

St. John Vianney Catholic School Family Handbook



501 N. Walnut Road
Spokane Valley, WA 99206
(509) 926-7987
st.johnvianney.com

Dear Families,

The purpose of this handbook is to provide you with school policies, practices, and procedures. It contains helpful information that can be used as a reference when questions arise. The school retains the right to amend the handbook when needed. In the event of any changes, families will receive notification through the school newsletter. The most current edition of the handbook will be on Sycamore and on the school website.

St. John Vianney Catholic School is privileged to share in your sacred duty of educating your children and forming them in the Faith. Our deepest hope is that SJV is a place where we all encounter the living God.

May God bless us all!

Sincerely in Christ,

Deacon Nick Senger, Principal

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ST. JOHN VIANNEY PARISH MISSION STATEMENT

We the Catholic Community of St. John Vianney seek to keep our faith alive and growing by reflecting the life and love of our Risen Lord through prayer and service to others.

Nourished by the Word and the Sacraments, we are called to serve God's people, under the guidance of the Holy Spirit.

ST. JOHN VIANNEY CATHOLIC SCHOOL MISSION STATEMENT

St. John Vianney Catholic School forms children to be faith-filled Catholics, lifelong learners, and contributing community members who strive to know, love, and serve God by knowing, loving, and serving others.

ST. JOHN VIANNEY CATHOLIC SCHOOL VISION STATEMENT

St. John Vianney Catholic School aspires to develop the whole student through faith, knowledge and service. We embrace and celebrate diversity within a nurturing environment. The faculty works in partnership with parents, students, the parish and the community to build a strong foundation for our children.

We are St. John Vianney, forming future leaders to transform the world.

ST. JOHN VIANNEY CATHOLIC SCHOOL PHILOSOPHY STATEMENT

St. John Vianney Catholic School visibly manifests the commitment of the people of St. John Vianney Parish to offer a unique education that only a Catholic school can provide: excellent academics imparted in the context of Catholic teaching and practice.

We believe families have the primary responsibility for the faith formation of their children and that Catholic education creates a vital and enthusiastic partnership that supports that formation.

We believe the purpose of Catholic education is to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our brothers and sisters is the norm, and thanksgiving and worship of God is cultivated.

We believe faith is a divine gift that is strengthened by a personal encounter with the living God who in Jesus Christ reveals his transforming love and truth.

We believe in the inherent self-worth and unique God-given gifts of each child.

We believe in educating the whole child based on gospel values and Catholic faith tradition to maximize their potential spiritually, morally, academically, physically, and socially.

We believe young people must be a source of energy and leadership in our Church and nation, and therefore we believe in providing them with an academically rigorous and doctrinally sound program for education and faith formation.

We believe in the strength of a diverse school community and in making Catholic education available for all children.

We believe in educating the child to lead a life of justice as active and responsible members of family, church, and society.

**ST. JOHN VIANNEY CATHOLIC SCHOOL
SCHOOLWIDE LEARNING EXPECTATIONS**

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

A Faith filled Catholic who...

- Participates in the Catholic faith community and worship
- Articulates the Catholic faith
- Serves others

A Lifelong Learner who...

- Masters the curriculum to the best of his/her ability
- Practices problem-solving and critical thinking skills
- Establishes and works toward goals

A Contributing Community member who...

- Practices self-discipline and takes responsibility for his/her actions
- Demonstrates effective communication skills
- Respects the dignity of all people
- Respects God's creation

ACADEMIC PROGRAM

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

St. John Vianney Catholic School offers a strong academic program through a comprehensive K-8 curriculum which emphasizes religious formation and basic skills in reading, math, language arts, social studies, and science.

All students are required to participate in all academic and religious programs (please note the Virtus option below).

RELIGION/CHRISTIAN LIVING/VIRTUS

The Catholic faith permeates the SJV school culture. Our program is based on Catholic faith tradition and Gospel values. We believe in the unique giftedness and inherent self worth of each child who was created in the image and likeness of God. Religion is taught daily in every classroom as an academic subject, and other religious opportunities are offered to promote faith formation. Students participate in Masses, prayer services, assemblies, services projects, and sharing their faith with others in numerous ways. Weekly Masses and prayer services are planned by individual classes, and students participate in liturgical roles. The school places an emphasis on helping students live the Gospel.

Christian Living is an important facet of our religion program, as students learn Christian values and learn to make responsible life-giving choices. The Christian Living curriculum is integrated throughout the year in Religion class.

One important component of the Christian Living curriculum is the Virtus Touching Safety Program. The job of ensuring children's safety is a challenging undertaking. The prevention of child sexual abuse requires more than adult awareness, education, and training about the nature and scope of the problem. We must also give our children the tools they need to overcome the advances of someone who intends to do them harm. The Virtus Teaching Safety program is a tool designed to assist parents and teachers in this important task. The Teaching Safety program is a vehicle through which parents and teachers give children and young people the tools they need to protect themselves from those who might harm them.

The Virtus Touching Safety Program is taught during Religion class. Families may choose to teach the program at home. If a family wishes to teach the content at home, parents/guardians are asked to contact the teacher and review the school curriculum with them to understand how it is used. Parents are asked to put in writing the desire to instruct at home instead of at school. Parents are responsible for their child during this instruction time. Teachers will notify parents who have chosen to instruct at home a week before the material is to be covered so parents can

make necessary arrangements for their child during that class-time. Classroom newsletters will notify families when the Virtus Touching Safety Program will be presented to the students.

READING/LITERATURE

Reading instruction begins with a strong phonetic base. Specific skills instruction occurs in a logical sequence. Students use both reading texts and trade books, both assigned and self-selected. Comprehension, reading for pleasure and reading in the content area are all vital parts of our reading program. Student reading is assessed regularly. Diagnosis and remediation of reading difficulties are done on an individual basis. Advanced readers also receive appropriate instruction.

MATH

The St. John Vianney math program is localized from the Diocesan Math curriculum which is aligned with national and state standards. The program focuses on arithmetic fluency with an increased emphasis on developing concepts at the concrete level by using manipulatives, before advancing to models and abstracting. Problem-solving with real work problems, reading, writing and talking about math, critical thinking, and using technological devices appropriately are key to the program.

LANGUAGE ARTS

Learning expectations for students emphasize using writing and speaking to accurately communicate their ideas and feelings. Students are taught to write fluently using Standard English grammar and usage. Students learn to write both fiction and expository material in increasing levels of sophistication; correct spelling and legible handwriting contribute to these skills. All 7th and 8th grade students participate each year in the Valley Catholic Schools Speech Tournament.

SCIENCE

The science program, based on national and state standards, has a carefully planned spiral of study to insure topics are introduced and reviewed at various levels. Biological, Physical, Environmental, and Earth Sciences are covered throughout the curriculum. The science curriculum is based on inquiry, learning, and developing the ability to question, observe and research as a scientist. Hands-on experiences, projects, demonstrations and lab projects give students the opportunity to delve into concepts of individual interest and importance.

SOCIAL STUDIES

The social studies program is focused on learning about other cultures and countries and their interrelationships. Social studies concentrate on both historical and current events. Geography helps students visualize the world and the places studied. Primary grades study the family and

the community, while middle grades study Geography, United States and world history. Washington State History is studied in 7th grade.

FINE ARTS

St. John Vianney students are exposed to a variety of fine arts. Visual arts are integrated throughout the curriculum. Music is offered kindergarten through sixth grade. 5th grade students take both music class and band. Students in grades 6-8 have the option of continuing in band or choir. Music and Band concerts occur during the year.

BAND

St. John Vianney Catholic School has partnered with Gonzaga Preparatory School to offer a band program to students in grades 5-8. The band program is funded by a band fee set by Gonzaga Preparatory school. All 5th grade students are required to take band. Students in grades 6-8 have the choice of band or choir.

TECHNOLOGY

Technology is used as a tool to enhance curriculum. Computers are available to every classroom via a mobile lab. Students use technology in a variety of ways, including word processing, coding, creating spreadsheets and presentations, and conducting online research. 7th Grade students take a year long Technology class and learn skills like computer aided design for 3D printing and web design.

