

ST. JOHN VIANNEY CATHOLIC SCHOOL

Scholarship Joining Values



Parent Handbook

ST. JOHN VIANNEY CATHOLIC SCHOOL

Parent Handbook

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Table of Contents

Principal's Letter

i

CHAPTER 1: SCHOOL COMMUNITY SUCCESS AND HISTORY

Words of Encouragement	1
History of School	2
St. John Mary Vianney	5

CHAPTER 2: MISSION AND PHILOSOPHY

Educational Mission of the Church	6
Diocesan Mission for Catholic School Ministry	6
St. John Vianney School Mission	7
St. John Vianney Philosophy Statement	7

CHAPTER 3: STUDENT EXPECTATIONS

Attitude	8
Christian Behavior	8
Student Learning Expectations	9
Uniform Policy	10

CHAPTER 4: ADMISSION AND ACADEMICS

Admission Policy	14
Admission Regulations	14
Nondiscrimination Policy	15
Potential Students/Visitors	15
Accreditation	15
Educational Program	15
Academic Programs	15
Program Revision and Improvement	15
Educare	16
Homework Policies	16

CHAPTER 5: ATTENDANCE POLICIES AND PROCEDURES

Attendance	17
Arrival and Departure	17
Tardiness	17
Absences	17
Early Dismissal	17

CHAPTER 6: REPORT OF STUDENT PROGRESS

Parent-Teacher Conferences	19
Report Cards	19
Retention	19

Student Records	20
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CHAPTER 7: COMMUNICATION

Communication	21
Procedures for Communicating Concerns	21
Communication Newsletters	21
Telephone	22
Family Directory	22
Sycamore	22

CHAPTER 8: EMERGENCY PROCEDURES

Emergency Procedure	23
Principal Responsibility	23
Teacher Responsibility	23
Parent/Student Responsibility	24
Dismissal of Students	24
Emergency Closures	24
Emergency Card File	24

CHAPTER 9: DISCIPLINE AND SAFETY

Discipline	25
Bully Policy	26
Bus Regulations	29
Playground Safety	29
Equipment Rules	30
Playground Supervisors	31
Student Safety	32
Traffic Safety	32

CHAPTER 10: ATHLETICS

Athletic Policy	33
Athletic Eligibility	33
Appeal Process for Disciplinary Action	34

CHAPTER 11: GENERAL SCHOOL POLICIES AND RESPONSIBILITIES

Finances	35
Insurance	35
Immunization Information	35
Lunch	36
Milk	36
Parties	36
Field Trips	36

CHAPTER 12: HOME AND SCHOOL CONNECTIONS

Association	37
Volunteers	37

APPENDIX

Homework Policies
Behavior Report Form



School Community Success and History

Words of Encouragement

Our words and actions have a powerful impact on those around us. When we are in the halls talking with fellow parents, students, and teachers please keep the following in mind so that we may maintain a positive atmosphere in our school.

Ask yourself the following questions before deciding to discuss matters in and around the St. John Vianney Campus:

1. Are my words pure?
2. Is what I am saying true?
3. Is what I am saying necessary to ensure the positive nature of the school?
4. Are my words kind to others?
5. Is what I am saying helpful to the school community?

Reminders from the Bible to help us strive to live the resurrection:

"Love one another deeply from the heart."

"Rid yourselves of all malice, and all guilt, insincerity, envy and all slander."

"Conduct yourselves honorably."

"Honor every one. Love the family of believers."

"All of you have unity of spirit, sympathy, love for one another, a tender heart, and a humble mind."

"Keep your conscience clear."

"Be hospitable to one another without complaining."

"Clothe yourselves with humility in your dealings with one another."

"Cast all your anxiety on God."

"Discipline yourselves, keep alert."

History of the School

1949: The beginning of Our History. . .

The story of St. John Vianney School began in 1949. Post war growth was causing widespread expansion throughout the Spokane Valley. The Diocese of Spokane, foreseeing the needs of the Catholic population, had purchased a 5 acre tract of land near Farr Road and Valleyway. On Trinity Sunday, the new parish of St. John Vianney came into existence. The newly appointed pastor, Rev. Paul Reilly, celebrated the first mass in Opportunity Town Hall. In the summer of 1949, construction began on a gymnasium that was to serve as worship space. At midnight on Christmas Eve of 1949, Mass was celebrated in the new structure.

With a place for worship completed, parish thoughts and ideas turned toward a parochial school. Through the hard work and dedication of the parishioners of St. John Vianney Parish, a new school and convent was opened in August of 1953. The new school accommodated the first four grades. A grade a year was added and in 1957 the school was complete with students from the first through the eighth grade. The Dominican Sisters of Sinsinawa, Wisconsin, graciously agreed to teach the children. In 1959, St. Michael's Hall (named in honor of our first school principal, Sister Michaelina) was built and the first eighth grade class graduation was held in the hall.

The parish and school have undergone many changes since those early days. The first parish gymnasium, which was utilized as a church building, is now a multi-purpose facility. A parish building project that began in the 1980's resulted in the building of a new church and hall in 1988, and remodeling of the "old church" (first gym). The "old church" is still a focal point of activity for the school. It contains the library, multi-media center, computer center, three classrooms used for the sixth, seventh, and eighth grades, plus a conference room/lunch room for teachers and staff, and principal's office.

The Dominican Sisters were represented on the staff until Sister Kathy's departure in 1990. Today our school is staffed completely by lay people. All of them are board certified as teachers in the State of Washington. These folks bring enthusiasm, varied backgrounds, and are highly skilled educators.

The school recognizes the needs of a changing society and the difficulties of two working parent families. Under the leadership of it's first lay principal in 1986, St. John Vianney began offering day care and also started a preschool and kindergarten program. These have been very successful and integral components to the school over the past several years. A grant from the Comstock

Foundation helped provide a small children's playfield. The child care center is licensed through the Department of Social and Health Services. The first grade enrollment climbed from fifteen in 1986 to a constant of twenty-five to thirty students. This indicated clearly the support and need for preschool and kindergarten in combination with the day care as a service to our families.

Some of the children who attended SJV in those early days have children of their own who have gone through the school. We salute those families. However, many new families have come to join us. Some relocate in Spokane from far off parts of the country. Our children represent a diversity of backgrounds and family lifestyles. From the single mom/dad struggling to make ends meet, to the small business owner just starting out, to the engineer's daughter or the laborers' son; all are welcome.

It has been an evolving history. Our vision of the future is that SJV will continue to provide excellent academic programs and social growth for students, in an atmosphere of Catholic, Christian values.

Defining our Task . . .

St. John Vianney School is a ministry of Saint John Vianney Catholic Parish and the broader Church community. In an atmosphere of Gospel values, acceptance and challenge, St. John Vianney School provides each individual student with an optimum education. This education includes an opportunity to develop responsibility for individual actions, to join in community service for the sake of others, and to learn the art of peacemaking.

The parents, faculty and staff of St. John Vianney School choose to promote and support the continued existence of Catholic education for the purpose of developing educated and conscientious young members of the community of Christian believers. St. John Vianney School will:

1. Emphasize Christian development of students by:
 - a. teaching Catholic religion, with fidelity to values and practices of the church,
 - b. integrating Christian truths and values throughout the curriculum, and personal integration of faith with daily living,
 - c. providing opportunities for prayer, worship, sacraments, community outreach, the celebration of the liturgical seasons and common cultural faith traditions.
2. Provide academic excellence to educate the whole child intellectually, spiritually, emotionally, and physically by;
 - a. conducting ongoing evaluation and upgrading of curriculum. This will include seeking and accepting parent input on programs to enhance or improve curriculum.
 - b. providing instruction appropriate to the child's ability, within our program capabilities,
 - d. hiring and rehiring teachers based on instructional expertise and support of school philosophy,
 - e. recognizing parents' role as primary educators of their children.Thus, teachers will communicate frequently and directly with parents. Parents will be involved in the school as instructional assistants, advisors, resource persons, and decision makers.
3. Aid and direct students in developing a sense of the worth of all people, respect for all people, strong, positive self regard, and responsibility for their own learning, behavior and choices by:

- a. placing high values on compassion, respect and reconciliation by and for all members of the school community,
 - b. integrating faith instruction throughout school life,
 - c. providing a friendly, supportive and respectful environment,
 - d. providing instruction in the concepts of making choices and personal responsibility.
4. Enable and encourage families to choose Catholic education at St. John Vianney School regardless of racial, social, or economic background by:
- a. continuing to seek out new students from the broader Spokane Valley area and including Kootenai County, Idaho,
 - b. operating the school on the basis of faith through the application of the FAIR SHARE tuition program.

Securing the Future . . .

Historically Catholic schools have dedicated themselves to the education of all children, particularly the poor. They have made an outstanding contribution to the Church and the society at large in all regions of the United States, including the Pacific Northwest.

Accordingly we at St. John's, following the diocesan leadership and building on the dedicated work of our parish and parents, have embarked on a multiphased set of planning and implementation projects. This includes participating in the ongoing process of accreditation. Our goal is to provide Catholic education at St. John Vianney not just the next year or the next five years, but continuing into the future, where each individual student receives an optimum education in an atmosphere of Gospel values.

