

Welcome...

Dear SJV Families:

Welcome to St. John Vianney Catholic School. Choosing a school for your child(ren) is one of the most important decisions parents make. As parents and guardians, the commitment to raise your child(ren) in the Catholic faith has led you here to SJV. Sending your child to SJV ensures that he/she will be educated in a faith-filled environment and will learn to live as Jesus did – with love and compassion for all of God’s people.

SJV is a community that emphasizes the Christian values and attitudes that influence our children throughout life. We have a rich tradition of strong academics and continual emphasis to the Catholic faith and its teachings. Our students grow spiritually, succeed academically, and make important, effective contributions to the parish community and beyond. By making Christ a part of their every day experiences, our children learn the value of prayer and make it a priority in their lives. Our weekly liturgies and community outreach projects unite us and aid in our children’s growth academically and spiritually.

Each year we emphasize character development in our students and highlight the foundations of our faith. We continually place an emphasis on academic skill development, critical thinking and knowledge application by expecting clearly defined behaviors of honesty, kindness and respect of self and others.

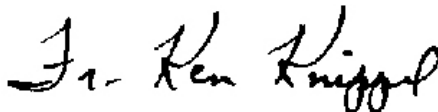
We at SJV are proud to share with you this informative Parent-Student Handbook. Our handbook contains the philosophies as well as policies and procedures of St. John Vianney School. Each family is expected to read and discuss this handbook and the information found within it. It is important that both the parents and children of SJV sign the form in the back of the handbook and submit it on Orientation Day.

May God continue to bless your family and our school community as we proceed through the school year.

In Christ’s Love,



Pamela Pyzyk
Principal



Rev. Kenneth P. Knippel
Pastor

St. John Vianney School Handbook
Table of Contents

Welcome Letter	1
Table of Contents	2
SJV School Personnel and Board Members	3
St. John Vianney School Mission Statement	4
Walk By Faith	5
SJV General School Programs	7
Academic Programs	8
School Policies/Procedures	12
Discipline	30
Financial Obligations	34
Academic Expectations	37
School Organizations	40
School Uniforms	42
Health and Safety	45
Diagram of AM Drop-Off and PM Pick-Up	50

Note: This St. John Vianney School Parent-Student Handbook remains subject to the further review and revision of the School Administration. Please see the St. John Vianney School website for the most up-to-date version.

SJV School Personnel and Board Members

Administration

Reverend Kenneth P. Knippel, Pastor
Mrs. Pamela Pyzyk, Principal
Mrs. Jill Fischer, Assistant Principal

Faculty

Mrs. Nancy Arena, K4 AM	Mrs. Linda Okruhlica, 3 rd Grade
Mrs. Mary Wollensak, K4 AM Aide	Ms. Barb Novy, 3 rd Grade
Mrs. Janice Averkamp, K4 PM	Ms. Sue Bremer, 4 th Grade
Mrs. Jane Suro, K4 PM Aide	Mrs. Deb Schroeder, 4 th Grade
Mrs. Kathy Andreucci, K5	Mrs. Gloria Goss, 5 th Grade
Mrs. Carol Schumann, K5 Aide	Mrs. Deb Blaha, 5 th Grade
Mrs. Susan Knop, K5	Mrs. Jill Fischer, 6 th Grade
Mrs. Melissa Klement, K5 Aide	Mr. Dan Demeter, 6 th Grade
Mrs. Courtney Albright, 1 st Grade	Ms. Emily Knippel, 7 th Grade
Mrs. Jennifer Williams, 1 st Grade	Mrs. Sue Schmitt, 7 th Grade
Ms. Carolyn Burant, 2 nd Grade	Mrs. Cindy Kolb, 8 th Grade
Ms. Amy Baumann, 2 nd Grade	Mrs. Sharon Kaminski, 8 th Grade

Specials Area Staff

Ms. Robin Leenhouts, K-6 Art	Mr. Jared Ziegler, Music
Mrs. Allene Ricker, K4, 7-8 Art	Mr. William Jackson, Physical Education
Mr. Andy Stemper, Computer/IT	Mrs. Linda Moss, Spanish
Mrs. Christine Weichart, Librarian	

Support Staff

Mrs. Gerise Grzeszczak, Reading Teacher	Mr. Larry Reihbrandt, Plant Engineer
Mrs. Jennifer Ogren, School Secretary AM	Mr. Bob Schultz, School Maintenance
Mrs. Janelle Peterson, School Secretary	

All school personnel are appropriately certified and adhere to the religious certification requirements of the Archdiocese of Milwaukee.

Associated School Program Personnel

Mrs. Maria Gesiorek, Strings Program
Mrs. Joan Lueneburg, Band Program

School Board Members

Mr. Jim Swiderski – Chair
Mrs. Susan Koehn – Vice-Chair
Mrs. Anne Brown – Secretary
Dr. David Crosby – Parish Council Liaison
Mr. Larry Francione
Mr. Bill Hattendorf
Mrs. Toni Kroeplin
Mrs. Karen Price
Mrs. Kim Tallmadge

Home and School Board

Amy Durst and Laury Post – Co-Chairs
Open Position – Vice Chair
Anne Chiu - Secretary
Jill Pasqua - Treasurer

Parish Staff

Reverend Phillip Bogacki, Associate Pastor
Ms. Dawn Van Dorf - CF Child Ministry Gr K4-5
Mr. John Thompson - CF Youth Ministry Gr 6-12
Ms. Claire Hoffmeyer – CF Youth Ministry Gr. 6-12
Mrs. Mary Janowak - Adult and Family Ministry
Mr. Mike Schaumann - Director of Parish Services
Mr. David Sanders – Director of Liturgy and Music

St. John Vianney Catholic School

MISSION STATEMENT

St. John Vianney Parish Catholic School of the Milwaukee Archdiocese is a community of God's people living and rooted in the Gospel message of love and service. Relying on the guidance of the Holy Spirit, we are growing in knowledge and experience: of God's presence, of ourselves and others, and all creation. We value and work for peace and justice recognizing our responsibility as stewards of a global society.

Mission Statement Goals

Gospel Message To integrate Judeo-Christian values and the core beliefs and teachings of the Catholic Church into the daily lives of the school community.

Christian Community To foster respect for all individuals, to promote positive and effective communication and to provide experiences that will enable the school community to develop its spiritual and academic potential.

Prayer and Worship To assist members of the school community in deepening their relationship with God through meaningful prayer and worship experiences.

Service/ Outreach To provide opportunities for the school community to respond to the needs of the world and to foster a lifelong commitment to service.

Revised 3/06

School Philosophy:

Saint John Vianney School is a Catholic Community, guided by the Holy Spirit and dedicated to assisting parents in the development of each child's God-given potential. Within this educational and spiritual environment of Christian living, we believe in each individual's dignity, personal worth, and responsibility to God, self and others.

Goals and Objectives:

- To promote spiritual development through personal witness to the Gospel message and on-going instruction in the Catholic faith.
- To prepare students to live and proclaim the Gospel message by providing faith experiences within a caring, professional atmosphere.
- To develop each child's positive self-concept by affirming the basic goodness of mind and body and the unique talents of each child.
- To meet the academic needs of children by teaching basic skills and imparting knowledge through various resources, programs and teaching strategies.
- To foster within each child a social conscience through example, experience and service to the school, parish and community.

Walk By Faith

At St. John Vianney School we *Walk by Faith* by living out our SJV School Mission Statement. We believe that the development of our students' God-given potential begins with the parents at home and evolves through collaboration with the school and community. Community is the heart of Catholic education. At SJV we broaden our involvement as members of the Catholic, Christian community. It is not simply a concept to be learned but a reality to be lived. To create a spiritual and educational environment of Christian living, we are expected to make good choices and uphold the guidelines for proper Christian behavior as dictated by the Gospel message of Jesus Christ. To that end we will strive to walk in the footsteps of Jesus by:

- Developing moral behaviors and Christ-like characteristics
- Displaying a quiet, reverent attitude during times of prayer and at Liturgy
- Recognizing and affirming the inherent value in others
- Being respectful and attentive to other's needs
- Being sensitive and accepting of people's differences
- Being courteous and displaying good manners towards others
- Creating positive solutions through dialogue and learning from our mistakes
- Participating in service learning opportunities

We walk by faith together:

Each year an annual school-wide theme having a religious focus will be implemented. The theme will help students understand, demonstrate and exemplify how we *Walk By Faith*.

We walk by faith in the classroom:

The teacher is the authority in the classroom. Classroom rules and procedures are created with valid, justifiable purposes that provide an environment conducive to learning. Three basic premises that underlie all classroom rules and procedures are:

- Procedures/rules are established and posted in each classroom.
- Consequences for inappropriate behavior are determined and communicated.
- The consequences address and make every attempt to achieve the desired, appropriate behavior

The students will demonstrate an understanding of these rules and procedures by:

- Following posted classroom rules
- Cooperating with teachers and fellow students
- Creating a safe, learning environment

We walk by faith in church:

In church appropriate behavior and attitudes enhance the liturgical experience. Everyone displays reverence by:

- Treating symbols of the church reverently
- Actively participating during Liturgy through response and song
- Practicing appropriate prayer postures

We walk by faith in the hallway:

The hallways are an extension of the classroom. The hallway will be a safe, courteous environment by:

- Respecting classrooms that are in session by being quiet and walking
- Appropriately greeting people in the hallway

We walk by faith on the playground:

Recess on the playground is an opportunity for exercise and socialization. The playground will be a safe environment by:

- Respecting supervisors, each other and playground equipment
- Following the rules and regulations posted on the playground

We walk by faith in the lunchroom:

Lunch time is an opportunity for eating and socialization. The lunchroom will be a healthy environment by:

- Respecting supervisors and each other
- Following the rules and regulations posted in the lunchroom

We walk by faith on the bus:

The bus is an extension of the school which is a privilege. The bus will be a safe form of transportation by:

- Respecting the driver and each other
- Following the rules of the bus as posted on the bus and stated in the handbook

SJV General School Programs

School Hours: 5K – 8th Grade 7:45am – 2:50pm
Tardy Bell/Classes begin 7:55am

4K AM 8:00am – 11:00am
4K PM 11:40am – 2:40pm

Students that walk, ride a bike or arrive by car are not to report to school until 7:30am. School buses arrive at SJV by 7:40am.

Students are expected to leave the school property immediately after dismissal according to the dismissal procedures except when involved in an adult supervised extra-curricular activity or the after school care program.

School Office Hours: 7:30am – 3:30pm

Morning Recess: Kindergarten 9:45 – 10:00am
Primary and Intermediate 10:15 – 10:30am

Daily Lunch Periods: K5-1 12:09 – 12:55pm Eat: 12:09-12:29 Recess: 12:30-12:55
Grades 2-3 12:00 – 12:43pm Recess: 12:00-12:20 Eat: 12:23-12:43
Grades 4-5 12:10 – 12:55pm Recess: 12:13-12:33 Eat: 12:35-12:55
Grades 6-8 11:45 – 12:05pm Eat
Recess/Resource: 11:20-11:45 M, Th
12:05-12:27 T, W, F

All students must remain at SJV for lunch.