PHYSICAL EDUCATION

Physical education is taught twice a week. The program helps students develop lifelong fitness and health habits and focuses on large and small muscle coordination, learning and playing active games and sports, improving endurance and specific motor skills. Cooperation and sportsmanship are also essential components of the physical education program.

SPANISH

Spanish is part of the regular curriculum for grades 7 and 8. Junior high students receive Spanish instruction twice a week.

RETREATS

In keeping with our philosophy of developing the whole child, students in Kindergarten through eighth grade participate in retreats during the school year. Retreats focus on faith formation, building relationships with God and others, and on developing social skills. School retreats reinforce our school philosophy of students working with and respecting others. Depending on the grade level, retreats may be held off campus.

SERVICE PROJECTS

St. John Vianney students are involved in serving others by giving of their talents and treasures. Students are involved in both classroom service projects as well as school-wide projects. Service projects help people in our community as well as globally. Some examples of the many service projects students engage in include collecting and sorting food, visiting nursing homes, making care packages for service men and women, preparing food for the House of Charity, and raising money for local and global charities are examples of some of the service project activities.

CURRICULUM DEVELOPMENT

Curriculum is developed, reviewed, and evaluated annually. National, State and Diocesan guidelines and benchmarks are incorporated into each curriculum. A regular cycle of review determines the curriculum that will be studied each year.

ACADEMIC STANDARDS FOR ACHIEVEMENT

In order for students to advance to the next grade level, students must show proficiency in each of their core classes: Religion, Math, Reading, English, Social Studies, and Science.

Each quarter a student's progress will be evaluated. If a student in grades 5-8 has less than a 65% average in any one of his or her core subjects (including but not limited to lack of effort and low scores), he or she may be placed on academic probation for the next quarter. (Academic probation also may be imposed at any time during the school year).

Parents/guardians and the administration will be notified by the teacher of the child's academic standing. The parents and teacher will discuss expectations, and educational options will be developed by the teacher and parent/guardian and be put into writing. An Education Plan may be developed to support the student.

Throughout this process, school personnel and parents/guardians will need to support the student's efforts and be consistent in their efforts of bringing the child up to proficiency.

If academic expectations are not met by the student at year end, the student will be required to continue his or her education coursework during the summer in order to advance to the next grade level. Verification of student's summer course work is required. The student will be assessed on their readiness for advancement. Upon returning in the fall, the student will be on academic probation for the first quarter. Students must maintain academic proficiency in all core areas.

Those who fail to meet academic proficiency may be asked to seek out alternative educational options or to repeat the present grade. Those who do not meet academic proficiency will not receive a diploma at graduation until the necessary additional course work is completed.

TESTING SPECIAL NEEDS

In partnership with the school, parents/guardians must be willing to have students tested at the administration/teacher's request. After testing results are received, different educational options will be discussed. Please inform the school of testing results. Documentation of testing and recommendations will be kept on file at school.

ACCREDITATION

St. John Vianney Catholic School is accredited by the Washington Association of Schools and Colleges (WASC) and the Washington Catholic Education Association (WCEA).

ADMISSIONS

St. John Vianney Catholic School welcomes children in PreK-8 for whom a suitable educational program can be provided and as long as there are spaces available, in compliance with school registration procedures and according to the school's non-discrimination policy. It is understood that enrollees and their families agree to the philosophy, goals, policies, and regulations of St. John Vianney Catholic School.

ADMISSION REGULATIONS

1. In accordance with the Diocesan Board of Education and the St. John Vianney Catholic School Advisory Council policies, and the definition of parish membership provided in the parish constitution, the following regulations shall apply regarding the order of admission to St. John Vianney Catholic School for first-time entering grade 1-8 students.
 - a. Children of registered members of St. John Vianney Parish who have children already enrolled in St. John Vianney Catholic School, in order, from the established waiting list;
 - b. Children of registered parish members, in order, from the established waiting list;
 - c. Children of Catholics who are not members of St. John Vianney Parish, in order, from the established waiting list;
 - d. Children of all other people who apply for admission, in order from the established waiting list.
2. Students entering St. John Vianney kindergarten will be admitted in this order:
 - a. Those who have siblings presently enrolled in the K-8 program of St. John Vianney Catholic School;
 - b. Those currently enrolled in the St. John Vianney preschool who are children of registered St. John Vianney parishioners;
 - c. Those who are children of other registered St. John Vianny parishioners;
 - d. Those who are children of families attending other Catholic parishes in Spokane and Kootenai County, Idaho;
 - e. Those currently attending St. John Vianney preschool whose families are not Catholic;
 - f. All other students.
3. Returning students not registered by the published deadline will fall into the new admission policy regarding order of admission.
4. Class size in grades 1-8 will not be more than 30 except in cases of multiple child families with discretion left to the principal to increase enrollment to 31.
5. Kindergarten students are admitted to school if they are five years of age by August 31. (WAC 392-335-010 and Diocese of Spokane School Policy 5.1)
6. Students transferring into St. John Vianney Catholic School after kindergarten will be assigned grade placement according to the recommendation of the previous school unless parents/guardians or the school express concern. In that case, placement testing and consultation with the parents will assist the school's administration in forming a grade

placement decision. Admission may be on a trial basis for a period of time to assess the compatibility of the student's needs and the school's program.

NON-DISCRIMINATION POLICY

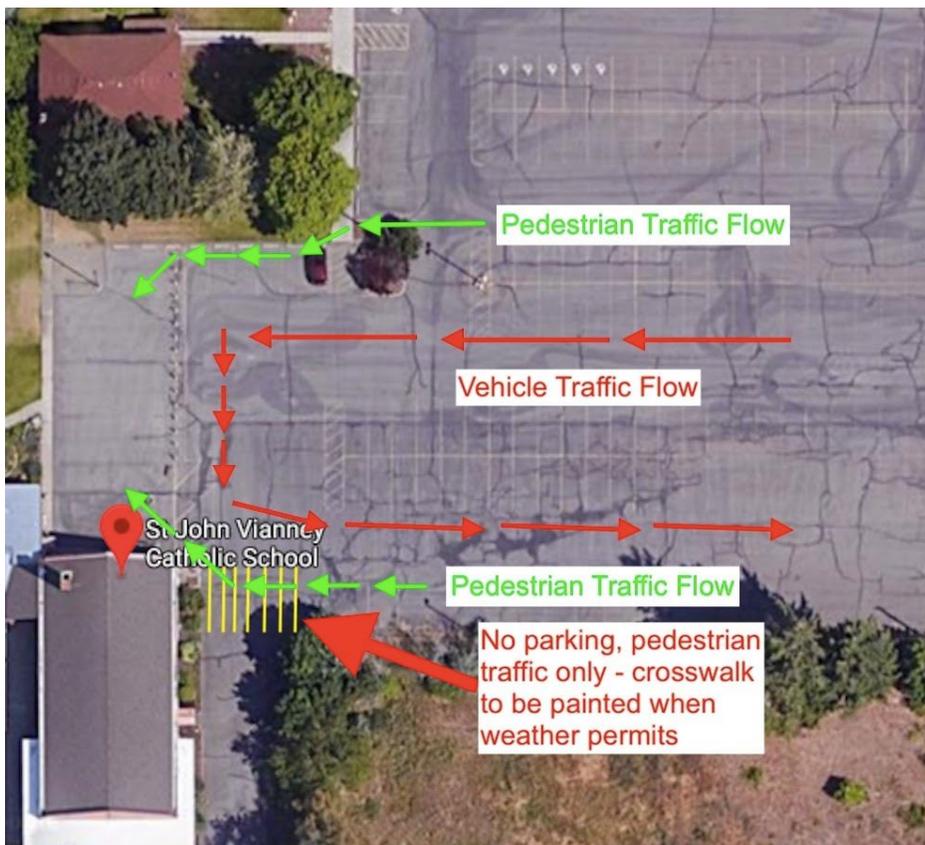
St. John Vianney Catholic School will admit students of any race, color, sex, national, and ethnic origins to all rights, privileges, programs, and activities of St. John Vianney Catholic School.

