

DEFINITIONS

“Parish” shall mean St. John Vianney Parish.

“Parish Administration” shall mean the Pastor of St. John Vianney Parish.

“School” shall mean St. John Vianney School.

“School Administration” shall mean the Principal of St. John Vianney School.

“School Board” shall mean the St. John Vianney School Board.

DISTRIBUTION OF MATERIALS

The distribution of announcements, flyers, posters and all other communications to students, families and staff from individuals or groups must be approved for distribution by the School Administration.

STUDENT ADMISSIONS

The following priorities will be used to determine admission of students into any given class of St. John Vianney School:

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 and staff, and St. John Vianney 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.
5. 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 within seven (7) days to the notification of an opening in the enrollment of St. John Vianney School 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.

STUDENT ATTENDANCE

Illness/Injury

Students may be absent from School due to injury or illness 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. Communication regarding excessive absences will be sent to parents/guardians. Any unexcused absence is considered truancy under applicable state laws, and the proper authorities will be notified.

Tardiness

Students reporting to School after the 7:55 a.m. 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 the proper authorities. Students tardy because of a late school bus are not counted as tardy that day.

Vacation

If a parent/guardian plans to excuse a student from School for three (3) or more consecutive days during regularly scheduled class time, parents must notify the school office and the homeroom teacher in writing of the planned absence. Such notification should be given in writing at least one week before the first day of the planned absence. The completion of any missed work is the responsibility of the student.

FUNDRAISING AND STEWARDSHIP

The School Administration, 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.

EMPLOYEE INSUBORDINATION

All employees of St. John Vianney School are expected to perform job assignments and follow instructions given to them by the School Administration. Employees who have any objections to an assignment or instructions given can later file a grievance with the School Administration with respect to the assignment or instruction. Any grievances should be filed in accordance with the Grievance Procedures of the Archdiocese of Milwaukee.

Any display of disrespectful behavior toward School Administration or a supervisor is considered insubordination. This can include, but is not limited to, cursing at an administrator/supervisor, verbally or physically intimidating an administrator/supervisor, or speaking loudly or argumentatively to or about an administrator/supervisor.

Insubordination which has a severe impact on the authority of supervisory personnel, the efficiency of the School, the morale of coworkers, or the safety of coworkers, others or Parish or School property, may warrant immediate dismissal.

In the event that the School Administration deems an employee's behavior constitutes insubordination, the School Administration must notify the employee in writing of such determination and the penalty which will result if that behavior is not modified appropriately. Any incidence of insubordination shall be documented and retained by School Administration.

MEMBERSHIPS AND RESOURCES

The School shall maintain a membership in all organizations required by state law, and in any organization designated by the Archdiocese of Milwaukee. The School Administration, on behalf of the School, shall consider maintaining a membership in a national organization consistent with the nature and purpose of the School. The School shall subscribe to the relevant publications of the organizations in which it is a member, as recommended annually by the School Administration and the School Board.

The School Administration, or designee of the School Board, shall make available to the parents and employees such materials deemed relevant by the School Board, including the Policy Handbook of the Archdiocese of Milwaukee, the Policy Handbook of the School Board, the School Board Guidelines, and the minutes of School Board meetings.

EMERGENCY RESPONSE PLAN

The School Administration shall maintain an emergency response plan that establishes clear, consistent and coordinated procedures to maximize the safety of students, faculty and staff. The emergency response plan shall be reviewed periodically by faculty and staff. The plan will be established in accordance with any applicable State of Wisconsin, City of Brookfield, City of Brookfield Police/Fire Departments or Elmbrook School District requirements.

SCHOOL SURVEY

Subject to budget approval, the School Board shall regularly conduct a survey of school parents and 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 Long Range Planning Committee of the School Board shall review areas of concern raised by the survey and the School Board shall make appropriate recommendations to the School Administration based on the survey results.

CLASSROOM SIZE

All students in K4 through 8th grade are considered full time students. In order to promote the best academic and social environment and to maximize student performance, enrollment in each grade shall be limited. Except in the circumstances set forth below, St. John Vianney School shall limit enrollment as follows:

K4	20 students per classroom
K5	24 students per classroom
Grade 1	26 students per classroom
Grades 2 – 8	28 students per classroom

When a grade level reaches the maximum, prospective new students will be placed on a waiting list. The criteria for admissions are as set forth in the Student Admissions policy.

Because sibling populations may fluctuate, St. John Vianney School will accommodate, as much as possible, the school families who have enrolled their children in St. John Vianney School. Where sibling populations dictate, the School Administration may increase the above enrollment numbers as follows:

K4	24 students per classroom
K5	25 students per classroom

The increase in enrollment in the K4 classes from 20 to 24, and the K5 classes from 24 to 25, shall only be filled by the siblings of students who are enrolled in St. John Vianney School.

The siblings eligible for admission under this exception shall be placed on a waiting list and shall be admitted under the same criteria as apply to the waiting list for prospective new students as set forth in the Student Admissions policy.