Programs: Meeting the needs of the students in the 2000's and beyond . .

St. John Vianney is known for its academic excellence. The school standardized test profile is consistently above the national, state and local standard achievement scores, particularly in math and reading comprehension. Students are encouraged to keep journals on a daily basis and to read beyond their assigned materials. A strong emphasis is placed on science and the environment. Teachers provide a multitude of different learning experiences in their classrooms. These experiences reach varying learning styles and respond to various academic levels. Special programs are provided to meet the needs and desires of our students to go beyond classroom instruction. Such programs include Able Learners, Speech Tournaments, Spanish, Choir, Conditioning, Robotics, etc.

Additionally, diocesan approved programs include human sexuality, substance abuse, personal safety and AIDS. The fifth through eighth grade boys and girls are encouraged to participate in athletic programs including sports in every season.

The school's discipline program is fair, firm and friendly. This program is based on the concept that the student is responsible for his/her actions. This discipline program is considered an aspect of moral guidance, not application of punishment for misdeeds. It's purpose is to establish and reinforce the growth of inner discipline, increase respect for God, self and others, and provide a

classroom situation that is conducive to learning. Activities that are conducted with respect for God, self and others are accepted with recognition. Students whose conduct is not based on Christian values accept consequences that are set and taught to throughout the year. The consequences are natural and directly relate to the expectation that was not met.

SAINT JOHN MARY VIANNEY

Saint John Mary Vianney is familiarly known as the Cure' of Ars and as such is the heavenly patron of all parish priests. He was born of poor parents in Dardilly, France, in 1786. He began his studies for the priesthood at the age of nineteen and only after many failures and difficulties was he ordained in 1815. He was appointed pastor of the village of Ars where the Faith had practically vanished. Here he labored for the rest of his life gaining a worldwide reputation as a priest who practiced great penance, exercised a wondrous power in the confessional, and softened the hearts of sinners by his preaching. After many trials, Father Vianney, exhausted by his labors and his penance, returned his soul to God in 1859. He was canonized in 1929 and his feast is celebrated on August 9.

Almighty and merciful God,
You made St. John Vianney glorious
by his pastoral zeal and constant prayer and penance.
Grant that by his example and prayers
we may be able to win the souls
of our brethren for Christ.

Mission and Philosophy

EDUCATIONAL MISSION OF THE CHURCH

Fully aware of the principles outlined in Church Doctrine and Documents, we believe in the necessity of communicating that the educational mission of the Church embraces the following interlocking dimensions.

MESSAGE - revealed by God which the Church proclaims.

COMMUNITY-WORSHIP - in the life of the Holy Spirit.

SERVICE - to the entire human community.

JUSTICE - a constitutive dimension of the Gospel.

PEACE - interdependence.

COMMUNICATION-EDUCATION - process, attitude, media, methodology.

DIOCESAN MISSION STATEMENT FOR CATHOLIC SCHOOL MINISTRY

As stewards of the Catholic faith in Eastern Washington, and in the name of the total Church community in the Diocese of Spokane, we pledge to provide and sustain a system of Catholic schools that

- affirms parents as primary educators of their children
- is committed to excellence in the Catholic Christian formation and excellence in education
- is dedicated to fostering a sense of unique value in each child and
- educating the whole child spiritually, intellectually, emotionally and physically
- prepares children for life-long service in the Church and society
- enables families to choose a Catholic education regardless of racial, social, or economic background.

ST. JOHN VIANNEY CATHOLIC SCHOOL MISSION STATEMENT

St. John Vianney Catholic School, a ministry of St. John Vianney Parish, is a Catholic community committed to creating a learning environment that encourages students to be faithful and active Catholics who strive to know and serve God by knowing and serving others.

ST. JOHN VIANNEY CATHOLIC SCHOOL PHILOSOPHY STATEMENT

As a Catholic school community, we are called to:

- Teach religion, specifically Catholic;
- Emphasize discipleship based on Gospel values;
- Develop in children a love of learning and an appreciation of their gifts;
- Provide opportunities for physical, academic and spiritual growth;
- Model service, responsibility and respect;
- Offer opportunities for the worship of God;
- Instill an appreciation for the wonder and awe of all God's creation.

Student Expectations

ATTITUDES

As members of the educational community of St. John Vianney Catholic School, students have the right to expect, and the responsibility to promote, the following:

- an atmosphere suitable to personal and communal growth and appropriate learning;
- respect, encouragement, and support in a context of each one's responsibility for his/her own behavior and its consequences;
- opportunity and challenge to discover and use each one's God given gifts and talents.

Regular attendance, consistent application to the learning processes, faithful adherence to school policies, rules and regulations, and general cooperation in promoting the Gospel values proclaimed in the school's philosophy and goals are signs of each student's commitment to membership in this community.

CHRISTIAN BEHAVIOR

All persons in and around the school building are to be respected and treated kindly. Supervisors insure safety. Pupils must comply with requests promptly and willingly. Visitors are to be welcomed. All helpers are to be appreciated and supported.

Speech and actions are to reflect Gospel values. Inappropriate language, and disrespectful attitudes and behaviors are not acceptable behavior.

In consideration of others in the school, voices are to be kept moderated and peaceful, especially in halls and common areas.

Property belonging to other students or to the school is to be respected and treated with great care. Carelessness or abuse on the part of any student will result in that student's and his/her parent's responsibility for replacement or repair. Textbooks are to be covered and are to be carried in some kind of book bag. The total cost of replacement will be charged for any book that is lost or abused. Students experiencing difficulty of any kind may request a confidential conference with teacher and/or principal at a time suitable to both.

STUDENT LEARNING EXPECTATIONS

A St. John Vianney Catholic School graduate is...

A Faithful active Catholic who...

- Seeks a relationship with God using the scriptures for spiritual formation
- Participates in the Catholic faith community, worship, service and stewardship
- Respects God, self others and the diversity of God's creation

A diligent learner who...

- Possesses a life long curiosity and enthusiasm for learning in academic, artistic and extracurricular arenas
- Demonstrates a strong foundation in the basics of all subjects achieving academic success appropriate to ability
- Demonstrates problem solving and critical thinking skills
- Works towards goals
- Is developing responsibility and accountability for choices

An effective communicator who...

- Articulates thoughts and ideas clearly through oral; written, and visual media
- Speaks publicly with confidence and poise
- Listens critically and compassionately, expresses thoughtful opinions and works cooperatively with others

A problem solver who...

- Works independently and collaboratively to create solutions while demonstrating tolerance, respect and appreciation for different viewpoints and perspectives
- After considering alternatives, can make a confident moral choice based on Gospel values
- Practices self discipline and takes responsibility for their actions

A self aware individual who...

- Understands and utilizes their unique gifts and talents appreciating the gifts and talents of others
- Demonstrates an understanding of a good physical and mental health style including proper diet and hygiene
- Is developing their full physical potential and has knowledge and appreciation for a variety of physical activities while demonstrating good sportsmanship
- Demonstrates honesty in all endeavors
- Demonstrates appropriate etiquette for all occasions

UNIFORM POLICY

Catholic schools exist to teach Catholic, Christian values. The values we teach our children are reflected in the way they dress as well as their other behaviors. The SJV dress code has been written to reflect the values we hope to pass on to our children.

Teaching children to look for each other's inner gifts and worth is a difficult task. The uniforms worn at SJV help students to look beyond outward appearances.

Uniforms are worn by all students, K-8, at St. John Vianney Catholic School, every school day, unless the Principal pre-approves an alternate dress for a particular day.

Plaid uniform skirts, skorts, and jumpers may be purchased at Dennis Uniforms at 526 W Main Avenue.

The uniforms of St. John Vianney are in response to parental request and therefore, uniform supervision is first and foremost the responsibility of the parents. Please observe the following guidelines:

- If a student cannot arrive at school in complete uniform, a note must accompany them explaining the reason why a uniform is not worn.
- If a student arrives at school not in uniform for legitimate reasons, they must wear dress clothes, NOT jeans.
- P.E. clothes are acceptable ONLY during P.E. class.