St. John Vianney Catholic School does not discriminate on the basis of race, color, sex, national, and ethnic origins in administration of school policies, admission policies, athletic, and other school administered programs.

ARRIVAL/DISMISSAL/PARKING LOT

Supervision of the playground and court area begins at 7:45 AM (8:15 AM on late start days). Students arriving prior to those times must report directly to Educare and families will be billed accordingly. After school supervision begins at 2:45 PM. Students who are not picked up by 3:00 PM will be sent to Educare and families will be billed accordingly.

For the safety of our children, when dropping off or picking up students please park only in designated parking stalls. Cars should not be parked next to the outer stairs in between the school and the field to the east, as that area is for parents to walk their children into and out of the building. We also ask that families not walk children through the yellow posts or through the pick-up/drop-off line of cars. Children should be walked to and from school on the sidewalk near the parish office or on the south side of the parking lot near the outer stairs. Please see the image below for details.



EARLY RELEASE OF STUDENTS

A student will not be released during the school day without the written request of his/her legal guardian or parent. (Parents without legal custody of their children must have the written permission of the custodial parent to take a student.) This written request must be sent to school with your child and presented to his/her teacher at the beginning of the school day on which

he/she is to be released, or before. The teacher will then send this written permission to the office where it will be kept on file for one year. Students without written permission will not be released from school at any time. If a child has a regular, recurring appointment (for example, speech therapy or counseling which cannot be scheduled outside of school hours), a single written permission note may be sent to school where it will be kept on file.

When coming to school to pick up a child, parents/guardians or their designees must sign the child out of school in the presence of school staff. If a student will not be returning to school for the day, this must be indicated on the sign-out sheet. Upon returning to school after the appointment, both parent/guardian (or their designee) and the child must report to the school office where the parent/guardian (or designee) will sign the child back into school in the presence of school staff.

ATHLETICS

ATHLETIC POLICY

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

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

Complete athletic policies and procedures are found in the Spokane Catholic Schools Athletic Program Handbook. The most current electronic version of the handbook contains the official policies and procedures. The following pages highlight a few of these policies.

ATHLETIC ELIGIBILITY

The Council of Athletic Directors' minimum eligibility requirements are as follows: (a school may choose to exceed these minimum standards):

- A student reaching his or her 16th birthday on or after the first day of school of that academic year of competition will not be eligible to compete in any league sponsored activities of that academic year.
- A student must be enrolled in, attending, and in good standing at the participating school for which he or she is playing or from the parish of the participating school and have verification that they are a student in good academic and behavior standing within their school.
- A student in the parish of the participating school may participate if they can show verification of good academic and behavioral standing within their attending school. If the student had attended Catholic Schools previously, the student must continue to be in good standing. The principal and AD must approve the need or desire for parish students to be on the team's roster. A student will be considered a member of a school parish, as long as they are registered as a member of said parish and have been determined by the pastoral authority to be a member in good standing.
- Students from neighboring Parishes without a Catholic school may also request to play on a local Catholic school's sports teams as long as they can show verification of good academic and behavioral standing within their attending school. The principal and AD must approve the need or desire for outside parish students to be on the team's roster. They are considered a member of these parishes, as long as they are registered as a

member of said parish and have been determined by the pastoral authority to be a member in good standing. The decision of neighboring parishes and their alignment with a Parish with a school is determined by proximity and approval of the Athletic Director's Council. Neighboring parish students are not permitted to play or practice until the school athletic director has presented the proof of eligibility to the Gonzaga Preparatory School Elementary Athletic Coordinator.

- When two or more schools combine to make up a team, students enrolled in, attending, and in good standing at either school will qualify to participate on the team.
- Students in grades 7 and 8 will follow all WIAA rules and regulations. Students in Grades 6 and below will follow WIAA rules and regulations, however exceptions may be given with approval of the Catholic Schools K-8 principals.
- Each student athlete participating in league play is expected to maintain the following minimum academic standards:
 - Student athletes must maintain a **minimum** of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter.
- loss of eligibility will result in no participation in any athletic game or match for a minimum of one week.
- the student may petition their school for game eligibility after verification of improvement of grade(s) to a "C" average after the one-week suspension. The school shall then notify the respective coach that the student is again eligible and if there are any conditions placed on further eligibility.
 - Each student athlete participating in league play is expected to maintain the following minimum behavior standards that are enforced by the school.
- The student athlete will not exhibit behaviors that interfere with or are detrimental to the orderly operation of the school or the school's extracurricular programs.
- The student athlete will not use or possess any tobacco product; use or possess any alcoholic beverage; use, sell, or possess any drug deemed illegal by law and/or drug related paraphernalia; attend off-campus events where drugs and/or alcohol and/or controlled substances are evident and at which the student athlete has made a willful choice to remain.
- The student athlete will not be involved in any verbal or physical assault or intimidation of another student, coach, school official or game official.
- Loss of eligibility may result as a consequence of inappropriate behavior. Actual loss of playing time and/or membership on a team may be imposed by the school. Consequences shall be imposed but the school shall determine such consequences as they deem appropriate. No minimums are suggested.
- Academic eligibility requirements for a student athlete's participation in the league shall be equal and fair and agreed to by all of the participating schools. Each participating school shall adopt these requirements. Should a school choose to make additions or changes for their local school, these changes must equal or exceed the eligibility requirements outlined in this handbook. A school principal, determining special factors exist in relation to academic performance, may determine a course of action that is an exception to these academic standards because they believe that this is in the best interest of the student.

- Ejections: any ejected player is ineligible for the next game that the team plays. If a player is ejected a second time within the same sport, the player is suspended for the remainder of that sport season. Should the ejection occur at the end of a sport season, the local school athletic director in consultation with the principal will determine a suitable consequence. Should a player incur additional ejections, and present the issue of being a repeat offender, the local school athletic director must have a meeting with the principal, the offending player and his/her parents before the player may resume participation in any sport. A behavior contract shall be written to determine play eligibility.

ATHLETIC ATTENDANCE POLICY

Any student participating in a sport related activity shall be in good attendance and is expected to participate in all classes on the day of the scheduled game. In general, good attendance at school is required for participation in a sport. Failure to comply with the attendance regulations and/or the requirements of the individual school may result in a student athlete being declared ineligible and not allowed to participate in the next scheduled game. The intent of this rule is to assure that students are in good attendance in order to be eligible to participate in their respective sport. The principal, under unique one-time circumstances, can make an exception.

Each student athlete must have on file in the school:

- Physical Exam Form signed and dated by a physician. The Physical Exam Form is valid for two calendar years.
- Verification of adequate insurance coverage.
- Athletic Participation Form signed by parent or legal guardian.
- Verification that the student athlete and their parent/guardian understand and agree to abide by the Diocesan Athletic Program rules and regulations, and that they are aware of the local school's athletic program rules and guidelines and agree to abide by them.
- Concussion Information Form signed by both student athlete and parent/guardian.
- Impact Testing is required of all student athletes in Grades 5 to 8. Students participating in any sport are required to have a baseline impact test from ImPACT testing. The school will provide this testing in cooperation with the Diocesan Athletic League.

ATTENDANCE

Regular attendance helps provide an optimum learning environment for the student. St. John Vianney Catholic School is unable to provide a strong educational experience to those students who are not in attendance. Families are strongly encouraged to schedule dental/medical appointments for their child outside regular school hours. *Private schools are not able to provide Home Schooling registration and recordation and must have clearly defined attendance policies in place to ensure that we maintain maximum attendance.*

ABSENCES

Families are asked to call in by 8:00 a.m. if their child is sick and will be missing school. If families know in advance their children will not be in attendance, they should notify the teacher and arrange for make-up work. If there is no message left or call made to the school office and your child is not in school, the school will call to verify that the child is absent with permission.

Continuous school attendance is an important part of a child's development. It is expected that each student will attend school at scheduled times, except for illness or family emergency.

Children returning to school after an absence must have a note signed by a parent, guardian, or doctor explaining the reason for the absence. It is understood that teachers will continue to present new material while students are absent. Ultimately the parents/guardians and the student are responsible for the level of understanding that students have of the subjects covered during an absence.

