permitted.

## 7. Uniform Policy

St. John Vianney students will dress in a standard school uniform each day unless otherwise directed. The purpose of our school uniform is to present dress that is consistent and non-distracting to other students and to promote an environment where students are focused on learning.

All clothing must be an appropriate fit for each individual student. No tight fitting, ripped, stained or altered clothing is allowed. Students are expected to look neat in appearance.

All uniform clothing must be purchased through one of the school approved vendors and specific to the policy. Please check with the school administrator for the current list of approved vendors.

### **Required Uniform Items**

#### SHIRTS

Students are required to wear the official “SJV” logo on all shirts and must be purchased through approved vendor. Approved shirts are the standard navy blue or white cotton polo shirt with three buttons. Short and long sleeves in each of these options are permitted. Shirts shall be tucked in at all times.

#### PANTS

Students are required to wear uniform style pants, see the school approved vendor list.

Kindergarten through fifth grade = navy dress pants.

Sixth through eighth grade = khaki or beige dress pants.

Pants must be neat in appearance with no visible stains or tears. No double stitching, no rivets, no cargo style pants.

### BELTS

Belts are required (grades 3-8) and may be purchased at any store. Belts must be brown, black or navy. Acceptable styles include plain leather, faux leather, braided, or fabric belt. No other colors, designs or studs.

### SOCKS

Socks with pants and short options are required and must be simple and non-distracting patterns (white, black, brown, navy, or gray). Students may wear holiday-themed socks on holidays or as specified on the monthly school calendar. Socks may be purchased at any store.

### SHOES

Shoes shall be a closed toe and closed heel. Tennis shoes are permitted but must be maintained in appearance (no tears, stains, holes, etc.) and should also be simple and non-distracting. Shoes may be purchased at any store. Boots may be worn to and from school, and recess only.

### **Optional Uniform Items**

#### SHORTS

Students may wear shorts, see school approved vendor list. Shorts may be worn from the beginning of school in the fall through November 1<sup>st</sup> and from April 1<sup>st</sup> through the end of the school year, as weather permits. Shorts should be no more than 2" above the knee. Shorts must be traditional uniform style, no double stitching, no cargo shorts, and no rivets.

Kindergarten through fifth grade = navy dress shorts.

Sixth through eighth grade = khaki or beige dress shorts.

#### SKORTS/SKIRTS/JUMPERS (girls only)

Students may wear the St. John Vianney plaid skort, skirt or jumper purchased from St. John Vianney's approved vendor throughout the entire school year. Skorts, skirts and jumpers should be no more than 2" above the knee. Hosiery must be worn during the school day. Hosiery includes stockings, socks, and

tights, collectively. Additionally, ankle-length leggings may be worn. Hosiery, tights, and ankle-length leggings must be solid color of a navy, gray, white, or black color. Hosiery, tights, or ankle-length leggings must be solid in style and may not include print, lace, fishnet or other design.

#### VESTS/SWEATERS/CARDIGANS/JACKETS

Student may wear vests, sweaters, or cardigans in navy blue or white if they are traditional and classic in style, and purchased at a school approved vendor. Students may also wear a navy blue fleece full zip jacket or a navy blue stretch ½-zip pullover if purchased at a school approved vendor.

#### TIES (boys)

Students may wear ties in the approved St. John Vianney plaid for purchase from St. John Vianney's approved vendor with a button-down white SJV logo'd oxford shirt.

#### T-SHIRTS

Short-sleeved t-shirts may not extend past uniform shirtsleeves (white tee-shirts only). No long sleeved tee-shirts or turtlenecks under short-sleeved SJV logo'd shirts.

#### Enforcement of Dress Code Policy

- 1st Violation: Dress Code Violation Notice sent home.
- 2nd Violation: Detention or loss of recess
- 3rd Violation: Loss of next jeans day or special dress up day.
- 4th Violation: Individualized plan at Principal's discretion.

### **Non-Uniform Day Dress Code**

Clothing worn on non-uniform days can be casual or it can be dress, depending on the day. Generally, non-uniform days are planned ahead and are scheduled on the monthly calendar. Clothing worn on these days must be modest and support our mission as a Catholic School. Clothing must be suitable for a Christian atmosphere.

Examples of clothing that are **not considered appropriate** for St. John Vianney includes but is not limited to:

- Clothing that is tight-fitting
- Shirts that are too short to be tucked in

- Clothing that is immodest, ex. Shirts with low V-neck or low scooped necklines
- Clothing that exposes undergarments either in the clothing's fit or because of the clothing's material (ex. Sheer material) or the color of the undergarment
- Clothing that exposes a bare midriff when a student's arms are raised to answer a question in class or to reach in a locker
- Sleeveless shirts or blouses
- Shorts or pants that are fringed, cut off or frayed at the bottom, torn or ripped or made of spandex material
- Clothing with an un-Christian or lewd printed material
- Shirts that have buttons must be buttoned (the top button may be left undone)
- Skirts or shorts that are too short (no shorter than 2 inches above the knee)
- Make-up must be used conservatively and is only permitted in the 7<sup>th</sup> and 8<sup>th</sup> grade
- No spiked jewelry or choker chains. No body piercing, other than earrings, is allowed. Students are permitted to wear post-style earrings and hoops no larger than a dime. "Dangle" earrings are not allowed
- Socks must be worn with sandals, no flip-flops

All shirts are to be buttoned and those that are made to be tucked in must be tucked in at all times. Pants are to be worn at the waist for both boys and girls.