Liturgical Worship: Students attend Liturgy once a week on Wednesdays at 8:05am as well as participate in seasonal religious observations.

Aftercare: Aftercare hours of operation are 2:50 – 5:45pm every regularly scheduled (afterschool day care) school day. Aftercare is offered on early release school days and conference dates if there is a student population and proper supervision available. Families must register their children through the Aftercare Coordinator. Aftercare reinforces the school's philosophy of teaching Christian values, and provides a balance of structured and non-structured activities for children.

Hot Lunch: The Elmbrook School District provides a nutritious hot lunch program for all students throughout the school year. Lunch orders are recorded daily in homeroom. Each family is assigned a *Hot Lunch Account*. More information regarding lunch accounts is found on page 34 of this handbook. Milk is available daily as well.

Prices: students - \$2.65, adults - \$2.90 and milk - \$0.30 per carton

Academic Programs

School Curriculum: St. John Vianney School provides instruction for children four (4) years old through grade eight (8). Core academic areas include religion, math, reading, language arts, science, and social studies. The SJV curriculum includes *Exit Expectations* (academic benchmarks) and standards created by Archdiocese of Milwaukee curriculum committees. Grade level *Exit Expectations* are based on state and national subject area academic standards.

The SJV curriculum undergoes continuous development and revision supervised by the school administration in cooperation with the faculty to ensure that the instructional program is adequate, current and geared to the academic skills needed for life-long learning. The curriculum acknowledges student's various learning styles and abilities while providing an enriching environment that fosters positive self-esteem and allows students to perform to their potential.

SJV adheres to a cyclical plan for textbook replacement as approved by the Archdiocese of Milwaukee curriculum guidelines.

Specialized Curriculum:

- Art** All students grades K4 through 8 receive art instruction weekly. Students participate in art instruction that teaches age-appropriate, specific artistic skills, as well as create projects, drawings, sculptures, etc...
- Computer Class** Students in grades K5 through 8 receive weekly computer instruction in the computer lab. The use of technology is also integrated into the school's curriculum. The lessons taught in the lab and used in the classroom include keyboarding skills, word processing, spreadsheet manipulation, Power Point creation and other activities designed to help children use the computer as a learning tool.
- Field Trips** Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Field trips shall provide learning activities related to the objectives of the program. Community service activities shall be considered as instruction and planned as such with definite objectives determined in advance. To ensure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. The administration may place restrictions upon a student's participation in such programs. The written consent of parents must be obtained for every child participating in a field trip. No student may participate unless a signed parent permission slip for the specific event is on file with the pastor or principal. Bus transportation is the general mode of transportation.

Foreign Language	Students in grades 1 through 8 receive weekly Spanish instruction. The instruction in Spanish classes is expository in nature focusing on grammar skills, oral communication and cultural awareness.
Library Class	Students in grades K5 through 6 attend Library classes once a week for instruction in library skills, exposure to literary materials and book circulation. Grades 7 and 8 have access to the Library weekly for research and reference acquisition.
Music	All students in grades K4 through 8 receive weekly general music instruction. Instruction includes exposure to music genres, music notation as well as vocal and instrumental performance skills.
Physical Education	<p>All students in grades K4 through 8 receive physical education classes in accordance with the required stated requirements. Students will not be excused from physical education classes unless they present a doctor's excuse or a parental/guardian excuse signed by the principal.</p> <p>Required wear:</p> <ul style="list-style-type: none"> • All students (K4 through grade 8) must keep clean tennis shoes for use on the gym floor. Slip-on shoes are not acceptable. • Students in grades 4-8 must wear the required gym uniform.
Reading Teacher	The Reading Teacher strives to meet the needs of students who need academic remediation, both short and long term, including but not limited to reading instruction.
Religion	<p>The primary purpose of a Catholic school is to incorporate religion into the core of the curriculum. The SJV religion program reflects the authentic spirit of the Second Vatican Council which is incorporated into the religion teachings of the school. The teachings of the Church are reflected in the General Catechetical Directory; <i>To Teach as Jesus Did</i>, and the <i>Basic Teachings for Catholic Religious Education</i>. The current religion curriculum is a <i>Grade Specific Religion Curriculum</i> that is approved by the Archbishop of the Milwaukee Diocese which seeks to present our faith through doctrine, Church tradition, worship, sacramental experience and Christian action dimensions.</p> <ul style="list-style-type: none"> • All students of SJV are required to participate fully in religion classes and lessons • Students plan and participate in the Liturgy on a regular basis • The influence of every teacher's positive example and dedicated service combined with methodology serve as Christian guidelines for the students. • The role of the priest in the school is to be first a pastor and shepherd of the children. Primary attention is given to the celebration of the Liturgy and sacraments • Students of religions other than Catholicism are encouraged to share their particular religious beliefs in order to expand appreciation and understanding of other faith denominations.

Extra-Curricular Programs:

- Athletics** Participation in competitive athletics is open to students in grades 5-8 in cooperation with the SJV Athletic Association. Seasonal sponsored sports include: fall - boy's and girl's volleyball; winter - boy's and girl's basket ball; spring – boy's and girl's tennis, golf and track. The SJV Extra-Curricular Eligibility Policy and Athletic Association Handbook contain further details regarding athletic programming at SJV.
- The primary purpose of the SJV Athletic Association is to organize, support and encourage athletic programs for parish and school registered boys and girls. Athletic programs are governed by a twelve member board elected by parishioners during annual spring elections. All athletic activities are under the direction of the Pastor or his delegates, the school principal, and the parish Director of Christian Formation.
- Band** The opportunity to take private band lessons is provided for students in grades 4-8. The band lessons are arranged with the Band Instructor during the school day. Group rehearsals are held after school.
- Children's Choir** Students in grades K5-8 are eligible to participate in the SJV Children's Choir. The children sing for parish Masses and special occasions. Rehearsals are held after school.
- Drama** The SJV Fine Arts Department (division of H&S) annually sponsors a drama production in the late spring. The production is primarily composed of students in grades 6-8. The annual production encourages students to attain exposure, understanding and experience in fine arts.
- Forensics** Forensics is an individual and team competition in various categories of speech. Students in grades 6-8 are eligible to participate. Forensic season is from November through March.
- Graduation** The Graduation School Mass and evening ceremony are planned in coordination with the pastor, Liturgy department, middle school staff and school administration. Graduation related events, activities and tasks such as the video, breakfast, memory book, dance, etc... are organized by the parents in collaboration with the school administration.
- Graduates are annually recognized for their accomplishments during their careers at SJV. Academic and effort awards include the **Presidential Academic Achievement Award** and **Outstanding Achievement through Outstanding Effort Award**. The Presidential Academic award requires students to earn an average of a 3.5 grade point average throughout sixth, seventh and the first three quarters of eighth grade as well as score at least at the 85th percentile or higher in Math or Reading on the Iowa Test of Basic Skills. Leadership, citizenship and spirituality awards include the **Ann Evanich Jaeger Memorial Scholarship, Citizenship Award** and **Father Lipscomb Award**. Athletic awards include the John E. Sandstrom Award and the Kloza award that recognize students for their athletic excellence as well as attitude and personal characteristics consistent with the SJV Athletic program.

Junior Great Books	Students in grades 4-7 are eligible to participate in a reading program that offers children the opportunity to read, analyze and discuss valuable and enriching reading materials.
Mass Servers	Girls and boys in grades 6-8 are eligible to serve as Alter Servers for Masses. Students in grades 7-8 may be asked to serve for funerals and other Liturgical events during the school day.
Math Club	Students in grades 5-8 are eligible to participate in a program designed to enhance their math skills.
Scouts	Scouting programs are available for boys and girls in grades K-8.
Song Leaders	Students in grades 3-8 are eligible to participate at school Masses as Song Leaders who help lead the congregation in song. Rehearsal for Song Leaders occurs during the school day.
Orchestra	Students in grades 1-8 may take private strings lessons. Strings lessons are arranged with the Strings Instructor. Group rehearsals are held before or after school.
Student Council (<i>CHAMPS</i>)	The SJV Student Council, <i>CHAMPS</i> works to improve school spirit, demonstrate leadership and represent the student body. Students attend meetings, serve on committees and contribute their time and energy to worthy, community causes. Students eligible to serve on <i>CHAMPS</i> must be in Middle School.

School Policies/Procedures

Acceptable Use Policy

St. John Vianney provides computing and network resources for the use of students, employees, and others affiliated with SJV. The data generated, received, or stored equipment, software and network capacities provided through SJV computer services are and remain the property of SJV. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include but are not limited to:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hampering the integrity or security of a network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any US or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through SJV E-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission of use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by SJV. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

Student Network Responsibility Agreement

Internet Rules: Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. **Access is a privilege, not a right.** Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will be always private. A password is not an indicator of personal privacy.

During school, teachers of students in elementary and middle school classes will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Practices prohibited include but are not limited to:

Sending or displaying offensive and/or obscene messages or pictures

Harassing, insulting or attacking others

Damaging computers, computer systems or computer networks

Trespassing in others' folders, work or files

Employing the network for commercial purposes, personal gain or political promotion

Using obscene language

Violating copyright laws

Using others' passwords

Intentionally wasting limited resources

Personal communication via SJV owned applications/devices between staff and student(s), including but not limited to, the use of social networking sites and instant messaging.

Depending upon the violation, one or more of the following sanctions may be invoked:

1. Loss of access to equipment
2. Additional disciplinary action
3. Notification to law enforcement agencies.

St. John Vianney School/Parish has chosen to permit students access to computer and telecommunications resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned, **St. John Vianney School/Parish** and the **Archdiocese of Milwaukee** do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St. John Vianney School/Parish supports and respects each family's right to decide whether or not their child may have access to this resource.

By signing the SJV handbook receipt I am pledging:

- I am the parent/guardian of the student named on the receipt. I have read the Acceptable Use Policy for Computers and Telecommunications, and I have explained it to my child/ward or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at St. John Vianney School/Parish.
- I have read the Student Network Responsibility Agreement and subscribe to the rules and regulations.
- I hereby consent to the student having access to, and use of, the telecommunications resources at SJV. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and St. John Vianney School/Parish from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

Parents/guardians that do not consent to their student(s) having access to, or use of, the telecommunications resources at SJV, are to submit their refusal of consent in writing to the school office by September 1st of the school year.

Accreditation Procedures

St. John Vianney School is accredited through the Archdiocese of Milwaukee Office for Schools and the Wisconsin Religious and Independent Schools Association (WRISA) upon demonstration that specific standards have been met for the term of one year. The standards of the Office for Schools reflect the requirements for Catholic Schools as stated in the policies of the Wisconsin Catholic Conference of Bishops, the Archdiocese of Milwaukee, the Wisconsin Department of Public Instruction and the Wisconsin Religious and Independent Schools Accreditation. Annually SJV participates in strategic planning, review and application of goals and standards for accreditation. The accreditation process includes a seven (7) year self-study plan of improvement and growth in coordination with the Archdiocese of Milwaukee Office for Schools and WRISA.