SCHOOL WELLNESS POLICY

The School 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 the School 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 the School shall be as follows:

Nutrition Education Goals

1. The School 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, the School and its staff shall make reasonable efforts to encourage students to seek out good nutrition choices where appropriate.
3. The School 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. The School 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. The School 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. The School shall make reasonable efforts to ensure that meals are scheduled at appropriate times, with adequate time and space to eat and socialize. Whenever possible, the School shall schedule lunch breaks as near to the middle of the school day as possible.
2. Where appropriate, the School 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, the School shall continue to schedule recess time before lunch to help ensure that students are less distracted and ready to eat.
4. The School 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. The School shall make drinking fountains available so that students have access to water at meals and during the school day.
6. The School 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; the School shall work with the student and the student's parents to make reasonable accommodations to address that student's health issues.

Physical Activity Goals

1. The School 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 main component.
2. The School shall continue to make school physical activity facilities available for use by the students and families of the School outside of school hours, in accordance with the use and care policy of the facilities.
3. The School 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.

The School shall maintain a sustained effort to implement and reinforce the goals of this Wellness Policy. The School Administration shall be responsible for ensuring that the School 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.

STUDENT CLASSROOM PLACEMENT

If a parent/guardian wishes to request a specific placement for his/her child because of a significant, exceptional learning related need, he or she should make this known to the School Administration in writing or by scheduling an appointment for a conference with the School Administration. The request or appointment must be made before May 1 of the school year preceding the school year for which the request is being made. The decision of the School Administration is final.

LOST OR DAMAGED PROPERTY

At the discretion of the School Administration, the parent/guardian of a student may be held responsible for the cost of replacing Parish and/or School materials or property that are lost or damaged by his/her child.

ALCOHOL AND DRUG ABUSE

No student shall possess, distribute, sell, purchase or be under the influence of any illegal controlled substance, tobacco, inhalant or intoxicant on school property or during any school-sponsored activity. For any violation, the School Administration will comply with any legal requirements including notifying law enforcement. Appropriate disciplinary action will be handled under the discretion of the School and/or Parish Administration.

Prescription and non-prescription medications for students shall only be dispensed through the school office as referenced in the Health and Safety section of the St. John Vianney Parent-Student Handbook.

No school staff member shall possess, distribute, sell, purchase or be under the influence of any illegal controlled substance, tobacco, inhalant or intoxicant while performing the responsibilities defined in their employment contract. For any violation, the School Administration will comply with any legal requirements regarding notification of law enforcement. Appropriate disciplinary action will be handled under the discretion of the School and/or Parish Administration.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

School Administration has the right to limit or remove a student's eligibility for participation in any extra-curricular activities, including, but not limited to athletics, band, orchestra, forensics or other club activities sponsored or organized by the School. Participation in extra-curricular activities shall be subject to the student's compliance with the academic and behavioral expectations as enumerated in the St. John Vianney Parent–Student Handbook.

STUDENT RETENTION OR ACCELERATION

A student 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 level.

Students shall not be retained more than one (1) grade level during their attendance at St. John Vianney. Decisions on retention shall be made in accordance with the procedures set forth in the St. John Vianney Parent–Student Handbook. The School Administration shall make the final decision on the retention of a student.

Acceleration may be granted in exceptional cases upon the recommendation of the school staff and School Administration, and with the approval of the parents. The School Administration shall make the final decision regarding acceleration of a student.

EARLY ADMISSION TO KINDERGARTEN

A child whose birthday falls prior to October 1 and after September 1 may apply for early admission into the age appropriate grade level of K4, K5 or 1st grade. The parents or guardians will be advised of the procedure for determining their child's eligibility for early admission as set forth in the St. John Vianney Parent–Student Handbook for the school year in which they make the request. The School Administration shall make the final decision as to the early admission of the child.

HARASSMENT / BULLYING

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 supervision 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.

WEAPONS

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

The Discipline policy as specified in the St. John Vianney Parent-Student Handbook is adopted. The Discipline policy may be amended from time to time by the School Administration.

ELECTRONIC AND TELECOMMUNICATION DEVICES

Electronic 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 telecommunication device by students during the school day is prohibited, unless it is previously approved by the School Administration for a specific educational purpose.

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 the 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.

EXIT PROCESS

Upon receiving notification that a student will be withdrawing from St. John Vianney School, the School Administration, or its designee, shall request an interview with or seek comparable information from the parent(s) or guardian(s) of the student. The purpose of this informational request shall be to determine the reason(s) that the student is withdrawing from the School and to allow for an opportunity for the parent to provide feedback about the child's experience at the School. The School Administration shall prepare a report, with personal information redacted, based upon the findings of this informational request and provide it to the School Board with recommendations, if any, for actions that may need to be taken.

HEAD TRAUMA REPORTING REQUIREMENT

If School staff or volunteers become aware of any incident of head trauma to a student during the course of a school day or school event, they are obligated to notify immediately the parent or guardian of that student.

OPEN FORUM POLICY

Each School Board meeting will offer an Open Forum in which interested persons are given the opportunity to speak to the entire School Board.

Prior to the meeting, each speaker must contact the Chair of the School Board to have the issue placed on the agenda. A brief summary of the intended presentation must be provided to the Chair.

Presentations will be limited to two (2) to four (4) minutes. At the discretion of the Chair, the number of presentations may be limited in order to complete agenda items already in place for the meeting and to eliminate redundancy. No discussion, except for clarification, will be held during the Open Forum.

The School Board will determine by consensus if action or further study is necessary. If deemed appropriate, the issue will be directed to a board member or committee for further investigation or review. If necessary, the issue will be placed on a future agenda for further discussion.

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. 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.