GRADES K-5

Shirts

- Long sleeve red polo
- Long sleeve white polo
- Short sleeve red polo
- Short sleeve white
- White turtleneck
- Red turtleneck
- White blouse (peter-pan collar)
- White dress shirt

Pants, Jumper, Shorts, Skirts or Skorts

- Twill navy long pants
- Twill navy walking shorts
- Plaid or navy shorts
- Plaid or navy jumpers (For Girls Only)
- Plaid or navy skirts (For Girls Only)
- Plaid or navy skorts (For Girls Only)

GRADES 6-8

- Short sleeve navy or white polo
- Long sleeve navy or white polo
- Khaki pants
- Khaki shorts
- Khaki skirts (For Girls Only)
- Plaid or Khaki skorts (For Girls Only)
- Plaid shorts (For Girls Only)
- Plaid skirts (For Girls Only)

GRADES K-8

Sweatshirts, Sweaters, Vests

- Navy sweatshirt with school logo
 - Navy fleece zip-up with school logo*
 - Navy fleece vest with school logo*
 - Navy sweater with school logo*
 - Red vest
 - Red pullover sweater
 - Red sweater cardigan
 - Button up sweater (Solid red)**
- * Purchased through Uniform House

** Additional Options for GRADES 6-8

- Short sleeve navy or white polo
- Long sleeve navy or white polo
- Khaki pants
- Khaki shorts
- Plaid skorts (For Girls Only)
- Plaid shorts (For Girls Only)
- Plaid skirts (For Girls Only)

DRESS UNIFORM:

LONG PANTS – Navy or Khaki (6-8gr)
SKORTS – Navy, Khaki (6-8 gr) or Plaid
SKIRTS – Navy, Khaki (6-8 gr) or Plaid
JUMPERS – Navy or Plaid

SHIRT – White Only
VEST – Red Only
SWEATER – Red Only
CARDIGAN – Red Only

Vests, Sweaters and Cardigans do not need to be worn with the jumper.

Khaki bottoms are for grades 6-8 only. SHORTS are NOT a part of dress uniform.

DRESS UNIFORMS ARE TO BE WORN ON MASS DAYS OR DESIGNATED DRESS DAY.

Specific Uniform Policies

ALL students are expected to be in complete uniform attire at all times.

Complete uniform attire means:

- Shirts are "Tucked-In" on **dress uniform days**. Shirts worn underneath the uniform shirt should not be visible. Any shirt worn underneath the required uniform shirt must be a **solid** shirt in white, red, or blue and **must be the same color as the uniform shirt being worn** or may be solid white.
- Red, Black, Blue or White socks/tights/leggings are the only appropriate socks to be worn with school uniforms.
- Appropriate grade level colored pants, jumpers, shorts, and skirts should be neat and without holes or frays.
- Shorts, jumpers, skirts, and skorts must be within 3 inches of the top of the knee cap.
- Shorts may be worn from August until November 1st and April 1st through the end of school. (EXCEPTION: If the temperature that day is above 75 degrees student may choose to wear shorts for that day only)

- Closed toed and closed heeled shoes will be worn at all times (including free-dress days). No slippers, sandals, or sandal type shoes allowed.

"Free Dress" means that students are allowed to wear appropriate clothing for grade level and **that is not offensive**. Special days will be designated as "Free Dress" Days. These days will be announced.

- Skirts and shorts **MUST** be within 3 inches of the top of the knee. Shirts must be school appropriate and have no slogan or pictures that are of crude or inappropriate humor.
- No dresses or shirts that are: strapless, have spaghetti straps, or are halter tops will be allowed unless wearing a shirt or sweater to cover up.
- No pajamas or slippers will be allowed unless it is specified as a theme day.

Dress Uniform Policy

Dress uniform days (other than Mass Wednesdays) will be advertised in advance to all school families. In addition, teachers send home reminders in their class news notes. Uniforms may be purchased at vendors of your choice as long as they are exact replicas of the items on display. The jumper may be hand made using the pattern that is on display and using navy twill or gabardine fabric.

PRESCHOOL

No uniforms are worn in Preschool. Please dress your child in clothes that are comfortable and suitable for outdoor play and floor activities.

Admissions and Academics

ADMISSION POLICY

St. John Vianney Catholic School welcomes children in grades K-8 for whom a suitable educational program can be provided and as long as there are spaces available, in compliance with school registration procedures and according to the school's non-discrimination policy.

ADMISSION REGULATIONS:

1. In accordance with the Diocesan Board of Education and the St. John Vianney Catholic School Advisory Council policies and the definition of parish membership provided in the parish constitution, the following regulations shall apply regarding the order of admission to St. John Vianney School for the first time entering grade 1-8 students.
 - a. Children of registered members of St. John Vianney Parish who have children already enrolled in St. John Vianney Catholic School, in order, from established waiting list;
 - b. Children of registered parish members, in order, from the established waiting list;
 - c. Children of Catholics who are not members of St. John Vianney Parish, in order, from the established waiting list;
 - d. Children of all other people who apply for admission, in order from the established waiting list.
2. Students entering St. John Vianney kindergarten will be admitted in this order:
 - a. those who have siblings presently enrolled in the K-8 program of St. John Vianney Catholic School;
 - b. those currently enrolled in the St. John Vianney preschool who are children of registered St. John Vianney parishioners;
 - c. those who are children of other registered St. John Vianney parishioners;
 - d. those who are children of families attending other Catholic parishes in Spokane and Kootenai County, Idaho;
 - e. those currently attending St. John Vianney preschool whose families are not Catholic;
 - f. all other students.
3. Returning students not registered at the appropriate time will fall into the new admission policy regarding order of admission.
4. Class size in grades 1-8 will not be more than 30 except in cases of multiple child families with discretion left to the principal to increase enrollment to 31.
5. Age regulation for kindergarten enrollment will follow state regulations for admission with the exception of those children who:

- a. Score at or above kindergarten level in official testing; AND
 - b. Whose parents have had an extensive interview with the principal and kindergarten teacher; AND
 - c. Whose parents have agreed that the kindergarten teacher and principal have the final word in determining readiness for first grade and who have signed a document verifying this agreement.
6. Students transferring into St. John Vianney Catholic School after kindergarten will be assigned grade placement according to the recommendation of the previous school unless parents or the school express concern. In that case, placement testing and consultation with the parents will assist the school's administration in forming a grade placement decision. Admission may be on a trial basis for a period of time to assess compatibility of the student(s)' needs and the school's program.

NON-DISCRIMINATION POLICY

In the Gospel message, we are taught that Jesus came to teach all people and that God wills all to be saved and come to the knowledge of the truth. St. John Vianney Catholic School is an institution which, above all, strives to proclaim and live this message. With this in mind, this school will admit all children, regardless of race, color, sex, national and ethnic origin, handicap, or financial situation.

POTENTIAL STUDENTS/VISITORS

St. John Vianney Catholic School welcomes visitors who are considering enrolling. A visitation appointment needs to be made at least a day in advance. Such guests are to stop at the school office on the day of the appointment.

ACCREDITATION:

WASC (Washington Association of Schools and Colleges) and WCEA (Washington Catholic Education Association) granted St. John Vianney Catholic School full certification.

EDUCATIONAL PROGRAM

In compliance with the Administrative Code for schools in the State of Washington, St. John Vianney Catholic School meets approval standards regarding calendar days, program hours, course content, health and safety codes, and administrative practices.

ACADEMIC PROGRAM

St. John Vianney Catholic School offers a strong, academic program through a comprehensive K-8 curriculum which emphasizes basic skills in reading, math, language arts, social studies, and science. As a result, a high percentage of St. John Vianney Catholic School students consistently rank at or above the 90th percentile in annual group achievement testing.

Physical education is provided by the part-time specialists. Spanish is part of the regular curriculum for grades K-8. Computers are used by students in most classrooms and are available in the library for student use with a teacher's permission.

A variety of instructional techniques, including one-to-one, small groups, learning centers, and large groups, accommodates all learning styles.

PROGRAM IMPROVEMENT

Continuous program evaluation and improvement is fostered by half day and full day faculty in-

services. On these days, the faculty spends time on some facet of program improvement. Dismissal on half days occurs at 11:00 AM.

EDUCARE

The Educare program is open to all children enrolled at St. John Vianney School without regard to race, religion, or sex. Our hours of operation are from 7:00 AM to 6 PM. The St. John Vianney Educare Program is state licensed, self supporting, and serves as an extension of the school day and school year. It can serve you on an intermittent basis, on an emergency basis, or on a regular basis. Educare is in operation with the exception of the following days: LABOR DAY, THANKSGIVING DAY AND THE FRIDAY AFTER, CHRISTMAS EVE, CHRISTMAS DAY, NEW YEAR'S DAY, MARTIN LUTHER KING DAY, MEMORIAL DAY, VETERANS' DAY and other minor holidays listed on our annual calendar. Educare will be open on in-service days, when there are enough students registered to cover the costs of the Educare program.

HOMEWORK POLICY

Homework is for the purpose of enrichment, reinforcement, and/or application of concepts previously taught as well as to encourage good study habits. It should be understood that some students may take more or less time for homework, depending on their ability and study habits. Make-up work missed due to absence is the responsibility of the student. **Appendix A-F** contains specific grade level homework expectations, policy for making up missed work due to absence, and guidelines for turning in assignments. We expect both students and parents to read the homework policies for their child's grade level.

HOMEWORK IS IMPORTANT. It counts heavily in our grading considerations. Those who monitor their children's homework habits and assignment books will contribute to the building of good work habits. Building these habits now will help contribute to the successful futures of your children, our students.

Attendance

Regular attendance helps provide an optimum learning environment for the student. St. John Vianney Catholic School is unable to provide a strong educational experience to those students who are not in attendance. *Private schools are not able to provide Home Schooling registration and recordation and must have clearly defined attendance policies in place to insure that we maintain maximum attendance.*

ARRIVAL and DEPARTURE

Supervision of our playground and court area begins at 7:45 AM. Students arriving prior to 7:45 AM must report directly to Educare and will be billed accordingly. Students who are not picked-up by 3 PM will be sent to Educare and will be billed.