Administration of Medicine Policy

See *Health and Safety* section of SJV Parent-Student Handbook

Admission Policy

In order that SJV School can continue the teaching of the full Christian message and maintain quality education, the School Board Admission Policy shall be followed. St. John Vianney School is non-discriminatory in its admission policies and admits students of any race, color, nationality or ethnic origin (5110).

The following priorities will be used to determine admission of students into any given class:

1. Children whose parents are registered members of St. John Vianney Parish and who have siblings that are enrolled in St. John Vianney School. Where there is more than one child that falls into this

category, priority among those children will be determined in the following order:

- a. The date of enrollment of the family in St. John Vianney Parish.
 - b. The first date of enrollment in St. John Vianney School of any sibling of that child.
2. Children whose parents are registered members of St. John Vianney Parish. Where there is more than one child whose family falls into this category, priority among those children will be determined in the following order:
- a. The date of enrollment of the family in St. John Vianney Parish.
 - b. The date of receipt in the School Office of the family's St. John Vianney request for School Registration form.
3. Children of St. John Vianney School teachers, staff and parish staff. Where there is more than one child that falls into this category, priority among those children will be determined by the parish/school employee's most recent start date of employment.
4. Children whose parents are not registered members of St. John Vianney Parish. Where there is more than one child that falls into this category, priority among those children will be determined in the following order:
- a. Children who are the grandchildren of registered members of St. John Vianney Parish.
 - b. Children of St. John Vianney School alumnae.
 - c. Children of families who are registered members of other Catholic Parishes.
 - d. Children of families who do not fit into one of the previous categories.

Parents or legal guardians who are given verbal or written notification of an opening for their child/children in the enrollment of St. John Vianney School shall be given seven (7) days to respond to the offer of enrollment. Failure to respond in the seven (7) days to the notification of an opening in the enrollment of SJV will constitute a refusal of that opening. Parents will be given the option, after the refusal of an opening, to leave their name on the waiting list for enrollment or to have it removed. Refusal of an opening will not affect the priority of a family as determined by the criteria of this policy.

All students are on probation during the first semester following their admission to St. John Vianney School. During the first semester probationary period, the School Administration shall determine through the semester whether or not it can meet the needs of the student(s). Following an academic assessment determined by the School Administration, students who enter St. John Vianney School from a home school program shall be placed at the appropriate grade level.

The decision of the School Administration is final.

Once admission has been granted, the parents must submit the following:

Evidence of Date of Birth - A legal birth certificate (copies not accepted) or other authentic proof of a student's age must be presented prior to a student's initial entry into any grade level.

Evidence of Physical Exam - A *Health Information* form must be completed and submitted prior to a student's initial entrance. The form will be provided in the annual summer packet or can be obtained through the school office.

Home Language Survey - A *Home Language Survey* form will be provided in the registration packet or can be obtained through the school office.

Baptismal Certificate - A baptismal certificate must be submitted by baptized Catholic students not baptized at St. John Vianney Parish prior to the student's entry into any grade level.

Transfer Students - A student transferring to SJV must present the most recent report card or legally valid equivalent grade record as evidence of achievement in the school last attended. Transfers not due to change of address, will be investigated by the principal. Upon receiving satisfactory reasons for the transfer, the student may then be formally enrolled. All transferring students are probationary for the first semester they attend SJV. The probationary period is for the purpose of determining if SJV's educational program can meet the needs of the transferred student.

Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Federal Register, PL94-142, Ch. 34, Part 99.31).

School Registration - Annual school registration occurs in late winter/early spring of each year for returning students and in early spring for new students. Tuition payments must be current to register for the next school term. Registration fees vary annually.

**Admission to K4,
Kindergarten and
First Grade**

K4 children must be four (4) years old, Kindergarten children must be five (5) years old, and first grade children must be six (6) years old on or before September 1st in the year he/she proposes to enter school.

The procedures for admission of underage children are as follows:

A child whose birthday falls prior to October 1st but after September 1st may apply for early admission into the age appropriate grade level of K4, K5, or 1st grade. The procedures for admission of underage children are as follows:

1. The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
2. If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.

3. The principal informs the parent of the acceptance or denial of enrollment decision.
4. Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situation, the principal may request that the parents withdraw the child and enroll him/her at the regular age.

Alcohol and Drug Abuse Policy

No students shall possess, distribute, purchase, sell or be under the influence of any illegal controlled substance, tobacco, inhalant or intoxicant on school property or during any school-sponsored activity. Prescription and non-prescription medication shall only be dispensed through the school office as referenced in the Health and Safety section of the SJV Parent-Student Handbook. SJV will comply with legal requirements regarding notification of legal authorities and parents. Appropriate disciplinary action will be handled under the discretion of the school and parish administration.

Archdiocesan Policies and Procedure Manual

The policies and regulations of the *Archdiocese of Milwaukee* are kept in the office of the Principal. These documents provide the policy, regulation, law or directive of Governmental Agencies and Canon Law to be followed by any school that is accredited by WRISA or the Archdiocese of Milwaukee. The documents refer to community relations, administration, business and non-instructional operations, personnel, students, instruction and new construction. This document is open for review by appointment.

Attendance Policy

The school shares the responsibility with parents/guardians in teaching students responsible habits of dependability through regular and punctual attendance. Such habits have a pertinent carryover to daily life and adult employment. The process of education requires regular continuity of instruction, classroom participation, learning experiences and study benefits for individual students. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom learning experiences is then lost and cannot be entirely regained. This principal of education underlies and gives purpose to the requirements of compulsory schooling.

Students shall be allowed one day for each day absent to complete work missed due to an excused absence, and shall be graded on the quality of the product produced. Parents/guardians may pick up assigned work for ill students in the school office at the end of the school day. Teachers are not expected to provide assignments in advance of planned absences since lesson plans and classroom instruction are not static.

Absence

Each day of a student's absence, the parent/guardian is required to call the school office 262-796-3942 to report their child's absence before 8:30am. A half-day absence consists of missing 120 minutes of the school day. Students may be absent from school for a total of ten (10) days without a written excuse. Any absence beyond the tenth day must be excused with a written doctor's excuse before a student is readmitted to school. Communication regarding excessive absences will be sent to parents/guardians. Unexcused absences beyond ten (10) school days are

considered truancy according to state law, and proper authorities will be notified.

Appointments

SJV encourages dentist/doctor appointments to not be scheduled during school hours. All students leaving school during the day must be picked up and signed out by the parent/guardian in the school office. Parents/guardians are not permitted to go to the classroom, lunchroom or playground at any time during the school day to retrieve students.

Illness or Injury During School

Children who become ill or are injured at school must report to the Health Room. Parents/guardians will be contacted to pick up their child if the illness or injury is serious or continues to persist. Students must be signed out in the school office before leaving the school premises.

Tardiness

Students reporting to school after the 7:55am tardy bell must report to the school office for a tardy slip for admittance to class. Excessive tardiness, more than ten (10) days during the school year, is considered habitual tardiness/truancy and will be referred to proper authorities. Students tardy because of a late bus are not counted as tardy that day.

Vacation/Planned Absence

Requests for vacation absences are to be registered in advance with the principal/designee. *Absence Request* forms are available in the school office. Email notification or written notes are acceptable means of communication.

Birthday Treats and Party Invitations

Birthday treats must be small treats that are easily served in the classroom. Party invitations may not be distributed in school or on the school bus unless all students in the class are being invited to avoid excluding others. To celebrate their child(ren)'s birthday, parents may bring a special lunch for their child(ren) only.

Bus Conduct

The school bus is an extension of St. John Vianney School. Riding the bus is a privilege that can be suspended or terminated due to a student's misconduct on the bus. Misconduct jeopardizes everyone's safety and will not be tolerated. Students who fail to follow and respect bus conduct guidelines are subject to disciplinary action by the school administration and/or the bus company.

Boarding the bus:

- Be on time at bus stop
- Wait for the bus in a safe area; stay off roadways or thoroughfares
- Wait outside of the loading zone until the bus comes to a complete stop before attempting to board the bus
- Board the bus in an orderly fashion in single file
- Board only the bus you are to ride

Bus Riding

- Student visitors on the bus must have a written, school-stamped note
- Keep your hands and head inside the bus at all times
- Do not throw anything out the window
- Assist in keeping the bus sanitary at all times
- Remain **seated** in the seat while the bus is moving
- Never tamper with bus equipment; damages to bus equipment must be paid by the offender
- Be courteous and respectful to the bus driver, fellow riders and passers-by
- Keep personal articles out of the aisles
- Take all personal articles with you when departing the bus
- No use of controlled substances (smoking, alcohol), eating or chewing gum on the bus

The following are actions taken if a student receives an Unsatisfactory Bus Conduct Report:

- First Offense Conference with student; parent contact if necessary
- Second Offense Parent contact; bus suspension if applicable
- Third Offense Parent contact; bus suspension for fifteen (15) school days
- Continual Infractions Bus privilege termination for the school year

Child Custody Disclosure Policy

When a student(s) is the subject of a court decree, the school authority shall request the parent who maintains primary physical placement of the child(ren) to submit a copy of the court decree about the student. Every family is required to complete a confidential custody information form annually.

Child Abuse Policy

According to Wisconsin State Law, any pastoral or school administrator, teacher, counselor or related professional who has reasonable cause to suspect child abuse or neglect, or who has reason to believe that a child has been threatened with abuse or neglect, and that the abuse or neglect will occur is obliged to report the case immediately. The report will be made by telephone or personal visit to the local county Child Welfare Agency, the office of the County Sherriff, or the City Police Department.

Classroom Size

The SJV School Board has determined maximum numbers of students for each grade level that are age-appropriate and create an environment conducive for learning in a classroom. The classroom maximums may only be altered to accommodate sibling populations as defined by the School Board Policy on Classroom Size. Classroom maximum sizes are as follows: K4 – 20 per class; K5 – 24 per class; 1st grade – 26 per class; 2-8th grade – 28 per class.

Communication

Although it is the primary concern of SJV that parents are adequately informed of all school related matters, programs and events, SJV is devoted to confidentiality in all forms of communications.

If a concern arises, parents should follow the proper chain of command, i.e., first contact is the teacher. If an appropriate solution is not reached, then contact the school administration. If a satisfactory solution is still not achieved, contact the pastor. A more formal, written Appeal Procedure for serious differences is described in the *Discipline* section of the Parent-Student handbook.

Conferences

Parent-teacher-student conferences are held twice a year. Conference dates are listed on the annual school calendar. Students in grades 2-8 are required to attend conferences with their parents, while K4, K5 and 1st grade teachers determine the need for students to attend. **Because conference dates are considered school days, students not attending the conferences in grades 2-8 will be marked absent.**

Report Cards

Report cards are issued quarterly to communicate to parents/guardians a student's academic and behavioral growth and progress. SJV uses the electronic grading program StandardsScore to record assessments and create the report cards. Report cards are sent home with the students within a week of the end of quarters one through three. Fourth quarter report cards are mailed home.

