

**SJV PARENT HANDBOOK  
2021-2022**

Dear SJV Families:

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

We are in unprecedented times, as we welcome our returning students back to campus and our new families for the first time. Our Fall Reopening Plan, included in this document, is the fruit of careful planning and important input from our school families. We are indebted to our Ad Hoc Committee and our Parish/School Work Team in guiding the development of this resource which will guide our daily interactions this school year. We are committed to student and staff safety, as we welcome our students back on campus. Know that we will be true to our mission and vision as we gather in the midst of the COVID-19 pandemic.

The information contained in this Parent/Student Handbook reflects “life as normal” at SJV. As such, we will leave the wording, times, procedures intact. During the course of the pandemic, the procedures and protocols identified in our Fall Reopening Plan will be prioritized until we are able to transition to our normal schedule and protocols. We will communicate out clearly to our families when this transition occurs, if we are fortunate enough for it to occur during the school year. Until then, refer to our Fall Reopening Plan for our school protocols and safety expectations.

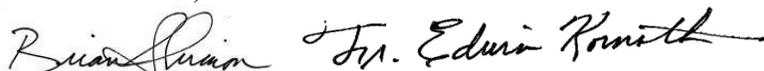
SJV is a community that emphasizes the Christian values and attitudes that influence our children throughout life. We have a rich tradition of strong academics and continual emphasis on the Catholic faith and its teachings. Our students grow spiritually, succeed academically, and make important, effective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

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

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

May God continue to bless your family and our school community as we come back together again where we do our best teaching and learning.

In Christ’s Love,

The image shows two handwritten signatures in black ink. The signature on the left is for Brian Shimon, and the signature on the right is for Fr. Edwin Kornath. Both signatures are written in a cursive, flowing style.

Brian Shimon  
President

Fr. Edwin Kornath  
Pastor

**St. John Vianney School Handbook**  
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Note: This St. John Vianney School Parent-Student Handbook remains subject to the further review and revision of the School Administration.

**Non-Discrimination Policy:** St. John Vianney School does not discriminate on the basis of race, color, national origin, ethnicity, gender or disability in the admission of its students.

## **SJV School Personnel and Committee Members**

### **Administration**

Very Reverend Edwin Kornath, Pastor  
 Reverend Alexander Nwosu, Associate Pastor  
 Mr. Brian Shimon, Principal

<b>Faculty</b>	<b>Specialist/Support Teachers</b>
Ms. Sue Bremer, Grade 4 Mrs. Gerise Grzeszczak, Grade 5 Mrs. Kelsey Jaeger, K4 Mrs. Melissa Klement, Grade 2 Mrs. Emily Kosterman, K3 Mrs. Clare Lange, Grade 1 <b>Mrs. Janet Otten, Grade 3</b> Ms. Olivia Pszeniczny, Science Mrs. Lyles-Schwarz, K4 Mrs. Kate McRae, K5 Ms. Olivia Pszeniczny, Science Mrs. Lindsey Reitinger, ELA Mr. Ben Rogaczewski, Soc. Studies Mrs. Shelly Schmoll, K5 Mr. Andy Stemper, Math Mrs. Kellie Van Rixel, Grade 2 Mrs. Kathy Vehmeier, K4 Mrs. Kathy Wintermote, K3	Mrs. Maripaz Amor, Child Care Coordinator Ms. Sam Blaha, K3 Educational Aide Ms. Rena Blazek, Orchestra <b>Mrs. Margo Cantrell, Spanish</b> Mrs. Kathy Davis, Instructional Coach Mrs. Sara Gauntt, Learning Support Ms. Samantha Gibson, Music Mrs. Dana Glynn, Art Mr. Will Jackson, Physical Education Mrs. Sharon Kaminski, Learning Support Mrs. Sarah Murphy, K3 Educational Aide Ms. AnnMarie Sotala, Child Care Supervisor Mrs. Jane Suro, K4 Educational Aide Mrs. Mary Wollensak, K4 Educational Aide

<b>Support Staff</b>	<b>Pastoral Staff</b>
Mr. Dan DeLaurier, Maintenance Mrs. Janelle Peterson, Administrative Assistant Mrs. Katie Vitalbo, Hot Lunch Administrator & Technology Support	Mr. Dave Baudry, Director of Adult, Child and Youth Ministry Mrs. Angela Bravata, Director of Stewardship & Communications Mr. Robb Lied, Director of Administrative Services Ms. Beth Screnock, Director of Liturgy & Music Mr. John Thompson, Department Director of Formation & Human Concerns

<b>School Committee Members</b>	<b>Home &amp; School Executive Committee</b>
Mrs. Heather Ferber, Chair Mrs. Colleen Gilbert, Vice Chair Mr. Anders Hendrickson, Secretary Mr. Pat Bergin Mrs. Halligan Czarnecki Mr. Kevin Galezewski Mr. Greg Herrle Mrs. Jeni Janson Mrs. Monica O'Brien Mrs. Mary Pentler Mrs. Ashley Smith	Mrs. Maggie Enlund, Chair Mrs. Courtney Houfek, Vice-Chair Mrs. Liz Prudlow, Treasurer Mrs. Megan Fenlon, Secretary Mrs. Elizabeth Matzke, Advisor

## **St. John Vianney Catholic School**

### **Mission Statement**

As a community grounded in the gospel message of Jesus Christ, St. John Vianney Parish Catholic School of the Milwaukee Archdiocese inspires students to become individuals who know, value, and live their Catholic faith. Committed to the highest standards of excellence, we develop each child's fullest potential spiritually, academically, artistically, and physically through a partnership with the clergy, parents, highly-educated professionals, and the greater community.

#### **St. John Vianney School Motto**

Faith • Excellence • Community

#### **Mission Statement Goals**

- Gospel Message** To integrate Judeo-Christian values and the core beliefs and teachings of the Catholic Church into the daily lives of the school community.
- Christian Community** To foster respect for all individuals, to promote positive and effective communication and to provide experiences that will enable the school community to develop its spiritual and academic potential.
- Prayer and Worship** To assist members of the school community in deepening their relationship with God through meaningful prayer and worship experiences.
- Service/ Outreach** To provide opportunities for the school community to respond to the needs of the world and to foster a lifelong commitment to service.

#### **School Philosophy:**

Saint John Vianney School is a Catholic Community, guided by the Holy Spirit and dedicated to assisting parents in the development of each child's God-given potential. Within this educational

and spiritual environment of Christian living, we believe in each individual's dignity, personal worth, and responsibility to God, self and others.

**Goals and Objectives:**

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

## General School Programs

**School Hours**            K3 –8th Grade            7:45am- 2:50pm  
 Half-Day K3/K4            7:45am-11:30pm  
 Tardy Bell/Classes begin 7:55am

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

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

**School Office Hours**    7:30am – 3:30pm when school is in session

**Morning Recess**

Group	Morning Recess
K3	9:15-9:35
K4/K5	9:40-10:00
1 <sup>st</sup> -5 <sup>th</sup>	10:00-10:15

**Daily Lunch Periods**

Students must remain on campus for lunch.

Group	Lunch	Activity
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	11:18-11:38	Recess 11:00-11:15
K3, K4	11:40-12:00	Recess 12:05-12:25
K5	11:45-12:05	Recess 12:05-12:25
1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade	12:10-12:30	Recess 12:35-12:55
3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade	12:20-12:40	Recess 12:40-1:00

**Liturgical Worship**    Students attend Liturgy once a week on Wednesdays at 8:30 a.m. Additional observations consistent with the liturgical calendar are celebrated throughout the year.

**Before & After School Care**    Child Care hours of operation are 7:00-7:45 a.m. and 2:50- 5:45 p.m. on full school days. Families must register their children through the Child Care Administrator. Our Child Care program reinforces the school’s philosophy of teaching Christian values and provides a balance of structured and non- structured activities for children.

**Hot Lunch**

A hot lunch program is available to our students. Each student is assigned a hot lunch account and card to make lunch and milk purchases. The prices for hot lunch are set and published in the school newsletter each school year.

## **Academic Programs**

**School Curriculum**

St. John Vianney School (SJV) provides instruction for children three years old through grade eight. Core academic areas include religion, math, reading, language arts, science, and social studies. The SJV curriculum includes exit expectations (academic benchmarks) and standards identified by the Archdiocese of Milwaukee Office for Schools. Grade level exit expectations are aligned with state and national subject area academic standards.

The administration and faculty of SJV collaborate in the ongoing review and revision of the curriculum to ensure that our instructional program is current, challenging and prepares all students for success in school and beyond. Instruction is responsive to each student's abilities, interests, and needs. SJV provides an enriched learning environment that fosters each student's development and promotes high performance and the achievement of their academic potential.

**Specialized Curriculum****Art**

Students in grades K3 through 5 receive art instruction weekly. Students participate in art instruction that teaches age-appropriate, specific artistic skills, as well as create 2- and 3- dimensional works. Students in grades 6-8 will choose an art class from the offered art electives.

**Technology**

The use of technology is integrated into the school's curriculum. The lessons taught and used in the classroom across content areas include keyboarding, word processing, spreadsheets, Power Point and other activities designed to help children use digital technology as a tool for learning. Chromebooks and iPads are utilized to maximize student learning.

