



## **St. John Vianney School**

### **Mission**

At St. John Vianney Catholic School, we educate compassionate, knowledgeable students to follow the path of Jesus Christ.

### **Vision**

St. John Vianney School will be a Catholic school where all children encounter Christ, strengthen their God-given gifts, and begin a life-long love of learning and serving God.

SJV will be a welcoming, diverse, Catholic community that forms faith-filled disciples prepared to lead and serve.

### **SJV Student Profile**

A St. John Vianney student stands out as a grace-filled person of service, is an invested and active learner, leads by example, and is prepared with a solid foundation for the next step in his or her spiritual and academic journey.

### **Philosophy of Education**

We believe that parents are first educators of our students and that a strong partnership between home and school best supports student growth and success. We respect the dignity of each person and believe every child entrusted to our care deserves an excellent education based on Catholic teachings. Children are to be provided with a safe, welcoming, and loving environment in which they 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 instructional methods and by modeling and reinforcing a positive attitude and a growth mindset, we will prepare our students well for the future roles they will assume in tomorrow's world.

Through our dedication to mission, we 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.

## Core Values

Our school mascot, the Comet, helps us remember the values we uphold and put into practice everyday:

### S.H.I.N.E.

**Self-control** - to direct one's words and actions to contribute positively to our school community and environment, especially in difficult situations

**Honesty** - to speak and act truthfully

**Inspire** - to speak and act in a manner that lifts others, provides a positive model to follow, or helps others succeed

**Never Give Up** - to demonstrate persistence and perseverance toward a positive goal

**Exemplify Christ** - to speak and act in a way that embodies Christ's teachings

## School Prayer: The Memorare

Remember, O Most Gracious Virgin Mary, that never was it known that anyone who fled to Thy protection, implored Thy help, or sought Thy intercession was left unaided.

Inspired by this confidence, I fly unto Thee, O Virgin of Virgins, My Mother, to Thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in Thy mercy, hear and answer me. Amen.

## School Theme: Fiercely Faithful

“For God gave us not a spirit of fearfulness;  
but of power and love and discipline.” - 2 Timothy 1:7



## I. INTRODUCTION

Welcome to St. John Vianney School and the 2022-23 school year!

This handbook will provide you with information about St. John Vianney School that is important to know for a successful, fulfilling educational experience. We warmly welcome you to the SJV family, whether this is your first year, you are a returning family, or you are a second or third generation SJV family.

Please use this handbook as a reference. We may find it necessary to update or amend the information contained in this handbook at times, and we will communicate to families when we do. You will also receive additional information about schedules, special events, concerns, and plans for the future in communications throughout the year.

We are grateful 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. This handbook will communicate policies and practices designed to best direct our school community's efforts toward that goal.

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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 our students and, along with parents, strive to support children's growth in spirit, mind, and body. Teachers are certified by the State of Michigan and have 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 posted on our website and distributed through school newsletters. 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 non-parent 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 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, worshipping 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 St. John Vianney 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 St. John Vianney Preschool program.
- Children of non-parishioners without children currently in SJV School or SJV Preschool.

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 necessary to provide a successful placement.

At the time of admission, it is understood that the parent(s)/Legal Guardian(s) 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 Blackbaud is necessary to be eligible to receive tuition assistance. Please contact the school office for more information in regard 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 will be responsible for all past due tuition.

If any family becomes unable to meet the minimum financial requirements, they should contact the bookkeeper at once to arrange an alternative payment method.

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

St. John Vianney 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 (Parish Support.)
- SJV Foundation provides additional tuition grants to fully participating SJV and partner parish families who qualify by submitting a grant application through Blackbaud (application available on our website and by contacting the school office.)