SJV Website

The SJV website address is www.stjohnv.org. School bulletins and information, forms and standing committee meeting minutes are found on the website.

SJV Shamrock Weekly

The weekly newsletter from the school office includes information regarding school programs and events, monthly calendars, parent bulletins as well as H&S letters and Archdiocesan news. Notification of the published newsletter is emailed to parents/guardians on Tuesdays.

Telephone

Students are allowed to make emergency phone calls only during the school day using the Health Room telephone.

Teacher Webpage

Each teacher uses his/her webpage to communicate general classroom information as well as assignments, plans, and schedules to students and families. Teachers are expected to update their webpage weekly, so that students and families can use the webpage to refer to assignment due dates, upcoming events, etc...Each teacher's webpage is accessible on www.teacherweb.com, or through the SJV website under *Parent Resources*.

StandardsScore Electronic Grading Program

Each student has a user identification and personal identification number (PIN) that allows access to their grade information on www.clihome.com. The PIN serves as an electronic signature and provides access to personal

grading information regarding the student which must be protected to avoid unauthorized access to a student's records.

If the PIN information is lost or forgotten, compromised, or you suspect someone else may know the PIN, contact the school office to be issued new PIN information.

Conflict Response Plan To effectively handle conflicts, the below plan will be implemented:

1. Notification of a conflict to appropriate school authority
2. Evidence gathering – Facts of situation are verified as to their authenticity and accuracy. The impact on the community is assessed.
3. Resources are utilized (school and community).
4. An intervention takes place.
5. Communication to involved parties occurs as appropriate and allowed by law.
6. Reaction/consequences.

Damaged Property Policy At the discretion of the school administration, parents of the student(s) will be held responsible for the cost of replacing materials or property that is lost or damaged by their child(ren).

Distribution of Materials to School Children The distribution of announcements, flyers, posters and all other communications to St. John Vianney School students, families and staff from individuals or groups must be approved for distribution by the principal.

Electronic and Telecommunications Devices Policy Electronic and telecommunications devices include but are not limited to:

- Cell phones or similar devices
- Pagers and beepers
- iPods, MP3 players or similar devices
- Laser pointers or similar devices
- Cameras

Use of any personal electronic or telecommunications device by students during the school day is prohibited, unless it is previously approved by the School Administration for a specific educational purpose.

Except as otherwise permitted by the School Administration, all personal electronic and telecommunications devices must be turned off at all times during the school day and must be kept in a student's locker.

Inappropriate use of such devices before or after the school day on School or Parish grounds, at any school-sponsored function or on any vehicle leased, used or contracted for by the School is prohibited.

Violation of this policy can result in confiscation of said device(s). Devices may be returned directly to the parents or guardians of the student at the discretion of the School Administration.

Emergency Phone Chain

Should an emergency arise during school hours affecting the entire student body, a designated parent will call the home first, the parent's work place second, and the family's emergency contact person third. The emergency phone chain is only used in extreme situations.

Extra-Curricular Eligibility Policy

Participation in extra-curricular activities is a privilege, one that can be revoked. Academic studies are the primary responsibility of students, and demand maximum effort. Conduct during school, at school-sponsored or school-related activities can affect participation in extra-curricular activities. Students suspended or absent from school for any part of the school day due to illness are not allowed to participate in meetings, practices, activities, games, meets, etc... that day.

A student failing to satisfy any of the conditions listed below will be placed on probation or suspended from an extra-curricular activity according to the expectations listed below, by the school administration and/or activity leader such as athletic board in the following cases:

1. Habitual misconduct such as
 - a. Disrespecting or not cooperating with school administration, teachers, school or parish staff or supervisors
 - b. Disrespect and/or disregard for fellow students including but not limited to foul language, physical abuse, harassment, etc...
 - c. Any conduct or behavior not in keeping with the SJV Parish and/or School philosophy and policies
2. Habitual academic concerns including
 - a. Missing/late assignments in any curricular area
 - b. Poor homework and/or test scores
3. Students not maintaining a minimum of a 2.0 GPA with no failing grade (U) at the end of each grading period. Grades from the prior year are used to determine the eligibility for fall activities.
4. Receiving an In-School or Out-of-School Suspension for behavioral or academic misconduct.

Probation

A student failing to satisfy any of the foregoing conditions will be placed on probation for two weeks during which improvement must be evident. During the probationary period the student may participate in meetings, practices, activities, games, meets, etc... Parents will be notified of their child's probation through a formal letter identifying the expectations for improvement and dates of the probation as well as consequences for failing to improve and/or suspension of participation during such period. A student fulfilling the improvement expectation of the probation will be continually monitored throughout the remainder of the extra-curricular activity.

Suspension

A student failing to satisfy the expectations of the probationary period or committing misconduct of a serious nature will be suspended from

participation in extra-curricular activities for two weeks. Suspension includes non-participation in meetings, practices, activities, games, meets, etc... Parents will be notified of their child's suspension through a formal letter identifying the expectations for improvement and dates of the suspension as well as consequences for failing to improve during such period. A student fulfilling the improvement expectation of the suspension will be reinstated immediately, but continually monitored throughout the remainder of the extra-curricular activity. A student failing to improve will be disqualified from participation for the duration of the extra-curricular activity or school year.

Any student who has been placed on probation three times during the academic year will be ineligible to participate in extra-curricular activities for the remainder of the academic year. Appropriate notice will be given to parents.

A student disqualified from an extra-curricular activity or sporting event for flagrant or unsportsmanlike conduct, is suspended from further participation in meetings, practices activities, games or meets for no less than one competitive event.

Exceptions to the enforcement of these eligibility standards may be granted at the discretion of the school administration after consultation with the activity leader. SJV reserves the right to review circumstances of individual cases and determine eligibility status as such.

Fundraising and Stewardship

The Principal, with the input of the Parish Stewardship Committee, will approve any planned school fundraising or stewardship activities. Activities which are inconsistent with the educational or spiritual development of the students are prohibited. No activity which requires door to door sales will be approved.

Harassment/ Bullying Policy

Harassment and bullying are prohibited in all School and Parish buildings, property and educational environments, including without limitation, any property or vehicle owned, leased, used or contracted for by St. John Vianney School. This includes buses regularly used by students to travel to and from school. Educational environments include, without limitation, every activity under School supervisions whether or not on School property.

Harassment is defined as a single incident or a pattern of behavior the purpose or effect of which is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, deliberate, repeated, unsolicited behavior such as comments, jokes or ridicule, physical gestures or actions (such as unwelcome touching of another individual) and any actions or words which could be construed as harassment.

Bullying is but one form of harassment. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and may involve an imbalance of power between or among the parties.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, or threatening behavior); or
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racial insults, or derogatory ethnic slurs); or
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion, or sending insulting messages or pictures by mobile phone or using the Internet, also known as cyber bullying).

Any student who feels he or she has been subjected to harassment or bullying, or who observes or becomes aware of the alleged harassment or bullying of another student, should immediately contact any adult on the School or Parish staff or Administration to make such adult aware of the incident. Reports of harassment or bullying may be made verbally or in writing and, except as otherwise required by applicable law, shall at all times be confidential.

There shall be no retaliation against individuals reporting incidents of alleged harassment or bullying. Any individuals found to have engaged in retaliatory behavior will be subject to appropriate action in accordance with the Discipline policy specified in the St. John Vianney Student-Parent Handbook.

Any adult on the School or Parish staff or Administration, who has been notified, observes or becomes aware of an alleged incident of harassment or bullying must:

- (a) immediately report all information concerning the incident to his or her immediate supervisor, the School Administration or Parish Administration and
- (b) make a written record of the reported incident.

An investigation of the reported incident of harassment or bullying shall be conducted immediately by the School Administration. If the allegation is confirmed, appropriate action shall be taken in accordance with the Discipline policy specified in the St. John Vianney Student-Parent Handbook. Reports of harassment or bullying and subsequent investigations of reported incidents shall be conducted confidentially. No information regarding the initial report or subsequent investigation will be released unless required by applicable law or as is necessary to take disciplinary or other corrective action. School Administration shall comply with all legal requirements regarding notification of legal authorities.

Lockers and Desks (Student)

School lockers and desks are the property of the school and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by the principal and staff members specifically delegated by the principal for any reason at any time, without notice, without student consent, and without a search warrant. The principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones

confiscated from students. If lockers are to be locked, students must use school furnished locks on the lockers. Any other locks will be confiscated by school authorities.

Lunchroom Rules The cafeteria is supervised by parent volunteers under the direction of the Lunchroom Supervisor.

1. **Walk at all times.** Students are to proceed through the lunchroom and lunch line in an orderly fashion, walking only. Children who run in the cafeteria will be sent back to the entrance doors to "re-walk" to the serving area or their table.
2. **Be respectful of adult supervisors, volunteers, cafeteria staff and peers in the cafeteria.** Be kind to those around you and to the adults in the room. Children who disrespect others will be asked to apologize and demonstrate better respect. Repeated disrespect will result in the child being moved to an alternate eating space for the day. Frequent repeated offenses will result in short-term reserved seating in the school office.
3. **Lunch cards are used to purchase milk and/food. No cash may be used for purchases.** Students with a negative lunch account balance will not be denied food, but payment is expected promptly.
4. **Students are to demonstrate proper and courteous eating habits and table manners.**
5. **Use *inside voices* when talking with each other.** Students are encouraged to talk with people at their table, but must use an appropriate voice level, *inside voices*, and speak to those only sitting near or directly across from them.
6. **Be respectful of the food you are given and dispose of it properly.** The food provided is a generous gift. Mixing food together is not appropriate behavior and is wasteful. Unopened packages may be taken home or saved for later. Parents will be notified if it is noticed that a student is not consistently eating.
7. **Birthday Lunches may be brought by parents** during their child(ren)'s lunch period for their child(ren) only.
8. **Soda is not allowed in school** for any reason, and should not be brought into the cafeteria during school hours.
9. **When the bell rings, stop talking.** As soon as it's quiet, tables will be dismissed.
10. **Students must pray the *Communal Meal Prayer* as led by the Lunchroom Supervisor.**
11. **Stay seated until dismissed by a supervisor.** When dismissed students are to clear his/her place at the table, throw the garbage in the containers provided, and proceed in an orderly fashion.
12. **Walk to your lockers** using *inside voices* in the hallway.

Lunchroom/Cafeteria Usage

In support of our cafeteria supervisors and cleaners please:

- Plan any party or special celebration **in the classroom with the Homeroom Teacher.**
- Parents may bring a special lunch for their child/children only.