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

TARDINESS

Students need to be at school on time. Late students need to check in at the office. Disruptions caused by tardiness can have a negative effect on the learning environment of the entire class. Consistent tardiness is a serious impediment to the educational process. When a student is repeatedly tardy, the teacher or administration may request a conference with parents/guardians.

CELL PHONES

The school is not responsible for lost cell phones. Cell phones and other electronic devices must be turned off during school hours and kept in designated locations. (Diocese of Spokane School Policy 7.7)

Students must adhere to the Washington State law to not record or transmit a private conversation without the express written consent of every person involved in the conversation. Using any device, including but not limited to cell phones, tablets, and watches, to record or eavesdrop on private conversation is prohibited without the express written consent of every person involved in the conversation. (Diocese of Spokane School Policy 7.7)

COMMUNICATION

Since parents are the primary educators of their children, contact between families and school personnel is highly encouraged. Communication between home and school is essential in the development of good relationships in the school community. Staff members welcome questions of clarification or the sharing of information about the SJV school experience.

St. John Vianney Catholic School communicates with families in several different ways, and parents can communicate with the school in various ways as well: handwritten or typed notes, email, telephone, and “pass-a-notes” through Sycamore (explained below).

CORRESPONDENCE

Most correspondence will be done electronically as part of the school’s commitment to be good stewards of the environment. Printed information from school may be sent home during the week depending on the needs of the school.

SYCAMORE

St. John Vianney Catholic School uses the Sycamore School Management System to communicate to families and manage school information. Families access Sycamore via a link on the school’s website: st.johnvianney.com. Sycamore provides parents and students with the opportunity to review school notices, student grades, and assignments. In addition, Sycamore provides a secure avenue for communication with teachers through the "pass a note" feature. Login information can be obtained through the office. Each student and parent/guardian is issued a user ID upon enrolling at St. John Vianney and this user ID remains the same throughout their time at the school. Families and/or students can get technical support for Sycamore by calling the school office.

SCHOOL NEWSLETTER

The school emails a newsletter to school families each week, usually on Thursday. Newsletters are also available on Sycamore where they are archived. Since this is the school’s major communication channel to families, it is very important that it be read thoroughly each week. The school will publish only education and school/parish information that is pertinent to families. News items promoting community activities and events will be distributed at the discretion of the administration.

CLASSROOM NEWSLETTERS

Each classroom teacher emails a newsletter home weekly. Classroom newsletters contain important information about current units of study, upcoming events, and other important items. It is very important that these be read thoroughly. Classroom newsletters are also available on Sycamore where they are archived.

EMAIL AND OTHER COMMUNICATION

All communication sent home must be approved by the administration before it is sent to families. Email distribution lists shall only be provided to committee chairs and coaches. All emails sent to families must be blind copy. All emails pertaining to athletics must be copied to the athletic director.

PHONE CALLS AND TEXTS

School matters need to be dealt with through appropriate channels and at appropriate times. Because of the priority of their teaching and supervision duties, teachers are difficult to contact during the teaching day. If you wish to speak to a teacher, please leave a message or a return call request with the office staff. Please do not call or text teachers, administration or staff after hours regarding school matters. They and their families need time together without interruption.

TELEPHONE

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

FAMILY DIRECTORY

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

COMMUNICATING CONCERNS

If there are questions or concerns about a classroom situation, please contact the **teacher**. If the concern remains, please consult the principal, who is the teacher's immediate supervisor. If there is a policy/regulation or a school-wide concern, please contact the **principal**. If you have brought your concerns to the appropriate parties and to the principal and do not believe that the concerns have been addressed, you may refer your concerns to the pastor. Concerns to the pastor are to be presented in writing. The Diocese of Spokane Code of Conduct Covering Student and Parent/Guardians (Appendix A) contains diocesan expectations regarding positive communication. Successful Christian formation of children is the goal for both families and the school. Working in partnership with each other, both parties can work together to reach that goal.

CONFIDENTIALITY IN COMMUNICATION

In order to protect the rights of the individual and comply with the Family Education Rights and Privacy Act of 1974 (FERPA), the school will uphold confidentiality concerning any students or personnel. **Discipline decisions and consequences will not be discussed with anyone other than the parents/guardians of the child(ren) involved. Personnel issues will not be discussed with anyone.**

CONFERENCES

Progress Conferences are held after the first quarter and are mandatory for all families. Optional, scheduled conferences are held during the third quarter. Parents/guardians are encouraged to schedule additional conferences with teachers as soon as any concerns or questions arise.

CONFIDENTIALITY

Because persons have a right to a good name and the protection of private information, parents, students and school personnel (volunteer and hired) shall treat personal information they possess about school families and/or students with utmost confidentiality.

Personnel matters and persons themselves and/or their behavior are not to be the subject of conversation at meetings of any group associated with St. John Vianney School.

The unauthorized sharing of confidential information is inappropriate and unacceptable. Disciplinary consequences shall be applied to breaches of confidentiality.

CUSTODY

It is assumed that either parent has the right to the custodial care of a child and, accordingly, may pick them up from school and/or make decisions in his/her regard. In situations of marital conflict, divorce/separation, the parent(s) must provide the principal in a timely manner with pertinent written information (for example, court order) regarding the custodial care of the student and the exercise of visitation rights. The parent(s) are responsible for advising the principal of the identity of any third-party entrusted with the custodial care of a child.

St. John Vianney School is not the appropriate forum for parents to resolve custody disputes. Sensitivity to the child and his/her needs dictates that these arrangements are made in advance and away from the school premises. In the absence of a court order, when two parents (or their representatives) cannot peacefully agree on who is to take a child from school, the police will be called to resolve the difficulty. The school day should not be viewed as an opportunity for parents to make up or enlarge custodial or visitation time.

The parent(s) is(are) responsible for apprising the school of any change in the custodial care of a child.

DISCIPLINE

The ultimate goal of discipline at St. John Vianney is to help our children be respectful, loving and responsible human beings. We want our children to live the Gospel and act as Jesus would. Children need to be responsible and accountable for their actions. We want them to understand their choices, learn from their choices, and make more loving choices as they continue their journey in becoming young Christian adults.

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

St. John Vianney Catholic School presupposes a cooperative effort by family, child, and school toward growth in personal wholeness. It is based on fundamental Christian principles of respect for the Person of Jesus Christ in each individual as evidenced through the mutual respect of teachers, administrators, students, and parents and guardians. In addition, respect for each and every individual is not limited to actions and words at St. John Vianney Catholic School and its events, but extends into the community at large. Students and parents/guardians are not only members of the school community but represent the school to the greater community of Spokane and the Spokane Valley as well. If, in the opinion of the administration, parent/guardian or student behavior seriously interferes with the teaching/learning process, the school may require the family to withdraw their children and sever the relationship with the school. Should actions by either parents, guardians, or students be contrary to the basic beliefs of the school's mission and philosophy and/or cause harm in the greater community, the full weight of the school's behavior policy applies. We are called to a higher standard of behavior and strive to be a voice that proclaims the Good News of our Lord Jesus Christ.

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

Discipline at St. John Vianney is a formation process for our students. The school works with all students who are struggling with the goal of teaching them to make appropriate choices. Discipline is never meant to be punitive. Consequences are to be as logical, consistent and appropriate to the situation as possible.

St. John Vianney takes a strong stand against all acts that devalue the worth and uniqueness of any member of the community. Any word, look, sign, or act that inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, self-esteem, social acceptance, or possessions violates the St. John Vianney School Mission and Philosophy and requires modification.

When a situation is brought to a teacher's or administrator's attention, it is addressed immediately. Students are led through a process of understanding their actions, understanding what the school's expectations are, and receiving logical consequences. Parent/guardian involvement may also be part of the process, depending on the severity or persistence of the situation. The school works diligently in trying to understand every aspect of the issue, working with all students involved and, in many situations, bringing students together to resolve their differences.