\*These apply to uniform and non-uniform days.

### **Enforcement of Dress Code Policy**

1<sup>st</sup> Violation: Dress Code Violation Notice sent home.

2<sup>nd</sup> Violation: Detention or loss of recess

3<sup>rd</sup> Violation: Loss of next jeans day or special dress up day.

4<sup>th</sup> Violation: Individualized plan at Principal's discretion.

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### **8. Specific Playground Rules**

Because of the limited playground space and equipment at our disposal, it is important that we have several rules and procedures for safety. It also makes it necessary that a spirit of cooperation prevail. We assume the authority to refuse the privilege of staying at school for lunch or use of the playground for any child who shows disrespect to the playground supervisors or disregards the school regulations. Playground supervisors are used with the specific purpose in mind of overseeing the children and providing for their safety.

- No food or gum will be allowed on the playground during recess.
- No games involving tackling, fighting, kicking, striking or any rough play will be allowed. Purposely injuring another student will be dealt with severely. The older students must always be aware of the presence of smaller children and strive to ensure their safety.



- The playground equipment (swings, slides, merry-go-round, etc.) will be used by all students at the discretion of the principal.
- Students may not leave their designated play areas without written permission of the parents and the approval of the principal.
- All children will remain outside once they leave the building. They may be readmitted to the building only if a teacher calls for them or if there is an injury. They will not be readmitted to use the lavatory. This procedure will provide a safe and supervised recess.
- For safety and health reasons, throwing of snow, stones, or sticks, pulling of clothing, taking of hats or mittens, climbing on roofs, walls, trees, fences, etc., or playing around any vehicles will not be permitted.
- Student use of bicycles is confined to riding to and from school only.
- There should be no loitering in the lobby, classrooms, hallways, or lavatories.
- No student should remain indoors; without a teacher present and/or an assigned supervisor.
- Use of vulgar and abusive language is forbidden.
- If a child is injured, a playground supervisor and/or teacher is to be contacted immediately.
- Students are expected to maintain a safe pace in the building.
- Students will treat the supervising person(s) with the same respect and obedience as that expected for teachers and parents. A supervising person will report any misconduct to the homeroom teacher and/or office.
- On rainy days and/or when the temperature is too cold, students will remain in their homeroom and are to engage in indoor games and/or study.
- Shirts and shoes must be worn during lunch hour. Gym shorts are not to be worn.
- When the bell rings to end recess, all students will immediately line up at the area designated by the teacher and be led QUIETLY by the teacher to their classroom.

### 9. Hallway Behavior

The hallways of St. John Vianney School are the heart and arteries of the body which pump the lifeblood of the school. They are active places which require certain procedures to maintain safety and respect for others.

- Students are to walk at all times in the hallway.
- Voices are to be kept to a minimum when entering the hallway.
- No student is allowed to handle another person's property.
- Coats, hats, gloves, boots should be organized in an orderly manner on the hooks and shelves. As little as possible should be left on the floors.

- All personal items are to be removed from the hooks and shelves at the end of the school day. Items left may be placed in the Lost and Found center near the ramp in the Activities Center.
- Students who are attending to bathroom needs should do so quickly and quietly.
- No roughhousing, horseplay, etc. should occur in the school halls.

#### 10. Church Behavior

St. John Vianney Church should be considered the most sacred place on our property. The Blessed Sacrament, the very Body of Jesus Himself, is contained in the tabernacle in church. Therefore, all who enter church should do so with respect for others and with reverence. Students, when necessary to speak, should do so quietly. Upon entering church itself, students should genuflect in view of the chapel/tabernacle area. If asked to read or sing, the microphones should be handled with care. Preparations for liturgies should be conducted with respect and reverence for the main purpose of the church. Church activities have changed over the years and you may find a great deal more movement and conversation following a Mass than occurred years ago. In doing so, we still expect students of St. John Vianney to maintain an attitude of respect for others.

Part of the reason for sending a child to St. John Vianney School is to form children in faith. Part of that development calls for full participation in liturgical experiences. To participate fully means to sing and pray with vigor and to be attentive to the experience itself. These are expectations of students who attend St. John Vianney. Please encourage your child to also fully participate on weekend obligatory liturgies; they will do so more readily if they observe their parent's participation as well.

#### 11. Lunch Room Behavior and Procedures

- Teachers will lead their classes downstairs and pick them up at the appropriate times.
- The Service Squad will serve as assistants at the table or grade assigned to them.
- It is recommended that teachers lock their classroom doors when students go downstairs to lunch (in good weather).
- Students will remain seated during the time they are eating and throw their trash away only when their table is dismissed.
- Students will refrain from throwing food or trash or popping bags.
- Students are expected to keep voices at a proper level. Talking is allowed but yelling will not be tolerated.
- Food should not be taken out of the building and food not eaten should be placed in their lunch bag/box and taken home.
- Students are responsible for cleaning the immediate area in which they eat. This involves picking up papers and crumbs from the table, chair, or floor and possibly wiping the table.