Parties	Parties or special celebrations in the classroom must be planned with the homeroom teacher in coordination with the Room Parents. Parties are to be no longer than one hour and fifteen minutes in length and limited to two snacks (treats and one drink; not strong caffeinated sodas) and simple and enjoyable activities or crafts. Parties can be planned for Halloween, Christmas, Valentines Day and End-of-the-Year. Money, in addition to the fee collected by Room Parents at the beginning of the year, may only be requested/collected for the End-of-the-Year Party. Only parties involving the entire class are to take place on school premises.
Pet Policy	For health and safety reasons, family and household pets are not allowed in the school building. This policy does not include classroom animals. The school administrator, for special educational events such as St. Francis Blessing of the Animals, High Interest/Career Day, or Care for Critters, may grant exceptions.
Placement Requests	The school administration in cooperation with the classroom teachers is responsible for the classroom placement assignments of students. Many factors are considered when determining classroom placements including: student ability levels, academic strengths and challenges, processing skills, special education needs, personalities, friendships, maturity levels, past and present conflicts and resolutions, growth and development, teacher-student relationships, student to student relationships, gender influences, birthdates, birth order, etc... All placement decisions are made with the students' best interests in mind by the teachers and the administration of the school without outside pressures. The decision of the principal is final.
Plagiarism and Academic Dishonesty	Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings of another" (Webster's Dictionary, 1961, 2001). Plagiarism includes exact copying, rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Academic dishonesty includes but is not limited to copying or allowing another to copy any of the following: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions and term papers. Since plagiarism and academic dishonesty are acts of stealing and fraud, it is not accepted in any writing or speaking assessment submitted by a student of St. John Vianney School. The School Administration has the right to determine penalties for any partial or complete act of plagiarism or academic dishonesty found in a student's work.
Playground Equipment and Rules	The playground is supervised by teachers, playground supervisors and parents. For the safety of all students, the following rules apply: <ol style="list-style-type: none"> 1. Respect of the teachers and playground supervisors is mandatory 2. Students must be dressed appropriately for the weather (teacher/supervisor discretion) 3. Garbage from healthy snacks eaten during recess must be properly disposed of 4. Kicking, tripping, pushing, or disrespectful behavior toward other students is not allowed

5. Swearing or bad language is not allowed
6. Hand holding or touching is not allowed
7. Tackling games, keep away or inappropriate roughness and exclusion of students is not allowed
8. No throwing snowballs or ice
9. Students must not leave the playground for any reason without the permission of a supervisor
10. If a student is ill or injured, contact the supervisor who will immediately notify the school office (see Health and Safety)
11. Inappropriate behavior will be addressed through discipline referrals (teacher/administration discretion)
12. In the event of rain or temperatures falling below 0 degrees Fahrenheit, the students will remain inside.

Each classroom is provided with playground gear such as basketballs, footballs, jump ropes, etc... Children are permitted to bring items from home if they are well identified. Proper care of playground gear is expected.

SJV provides playground equipment for all school students to use. The following rules apply to the Playground Equipment:

1. Any behavior determined unsafe or potentially detrimental to oneself or the equipment is unacceptable and will be appropriately addressed by the teacher, playground supervisor or school administration
7. No loose scarves or drawstrings on clothing
8. No throwing the shredded cushioning material (loose fill/bark)
9. Use slides appropriately, i.e., slide down the slide feet first, no running down and no climbing up the slides
10. No jumping off the equipment
11. No standing or sitting on top of equipment
12. Rules are subject to change as determined necessary.

Publicity Consent St. John Vianney Parish and School publish and release students' names, photos and/or likenesses including student work on the parish website, in newsletters, and to the media. With respect to photographs and schoolwork, children are identified by first name only. St. John Vianney Parish and School are released from any and all liability, and legal or equitable claims of any kind related to such visual reproductions, work, or names published on the St. John Vianney website, in newsletters or released to the media.

If a parent objects to the release in any form, the parent must submit their objection in writing to the school office by September 1st of each school year.

Recess Students remain indoors for recess due to rain or if the temperature/wind chill is below 0 degrees Fahrenheit according to www.weather.com. Where the schedule allows, lunch recess for grades 1-8 is scheduled before lunch in order to encourage students to eat slower, not be wasteful and for better digestion of food.

School Closing	During inclement weather, transportation problems may force the temporary closing of schools. If weather occurs that might force the closing of school, tune in to one of the following radio or corresponding TV stations/websites for news bulletins announcing school closings: WTMJ-AM(620), WKTI-FM(94), WOKY-AM(920), or WISN-AM(1120). St. John Vianney School closes when Elmbrook School District closes or may do so independently for special circumstances.
Student Records	SJV follows the Family Education Rights and Privacy Act (FERPA) regarding all student education records. Parents/guardians may review their child(ren)'s records, cumulative and/or health file, in the school office by appointment only. Student records may not be taken from the school office. School records are mailed directly to the requesting school using the US Post Office.
Survey Policy	Subject to budget approval, the SJV School Board shall regularly conduct a survey of school parents and school personnel. The survey shall include, but not be limited to, issues such as school programs, student academic progress, tuition and technology. A summary of the survey results shall be published. The School Board shall review areas of concern raised by the survey and shall make appropriate recommendations to the principal based on the survey results.
Transportation	<p>Families use a variety of transportation modes to transport children to and from school. SJV has the responsibility to take every precaution in assuring the safety of students, staff and visitors while on the school premises. The following are general guidelines for transportation modes:</p> <ul style="list-style-type: none"> • Buses - buses use the WEST parking lot only for drop off and pick up of students • Bicycles – bikes are to be parked in the bicycle racks and may not be used during the school day, but only for transportation to and from school • Cars – all cars are to follow procedures outlined in the drop off and pick up map sent home in the fall; during the school day visitors to the school must park their cars only in authorized, designated areas east of the orange cone markers in the main church parking lot • Walking – walkers must obey all traffic laws; walkers must use the main school doors to enter and exit the school • Miscellaneous modes - Skateboards, roller skates and roller blades, etc... are not permitted on regularly scheduled school days or during extra-curricular school activities.
Video/Film Policy	Videos or portions of videos rated G or classified for educational use are acceptable media to use in the classroom to enhance learning. Videos or portions of videos shown with a rating of PG must have parent permission for each child viewing the film. Videos rated PG-13, R, etc... are unacceptable for classroom use.

VIRTUS Policy

Safeguarding All God's Family Program Requirements

In order to comply with the United States Conference of Catholic Bishop's Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, all employees and volunteers who work with children and youth on a regular basis must submit to a Criminal Background check carried out by the parish, attend a *Safeguarding All God's Family* awareness session, read the code of Ethical Standards and the Mandatory Responsibilities, sign and submit an attached verification statement to the parish before beginning their volunteer service.

Visitors

All school visitors must enter the school using the school entrance doorway near the school office only. **Visitors will be admitted to the school if the principal/designee determined that the request for visiting has sufficient and good reason that does not interfere with academic instruction.** Visitors must sign in and wear a visitor's badge while in the building. When leaving, visitors must sign out in the school office and return their visitor's badge.

Weapons Policy

Weapons are defined as articles designed to inflict bodily harm. Weapons may also include articles designed for other purposes, but which, through intent, are used to inflict bodily harm and/or intimidate other persons.

Possession, use, or threat of use of a weapon on School or Parish property, school buses, or at School-sponsored functions at any time is prohibited. Persons found to be in violation of this policy are subject to disciplinary action at the discretion of the School Administration. School Administration will comply with any legal requirements.

Discipline

Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of SJV is to help students develop self-discipline. Self-direction, rather than external control is the ultimate aim of true discipline. A climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline. Standards and rules are necessary for the successful operations of a school. If these are established in light of reasons and foreseeable consequences, students are more likely to comply.

Students attending a Catholic school are representative to the civic community of the school they attend and the church that sponsors the school. Any behavior on the part of the student which causes negative or adverse publicity for the school may be a cause for disciplinary action on the part of the school (Archdiocesan Policy #5144).

To effectively handle conflicts, the **Conflict Response Plan** below plan will be implemented:

1. Notification of a conflict to appropriate school authority
2. Evidence gathering – Facts of situation are verified as to their authenticity and accuracy. The impact on the community is assessed.
3. Resources are utilized (school and community).
4. An intervention takes place.
5. Communication to involved parties occurs as appropriate and allowed by law.
6. Reaction/consequences.

There will be fair and just consequences when behaviors interfere with the attainment of the school's mission.

- Based on the philosophy that each teacher is allowed to use their own classroom/behavioral management system each teacher maintains the right to address concerns in a manner befitting the age and development level of the child. The ultimate end is to create well adjusted, God-centered individuals who understand and value what it means to be a Catholic Christian. Communication regarding concerns will be addressed through emails, phone calls or notes sent home.
- Chronic academic or behavioral issues will be addressed by conferencing with the teacher(s) and parents, in collaboration with the school administration when necessary, to determine appropriate consequences such as, but not limited to:
 - Teacher and parent monitoring of student's assignment notebook as evidenced by initials
 - Daily/weekly communication between home and school
 - Loss of recess
 - Revoking classroom privilege(s)
 - Detention – 30 minutes after school completing a reflection paper
 - Referral to School Counselor
 - Referral to school administration
 - Stay after school until missing/late work completed
 - Service work completed
 - Institution of probation, suspension or expulsion as deemed appropriate

- Major infractions are automatically referred to school administration. These infractions include but are not limited to:
 - Cheating
 - Physical Harm/Fighting
 - Stealing
 - Vandalism/Defacing Personal or School Property
 - Habitual and/or Flagrant Lying
 - Bullying/Harassment

Serious offenses will be handled under the discretion of the school administration. The results may lead to immediate detention, probation, suspension and/or expulsion. Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health or safety of others or is disruptive to the learning environment (5144(a)).

Probation

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents/guardians and relevant school personnel, the principal sets conditions for release from probation. The principal's decisions are final (5144(a)).

Suspension

Suspension is justified only in unusual circumstances. Although the teacher or other personnel may initiate the action, the principal is the only one authorized to suspend a student, or in the absence of the principal, the acting administrator.

1. Prior to any suspension, the student must be advised of the reason for the proposed suspension
2. The parent/guardian of the suspended student is given prompt notice of the suspension and the reason for the action
3. During the time of suspension, the student remains responsible for all academic assignments.

In-School Suspension: In-School Suspension can be directed for varying lengths of time, but shall not exceed five (5) days. In-School Suspension conditions are determined by the principal. In-School Suspension students remain the responsibility of the school.

Out-of-School Suspension: Out-of-School Suspension is considered a rarity, and is the responsibility of the principal. State law directs that a maximum of five (5) days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen (15) consecutive days to be served in suspension until the hearing is held. Out-of-School Suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes (5144(b)).

Expulsion

By definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, or is deemed to be in the best interest of the school.

Expulsion Hearing Procedures

1. Actions taken to expel students will be preceded by internal school procedures, supported by documentation.
2. Prior to an expulsion, the Superintendent of Schools/Designee must be consulted about the advisability of the expulsion.
3. Expulsion will take place only after an expulsion hearing has been held. Parents/guardians will be notified in writing at least five (5) days before the hearing is to convene.
4. The student may be represented by counsel.
5. If the decision to expel the student is made, parents/guardians are notified in writing of this action. Parents have the right to appeal by appearing before the Conciliation Subcommittee of the School Board, which reviews the decision.
6. Within five (5) school days following the notification of the expulsion appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will only assure that fundamental fairness was provided as defined by policy.