Sometimes parents want the school to discuss or share other children's situations and consequences. Know that this is something that the school cannot do. The school must respect the rights of all of the children and abide by federal privacy laws. It is important for families to trust that the situation has been dealt with in an appropriate manner. This trust is built and maintained through healthy relationships in the St. John Vianney community.

The school's goal is to be as consistent as possible when working with children but disciplinary situations are rarely black and white. Different situations may appear the same on the surface, but can be very dissimilar.

Sometimes, for various reasons, students do not come forward with concerns about issues that are taking place. The school cannot deal with a concern if it remains unspoken. The school encourages students to come forward so they can be helped. Teachers will work with students on how to come forward so they feel comfortable to do so if there is a concern.

Parents/guardians are also asked to come to the school when a problem exists or if a problem persists. Please do not talk to others about issues that should involve only your family and the school. Talking with others can and does create negativity, false assumptions, and can actually make the situation worse or create other issues. Gossiping is never appropriate. All students need the chance to start again and never be labeled. It is our Christian responsibility and our commitment to building a faith community to not tear it down with negativity. It is not appropriate for parents, guardians or other adults to talk to a student in a disciplinary fashion when something has happened between their child and that student. It is the role of the school to work with that student and his or her family.

PHILOSOPHY OF DISCIPLINE

The term "discipline" comes from the word "disciple" meaning "one who learns." It is a process of learning. Discipline is viewed not as a negative punishment, but as a means to change behavior that does not uphold the standards of Christian conduct. Thus, the student needs to realize both what they have done and whom they have affected and then be involved in the

solution process. Consequences for errant behaviors are created to give back service to that school community from which something was taken or damaged.

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

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

Teachers and administrators will conduct investigations as they see fit depending on the seriousness of the situation. Parents/guardians will be contacted depending on the level and seriousness of the situation. Students may be asked to stay at home or be suspended from school during an investigation depending on the seriousness of the situation. The school will involve the pastors and diocesan superintendent depending on the severity of the situation. Since the school is a mandatory reporter by law, Child Protective Services or law enforcement will be contacted if appropriate.

In the absence of the principal, the principal's designee will assume all of the duties of discipline. The decision for expulsion is reserved to the principal alone and shall not be delegated. Depending on the severity of the behavior, any level of discipline may be utilized at any time.

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

1. All discipline procedures start within the classroom or with the classroom teachers. The student receives a verbal warning from the teacher and suggestions of behavior modification. If necessary, students will also receive a consequence.
2. If the inappropriate behavior persists, or if the behavior is more severe, the teacher will notify parents/guardians by phone and/or written messages. The student will receive consequences within the classroom as outlined in the teacher's classroom discipline policy. The principal is notified and will receive a copy of the written notice. Consequences for inappropriate behavior will be determined by the teacher and/or principal. Students may be suspended or removed from school activities or extracurricular activities due to inappropriate behavior.
3. If inappropriate behavior continues, parents/guardians will be notified. The principal will meet with the student and give the student a written notice and consequences. This or further infractions may warrant suspension. Counseling may be required to assist the student. A behavior plan may be developed at this time.
4. If a suspension occurs, parents/guardians will be notified and a conference will be held to outline further courses of intervention. A behavioral plan will be developed and the pastor will be notified. Suspended students will be sent home or serve their suspension at school at the discretion of the principal or the principal's designee. In some cases,

re-admission may be contingent upon counseling, with the terms and conditions as deemed necessary by the principal. Students that are suspended will not be able to participate in school activities (including sports) and other extracurricular programs until they return to school.

5. In the case of a long-term suspension or expulsion, parents/guardians will be notified. The pastor will be notified. Re-admission may be contingent upon counseling, with the terms and conditions as deemed necessary by the principal.
6. In cases of severe infractions, the principal may omit steps for the safety or well-being of the school community and use a variety of tools (in-school and out of school suspension, behavior contract, etc.) at his or her discretion.

Privacy laws restrict dissemination of information about specific discipline actions taken with students.

For some infractions or for serious academic negligence, students may be placed on a contract, which may prevent them from participation in school activities.

The following behaviors are viewed as serious enough to require principal intervention at some point. However, it is important to understand that while some are more serious than others, in all cases there are circumstances that can alter the apparent seriousness of an act. It is the teacher and principal together who need to investigate these serious situations, but it is the role of the principal to carry out more severe consequences (including suspension or expulsion) when necessary.

1. Disrespect for faculty, staff, supervisors, and/or fellow students
2. Foul or improper language (including racial or sexual comments/gestures)
3. Improper contact between students.
4. Truancy
5. Defiance of authority
6. Any other behavior that would result in an adverse effect upon the moral and physical climate of the school and Christian attitude of the other students

The following behaviors will warrant the immediate attention of the principal. A written notice will be given and the parents/guardians notified. These behaviors may warrant immediate suspension or expulsion.

1. Fighting: a physical or verbal attack upon a school employee, volunteer, or fellow student (including racial or sexual harassment)
2. Threats of violence toward students and/or staff
3. Continued defiance and disrespect of school authorities, fellow students and/or school rules
4. Vandalism, defacing, or destruction of property
5. Serious and/or repeated theft
6. Smoking or chewing tobacco. Vaping. Possession of, use of, transmission of, distribution of, or being under the influence of alcoholic beverages, inhalants, stimulants, and other substances intended to alter mood
7. Possession and/or use of a weapon

8. Possession and/or use of explosives
9. Arson
10. Endangering the moral and physical safety of others
11. Possession or distribution of pornographic materials
12. Sustained misconduct which interrupts the learning environment

Grounds for suspension/expulsion include, but are not limited to, the above infractions.

Parent/guardian cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent/guardian behavior seriously interferes, impedes, or is not cooperative with the teaching/learning/discipline process, the school may require parents to withdraw their children and sever the relationship with the school.

EDUCARE

The Educare program is open to all children enrolled at St. John Vianney School without regard to race, color, sex, national and ethnic origin. Hours of operation are from 7:00 AM to 8:00 AM (8:30 AM on late start days) and 3:00 PM to 6 PM. The St. John Vianney Educare Program is state licensed, self supporting, and serves as an extension of the school day and school year. It is available for families on an intermittent basis, on an emergency basis, or on a regular basis.

Educare is in operation during the school year with the exception of the following days: Labor Day, Veterans Day, Thanksgiving Day and the Friday after, Martin Luther King Day, President's Day, Memorial Day, and other holidays as listed on the school calendar. Educare will be open on in-service days when there are enough students registered to cover the costs of the Educare program.

EMERGENCIES

EMERGENCY CLOSURES

If the school needs to close due to inclement weather or another emergency situation, families are notified by the school's emergency alert system. Emergency closures are also indicated on Sycamore and on local TV stations. It is each family's responsibility to make sure email and phone numbers are accurate in Sycamore.

LOCAL TV STATIONS

KREM Channel 2

KXLY Channel 4

KHQ Channel 6

EMERGENCY INFORMATION

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

EMERGENCY PROCEDURES

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

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

When the situation indicates departure of students is feasible, they will be released to parents/guardians or other persons authorized to pick up the student. The emergency information in Sycamore filled out at registration contains this information. Please check with the school to ensure we have a record of the person(s) authorized to assume custody of your child(ren) should you not be available. Kindly update this record as needed.

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

1. Fire
2. Earthquake
3. Bomb threat (peacetime)
4. Chemical accident/Hazardous materials
5. Explosion or threat of explosion
6. Volcanic eruptions

7. Other similar occurrences that might make a building uninhabitable

PRINCIPAL'S RESPONSIBILITY

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

Classes will not be dismissed and children will remain under the supervision of the school authorities.

When the situation indicates safe departure of students, the students will be released only to parents/guardians or other persons authorized to pick up the child.

TEACHER RESPONSIBILITY

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

FAMILY/STUDENT RESPONSIBILITY

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

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

DISMISSAL OF STUDENTS

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

EXPECTATIONS FOR FAMILIES

A successful Catholic school education requires cooperation between school, home and parish. A family's total participation at each student level is necessary for the wholesome development of the child, as well as for the development of the Catholic way of life.