- Students are subject to the authority of supervising teachers and will listen to and cooperate with them.
- Teachers on duty may report names of students who do not cooperate to the proper homeroom teacher and/or office staff. Teachers will then deal with this misconduct.
- Misbehavior, disrespect, or violation of the above rules will result in removal of cafeteria privileges for a period of time to be determined, and the student will be sent home for lunch or removed from eating, with his/her class. Further corrective action may be verbal warnings/reprimands, being assigned to a lunchroom work detail, conduct referrals, or detentions. Parents may be notified should the incident be serious enough to warrant cooperative discipline.

## 12. Overall Rules of Conduct

- St. John Vianney expects students who receive the benefits of a Catholic education to exemplify their training at all times. Any departure from this code of conduct will be treated as an infraction.
- It is expected that everyone be accepted equally and treated with respect and friendliness regardless of differences.
- No student shall show disrespect in word or action toward, or in the presence of, any member of the faculty, maintenance staff, or any other authorized person. Abusive, vulgar, profane or obscene language is forbidden at all times.
- No student shall chew gum or eat candy, food, or any other substance in any class, study room or hallway without permission.
- At no time of the school day or after school hours is snowball throwing permissible on school grounds.
- In general, any misconduct not specifically mentioned which results in the disruption of orderly school procedure will be treated as an infraction and shall receive corrective action accordingly.
- Personal electronic devices such as but not limited to, video games, pads, tablets, e-readers, mp3 players etc. are not permitted in school unless authorized by the teacher or administrator.

## 13. Sanctions

School discipline is necessary for a proper learning atmosphere. School regulations are not unfair personal restraints on freedom, but rather a necessary check on the use of freedom so that others may enjoy their full rights. There must not be divided authority. Parents and teachers must work together. It serves no purpose to make rules and have no means of enforcement or punishment. It is for this purpose that these sanctions have been included in the Code of Conduct.

- All teachers have been instructed to keep in contact with parents. In most cases, any situations or problems are more quickly solved by a note or call to the parents.
- Confiscation: Any articles brought to school which prove to be a source of disruption or danger in the school may be confiscated by the

teacher or principal. Any item confiscated will not be returned unless the parent personally claims the article. Any weapon confiscated will not be returned.

- **Written Punishment:** A written punishment may be used for first offenses or for those students who might only need an occasional reminder of the rules. The length of the punishment should be reasonable but sufficient to make a point. If the punishment is given for an academic area, it may be reflected in both the academic and conduct areas on student assessment reports. Otherwise, it will be reflected only in the conduct grade.
- **Fines:** Money fines are not encouraged for all offenses. They are restricted to offenses involving damage to school property or for other student's property. The money collected will be used to repair, replace, or clean affected property. Any money not used for this purpose will be placed in the missions.
- If a student is cheating he/she may lose the entire credit for the assignment or test.
- **Detention:** Detention will be used with discretion. A child may be kept in the classroom during noon hour under the teacher's supervision to finish work or as a punishment. A child may be kept after school with the prior knowledge of the parents.
- **Referral to the Principal-** Major offenses or repeated offenses should be referred to the principal.
- **Dismissal for the remainder of the day-** No student will be sent home for disciplinary reasons unless approved by the principal. Parents/guardians will always be notified of a dismissal. This will not be considered a suspension but an opportunity for the student to reevaluate his/her attitude or behavior.
- A conference may be requested by the teacher, the principal, or the parents.
- **Suspension:** Suspension is defined as the temporary removal from the classroom or school. There are two types of suspension – In School Suspension (ISS) and Out of School Suspension. During an ISS, a student will remain in the office work room. They will be provided with their class work and other supplies necessary to remain current in their academics, but they will be prohibited from socializing with classmates.
- **Expulsion:** Expulsion is defined as the permanent dismissal of a student from school.
- **Work detail-** Students may be required to participate in some positive task for the school community's benefit. Such tasks may involve cleaning or office work.
- **Athletic eligibility –** suspension or revocation.

#### 14. Procedures for Adult-Student Interaction

Concerns for the safety and welfare of children in schools in the United States have increased in the past decade due to abuses by adults in charge of the supervision of children. While not the norm by any means, these abuses have led to prudent and precautionary procedures being established by institutions which deal with children. St. John Vianney recommends the following procedures to all teachers, parents, coaches, supervisory staff, etc. who work with children within the school setting:

- Adults should refrain from meeting, speaking, or dealing alone with an individual child within a closed room unless there are one or more other adults present. Occasionally, for reasons of confidentiality, discussions must occur in private. If possible, doors should be left open to the room while still trying to retain the confidential nature of the discussion.
- Adults should refrain from lingering physical contact with a child. Pats on the back, a hand on the shoulder for assurance, handshakes, etc. are acceptable physical contacts if momentary in nature and positive in approach.
- At no time should any adult administer physical punishment. While some families and, historically, some schools, may have used physical/corporal punishment in the past, it is not an appropriate procedure at St. John Vianney.
- Occasionally, students misunderstand the intentions of an adult (verbally or physically). If a misunderstanding occurs, it is the responsibility of the adult to clarify the matter immediately with the student and to make appropriate and immediate parental contact.
- Adults are to refrain from using inappropriate language (cursing, swearing, suggestive language, threatening language, etc.) with and around children. In addition, diocesan policy requires attendance at a VIRTUS (Protecting God's Children) training if you have any contact with the students in our school. Coaches, teachers, and volunteers, besides attending the VIRTUS Training, you will be required to fill out and pass an ICHAT. This is an internet criminal history background check. You will need to have read and signed the Standards of Ministerial Conduct.