Grievance Procedures

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parents/guardians of a student enrolled in our school or parish religious education programs and an employee (e.g., Principal, teacher, DRE, Youth Minister, and Catechist) of the parish. Before any formal grievance can be initiated, the parents/guardians must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step 1

If there is no resolution, the parents/guardians can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue.

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and involves secondary schools, please go to STEP 3. If resolution does not occur and the potential concern involves elementary school or parish programs, proceed to STEP 2.

Step 2

If resolution does not occur in the informal meeting or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1.

The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
2. The pastor may contact the Archdiocese Office for Schools for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details, and submit a recommendation to him.

Step 3

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will here all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in STEP 1 to the committee. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final STEP 4 may be initiated.

Step 4

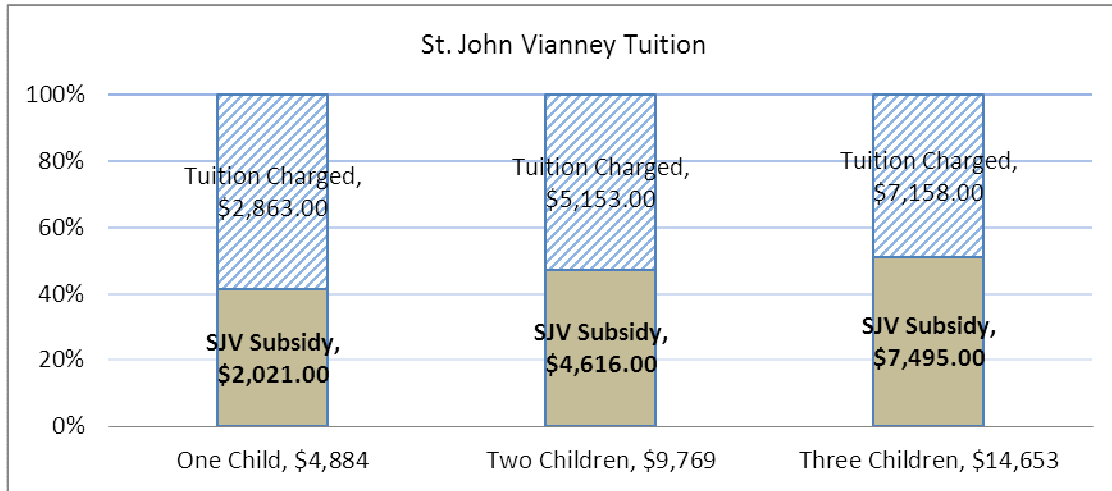
Should resolution not occur through STEPS 1, 2, 3, the parents/guardians can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

Upon receipt of the written appeal, the superintendent will determine the appropriate action and the findings will be communicated to all parties involved.

Financial Obligations

Parish Registration and Church Support

The school is operated by Saint John Vianney Parish as an investment in the Catholic education of our young people. Each student is charged a tuition rate we believe is competitive and reasonable for the education the school offers. Through the generosity of many in the parish, school families that are active, registered parish members benefit from a significant tuition reduction, a subsidy that approaches nearly half of the cost of tuition.



Thus, there is a significant gap between the cost to operate the school and tuition charged. The parish subsidizes the cost and provides a tuition reduction to active parish members. Qualifying for the tuition reduction comes with the expectation that each family is an engaged and active member of Saint John Vianney Parish. Along with, minimally, regular Sunday Mass attendance and a commitment to ministerial service, active membership includes each family participating in narrowing the financial gap through consistent giving in stewardship. Every family is required to annually complete and return in a prayerful and generous way the stewardship commitment form for ministerial and financial giving during the autumn stewardship campaign. The hope is that every school family strives to close the financial gap. Some are able to contribute to the entire gap and even help close the gap for others. Some are only able to cover a portion of the gap. In any case, only generosity is asked for.

This voluntary giving, in addition to tuition, is vitally important. Giving at the maximum level possible through stewardship to the parish in a planned, proportionate, and sacrificial way is how we give a return to God from the many gifts we have in life, all of which find their source first in this same God. This additional giving of time and resources is necessary for the parish to continue to operate the school.

Fees

Registration Fee	\$50.00 per child (non-refundable)
H&S Dues	\$15.00 per family per year
Resource Fee	\$200.00 First Child \$250.00 Two Children \$300.00 Three or more Children
Playground Fee	\$100.00 per family per year (Playground Supervisors and Assistants earn tuition credit per day of service)

Milk Fee for K5	\$30.00 per year
Headphones	\$6.00 per set

Miscellaneous

Assignment Notebook	\$3.50 per book
Gym Uniforms	\$9.00 per shirt; \$7.00 per shorts
Graduation Fee	Determined each year in May

Tuition

	Total Cost To Educate	SJV Parish Subsidy	Tuition Cost
First Child	\$4,884.00	\$2,021.00	\$2,863.00
Two Children	\$9,769.00	\$4,616.00	\$5,153.00
Three Children	\$14,653.00	\$7,495.00	\$7,158.00
Four Children	\$19,537.00	\$10,948.00	\$8,589.00
Five Children	\$24,422.00	\$15,117.00	\$9,305.00
Six Children	\$29,306.00	\$18,140.00	\$11,166.00
Seven Children	\$34,191.00	\$21,164.00	\$13,027.00
Non-parishioners			\$4,884.00

Payment Options

All parents/guardians of school children are required to sign a contract acknowledging their financial obligation to SJV and indicating their payment choice. All tuition and fees must be paid current before students may be registered for the next school year. All tuition/fees for graduates must be paid prior to graduation.

School fees are due in full on June 1st.

Tuition payment options include the following:

1. Payment in full on or before Orientation Day, August 26, 2011.
2. Two (2) equal payments, due on July 10, 2011 and January 10, 2012.
3. Eleven (11) equal payments, processed on the twentieth (20) of each month beginning July 20, 2011 through May 20, 2012.

Delinquent accounts are collected as follows:

1. One week delinquent: Written Reminder Notice
2. Two weeks delinquent: Phone Call
3. Thirty days delinquent: 1.5% interest charged

Financial obligations and paperwork must be met and submitted before records or report cards are distributed for the fourth quarter. Examples are, but not limited to, contracts for the following year, pre-paid fees, overdue book fees, lunch fees, etc...

Financial Assistance

- **Tuition Assistance** is partial funding for families struggling to meet their financial tuition obligation. To apply for Tuition Assistance contact the principal, complete and return to the school office the financial aid form. The determination of financial assistance is the prerogative of the pastor and the principal. Formal contact will be made to each family from the parish/school business office regarding tuition assistance. A review of financial arrangements is made on a yearly basis.

- **Market Day** is an opportunity for families to earn tuition credit for the following year by purchasing food and food products from the Market Day Corporation. Orders are submitted to the Market Day volunteers or on-line, and the products are delivered and picked up at school. A percentage of the total order is credited toward the following year's tuition.
- **Playground and Health Room** volunteer hours are awarded monetary amounts which are credited to a family's tuition for the following year.
- **Scrip** is an opportunity for families to earn tuition credit for the following year by purchasing certificates used for products and services at nationwide and locally run businesses. A percentage of the total order is credited toward the following year's tuition.

Tuition Refunds

Families that leave St. John Vianney during the school year, shall have any paid, but unused, portion of their tuition refunded on a pro-rated basis.

Hot Lunch Accounts

Each student is assigned a *Hot Lunch Account*. Families provide payment to the Hot Lunch Coordinator by check or cash through the school office. Each child is assigned a Hot Lunch card used daily that deducts the amount of their lunch cost from the account. It is required that each student using the *Hot Lunch Account* maintain a minimum balance of \$10.00. Notification of a balance below \$10.00 will be emailed home. Positive balances at the end of the school year will be carried over to the next year for returning students. For account balances of graduates with no younger siblings and non-returning students that are less than \$5.00, reimbursement is made only if requested in writing.

Academic Expectations

Through interdisciplinary curricula, St. John Vianney School teaches students basic skills and standards of education that throughout their schooling are mastered and built upon. Our students become problem solvers, critical thinkers and expand their awareness of topic areas of study. Through age-appropriate lessons and activities, our students learn how to integrate their core academic knowledge and faith into their every day lives.

Homework Studies such as A Nation at Risk reinforce the role of homework in the educational experience. Homework/classroom assignments are an extension of the day's learning experience. It is imperative that homework/class assignments are completed for the day they are assigned. To be used to its maximum effectiveness, parents/guardians should monitor their child(ren)'s homework to help the student develop organizational skills, neatness and accuracy.

The Archdiocese of Milwaukee Office for Schools provides the following guidelines for homework at each level. It is important to remember that every child learns and performs differently, so some children need more or less time to complete the same amount of work.

- K4/K5 0-15 minutes
- Primary 15-30 minutes
- Intermediate 30-60 minutes
- Middle School 60-90 minutes

Homework need not always be written. Students are expected to use additional time for outside reading, memorizing basic facts or spelling words, and reviewing the day's lessons.

If a student is absent, parents may call the office to request books and assignments to be picked up at the end of the school day. When a student is absent due to illness, he/she will have one day for each day absent to complete the assignment(s).

Grading SJV informs students and parents/guardians of a student's performance using an Achievement Grade Key for academic subject areas, and a Standards/Proficiency Key for State Standards/Grade Level Exit Expectations. Each key is pictured at the top of the report card including descriptions of the symbols.

K4 uses skill sheets for quarters 1 and 3 and report cards for quarters 2 and 4. K5 uses Learner Behavior symbols to indicate student progress. Each area assessed is labeled with an S=Secure, P=Progressing or N=Needs Improvement. A blank box means the behavior is not assessed at this time.

The Primary Report Card is used in grades 1-3. The Achievement Grade Key, S=Secure, P=Progressing or N=Needs Improvement, indicates a student's progress in a specific subject area. The Content Standards/Exit Expectations are evaluated using +=Proficient, / = Basic and - = Minimal. A blank box means the behavior is not assessed at this time.

The Intermediate and Middle School grades use the standards A, B, C, D, and U (failing) keys for academic achievement. The Content Standards/Exit Expectations

are evaluated using * = Advanced, + = Proficient, / = Basic and - = Minimal. A blank box means the behavior is not assessed at this time.

The goal of using the Archdiocesan required report card is to provide students and parents/guardians with the most complete information possible when evaluating a student's academic and behavioral progress.

StandardsScore Grade Access/Communication: The SJV teachers are dedicated to providing academic feedback and grades in a timely manner. Homeroom teachers generally enter grades within seven working days of the assignment or assessment. For special projects, research papers, or writing units that take longer to assess, the teachers will communicate when the grades will be posted on StandardsScore. Some grades are based on teacher observation rather than a written assessment, and other assignments that are practice may not be entered as part of an averaged grade.

Specialist Teachers do not have the same expectations as that of the teachers that meet with the students every day. The Specialist Teachers do their best to inform parents of "Learner Behavior/Effort" as well as the assessments used.

StandardsScore offers communication options, but direct school email is the recommended form of communication. Since most teachers do not access StandardsScore every day, to be answered in a timely manner use the school email addresses.