**Electives**

Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade may choose to participate in elective course offerings. Please note: Accelerated math will be offered to 8<sup>th</sup> graders later in the school year for 8<sup>th</sup> graders who wish to skip Algebra 1 in high school. Entry to this class is based on MAP testing and math grades.

Field Trips	Class visits to places of cultural or educational significance enrich classroom learning. Field trips and community service provide learning activities to support the curriculum and meet educational objectives. (Also see <b>Field Trip Policy</b> .)
Library	Students have access to the library as needed for research and reference.
Music	All students in grades K3 through 5 receive weekly general music instruction. Instruction includes exposure to music genres, music notation, and vocal and instrumental performance skills. Students in grades 6-8 will choose a music class from music electives offered.
Physical Education	All students in grades K3 through 8 receive physical education classes. Students will not be excused from physical education classes unless they present a doctor's excuse.  Required wear: <ul style="list-style-type: none"> <li>• All students (K3 through grade 8) must keep clean tennis shoes for use on the gym floor. Slip-on shoes are not acceptable.</li> <li>• Students in grades 4-8 must wear the required gym uniform. Gym uniforms are sold through an outside vendor. There are three ordering periods per year.</li> </ul>
Learning Resource	The Learning Resource teachers collaborate with classroom teachers to meet the differentiated needs of the students by supporting, supplementing and enriching classroom instruction.
Religion	The primary purpose of a Catholic school is to incorporate religion into the core of the curriculum. The SJV religion program reflects the authentic spirit of the Second Vatican Council which is incorporated into the religion teachings of the school. The teachings of the Church are reflected in the General Catechetical Directory; <i>To Teach as Jesus Did</i> , and the <i>Basic Teachings for Catholic Religious Education</i> . The current religion curriculum is a <i>Grade Specific Religion Curriculum</i> that is approved by the Archbishop of the Milwaukee Archdiocese which seeks to present our faith through doctrine, Church tradition, worship, sacramental experience and Christian action dimensions. <ul style="list-style-type: none"> <li>• All students of SJV are required to participate fully in religion classes and lessons</li> <li>• Students plan and participate in the Liturgy on a regular basis</li> <li>• The influence of every teacher's positive example and dedicated service combined with methodology serve as Christian guidelines for the students</li> <li>• The role of the priest in the school is to be first a pastor and shepherd of the children. Primary attention is given to the celebration of the Liturgy and sacraments</li> </ul> <p>Students of religions other than Catholicism are encouraged to share their particular religious beliefs in order to expand appreciation and understanding</p>

of other faith denominations.

**Virtue Based Restorative  
Discipline**

Virtue Based Restorative Discipline is a school-wide culture and community program that is designed to increase faith practices and decrease anti-social behaviors at SJV. The program promotes the use of Catholic virtues to help students resolve conflicts in ways that are restorative. The goals of the program are to lay a foundation of spirituality for parents, staff, and students, to strengthen relationships with God and others, and create a high accountability and high responsibility for solving conflicts. This is done primarily through the use of intentional virtue instruction, classroom community circles, and instruction and training in restorative practices.

**World Language**

Students in grades 1 through 5 receive weekly Spanish instruction. Students in grades 6, 7, and 8 receive 90 minutes of Spanish instruction per week. The instruction in Spanish classes is expository in nature focusing on grammar skills, oral communication and cultural awareness.

**Extra-Curricular  
Programs**

**Athletics**

Participation in competitive athletics is open to students in grades 5-8 in cooperation with the SJV Athletic Association. Seasonal sponsored sports include: fall - boys and girls volleyball and cross country; winter - boys and girls basketball; spring – boys and girls tennis and track. The SJV Extra-Curricular Eligibility Policy and Athletic Association Handbook contain further details regarding athletic programming at SJV.

The primary purpose of the SJV Athletic Association is to organize, support and encourage athletic programs for parish and school registered boys and girls. Athletic programs are governed by a twelve-member board elected by parishioners during annual spring elections. All athletic activities are under the direction of the Pastor or his delegates.

**Band**

The opportunity to take private band lessons is provided for students in grades 4-8. The band lessons are arranged with the Band Instructor. Group rehearsals are held before or after school, as determined by the Band Instructor.

Drama	SJV annually sponsors a drama production in the late spring. The production is composed of students in grades 6-8. The annual production encourages students to gain exposure and experience in fine arts.
Forensics	Forensics facilitates individual and team competition in a range of categories. Students in grades 6-8 are eligible to participate. Forensic season is from November through March.
Graduation	The graduation Mass and evening ceremony are planned in coordination with the pastor, Liturgy department, middle school staff and school administration. Graduation related events, activities and tasks are organized and facilitated by the parents in collaboration with the school administration. There is a parent meeting in winter to share information about this special occasion and the events surrounding it.
Mass Servers	Girls and boys in grades 5-8 are eligible to serve as Altar Servers for Masses.
Scouts	Scouting programs are available for boys and girls in grades K5-8.
Song Leaders	Students in grades 3-8 are eligible to participate at school Masses as Song Leaders who help lead the congregation in song. Rehearsal for Song Leaders occurs during the school day on Tuesdays.
Strings	Students in grades 1-8 may take private strings lessons. Strings lessons are arranged with the orchestra teacher. Group rehearsals are held before or after school.

## School Policies/Procedures

### **Accelerated Placement**

When accelerated placement by subject or grade is considered, it must first be determined that options for enrichment through differentiated instruction have been thoroughly explored and documented.

Enrichment is defined as staying with a theme, subject, or skill and developing it in depth; by expanding the study of basic curriculum subjects with a wider context, relating learning to new ideas or context, and/or providing a wider breadth of instruction by providing learning experiences outside the regular curriculum.

Acceleration is defined as the advancement of students in subjects at a rate that places them ahead of where they would be in the regular school curriculum. Acceleration can be in one or more subject areas or by grade level.

When accelerated placement is considered, School Administration will establish an acceleration review team. The following will be reviewed:

- Academic ability
- Academic performance
- Task commitment
- Results of Iowa Acceleration Scale
- Social/emotional impact
- Acceleration by subject or grade

The acceleration review team will make a recommendation to School Administration for accelerated placement or continuing enrichment through differentiated instruction. Decision of School Administration is final.

A trial period of 6-9 weeks is suggested for all accelerated placements.

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

### **Acceptable Use**

Appropriate or acceptable educational uses of these resources include but are not limited to:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.

- Using email capabilities to facilitate distance learning projects.
- Using listservs and newsgroups to gain access to current information on local, state, national and world events.
- Using applications and programs to enhance the school's curriculum.
- Collaborating with teachers and students alike on school assignments and projects.

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

Unacceptable practices include:

- Sending, accessing or displaying offensive, profane, vulgar and/or obscene messages or pictures
- Harassing, insulting, attacking others or any other forms of disrespect
- Damaging computers, computers systems or computer networks
- Trespassing in others' folders, work or files
- Employing the network, Internet or email for commercial purposes, personal gain, illegal activity or political promotion
- Using obscene language
- Violating copyright laws
- Using others' passwords
- Intentionally wasting limited resources or monopolizing those resources
- Any action that violates existing school policies or public law
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of computer settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading/purchasing applications, programs or software of any kind
- Spamming/sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of anonymous and/or false communications

- Exchanging or posting personal information over the Internet – with the exception of teacher-directed instances
- Vandalism of school equipment, which includes any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses
- Using the internet for personal entertainment
- Instant messaging on school devices
- Access discussion groups, chat rooms, bulletin boards, private email or social networking sites without the consent of a supervising teacher

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

### **Network Responsibility Agreement**

- Employees and students are responsible for good behavior on school computer networks and the internet. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- The network and its applications such as the internet are provided for students to conduct research and communicate with others for the purposes of educational growth and discovery. Independent access to network services is provided to employees who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
- Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.
- Network and on-line storage areas may be treated like school lockers.

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

### **Social Networking Sites**

Social networking sites such as Facebook, Instagram, or YouTube will not be permitted on individual devices, mobile or otherwise, provided for students by SJV. There are times when a teacher may utilize one of these sites for instructional purposes. Only then, under the supervision of that teacher, will social networking sites be permitted. Parents are to monitor student conduct on social networking sites from their own homes as the school is not responsible for the conduct of children in their homes. It is hoped that the expectations expressed in this handbook are supported at home.

### **Social Networking Policy**

#### Guidelines for Use of Social Media

Each user of the school/parish computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, You Tube, Instagram, etc.) for school related activities, students will not be granted access to these sites from school/parish owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

#### Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the school/parish's intended use of a social networking site.
- Parents must be invited to have access to these social networking sites
- School staff is not to initiate or accept any requests from students to join a social network being used for personal purposes.
- School staff is not to post any pictures, names, or, identifiers of students on any social media sites for personal use.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.

- Tagging a photo with a student's full name and/or personal information is prohibited.
- Administrators will review and regularly monitor all comments and posting. Any inappropriate content should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect.
- Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

## **iPad/Chromebook Policies**

### **Responsible Use**

- Students are to use their iPads/Chromebooks in a responsible and ethical manner at all times as indicated by the responsible use standards established in the acceptable use policy.
- Students are to monitor all activity on their account(s)/device. If a student should receive inappropriate digital content, he/she should immediately notify a school adult. A student transmitting inappropriate digital content will automatically lose privilege to such devices for an allotted time as determined by the administration.
- Students will use only school installed and/or approved apps. iPads/Chromebooks are intended to be educational tools only. Any student installing apps without expressed permission from the technical advisor will be subject to consequences as defined in the consequences portion of the acceptable use policy.