The following standards apply for receiving SJV Parish Support and/or SJV Foundation tuition grants:

- The family is registered in the parish.
- The family participates in the parish through regular Mass attendance.
- All parish families are encouraged to return a generous gift to the Lord through their Offertory pledge. While the amount a family pledges is a personal decision, every family is expected to pledge some parish support and a minimum of \$20 per week is suggested. Financial contribution records reviewed include monthly contributions during the previous calendar year from July forward, and during the initial months of the current calendar year.
- The family regularly contributes their time and talent by volunteering for parish and/or school-based programs. Parents and children are encouraged to donate time and effort in the many opportunities available in church ministry and parish events and/or school-based programs like Home & School, Academic Boosters, Athletic Boosters, and school volunteer and fundraising opportunities. A full list of parish and school opportunities is included in the school enrollment acknowledgements, on our website, and from the school office.

Partner parishes each have similar standards for granting Parish Support. Parishioners at partner parishes are encouraged to know their parish's standards.

SJV Foundation tuition grants are also available to parishioners at partner parishes following these standards:

- SJV School receives a completed Parish Support form from a partner parish.
- The family regularly contributes their time and talent to SJV by volunteering for parish and/or school-based programs. Parents and children are encouraged to donate time and effort in the many opportunities available in church ministry and parish events and/or school-based programs like Home & School, Academic Boosters, Athletic Boosters, and school volunteer and fundraising opportunities. A full list of parish and school opportunities is included in the enrollment acknowledgements, on our website, and from the school office.



SJV Foundation may review applications for additional tuition support throughout the year in the case of unforeseen hardship that impacts financial status. See the Parish Bookkeeper if this becomes a necessity for your family.

#### 5. Fees

- A Commitment Fee is required annually and is non-refundable.
- Additional fees may be assessed for technology use, band enrollment, or other enrollments and will be outlined in the tuition communication sent to families each year.
- 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.
- Money should be sent to school in an envelope marked with the student's name, grade, amount, and description of 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 contact the principal 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

Regular, consistent school attendance provides the strongest foundation for learning. 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) or email [marydurkee@stjohnvianney.net](mailto:marydurkee@stjohnvianney.net) before 10:00 a.m. for the morning session and before 12:20 p.m. for the afternoon session. A call or email each morning of an unexpected absence is needed.
- The school will make calls to the home in case of suspicious, extended or unconfirmed absences.
- An unexcused absence is 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.
- Students will complete work missed due to absence upon their return to school. Teachers will allow adequate time for this work to be made up, usually a day for every day absent.
- Long-term absences adhere to individualized arrangements agreed to between teacher, administration, and parents.

## 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 if they know their child is going to be tardy.
- Unexcused tardiness is determined by the school office.

## 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 school office and homeroom teacher should be given advance notice. In this situation, 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 without fever-reducing medications before returning to school following illness.

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 in reaching 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 shared 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 fast food 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-4

11:40 - 12:00 lunch

12:00 – 12:20 recess

Grades 5-8

11:40 – 12:00 recess

12:00 – 12:20 lunch

## 6. Time Schedule for School

Schedule for grades 1-8, and full day kindergarten

8:10 a.m. – Doors open

8:30 a.m. – school start time

11:40 a.m. – lunch/recess

12:20 p.m. - start of afternoon session

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

Kindergarten Schedule A.M.

8:10 a.m. – Doors open

8:15 a.m. - inside doors open

8:30 a.m. – school start time

11:40 a.m.- dismissal

K-8 students arriving prior to 8:10 will be invited to Morning Care (a fee-based program) and supervised by SJV staff. Students not picked up by 3:50 will be brought to the office. We will call parents for instructions for After-School Study Hall or After-School Care.

## 7. Emergencies – School Closings

Late school start times, early dismissal or closing school (including preschool) is sometimes necessary. Notice of school closing (or late start or early dismissal) will be shared via email or text, posted on our school website ([www.stjohnvianney.net/school](http://www.stjohnvianney.net/school)), posted on school social media (<https://www.facebook.com/SJVCatholic/>) and communicated via news stations WZZM-TV 13, WOOD-TV8, and FOX 17. It is our goal to post notice at least one hour prior to the actual dismissal or the scheduled start of school. In the case of early dismissal, we will make every attempt to reach parents (email, text, phone calls.)