### 15. Harassment Policy Procedures

#### Verbal and Physical Harassment

#### Definitions:

Verbal or physical harassment is defined as repeated and consistent attempts to intimidate by an individual or individuals as opposed to merely isolated incidents.

Verbal harassment may be one or the following but not limited to:

- teasing
- mocking

- racial slurs
- threats of physical harm
- cursing
- swearing
- defamatory remarks

Physical harassment may be one of the following but not limited to:

- slapping
- hitting
- punching
- kicking
- pushing
- shoving
- any other unwarranted, unwanted physical behavior or threat to do bodily harm

Procedures:

- The child/parent reports the incident to a teacher or the principal or, in the event the harassment occurs at the adult level, report to a parish administrator or board member.
- An incident report form is completed.
- A review by the principal. If the decision by the principal is found to be unsatisfactory by the complainant, an ad hoc harassment committee comprised of a teacher, a school board member, a parish administrator and 2 parishioners will serve as an appeals board and will meet within five working days of the filing of the report. A record of all proceedings will be maintained.
- Should the principal or the harassment committee find that harassment has indeed occurred, one of the following may take place or other action which speaks to the seriousness of the harassment may be determined:
  - A written warning/reprimand may be issued and a copy placed in the individual's file with other appropriate disciplinary action following the family handbook sanction guide.
  - A suspension from school may occur with the amount of time to be determined by the seriousness of the harassment (in the event of harassment involving an employee, suspension with or without pay may occur).
  - Expulsion/dismissal from school.
  - In the event of extremely serious incidents where it is clearly indicated a civil law has been broken, proper authorities will be contacted.
  - All documentation of the report shall be kept on file.

Sexual Harassment

Definitions:

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, when:
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- Such conduct has the purpose or the effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcomed touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Basically, sexual harassment is sexual attention you don't want.

Procedures:

- Any student who believes she/he has been subjected to sexual harassment by a staff member or by another student may verbally report it to any staff member with whom she/he feels comfortable discussing it.
- The staff member receiving the verbal report shall immediately complete an Incident Report Form and forward it to the principal. If the principal is the one involved in the harassment claim, a report shall be filed with the St. John Vianney School Board Chairperson.
- Within 5 school days from the receipt of the Incident Report Form, the principal/school board chairperson shall form an ad hoc Investigation Team comprised of not less than two but not more than five adults.
- Within 5 school days of its formation (10 school days from receipt of the Incident Report Form), the Investigation Team shall: complete its investigation, make a determination, recommend remedial steps necessary to stop the sexually harassing behavior if warranted, submit all investigation documentation and its determination and recommendations in writing to the principal/school board chairperson.
- The principal/school board chairperson shall immediately notify the complainant and the alleged perpetrator in writing of the Investigation Team's findings.

If no harassment has been found, the notification should include objective, clearly state evidence to justify that conclusion.

If harassment has been substantiated, the principal/school board chairperson may take action involving one or more of (but not limited to) the following:

- Seek the victim's input on what she/he thinks would be the most effective remedies.
- Inform the victim of the corrective remedy/remedies being undertaken.
- Periodically monitor the situation by checking with both the victim and the perpetrator regarding the success of the remedy/remedies and document this in the case file.
- All documentation of the report shall be kept on file. A record of all proceedings will be maintained.

Sanctions:

A substantiated charge of a sexual harassment against a student in the school shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

A substantiated charge of sexual harassment against a staff member shall subject the staff member to disciplinary action which may include entry into his/her permanent employee file, suspension with or without pay, and discharge consistent with the signed contract or agreement of that staff member.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

No form of retaliation for filing a charge of sexual harassment will be tolerated.

Corrective action: Verbal reprimand, parental contact, detention, work detail – including written, academic, or physical work, suspension, expulsion, impact on grade (if cheating) to “no credit” or “failing grade” given.

The use of this procedure in no way precludes the right of a student or staff member alleging sexual harassment to seek other remedies provided under the law.

#### 16. Weapons Policy

Weapons are not permitted at St. John Vianney, this includes on school-chartered buses, at school-sponsored activities, and on the school and parish grounds surrounding the school building. Weapons include, but are not limited to, guns, knives (including pocket knives or scouting knives), clubs, stars, explosive and incendiary devices (including smoke and/or stink bombs), any



similar look-alike item, and any item that could be used to threaten or injure another as determined by the administration. If such items are brought to St. John Vianney or the areas mentioned above they will be immediately confiscated and shall not be returned to the student. . Violations of this policy will be reviewed by administration on a case by case basis and, in addition to immediate parental contact and suspension of the student for not less than one day, may result in disciplinary action up to and including permanent expulsion from St. John Vianney.