### **Carrying iPads/Chromebooks**

- Students will keep iPads/Chromebooks in a protective case at all times. The protective cases provided with the iPads/Chromebooks

have sufficient padding to protect the iPad/Chromebook from normal treatment and provide a suitable means for carrying the device within the school.

- iPads/Chromebooks should always be within the protective case that has been provided.
- No other items should be stored or carried within the iPad/Chromebook case to avoid pressure and weight on the screen.

### **Screen Care**

- The iPad/Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen as well as moisture.
- Do not lean on the top of the iPad/Chromebook when it is closed.
- Do not place anything near the iPad/Chromebook that could put pressure on the screen.
- Take care not to bump the iPad/Chromebook against lockers, walls, doors, floors, etc.
- All food and beverages must be kept away from the iPad/Chromebook at all times.

### **Photography/Recording/Screensavers**

- Students may not take pictures or record videos with their iPad/Chromebook unless directed by a teacher. Pictures or video that have been taken using the iPad are to be used for instructional purposes only.
- Students are not to change their screensaver/background photos unless directed to do so by a teacher.

### **Sound, Music Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must have headphones or earbuds with them at school each day so that they can listen to audio as directed by the teachers.
- Personal media is not allowed on the iPad/Chromebook.
- All software/apps/games will be provided by SJV and will be managed through our Mobile Device Management (MDM) system. *Students may not sync their iPad with their home computer or iTunes account.*

### **Printing**

Printing will be available using school technology on a limited basis. Students should talk to their teachers about when and how to print and should only print when directed by the teachers.

### **Saving to the iPad/Chromebook Home Directory**

Students may save work on their iPads/Chromebooks. Limited storage space will be available on the iPad/Chromebook – BUT it will NOT be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad/Chromebook malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing their files.

### **iPads/Chromebooks Left in Unsupervised Areas**

Under no circumstances should iPads/Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, computer lab, unlocked classrooms, locker rooms, library, and hallways. Please keep them locked and secure in the iPad cart.

### **CONTRADICTIONS TO RESPONSIBLE USE**

Students found to be in violation of the acceptable use policies and the expressed care for the iPads/Chromebooks will be subject to the disciplinary consequences expressed on pages 40-44 of the Parent and Student Handbook. Depending on the severity of the infraction, the following actions may be taken by the supervising teacher and administration.

- Verbal warning and a phone call to the parent or guardian
- Confiscation of the device and a phone call to the parent or guardian
- Loss of access to equipment for a determined period of time
- Equipment replacement fine of \$600.00
- Additional disciplinary action as defined in the Discipline section of the Parent and Student Handbook
- Notification to law enforcement agencies

### **Accreditation Procedures**

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

**Administration of  
Medicine Policy**

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

**Admission and  
Grade Advancement**

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

All application paperwork must be completed in full prior to acceptance of student.

The following priorities will be used to determine admission of students into any given class of SJV when the number of applicants exceeds the number of openings available:

Children whose parents/guardians are registered members of SJV Parish and who have siblings that are enrolled in SJV School.

1. Children whose parents/guardians are registered members of SJV Parish.
2. Children of SJV School teachers, staff and SJV Parish staff.
3. Children whose parents/guardians are not registered members of SJV Parish.

Parents/legal guardians who are given verbal or written notification of an opening for their child/children in the enrollment at SJV shall be given seven (7) days to respond to the offer of enrollment. Failure to respond in the seven (7) days to the notification of an opening in the enrollment at SJV will constitute a refusal of that opening. Parents/guardians 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.

Following an academic assessment determined by School Administration, students who enter SJV from a home school program shall be placed at the appropriate grade level. The decision of School Administration is final. For new admissions requesting accelerated placement, School Administration will initiate the accelerated placement procedure to determine if accelerated placement in a subject or grade level is appropriate. See Accelerated Placement policy.

**Animals in the Classroom**

The educational and therapeutic value of animals in the school setting is recognized. However, conditions must be maintained to insure the safety and well-being of students, staff and the animals.

In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom, for a specific period of time, only as part of a written curriculum, and with the prior approval of the School Principal.
- There should be clear instructional or therapeutic purpose for keeping an animal in the classroom.
- Upon approval, the teacher must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Any specific restrictions or laws regarding reptiles, undomesticated animals, birds, and stray animals must be followed.
- The other uses of the room (such as Christian Formation, Children's Liturgy of the Word, etc.), where the animal is kept, must be taken into consideration.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

**Before & After School Care Account**

School families are responsible for paying their After Care fees in a timely manner.

In the event that a family's After Care account has a balance which is more than thirty (30) days past due, then you will receive written notification from the School Administration and/or its designee of such balance.

In the event that a family's After Care account has a balance which is more than forty-five (45) days past due, then, at the discretion of the School Administration, the family's ability to participate in the After Care Program, may be suspended and/or terminated, unless or until the family's balance has been paid in full.

**Continued Admittance**

All students shall be subject to a period of continued admittance review (the "Review") during the first semester following their admission to St. John Vianney School. At any time thereafter, the School Administration may determine, in its sole discretion, to place a student on an indefinite period of Review based on the demonstrated academic or behavioral needs of such student (the "Needs"). The School Administration shall notify in writing the parent(s) or guardian(s) of any student placed on Review of such decision. During any period of Review, the School Administration shall determine whether or not SJV can meet the Needs of the student. If the School Administration determines, in its sole discretion, that SJV is not able to meet

the Needs of a student who is on Review, then the School Administration will inform the parent(s) or guardian(s) of such student that he or she will not be invited back to attend SJV following the end of the then current school quarter or any subsequent period. The decision of the School Administration shall be final.

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

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

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

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

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

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

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

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

**Admission to K3,  
K4, Kindergarten  
and First Grade**

K3 children must be three (3), K4 children must be four (4) years old, Kindergarten children must be five (5) years old, and first grade children must be six (6) years old on or before September 1<sup>st</sup> in the year he/she proposes to enter school.

The procedures for admission of underage children are as follows:  
A child whose birthday falls prior to October 1<sup>st</sup> but after September 1<sup>st</sup> may apply for early admission into the age appropriate grade level of K3, K4, K5, or 1<sup>st</sup> grade. The procedures for admission of underage children are as follows:

1. The parent/guardian applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
2. If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.
3. The principal informs the parent/guardian of the acceptance or denial of enrollment decision.
4. Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situation, the principal may request that the parents/guardians withdraw the child and enroll him/her at the regular age.

### **Archdiocesan Policies and Procedure Manual**

The [policies and regulations of the Archdiocese of Milwaukee](#) are available online. These documents provide the policy, regulation, law or directive of Governmental Agencies and Cannon Law to be followed by any school that is accredited by WRISA or the Archdiocese of Milwaukee. The documents refer to community relations, administration, business and non-instructional operations, personnel, students, instruction, and new construction.

### **Attendance**

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

Parents/guardians may pick up assigned work for ill students in the school office at the end of the school day. Teachers are not expected to provide assignments in advance of planned absences since lesson

plans and classroom instruction are not static. A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is normally not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

#### Absence

Each day of a student's absence, the parent/guardian is required to call the school office (262) 796-3942 to report their child's absence before 8:30 am. Alternatively, the parent/guardian may email [janellep@stjohnv.org](mailto:janellep@stjohnv.org) AND the child's teacher before 8:30 am. If the school office does not receive a call or email by 8:30 am, the school will attempt to contact the parents/guardians. Once all available contact information has been exhausted, School Administration will contact the appropriate authorities.

#### Appointments

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

#### Illness or Injury during School

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

#### Vacation/Planned Absence

If a parent/guardian plans to excuse a student from school regularly scheduled class time, parents/guardians must notify the School Administration 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. Absence Request forms are available in the school office. Email notification or written notes are acceptable means of communication.

