



A Nationally Recognized Blue Ribbon School

PARENT / STUDENT HANDBOOK

2007 - 2008

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

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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,

*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 forty 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 reached its maximum enrollment with seven 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 received by the Department of Education based on academic excellence in student achievement.

Parish Mission Statement

We are th 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, 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; that is, to 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. (Diocesan Policy #652.1)

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 as our payment options have changed).

- 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 FACT 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 FACTS 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.

FACTS Tuition Management Service Overview:

- Pay tuition over 12 months via personal check, money order, or automatic deduction.
- Your enrollment with FACTS must be completed by May 31st each year.
- All families not selecting the FACTS 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 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 \$20.00 family fee is required. This fee will help to defer 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. - 2:45 p.m.

Pre-School: 8:30 a.m. - 12:00 p.m.

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

Students not in their homeroom at 7:50 a.m. are considered tardy.

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 they are dismissed to their classrooms at 7:30 .m.

Dismissal begins at 2:40 p.m. each day. Please check the school calendar and weekly newsletter for early dismissal dates.

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

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool (approximately 3:00 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 Principal and Teachers are by appointment only. 24-hour advance 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 are to return the nametags and sign out at the 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 more than 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 7:00 - 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 2:30 - 6:00 p.m. If a child is not picked up by 6:00 p.m. a fee of \$1.00 per minute 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 3:00 p.m. will go to ALPHA - Extended Care program. Fees are affective at 3:00 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 are usually held on the first Friday of each month. Dismissal will be at 12:00 p.m. Alpha (after school care) will be provided until 6:000 p.m.

Please refer to the school calendar for In-Service and Faculty meeting dates.

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.

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 \$2.50 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 should call the school by 10:00 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the students.

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.

Students who are absent due to illness 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, 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 absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (20) days or the equivalent of 20 days including tardies, 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 in the office. 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. Three (3) early withdrawals are considered a one-half day absence.

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.

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

General Sciences and 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, Date Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

Books - Stationary

All students pay a book fee at the beginning of each year. This 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 1 - 3:	30 - 45 minutes
Grades 4 - 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 11:30 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.

Grading Scale

The following Grading System is used for:

K **S** - Satisfactory **I** - Improving **N** - Needs Improvement

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

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 given mid-way between each nine-week grading period.

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

Parent / Teacher Conferences

Each year in January a Parent Conference time is scheduled.

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 US 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.

Middle School students (Grades 6 - 8) may be given a **maximum of 2 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.

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. **No tests or quizzes will be given on Monday. No projects will be due on Monday.**

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.

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.

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: Grades 1 - 6

Khaki shorts or pants with red knit monogrammed shirts. Belts required. Shorts must be to the top of the knee.

Girls: Grades 1 - 5

Blue plaid jumper with white blouse.
Skort with red knit monogrammed shirt.
Jumper and skort must be to the top of knee.

Grades 6 - 7 - 8

Blue plaid skirt or skort with monogrammed shirt.
Boys and Girls: Grades 7 -8
Khaki shorts or pants with red or yellow knit monogrammed shirts. Belts required.
All skirts, skorts, and shorts must be to the top of the knee.

All Students - Grade 1 - 8

Solid Black athletic leather uniform shoes only. No hi-tops. Plain white socks must be 3 inches above shoes. NO LOGOS.

ALL STUDENTS GRADES 1 - 8

Cold Weather Grey sweatshirt with red logo only.
No Wallabee Shoes/Boots - No Vans - Shoes must be tied at all times.
Kindergarten: Tennis Shoes ONLY.

Students may not wear:

- Flip-flop sandals
- No open back shoes
- Tank Tops
- T-shirts with inappropriate writing
- Tennis shoes that convert to roller skates
- Biker shorts
- Pajama pants
- Make-up
- Hats

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

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

Dress Down Days

1. Jeans are permitted. No torn jeans.
2. T-shirts with slogans are prohibited.
3. Capri pants are permitted.
4. Shorts are unacceptable. Parents will be called.
5. Boxer shorts or biker shorts 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.

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.**

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**.
(Reebok - Nike) Scuff resistant.
- 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 suits only. 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 Fontaine Uniform Company. All P.E. uniform items must be purchased through the PTO.

- **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 are NOT acceptable.
- Boys may NOT wear earrings.
- 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.

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 them at home until they have been symptom free for 24 hours without medication. This will help prevent a relapse and having to have students and staff unnecessarily exposed 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 your student's health or emergency information.

Gifts

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

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. 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 classroom, 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 nail polish and/or makeup, excessive or inappropriate jewelry, shirts and blouses not tucked in.
- Gun chewing on premises any 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. If, during that time, three more detentions are acquired, an in-school suspension will be given.
3. Should another detention occur, the student's future status at St. John Vianney Catholic School will be evaluated.
4. 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.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

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 without prior permission from the Principal.

Morning Arrival and Dismissal

Parents are asked to pay close attention during arrival and the dismissal process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers 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 the 3:30 p.m. dismissal 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 of 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)

Sexual Harassment Policy

Inappropriate sexual behavior of any sort, including words, gestures, touching, or harassment will not be tolerated. Students are directed to inform the principal of vice-principal of any such behavior immediately. All such incidents will be investigated thoroughly and disciplinary action, up to and including expulsion of a student is possible.

Every incident of sexual harassment by a student will result in a parent conference and serious disciplinary action.

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 Envelope system. Official envelopes containing all correspondence are sent home on Wednesdays and should be returned the following day. Your child is responsible for emptying the

contents of his/her envelope when it is returned to their homeroom. There is a \$1.00 replacement charge for envelopes that are lost. Information is not sent home if the Wednesday envelope has not been returned. 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. No writing in rented textbooks is 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 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 school 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 should not be used or sold for other purposes.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should 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 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 Envelope.

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