TARDINESS

Students need to be at school on time. Disruptions caused by tardiness have a negative effect on the learning environment of the entire class. Late students need to get a tardy slip from the office. Consistent tardiness causes frequent reteaching, serious impedance of the organizational process, and in general causes distress to all concerned. When a student has been tardy 10 times in one quarter, the teacher will call for a parent conference.

ABSENCES

Should a child miss more than 15 days in a single school year, consideration will be given to a need for summer school, outside tutorial assistance and/or retention in the current grade. A contract will be established when a child reaches an accumulated total of the following: 1st Quarter 8 or more absences; 2nd Quarter 5 or more absences; 3rd Quarter 8 or more absences; and 4th Quarter 5 or more absences. Our strict attention will be devoted to this policy and its maintenance. Vacation during school is discouraged.

EARLY DISMISSAL

A student will not be released during the school day **without the written request of his/her legal guardian or parent.** (Parents without legal custody of their children must have the written permission of the legal parent to take a student.) This written request must be sent to school with your child and presented to his/her teacher at the beginning of the school day on which he/she is to be released. The teacher will then send this written permission to the office where it will be kept on file for one year. Students without written permission will not be released from school at any time. If a child has a regular appointment (for example, speech therapy or counseling which cannot be scheduled outside of school hours), a blanket written permission note may be sent to school where it will be kept on file.

When coming to school to pick up your child, you must sign your child out of school in either the principal's or secretary's presence. If you will not be returning your child to school, you will have to indicate this on the sign-out sheet. Upon returning your child to school after the appointment, you and your child must report back to the school office where you will sign him/her back into school in either the principal's or secretary's presence.

Report of Student Progress

PARENT-TEACHER CONFERENCES

Required, scheduled parent-teacher conferences are held after the first quarter. Optional, scheduled conferences are held after the third quarter. Parents are encouraged to schedule additional conferences with the teacher by note or phone as soon as any concern or questions arise.

REPORT CARDS

Report cards are issued quarterly to indicate assessment of each child's academic and behavioral growth during the quarter. Each grade level has a report card form specifically developed for this purpose.

KINDERGARTEN: At the kindergarten level, teachers are primarily interested in the developmental level of each individual child. Since each child has a unique internal time clock, progress is marked on his or her ability (or readiness) to perform a task.

PRIMARY: (Grades 1-4) There are still many tasks in these grades that are related to development. For this reason, letter (or percentage) grades are not used at these grade levels. Rather, the student is marked on his/her progress toward the attainment of expected norms or behaviors.

INTERMEDIATE AND JUNIOR HIGH: (Grades 3-8) Percentage grades are given. The following guideline in interpreting these percentages is based on the WA state grading scale.

(93%-100%) Excellent achievement. Work of high quality. Thorough in required work. Undertakes extra work. Consistently high percentage on tests and assignments.

(83%-92%) Very good achievement. Work of high quality. Thorough in required work. Consistently good percentage on test and assignments.

(73%-82%) Acceptable achievement. Adequate knowledge of subject matter. Improvement necessary.

(63%-72%) Below average achievement. Inadequate knowledge of subject matter. Improvement necessary.

(below 63%) Poor achievement. Very inadequate knowledge of subject matter. Much improvement needed if work is to be completed satisfactorily.

Students also receive feedback on social and homework attitudes and behaviors.

RETENTION

If it is suspected that a student may not be ready to advance to the next grade at the end of a year, the teacher will contact the parents as early as possible to share this concern. Joint evaluation, including teacher, parents, principal and possibly an unrelated evaluator, may meet to discuss the educational plan for the individual student. Recommendations and expectations will be made.

STUDENTS RECORDS

Confidential student records are kept at St. John Vianney Catholic School and may be reviewed by parents or released to appropriate agencies or agents after parents make arrangements with the school office. St. John Vianney Catholic School is in compliance with the Family Education Rights and Privacy Act of 1974.

Communication

Open and trusting two-way communication between school and home are essential to the school's fulfillment of its purpose. Thus, St. John Vianney Catholic School commits itself to facilitating this process.

PROCEDURE FOR COMMUNICATING CONCERNS

Teachers and parents are asked to make sure they have the "facts straight" before taking any action concerning children. Parents/students wishing to communicate concerns should proceed with the following steps:

1. Discuss the matter with the person who is involved.
2. If you are not satisfied, ask the principal to investigate and report back to you. The principal will respond in a mutually agreed upon time frame.
3. After the principal has investigated the matter, it may be necessary for all parties to meet to resolve the concern.
4. If at the conclusion of such a meeting, parents are still dissatisfied, further steps may be necessary to work out the matter. The parents may wish to include the Pastor, who has final determination in all matters concerning St. John Vianney Catholic School.

In order to protect the rights of the individual, confidentiality concerning any personnel or students will be upheld. **Discipline decisions will not be discussed with anyone other than the parent(s) of the child(ren) involved. Personnel issues will not be discussed with anyone.**

COMMUNICATION NEWSLETTERS

- ❖ **MONTHLY NEWSLETTER:** A school newsletter is available through Sycamore each month. You may also request through the office to have the newsletter emailed to you or a hard copy sent home with your child. Since this is the school's major home/school communication channel, it is very important that parents/guardians read it thoroughly each week.

Parents are welcome to submit articles or to contact the school office with notices to be communicated in the newsletter. These must be submitted by 9 AM Wednesday of the week that they are to be published.

- ❖ **TEACHER LETTERS:** Teachers also send home classroom letters weekly in the lower grades; and as necessity dictates in the upper grades

TELEPHONE

The telephones in the school are reserved for the use of school staff. The use of the school phone by students is limited to emergencies, which do not include asking parents to bring forgotten items, asking permission to go to a friend's home, etc. Teachers will determine emergencies. In order to use the school phone, a student must have a note signed by his/her teacher giving permission to do so.

FAMILY DIRECTORY

To facilitate communication, the school prepares and distributes to each family a directory of all school families, this directory is also available on Sycamore. Parents may request at registration time that any or all of the information be withheld; otherwise, permission to publish is assumed. The directory is intended for personal and school or parish related uses only. Any other use is a violation of the confidence in which it is distributed.

SYCAMORE

Access to Sycamore may be located on the school website at www.st.johnvianney.com Sycamore provides parents and students with the opportunity to review school notices, student grades, and assignments. In addition, Sycamore provides a secure avenue for communication with teachers through the "pass a note" feature. Teachers will update their grade book online every Thursday, but please be aware that some assignments and late work may take longer to be entered. Login information can be obtained through the office. Each student and parent is issued an ID and temporary password upon entering St. John Vianney and these stay the same throughout your time at our school.

Emergency Procedures

The following emergency procedures and recommendations are those this school will use as a guideline in the event of a local disaster. Read the following carefully.

CLASSES WILL NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES.

When the situation indicates departure of students is feasible, they will be released to parents or persons authorized to pick up the student. The emergency card filled out at registration contains this information. **(See “Emergency Card File” section)** Please check with the school to see if they have a record of the person(s) authorized to assume custody of your child(ren) should you not be available. Kindly update this record as needed.

St. John Vianney Catholic School has formulated the following plan in the event of a disaster such as but not limited to the following:

1. Earthquake
2. Fire
3. Bomb threat (peacetime)
4. Chemical accident/Hazardous materials
5. Explosion or threat of explosion
6. Volcanic eruptions
7. Other similar occurrences that might make a building uninhabitable

PRINCIPAL’S RESPONSIBILITY

All pre-disaster planning and preparedness is the responsibility of the principal, subject to the guidelines of Diocesan Risk Management. In the event of an emergency, he/she or the designated representative, will assume the leadership of disaster procedures for this school. At all times, the prime concern is for the welfare and safety of the students. Retention, transportation or release of students during emergency will be directed only after their safety and welfare is considered.

CLASSES WILL NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER THE SUPERVISION OF THE SCHOOL AUTHORITIES. When the situation indicates safe departure of students, the students will be released only to parents or persons authorized to pick up the child.

TEACHER RESPONSIBILITY

The classroom teacher is to be familiar with the disaster plan of the school and to instruct students in expeditious and ordered response to an emergency.

PARENT/STUDENT RESPONSIBILITY

Keep school records current as to present home address, telephone number, emergency contact people and persons authorized custody of the student(s).

Allow school to determine safe departure of students and not burden communication lines with inquires pertaining to such. Provide assistance when asked.

DISMISSAL OF STUDENTS

1. No one may leave the designated place in the yard for ANY reason. The teacher is responsible for keeping all his/her students in the area designated for the class until told to move.
2. Parents report to the school office and ask for their child. **Students are released only to parent or person(s) authorized on the emergency card or to an ADULT bearing signed permission from the parent. No student will be sent home alone. Record of released students will be maintained by school personnel.
3. Children needing overnight shelter will be taken to the nearest Designated Mass Care facility identified by the Red Cross. They will remain there until picked up by parents.