#### Accommodation for Illness or Injury

If a student requires accommodation due to illness or injury, a written physician order should be provided to School Administration. A copy of the order will be provided to all teachers who work with the student. Families are encouraged to work closely with the teachers and School Administration to aid in the proper administration of the order. Virtual accommodations are available for medically necessary reasons only. Virtual

learning for non-medical reasons will be considered an unexcused absence. The teachers and School Administration will use best efforts to reasonably accommodate all students. Administration may require a doctor’s note supporting the medical need for virtual learning. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

Please consult the following chart to help clarify attendance questions or concerns:

<b>Absence/Tardy Type</b>	<b>Examples</b>	<b>How Many Allowed Within 1 School Year</b>	<b>Type of Note Needed</b>
<b>Unexcused</b>	<ul style="list-style-type: none"> <li>• Absent without parent excuse</li> <li>• Unreported absence</li> <li>• Virtual attendance for non-medical reasons.</li> </ul>	10	None
<b>Parent Excused</b>	<ul style="list-style-type: none"> <li>• Vacations without an approved Absence Request Form*</li> <li>• Non-school sponsored activities without an approved Absence Request Form*</li> <li>• Illness without doctor’s appointment</li> </ul>	10 Unexcused AND Parent Excused Combined	Notify school office and student’s teacher
<b>Official Excused – Medical Excused</b>	<ul style="list-style-type: none"> <li>• Illness with doctor’s appointment</li> <li>• Doctor/Dentist Appointment</li> <li>• Sent home due to illness or injury at school</li> </ul>	Unlimited	Written excuse from medical provider

<b>Official Excused – Principal Excused</b>	<ul style="list-style-type: none"> <li>• Funeral</li> <li>• Legal/Court Appointments</li> <li>• School-Sponsored Activities</li> <li>• In-School Suspension</li> <li>• Planned Vacation/Absence*</li> <li>• Inclement weather in which school was not</li> </ul>	Unlimited	Absence Request Form approved and signed by Principal
<p style="text-align: center;">cancelled or delayed, but approved based on weather conditions (no request form needed)</p> <p>*Tardies- Students will be marked tardy if they arrive to school between 7:55 a.m. and 8:30 a.m. If a student arrives after 8:30 a.m. s/he will be marked as a half day absent. Any student leaving mid-day and out for more than 45 minutes will incur a half-day absence.</p> <p>*For a planned vacation or planned absence the Absence Request Form must be completed at least one week in advance to give adequate time for administration to review and approve.</p> <p><a href="#">First Notification of Truancy</a> (Between 5-10 Absences)</p> <p><a href="#">Second Notification of Truancy</a> (Above 10 Absences)</p>			

**Birthday Treats and Party Invitations**

For all students in grades K3-8th grade, only non-edible birthday treats may be brought from home to celebrate a birthday at school. Students may bring in items to share with classmates such as pencils, books, bookmarks, etc.; however food is not acceptable for birthday treats. If an edible birthday treat is brought to school, the student will be discreetly asked to return the treat home at the end of the school day.

Party invitations may not be distributed in school or on the school bus unless all students in the class are being invited to avoid excluding others. To celebrate their child(ren)'s birthday, parents/guardians may bring a special lunch for their child(ren) only. See school Wellness Policy.

## **Bus Conduct**

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

### **Boarding the bus:**

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

### **Bus Riding**

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

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

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

## **Child Custody Disclosure**

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

## **Child Abuse**

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

The reporter shall complete and file a written report with the School Principal or in the absence of the Principal the School President, within 48 hours of the oral report. (See Form 5140.1)

## **Classroom Size**

The SJV School Committee has determined maximum numbers of students for each grade level that are age-appropriate and create an environment conducive for learning in a classroom. Classroom maximum sizes are as follows: K3 – 15 per class; K4 – 24 per class; K5 – 25 per class; 1<sup>st</sup> grade – 26 per class; 2-8<sup>th</sup> grade – 28 per class.

## **Communication**

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

If a concern arises, parents/guardians should follow the proper chain of command, i.e., first contact is the teacher. If an appropriate solution is not reached, then contact the school administration. If a satisfactory solution is still not achieved, contact the pastor. The SJV board of directors, school advisory commission, nor pastoral council are involved in the complaint process. A more formal, written Appeal Procedure for serious differences is described in the *Discipline* section of the Parent-Student handbook.

### Conferences

Parent-teacher-student conferences are held twice a year. Conference dates are listed on the annual school calendar. Students in grades K5-8 are required to attend conferences with their parents/guardians, while K3 and K4, teachers determine the need for students to attend. **Because conference dates are considered school days, students not attending the conferences in grades K5-8 will be marked absent.**

### Report Cards

Report cards are issued to students in grades K3-8 to communicate to parents/guardians a student's academic and behavioral growth and progress. Report cards are sent home with the 1<sup>st</sup>-8<sup>th</sup> grade students within a week of the end of trimesters one and two. K3, K4 and K5 will receive report cards in January and June. For all grades, the last report card of the year will be posted to your child's PowerSchool account.

### SJV Website

The SJV website address is [www.stjohnv.org](http://www.stjohnv.org). School bulletins and information, forms and standing committee meeting minutes are found on the website.

#### SJV Shamrock Weekly

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

#### Telephone

Students are only allowed to make phone calls to their parents/guardians during the school day using the Health Room telephone.

#### One Call Now

One Call Now has the ability to:

- Send notifications even when school phone lines are down
- Announce school closings due to inclement weather
- Rapidly deliver first-hand information during a crisis situation both by phone and email

Each student / family can have up to 11 “touchpoints.” In the event of a school closing or crisis situation, messages can be sent to 6 different phone numbers and 5 different email addresses. This expands our capability to reach you at home, at work or on the road. The most important thing parents can do is verify the accuracy of their contact information.

### **Conflict Response Plan**

To effectively handle conflicts, the following plan will be utilized:

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

### **Damaged or Lost Property**

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

**Distribution of Materials and Information to Families and Students**

The distribution of announcements, flyers, posters and all other communications to SJV students, families and staff from individuals or groups must be approved for distribution by the principal. Distributed material will be consistent with the Catholic identity of St. John Vianney Parish and School. Advertisements for business or for-profit organizations will not be distributed unless it is an advertisement for an activity directly affiliated with St. John Vianney Parish or School. Materials will not be distributed if they promote events in conflict with St. John Vianney Parish or School events.

**Drop Off/Pick Up**

Families use a variety of transportation modes to transport children to and from school. *SN* has the responsibility to take every precaution in assuring the safety of students, staff and visitors while on the school premises. The following are general guidelines for transportation modes:

- Buses- buses use the WEST parking lot only for drop off and pick up of students
- Bicycles – bikes are to be parked in the bicycle racks and may not be used during the school day, but only for transportation to and from school. For safety reasons, all students must walk with their bikes when they come on to school property.
- Cars-all cars are to follow procedures outlined in the drop off and pick up map; during the school day visitors to the school must park their cars only in authorized, designated areas east of the orange cone markers in the main church parking lot
- Walking-walkers must obey all traffic laws; walkers must use the main school doors to enter and exit the school
- Miscellaneous modes - Skateboards, roller skates and roller blades, etc... are not permitted on regularly scheduled school days or during extra-curricular school activities.

**Electronic and  
Tele-  
communications  
Devices**

Electronic and telecommunications devices include but are not limited to:

- \*Cell phones, smart watches, or similar devices
- \*iPods, tablets, MP3 players or similar devices
- \*Laser pointers or similar devices
- \*Cameras

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

Except as otherwise permitted by the School Administration, all personal electronic and telecommunications devices must be turned off at all times during the school day and during activities that are an extension of the school day. These activities include, but are not limited to, bus riding, extracurricular activities and Fine Arts performances. These devices must be kept in a student's backpack during the school day, on the school bus, and during extracurricular activities.

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

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

Students are responsible for the safekeeping and use of such devices. SJV is not responsible for any damage or loss of such devices.

SJV is not responsible for the student(s)' use of such device at school as it is not possible for SJV staff to monitor all activity on personal devices. The expectation is that all content is classroom appropriate.

**Extra-Curricular  
Eligibility**

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

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

1. Habitual misconduct such as

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

### Probation

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

### Suspension

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

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

A student disqualified from an extra-curricular activity or sporting event for flagrant or unsportsmanlike conduct, is suspended from further participation in

meetings, practices activities, games or meets for no less than one competitive event.

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

### **Field Trip Policy**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Field trips and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students.

The School Administration will not authorize any field trip that is strictly recreational in nature.

The School Administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity.

The following procedures must be followed:

1. Students may be assessed a fee to cover field trip costs. Care should be taken to keep costs to a minimum. The cost for chaperones, if any, should be included in the field trip costs assessed to the students.  
Written approval of a parent or guardian shall be obtained before a student is allowed to participate in a field trip. The teacher should use the approved Permission Form and the completed forms must be returned to the school prior to the trip. If the student does not have parental/guardian approval, they are not allowed to leave school or participate in the field trip or community service. The School Administration will make all decisions if there are extenuating circumstances regarding parent permission.
2. Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, which shall at a minimum include a qualified adult for every 10 students, including one or more employees of the school. If bus transportation is being used, the same level of supervision is required on the bus.
3. All chaperones must be 21 years of age or older and have completed Safeguarding All God's Family training. Chaperones may not bring siblings or other children on the trip.
4. Transportation arrangements must be approved by School Administration.

Whenever possible, bus transportation should be provided. The use of private vehicles is strongly discouraged.

5. Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
6. All field trips shall begin and end at the school. Field trips and community service shall not interfere with the regularly scheduled transportation of pupils to and from school, unless otherwise approved by School Administration.
7. Students should be counted before leaving, during the field trip, and again at the time of departure for return to school.
8. At least one teacher/staff shall bring a cell phone.
9. Students are not allowed to leave the field trip unless signed out and removed by a parent.
10. If the field trip is cancelled for any reason, all funds from fundraising activities are the parish/schools and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

### **Fundraising and Stewardship**

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

### **Harassment/ Bullying**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

#### Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- •Written documentation of the incident
- •Disciplinary sanction(s)
- •Peer mediation
- •Professional counseling
- Referral to outside agencies
- •Probation/Suspension/Expulsion

•To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

School families are responsible for ensuring that their child(ren)'s hot lunch account(s) has a positive balance.