Grading Scale

A+	100	B+	92-91	C+	84-83	D+	76-75	U	69 or Below
A	99-95	B	90-87	C	82-79	D	74-72	Inc	No Grade
A-	94-93	B-	86-85	C-	78-77	D-	71-70		

Students in grades 6-8 earn a quarterly grade point average, GPA. The GPA is calculated using the SJV grading scale and weighing subjects according to the required weekly minutes and contact expectations.

Student Services

Students suspected of having academic challenges may be referred to the Reading Teacher for testing. If a deficiency is determined, the student will be regularly scheduled to meet with the Reading Specialist for support and instruction. The Reading Specialist regularly communicates and works in cooperation with the classroom teachers to provide for optimal student growth and progress. Progress reports from the Reading Specialist are sent home quarterly.

Students may also be referred to Elmbrook School District for academic concerns and evaluations. Elmbrook conducts assessments and reports the testing results to parents, teachers and school administration at an IEP (Individualized Educational Plan) meeting. If a student qualifies for Special Education Services other than ELL (English Language Learners) and Speech Services, the services are received by attending the public school system. If SJV determines that academic accommodations and/or modifications can be provided by regular classroom teachers, the student may continue to attend SJV using a Service Plan.

Academic concerns, not qualifying for Special Education Services are addressed with an action plan created in cooperation with the school administration, Guidance Counselor, teachers, student and parents. The action plan will contain appropriate

classroom accommodations and expectations of the student and parents, and will be reviewed by all parties involved annually or as necessary.

Regular and consistent communication is necessary for all academic and behavioral concerns to be addressed. Meetings, phone calls, and written communication are means used to keep all parties involved and informed of progress and concerns to be addressed.

Standardized Testing The Iowa Test of Basic Skills (ITBS) including a Cognitive Abilities Test, is given to students in grades 3, 5 and 7. The tests are generally administered in the spring of each year. Exact dates of testing are listed on the school calendar. No vacations should be scheduled during these important tests.

Promotion A student will be promoted to the next grade when the student has successfully completed the academic requirements of the current grade. Those students not successfully completing the academic requirements of a grade may be expected to attend and successfully complete summer school or an acceptable tutoring program before being admitted to the next grade.

Acceleration: Acceleration may be granted in exceptional cases upon the recommendation of the teacher(s) and principal, and with the approval of the parents.

Retention Retention of a student is done judiciously, after considering grade-level academic expectations, as well as factors affecting retention. Students shall not be retained more than one (1) school year during the elementary school years. Final decisions on retention rest with the school administration.

When retention seems likely the following procedures will be followed:

- a. The teacher will contact the principal prior to the first report card regarding extreme learning difficulties exhibited by the student to develop a remedial action plan
- b. A conference before the second report card with the parents will include reasons for the recommendation of possible retention aiming toward a mutual decision between the parents and school.
- c. Between May 1-15, a conference will be held with the parent(s), principal, and teacher to inform the parent(s) of the school's final decision

School Organizations

School Board

The St. John Vianney School Board serves as an advisory body to the school administration on policy matters associated with the educational programs and governance of the school. The SJV School Board is a standing committee of the parish accountable to the Parish Council. The School Board abides by the Parish Council Constitution and By-Laws, the policies and regulations of the Archdiocese of Milwaukee and upholds the Mission Statement of the School.

The board's function and responsibilities include:

- Develop and recommend policies for the operation of the School consistent with the policies and directives of the Archdiocese of Milwaukee.
- Assist in the development of long range plans for educational programs of the school.
- Create, develop and monitor the school budget including the salary scale for faculty and the annual student tuition, and present it to the Administrative Services/Finance Committee and the Parish Council for approval.
- Communicate and publicize the education programs to parents, parishioners and the community.
- Enlist sources of third party revenue for operation of the School.

All local, as well as archdiocesan policies are available in the school office. New policies will be communicated to the school families throughout the school year.

The elected members of SJV School Board for the 2011-2012 school year are:

At-Large Members:

Jim Swiderski – Chair
Susan Koehn – Vice Chair
Anne Brown – Secretary
David Crosby – Parish Council Liaison
Larry Francione
Bill Hattendorf
Toni Kroeplin
Karen Price
Kim Tallmadge

Ex-Officio Members:

Rev. Kenneth P. Knippel, Pastor
Rev. Phillip Bogacki, Associate Pastor
Pamela Pyzyk, Principal
School Faculty Representative
Home and School Association Rep.

Home and School Association

The St. John Vianney Home & School Association is a committee governed by its own guidelines, but is ultimately responsible to the SJV School Board and school administration. The SJV H&S Association's purpose and function is to:

- Coordinate the activities of the home and school in spiritual and educational development of SJV school children
- Establish and maintain communication between parents, teachers and school staff
- Work toward a greater appreciation of Catholic education.

All families that pay the required annual H&S Fee of \$15.00 are considered members of the SJV Home and School Association.

Executive Board

Amy Durst and Laury Post – Co-Chairs
Open Position– Vice Chair
Anne Chiu – Secretary
Jill Pasqua – Treasurer

H&S Committees

Social:

Teacher Luncheons
Pasta Dinner
Ice Cream Social
Back to School Social

Enrichment:

Assemblies
High Interest Day
Fine Arts
Technology
Parent Programs

Spiritual:

VIP Day
Teacher Appreciation
Twinning with POP

Communications:

Directory
Room Mothers
New Family Mentors
Catholic Schools Week
Orientation Day
Public Relations
Lost and Found

Resource:

Book Fair
Hot Lunch Program
SJV Spirit Wear
Uniform Sale
Secret Santa Shoppe
Gym Uniforms

Ways and Means:

Market Day
General Mills Box Tops
SCRIP
Milk Caps

School Uniforms

School uniforms are expected to maintain order and create an atmosphere of importance on academic growth and progress. Students are expected to dress in full uniform every school day unless determined Out-of-Uniform day by school administration. Attire at any school function is subject to the guidelines of the SJV uniform expectations.

The school uniform must match the style of the vendor specified below. Suggested locations for purchase include: Land’s End, JC Penney, The Uniform Place, Target (French Toast brand name), Kohl’s (Sonoma brand name), Toys R Us (Lee brand name), or the Gap. Talbots carries another option for slacks.

Girls’ Requirements:

Students may not wear long-sleeved shirts under short-sleeved shirts. Only white undershirts may be worn under uniform short-sleeved shirts provided they are not visible except at the collar.

Jr. High <i>Uniform Skirt</i>	Lloyd Navy & Green Plaid must be no more than three (3) inches from top of kneecap. May wear yoga-style leggings under skirt; NO sweatpants or pajama bottoms are allowed; skirts may not be worn rolled at the waist	Uniform Place Style #868 Yoga pants in the style of Lands End #24467-OAD9
Primary/Intermediate <i>Uniform Jumper</i>	Lloyd Navy & Green Plaid must be no more than three (3) inches from top of kneecap. May wear yoga-style leggings under skirt; NO sweatpants or pajama bottoms are allowed.	Uniform Place Style #1113
Long or Short Sleeve Polo	White, Navy, or Red Button only, no snaps No logos or designer names Shirts must be worn tucked in	Uniform Place Knit Polo
Turtleneck	White, Navy, or Red No logos or designer names Shirts must be worn tucked in	Uniform Place Turtleneck
Sweater	Navy or White No logos or designer names	Uniform Place Cardigan
SJV Sweatshirt	Navy – current style with SJV logo or plain navy crewneck; no hoodies	Lands End
Pants	Navy cotton or corduroy No cargo style, Hip-huggers No contrast stitching	
Shorts	Navy Walking Short (May 1st to October 30th only); no cargo style	Uniform Place Shorts
Socks	White or Navy socks	
Shoes	Arch supported shoes only; NO sandals, moccasins, open-toe or backless shoes including Crocs and Heelies. Boots (including Ugg’s) are only to be worn outside for recess	

Boys' Requirements:

Students may not wear long-sleeved shirts under short-sleeved shirts. Only white undershirts may be worn under uniform short-sleeved shirts provided they are not visible except at the collar.

Long or Short Sleeve Polo	White, Navy, or Red Button only No logos or designer names Shirts must be worn tucked in	Uniform Place Knit Polo
Turtleneck	White, Navy, or Red No logos or designer names Shirts must be worn tucked in	Uniform Place Turtleneck
Sweater	Navy or White No logos or designer names	Uniform Place
SJV Sweatshirt	Navy – current style with SJV logo or plain navy crewneck; no hoodies	Lands' End
Pants	Navy cotton or corduroy No cargo style or Hip-huggers No contrast stitching	Uniform Place Pants
Shorts	Navy Walking Short (May 1st to October 30th only); no cargo style	Uniform Place Shorts
Socks	White or Navy socks	
Shoes	Arch supported shoes only; NO sandals, moccasins, open-toe or backless shoes including Crocs and Heelies. Boots (including Ugg's) are only to be worn outside for recess	

Make-up/Jewelry:

- Students are not allowed to wear make-up
- Only clear nail polish is acceptable
- Stud earrings are acceptable; no dangle or hoop earrings

Gym Uniforms:

- Gym Uniforms are mandatory for grades 4-8.
- Navy SJV t-shirt and SJV shorts only
- Gym Uniforms are purchased through the H&S Association

Out-of-Uniform/Non-Uniform Guidelines:

- Comfortable, casual, weather-appropriate clothes in good condition are acceptable
- No see-through materials
- No inappropriate or offensive messages/slogans on clothing
- Shorts or skirts may be no shorter than 6" above the knee
- No halters, tube tops, spaghetti straps or bare midriffs are allowed
- No sandals, open-toed or backless shoes including Crocs and Heelies; boots (including Ugg's) are only to be worn outside for recess
- No frayed or torn hems

Dress Code Violations:

Determination of whether a student is in compliance with the dress code is at the discretion of the teacher/school administration. The school administration is the ultimate authority regarding the uniform guidelines. Any item(s) not specifically addressed by these guidelines are at the discretion of the school administration. The administration may call parents/guardians to request that appropriate clothing be brought to school so the child may be in conformity with the school's dress code. Failure to adhere to the uniform guidelines undermines the educational environment at St. John Vianney School.

After several verbal warnings, a teacher may issue a written notification that is sent home to parents informing them of their child's dress code violation(s). This notice must be signed and returned to the homeroom teacher. Repeat offenders (more than 3 notifications between Out of Uniform Days) are not permitted to participate in the next Out of Uniform Day.

PARENT NOTIFICATION OF DRESS CODE VIOLATION

Student Name _____

Date _____

Violation of the SJV Dress Code was found in the following:

- Shirt
- Untucked Shirt
- Pants
- Rolled Skirt/Jumper
- Sweater/Sweatshirt
- Accessory
- Other

This notice must be signed and return to the homeroom teacher the **next** day. **Repeat offenders (more than 3 notifications between Out of Uniform Days) are not permitted to participate in the next Out of Uniform Day.**

Teacher Signature _____

Parent Signature _____

Health and Safety

Current daytime telephone numbers of parents/guardians, and emergency contact persons must be on file in the school office at all times. Numbers must be updated as changes occur.