## **H. COMMUNICATIONS**

### **1. Communications between School and Parents/Guardians**

- Items of information and interest are periodically sent home to parents/guardians via email or posted on the school's website in the form of a bi-monthly newsletter and calendar of upcoming events. In the event that email is not possible, the material is generally sent through "kid mail", meaning that the information is given to the youngest student in school for each family, and it is expected that he/she will deliver it to his/her parents/guardians. Generally, the calendar can be expected the last week of each month and is intended to provide an overview of St. John Vianney's vacation days, conference dates, teachers' in-service days, etc.
- Additional school information and/or reminders may also be published in the Parish's Sunday Bulletin. Non-parishioner students should contact the Parish Office to arrange receipt of the Sunday Bulletin.
- Classroom interruptions must be avoided. Parents/guardians delivering forgotten lunches, books, homework, instruments, etc. must leave them in the school office rather than interrupt a classroom.
- Parents/guardians must sign students out at the school office prior to any student leaving school for an appointment or emergency during school hours. This is to ensure the safety of our students.
- Additional information can be accessed on the school website: [www.stjohnvianney.net](http://www.stjohnvianney.net).

### **2. School Telephone**

- Generally, students are not allowed to use the school telephone.
- No student will be called to the school office to answer a telephone call or receive a message. Important or urgent messages shall be left with the school office. Office personnel will deliver the message to the student.
- Students are to refrain from using the school telephone to make telephone calls to parents/guardians involving matters which should be taken care of at home.
- Students may not use the school telephone to make telephone calls to parents/guardians about forgotten lunches, books, homework, instruments, gloves, etc.

- No student may use the school telephone without prior permission from the school office.

### 3. Visitors

During school hours, all visitors, including parents/guardians, must report to the school office upon arrival.

### 4. Conferences and Other Special Visitations

- Conferences are arranged for all parents during the first quarter of the year. This time is made available so that parents and teachers can discuss the welfare and progress of the student. Conference times are scheduled by the school and sent home with the student. Parents/Guardians are encouraged to keep the assigned conference time(s) if at all possible. Second semester conferences are also scheduled for all parents.
- Parents/Guardians who need to speak to a teacher for any reason may call the school office and the office will notify the teacher of the message. The teacher will call the parent and either discuss the matter or set up an appointment if the matter cannot be discussed thoroughly over the phone. Additionally, parents/guardians may leave messages on the teacher's voice mail or e-mail the teacher at any time.
- Parents/Guardians may observe their child(ren)s' classroom(s) so long as it is arranged with the school office in advance so that the staff may know ahead of time. If any questions arise after the observation, an appointment may be set up for discussion.

## **I. ATHLETICS**

### 1. Athletic Director

Each school within the diocese of Grand Rapids has an athletic director. The role of the athletic director is to coordinate and manage coaches, children, schedules, equipment, and field and gym times for school-sponsored athletic programs, as well as enforce all league rules. All questions and concerns regarding athletic activities shall be presented to the athletic director. The athletic director prepares and provides team rosters, practice schedules, and game schedules to the school office and certifies that all required waivers and health physicals have been obtained. The athletic director is directly responsible to the Principal. Any concerns regarding the athletic program at St. John Vianney must first be discussed with the athletic director and then, if not satisfied, may then be referred to the Principal. Steps for further appeal may be followed only after the athletic director and Principal have been apprised of a particular situation.

### 2. Athletics Offered

The athletic program is offered to students who are in the fifth through eighth grades. St. John Vianney is a member of the Grand Rapids Area Catholic

Elementary Athletic Council (“GRACEAC”) and adheres to the policies and procedures of this association.

Girls’ athletics currently offered

- Softball
- basketball
- soccer
- cheerleading
- track
- tennis
- lacrosse
- volleyball

Boys’ athletics currently offered

- football
- soccer
- basketball
- baseball
- tennis
- lacrosse
- track

Note: Check with the athletic director for the most up-to-date list of athletics offered, as these may change over time.

3. Student-Athlete Requirements

- Each student who wishes to participate in athletics must submit the following requirements to the athletic director prior to participation in any athletic practice or event:
  1. Parent/Guardian’s written consent form; and
  2. Proof of physical examination and physician’s consent to participate
- The student must be present in school for a minimum of 3 hours of the day in order to participate in any practice or event scheduled for that day.
- No student may participate in more than one athletic event or practice per day pursuant to the Diocesan Athletic Rules and Regulations. Additionally, no student may participate in more than one athletic team per season at St. John Vianney.
- Each student must be covered by a health insurance policy. The Michigan Catholic Conference provides health insurance coverage for each student at St. John Vianney as part of the enrollment process. For more information, contact the athletic director.

4. Eligibility Policy

Each student participating in athletics will be subject to the following eligibility guidelines. Participating on an athletic team is a privilege and should not be taken for granted. These guidelines will be enforced by the school. The eligibility policy is intended to be used as an aid in helping students reach their full potential academically, athletically, and spiritually. Please read this policy carefully with your student-athlete.

Each new athletic season constitutes a new eligibility phase as far as the probationary phases are concerned. This means that all students will start new

athletic seasons with an absence of any probationary effect from the previous season.

The eligibility phases do not apply during school vacations, but will instead take effect at the beginning of the next school week following vacation.