**Hot Lunch Account**

If a child's individual hot lunch account has a balance which is less than ten dollars (\$10.00), then you will receive written notification from the School Administration and/or its designee of such balance.

In the event that a child's individual hot lunch account has a balance which is more than fifty dollars (\$50.00) past due or a family's hot lunch account balances combined are more than one hundred dollars (\$100.00) past due, then, at the discretion of the School Administration, the delinquent individual hot lunch account and/or all of the family's hot lunch accounts, as applicable, may be suspended and/or terminated, unless or until the individual or family hot lunch account(s) are replenished with sufficient funds to provide a positive account balance(s).

School families are reminded that families in need of financial assistance may be eligible for free or reduced hot lunch. Please contact the School Administration regarding such assistance.

**K3 & K4 Full Day/  
Half-day Option**

The St. John Vianney K3 & K4 program is a full day program with a half-day option. Requests for a student to transition from the half-day option to the full day program will be considered by the School Administration at the end of second and third quarter only. Special circumstances will be addressed by the School Administration.

The School Administration will consider the individual educational needs (social, emotional, developmental) of each child and reserves the right to change the placement of any child to best fit these educational needs.

**Lunchroom Rules** The lunchroom is supervised by SJV personnel and parent/guardian volunteers under the direction of the Lunchroom Supervisor. The lunchroom rules are as follows:

1. Follow directions given by lunchroom personnel.
2. Demonstrate respectful conduct toward all adult supervisors, volunteers, cafeteria staff and peers in the cafeteria.
3. Walk at all times.
4. Lunch cards are used to purchase milk and food. No cash may be used for purchases. Students with a negative lunch account balance will not be denied food, but payment is expected promptly.
5. Students will use quiet, conversational voices and demonstrate courteous eating habits and table manners.
6. Be respectful of the food given and dispose of it properly.
7. Birthday lunches may be brought by parents/guardians during their child's lunch period for their child only.
8. Students may not drink soda at school.
9. Students will pray the *Communal Meal Prayer* led by the Lunchroom Supervisor either before or after the meal, depending on the grade level.
10. Students will remain seated until dismissed by a supervisor.

**Parties** Parties in the classroom must be planned with the homeroom teacher in coordination with the Room Parents. Parties are to be no longer than one hour and fifteen minutes in length with simple and enjoyable activities and/or crafts. Parties may be planned for Halloween, Christmas, Valentine's Day, and End-of-the-Year.

No food or drinks shall be brought in or served at the classroom parties. Any goodie bag which includes food items will not be distributed.

Serving food at special celebrations which foster community building will be at the discretion of the Administration.

**Pets** For health and safety reasons, family and household pets are not allowed in the school building. Classroom pets must be in compliance with school policy guidelines. The school administrator may grant exceptions for a special educational event.

**Placement Requests** The School Administration, in collaboration with the classroom teachers and members of the Learning Support team, is responsible for the classroom placement assignments of students. Many factors are considered when determining classroom placements. These factors may include ability level, academic strengths and challenges, processing skills, special education needs, personality, maturity, development, teacher-student relationships, student to student relationships, gender, birthdates, and other traits. All placement

decisions are made by faculty and administration are final.

**Plagiarism and Academic Dishonesty**

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings of another" (Webster's Dictionary, 1961, 2001). Plagiarism includes exact copying, rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Academic dishonesty includes but is not limited to copying or allowing another to copy any of the following: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions and term papers. Since plagiarism and academic dishonesty are acts of stealing and fraud, it is not accepted in any writing or speaking assessment submitted by an SJV student. The School Administration has the right to determine penalties for any partial or complete act of plagiarism or academic dishonesty found in a student's work.

**Playground Equipment and Rules**

The playground is supervised by school personnel and parents/guardians. For the wellbeing of all students, the following rules apply:

1. Students will conduct themselves in a safe and respectful manner.
  - Students will remain in the designated area for the designated time period.
  - Snack wrappers and all trash will be disposed of properly.
  - Students will not throw snow or ice.
  - Rough play and physical aggression will not be tolerated.
  - Swearing or bad language will not be tolerated.
  - Exclusion of peers will not be tolerated.
2. Students will dress appropriately for the weather.
  - Expectations for outerwear may vary by grade and season.
3. In the event of injury, students will notify the nearest playground supervisor who will immediately notify the school office (see *Health and Safety*).
4. The students will remain inside in the event of rain or temperatures below 0 degrees Fahrenheit.

Each classroom is provided with playground gear such as basketballs, footballs, and jump ropes. Children are permitted to bring items from home if they are clearly labeled. Proper care of playground gear is required.

SJV provides playground equipment for student use. The following rules apply:

1. Students will use equipment safely and appropriately.
2. Unsafe use of equipment and unsafe behavior are prohibited.
3. Loose scarves and drawstrings on clothing are not allowed.
4. Students will not throw the bark (provided as cushioning beneath playground equipment).
5. Playground supervisors may impose additional rules as deemed necessary for safety.

**Publicity Consent** SJV may record any student’s voice or likeness on videotape, audiotape, film, digital, electronic or any other medium. SJV may use, publish, reproduce, exhibit or distribute in any medium these recordings for any purpose that SJV deems appropriate, including promotions, advertising, recruiting, fundraising or evangelization efforts. This includes, but is not limited to publishing and releasing students’ names, photos and/or likenesses including student work on the parish/school website, in newsletters, and to the media. With respect to photographs and schoolwork, children are identified by first name only. SJV may release last names of students after receipt of parental/guardian consent. St. John Vianney Parish and School are released from any and all liability, and legal or equitable claims of any kind related to such use, publication, reproduction, exhibition, or distribution of recordings or use of students’ names.

If a parent or legal guardian objects to the release in any form, the parent or legal guardian must submit their objection in writing to the School Principal by September 1<sup>st</sup> of each school year.

**Resources** 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 the School Board Meetings.

**Responsibilities for Supervision of Children and Youth** See: <https://schools.archmil.org/CentersofExcellence/DOCsPDFs/Schools-Policy-Handbook/ParishandSchoolPolicyManual2020-21.pdf#page=59>

**Safeguarding All of God’s Family** Safeguarding All God’s Family Program Requirements

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

**School Closing**

During inclement weather, transportation problems may force the temporary closing of schools. If weather occurs that might force the closing of school, tune in to one of the following radio or corresponding TV stations/websites for news bulletins announcing school closings: FOX 6, TMJ4 and WISN. SJV closes when Elmbrook School District closes or may do so independently for special circumstances. SJV will utilize the One Call Now system to notify families of school closing. (See **Communication**.)

When dismissing students early, administrators shall inform parents and ensure the safety and wellbeing of students while in their care.

When a school/religious education program is closed due to severe weather, all after-school and evening activities are cancelled.

**School Snack**

Students may bring a daily snack. Special circumstances will be addressed by the Administration.

To keep our primary and intermediate students safe and minimize potential

allergic exposures, snack requirements will be dependent upon student allergy concerns at each grade level. Families will be notified of any grade level allergies and possible snack restrictions at the beginning of the school year or as any need arises.

To ensure student safety, snacks are to be eaten in the classroom or lunchroom at a time designated by the classroom teacher.

Administration reserves the right to modify restricted snacks at any time.

## **Student Records**

SJV follows the Family Education Rights and Privacy Act (FERPA) regarding all student education records. Parents/guardians may review their child(ren)'s records, cumulative and/or health file, in the school office by appointment only. Student records may not be taken from the school office. School records are mailed directly to the requesting school using the US Post Office.

It shall be the responsibility of the School Principal to transfer all official school records relating to a specific student upon receipt of one of the following:

- A written request from the student's parent or guardian that he/she intends to enroll the student in another school.
- A written request from the school or district in which the student has enrolled.
- A court document that the student has been placed in a secured correctional facility, child caring institution or group home.

All student records must be transferred to the new school.

The School Principal will use best efforts to obtain official school records, or verbal acknowledgment, from the previous school for transfer or incoming students in order to verify the grade assignment. Delay in sending or requesting student records is harmful to both the educational welfare of the student and the educational planning of the receiving teacher(s).

SJV will not withhold the transferal of official student records (transcript of credits) for unsatisfied financial obligations.

## **School Survey**

Subject to pastoral staff budget approval, the SJV School Committee shall regularly conduct a survey of school parents/guardians and school personnel. The survey shall include, but not be limited to, issues such as school programs, student academic progress, tuition and technology. A summary of the survey results will be made available for review. The School Committee shall review areas of concern raised by the survey and shall make appropriate recommendations to school administration based on the survey results.

## **Supplementary Instructional Materials**

In this policy, “instructional materials” refers to textbooks, library acquisitions, supplemental materials for classroom use, and any other instructional materials, including electronic resources, used for formal or informal teaching and learning purposes.

Responsibility for selection and/or approval of instructional materials shall be delegated to the professionally trained staff employed by the school based on the following criteria:

1. Materials are selected through a Catholic lens.
2. Materials shall support and be consistent with the general educational goals of the school and the objectives of specific courses.
3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.

Reservations regarding instructional materials used for academic purposes should be directed to the School Administration.