Accidents and Injuries

All cases of emergencies, serious accidents or injuries must be reported to the school office. Serious injuries and illnesses, including any incident of head trauma to a student, are reported immediately to the parents. Serious accidents and injuries are documented using an *Accident Report* form, reported to Catholic Mutual Insurance Company and kept in the parish office. The report states the events surrounding the accident or injury, and what first aid was administered.

Administration of Medicine Policy

This policy is Archdiocese of Milwaukee Office for Schools issued and is standard policy in the public schools of Wisconsin.

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or School Nurse.
 - a. Medication Consent form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Medication to be given in the school must have the following information printed on the container:
 - a. child's full name
 - b. name of the drug and dosage
 - c. time to be given
 - d. Physician's name
3. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been identified to do so. It is the responsibility of the student, if appropriate, not the school personnel, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and

homeroom teacher (refer to Form 5140.2c). The form states that the students has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absorbed from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

4. Only limited quantities of any medication are to be kept at school.
5. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
6. The length of time for which a drug is administered, which is not to exceed the current year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
7. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
 - a. It is advisable to have in the Principal's or School Nurse's office, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
 - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
 - c. School personnel are to report any unusual behavior of pupils on medication.
8. School personnel may provide aspirin or other non-prescribed medicine to students with written authorization from the student's physician and/or parents.

Asbestos Status

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), schools must perform inspections of their buildings for asbestos-containing materials. Every three years St. John Vianney performs a re-inspection of the asbestos materials. The latest inspection was performed by accredited inspectors in July 2006. Results of the inspections were reviewed, and no action was required. The asbestos in St. John Vianney is contained.

Information

Crisis Intervention

St. John Vianney School maintains a *Crisis Intervention Plan* that establishes clear, consistent, and coordinated procedures to maximize the safety of students, faculty and staff. The *Crisis Intervention Plan* will be executed in the event of such crises as natural disasters, fire, or any other threatening situation. The plan is reviewed annually, or as needed, by faculty, staff and students and is in accordance with Elmbrook School District, Brookfield Police/Fire Departments and St. John Vianney parish and school personnel.

Fire/Tornado Drills SJV follows the state and local requirements for the safety of the SJV community. SJV conducts nine (9) fire drills per year and two tornado drills a year. All drills are documented by school administration and records are kept in the school office.

Health Requirements

The following are the minimum required immunizations for admission to school per state law:

DPT (td)	at least four (4) doses
Polio	at least four (4) doses
MMR	two (2) doses after the 1 st birthday
Chicken Pox	as of 2005/06 all students K-12 must be vaccinated
Hepatitis	as of 1997/98 three (3) shots required for all Kindergarten and 7 th grade students

To be compliant, parent/guardians must provide the school with one of the following:

1. date of vaccination (mm/dd/yy)
2. an indication that the child has a history of chickenpox; or
3. a waiver for health, religious or personal conviction reasons.

Wisconsin state law (s.118.135, Wis, stats.) requires each pupil entering Kindergarten to provide evidence of an eye examination by a physician or optometrist. A form is available from the school.

When a communicable disease has been reported, and it is deemed important to the health and safety of our students, the school will inform the parents of the children in the classrooms involved not disclosing student names or personal information.

Health Room

In the case of illness, the student is to initially report their ill health to the teacher in charge. If feelings of ill health continue, students are sent to the Health Room for care. Limited care can be given in the Health Room, mostly offering First Aid. Children are encouraged to return to school if rest improves their condition.

Parents are notified to pick up their child from the Health Room if the illness does not improve. Parents must sign out their child when taking them home. Professional medical personnel are the only people certified to give a medical opinion, not the Health Room volunteer.

School Food Allergies

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (refer to Form 5140.2d). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food

products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen.

The school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for individual students and their families.

Wellness Policy

SJV recognizes its responsibility to promote a healthy learning environment that encourages maximum student potential. This policy is intended to create an environment that supports the development of lifelong habits of healthy eating and physical activity. Additionally, this policy supports the mission of SJV as it promotes life-long wellness behaviors and links healthy nutrition and exercise to students' overall well being, scholastic performance and readiness to learn.

The Wellness Policy of SJV shall be as follows:

Nutrition Education Goals

1. SJV shall make reasonable efforts to ensure that nutrition education is integrated into appropriate aspects of the core curriculum.
2. When planning curricular-based food experiences, SJV and its staff shall make reasonable efforts to encourage students to seek out good nutrition choices where appropriate.
3. SJV and its staff shall consider school wellness policy guidelines in planning school-based activities, such as, school events, field trips, dances, social events and fund raising activities.
4. SJV shall encourage its staff to integrate positive nutritional themes into daily lessons when appropriate, placing an emphasis on the benefits of good health and physical activity.
5. SJV shall encourage the practice of good nutrition by limiting the sale or distribution of foods of minimal nutritional value during the school day.

Eating Environment Goals

1. SJV shall make reasonable efforts to ensure that healthy meals are scheduled at appropriate times, with adequate time and space to eat and socialize. Whenever possible, SJV shall schedule lunch breaks as near to the middle of the school day as possible.
2. Where appropriate, SJV shall ensure that the students have at least 20 minutes within which to eat their lunch and socialize with their peers.
3. As long as it comports with other aspects of the school day and curriculum, SJV shall continue to schedule recess time before lunch to help ensure that students are less distracted and ready to eat.
4. SJV shall provide access to hand sanitizing facilities before lunch, and students will be encouraged to wash their hands before eating at all points of the day.
5. SJV shall make drinking fountains available so that students have access to water at meals and during the school day.

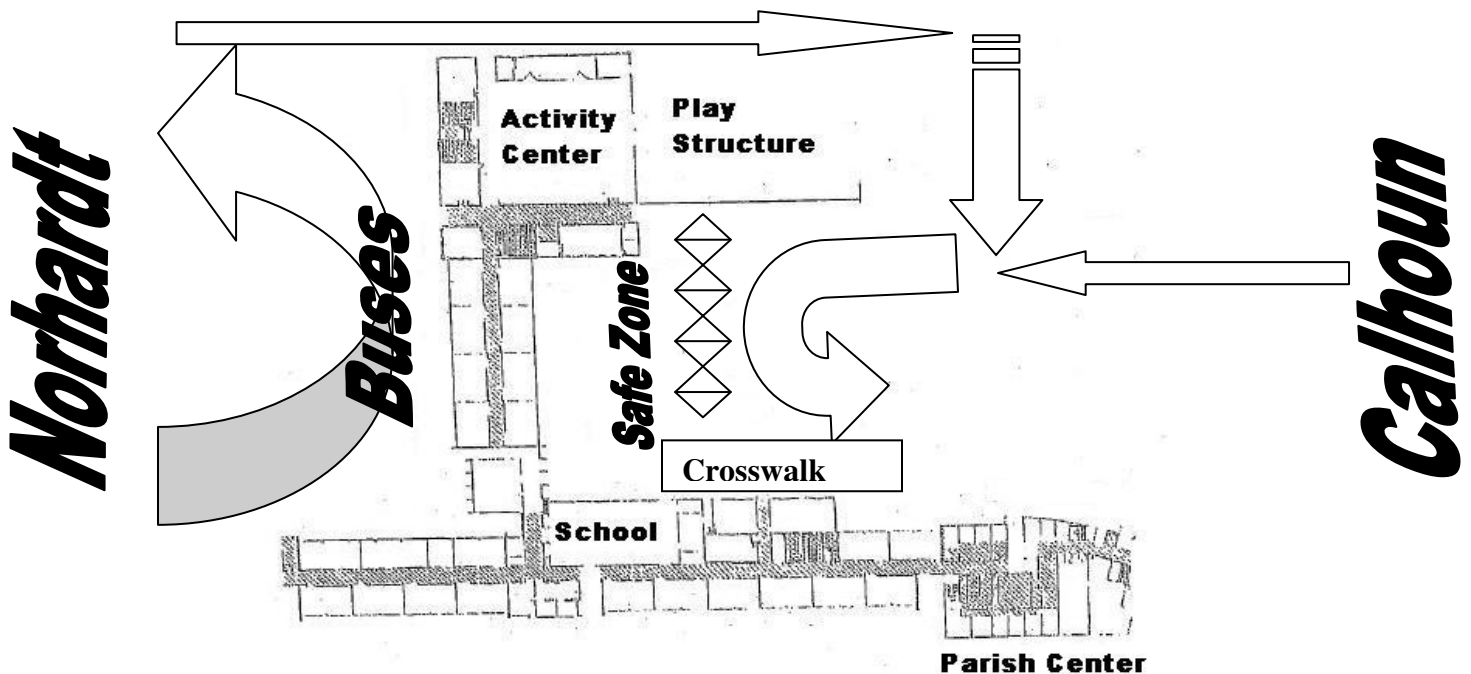
6. SJV shall make reasonable efforts to ensure that all students have access to healthy food choices during school and at school functions.
7. When informed of an issue regarding a student's health status with regard to food, e.g. a food allergy or other food related health concern; SJV shall work with the student and the student's parents to make reasonable and customary accommodations to address that student's health issues.

Physical Activity Goals

1. SJV shall make every reasonable effort to maintain a comprehensive physical activity program. This program shall include Physical Education classes, daily recess periods, after school physical activity programs, and health education that includes an emphasis on the benefits of physical activity as a main component.
2. SJV shall continue to make school physical activity facilities available for use by the students and families of SJV outside of school hours, in accordance with the use and care policy of the facilities.
3. SJV shall discourage the restriction of student participation in recess or other physical activities as a form of discipline or for classroom make-up time, unless the student's behavior constitutes a health or safety concern.

SJV shall maintain a sustained effort to implement and reinforce the goals of this Wellness Policy. The School Administration shall be responsible for ensuring that SJV and its staff make reasonable efforts to meet the requirements of this policy. The School Administration shall also be responsible for measuring the effectiveness of this policy.

Diagram for AM Drop-off and PM Pick-up Procedures



**Please
watch out
for children!**



**Please
watch out
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AM Bus Drop-Off:

- Buses enter the west parking lot off of Nordhardt Rd. through the south entrance, and exit the north entrance. No cars are allowed in this parking lot.
- Students exit buses and proceed on the sidewalk leading to the Middle School Doors, enter the doors, walk through the building to the parking lot on the east side of the school and stand with their classmates until pledge is said when the bell rings at 7:45am.
- Students enter the building with their teacher after the pledge.

PM Bus Pick-Up:

- Buses enter the west parking lot off of Norhardt Rd. through the south entrance, and exit the north entrance. No cars are allowed in this parking lot.
- Students exit the school building through the far west doors in the primary wing of the school.
- Students find their bus and board.
- Teacher Supervisors dismiss the buses when all classroom bus passes have been collected.

AM and PM Car Drop-Off and Pick-Up:

- Cars enter the east parking lot off of Norhardt or Calhoun and proceed through the car line near the school following the orange cone path.
- Students are dropped-off or picked-up from the right side, passenger door of the car.
- Once the car is empty or full, the car may follow the cone path or turn left to exit the line and parking lot onto Calhoun Rd.

NOTES