EMERGENCY CLOSURES

Should school ever close due to winter weather or an emergency situation, you are asked to tune in any of the following radio stations and TV stations which will be notified of any and all closures.

Use of IRIS, the Spokane Diocese response system, will notify you of any closures as well as information will be posted on the school website OR Sycamore. Please make sure your email and phone numbers are accurate on the Emergency Card File.

AM STATIONS

KJRB 790
KXLY 920

FM STATIONS

KEZE 96.9
KXLY 99.9
KISC 98.1

TV STATIONS

KXLY Ch. 4
KREM Ch. 2
KHQ Ch. 6

EMERGENCY CARD FILE

The school maintains a file of emergency contacts for each child in case of injury or illness. At the beginning of each school year, each family is to update its emergency contact information for the school office records. **If there are changes during the year, the office needs to be notified immediately.**

Discipline and Safety

DISCIPLINE

Discipline is an essential ingredient of Christian life. Since the aim of all discipline is to assist the student to practice the Christian values and moral principles they have been taught, an attitude of cooperation, support, and respect among teachers, parents, and students is essential. Loving, growth-supported concern must underlie the efforts of all in this regard. Discipline is demonstrated through principles of respect for God, self, and others, for the property of others, and for the welfare of the group.

Self-discipline is our ultimate goal. The following behaviors can demonstrate growth towards self-discipline: listening, following directions, taking initiative to ask questions when ideas or directions are not clearly understood, demonstrating the social skills and Christian values needed to get along with others, seeking self-direction and self-evaluation, working without disturbing others, maintaining a physically and psychologically safe environment, and exercising independence and right judgment, whether directly supervised or not.

Basic classroom discipline is the responsibility of the teacher with cooperation from the students. The teacher holds both the authority and the responsibility to implement the philosophy, goals, objectives, and policies of St. John Vianney Catholic School.

Should an individual fail to exercise self-discipline, it becomes necessary to apply appropriate measures to promote the values of the school and to safeguard the rights of others. Corrections, community service, temporary removal from the classroom, and/or conferences with parents and/or the principal may be included among the measures taken. Parents will be involved in cooperative remedial action whenever this seems necessary and appropriate.

The following steps will be taken when inappropriate behavior is chosen by students.

1. Pink slips will be issued by teachers, playground supervisors, and administrators for minor infractions as a reminder/warning of inappropriate behavior. Appropriate consequences will follow. In addition to the issuance of pink slips, a Behavior Report Form (Appendix F) will be filled out by the teacher, playground supervisor, or principal. This form requires a meeting with the student so they are aware of their infraction and it is to be signed. These forms are kept in a binder for the entire year and are cumulative.

2. When a child receives 3 pink slips for the similar behavior infractions a documented conference

will be arranged with the student, principal, and teacher with further phone notification to parents.

3. If the inappropriate choice(s) are repeated or if the severity increases, a documented parent-teacher-student-principal conference will be held.
4. In cases of severe infractions, the principal may omit steps for safety or well-being of the school community and use a variety of tools (in-school and out of school suspension, behavior contract, etc.) at his or her discretion.

Confidentiality laws restrict dissemination of information about specific discipline actions taken with student(s).

For some infractions **or for serious academic negligence**, students may be placed on contract, which may prevent them from participation in school activities. Furthermore, serious offenses, including but not limited to the following, may result in suspension or expulsion:

1. theft: stealing property of school or another person or assisting in such stealing regardless of the value of the object(s)
2. vandalism: malicious defacement or destruction of property of the school, students, employees, or neighborhood
3. assault: physical threat, violence, bullying, etc. to students, staff, or supervisors
4. sale of, possession of, use of, or being under the influence of alcoholic beverages, or illegal drugs (inhalants, including glue, marijuana, narcotics, and hallucinatory drugs)
5. unauthorized possession and/or use of potentially dangerous weapons or items and explosives
6. use or distribution of tobacco in all forms
7. possession or distribution of pornographic materials
8. repeated or deliberate violations of school rules and procedures – as shown by accumulations of pink slips and conduct referrals.
9. leaving the school grounds without permission
10. refusal to apply one's self to academic responsibilities – as shown by an accumulation of missing homework assignments
11. foul or improper or abusive language or hand gestures
12. defiance, disrespect, harassment, or lack of courtesy toward teachers, staff, supervisors, or fellow students
13. truancy
14. throwing things, such as rocks, snowballs, sticks, and like objects
15. cheating: using deceit or fraud; defeating the purpose or blunting the effects of any given objective
16. any other behaviors which would have an adverse effect on the moral climate of the school and the attitudes of other students
17. any behavior which contributes to an atmosphere of fear or tension

PROCESS FOR REPORTING BULLYING BEHAVIOR IN GRADES 3RD-8TH

1. IMMEDIATELY inform the adult supervising the area or the teacher in whose class the incident took place.
2. If you feel uncomfortable about reporting the incident in front of your peers, give a note to the office about the incident. The office staff will put it in your homeroom teacher's mailbox in the office. Be sure to include specific details about the incident so that a thorough investigation can be made.
3. If the bullying continues, report a second time to the adult or teacher who was directly supervising the area during the time the incident took place.
4. Second offenses have different consequences than first offenses. Please remember to report a second offense to your homeroom teacher or the office so that the matrix of consequences can be followed effectively.
5. Threats or challenges that affect the physical safety of students need to be reported immediately to Mrs. Flores-Davis or your homeroom teacher so that the matrix of consequences for intimidation can be followed properly.

CONSEQUENCES FOR BULLYING

PHYSICAL AGGRESSION:

OFFENSE	CONSEQUENCE
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1. 30 minute detention to be served at lunch recess. Detention will include community service. A conduct referral form will be sent home to be signed by parents and returned.
2. A conduct referral form will be sent home to be signed by parents and returned. A conference will be scheduled with parents, teacher, principal, and student. The student will serve one day of in-school suspension.
3. The student will receive a conduct referral which will be placed in his/her file. A conference will be scheduled with parents, teacher, principal, and student. The student will serve three days of in-school suspension. Depending on the severity, the student may be expelled.

VERBAL & SOCIAL BULLYING:

OFFENSE	CONSEQUENCE
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1. Warning by teacher. Student will issue either a written or verbal apology.
2. 30 minute detention to be served at lunch recess. Detention will include community service. A conduct referral form will be sent home to be signed by parents and returned.
3. A conduct referral form will be sent home to be signed by parents and returned. A conference will be scheduled with parents, teacher, principal, and student. The student will serve one day of in-school suspension.
4. The student will receive a conduct referral which will be placed in his/her file. A conference will be scheduled with parents, teacher, principal, and student. The student will serve three days of in-school suspension. Depending on the severity, the student may be expelled.

INTIMIDATION:

OFFENSE CONSEQUENCE

1. A conduct referral form will be sent home to be signed by parents and returned. A conference will be scheduled with parents, teacher, principal, and student. The student will serve one day of in-school suspension.
2. The student will receive a conduct referral which will be placed in their file. A conference will be scheduled with parents, teacher, principal, and student. The student will serve three days of in-school suspension. Depending on the severity, the student may be expelled.

Depending on the severity of the bullying, steps may be skipped in order to preserve the safety of the students.

PRE-K THROUGH 2ND GRADE SJV'S 7 STEPS TO HANDLING A BULLYING SITUATION:

Pre-K-2:

1st offense will be **warning**

2nd offense 5minute time out for Pre-K/Kn.

10 minute time out for 1st/2nd grades

Followed by a short conference asking student:

What did you do that was not appropriate?

What do you need to do/or what would be a more appropriate thing to do?

3rd offense **call home** and set up a conference with parents/teacher/student

4th offense **conference** set up with principal/parents/teacher/student

For seriousness of offense (intent to harm) steps will be omitted and steps for the 4th offense will immediately be implemented.

RECORD KEEPING

Our tracking system will consist of a **Rally** binder in the main office with tabs separating grade levels Pre-K-8th grades. All behavior report and conduct referral forms will be filed here and kept for the entire school year. This will allow us to track if this is a first time offense or a repeated offense.

BUS REGULATIONS

Several buses serve our students. Students are expected to conduct themselves in accordance with state laws for school bus behavior.

These rules and regulations were prepared by the State Superintendent of Public Instruction by and with the advice of the Chief of Washington State Patrol and the Director of Highways for the State of Washington, and apply to all school buses operating in the state.

1. The driver is in full charge of the bus and the pupils. Pupils must comply with the driver request promptly and willingly.
2. Each pupil will be assigned a seat in which he will be seated at all times unless permission is given by the school principal and/or driver.
3. Outside of ordinary conversation, classroom conduct must be observed.
4. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils

must refrain from throwing refuse out of windows.