## **Transportation**

Families use a variety of transportation modes to transport children to and from school. SJV has the responsibility to take every precaution in assuring the safety of students, staff and visitors while on the school premises. The following are general guidelines for transportation:

- Busses - Busses use the WEST parking lot for drop off and pick up of students
- Bicycles – Bikes are to be parked in the bicycle racks and may not be used during the school day.
- Cars – All cars are to follow procedures outlined by administration. During the school day visitors to the school must park their cars in designated areas east of the orange cones in the main parking lot.
- Walking – Walkers must obey all traffic laws. Walkers must use the main school doors to enter and exit the school.
- Miscellaneous modes - Skateboards, roller skates roller blades, and similar items are not permitted on regularly scheduled school days or during extra-curricular school activities.

**Transportation of Pupils**

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs and other groups, who are required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.
6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid and current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
10. The parish/school/agency should submit the name and driver's license number of any driver to Catholic Mutual Group. Catholic Mutual will check the driving record through the state and communicate the results to the parish. The Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth.

11. Drivers must complete the on-line video, “Be Smart – Drive Safe” found on Catholic Mutual’s home page at [www.catholicmutual.org](http://www.catholicmutual.org).
12. Administrators with any programs that require driving must view Catholic Mutual’s “Church Transportation – is it Necessary and Ministry-Based”.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.

### **Video/Film**

Videos or portions of videos rated G or classified for educational use are acceptable media to use in the classroom to enhance learning. Videos or portions of videos shown with a rating of PG must have parent/guardian permission for each child viewing the film. Videos rated PG-13, R, etc... are unacceptable for classroom use.

### **Visitors**

All school visitors must enter the school using the school entrance doorway near the school office only. This main entrance has a buzz-in system to admit visitors. **Visitors will be admitted to the school if the principal/designee determined that the request for visiting has sufficient and good reason that does not interfere with academic instruction.** Visitors must sign in and wear a visitor’s sticker while in the building. When leaving, visitors must sign out in the school office. This sign in procedure does not apply to visitors attending athletic events or other school programs in the gym, cafeteria, presentation hall, or activities clearly for the purpose of parent involvement such as an open house or parent-teacher conference.

Students may not bring guests without permission by parent/legal guardian and school administration.

A student is never permitted to leave the school with anyone who is not clearly identified as his/her parent/legal guardian or an adult authorized in writing by the parent/legal guardian for this purpose.

### **Volunteers**

Service is both a privilege and an expectation that lies at the heart of our SJV mission. All SJV parents are expected to contribute a minimum of **ten** volunteer hours to support SJV School and Parish. We have many volunteer opportunities to fit a diversity of interests, abilities and work schedules.

Volunteers are to work under the supervision and direction of a certified staff person.

All volunteers should complete the volunteer's application form before placement. The duties of the volunteer should be clearly defined.

Volunteers must be provided an orientation prior to the commencement of their duties. This orientation must include a review of parish/school policies, procedures and legal considerations as they pertain to the volunteers' time in the parish/school. Volunteers should be knowledgeable of the scope of their volunteer tasks and know what to do in case of emergencies or accidents. Existing volunteers should be re-oriented annually.

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, all volunteers who have regular contact with children shall have the following completed prior to the beginning of their service:

A criminal background check. To be repeated every five years.

A reference check

Safe Environment Education

Approval by a member of the professional staff

A signed statement verifying the individual has read and agrees to comply with the Code of Ethical Standards and the Mandatory Reporting Responsibilities.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

For more information See:

<https://schools.archmil.org/CentersofExcellence/DOCsPDFs/Schools-Policy-Handbook/ParishandSchoolPolicyManual2020-21.pdf#page=71>

## **Discipline**

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

**Disciplinary Plans-** The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.

School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.

- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

### **Probation, Suspension, and Expulsion**

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance. Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another•

A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

## **Probation**

A student may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to a school are considered on probation for a minimum of one semester.

## **Suspension**

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others. Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended.

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

## **Expulsion**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

## **Expulsion Procedures**

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents

and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.

- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.

- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.

- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.

- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.

- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.

- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

### **Appeal**

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

### **Alternatives to suspension and expulsion**

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice

# **Financial Obligations**

## **Parish Registration and Church Support**

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

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

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

### **Fees**

Registration Fee	\$150 for one child, \$225 for two children, \$300 for 3 children, \$375 for four children, \$450 for five children
H&S Dues	\$30 per family per year
Playground Fee	\$100 per family per year
Student Activity Fee	\$50 per child per year
Graduation Fee	Determined each year in May

### **Tuition**

<b>Registered Parishioners</b>	<b>2021-2022 Tuition</b>
<b>K3: 3-day</b>	<b>\$3950</b>
<b>K3: 5-day</b>	<b>\$6550</b>
<b>K4** w/o siblings in K5-8</b>	<b>\$4950</b>
<b>K4 w/siblings in K5-8</b>	<b>\$3950</b>
<b>K5-8<sup>th</sup>: 1 student*</b>	<b>\$4350</b>
<b>K5-8<sup>th</sup>: 2 students</b>	<b>\$7830</b>
<b>K5-8<sup>th</sup>: 3 students</b>	<b>\$10,440</b>
<b>K5-8<sup>th</sup>: 4 students</b>	<b>\$12,180</b>

### **Payment Options**

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

Blackbaud Tuition Management is the company we use to collect tuition payments and fees. Parents are required to make payments through this company. Blackbaud allows for many payment options such as money transfers, mailing checks or using a credit card. Once a contract is received, an account will be created and login information will be given to the family.

A student may be dismissed at the end of a semester or not invited back for the next academic year, for non-payment of financial obligations when the parent has failed to demonstrate sufficient good faith in attempt to meet these obligations. Students will be allowed to complete all academic work in progress, including class/semester/final exams, before terminating enrollment for non-payment of tuition/fees.

### **Financial Assistance**

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

### **Tuition Credit**

- **SCRIP** is an opportunity for families to earn tuition credit for the following year by purchasing certificates used for products and services at nationwide and locally run businesses. A percentage of the total order is credited toward the following year's tuition.

### **Tuition Refunds**

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

### **Hot Lunch Accounts**

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

## **Academic Expectations**

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

### **School Grading Practices**

Effective grading practices are necessary for improved teaching and learning.

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards based and reflect what students know and are able to do so.
- Grading should be transparent and promote common understanding between students, parents, teachers and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.

### **Assessment of Student Learning**

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. Schools will employ a system of integrated assessment that includes:

Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.

- On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent schoolwide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessment to direct ongoing school improvement.

### **Homework**

The purpose of homework are threefold: to deepen students' understanding and skills relative to content that has been initially presented to them, to prepare students for new content or to have them elaborate on content that has been introduced. In most cases homework should be formative, allowing students to apply what they have learned so they find out what they really do understand and return to class to ask questions about what was not understood.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. With increased maturity, learning should become an independent activity. This should be

established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

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

The amount of homework assigned to students should be different from elementary to middle school.

LEVEL	TIME
K4/K5	0-15 Minutes
Primary	15-30 Minutes
Intermediate	30-60 Minutes
Middle School	60-90 Minutes

- Parent involvement in homework should be kept at a minimum.
- The purpose of homework should be identified and articulated.
- When homework is assigned, approaches to providing feedback should vary.

### **Standards Based Grading**

St John Vianney School uses **scoring guides** to clearly define learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. These scoring guides help students and parents understand the level of mastery they have achieved at any given time.

**Level 1** would only apply to students who lack even the most basic knowledge in a given standard. This could include a student who has learning challenges identified in a Service Plan or IEP.

**Level 2** is the grade given when a student is not at the mastery level, but working on the necessary vocabulary and learning targets identified in the scoring guide. A student remains at Level 2 until they have demonstrated full mastery of the priority standard(s) being assessed.

**Level 3** is the grade given when a student has demonstrated proficiency on a given standard. It is important that a student is given more than one opportunity to provide evidence of mastery before the priority standard is given a grade on the report card. These assessments are summative in nature, but don't necessarily require a formal written test. The most recent and comprehensive evidence is given the greatest consideration when

determining a grade.

**Level 4** represents an understanding and application of knowledge at a level beyond what is expected at a given grade level. In the Archdiocese of Milwaukee, Level 4 appears on the Proficiency Scale beginning in grade 4. It is important to understand what level 4 means:

Level 4 is:	Level 4 is not:
High on <a href="#">Bloom's Taxonomy or DOK level</a>	An "A"
Beyond what is taught in the classroom	Extra credit
Something most students do not attain	A reward for non-academic factors
Often a result of high ability, high interest, or high background knowledge	The teacher's instructional focus

The **Proficiency Scale** communicates the level at which students are able to demonstrate understanding and application of concepts and skills aligned with grade level standards on the report card.

### Grades 1-3 Proficiency Scale

	3 Proficient	<ul style="list-style-type: none"> <li>● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>● Student can complete assigned tasks independently.</li> </ul>
	2 Developing	<ul style="list-style-type: none"> <li>● Student demonstrates partial understanding of grade level standards.</li> <li>● Student can sometimes complete learning activities without assistance.</li> </ul>
	1 Emerging	<ul style="list-style-type: none"> <li>● Student needs more time to develop understanding of grade level standards.</li> <li>● Student can complete learning activities with assistance.</li> </ul>

## Grades 4-8 Proficiency Scale

	<p>4 Advanced</p>	<ul style="list-style-type: none"> <li>• Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li> <li>• Student can independently complete self-directed studies.</li> </ul>
	<p>3 Proficient</p>	<ul style="list-style-type: none"> <li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>• Student can complete assigned tasks independently.</li> </ul>
	<p>2 Developing</p>	<ul style="list-style-type: none"> <li>• Student demonstrates partial understanding of grade level standards.</li> <li>• Student can sometimes complete learning tasks without assistance.</li> </ul>
	<p>1 Emerging</p>	<ul style="list-style-type: none"> <li>• Student needs more time to develop understanding of grade level standards.</li> <li>• Student can complete learning activities with assistance.</li> </ul>

[Click here for the Parents Guide to Standards Based Learning.](#)

## Success Indicators

Behavioral attributes and characteristics play a significant role in learning and are closely linked with academic progress and success. It is important to place work habits and behaviors on an equal footing with academic success. Reporting and teaching the behaviors and skills needed to be successful and productive citizens grounded in the Catholic faith are a priority. They should, however, be reported out separately. By including *Success Indicators* as a separate reporting category, teachers can more honestly communicate about such matters as behavior, participation, and responsibility without distorting a student's actual academic grades.

St John Vianney School has identified three categories of *Success Indicators*: Student as Learner, Student as Citizen, and Student as Disciple. Under each category we have included statements that clearly articulate the behaviors and skills students must learn and demonstrate to reach their full potential. These statements serve as the basis for conversations with students and parents and provide guidance in identifying areas of strength and areas in need of attention.

These *Success Indicators* will be part of the 2020-21 report card revision.

## **Student Services**

Students suspected of having academic or behavioral challenges may be referred to the Learning Support Team by the teacher or a parent/guardian. The Learning Support Team evaluates data generated by the use of internal and external assessments to inform instruction and programming across grade levels. They work to identify those students with special learning needs in order to offer support to the student, their family and teachers.

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

The evaluation begins with a baseline assessment utilizing the classroom based assessments (formative and summative), benchmark/unit assessments, and any additional assessments to document any student that is not meeting the minimum or is exceeding grade level benchmarks. The teacher's notes and log of classroom interventions will also be reviewed.

For a student that is not meeting the minimum benchmarks, the Learning Support Team may recommend an Educational Action Plan (EAP). The Educational Action Plan serves to document necessary modifications to be made by teachers with support from parents to address the specific learning needs of a child. These documents are created to track interventions performed by teachers in the event that further evaluation by the public school system or a private evaluator is deemed necessary. The Educational Action Plan is developed by the Learning Support Team, teachers and parents. An Educational Action Plan may also be developed after a child has been evaluated by a private evaluator. Each teacher who has access to a child throughout an instructional day is privy to the information contained in the Educational Action Plan and may be invited to be part of the process of creating an Educational Action Plan. Educational Action Plans are evaluated periodically in response to student progress or the manifestation of additional learning problems.

Parents may refer their student to the Elmbrook School District for academic concerns and evaluations. SJV does not guarantee the delivery of special education or related services.

Upon request, the School District of Elmbrook is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the Director of Special Education, School District of Elmbrook, at 262-781-3030, or by writing 13780 Hope St. Brookfield, WI 53008.

<http://www.elmbrookschoools.org/teaching-and-learning/programs-services/index.aspx>

Upon receipt of the IEP report, SJV's Learning Support Team reviews the recommendations outlined in the report and determines if implementation of the IEP for the student is feasible if he/she continues his/her enrollment at SJV.

If the parents elect not to follow through on Elmbrook's recommendations, SJV will determine whether the student's needs can be met and whether continued enrollment at SJV is in the best interest of the student. This determination will be put in writing and shared with the parent.

Catholic schools welcome students who have disabilities and will make reasonable accommodations for students with disabilities. Whenever a student seeks enrollment into SJV, the school shall inquire as to whether the student had a history of or is presently eligible for special education and related services. Students with disabilities who require special education will only be enrolled if a program and resources are available to meet the student's needs.

The final decision for admission, instruction, and retention of any student rests with administrator. Administrators will give careful consideration to the admission of students with special needs, but are not required to enroll, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

**Standardized Testing**

The Iowa Assessments, including a Cognitive Abilities Test, is given to students in grades 3, 5 and 7.. The tests are generally administered in the spring of each year. Exact dates of testing are listed on the school calendar and are identified by the Archdiocese of Milwaukee. No vacations should be scheduled during these important tests.

In addition, Measure of Academic Progress (MAP) for Primary Grades or MAP is administered to all students in grades K5-8 in the areas of reading, mathematics, and language usage to measure growth and progress. This assessment is also given three times a year (fall, winter, and spring)

MAPs is a screening and skills assessment that measures growth and achievement for learners in reading, language usage and mathematic

**Promotion**

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

**Retention**

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

When retention seems likely the following procedures will be followed:

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

## School Organizations

### **School Committee**

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

The committee's function and responsibilities include:

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

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

### **Home and School Association**

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

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

All families that pay the required annual H&S Fee of \$30.00 are considered members of the SJV Home and School Association.

## **Home and School Sub-Committees**

### **Communications**

Birthday Board  
Orientation Day  
Room Parents  
Welcome Committee

### **Enrichment**

Battle of the Books  
Band Support  
Fine Arts  
High Interest Day  
Orchestra Support  
Robotics Club  
Veteran's Day

### **Resource**

Lost & Found  
Santa's Secret Shoppe  
Scholastic Book Fair  
School Supplies  
Spirit Wear  
Uniform Resale

### **Social**

Back to School Social  
Breakfast with Santa  
Dances: Mother/Son  
          Father/Daughter  
Holiday Pizza/Popcorn Party  
Grandparent's Day  
Movie Night  
Teacher Luncheons  
Trivia Night

### **Spiritual**

Catholic Schools Week (CSW)  
CSW Carnival  
Sunshine  
  
Teacher Appreciation Week

### **Ways & Means**

Bids for Kids Auction  
Box Tops for Education  
Dine Out with SJV  
  
SCRIP

## School Uniforms- K3-8<sup>th</sup> Grade

Uniform appearance creates an atmosphere of academic growth and progress. Uniform attire should reflect an overall sense of respect and modesty. Students will dress in full uniform every school day unless otherwise approved by School Administration.

The school uniform must match the style of the vendor specified below. Suggested locations for purchase include: Land’s End, Kohl’s, Target, Wal-Mart or Old Navy.

**Lloyd navy and green plaid uniform jumpers and skirts must be ordered through Dennis Uniform- [dennisuniform.com](http://dennisuniform.com)**

**School Code for Dennis Uniform: GJHNV**

**School Code for Lands End: 900075151**

Scrip can be used to purchase uniforms for many vendors including Dennis Uniform.

### **Girls’ Requirements:**

**Students may not wear long-sleeved shirts under short-sleeved shirts. Only white undershirts may be worn under uniform short-sleeved shirts provided they are not visible except at the collar. Skirts must be no more than three (3) inches from top of kneecap.**

Middle School <i>Uniform Skirt</i>	Lloyd Navy & Green Plaid must be no more than three (3) inches from top of kneecap. May wear full length navy leggings (including yoga-style pants) under skirt; NO sweatpants or pajama bottoms, capris or footless tights are allowed; skirts may not be worn rolled at the waist	<b>Dennisuniform.com</b>
Primary/Intermediate <i>Uniform Jumper</i>	Lloyd Navy & Green Plaid must be no more than three (3) inches from top of kneecap. May wear full navy length leggings (including yoga-style pants) under skirt (no capris or footless tights); NO sweatpants or pajama bottoms, capris or footless tights are allowed.	<b>Dennisuniform.com</b>
Long or Short Sleeve Polo	White, Navy, or Red Button only, no snaps No logos (other than the SJV logo) or designer names Shirts must be worn tucked in	
Turtleneck	White, Navy, or Red No logos (other than the SJV logo) or designer names Shirts must be worn tucked in	
Sweater	Navy or White Classic Cardigan No logos (other than the SJV logo) or designer names	
SJV Sweatshirt	Navy – current style with SJV logo or plain navy crewneck; no hoodies	

SJV Fleece Jacket	Navy zip-up fleece jacket- purchased through Land's End	
Pants	Navy cotton or corduroy No cargo style, Hip-huggers No contrast stitching	
Shorts	Navy Walking Short ( <b>May 1<sup>st</sup> to October 30<sup>th</sup> only</b> ); no cargo style	
Socks	Solid White, Black or Navy socks or White or Navy Tights. Socks must cover the ankle.	
Shoes	Arch supported and rubber soled shoes only; <b>NO</b> sandals, moccasins, boots, open-toe or backless shoes including Crocs and Heelies. Winter boots are only to be worn outside for recess	

### Boys' Requirements:

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

Long or Short Sleeve Polo	White, Navy, or Red Button only No logos or designer names Shirts must be worn tucked in	
Turtleneck	White, Navy, or Red No logos (other than the SJV logo) or designer names Shirts must be worn tucked in	
Sweater	Navy or White No logos or designer names	
SJV Sweatshirt	Navy – current style with SJV logo or plain navy crewneck; no hoodies	
SJV Fleece Jacket	Navy zip-up fleece jacket- purchased through Land's End	
Pants	Navy cotton or corduroy No cargo style or Hip-huggers No contrast stitching	
Shorts	Navy Walking Short ( <b>May 1<sup>st</sup> to October 30<sup>th</sup> only</b> ); no cargo style	
Socks	Solid White, Black or Navy socks. Socks must cover the ankle.	
Shoes	Arch supported and rubber soled shoes only; <b>NO</b> sandals, moccasins, boots, open-toe or backless shoes including Crocs and Heelies. Winter boots are only to be worn outside for recess	

**Make-up/Jewelry:**

- Students are not allowed to wear make-up (only clear lip balm or clear lip gloss is acceptable)
- Only clear nail polish is acceptable
- Stud earrings are acceptable; no dangle or hoop earrings

**Gym Uniforms:**

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

**Out-of-Uniform/Non-Uniform Guidelines:**

- Comfortable, casual, appropriately fitting, weather-appropriate clothes in good condition are acceptable (this includes denim/jeans)
- No see-through materials
- No inappropriate or offensive messages/slogans on clothing
- Shorts or skirts may be no shorter than 6" above the knee
- No halters, tube tops, spaghetti straps or bare midriffs are allowed
- Arch supported and rubber soled shoes only; **NO** sandals, moccasins, boots, open-toe or backless shoes including Crocs and Heelies. Winter boots are only to be worn outside for recess No frayed or torn hems

**Dress Code Violations:**

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

**After several verbal warnings, a teacher may issue a written notification that is sent home to parents/guardians informing them of their child's dress code violation(s). This notice must be signed and returned to the homeroom teacher. Repeat offenders (3 or more notifications) will lose their next scheduled non-uniform day.**

## **Health and Safety**

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

### **Accidents and Injuries**

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

#### Head Trauma Reporting Requirement

All school administrators, teachers, coaches/athletic trainers, school nurses and staff members must complete training dealing with concussion, its signs, symptoms and management. Each year, school personnel shall review the school's concussion management plan and educational materials. When a student shows any signs, symptoms or behaviors consistent with a concussion, the student shall be removed immediately from activities. 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 or if the student shows any signs, symptoms or behaviors consistent with a concussion, they are obligated to notify the parent or guardian of that student immediately.

### **Administration of Medicine**

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

1. No medication will be administered by school personnel without the Medication Authorization Form-Nonprescription Medication (Form 5140.2(a)) or the Medical Provider Authorization Form Prescription Medication (Form 5140.2(b)) being filled out and returned to the individual(s) administering the medication and/or School Nurse.
  - a. Medication Authorization Form-Nonprescription Medication must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - b. Medical Provider Authorization Form-Prescription Medication must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be in the pharmacy container and nonprescription medication must be in the original packaging. In addition, the medication to be given in the school must have the

following information printed on the container:

- a. child's full name
  - b. name of the drug and dosage
  - c. time to be given
  - d. Physician's name
3. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been identified to do so. Any personnel administering medication will be properly trained in the administration of medication. It is the responsibility of the student, if appropriate, not the school personnel, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Allergy Action Plan Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

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

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

- b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
  - c. School personnel are to report any unusual behavior of pupils on medication.
8. School personnel may provide aspirin or other non-prescribed medicine to students with written authorization from the student's physician and/or parents.

**Alcohol and Drug Abuse Policy**

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

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

**Asbestos Status**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), schools must perform inspections of their buildings for asbestos-containing materials. In 2006, all asbestos was removed from St. John Vianney.

**Crisis Intervention**

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

**Fire/Safety/Tornado Drills**

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

**Food Allergies**

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

the school.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents/guardians in these grade levels requesting snacks that do not contain the allergen.

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

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents/guardians in these grade levels requesting the snacks, lunches and treats that do not contain the allergen.

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

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

## **Illness**

Your child's health and safety is our goal while attending school. The best practice of care is to keep a child home for at least 24 hours after illness symptoms appear. Your child may return to school if the following conditions have been met:

- No fever (fever is defined as 100.4 degrees or more) for 24 hours without the use of medication
- No vomiting for 24 hours
- No watery stool for 24 hours
- No rash and/or communicable diseases (such as pink eye or impetigo) unless written release is provided by a health care provider
- On an antibiotic for at least 24 hours
- Properly treated for an Infestation such as scabies, pinworms, or head lice

## **Health Requirements**

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

DPT (td)	at least four (4) doses
Tdap Booster	All 6 <sup>th</sup> grade students
Polio	at least four (4) doses
MMR	two (2) doses after the 1 <sup>st</sup> birthday
Chicken Pox	as of 2005/06 all students K-12 must be vaccinated

Hepatitis as of 1997/98 three (3) shots required for all Kindergarten and 7<sup>th</sup> grade students

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

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

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

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

## **Health Room**

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

Parents/guardians are notified to pick up their child from the Health Room if the illness does not improve. Students must go home if their temperature is 100 degrees or higher. Parents/guardians must sign out their child when taking them home. Professional medical personnel are the only people certified to give a medical opinion, not the Health Room volunteer.

## **Live Saving Skills Instruction**

All elementary and secondary schools in the archdiocese shall provide instruction in life saving skills in cardiopulmonary resuscitation, cardiocerebral resuscitation, and automated external defibrillators. Wis. Stat. sec 118.0176

Instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation shall be required in any health course offered to pupils in grades 7-8. The school shall use either of the following and shall incorporate into the instruction the psychomotor skills necessary to perform cardiopulmonary resuscitation and cardiocerebral resuscitation:

- An instructional program developed by the American Red Cross or the American Heart Association or another nationally recognized program.
- Nationally recognized, evidence-based guidelines for cardiopulmonary resuscitation and cardiocerebral resuscitation.

It is necessary for schools to obtain equipment (purchase or loan) to provide for the practice of psychomotor skills needed to perform CPR/CCR. Courses that do not offer certification to participants may be taught by “facilitators” (non-certified person knowledgeable about CCR and CPR).

Schools must also provide instruction about automated external defibrillators to pupils enrolled in grades 7-8. AED instruction may be taught in health education or any other class as determined locally. Students are not required to practice utilizing AED equipment. AED equipment is not required but it is recommended as part of the instruction.

**Weapons-Free Zones** SJV maintains a weapon-free zone in protection of the safety of the students, staff, and visitors, and in accordance with Wisconsin State Statutes. It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student violating this policy shall be subject to further disciplinary action up to and including expulsion. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

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

**The Wellness Policy of SJV shall be as follows: The Physical Wellness**

**Nutrition Education Goals**

1. SJV shall make reasonable efforts to ensure that nutrition education is integrated into appropriate aspects of the core curriculum.
2. When planning curricular-based food experiences, SJV and its staff shall make reasonable efforts to encourage students to seek out good nutrition choices where appropriate.
3. SJV and its staff shall consider school wellness policy guidelines in

- planning school-based activities, such as, school events, field trips, dances, social events and fund raising activities.
4. SJV shall encourage its staff to integrate positive nutritional themes into daily lessons when appropriate, placing an emphasis on the benefits of good health and physical activity.
  5. SJV shall encourage the practice of good nutrition by limiting the sale or distribution of foods of minimal nutritional value during the school day.
  6. SJV shall make drinking fountains available and allow water bottles in classrooms so that students have access to water throughout the school day.

### **Eating Environment Goals**

1. SJV shall make reasonable efforts to ensure that healthy meals are scheduled at appropriate times, with adequate time and space to eat and socialize. Whenever possible, SJV shall schedule lunch breaks as near to the middle of the school day as possible.
2. Where appropriate, SJV shall ensure that the students have at least 20 minutes within which to eat their lunch and socialize with their peers.
3. As long as it comports with other aspects of the school day and curriculum, SJV shall continue to schedule recess time before lunch to help ensure that students are less distracted and ready to eat.
4. SJV shall provide access to hand sanitizing facilities before lunch, and students will be encouraged to wash their hands before eating at all points of the day.
5. SJV shall make drinking fountains available so that students have access to water at meals and during the school day.
6. SJV shall make reasonable efforts to ensure that all students have access to healthy food choices during school and at school functions.
7. When informed of an issue regarding a student's health status with regard to food, e.g. a food allergy or other food related health concern; SJV shall work with the student and the student's parents/guardians to make reasonable and customary accommodations to address that student's health issues.

### **Physical Activity Goals**

1. SJV shall make every reasonable effort to maintain a comprehensive physical activity program. This program shall include Physical Education classes, daily recess periods, after school physical activity programs, and health education that includes an emphasis on the benefits of physical activity as a main component.
2. SJV shall continue to make school physical activity facilities available for use by the students and families of SJV outside of school hours, in accordance with the use and care policy of the facilities.

3. SJV shall discourage the restriction of student participation in recess or other physical activities as a form of discipline or for classroom make-up time, unless the student's behavior constitutes a health or safety concern.

### **The Spiritual Wellness**

Students are provided authentic opportunities to know, value, and live their Catholic faith through individual and group prayer, participation in Sacraments, and engagement in service. Spiritual wellness is developed when faith is fully integrated into academic excellence and daily life experiences.

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

## **Traffic Procedures**

### **AM Bus Drop-Off:**

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

### **PM Bus Pick-Up:**

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

# Car Drop off / Pick up Map