Major offenses such as vandalism, destruction of school property, stealing, smoking, truancy, etc. will be dealt with promptly as otherwise provided in this Handbook. In addition to the other corrective action, the student may be deemed ineligible to participate in athletics for a period of time to be determined by the school administrator. The school administrator will notify the athletic director if a student falls into this situation.

Eligibility Phases:

**Phase 1** – Each teacher in grades 5-8 will receive a roster of students who are participating in sports. If a teacher indicates (in writing) a problem with a student-athlete in either academic effort or conduct, the student will be placed on probation. Probation will consist of one week in which a student can practice and play in games. Written notice of the student's placement on probation will be delivered to the student and mailed to the student's parent on the Friday prior to the week of probation. **The notice must be signed by the parents and returned to the school during the probationary week.** The coach of the student will also be notified of the probationary status of the student. **The student and his/her parents must schedule a conference during the probationary week** to meet with the student's teacher(s); the school's administrator, if possible; and, if appropriate, the athletic director or other members of the school administrative staff.

By Friday of the probationary week, the student's teacher(s) will determine if sufficient improvement has been shown. If sufficient improvement has been shown, the student's probationary status will be rescinded and no other phase will take place **as long as the improvement continues during the athletic season.**

**Phase 2** – If sufficient improvement has not been shown during the probationary week or does not continue during the athletic season, the student will be notified that he/she is ineligible to participate in athletics for one week, beginning with the following Monday. Notice of the student's ineligibility will also be mailed to the student's parents, coach, and the athletic director. During this week of ineligibility, the student will not be permitted to practice or play in any scheduled games. It is imperative that the parent contact the student's teacher when a second letter is received.

If the student shows sufficient improvement during Phase 2, he/she will be notified on Friday of the week of ineligibility that they are eligible to participate with their team again beginning the following Monday.

**Phase 3** – If the student’s effort and conduct does not improve or falls below an acceptable level during the athletic season, the student’s teacher(s) will indicate in writing that problems with the student’s academic achievement or conduct have continued. The student will then be declared ineligible and will be permanently removed from the team for the remainder of the season. Notice of the student’s ineligibility will be delivered to the student and mailed to the student’s parents, coach, and the athletic director.

#### 5. Requirements of Student-Athlete’s Parents

- To ensure that all appropriate waivers and forms are submitted to the school and/or the athletic director.
- To ensure that the student is not overextended in his/her commitments.
- To ensure that the student is present for practices and games.
- To understand and comply with the eligibility policy set forth by the school as set forth in J.4, above.
- To be an active member of the Boosters Club.
- To be an example to students regarding appropriate behavior and good sportsmanship. If a parent is asked to leave a particular team’s game or contest, he/she will also be prohibited from attending that team’s next game or contest.
- To be aware of the coach’s responsibilities toward the team and to communicate inappropriate coaching behavior to the athletic director.
- To meet with the student’s teacher(s) and other school administrative staff upon receipt of any probationary phase notification.
- To become familiar with the other requirements listed in this school handbook.
- To support the student’s efforts and the efforts of the other student-athletes in a positive manner.

### **J. SPECIAL SERVICES**

#### 1. School Social Worker

The role of the School Social Worker at St. John Vianney is to assist students by counseling and helping students learn intervention skills. The Social Worker will assist the faculty in identifying special concerns and recommending further professional services if warranted. The Social Worker is on staff as an adjunct member of the faculty, yet specific permission will be sought from the parent/guardian should the Social Worker need to meet with a student individually for counseling.

#### 2. School Psychologist

The School Psychologist is assigned to St. John Vianney from Kelloggsville Public School but confers with the school administrator and staff on a regular basis. The Psychologist position is an “on call” position; he/she does not maintain a regular schedule at the school. The School Psychologist will determine whether

a student is appropriate for testing procedures to determine whether a Learning Disability or an Emotional Impairment is interfering with a student's learning progress in the school setting. State regulations determine whether a student may be tested and consultation with the school staff and an observation of the student are the typical procedures which occur before that determination is considered.

### 3. Teacher Consultant

The Teacher Consultant is also assigned by Kelloggsville Public Schools and has the specific role of conferring with teachers to offer advice and suggestions for teaching methods and materials. The Teacher Consultant typically will not become involved with a student's case unless a full diagnostic battery of tests has been given and the student has been determined to have learning concerns which fall within certain state guidelines.

### 4. Remedial Specialist

The role of the Remedial Specialist at St. John Vianney is to assist students in learning to read with greater proficiency. Students will be released from their class and work with this teacher in smaller groups.

### 5. Pastoral Staff

The Pastoral Staff at St. John Vianney is on hand to assist students and teachers with a variety of specialties from intervention counseling to group projects.

## **K. HEALTH INFORMATION**

### 1. Health Requirements

The State of Michigan Act states as follows: a child enrolling in a public, private, parochial or denominational school in the state for the first time shall submit one of the following:

- A statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, rubella, measles, polio, and tuberculin tested to determine the presence of infection from tuberculosis.
- A statement signed by a parent or guardian to the effect that the child has not been immunized and tuberculin tested because of religious convictions or other objections to immunization.