5. No pupil shall open a window on the school bus without first getting permission from the bus driver.
6. No pupil shall at any time extend his or her hand, hands, or arms out of the window whether school bus is in motion or standing still.
7. Pupils are to remain seated while bus is in motion, and are not to get on or off bus until the bus has come to a full stop.
8. Pupils must not stand or play in the roadway while waiting for the bus.
9. Pupils must not at any time ride on the outside of the bus.
10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, any type of firearms, straps, or pins extending from clothing.
13. Each pupil must see that his books and personal belongings are kept out of the aisles.
14. No pupil will be allowed to talk to the driver more than is necessary.
15. No pupil will sit in the driver's seat nor shall any pupil sit to the left of the driver or the right so as to interfere in any manner.
16. No food, ice cream, candy nuts, gum etc. will be eaten on the bus at any time.
17. Pupils will not use the emergency entrance to the bus at any time except with the permission of the bus driver.
18. No seat will be held for friends or companions.

PLAYGROUND SAFETY

We are training students for life following the code of ethics of Christian relationships based on the model of Jesus Christ himself. The focus is on the student being responsible for his/her own actions, and on respect for God, self and others. In a Christian environment these values are expected and the adult assures that disrespectful behavior brings a halt to all play until respectful behavior returns.

Therefore, when a conflict occurs between students, the following procedure is to be used.

- Child comes to adult
- Child identifies the one or ones involved in the conflict.
- Make the statement: "I see you students have a conflict. You have some work to do now. Peace is very important at SJV." Then you proceed with monitoring the peacemaking.

Children must follow these rules:

- No interrupting.
- No name calling.
- Be honest.
- Agree to solve the problem.
- Speak directly to the conflict manager (playground supervisor, teacher or principal.)
- No physical fighting.
- Use "I" messages.

Conflict managers (playground supervisors, teachers, or principal) must use these rules:

- Do not give advice.
- Do not take sides.
- Get both sides out.

- Find commonalities.
- Ask for a commitment to the resolution.
- Ask for an affirmation to the reconciliation.

Recess is a time for taking a break from sitting and studying, and for getting exercise and fresh air.

Respect for all students, because everyone is a child of God, should be marked by:

- Including everyone who wants to play in any game or area
- Sharing equipment and taking turns
- Appropriate language at all times
- Settling conflicts with apologies and forgiveness
- Being aware of others' needs
- Taking responsibility for one's own actions
- Taking care of the school grounds and equipment
- Obeying supervisors immediately
- Students must have permission to leave the playground
- Students can only use the front school door at recess

To protect everyone's safety, we ask that there be:

- No rolling or sliding on the hill
- No sliding on ice anywhere
- No sitting or standing on the rails
- No food or drink outside
- No chasing on the blacktop or sidewalks during "Blacktop Recess"
- No going near the bike racks
- No wall ball at entry way
- No throwing rocks and/or snowballs

Equipment Rules

Monkey Bars

- No hanging upside down, no flips, no sitting on top of bars, no chicken fights.

Roller Coaster

- Only 4th-8th grade students allowed

Swings

- Swing with feet facing towards the field only. No twisting or jumping out of the swing.
- Do not flip swings.

Balls

- No balls in playground equipment area.

Bats

- No bats of any kind.

Jump ropes

- Used only for jumping.

Tire swing

- Two or less people on the swing at one time.
- Do not go under the swing.
- 1st and 2nd grade may use swing with permission of teacher.
- Sit, do not stand on tire swing.

Tower

- Stay on the inside of the tower
- No one owns the tower. Everyone can get on it.
- “King of the Tower” is not a game you can play.
- Slide DOWN only.
- Always land on your feet
- Please do not hang on the ladder.

PLAYGROUND SUPERVISORS

SUPERVISION

- Stay in separate areas
- Walk around to get a good view of all children
- Review Playground Rules- separate sheet

GENERAL RULES

- Stay in the playground area only
- Get a bathroom pass to go into the building
- Use the office entry door only
- Gym use (grades 5-8) only when supervised

CONSEQUENCES

- For minor infractions: “Go to the wall” until released
- For major infractions or repeated disregard of playground rules: pink behavior report forms and community service
- For very major infractions: conduct referral, as listed on page 16 of parent’s handbook

PLAYGROUND EQUIPMENT AREA

- Use the equipment in a safe and respectful manner
- Roller Coaster is for the use of the 4th through 8th graders only
- Swing facing the main field only. No twisting or jumping out of the swings.
- Bars are for hand-over-hand travel and pull-ups. No hanging upside down, flips, sitting or chicken fights.

SPORTS EQUIPMENT

- Balls are the only thing that may be thrown
- Keep all balls in the field, away from the playground equipment area
- Jump Ropes are for jumping only
- No bats or hard balls

STUDENT SAFETY

St. John Vianney Catholic School takes all reasonable precautionary measures to assure student safety. Awareness and compliance with the appropriate regulations and procedures on the part of all will assist with this effort.

All students hurt on the campus shall report first to the supervisor who will determine the type of attention needed. Injuries at school shall be treated by a trained adult. Serious accidents or illnesses will be brought to the attention of the principal who will have the parent notified and determine course of treatment.

Children will not be sent home for illnesses or injury unless someone is available to care for them. When picking up a sick or injured student, parents must first report to the school office.

When sending medication to school for the office to administer to students, the medication dispensing form found in Appendix A must be completely and accurately filled out and sent with the medication. This form will be kept on file at the school for the remainder of the year.

TRAFFIC SAFETY

Traffic **MUST** strictly adhere to the posted rate of speed on both North Walnut Road and Farr Road. Entering the parking lots from either of these entrances **MUST** be done with the utmost caution. Our children are precious and need our protection.

Athletics

ATHLETIC POLICY

St. John Vianney Catholic School in cooperation with the Diocesan Athletic Council, provides a variety of athletic programs for students, grades 5 through 8, in which to participate. Leagues are developed by the Athletic council for baseball, basketball, football, softball, and volleyball, and generally divided into a 7th and 8th grade league (A-Squad) and a 5th and 6th grade league (B-Squad). The teams are coached by volunteers.

Team sports can provide students the opportunity to learn skills such as cooperation, teamwork, and respect for self and others as well as allow them to develop their personal athletic skills. It is the goal of St. John Vianney Catholic School and its coaches to provide all students who participate in athletics, through ample practice time and game time experience, a positive environment in which to learn and develop both individual and team skills.

ATHLETIC ELIGIBILITY

1. Parental permission slips for each sport are to be signed by both parents or legal guardian.
2. The student must have a yearly physical examination and the slip must be turned in to the principal before the student may participate. The physical expires at the end of the school year, not the calendar year.
3. Student must have medical insurance through the school or must have a waiver from parents before student is allowed to play.
4. An athletic fee per child per sport shall be charged. The child may not participate in practices or games until the fee is paid.
5. Each student must maintain satisfactory academic achievement to be eligible to play.
6. The students must conduct themselves in a sportsman-like manner in all activities.

The following rules shall be applicable for a sports season: A sports season is defined as the first practice until the beginning practice of the next sport.

USE AND OR POSSESSION OF ALCOHOLIC BEVERAGES OR TOBACCO OR CONTROLLED SUBSTANCES. An athlete who is found to be in possession of alcohol or tobacco products may be removed from the athletic team for the remainder of the season.

UNSPORTSMANLIKE CONDUCT. An athlete shall exhibit appropriate conduct in practice and or contests. First offense: verbal warning. Repeated offense: ineligible for the next contest. Third offense: Removal from the team for the remainder of the season. **PARENTS WILL BE NOTIFIED OF ANY OFFENSE BY THE COACH.**

ATTENDANCE AT SCHOOL. An athlete shall attend school all day on the day of an athletic contest unless a pre-arranged absence or doctors appointment has been made.

PENALTY: If unexcused absence for any portion of the day, the athlete shall be ineligible to participate in the contest on that day. If excused, the athlete may participate.

ABSENCE FROM PRACTICE. An athlete is expected to be in attendance at all team practices unless excused for illness or by prior approval. **PENALTY:** Ineligible to participate in the next contest. **PARENTS WILL BE NOTIFIED IF A STUDENT FAILED TO COME TO PRACTICE BY THE COACH.**

VIOLATION OF CIVIL LAW ON SCHOOL GROUNDS. When a student is found guilty of a civil offense committed while on the school grounds or at a school activity, the corrective action will depend upon the nature of the violation (i.e. vandalism, possession of controlled substance, etc.)

LEAVING CAMPUS: An athlete may NOT leave campus after school and then return to the school grounds for practice, unless they are going home in between. **PENALTY:** Ineligible for the next contest.

ARRIVALS AND DEPARTURES: An athlete shall not be dropped off for a practice or contest without proper adult supervision. Athletes **MUST** be picked up on time. The coach is penalized by an athlete's late departure. **PENALTY:** Athlete ineligible for the next contest.

ACADEMIC ELIGIBILITY: An athlete shall maintain satisfactory academic progress in each subject. **SATISFACTORY PROGRESS INCLUDES:**

- Not receiving a failing grade in any subject
- Active participation in class
- Taking responsibility for one's actions

ACADEMIC SUSPENSION: Under the Diocesan policy if a student is placed on academic suspension, the student may not attend practices or games for a **MINIMUM** of one school week. At the end of one school week, the student may petition the principal or the principal's designee with written proof from the student's teacher that the student is eligible to return to the team.