The families of children who attend St. John Vianney Catholic School rightly expect that the parish will provide facilities, professional staff, books, and materials and an atmosphere conducive to both Christian formation and learning. Correspondingly, the pastor, school personnel and parishioners rightly expect that all mothers, fathers, and guardians of children will participate in the education of their children.

Thus, the families of the children who attend St. John Vianney Catholic School are expected to participate in parish and school life as outlined below.

Parish Life

- Registration at the parish (or at an identifiable faith community, for non-Catholics)
- Weekly participation at Sunday Mass at one's home parish or (or other faith community)
- Giving witness to a Christian lifestyle
- Participation (by Catholics) in the sacramental preparation programs provided by the parish
- Providing regular, measurable financial support of the parish (or faith community) according to one's means (tithing)

Home/School Life

- Following rules, regulations, and directions of St. John Vianney Catholic School
- Provision of a home environment that fosters the philosophy and values of Catholic education
- Speaking and acting respectfully regarding school and parish personnel, students, and families, both at school, in the community, and online
- At home, using the fundamental principles of discipline and conflict resolution which are exercised at school
- Giving witness to Catholic moral teachings
- Contribution of time and talent toward school activities
- Attendance at general meetings of school families
- Participation in school fundraising efforts and activities
- Following the proper process for resolving concerns, difficulties, misunderstandings, or conflicts

FIELD TRIPS

FIELD TRIPS

The school occasionally sponsors field trips of short duration for educational purposes, normally during school hours. When students are taken on an approved trip, they must be properly supervised by at least one member of the school faculty. The school shall identify authorized supervision for all field trips. All participants, including drivers, are subject to his/her direction.

Each trip in its entirety must have the approval of the principal and written consent of the parent. Field trips are a privilege afforded to students. No student has a right to participate in a field trip. Students may be denied participation if they fail to meet academic or behavior requirements.

PERMISSION SLIPS

Student travel (field trips) requires written permission from the parent(s)/legal guardian. (Diocese of Spokane School Policy 2.8). A phone call from home will not give satisfactory permission. Permission slips are sent home with children prior to any outing and blank permission slips are available on Sycamore for download. Students who do not provide the required signed parental permission form must remain at the school and engage in school-related work. Any money needed for a field trip should be sent with the permission slip.

BEHAVIOR

Any student who manifests a lack of respect for safety or a disregard for rules may be denied permission to go on the field trip.

DRIVERS

Field trip drivers must submit several documents in order to drive students. Please contact the school office for copies of these documents, which must be updated each school year.

SEAT BELTS AND AIR BAG SAFETY

There may never be more children in a car than seat belts, and no children under the age of 12 should be allowed to sit in the front seat of a vehicle with a passenger side air bag.

TRANSPORTING STUDENTS

Drivers are expected to arrive at school with a vehicle that has enough fuel to reach the field trip destination and return to school. Students should be transported directly to and from the field trip destination without stopping for fuel, food, drinks, etc.

BUS REGULATIONS

Several buses serve our students. Students are expected to conduct themselves in accordance with the following school bus regulations:

- The driver is in full charge of the bus and the pupils. Pupils must comply with the driver request promptly and willingly.
- Each pupil will be assigned a seat in which he will be seated at all times unless permission is given by the school principal and/or driver.
- Outside of ordinary conversation, classroom conduct must be observed.
- Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must refrain from throwing refuse out of windows.
- No student shall open a window on the school bus without first getting permission from the bus driver.
- No student shall at any time extend his or her hand, hands, or arms out of the window whether school bus is in motion or standing still.
- Students are to remain seated while the bus is in motion, and are not to get on or off the bus until the bus has come to a full stop.
- Students must not stand or play in the roadway while waiting for the bus.
- Students must not at any time ride on the outside of the bus.
- Students must see that they have nothing in their possession that may cause injury to another, such as sticks, any type of firearms, straps, or pins extending from clothing.
- Each student must see that his/her books and personal belongings are kept out of the aisles.
- No student will be allowed to talk to the driver more than is necessary.
- No student will sit in the driver's seat nor shall any pupil sit to the left or right of the driver so as to interfere in any manner.
- No food, ice cream, candy nuts, gum etc. will be eaten on the bus at any time.
- Students will not use the emergency entrance to the bus at any time except with the permission of the bus driver.
- No seat will be held for friends or companions.

FINANCES AND TUITION

TUITION

Tuition is the major source of income for St. John Vianney Catholic School, along with the parish subsidy. Since the school operates on a very tight budget, receipt of tuition payments is essential. Tuition statements are sent according to the plan that a family agrees upon. New families entering St. John Vianney (kindergarten through 8th grade) must make their first tuition payment in the month of July prior to the academic year in which their child(ren) will be starting. This payment is **non-refundable** should families withdraw their students from the school. New families are able to choose to pay tuition in full before August 1 or set up a 12-month payment plan that starts in July and ends in June of the current school year. Tuition is non-refundable.

If you are unable to make a scheduled payment, or if you have any questions regarding tuition, please call the school office manager/bookkeeper, or if circumstances necessitate financial concerns, please call the principal. The total tuition cost to families is far below the actual cost to school and parish. It is important that families know that St. John Vianney Parish is providing a large commitment for school support. Therefore, we ask that you be generous in your support of our parish. No student will be refused admission to St. John Vianney Catholic School because of genuine inability to pay. Tuition assistance must be approved by the principal.

TUITION MANAGEMENT

St. John Vianney uses a tuition management service to manage tuition payments. Every family is required to enroll in the tuition management service.

FAIR SHARE

St. John Vianney Catholic School offers a Fair Share tuition plan to students in grades K-8. Fair Share is a process by which families determine their level of financial support for the school in light of their awareness of the actual per pupil cost and the Adjusted Gross Income Schedule for the current year. It assumes that every family will make a maximum effort to support the school and, after studying the facts and figures, will give the school as much of the cost of their children's education as they can. In addition to the financial commitment, parents must pledge to perform 20 volunteer hours per year for the school. Ten of those hours must be performed in one of the major fundraisers.

Families have a moral obligation to meet their Fair Share pledge. In order for St. John Vianney Catholic School to meet its financial obligations, families must be prompt in meeting theirs. ALL financial obligations must be met in full prior to registering a student for the new year. Any financial obligations not met in full at the end of a semester, will require the family to meet with the principal prior to the student(s) continuing on into the new semester.

A Fair Share commitment does not include pledges to any school fundraisers, nor does it include Educare fees. These are financial responsibilities separate from the Fair Share Tuition Agreement and will be billed separately. A Fair Share commitment is a legally and morally binding financial commitment.

NAZARETH GUILD TUITION ASSISTANCE GRANTS

All families participating in the Fair Share program are required to submit **and complete** an application for a Nazareth Guild Tuition Assistance Grant. These grants do not lessen a family's fair share commitment. Rather, they help bridge the gap between the Fair Share commitment and actual cost per pupil.

GOVERNANCE

AFFILIATION

As a ministry of the Church, Catholic education is a shared responsibility of the local parish community. This ministry takes unique shape at St. John Vianney Parish in its Catholic school ministry. Through much effort and sacrifice parish families support this opportunity for the Christian formation and Catholic education of their children – and those of other families outside the parish who join them in this endeavor.

In a unique way, Catholic school ministry requires cooperation among parishioners, parents, students and school faculty and staff. The effectiveness of this ministry depends directly on the conscientious practice of Christian faith: personally, in the home and in a faith community. This multi-level practice of faith is necessary for the wholesome Christian development of the student. Catholic education involves more than classroom teaching or extra-curricular activities; it is a shared way of living, which is mutually nurturing. What one student or family does (or doesn't do) in the practice of their faith affects all others in the school community.

CATHOLIC IDENTITY

The ministry of Catholic education and Christian formation provided by St. John Vianney Catholic School is congruent with the faith and moral teaching tradition of the Roman Catholic Church. The selection of textbooks, supplemental educational materials, school programs, and classroom presentations are based on that tradition. All persons associated with St. John Vianney Catholic School are expected to respect that tradition.