### 2. Health Services

The Kent County Health Department offers the following services:

Vision Screening – Grades 1,3,5, and 7

Hearing Screening – Grades K, 2, 4, and 6

Scoliosis Screening – Grades 6 and 8

### 3. Public Health Nurse

The public health nurse serves as a health consultant to school personnel, students, parents, and community health agencies. The nurse's services are available at various times and for special parent/teacher information meetings as required.

#### 4. Medications

##### Medication Administered by the School:

If a student is required to take prescribed medication during the school day, the medication may only be administered under the direction of two (2) adult school employees authorized by the administrator, except in an emergency which threatens the life of the student, in which case one authorized adult may act alone. The medication must be kept in a container with the student's name, the name of the medication, and the amount, times and method of administration. The student's parent or guardian must sign a release form giving the school permission to administer the medication. Medications are to be stored in a secure area of the school office or the teacher's desk or file cabinet, to ensure a level of safety appropriate for the particular medication involved. The school reserves the right to refuse the responsibility of administering certain medications but will make an effort to work with the student's parent or guardian to make other arrangements.

##### Medication Administered by the Student:

A student will be allowed to carry medication on his or her person and self-administer that medication under the following conditions:

- The student's parent or guardian provides the school with written permission from a physician allowing the student to carry medication to allow for immediate and self-determined administration,
- The student's parent or guardian provides the school with written permission for the student to self-administer the medication, and
- The student's parent or guardian provides the school with written information regarding the name of the student, the name of the medication, and the amount, occasion for, and method of administration.

#### 5. Medical Conditions

Procedures for students with medical conditions such as diabetes, asthma, allergies, etc. should be written out and discussed/explained to the classroom teacher(s) and office personnel.

#### 6. Accidents/Injuries/Illnesses at School

Should a student become injured or ill while at school, the teachers and school office personnel will make a judgment call on the seriousness of an accident, injury or illness. When the injury or illness is of a serious nature, or when there is a question regarding the seriousness of any of the above, the school will contact the parent and confer over the phone. Emergency first aid will be administered at school as needed. The school will record accidents/injuries of a more serious nature and, if necessary, file a report with the Diocesan Office of Catholic Schools.

### 7. Blood-Borne Pathogens/Bodily Fluids

In today's society, scientists are discovering the quirky nature of viruses, bacteria and related illnesses which can be transmitted through bodily fluid, and especially through the transmission of blood. As a result, St. John Vianney recommends that when dealing with an injury in which a student is bleeding, the student himself/herself should handle the soiled bandages, etc. In some instances, the student may be either incapacitated or too young to adequately handle such procedures, and in that case, a designated person (the principal or school secretary) will handle the injury. At all times when dealing with a significant blood or body fluid incident, staff members must wear latex gloves which are provided by the school and available in each classroom. If possible, soiled tissues should be flushed away. If there is significant soiled material remaining after an injury or illness, the material must be appropriately marked, put in a specific container available in the school for biohazard waste, and disposed of according to OSHA standards.

### **L. FIRE DRILLS/SEVERE WEATHER DRILLS**

- A minimum of eight (8) fire drills are required by the State of Michigan for each school year.
- The Fire Department may at any time conduct a fire drill in the school.
- Emergency exit routes are posted in each room. Exits are properly marked and exit lights are on when the building is occupied.
- At least one severe weather drill will take place each fall and spring.

### **M. TRANSPORTATION**

#### 1. Bussing

Bussing is not available at the present time.

#### 2. Car Riders

- Students waiting for rides must wait in the parking lot and keep out of traffic. No playing is permitted where there are cars. Students shall walk to cars. Running is prohibited.
- Parents should pick up students in the parking lot and not on the sides of the school.
- Parents MAY NOT drive beyond barriers (ropes) when dropping off or picking up students.
- Parents MUST exhibit caution when entering and leaving the parking lot for the safety of the students.
- During school hours, parents should use the Floyd Street entrance rather than the entrance off Bellevue.
- The office or classroom teacher should be notified if a student is not going home by normal means.

#### 3. Walkers



- Walkers must walk out of the building in an orderly manner.
- Walkers may not run or play between cars and should display caution.
- Walkers may not loiter around school unless for a specific purpose; instead, they must go directly home.

#### 4. Bicycles

- Students are encouraged to wear bicycle helmets.
- Bike riders must walk bikes across the parking lot and across intersections at all times.
- NO bikes may be ridden during recess.
- Only one rider is permitted on a bike, unless it is a tandem.
- Bikes must be placed in the bike racks during school hours.
- All bikes must be secured with locks during school hours to assure safety. The school is not responsible for loss of bikes.
- Student violation of these rules will result in immediate revocation of the student's privilege of riding a bike to school.

#### **N. FIELD TRIPS**

School sponsored field trips are encouraged for the purpose of enriching educational experiences. Such trips can and do add real experiences to learning and are considered extremely valuable in the education of students. Field trips are to be mainly educational in nature. However, recreational type field trips are also recognized as being worthwhile and socially instructive.

All field trips must be approved by the principal's office well in advance of the proposed outing. Prior to the date scheduled for the excursion, the teacher must obtain from the parent or guardian a signed field trip permission slip. Such permissions are to be kept on file by the teacher for a minimum of one (1) week following the field trip. Students who do not return the permission slips will not be allowed to go on the field trip.

Students are expected to behave on field trips in a safe manner as is expected at school. Students are representatives of St. John Vianney and must conduct themselves with appropriate behavior.

Trips are to have a maximum pupil/adult ratio of ten (10) to (1).

Excursions which necessitate the use of commercial transportation and/or some type of cost (i.e. admission fees) are funded by means other than the approved school budget where possible. Where commercial transportation is not used, parents will be asked to provide transportation. Each student must wear a seat belt in the vehicle, so there must be sufficient number of seat belts for the number of students riding in each particular vehicle.

#### **O. CLASS PARTIES**

Formal class parties are normally held on Halloween, Valentine's Day, and Christmas. All parties are subject to the discretion of the individual classroom teacher as to the length of time and type of party to be held. Room Parents will be asked by teachers when assistance is necessary for these parties. Teachers will inform parents of the scheduled party times.

### ***BIRTHDAY CELEBRATIONS***

St. John Vianney is happy to celebrate each student's birthday at school and share in his/her excitement. Parents may send an appropriate treat (excluding gum and pop) for the student's class to enjoy on the special day. If you do so, please provide enough for each student in the class. Birthday treats will be shared at the end of the day (or earlier at the teacher's discretion). Nutritious and simple snacks are preferred. Pizza parties are discouraged because they often cause the teacher to lose his/her lunch break, they are expensive, and also cause an unnecessary inconvenience to our own lunch program. Visits by entertainers and elaborate celebrations are not permitted. We also discourage balloons.

**If an "out of school" birthday celebration is planned for your student, please do not pass out the invitations at school, unless all students in that class will be invited.**

## **P. PARENT SERVICE REQUIREMENTS**

### **1. Parental Involvement**

The ultimate success of any child depends on a successful partnership between parent and school. There are a variety of opportunities for parents to get involved at St. John Vianney. From being a room parent, guest reader, or playground volunteer to joining Home and School, Athletic Boosters, or volunteering at festival, auction, book fair, walk-a-thon, field day as well as many other opportunities, parents are strongly encouraged to play an active role in their child's schooling. The ultimate success of any child depends on a successful partnership between parent and school.

### **2. Home and School Association**

The Home and School Association is made up of the parents or guardians of each student at St. John Vianney. The officers of the Home and School Association consist of the President, Vice-President, Secretary and Treasurer.

The objective of the association is to advance the welfare of the students in the school through the coordinated efforts of parents, teachers, and students, as well as to provide financial aid and assistance for special projects, educational media, activities, and events for the benefit of the school. In the past, the Home and School Association has aided in the benefit of such worthy projects as: Council for Performing Arts for Children, Kent Intermediate School District fees, needy families, Catholic Central scholarships, Catholic Schools Week functions,

donations to the scholarship fund, graduation gifts to those families who have their last child graduating from St. John Vianney, Christmas-Santa's Workshop, Family Fun Night, Auction and much more!

### 3. Athletic Boosters

The Boosters provides necessary funds and workers to provide a quality sports program. Membership is open to all parishioners. Parents become active members of the Boosters when their child participates in a sport and they are encouraged to fulfill the requirements of being a member.

A member is responsible to support and/or assist the Boosters in the following areas:

- Each member is to participate in one major event throughout the year (i.e. Las Vegas Night, work on a bingo concession team, be the chairperson of two minor events, or be a member of the Boosters Club Executive Board).
- Each member is to work on at least one minor event (preferably two). (i.e. Fish Fry Dinner, Football concession, submarine sale, basketball worker, coach, field maintenance, basketball concession).
- A membership fee may be charged for each family before their child may participate.

## **Q. SUPPLEMENTAL RESOURCES AND PROGRAMS**

### 1. Crisis Team

The School Crisis Team exists to help handle major occurrences in the school setting which may adversely affect students, parents, teachers and/or staff. Such occurrences may be the death of a student or parent, a fire, a serious injury to a student or faculty member, a major news event which affects members of our school community, etc. The team has been trained to immediately act to cope with the crisis. Members of other crisis teams from around the area may also be called in to help handle news media, comfort traumatized constituents, or just maintain a sense of order when others are hurting deeply. Faculty members, parent representatives, parish staff members and other community resource people may be a member of this team which serves the needs of the entire school community.

### 2. Rainbows

Rainbows is a support program which began in 1986 at St. John Vianney. The program helps both students and their parents who have experienced the pain brought on when a family is torn apart by separation of any kind.

When a student loses a parent by way of marital separation, divorce, death or never even having known one of their parents, the student may experience feelings of pain, loss, guilt, responsibility/blame, anger, loneliness, anxiety and hurt. Rainbows helps students and parents deal with these feelings and will assist

them in feeling whole again after their loss. It helps them learn and accept that they are good, loved and lovable! The students involved are guided to express their feelings in a safe environment by trained adults who listen without judging and respect confidentiality.

The Rainbow sessions meet for six consecutive Sunday evenings and on the seventh there is a special “wrap-up” session to end the semester. A parent support group is held simultaneously for those who wish to attend. For more information, or to register, contact the Parish Offices.