REPEATED OFFENSES: If a student repeatedly violates one of the above stated rules, he or she may be removed from the team for the remainder of the sports season.

APPEAL PROCESS FOR DISCIPLINARY ACTION

When infractions occur within the athletic program, the following process may be followed:

Upon the imposition of penalty for infraction(s) of said rules or regulations, any aggrieved student and parent of said student shall have the right to an informal conference with the building Principal and or designee, Athletic Director, and Coach to refrain from enforcing the penalty, or to request reconsideration. If the student and parents do not make a written request for this informal conference within five (5) school days of the action grieved, they will have waived their right to the conference and appeal procedure, the informal conference is to be held within three (3) school days of the request.

General School Policies and Responsibilities

FINANCES

St. John Vianney Catholic School participates in the FAIR SHARE tuition plan. FAIR SHARE is a process by which parents determine their level of financial support for the school in light of their awareness of the actual per pupil cost and the Adjusted Gross Income Schedule for the current year. It assumes that every family will make a maximum effort to support the school and, after studying the facts and figures, will give the school as much of the cost of their children's education as they can. In addition to the financial commitment, parents must pledge to perform 20 volunteer hours per year for the school. Ten of those hours must be performed in one of the major fund raisers.

Parents have a MORAL OBLIGATION to meet their Fair Share pledge. A statement is sent to parents each month. In order for St. John Vianney Catholic School to meet its financial obligations, you must be prompt in meeting yours. ALL financial obligations must be met in full prior to registering a student for the new year. Any financial obligations not met in full at the end of a semester, will require the parents meeting with the principal prior to the student(s) continuing on into the new semester.

Any band obligations not paid in full by the 10th of the month will result in band services being discontinued until the time that the obligation is met in full.

INSURANCE

In September, the school sends home information on a student insurance program, but parents may choose whatever forms of insurance coverage they wish for their children. Health insurance is required of all children who participate in "A" or "B" athletics. Written verification of coverage, a signed permission form, and proof of a health exam within the past 12 months are all required before the student may participate in any practice or game.

IMMUNIZATION INFORMATION

Students' immunizations must be kept up-to-date to comply with state health standards. The school must, by law, exclude students whose records are inadequate.

According to Washington State law, the following immunization must be on each child's health records:

1. **Preschool only: 4 doses DPT or DT**
3 doses polio vaccine
1 dose MMR on/after 1st. birthday

3 doses Hep B

2. Entry level (K): 4 doses DPT or DT with last dose on or after 4th birthday

3 doses polio vaccine with last dose on or after 4th birthday

1 dose MMR on/after 1st. birthday

3 doses Hep B

3. 6th grade students: Same as for entry level except one additional dose of MMR required prior to entry in 6th. grade.

Immunization laws are frequently changing. Parents will receive annual notice of changes and current requirements to meet the Washington State law in regards to immunizations.

VISIONS AND HEARING SCREENINGS

Vision and hearing screening are offered annually according to regulations of the state and are recorded on each child's health record. Students in grades 5 and 7 are screened for scoliosis. Parents are notified by the school of any concern arising from these screenings.

LUNCH

Each student should bring a lunch each day except Wednesdays, when they may wish to purchase hot lunch or Fridays when they may purchase Subway. Students have the opportunity to purchase lunches for the entire month on an order form that is attached to the Thursday News approximately once a month.. Students may purchase hot lunch by ordering and paying for the lunch by **9 AM Monday. We can not accept orders after that. We are required to call in the order at that time.**

Lunches must be fully prepared at home. The students do not have access to microwaves or cooking facilities. Students should not bring soda pop or drinks high in sugar or caffeine in their lunches. Also, sharing of food, beverages, or snacks is not allowed.

MILK

Milk is available every day. You may purchase milk for the entire year on the first day of school or you can purchase it on an irregular basis from the office.

PARTIES

Students who are hosting a party may bring invitations to school ONLY if every student in the class or at least all girls or all boys are invited. The teacher will distribute the invitations. If the entire class (or all boys/girls) is not invited, invitations are to be mailed from home or phone contacts made outside the school. We encourage inviting the entire class (or all boys/girls).

FIELD TRIPS

At various times during the year, classes arrange for educational field trips. These trips are generally scheduled during regular school hours with transportation provided by parents or by bus. A form for written parent permission is sent home prior to each field trip. Written permission is necessary for any student to participate. The written permission slip sent home by the school must be returned signed by the parent **at least** the day before the field trip. Students without this signed permission slip will stay at school. No phone call to parents for permission will be allowed. Any money needed for the field trip should be sent with the permission slip.

Home and School Connections

HOME AND SCHOOL ASSOCIATION

It is the mission of the SJV Home & School Association to be, through its activities, a support for the Christian learning environment at St. John Vianney Catholic School. The general membership consists of all parents/legal guardians of children enrolled in St. John Vianney Catholic School, the teachers and staff serving the school (the voting membership) and to all adult members of the parish (the non-voting membership). The officers include the President, Vice President, Secretary, Treasurer and Faculty Representative. Each class will have a parent representative that will be able to commit to attending all meetings. The Committees are: Morale and Appreciation, Hospitality, Legislative and Fund Raising..

VOLUNTEERISM

There are many ways in which the cost of education at St. John Vianney Catholic School is reduced. Long range planning, development, and fund raising programs all lower the direct cost to St. John Vianney parents and parish.

Volunteerism also decreases the cost per pupil by providing vital services for which the school would otherwise have to pay. Parents are not only primary sources of financial support but are also invaluable as a Christian community.

Parents who become involved at St. John Vianney Catholic School are able to witness the daily extension of their own efforts in the home to foster a nurturing, moral environment. Volunteerism is one way for parents to fulfill their responsibility as the first and best educators of their child(ren). By volunteering their time, parents can partake in the evangelical mission of their parish community and help St. John's realize its potential as an educating and evangelizing institution. Parents give their fair share when giving their utmost in time, talent, and treasure.

Each year, as part of their Fair Share commitment, St. John Vianney Catholic School parents (pre-8th grades) are expected to spend twenty (20) hours of volunteer hours per family. Ten (10) of those hours must be spent working on one of the fund raising projects.

St. John Vianney Catholic School offers a wide variety of volunteer opportunities for parents to be involved in their children's education. We recognize that for some of you, it is impossible to volunteer. We are giving you the option of paying the equivalent of time and talent which is \$600.00 due on or before June 1 of the current academic school year. These, plus any others agreed upon by

the parent and the principal, are included on the Volunteer Commitment Form in Appendix B.

Code of Conduct

The Diocese of Spokane and St. John Vianney School is committed to providing a safe environment for all of our children. As a result, the diocese has developed an extensive sexual abuse policy and Code of Conduct. Diocesan policy requires that **all volunteers** must complete the following prior to volunteering in our school:

1. Attend Code of Conduct Training within 10 days from the time they begin their work with our schools and children. **OR** update their training by completing the **Annual Online Test** found at www.dioceseofspokane.org under Protecting Our Children tab. Login numbers and information can be obtained at the school office.
2. Complete a Washington State Patrol background check or an independent out-of-state background check (for volunteers who have lived outside of the State of Washington anytime during the last three years.) Please provide a copy of your driver's license. Forms and information can be obtained at the school office.
3. Complete a disclosure statement. Forms and information can be obtained at the school office.

Appendix

Appendix A

Preschool/Pre-Kindergarten Homework Policy

We applaud you for helping your child to become a responsible learner by actively participating in their homework routine. Together we are truly helping them each become the best students that they can be.

Homework Policy:

Preschool students will receive a homework folder each week (ABC's, Letter recognition, etc.)

Expectation: Homework will need to be returned weekly with the option of returning every day. A letter will accompany first assignment to explain homework directions, and expectations to the parents.

Consequences:

We will send home reminders of homework if not returned after one week.

After two weeks we will set up a brief meeting with the parents to make every effort to communicate and encourage your child's progress. We feel this is imperative to your child's academic success.

Reinforcement:

We will reinforce your child's hard work with homework by rewarding them with 1:1 teacher time, stickers, and treasure box. We are excited to work together and see the beginning of homework routines developing in you child.

To become familiar with our school wide homework policy, we have also attached a copy of the policy for the upper grades.

*Appendix B***Kindergarten Homework Policy**

As we begin our school year, SJV is implementing a written school-wide homework policy which includes all grades Pre-3's through the 8th grade. First of all, I applaud you for helping your child to become a responsible learner by actively participating in their homework routine. Together we are truly assisting them to become the best students that they can be!