PASTOR'S ROLE

Congruent with Catholic Church Law, the legislative, executive and judicial authority of the pastor of St. John Vianney Parish extends to all parish-related institutions, including St. John Vianney Catholic School. His specific responsibilities in relation to St. John Vianney Catholic School include but not limited to the following:

- Effect a vision of collaborative ministry in the parish and the larger Church
- Approve the mission and philosophy statements for St. John Vianney Catholic School
- Approve parish criteria/expectations for students/families enrolled in St. John Vianney Catholic School
- Approve school registrations
- Make available parish facilities and limited financial resources for reasonable and responsible school ministry use

- Approve recommendations, policies and plans developed through the School Advisory Council
- Assure that school policies reflect the mission and philosophy of the school and the faith tradition of the Roman Catholic church
- Oversee legal matters related to St. John Vianney Catholic School
- Remove a member from the School Advisory Council or any of its committees
- In concurrence with the diocesan Superintendent of Catholic Schools, evaluate, hire and terminate the school principal
- Approve the religion curriculum, text books and faith formation program for the school's faculty and student body
- Provide a pastoral presence to the school community
- Coordinate sacramental celebrations for St. John Vianney Catholic School
- Provide for the spiritual enrichment and formation of faculty, students and administration

PERSONNEL

Because the provision of Catholic education is itself a ministry of the Christian community, St. John Vianney Catholic School reserves the right to require that its faculty and administrators be members of the Catholic Church and to live in accordance with its moral teaching and discipline. Accordingly, qualifications for the hire of individuals may include evidence of the applicant's active status in a Catholic parish and commitment to foster the experience of church as expressed by the teachings of the Second Vatican Council.

St. John Vianney Catholic School does not discriminate in the hiring of personnel on the basis of race, color, gender, age, national or ethnic origin, citizenship or veteran status.

The principal and teachers at St. John Vianney Catholic School are placed under diocesan approved contracts, which are signed by the diocesan Director of Catholic Schools, the pastor, the principal, and the teacher. Other personnel hired by St. John Vianney Catholic School receive a letter of hire signed by the pastor and principal. The letter of hire includes job title, job description, employment status (full or part time), work schedule, salary, benefits, and length of probationary employment and identification of the immediate supervisor.

A copy of the *Lay Employee Handbook: School Personnel Policies and Procedures* (Diocese of Spokane) is available to all employees. All personnel associated with St. John Vianney Catholic School are managed in accordance with these policies and procedures.

PRINCIPAL'S ROLE

The principal of St. John Vianney Catholic School is hired in accordance with diocesan regulations. The diocesan Director of Catholic Schools and the pastor collaborate in establishing an interview committee and process for the hire of the school principal. The principal must be a qualified Roman Catholic who is active in his/her parish.

The principal is accountable for fulfilling the duties specified in his/her job description and for exercising those duties in accordance with the governance structure of St. John Vianney Catholic School.

- The principal of St. John Vianney Catholic School exercises the authority and responsibility given to the principal of a Catholic school in accordance with its *Charter* and diocesan policies.
- The school principal is the official spokesperson for St. John Vianney Catholic School, representing the school to the parish community as well as the diocesan Church.
- Following approved procedures and policies, and in concurrence with the pastor and the diocesan Director of Catholic Schools, the school principal hires, supervises and terminates all certified school personnel. With the concurrence of the pastor the school principal hires, supervises and terminates all non-certified school personnel. The principal oversees the management of personnel in accordance with appropriate diocesan and local policies and regulations.
- The principal collaborates with the pastor and parish staff and ministry groups to integrate Catholic school ministry with other parish ministries.
- Within the limitation of the school budget and physical resources, the principal develops and coordinates a quality education curriculum, faith formation and extra-curricular program for students.
- The principal works with the school's personnel and material resources to provide a program and educational atmosphere which forms the student body, faculty, staff and school community in the faith tradition and vision of the Roman Catholic Church as articulated by the second Vatican Council.
- The principal develops an annual school budget for the pastor's approval and oversees its implementation according to appropriate and clear accounting procedures.
- The principal assures that the annual calendar approved by the Diocesan School Advisory Council is followed and that the school's extra-curricular activities and fundraisers do not conflict with the ministerial activity of the parish.

SCHOOL ADVISORY COUNCIL'S ROLE

Each according to specified roles, the pastor and principal are responsible for overseeing the Catholic school ministry of the parish. A School Advisory Council advises them in the

formulation of school policy and planning. The Council meets on a regular basis and exercises responsibilities according to the St. John Vianney Catholic School Advisory Council Constitution, including but not limited to the following:

- Develops a school mission statement and school philosophy statement for the approval of the Pastor
- Recommends local policies for the effective operation of the school
- Advises the school principal on matters within its scope of responsibility
- Reviews and offers recommendations to the Diocesan Advisory Council of Education regarding
- Oversees the development of, and, in collaboration with St. John Vianney Parish, oversees the implementation of a long-range plan for St John Vianney Catholic School
- Assures and coordinates the fund-raising efforts associated with St. John Vianney Catholic School and its programs
- Review the principal's annual budget and offers him/her recommendations regarding its congruences with school philosophy, mission, and priorities
- Facilitates communication among the St. John Vianney Catholic School community regarding issues of concern with the Advisory Council's scope of responsibility

Membership on the St. John Vianney School Advisory Council is comprised of the pastor, parents, parishioners and the school principal. The Committee meets regularly during the school year as needed and operates according to the St. John Vianney Advisory Council Constitution.

The School Advisory Council establishes committees and task forces and charters them to carry out its constituted responsibilities. These school committees are also advisory groups to the principal. These committees may include the Home & School Committee, Development Committee, and Technology Committee.

Home & School Committee: It is the mission of the SJV Home & School Association to be, through its activities, a support for the Christian learning environment at St. John Vianney Catholic School. The general membership consists of all parents/legal guardians of children enrolled in St. John Vianney Catholic School, the teachers and staff serving the school and all active adult members of the parish. The officers include the President, Vice President, Secretary, and Treasurer. The Committees are: Morale and Appreciation, Hospitality, Legislative, and Fundraising.

SCHOOL FINANCE COUNCIL'S ROLE

The School Finance Council is an advisory council to the pastor and principal on matters of finance. The Finance Council reviews the budget annually, participates in the creation and maintenance of the school financial plan, and makes recommendations regarding school financial practices and policies.

HOMEWORK

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

Homework is important for successful academic achievement. Families who monitor their children's homework habits and assignment books will contribute to the building of good work habits. Building these habits now will help contribute to the successful future of the children.

LUNCH AND MILK

LUNCH

Each student should bring a lunch each day except on hot lunch days, when families may wish to purchase a meal for their children. Lunches can be purchased for an entire month in advance, or one week at a time. **Orders and payment must be made by 9:00AM of the Monday prior to that week's lunch.**

Lunches brought from home must be fully prepared. The students do not have access to microwaves or other cooking facilities. Students should not bring soda pop or drinks high in sugar or caffeine. Sharing of food, beverages or snacks is not allowed.

MILK

Milk is available every day. Families may purchase milk for the entire year on the first day of school or throughout the year from the school office.

PARTIES

Students who are hosting a party may bring invitations to school only if every student in the class is invited (or all girls/boys). The teacher will distribute the invitation. If the entire class is not invited (or all boys/girls), invitations are to be sent electronically or via postal mail. Children should be reminded not to discuss party plans at school unless everyone or all boys/girls are invited.

PERSONAL PROPERTY

Children are asked not to bring jewelry, toys, portable electronic games, money, music players, radios, skateboards, rollerblades, etc. to school. Personal property may be taken from the child and parents/guardians contacted to pick them up.

The school is not responsible for lost items. Any lost and found articles (including clothes and lunch boxes) are kept in Lost and Found. The volume of lost material makes it necessary on a regular basis to send it to either the uniform exchange or a donation center. Help your child to be responsible for his/her property. **Please label your child's belongings.**

PEST CONTROL

In order to comply with state safety regulations, St. John Vianney contracts with a pest control service. The outside and inside of the school premises are treated when students are not present. Families are notified in accordance with state law when pesticides are applied.