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 Diocese.
- The School principal makes the final decision to close according to the conditions in our area.
- When Kelloggsville closes, we will not be able to provide lunches or breakfasts through our meal program. This is a strong consideration in closing decisions.

- When Kelloggsville, Wyoming Public Schools and/or Byron Center Public Schools close, St. John Vianney may also close because the supervisors of transportation will have deemed conditions too dangerous in our immediate area.
- Please note that at no time do we expect parents to send children to school if conditions in their area are impassable or unsafe. Weather conditions vary within our St. John Vianney areas, as do the conditions in which some of us wish to drive. The usual absence call (532-7001) must be made to the school office if you elect to keep your child home for these reasons. Students will be supported in making up missed schoolwork.
- Note: If Catholic Central High School closes due to inclement weather, there will be no bus transportation provided between their facilities and ours.

#### 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 and we will follow our normal schedule.
- News 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 safest location in our building, 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 a 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 enhanced 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**

### **I. Student Assessments**

- Student Assessment Reports or Report Cards are provided to parents each quarter.
- Progress of students in grades 6-8 can be monitored at any time via Infinite Campus. Parents and students are encouraged to check Infinite Campus regularly, especially for any assignments flagged as “missing.”
- Parents and students are encouraged to contact teachers at any time to address questions or concerns about student progress.
- Retention of students will be based on consultation of the teachers, principal, and parents. Teachers will 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 grow and 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-3), the grading key has been established as follows, reflecting a child’s ability to complete certain tasks or exhibit certain behaviors:

PR- Proficient  
DV-Developing  
NY-Not Yet  
NE- Not Evaluated

The 4<sup>th</sup> - 8th grade level assessments reflect actual letter grades based on percentages:

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

- Honor Roll is based on point totals derived from grade point averages and a review of disciplinary records. Students must not have received a suspension in the grading period to be considered for Honor Roll for that period.

In grades 6-8, the academic subjects (Religion, Math, Science, Reading/Literature, English, Social Studies) are considered Honor Roll subjects. Enrichment courses including: Physical Education, Band, Music, STEAM, etc. will continue to be included on the student report card but are not used to determine grade point average. Letter grades: A, A-, B+, B, B-, C+, and C are each assigned a numeric value to determine grade point.

## 2. Homework

Homework is a link between home and school and provides students an opportunity to reinforce learning. Teachers set homework guidelines at the beginning of the school year by grade level and communicate these to students and parents. Students are expected to complete homework assignments to the best of their abilities and to submit them by due dates. Questions and concerns about homework should be addressed directly to the classroom teacher.

If a student is absent, a parent may request that work be sent home. Parents can make arrangements to pick up homework at the office. All work missed should be made up in a reasonable timeframe, usually one day for each day missed, unless excused by the teacher.

If parents feel a student is spending an inordinate amount of time on homework, please discuss this with your child's teacher.

## 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. 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 in fall, winter, and spring (and only spring assessment for 1st grade.) This assessment indicates a child's success in learning and mastering skills and compares this to his/her own ability, as determined from results of past assessments and accepted norms for growth. The results of each assessment help inform curriculum decisions and shape instruction and to help determine a child's academic development in the skill areas tested.

### Testing Programs:

#### **NWEA Map**

In second through eighth grade, students at St. John Vianney take the MAP® Growth™ (Measure of Academic Progress®) test in the fall, winter, and spring of each year. This assessment, created by the Northwest Evaluation Association™ (NWEA™), helps us to measure our students' growth and learning needs and to formulate our instruction.

#### **Test Information**

The tests, which our students take in mathematics, reading, language usage and science, are personalized to each student's academic performance. Our students take the test in their classroom with their teacher supervising. As they progress, the test automatically adjusts the rigor of the questions based on their individual progress. As a result, no two tests are the same, and the results become a precise indicator of each student's proficiency.

### **What are the benefits of MAP® Growth™ testing?**

Detailed student achievement information is available to teachers and parents in a timely manner following each test administration period. Individualized plans with target growth areas are identified for every student.

Reports for student, school, diocesan and “Norm Group” are available.

mSTEP comparison scores can be generated.

“RIT to Reading Range Report” is provided for each student with links to reading resources.

### **How does SJV use the MAP® Growth™ test?**

Our MAP® test results are an indicator of how our students perform individually and how our school performs as a whole. We can identify individual students that need specific interventions and students who would benefit from enrichment.

### **DIBELS**

All Kindergarten-2nd grade students take the DIBELS assessment in the fall, winter, and spring of each year. 3rd-8th grade students may also be assessed using the DIBELS test. DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills. DIBELS are measures that help teachers and schools determine how students are performing on important reading skills.

### **Test Information**

Each of the DIBELS tests only takes about one minute to complete. DIBELS tests are indicators of the student’s overall reading status, and are not intended to be in-depth or comprehensive measures of reading. Just like using a thermometer to take your child’s temperature, which provides a quick indicator of your child’s general health, these quick DIBELS tests provide teachers with information about your child’s reading health and how well he or she is progressing on a particular early reading skill.

### **What skills are measured by DIBELS and why are they important?**

The critical skills necessary for successful beginning reading include: phonemic awareness, phonics, fluency, vocabulary, and comprehension. The DIBELS measures assess students on four of these five critical skills, which are often referred to as the “Big Ideas” of reading.

### **How does SJV use the DIBELS test?**

A student’s scores on the DIBELS measures give teachers information about whether or not a student is on track for grade-level reading success. SJV can quickly identify students who do not meet the goals on each DIBELS measure and provide extra help. Our teachers review scores on DIBELS measures for all the students in a class to make decisions about how to prepare their day-to-day reading lessons. Our staff also studies the test scores across grade levels to make decisions about how to best use resources to make sure that every child at St. John Vianney is on track to become an accurate and fluent reader.

### **ARK Religion Assessment**

In grades 5 and 8, students at SJV take the ARK Religious Education Assessment, assessing students' knowledge and growth in six domains of the Catholic Faith: Sacraments and Liturgy, The Creed and salvation History, Morality, Prayer, Virtue, and Living Discipleship. This assessment helps SJV and our diocesan leaders evaluate the faith knowledge and attitudes of our students.

### **Results**

The results are viewed by SJV teachers and administration as well as the Diocese of Grand Rapids administration.

### 4. Graduation Requirements

Graduation requirements at St. John Vianney consist of passing at least four core curriculum courses (Math, Reading/Literature, English, Science, Social Studies, Religion) 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 Official may, without consent of student or parents, release student records to other school officials who have proper educational purpose in examining the information.
- Parents or guardians may have access to their student's records. Review of records will take place in the building where the records are stored and a school official will 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 have the right to make written objections to any information contained in the records. All written objections will be signed by the parent, dated, and will be made part of the permanent record.

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, guardians 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

St. John Vianney School is blessed with a well-stocked library, a resource that greatly enhances our educational opportunities and contributes to students' love of and engagement in 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.
- Lost or books with extreme damage will be paid for by the student who borrowed the book.
- Students with lost books may not check-out additional books until the problem is resolved with the teacher.
- Teachers will help remind the students of book return dates.
- Books should be returned during the class library period.
- The library is a shared resource. As such, it is important to adhere to rules regarding use of the space and materials so that all may take full advantage of the opportunities it provides.

### **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, and Social Studies.

In addition to the core curriculum, instruction in art, technology, music, physical education, STEAM, and Spanish is provided SJV students.

The school curriculum encompasses all learning experiences – cognitive, psychomotor, and affective. The curriculum develops student responsibility to God, self, home, church, and community.

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 St. John Vianney School. 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. Teaching materials have been adopted to provide a consistent religious education at St. John Vianney. Parents should encourage their children to bring their instructional materials 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 opportunities to experience religious retreat. This is typically a time to reflect on who they are and where God will lead them in the future.

### **I. 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' participation in prayer and demonstration of reverence during Mass is reflected on student report cards. Families are invited and encouraged to attend and participate in school liturgies each week. These special celebrations will be listed on the weekly and monthly school calendars.

## 2. Sacramental Preparation

### 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 created 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 inadequate. 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 middle school 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 in which students 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 our actions. At St. John Vianney, 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 may suspend or expel any student violating property rules.

### 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 help all students learn to care for themselves and others in a positive, healthy way, remembering what Jesus taught.

Disciplinary actions will result if any of the following occurs

- Use or possession of tobacco products, including smoking, chewing, vaping on school property
- Consumption, possession, or being under the influence of alcoholic beverages
- Use, possession, distribution or being 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, plagiarism) which includes representing another’s work as one’s own in any form (digital, written, verbal presentations, project contributions, etc.)
- Inappropriate student behavior; disrespectful words or behavior; obscene language, gestures, graphic representation in any form; offensive language or behaviors
- Inappropriate use of technology; inappropriate internet browsing (see the [SJV Acceptable use Policy](#).)
- General disobedience (classroom disturbances, running in hallways, etc.)

The principal may suspend or expel any student violating conduct and citizenship rules.

### 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.

Unexcused absences will result in disciplinary action.

#### 4. Conduct Related to the Safety of and Respect for the Dignity 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 help children develop socially by becoming compassionate, caring people. Jesus' greatest command to us is to love God and one another. Violent, threatening behavior and harmful, demeaning language have 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 or any item 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.
- Verbal assault, including inappropriate language, sexual innuendo, or language deemed to be insulting or demeaning.

#### 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. In the case of inappropriate dress, staff may call a parent to bring appropriate clothing to school. The following dress code applies to all school days except when noted in the school calendar or weekly newsletter.

#### 6. Hair/Headwear\*

Hairstyle, like uniforms, is to be non-distracting and neat in appearance for both boys and girls and should allow eyes to be visible. No hats or bandanas are to be worn during the school day, including passing time.

##### Boys Hair:

Students must be clean shaven (no beards, mustaches, or facial hair.) Sideburns are not to extend below the ear. Hair is to be well-kept and neatly groomed in a non-distracting style that falls above the shirt collar. Hair color must be a naturally occurring color.

##### Girls Hair:

Hair is to be well-kept and neatly groomed in a non-distracting style. Hair color must be a naturally occurring color.

\*The principal makes final determinations in implementing adherence to policies regarding manner of dress and grooming.

## 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, overly baggy, 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. A list of current approved vendors is included on our SJV website.

### Required Uniform Items

#### SHIRTS

Students are required to wear the official "SJV" logo on all shirts and must be purchased through an 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 should 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. Double stitching, rivets, and cargo style pants are not allowed.

#### 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 are required and must be simple and non-distracting patterns (white, black, brown, navy, or gray). Socks may be purchased at any store.

## SHOES

Shoes should have 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 during 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 3” 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 3” above the knee. Sock or tights or ankle-length leggings must be worn during the school day. Socks, tights, and ankle-length leggings must be solid color of a navy, gray, white, or black color, solid color, and may not include print, lace, fishnet or other design.

### VESTS/SWEATERS/CARDIGANS/JACKETS

Students may wear vests, sweaters, fleece, or cardigans in navy blue or white purchased from a school-approved vendor. Additionally, students may wear solid navy blue or white cardigans if they are traditional and classic in style. Spirit wear (non-uniform clothing with the SJV logo) is to be worn only on designated “Spirit Wear” days, shared in the school calendar and in the weekly newsletter.

### 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

White t-shirts only.

### **General Rules\*:**

- Shirts that have buttons must be buttoned (the top button may be left undone.)
- Skirts or shorts that are too short (shorter than 3 inches above the knee) are not allowed.
- Makeup: K-5: no makeup is to be worn at any time. Nail polish is allowed. Girls in grades 6-8: conservative, natural looking use of makeup is permitted. Nail polish is allowed. Field Day exception: Students are allowed to follow the theme of Field Day and wear makeup in their team color.
- Earrings: simple, small earrings are permitted for girls. No other piercings allowed.
- Tattoos: No tattoos are permitted.

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. The principal makes final determinations in implementing adherence to policies regarding manner of dress and grooming.

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

On Spirit days, students must wear their uniform bottoms, but are invited to wear SJV apparel on top, such as their team jerseys, t-shirts, and sweatshirts - or solid-color shirts in purple or gold. No other team, school or organization's logo may be worn.

Clothing worn on non-uniform days can be casual or it can be dress, depending on the theme of the day. Generally, non-uniform days are planned ahead and are communicated via the weekly newsletter. Clothing worn on these days must be modest, support our mission as a Catholic school, and be suitable for a Christian atmosphere.

The following are **not considered appropriate** for St. John Vianney School:

- Clothing that is tight-fitting or excessively baggy
- Shirts that are too short to be tucked in
- Clothing that is immodest (for example, low necklines, low waistlines)
- Clothing that exposes undergarments either in the clothing's fit or because of the clothing's 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 or frayed, torn or ripped or made of spandex material
- Clothing with an un-Christian or lewd printed material



## **Enforcement of Dress Code Policy**

1<sup>st</sup> Violation: Notify parents

2<sup>nd</sup> Violation: Detention

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.

## **8. Specific Playground Rules**

Students are expected to respect and obey playground supervisors and all are expected to cooperatively share the space and equipment available. Students who disregard rules to maintain safety and order will be limited in their choices at recess (for example, limited to a specified area outside, indoor recess, quiet time, or other option.) Outdoor rules:

- 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, even if intended to be part of a game. Older students must always be aware of the presence of smaller children and strive to ensure their safety.
- The playground equipment (swings, slides, 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 snowballs, stones, or sticks, pulling clothing, taking hats or mittens, climbing fences or walls, trees, 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 the school building and engage in indoor games and/or study.
- Shirts and shoes must be worn during lunch hour.

- 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 active spaces which require certain procedures to maintain safety and respect for others.

- Students are to walk at all times in the hallway.
- Keep voices to a minimum in 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.
- 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, 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. St. John Vianney students will maintain an attitude of respect for others throughout our time in church.

Faith formation is central to our mission. That calls for full participation in liturgical experiences, 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 during weekend liturgies. They will do so more readily if they observe their parent's participation as well.

### 11. Lunch Room Behavior and Procedures

- Teachers/adult supervisors will lead classes to and from Village Hall.
- Students in upper grades serve and assist younger students according to an established schedule.
- Students will remain seated during lunch time and clear their table/area when dismissed.
- Throwing food, popping bags, loud talking/yelling, or other disruptive behavior is not allowed and may result in disciplinary actions.

### 12. Overall Rules of Conduct

- St. John Vianney expects students who receive the benefits of a Catholic education to exemplify our values at all times.
- It is expected that everyone be accepted equally and treated with respect and friendliness regardless of differences.
- All students will show respect in their words and actions to faculty, staff, and all school personnel. Abusive, vulgar, sexually suggestive, or 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.
- Snowball throwing is not allowed at any time of the school day or after school hours.
- In general, any misconduct not specifically mentioned which results in the disruption of orderly school procedure will be treated as an infraction of the rules of conduct and will result in disciplinary action.
- Use of personal electronic devices such as but not limited to cell phones, video games, personal devices and tablets, e-readers, and mp3 players etc. is not permitted in school, including after-school school-sponsored activities. Personal cell phones or other personal electronic devices may be turned off and stored in lockers during the school day. However, St. John Vianney School assumes no liability for the loss or damage of personal electronic devices and discourages bringing these devices to school.

### 13. Sanctions

School discipline is necessary for a proper learning atmosphere. School regulations are a necessary check on the use of freedom so that others may enjoy their full rights. 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 will keep in contact with parents. In most cases, 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.
- 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.
- Cheating will result in loss of credit for the assignment for all students involved.
- Detention: Detention will be used with discretion. A teacher may require students to remain indoors for recess under his or her supervision in support of completing missing work or due to misbehavior. A student may be kept after school with the prior knowledge of the parents.
- Referral to the Principal- Major offenses or repeated offenses are 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. They will be provided with their class work and other supplies necessary to remain current in their academics during this time.
- 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 requires the following procedures for 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.
- 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.
- 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 must:
  - a. complete VIRTUS Training
  - b. Pass an ICHAT (Internet Criminal History Background Check)
  - c. Read and sign 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.
- 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
- Unwelcome 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 stated 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**

News is shared with parents/guardians through a weekly newsletter, posted each week on our website and emailed to families. 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 during 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, available in digital form on our parish website:

<https://stjohnvianney.net/>.

In order to avoid classroom interruptions, parents/guardians delivering lunches, books, or other items to students may leave them in the school office.

To ensure safety, parents/guardians must sign students out at the school office prior to any student leaving school for an appointment or emergency during school hours.

Additional information can be accessed on the school website: [www.stjohnvianney.net](http://www.stjohnvianney.net).

### **2. School Telephone**

Generally, students are encouraged to adequately prepare for the school day. If necessary, students may occasionally use the school office phone with permission from school office staff. Important or urgent messages shall be left with the school office. Office personnel will deliver the message to the student.

### **3. Visitors**

During school hours, all visitors, including parents/guardians, must report to the school office upon arrival. Visitors intending to spend time in the school building (beyond the office) must sign in and out.

### **4. Communication with Teachers and Parent-Teacher Conferences**

Conferences are arranged for all parents during the first and during or following the second quarter each year. This time is made available so that parents and teachers can discuss the welfare and progress of the student.



Parents/Guardians are encouraged to call or email teachers with questions and concerns, and for issues that require longer discussion, to set up a time to meet at any time during the school year. Calls received during the school day will most likely be saved via voicemail and returned after school hours. Urgent communication should go through the school office. Teachers and staff strive to return calls or emails within 24 hours or by Monday for those received over a weekend.

## 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, teams, 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

- 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.

### 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 is in 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 emailed to the student's parent and teacher(s) 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 emailed to the student's parents, coach, teacher(s) 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 emailed 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 Counselor**

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

**4. Interventionist**

The role of the Interventionist at St. John Vianney is to assist students in their learning. The Interventionist may work with individual students or small groups, in the grade-level classroom, interventionist’s classroom, or a common area. Interventionists may also work alongside the teacher in the classrooms, assisting all students as needed.

**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

## 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

If your child needs to take any medication at school, all medications must be stored in the school office. Students are not allowed to carry any medications. This includes both prescription and non-prescription/over the counter medications. The medication must be transported to and from school by an adult, in the original product packaging or prescription bottle. Any medications not picked up by an adult at the end of the school year are disposed of. *Medications are not carried over from one school year to the next.*

*Prescription Medications:* A parent or guardian must complete and sign the [Prescription Medication Authorization form](#) (available on the Forms and Documents page of the web site or in the school office). The child's physician must also complete and sign the form. The medication must be stored in the school office, in the original prescription bottle, with the child's name, physician's name, medication name, and dosage clearly labeled.

*Non-Prescription Medications:* A parent or guardian must complete and sign the Over the Counter Medication form. The medication name and dosage must be clearly labeled. Over the counter medication must be in the original packaging, and brought to school by an adult.

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.

#### 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

If a student is injured or becomes 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

School personnel will assist and comfort injured children and will take precautions to prevent contact with blood or other bodily fluids.

### **L. FIRE/SEVERE WEATHER/LOCKDOWN 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.
  - Lockdown drills will be scheduled throughout the year to allow for practice in evading an outside threat and will be monitored, at times, by Wyoming Police.
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### **M. TRANSPORTATION**

#### 1. Bussing

Bussing is not available at the present time.

#### 2. Car Riders

- Students will wait in classrooms to be called for pickup via the ramp door. For the safety of all, no playing or running is allowed in the parking lot area during drop-off or pickup.
- Parents should pick up students in designated spaces.
- 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 there is a need to change pickup procedures (i.e., student is going home with a classmate or friend.)

### 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.

### 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 lost 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. Parents are required to volunteer 15 hours per household per school year or pay \$10 per volunteer hour that is not completed. (*See appendix i - Parent Volunteer Hours Sheet*)

## 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 provide 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