Here are the kindergarten homework expectations:

1. **Homework** will consist of a **four page packet** each week. Complete one sheet nightly (Monday-Thursday), or complete them all in one night if you choose. (Each page should be approximately 5 minutes homework time.) I simply want you to work on establishing a routine including a quiet place to study that works best for you.
2. **Return the homework folder** with the completed homework inside **by Friday** each week. (You may certainly bring back earlier if you are finished completing your weekly packet.) Please place your folder inside the purple bin labeled "Homework". This is located on top of the cubbies.
3. Each Friday I will take out the completed packet and replace it with a new packet of homework for the following week. I will also place your newsletter for the week inside this homework folder and send it home each Monday.
4. The second part of homework is **nightly reading**. I will send **two easy readers** home in a **BOOK BAG** each Monday as well. I am including information sheets in the Book Bag with the easy readers, to explain the expectations for parents. Please spend 5-15 minutes reading together each evening (Monday-Thursday) and **return these Book Bags by Friday (at the latest) each week**.
5. Each Friday I will remove the two easy readers in the Ziploc bag and send home new selections for your reading pleasure. **Thanks so much and happy reading!**

I am also attaching a copy of the upper grades homework policy for you to become familiar with.

Thank you so much for working with your child to achieve his/her next academic level. Together we are truly making a difference in helping them each reach their full potential. I think it is so exciting and rewarding to watch them reach their next levels in literacy and see how fast they are growing and changing in their academics. You truly play a vital role in your child's learning and I applaud you for spending this quality time with them to help them reach their goals!

Appendix C

First Grade Homework Policy

Homework is the opportunity to reinforce and review the skills learned at school. This is a very important component in your child's learning experience. Please emphasize this importance by setting aside a time and place to perform homework. This should be as consistent as possible. You instill the value of homework by giving it a high priority.

*Please sign all papers and return to school after you both go over them. They might get a little treat by bringing their homework back signed the very next day.

HOMEWORK UP TO CHRISTMAS

From September to Christmas your child should read all of their work that they did during that day to you. You will have wordlists, handwriting pages, worksheets and decoding booklets to read. If they are struggling they should read until it become easier for them. Make it a game. Like "I bet you can read that faster, let's try it again". Also you can model by reading to them. For math ask if they can explain what they were learning that day and go over the paper with them. Have them explain it to you and maybe practice a few problems.

In first grade I try to have the children correct their papers as they read them to me or a parent helper, so if you see a lot of eraser marks you will know. The grade will be good because we corrected it.

HOMEWORK AFTER CHRISTMAS - Sign all papers and return the next day.

MONDAY – Have your child read through all the papers including the new word list.

TUESDAY – Read SRA story to the parent. With the parent guiding them through the assignment, write the answers on an answer sheet. If the answer sheet gets lost make up your own on some scrap paper.

WEDNESDAY – Copy the list of spelling words to keep home to study. Give your child an ORAL spelling test, sign the paper that was sent home and return to school on Thursday because we usually use it for a Thursday Spelling assignment.

THURSDAY- Math worksheet – Make sure they understand what they are doing and they do it correctly.

FRIDAY – Schedule special reading time where you read to them and they can read to you.

TEACH YOUR CHILD THE HOMEWORK HABIT SO THEY CAN LEARN TO BE INDEPENDENT FOR TODAY AND FUTURE YEARS

1. Find a consistent time and place to do homework.
2. Have mom or dad sign your homework.
3. Put the homework back in your homework folder.
4. Put your folder in your Backpack.
5. Put the backpack by the door ready to go out the door with you the next morning.

Appendix D

Second Grade Homework Policy

Here are the second grade homework expectations:

1. On Monday your student brings their weekly spelling test home to be signed by you and returned to school on **Tuesday**. Occasionally they will also bring a math test home to be signed as well. This will always come on a Monday to be returned with a signature on **Tuesday**.
2. On Monday they bring home a paper to list their daily at home reading. Your child should read to you from 20 - 30 minutes a day to increase their practice time and increase their fluency. You should ask them questions about what they read to check for comprehension. If they do not comprehend, help them go back and find the answer to your question. The homework sheet should be filled in by your child and signed by you each day. It is to be returned on **Friday** morning each week.
3. On Monday, your student will bring home a handwritten list of their weekly spelling list. This stays at home for them to practice words for 5-10 minutes a night as needed. The spelling test will be on Friday unless we have a holiday on Friday. In that case, it will be on Thursday.
4. Last of all, they should show you their math assignment from the day. Please help them to identify their mistakes and correct them before turning it in the next day.

I **strongly** encourage you to follow your child's progress on the school Sycamore site.

Appendix E

**ST. JOHN VIANNEY CATHOLIC SCHOOL HOMEWORK POLICY
GRADES 3-4**

Homework is for the purpose of enrichment, reinforcement, and/or the application of concepts previously taught as well as to encourage good study habits. It should be understood that some students may take more or less time for homework, depending on their study habits and ability. **Make-up work missed due to absences is the responsibility of the student.** HOMEWORK IS IMPORTANT!! Building good study habits now will help your child be a successful student from now on..

1. Place the following heading on ALL PAPERS:
 - a. Name
 - b. Date
2. Homework assignments are due at the beginning of the day. Missing or incomplete assignments will be completed at recess time.
3. All assignments are to be done in pencil on the paper provided or on white, lined loose leaf paper.
4. All homework is to be neat, proof read and corrected. Parent help is expected.
5. Students are given daily homework assignments. In third and fourth grades students are trained to copy the assignments into their assignment notebook.
6. Copying work from another student is cheating. Cheating is handled according to the school discipline policy and to the discretion of the teacher.
7. MISSED HOMEWORK DUE TO ABSENCE: Students have the number of days they were absent to make up homework missed. If they miss one day they have one day to make up the work, if they miss two days they have two days to make up the work and so on. If not turned in within that period of time it will be completed at recess time.
8. MISSED TESTS will be made up at the discretion of the teacher.
9. After five (5) missing assignments parents will be notified. A conference may be requested at which time we will set up a program to influence a change in homework habits.
10. Parents and students are encouraged to monitor academic progress on Sycamore.

Remember you can meet with teachers and make a homework plan if you need extra help

Appendix F

**HOMEWORK POLICY
GRADES 3-8**

Homework is for the purpose of enrichment, reinforcement, and/or the application of concepts previously taught as well as to encourage good study habits. It should be understood that some students may take more or less time for homework, depending on their study habits and ability. Make-up work missed due to absences is the responsibility of the student.

HOMEWORK IS IMPORTANT!! It counts heavily in our grading considerations. Those who monitor their child's homework habits and assignment books will not only be appreciated by us, but will also contribute to the building of good work habits. Building these good study habits now will help to the successful futures of our students, your child.

1. Place the following heading on ALL PAPERS:
 - a. Name
 - b. Date
 - c. Subject
 - d. Assignment and page number
2. Homework assignments are due at the beginning of each class. Papers that are left at home or in another room are considered late. Late assignments will be worth up to 50% less than if handed in on time. Missing or incomplete assignments not turned in within 2 days will occur a "0".
3. Only blue or black ink is to be used for ALL assignments. Math assignments require that pencil be used. Either pen or pencil is acceptable for Spanish.
4. All homework is to be neat, proof read and corrected. Incomplete, illegible, or returned papers are to be recopied completely and turned in within ONE day. The original is to be stapled to the new paper. Students may be asked to remedy (re-do) an assignment for an opportunity to improve their grade.
5. Students are given daily homework assignments, and it is his or her responsibility to copy the assignment into their assignment notebook.
6. Copying work from another student is cheating. Cheating is handled according to the school discipline policy and to the discretion of the teacher. PLAGIARISM in any form will not be tolerated.
7. MISSED HOMEWORK DUE TO ABSENCE: Students have the number of days they were absent to make up homework missed. If they miss one day they have one day to make up the work, if they miss two days they have two days to make up the work and so on. If not turned in within that period of time, it will be considered late work and will be handled accordingly.
8. MISSED TESTS: Tests are to be made up within 3 days of return. It is the students' responsibility to arrange the time with the teacher immediately upon return. If the student fails to take the test or make arrangements within the allotted time a "0" could result.

9. **HOMEWORK AFFECTS GRADES:** Missing assignments will impact student's abilities to participate in school sanctioned activities such as fieldtrips, school dances and athletics.
10. After five (5) zeroes in one class, parents will be notified. A conference may be requested at which time we will set up a program to influence a change in homework habits.
11. Parents and students are encouraged to monitor academic progress on Sycamore.

Appendix G

BEHAVIOR REPORT FORM		
<input type="checkbox"/> Recorded in master log PRINCIPAL/DESIGNEE		
Reporter-Name (last, first, middle)	Further Action Necessary Yes No (See action plan on back)	
VICTIM NAME (last, first, middle)	M OR F	GRADE
ACCUSED NAME (last, first, middle)	M OR F	GRADE
SCHOOL SITE/AREA (where incident occurred)	DATE/TIME of incident ____ / ____ / ____	

Circle all that apply:

- | | | |
|------------|------------------------|-------------|
| Disrespect | Physical Aggression | Uniform |
| Playground | Verbal/Social Bullying | Defiance |
| Academic | Intimidation | Other _____ |

Describe the incident:

List all witness names and grades:

List evidence of bullying (i.e. letters, photos, witness statements-attach if possible)

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE

Signature of person reporting incident

date

Resolution:

Consequences:

Plan of Action:

Parent/Guardian Contacted: yes no Date/Time_____

Additional Notes: