



Established 1962

A Nationally Recognized Blue Ribbon School

PARENT / STUDENT HANDBOOK

2011 - 2012

St. John Vianney Catholic School
6200 S. Orange Blossom Trail • Orlando, FL 32809
Phone: (407) 855-4660 • Fax (407) 857-7932
www.sjvs.org

St. John Vianney Catholic School

6200 S. Orange Blossom Trail

Orlando, FL 32809

Phone (407) 855-4660 • Fax (407) 857-7932

www.sjvs.org

Dear Parents and Students,

Peace and all good! Welcome to St. John Vianney Catholic School. In choosing St. John Vianney Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education that promotes the threefold purpose of Christian education; to teach doctrine, to build a Christian community and to provide service to others.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the Franciscan values of peace, hospitality, service, leadership and conversion. We go as brother and sister to ALL in the world. This is accomplished as we work in partnership with our priests and our parish community.

Let us pray that God, who has begun this good work in us, may carry it to completion.

May the Christ in you reach out to touch the Christ in all you meet.

God bless you,

A handwritten signature in blue ink that reads "Sister Elizabeth Murphy, OSF." The signature is written in a cursive, flowing style.

*Sister Elizabeth Murphy
Principal*

St. John Vianney Catholic School

St. John Vianney Catholic School on the campus of St. John Vianney Parish in Orlando is a Pre-Kindergarten through 8th Grade Catholic School under the Diocese of Orlando Schools Office.

The curriculum stresses academic achievement within a Christian community where the children feel that they are loved and respected by their peers as well as the teachers. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. John Vianney, we are attempting to “teach as Jesus did.”

The Diocesan curriculum guidelines, consistent with the State of Florida guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History of St. John Vianney Catholic School

On January 25, 1962, St. John Vianney Catholic School opened with grades 1-4 under the leadership of Mrs. Marie Zinell and three lay women. On August 24, 1963 the school moved into a new phase of its development under the leadership of the Sisters of St. Francis of Philadelphia. For over fifty years the school has undergone many changes to meet the spiritual and academic needs of its students in an ever changing world.

St. John Vianney Catholic School has grown from a four-room school to a twenty-one-room building with an expansive campus, which we share with St. John Vianney Parish. The school has an enrollment of over six hundred students.

St. John Vianney Catholic School is accredited by the Florida Catholic Conference and is recognized by the Florida State Department of Education. All teachers are certified by the Florida State Department of Education. Our curriculum exemplifies the best teaching practices, which allow us to Educate the Mind and Expand the Heart of each student!

St. John Vianney Catholic School is a Nationally Recognized Blue Ribbon School. The award was given by the Department of Education based on academic excellence in student achievement.

Parish Mission Statement

We are the family of St. John Vianney Parish, a communion of cultures united in the love of Christ. We reach out to all through prayer, spiritual formation, compassion and service.

St. John Vianney Catholic School Mission Statement

St. John Vianney Catholic School, a ministry of St. John Vianney parish, is a diverse community that challenges students to reach their full potential through a living faith in God. Within an innovative environment based on mutual respect and academic excellence, we inspire and empower our students by expanding their minds, fostering social responsibility, instilling Catholic values, and nourishing the soul.

Philosophy

St. John Vianney School, inspired by the pastoral, “To Teach as Jesus Did,” has as its purpose the formation of its students into creative, Christ-centered persons. We strive to provide a Christian environment where the faith of our students can become living, conscious and active. Our school affords the fullest and best opportunity to realize the threefold purpose of Christian education; to teach doctrine, to build a Christian community and to provide service to others. Our school places a high priority on the formation of Catholic leaders who are prepared to be active contributing citizens in a global society.

While recognizing the parents as the primary educators of their children, and in cooperation with them, we, the educators, strive to empower each child to become a fully-integrated successful human being. This goal is accomplished by providing an education that ensures the harmonious development of each student’s spiritual, intellectual, emotional and physical growth.

Statement of Beliefs

1. Each student is a unique child of God.
2. Catholic faith and values are integrated into everyday learning and life experiences.
3. Pastors, principals, teachers, parents, advisory organizations, and members of the parish share the responsibility for creating a healthy learning environment.
4. An innovative environment based on mutual respect and academic excellence challenges students to reach their full potential.
5. A safe and supportive environment fosters successful learning.
6. Accepting cultural diversity contributes towards an appreciation of and respect for the dignity of others.

7. Christian values of social justice and peace are integral parts of a wholesome learning environment.
8. Ongoing evaluation and improvement of the curriculum are crucial to the development of a sound educational program.
9. Working in active partnership with parents, who are the primary educators of their children, is essential for the development of the whole child.
10. Developing the students' talents promotes creativity and service and enhances their self respect.

Accreditation

St. John Vianney Catholic School is accredited through the Florida Catholic Conference until December 2013.

Admission Information

Non-Discriminatory Policy

St. John Vianney Catholic School welcomes qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of any race, color, national or ethnic origin in the administration of its admissions and educational policies, or other school administered programs.

Admission Policy

- To be admitted to pre-school, a child must be three or four years old by September 1st.
- To be admitted to kindergarten, a child must be five years old by September 1st in order to comply with Florida Statute 232.04.
- To be admitted to first grade, a child must have completed kindergarten and be six years old September 1st in order to comply with Florida Statute 232.01.
- Requirements for new students: birth certificate; baptismal certificate (if Catholic); report card and evaluation from previous school, and a health certificate (HRS3040).
- Florida State Law requires that all children entering school for the first time must be immunized and must present the school with a Florida Certificate of Immunization or exemption (HRS680) before school begins, or they cannot attend class. This immunization form can be obtained from your doctor or county health department.

- All students entering St. John Vianney Catholic School for the first time are admitted on a probationary basis for a nine-week period. This is to ascertain a pupil's ability to adjust to the school philosophy and program. The principal reserves the right to readmit students to St. John Vianney Catholic School.

Financial Obligations

Tuition Payment Options:

Payment Options: (Please read carefully)

- Pay in full by August 1st or
- Pay 1/2 annual tuition by August 1st and the remainder by January 1st or
- Enroll in the SMART Tuition Management Service. Payments are made on the 5th or 20th of each month beginning in August and ending in June.
- Please note that you may pay in full for one child and utilize SMART for another.

Enrollment/Re-Enrollment:

- The \$30.00 Application Fee for new students must be submitted with the application. The Registration Fee \$100.00 for new students is due upon acceptance to the school.
- Returning students must reserve their place by paying the Registration Fee of \$100.00 by the date designated by the School Finance Committee.
- All Application Fees and Registration Fees are NON-REFUNDABLE.
- There will be a \$25.00 returned check fee for all checks made payable to St. John Vianney School that do not clear the bank.

SMART Tuition Management Service Overview:

- Pay tuition over 11 months via personal check, money order, or automatic deduction.
- Your enrollment with SMART must be completed by May 31st each year.
- All families not selecting the SMART tuition plan will be expected to make direct payment to St. John Vianney School no later than August 10th each year. You may drop off your payment to the School Office.

Withdrawal Policy:

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

**RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT
FOR ANY RETURNED TUITION PAYMENT.
PLEASE ADDRESS ALL TUITION QUESTIONS
TO THE SCHOOL OFFICE AT (407) 855-4660.**

Book Fees:

Cover rental of hard-cover textbooks, consumable workbooks, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times); DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Registration

Registration will take place each spring. Selection shall be based on the following categories, in order of priority:

- Families with children enrolled and in good standing at St. John Vianney Catholic School.
- Families of St. John Vianney Catholic Parish who are active and supportive parishioners. An active and supportive parish member is one who attends Mass regularly and is involved in the parish stewardship program of Time, Talent and Treasure. Treasure is defined as the regular use of envelopes (identifiable contribution). St. John Vianney Parish is a Tithing Parish.
- Families of neighboring parishes who are active and supportive parishioners in their respective parishes. (Active and supportive as defined above.)
- Families of other religious denominations and non-active parishioners of St. John Vianney Parish.

Parent's Role in Education

We, at St. John Vianney Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. John Vianney Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. John Vianney Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. John Vianney Catholic School we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To check Ed-line every Wednesday when grades are posted and on designated progress report days as listed in school calendar.

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information **promptly**;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent Teacher Organization

St. John Vianney Catholic School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. All families enrolled in the school are beneficiaries of any service rendered. A \$50.00 family fee is required. This fee

will help to defray the costs of the Parent Teacher Organization sponsored projects. The Parent Teacher Organization coordinates the Volunteer Program, helps with fund raising, and prints the Family Directory. The Parent Teacher Organization funds many projects directed by the administration. Three general meetings are sponsored yearly. This Organization is the working arm of our school. It needs the response of each family to be successful.

General Information

School Hours:

Kindergarten - 8th Grade: 7:45 a.m. - 2:50 p.m.

Pre-School: 8:00 a.m. - 12:00 p.m.

Pre-School Enrichment: 12:00 - 3:00 p.m.

Students not in their homeroom at 7:45 a.m. are considered tardy. Morning prayer and announcements begin at 7:50 a.m. Classes end at 2:45 p.m. Dismissal begins at 2:50 p.m.

At St. John Vianney Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:30 a.m. Students arriving before that time will go to Morning Care until 7:30 a.m.

Dismissal begins at 2:50 p.m. on Monday, Tuesday, Thursday and Friday. **Please Note:** each Wednesday dismissal will be at 1:50 p.m.

Parents are to make arrangements for their child(ren) to arrive at school on time and to be picked up at dismissal time.

Excessive tardies and early withdrawals will have a direct impact on a student's academic evaluation and promotion to the next grade. Early withdrawals must be documented with an official doctor's/dentist excuse the next day.

Students not picked up by the end of carpool (approximately 3:10 p.m.) will be sent immediately to Alpha (After School Care Program). Parents are charged for using this program.

School Office Hours:

The school office is open on all school days from **7:30 a.m. - 3:30 p.m.** The phone number is 407-855-4660. Conferences with the Principal and Teachers are by appointment only. 24-hour advanced notice must be given.

School Visitors:

School visitors (volunteers, parents, etc.) must come to the reception desk in the school. For safety and security reasons, each person is required to sign in when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge. Visitors and/or volunteers must sign out at time of departure.

Attendance:

A student's absence from school interferes with his/her academic progress. Attendance regulations of St. John Vianney Catholic School are based on Florida State Law. All students are required to attend 180 days of school. Loss of 20 days or more of school without a doctor's certificate of illness will be grounds for review and possible retention due to loss of the year's credit. By state law, school attendance is the responsibility of the parent. Unexcused absences may be reported to DCF.

Early Dismissal:

When students need to be dismissed early, they must present a note from their parents. The note must contain the student's name, grade, time of dismissal and when/if the student will return, reason for early dismissal and signature and phone number of parent. The student will be picked up and signed out in the school office.

Early Morning Care:

Early morning care is available every day from 6:50 - 7:30 a.m. Payment is \$1.00 per day. Students dropped off before 7:30 a.m. must go to the Social Hall for early morning care.

ALPHA - Extended Care:

After school childcare is offered from 2:45 - 6:00 p.m. If a child is not picked up by 6:00 p.m. a fee of \$1.00 per minute per child will be charged. Payment is due each Friday. If payments are not kept up, a family will be asked to leave the program. A parent must sign out his/her child each day. Please refer to the ALPHA handbook for price schedule and other details. This program provides professional care, recreation, homework supervision, and enrichment activities. It serves working families who desire supplementary day care for students of St. John Vianney Catholic School. SPECIAL NOTE: Students must be supervised at all times. Therefore students not

picked up by 3:15 p.m. will go to ALPHA - Extended Care program. Fees are affective at 3:15 p.m. The minimum cost is for one hour.

In-Service Days - Faculty Meetings:

In-Service days for faculty members will be conducted as indicated by the Diocesan School Office. Ample notice to parents will be given, since there will be no school for students on these days. In-Service days will **not** be counted in the 180 days that the children are to be in school.

Faculty meetings and teacher in-service will be held every Wednesday. Dismissal will be at 2:00 p.m. Alpha (after school care) will be provided until 6:00 p.m.

Please refer to the school calendar for these meeting dates. Other scheduled changes will be announced in the PTO weekly notes. Ample notice to parents will be given.

Inclement Weather:

The Diocesan Policy states that if the Orange County Schools are closed during the hurricane or tornado seasons, the Catholic schools will be closed also. Reopening will be determined by St. John Vianney Catholic School Administration. A phone tree will be created to relay messages. Refer to television or Ed-Line, also.

Safety is a high priority. In the event of severe weather, parents may pick up their children if they deem it necessary for their safety.

During severe thunderstorms at dismissal, students will be housed in the school and will be dismissed to parents from there. This will avoid a chaotic dismissal.

Lunch Program:

St. John Vianney Catholic School provides lunches each day. Lunch is \$3.00 per day. Lunch Bucks may be purchased at the Reception Desk. Milk is available on a daily basis, it must be ordered at the beginning of the school year for the entire year.

Volunteers:

The assistance of parents as volunteers is vital to the efficiency and organization of the school. This help is always needed and appreciated by the faculty and students. Parents who wish to help in the clinic, library, lunch program, classroom, playground and other areas are encouraged to sign up prior to the beginning of school. All volunteers must be fingerprinted as required by the Diocese of Orlando. A Volunteer

Handbook is available. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Personal Property:

Every personal item such as clothing, lunch boxes or bags, books, etc. must be labeled with the student's name and grade. If this regulation is adhered to by all, there will be no need for a Lost and Found. All unlabeled articles not claimed will be disposed of at the end of the month. Toys, games, game balls, radios, electronic games or gadgets are not permitted.

Cell phones are strongly discouraged. If a student does bring a cell phone to school, it must be put in a plastic bag with his/her name on it and it must be turned into the office at the beginning of the day. The cell phone will be returned to the student at dismissal.

Items, which are a distraction to a teacher or a class, will be taken from the student and returned only to the parent upon request.

Absence:

When a student is absent from school, a parent **must call** the school by 9:30 a.m. each day of the absence.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Mid-term vacations are strongly discouraged.

Students who are absent due to illness or other excused absence have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness or other excused absence, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. - 3:30 p.m.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an excused absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. For unexcused absences (i.e. family trips, etc.) students are responsible for all tests and quizzes upon their return. All assignments available online or assigned before the unexcused absences (i.e. long-term projects) should be turned in completed the day a student returns.

Excessive absence (20) days or excessive tardies or early withdrawals, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day:

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school at the reception desk. Students who are away from school for an appointment for 3 1/2 hours or more will be counted as absent for 1/2 a day. **If a student is absent for any reason he/she may NOT participate in extra curricular activities including but not limited to sports, dances, the Christmas program, etc.**

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Florida guidelines, are followed for the teaching of all secular subject areas.

St. John Vianney School offers students opportunities for growth in the following major subjects:

Religious Education:

Parents are the most important educators of their child/ren when it comes to faith formation and religious education. This process begins at birth and continues through adulthood and maturity. No formal religious education program can be successful without parental support.

- Curriculum

Diocesan guidelines develop the curriculum plan for each grade level centered on:

- Doctrine and Scriptures
- Prayer and Worship
- Faith Response
- Morality

- Sacramental Preparation

Students in grade 2 are prepared for Reconciliation and First Eucharist through the Sacramental programs prescribed by the Diocese of Orlando and endorsed by St. John Vianney Parish.

This preparation is not automatic, however, the following prerequisites are necessary:

1. Parents must be involved in the student's preparation and must participate in all of the required classes.
2. In preparing for each sacrament it is important to understand that Sacraments celebrate key events in our lives and help to affirm the faith that is already being practiced. For this reason it is important that you and your children participate in the Eucharistic Liturgy (Mass) EVERY weekend.

- Service

Outreach to the Parish community and beyond enables our students to enter the lives of those less fortunate. Organized opportunities are provided:

- Thanksgiving Food Drive
- Christmas toy drive for migrant families, Adopt a Family, Sentinel Santa
- Young Missioners - Participation in the Lenten Sacrificial giving to our Sister Diocese, San Juan de la Managua in the Dominican Republic.
- Outreach to the elderly through monthly visits to Westminster Nursing Home and the Mass of Healing and Anointing.

Students participate in the liturgical celebration once a week. They participate in the Eucharistic Celebration on Holy Days and other special occasions. The teachers and

the students prepare the liturgies. Parents are always welcome to attend any of these liturgies.

Language Arts

Reading, English, Spelling, Vocabulary, Writing, Library Skills, and Appreciation of Literature.

Students in Grades 5 and 7 take the Writing Competency Test.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I. Students in Grade 7 take the Algebra Placement Test in May.

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grade 7-8 are placed into math groups.

Grade 7

At the end of Grade 6, students will be placed into instructional math groups according to their score on a placement test, their final math average, and teacher recommendation based on observation of student skills, effort, and ability.

Grade 8

At the end of Grade 7, all students will be eligible to take the Algebra placement test.

Upon successful completion of the placement test, eligible students will be placed in 8th Grade Algebra in their eighth grade year. This is a high school level course.

Florida Virtual School Policy

No student is to sign up for *any* class through Florida Virtual School without first obtaining approval from the current year classroom teacher. Anyone signing up for a course without prior approval will not be allowed to take the class. This must be arranged through the guidance office.

Physical Education - Athletic Program

Physical fitness programs appropriate for each grade. The Catholic Middle School Athletic Conference (CMAC) sponsors all competitive activities in which students of St. John Vianney Catholic School participate.

Athletics provide a form of self-expression unlike any other aspect of the educational experience.

The Administration reserves the right to suspend or remove a student from any or all extra-curricular activities upon deterioration of performance in any of the following areas:

1. Academic Performance
2. Attitude and Effort
3. Conduct and Behavior

If a student in Grades 5 - 8 receives a D or an F in any subject on his/her quarterly report card, he/she will be removed from all extracurricular activities until the next report cards.

If the student has a C or above on the next report card, he/she may rejoin the activity. If a student has a D or and F at Progress Report times his/her membership in all extracurricular activities is in jeopardy and subject to review by the teachers. If removed from an activity, a student must have a C or above on the next report before rejoining the activity.

Intramural teams are organized in order that each student learns the rules and regulations of each sport and then has the opportunity to display this knowledge and ability in an organized sport experience.

All transportation for inter-scholastic competition is the parents' responsibility. Students planning to participate in athletics during the current year must have proof of a current physical examination dated after June 15. A signed parental permission form must be presented and kept on file before participating in any official tryout or practice for each sport. Refer to the CMAC Handbook for further explanation.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Social Studies

History, Geography, Economics, Florida History, and Current Events.

Science

6th grade Earth Science and Technology

7th grade Life Science and Biology

8th grade Chemistry and Physics

Laboratory Experiences

Handwriting

Students in grades 3 through 8 are expected to submit all handwritten work in cursive using the Zaner-Bloser handwriting method.

Fine Arts

Music, Visual Arts, Art, Performing Arts, and Band.

Computer Literacy

All grade levels learn basic computer skills which lead to the use of Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

Books - Stationary

The book fee covers the cost of workbooks and the use of textbooks. Textbooks are loaned to each student, proper care must be given. These books must be covered at all times. Students must pay full price for any lost or damaged books.

Each student must purchase stationary and supplies. These supplies may be purchased at the school's store or elsewhere, as long as they meet the requirements of the teacher.

Homework/Classwork

The purpose of home assignments is:

- To reinforce by studying and practice, the material learned in school.
- To deepen knowledge of a subject by long range reading, projects and research.
- To develop initiative, independent thinking and responsibility for completing school assignments.

Daily homework is assigned to students in all grades according to their ability. The time expected of the average student daily is:

Grades K - 2: 30 - 45 minutes Grades 3 - 5: 45 - 60 minutes
Grades 6 - 8: 60 - 90 minutes

Parents are asked to cooperate with teachers in supervising home assignments. Ordinarily, homework is not given over the weekend. Each teacher will determine requirements for making up missed classwork and assignments for excused absences only. Please call the office before 9:30 a.m. to request a student's work. **Teachers will not issue assignments in advance for family trips.** Classwork will be made up upon return. (see page 12)

Grading Scale

The following Grading System is used for:

- K** **S** - Satisfactory **W** - Working on Skill
- 1-2** **O** - Outstanding **VG** - Very Good
 S - Satisfactory **NI** - Needs Improvement
- 3-8** **A** (90 - 100)
 B (80 - 89)
 C (70 - 79)
 D (60 - 69)
 F (Below 60) Failure

Honor Roll

First Honors

A student must have an average of 93 or higher and O's and 1's in conduct and effort in all major subjects and no less than S's and 2's in the Exploratory Wheel. For eighth grade Spanish is a major subject and will be given a numerical grade.

Second Honors

A student must have an average of 85 or higher and 1's or 2's, and O's or S's in conduct and effort in all major subjects and in the Exploratory Wheel. For eighth grade Spanish is a major subject and will be given a numerical grade.

National Junior Honor Society (7th & 8th Grades Only)

Students will be recommended for memberships in the National Junior Honor Society if they have a 94.5% average and 1's and O's in effort and conduct. Once a student has been recommended, he or she must submit three letters of recommendation and proof of a service project. The students are then reviewed by the faculty council. A 94.5% average is the first criteria for recommendation, but the average alone does not merit membership. Students must exhibit the qualities of leadership, service, character, and citizenship in addition to academic excellence. National Junior Honor Society will be responsible for following the school honor code.

Report Cards / Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be accessed online.

No student will be given a Report Card if tuition, library fines, or ALPHA fees are in arrears.

Parent / Teacher Conferences

Parent conferences scheduled after 1st and 3rd quarter report cards.

Student Records

St. John Vianney Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. John Vianney Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Testing

Students will not be permitted to retake a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Students in Grades 5 - 8 may be given a **maximum of 3 quizzes or tests per day.**

Counselors

Two certified counselors serve the needs of students and parents through class and individual consultation.

Promotion Policy and Retention Policy

Advancement to the next grade in St. John Vianney Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade will not be allowed to continue as a student at St. John Vianney Catholic School.

In grades K-8, failure in two core subjects (Math, Social Studies, Science, Reading, English) mandates retention. In grade 8, a student failing two or more core subjects will fail the eighth grade and will not participate in any graduation activities. Students in grades 4-8 must repeat the grade in ANOTHER SCHOOL. If a student has failed 2 major subjects by second semester or is in imminent danger of failing two major subjects he/she will be asked to leave St. John's and finish the year in another school.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening.

However, students enrolled in Algebra may expect weekend homework.

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. - 3:30 p.m.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work. (see pages 11-12)

Library

The school has a well-equipped automated library and media center.

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of 10¢ per day is required for overdue books with a maximum fine of \$1.00. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insures a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve 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.
5. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip. Note: A fax does not take the place of an original signature.
6. A telephone call will not be accepted in lieu of the proper field trip permission slip.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
8. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
9. All monies collected for the field trip are non-refundable.
10. Cell phones are not allowed on field trips unless otherwise directed.
11. Siblings of children are **NOT** allowed even if parents are chaperones.

I. Uniforms

MASS DAYS: OFFICIAL SCHOOL UNIFORM IS TO BE WORN, NO PE UNIFORMS.

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Administration. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Boys and Girls: Kindergarten

Pull-On Khaki Shorts, Red Polos, White Crew Socks, Brown or Black Belts, Black Velcro Tennis Shoes

Boys: Grades 1 - 6

Khaki Shorts, Red Polos, White Crew Socks, Brown or Black Belts.

1st Grade - Black Velcro Tennis Shoes

2 - 6th Grades - Black Tie Tennis Shoes

Optional: Khaki Pants, Long Sleeve Red Polos, V-Neck Navy Sweaters, Navy Sweater Vests

Boys: 7 -8

Khaki Shorts, Red/Yellow/Pale Blue Polos, White Crew Socks, Brown or Black Belts, Black Tie Tennis Shoes

Optional: Khaki Pants, Long Sleeve Red Polos, V-Neck Navy Sweaters, Navy Sweater Vests

Girls: Grades 1 - 3

Khaki Shorts, Red Polos, Plaid Skorts, Jumpers, Peter Pan Blouses (Short or Long Sleeve), Brown or Black Belts, White Crew Socks

1st Grade - Black Velcro Tennis Shoes

2nd/3rd Grade - Black Tie Tennis Shoes

Optional: Khaki Pants, Long Sleeve Red Polos, Short Sleeve/Long Sleeve White Oxfords, Navy Cardigans, Navy Sweater Vests, Mary Janes Permitted for Wednesday Mass

Girls: Grades 4

Khaki Shorts, Red Polos, Plaid Skorts, Plaid Skirts, Brown or Black Belts, White Crew Socks, Black Tie Tennis Shoes

Optional: Khaki Pants, Long Sleeve Red Polos, Short Sleeve/Long Sleeve White Oxfords, Navy Cardigans, Navy Sweater Vests

Girls: Grade 5 - 6

Khaki Shorts, Red Untucked Polos, Plaid Skorts, Plaid Skirts, Brown or Black Belts, White Crew Socks, Black Tie Tennis Shoes

Optional: Khaki Pants, Long Sleeve Red Polos, Short Sleeve/Long Sleeve White Oxfords, Navy Cardigans, Navy Sweater Vests

Girls: Grade 7 - 8

Khaki Shorts, Red/Yellow/Pale Blue Untucked Polos, Plaid Skorts, Plaid Skirts, Brown or Black Belts, White Crew Socks, Black Tie Tennis Shoes

Optional: Khaki Pants, Long Sleeve Red/Yellow/Pale Blue Polos, Short Sleeve/Long Sleeve White Oxfords, Navy Cardigans, Navy Sweater Vests

SHOE & SOCK POLICY

Shoes must be all leather athletic shoes that are solid black, top to bottom, with black shoelaces or velcro. They are **NOT** to be Vans, Sketchers, Skate Shoes, KEDS, Converse, Suede, Canvas, Microfiber, Nubucks, High Tops, Slip-Ins, or Boat Shoes. Socks must be 3 inches above the ankle.

ALL STUDENTS GRADES 1 - 8

Cold Weather Grey sweatshirts with red logo or red and white warm-up suits. No Wallabee Shoes/Boots - No Vans - Shoes must be tied at all times. Kindergarten: Tennis Shoes ONLY. Only St. John Vianney outdoor wear may be worn. This includes PE sweatshirt, red and white zip jacket, blue long sleeve sweater, vest, long sleeve red polo shirt and long sleeve white oxford.

II. Physical Education Uniform for Boys & Girls 1 - 8

- All items must be purchased through Parent Teacher Organization.
- Grey shirt with red logo and red sport shorts.
- Grey uniform sweat suits purchased through PTO may be worn during cold weather at arrival, recess, and dismissal. Slacks are strongly recommended.
- Solid black athletic leather uniform shoes **ONLY**.
- The black athletic shoes may be worn for both Physical Education and with the regular school uniform. **PLEASE** keep the shoes polished.
- During extreme cold weather students may wear the school grey uniform sweat shirt or the designated warm-up suit. Any other type of combination of clothing **WILL NOT be tolerated**. St. John Vianney Catholic School has a defined uniform code for school and P.E. **Exceptions to this code will not be made or accepted**. All school uniform items must be purchased through the Educational Outfitters. All P.E. uniform items must be purchased through the PTO.

III. Dress Down Days

1. Jeans are permitted. No torn jeans or jeans that have a “torn look”.
2. T-shirts with slogans are prohibited, as are tank tops.
3. Capri pants are permitted.
4. Shorts are unacceptable for girls. Parents will be called.
5. Boxer shorts, biker shorts or pajama pants are unacceptable.
6. See-through clothing or midriff exposure is forbidden.
7. Proper undergarments must be worn.
8. No **out-sized** jeans, shirts or pants.
9. Hats or caps may not be worn inside any building.
10. Flip flops, open back shoes and tennis shoes that convert to roller skates are unacceptable.

Good rule: If you think you shouldn't wear it, you shouldn't.

- **STUDENTS IN NON-COMPLIANCE WILL BE REPRIMANDED.**
- **Necklaces may NOT be worn. Jewelry is limited to one watch, one ring, a simple cross or holy medal on a narrow silver or gold chain.**
- **Earrings worn close to the ear are acceptable. One earring per lobe. Dangling earrings or hoops are NOT acceptable.**
- **Make up and nail polish are not to be worn.**
- **Boys may NOT wear earrings.**
- **Students are NOT allowed to write on themselves.**
- **Dyed, colored or highlighted hair, fads and trends in haircut styles are unacceptable. Boys will have short haircuts only. Hair must be well-groomed at all times. Boys hair will not touch the shirt collar, must be trimmed around the ears, and bangs above the eyebrows.**
- **Skirts, Skorts, Jumpers, Walking shorts and PE shorts must be knee length. Failure to comply with these guidelines will result in disciplinary consequences. Since all possibilities of style, hairstyles, dress and material cannot be anticipated, any clothing, accessories, or hairstyles not deemed acceptable or appropriate by the administration will be prohibited.**

Students who repeatedly violate uniform policy will be denied out-of-uniform privileges. Parents of students who are “Out of Code” will be asked to come to school with their son’s/daughter’s proper uniform. Students whose hair does NOT meet the code will be asked to leave school to get a haircut that will be in compliance with the set code.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

The administration reserves the right to reprimand for non-compliance.

- ALL Clothing **must** be labeled. The school is NOT responsible for lost or mixed-up items of clothing.
- Shirts for boys in grades 1-8 and for girls in grades 1-5 **must** be tucked in at ALL times.
- Only **solid** white t-shirts may be worn under school blouse/shirt.
- **NO perfume, scented hand lotion or aerosol sprays may be brought to school. These items can be hazardous to children with allergies and asthma.**

DIOCESAN UNIFORM POLICY

I. Policy

A. One of the primary purposes of the Catholic school is to teach Catholic values. The school uniform is an observable sign in the school and in the public forum of the values being taught in our schools.

B. The school uniform shall be modest and appropriate, irrespective of current fashion trends and styles.

C. The school uniform shall be worn in a way that is consistent with professional dress in a respected business or occupation. Students should appear neat and well-kept when representing their Catholic school in their uniform.

D. The school uniform shall be worn in a way that reflects the Christian principles taught in our schools.

II. Procedures/Guidelines

- A. Student/Parent Handbooks must include the requirements for school uniform.
- B. Administrators and teachers are responsible to ensure that students follow

uniform guidelines.

C. Appropriate disciplinary action should be assigned for failure to follow the uniform requirements.

D. A long-pants and long-sleeve uniform alternative should be developed and required for boys and girls who consistently violate the school uniform policy.

E. Skirts/skorts/shorts should be no shorter than three inches above the knee;

F. Visible tattoos and multiple piercings are prohibited;

G. Any variation on the uniform that draws inappropriate attention to the wearer is prohibited;

H. Uniforms should not be worn in a way that displays undergarments;

I. Additional requirements and limitations may be required by the school.

School Clinic Rules and Regulations

The School Clinic is maintained by a State of Florida Registered Nurse during the school day. According to State policies, every student has a confidential health record on file. It is the duty of the nurse to ensure that Emergency Forms, Immunization Records and Physical Forms are up-to-date, and that health screenings are performed according to State guidelines. In addition, any student who is sick, injured or needing medical treatment is sent to the clinic and if the condition warrants, parents are notified to take the student home within the hour. The following are regulations that must be adhered to:

1. All students entering SJV for the first time, must submit a Florida Certificate of Immunization or Exemption (HRS680) and a State of Florida Physical Exam (performed within one year of entry.) In addition, students entering Pre-school, Kindergarten and 7th Grades have specific immunizations that must be met. Students will be admitted for attendance once all forms have been received. These forms are obtained through your physician or the Orange County Health Department. It is imperative that you obtain these in a timely manner as your child cannot attend classes until all forms are received.
2. Emergency Forms must be completed, signed and submitted for each student yearly prior to the first day of school. No exemptions. This is for your child's safety.
3. Authorization for Medication Forms must be completed and signed by both a parent AND a physician for ANY medication that is to be administered at school. This includes all over-the counter medications as well as prescriptions. This is

State Law. No student will be allowed to carry medication on his/her person. The only mandated exception to this is inhaler use by asthmatics who have written and signed authorization by both parent and physician. All medication must be in its original container. Authorization forms can be obtained on the www.SJVS.org website or in the Clinic.

4. Illness - If your child is ill, please keep him/her at home until he/she has been symptom free for 24 hours without medication. This will help prevent a relapse and exposing students and staff to illness. If a student becomes ill in school, a parent will be notified. The student must be picked up as soon as possible (within the hour) and signed out in the clinic.
5. The Clinic must be notified immediately of any changes in a student's health or emergency information.

Gifts

Students may not exchange individual gifts in school. This gesture only creates hurt feelings among other students.

Invitations for any kind of party must be sent to the homes of students via the U.S. Mail. **Invitations may NEVER be passed out in school.**

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Administration reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Classroom Discipline

Each student is expected to behave appropriately by respecting the right of other students to learn in a quiet, orderly setting and by adhering to classroom rules and school regulations. Disruptive students deprive their classmates of this productive learning environment. Each student must adhere to class rules and school regulations. Classroom teachers are responsible for discipline within their rooms. Students are expected to comply with rules set forth by the teacher, as well as whatever disciplinary actions are imposed for non-compliance. When a teacher feels that a student's discipline problems have become excessive, and they have exhausted all possible courses of action, the student will be sent to the principal or to the assistant principal for further action.

Grades K - 3

Classroom rules will be posted along with positive reinforcements. Parents will be made aware of such rules and reinforcements.

Grades 4 - 8

Correction of minor classroom misbehavior will be made by the teacher immediately, either verbally or in the form of detention. In a classroom situation, the student receives a warning for disruptive behavior. If the misbehavior continues during the same class period a detention is given.

Thirty-Minute Detention

- Interrupting/disturbing a class, the changing of classes, a church function, or assembly.
- Loitering in classrooms, restrooms, the church or any non-designated area without permission.
- Neglecting to wear the complete uniform properly. This includes negligence in personal appearance and grooming, the wearing of colored nail polish and/or makeup, excessive or inappropriate jewelry, shirts and blouses not tucked in.
- In grades 5 - 8, five conduct card signatures warrant a 30 minute detention.
- Gum chewing on premises any time.
- Throwing of any object during class time.

- Mishandling materials - books, lab equipment, and computers.
- Failure to return a detention within one school day.
- Boys - No earrings.

Sixty Minute Detention

- Deliberate disrespect and/or disobedience to authority.
- Causing an unruly and/or serious disruption.
- Physical fighting and/or intimidating others.
- Destroying or defacing school/church property.
- Using offensive, vulgar language, profanity, improper gestures, and possession of pictures/materials of such nature.
- Not reporting for a detention.

Off-Campus Conduct

The administration of St. John Vianney Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Disciplinary Action

The following steps will be followed for all fourth through eighth grade students.

1. Three sixty-minute detentions given during the same quarter will result in a parent conference with the faculty members involved and the administration. At the end of this meeting, all parties will sign a contract outlining the student's future behavior. The student will also be placed on a six-week probation period. During this period, the student will not participate in sports, free dress days, or field trips.
2. Should another detention occur, the student's future status at St. John Vianney Catholic School will be evaluated.
3. Review of discipline status will be granted to those students who show improvements after six weeks. The student must request this review in writing from the administration.

Honor Code

As a member of the St. John Vianney Catholic School community, I am expected to conduct myself with honor, integrity, and with a high regard for others. I accept full responsibility for my own actions and attitudes and agree to abide by the following code:

- I will act honorably at all times - being truthful and respecting the property of others by not lying, cheating, stealing, vandalizing, committing forgery, or plagiarizing.
- I will abide by the rules of the code of conduct.
- I will show concern and respect for all members of the St. John Vianney community and their property.
- I will show concern for the school environment by helping to keep it clean and safe.
- I will represent my school in an honorable and positive way at all times - on and off campus.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who monitors the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$70.00) by the suspended student's parents. Students must complete all class work and tests from the days of suspension but no grades will be recorded for this week.

Actions Warranting Expulsion

Any student in the company of a student violating school regulations may be judged to be in violation as well and is subject to the appropriate penalty as determined by the principal or the assistant principal.

The administration has the authority to regulate any conduct or actions they find inappropriate for students.

- Going Off Campus
- Vandalism, Theft
- Physical Violence

- Possession of Tobacco, Alcohol, Drugs, and Weapons of any kind
- Truancy of any kind

St. John Vianney Catholic School must be a safe place for **ALL** students, faculty and staff. Therefore a Non Violence Policy will be strictly enforced. Physical and verbal bullying will never be tolerated.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. John Vianney Catholic School. Students who have been expelled will not be allowed to return to the school for any reason.

Morning Arrival and Dismissal

Parents are asked to pay close attention during the arrival and the dismissal process. Cell phones may **NEVER** be used at this time. Please follow the traffic directions given by the teachers and parents on duty.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Returning to School After Dismissal

Students are not permitted to return to the school building after 3:30 p.m. unless accompanied by a teacher. Students who choose to return to school after 3:30 p.m. without a teacher, face detention or suspension.

School Safety/Harassment or Bullying

St. John Vianney Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Administration investigates **all** complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face expulsion.

Child Abuse Laws

St. John Vianney Catholic School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Children and Families. (DCF)

DIOCESAN ANTI-HARASSMENT

I. Policy

A. Harassment is contrary to Gospel values and has no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment.

B. Harassment occurs in many ways, including, but not limited to: verbal or written, threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual.

C. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken.

I. Procedures/Guidelines

A. The following examples are a non-exhaustive list of possible forms of harassment:

1. Verbal or written: comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communications;
2. Bullying: characterized by aggressive behavior toward another, intentional repeated hurtful acts over a period of time, imbalance of power (real or perceived) between the bully and the victim.

3. Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats):
4. Physical includes: punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling;
5. Emotional: rejecting, terrorizing, extorting, defaming, humiliating, black mailing, manipulation, isolating, ostracizing, and peer pressure;
6. Sexual: exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault, sex-ting, unwanted touching, inappropriate social networking;
7. Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation;
8. Jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite, abuse or demean an individual or group.

Harassment also includes any other form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students.

B. Schools shall include in their regular instructional program lessons that teach the dangers and consequences of harassment. Special assemblies or speakers may be part of the curriculum to inform and educate students.

C. Schools shall be proactive in dealing with incidents of harassment, working closely with families, parents, and guardians.

D. The Anti-Harassment Policy shall be included in all school's Student/Parent Handbooks.

Home-School Communication - What's Up Wednesday

In order to insure that all communication from school reaches home in a timely manner, St. John Vianney Catholic School uses a Wednesday online system. Every Wednesday an Edline email will be sent to all parents containing links to all necessary information for that week. Official school-wide emergency communications are sent using Edline or by phone tree.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of

repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. Writing in rented textbooks is not permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Lockers

Each student in Grades 5 -8 is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The Administration reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

Permission to use the telephone must be obtained from the classroom teacher. The classroom phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangement for after-school visits with friends should be made at home.

Student Directory

Within the first 6 weeks of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories may NEVER be used or sold for other purposes.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students must follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Crisis Plan

St. John Vianney Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of three secure designated locations:

1. St. John Vianney Catholic Church
2. Off Campus - AT&T Parking Lot
3. Holy Cross Catholic Church - John Young Parkway

School Advisory Board

This Board is an advisory body which assists in the operation of the educational facilities at St. John Vianney Catholic School, subject to such regulations as exist in the Canon Law of the Catholic Church, the regulations of the Diocese of Orlando and the Diocesan Board of education.

This Board assists in the formation and implementation of policies governing the operation of St. John Vianney Catholic School.

All meetings of the School Advisory Board are open meetings. The right of anyone to address the Board shall be limited to those whose written petition has been approved for the agenda at least two weeks in advance of the meeting. This Board meets on the third Tuesday of each month at 7:00 p.m.

Right to Amend

St. John Vianney Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday online system.

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we often times ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities.

- Threatening or causing personal harm or injury
- Threatening of causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences

these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call if you have any questions or concerns about this letter.

Diocese of Orlando
Office of School

St. John Vianney Catholic School

6200 S. Orange Blossom Trail

Orlando, FL 32809

Phone (407) 855-4660 • Fax (407) 857-7932

www.sjvs.org

August 1, 2011

Dear Parents,

The Diocese of Orlando has issued the Diocese of Orlando Network Acceptable Use Policy for all parishes, schools and entities of the Diocese of Orlando. This policy is important for the protection of our intellectual property, as well as assuring the safety of our users. You are welcome to review the entire policy at this link:

http://www.orlandodiocese.org/news/communication/internet_policy.html. If you do not have access to the internet, but would like a copy of the entire policy, please check with your parish or school office. Copies will be made available upon request.

There are specific parts of the policy which pertain to you and your child(ren) who is (are) a student(s) in our *religious education program/school*. These areas are attached. This policy supersedes any other policy which you may have previously signed regarding the use of the internet for the Diocese of Orlando parish or school. Please read this information carefully and sign the form stating that you have read the materials. Return the form, no later than **August 26, 2011 to St. John Vianney Catholic School office**.

I thank you in advance for your kind consideration of this request. I pray for you and ask for your prayers as we move closer to the start of the school year.

Sincerely,



Sister Elizabeth Murphy, OSF

Principal

Diocese of Orlando
Network Acceptable Use Policy
for All Parishes, Schools and Entities of the Diocese of Orlando
Parent Addendum

(Please note these are excerpts from the full document)

5.3 Unacceptable Use

1. A database of subscribers for parish or other Diocesan use can be a useful tool for parish or Diocesan entity distribution of important messages, calendar of events, or other data. The marketplace is full of companies which offer such database opportunities. This type of database can also compromise a person's identity and/or place an individual in danger, if the database is mis-used or shared indiscreetly. No Diocesan entity should create or subscribe to a vehicle by which subscribers, other than authorized personnel such as employees, priests, deacons, religious or those designated at the discretion of the pastor or Diocesan entity head, are given e-mail addresses to communicate with other subscribers. In addition, the database should NOT:
 - a. Offer Chat or Chat Rooms
 - b. Allow Blogs
 - c. Require or Request Photos of Subscriber
 - d. Ask for Age or Gender of Subscriber
 - e. Display Subscriber E-Mail Addresses
 - f. Allow Subscribers Access to Other Subscriber Information

2. The following activities are, in general, prohibited. Authorized users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
 - a. Under no circumstances is an authorized user allowed to engage in any activity that is illegal under local, state, federal or international law while utilizing the Diocesan entity-owned resources.
 - b. Authorized users are prohibited from attempting to circumvent or subvert any system's security measures. Authorized users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.
 - c. When an authorized user becomes "unauthorized" by virtue of employment, dismissal, graduation, retirement, etc., or if the authorized user is assigned a new position and/or responsibilities within the Diocesan system, his/her access authorization will automatically be reviewed with the appropriate individual to determine whether continued access is warranted. This person may not use facilities, accounts, access codes, privileges or information for which he/she has not been authorized.

d. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Diocesan entity.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocesan entity or the end user does not have an active license is strictly prohibited. Public disclosure of information about programs (e.g. source code) without the owner's authorization is prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. The installation or use of Instant Messaging is prohibited.
7. Using a Diocesan computing asset to access inappropriate or offensive material or to engage in the procuring or transmitting of material that violates Diocesan anti-harassment or hostile environment policies.
8. Making fraudulent offers of products, items, or services originating from any Diocesan entity account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the authorized user is not an intended recipient or logging into a server or account that the authorized user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, creating or

propagating viruses, hacking, network sniffing, spamming, pinged floods, packet spoofing, password grabbing, disk scavenging, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited unless prior notification to Diocese of Orlando is made.
12. Executing any form of network monitoring which will intercept data not intended for the authorized user's host, unless this activity is a part of the authorized user's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

5.4 **Email and Communications Activities:** Diocesan entities maintain electronic mail systems. These systems are provided by the Diocesan entity to assist in conducting business within the Diocese.

1. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages is not allowed.
2. Unauthorized use, or forging, of email header information is not allowed.
3. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies is not allowed.
4. Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam) is not allowed.
5. The electronic mail system hardware is the property of the Diocesan entity. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the Diocesan entity. The Diocese, through the appropriate authority, reserves the right to review, audit, intercept, and access all messages created, received or sent over the electronic mail system for any purpose.
6. The e-mail system was created to facilitate operations of the Diocesan entity. It should be used primarily for business purposes, and only incidentally for personal use. Likewise, personal e-mail through such networks as AOL, Yahoo, Gmail, should be accessed on a limited basis.
7. The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations or other non-job related solicitations.
8. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain

sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
10. Notwithstanding the Diocese's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other authorized users and accessed only by the intended recipient. Authorized users are not authorized to retrieve or read any e-mail messages that are not sent to them.
11. Authorized users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Authorized users should not attempt to gain access to another authorized user's messages without the latter's permission.
12. All authorized users should perform routine maintenance of their mailboxes and delete messages they are no longer using.
13. The appropriate authority should be notified if a user becomes aware of e-mails which violate this policy.

10.0 How to Comply With The Children's Online Privacy Protection Rule In order to provide interactive service, Diocesan entities might collect personally-identifiable information from the users the website. If such information is collected, the user will be informed about this practice. Additionally, if a website is directed to children or if a general audience website collects personal information from children, the Diocesan entity must comply with the Diocese of Orlando on-line privacy policy. The privacy policy is posted on the Diocese of Orlando website, http://www.orlandodiocese.org/outreach/child_youth/online_policy.html.

I agree to abide by the terms and conditions of the Parent Addendum of DNAUP.

Signed _____
(*Name*)

Printed Name: _____

Date: _____

School: St. John Vianney Catholic School

E-mail Address: _____

PHOTOGRAPHY AND IMAGE ASSIGNMENT, WAIVER, AND RELEASE

As you review this photo release form, please do so with regard to any particular considerations of photos of your child being available on-line or in print.

I, _____, for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to **St. John Vianney Catholic School** and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my and my child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, I hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward's appearance or participation in the Property.

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. I acknowledge that the Diocese cannot control all photographic access to its properties, and that my child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature: _____

Print Name: _____

Date: _____

Witness: _____

If applicable, name(s) of minor children/wards: _____

PARENT SIGNATURE PAGE

I have read the 2011/2012 Parent/Student Handbook St. John Vianney Catholic School and agree to follow the school policies and procedures as stated.

PRINT Family Name: _____

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date