POTENTIAL STUDENTS/VISITORS

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

PRIVACY

It is against school policy and Washington law to record or transmit a private conversation without the express consent of every person involved in the conversation. Using any electronic device, including but not limited to cell phones, tablets, and watches, to record or eavesdrop on private conversations is prohibited without the express consent of every person involved in the conversation.

PROGRAM IMPROVEMENT

Continuous program evaluation and improvement is fostered by half day and full day faculty in-services. On these days, the faculty spends time on some facet of program improvement. Dismissal on half days occurs at 11:30 AM.

RECESS AND PLAYGROUND

PLAYGROUND SAFETY

We are training students for life following the code of ethics of Christian relationships based on the model of Jesus Christ himself. The focus is on the student being responsible for his/her own actions, and on respect for God, self and others.

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

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

Children must follow these guidelines:

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

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

- Do not give advice.
- Do not take sides.
- Allow both sides to speak.
- Find commonalities.
- Ask for a commitment to the resolution.
- Ask for an affirmation to the reconciliation.

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

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

- Including everyone who wants to play in any game or area
- Sharing equipment and taking turns
- Appropriate language at all times
- Settling conflicts with apologies and forgiveness

- Being aware of others' needs
- Taking responsibility for one's own actions
- Taking care of the school grounds and equipment
- Obeying supervisors immediately
- Students must have permission to leave the playground
- Students can only use the front school door at recess

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

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

Equipment Rules

Monkey Bars

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

Roller Coaster

- Only 4th-8th grade students allowed

Swings

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

Balls

- No balls in playground equipment area.

Bats

- No bats of any kind.

Jump ropes

- Used only for jumping.

Tire swing

- Two or less people on the swing at one time.
- Do not go under the swing.

- 1st and 2nd grade may use swing with permission of teacher.
- Sit, do not stand on tire swing.

Tower

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

PLAYGROUND SUPERVISORS

SUPERVISION

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

GENERAL RULES

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

CONSEQUENCES

- Consequences for minor infractions may include spending time at the wall.
- More serious infractions or repeated disregard of playground rules may result in more serious consequences.

PLAYGROUND EQUIPMENT AREA

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

SPORTS EQUIPMENT

- Balls are the only thing that may be thrown
- Keep all balls in the field, away from the playground equipment area
- Jump Ropes are for jumping only

- No bats or hard balls

REPORT CARDS

Report cards are issued quarterly to indicate assessment of each child's academic and behavioral growth during the quarter. Each grade level has a report card format specifically developed for this purpose. **A student's official report card is the printed copy placed in their cumulative folder at the end of the school year.**

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

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

INTERMEDIATE AND JUNIOR HIGH: (Grades 5-8) Percentage grades are given.

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

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

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

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

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

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

RETENTION

If it is suspected that a student may not be ready to advance to the next grade at the end of a year, the teacher will contact the parents/guardians as early as possible to share this concern. Joint evaluation, including input from teachers, families, principal and possibly additional professionals, will be conducted to determine the educational plan for the individual student. Recommendations and expectations will be made.

SCHOOL SUPPLIES

A list of needed school supplies for the coming year is sent home each summer and can also be found in Sycamore.

Students in grades 5-8 are provided with an assignment notebook to be used daily.

SCRIP PROGRAM

St. John Vianney School participates in the program known generally as “SCRIP.” All school families are expected to participate on a regular basis in the SCRIP program. SCRIP costs nothing extra except the slight expenditure of time.

Through the SCRIP program, the school purchases gift certificates and gift cards at a discount and sells them at face value. The gift card holder get full face value from the gift card purchase, but by purchasing the SCRIP certificates/cards from the school, the gift card holder raises funds for the school.

SCRIP certificates/cards may be ordered in advance and picked up at the School Office during regular office hours. SCRIP may also be purchased online at shopwithscrip.com. The school code for shopwithscrip.com is FLCF19455417

The supervision of the SCRIP program is the responsibility of the school principal. The SCRIP program follows all guidelines and regulations of the Diocese of Spokane as well as those established by school administration.

SEARCH AND SEIZURE

All lockers, desks, and other storage areas are the property of the school and subject to search at the discretion of the administration. St. John Vianney Catholic School reserves the right, with reasonable suspicion, to examine any student's personal possessions and will seize items pertaining to the disciplinary code. Search and seizure normally shall be conducted by the principal or principal designee as privately as possible and with as much respect for the dignity of persons as possible.

STUDENT HEALTH AND SAFETY

St. John Vianney Catholic School takes all reasonable precautionary measures to assure student safety.

ABUSE/NEGLECT

In accordance with Washington State law (RCW 26.44.030) all school personnel having reasonable cause to believe that a child has suffered abuse or neglect must report the situation immediately to the principal, who, in turn, must contact Child Protective Services. (Diocese of Spokane School Policy 6.9)

School personnel have no choice whether or not to report a suspected case of abuse. They must report it. School personnel shall receive special training regarding child abuse issues. If an adult responsible for the supervision of children at St. John Vianney School observes, suspects or has reasonable suspicion that a child is a victim of child abuse, that adult is required by law to report the suspected abuse to the local law enforcement agency. Child Protective Services and/or the police (sheriff) may visit the school, take the information, and then determine what action to take. Children could be taken into custody for their own protection. School personnel will make every effort to protect the confidentiality of this information.

COMMUNICABLE DISEASES

The principal should be informed regarding any individual with a suspected communicable disease. Suspected communicable diseases must be reported to the Regional Health District and the Diocese Office of Education. (Diocese of Spokane School Policy 6.7)

When a student is excused from school because of a suspected communicable disease, the student may return only with a health care provider's release. (Diocese of Spokane School Policy 6.8)

HEAD LICE

A student who has lice or nits is excluded from school until the student's head is completely clear, as verified by designated school staff. (Diocese of Spokane School Policy 7.1)

HEALTH CARE PLAN

Students who suffer from life threatening illnesses, such as asthma, diabetes, and acute allergic reactions, must have a health care plan that a physician approves and signs. The plan must be updated annually. (Diocese of Spokane School Policy 7.2)

ILLNESS/INJURY

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

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

If a child becomes ill during the day, the office staff will notify the parents/guardians to determine if and when the child will leave school that day. The family must provide the school with an emergency telephone number that can be used to reach the parents/guardians if they cannot be reached at home.

On the advice of health experts, the school requires that children with any of the following symptoms should not come to school. Any child who develops any of the following symptoms while at school will be asked to go home.

- **Fever** of 100° F axillary (underarm) or higher.
- **Active vomiting**, or vomiting that has occurred, on two or more occasions, within a 24-hour period before attending school.
- **Active diarrhea**, or diarrhea of three or more watery stools within a 24-hour period of attending school, or if the child has a bloody stool.
- **Any rash with open sores that drain fluid**, such as in Chickenpox. Children recovering from chickenpox will not be allowed back at school until all the sores are completely scabbed over.
- Children/staff with **open oozing sores**, other than chickenpox, will not be allowed at the school unless the sores can be properly covered with a bandage or by clothing. If they cannot be covered then the child/staff must wait until the sores are completely healed. In some cases, children/staff may require antibiotic treatment, after 24 hours have passed from starting antibiotic treatment the child/staff will be allowed to return to school. School staff members with open sores on their hands must be able to cover sores with gloves.
- **Eye discharge or pinkeye**. Children/staff members with eye discharge or pinkeye will be allowed back at school after seeking a medical diagnosis to rule out any bacterial infection. They must return with a note from their primary health care provider stating that they are not contagious or they may return after 24 hours of antibiotic treatment.
- **Fatigue/malaise/unusual irritability**. It is suggested that a child showing unusual fatigue or irritability that prevents the child from being a part of regular activities should remain at home.
- **Earache accompanied by a fever.**
- **Sore throat accompanied by a fever.**
- **Infection that requires antibiotic treatment**. A child who has an infection that requires antibiotic treatment should remain at home for the first 24 hours on the antibiotic; after 24 hours the child may then return to school.

- **Flu symptoms or medical diagnosis of the flu.** The school asks that children who show signs of the flu – fever (usually above 38°C) chills, muscle aches and pain, severe headache, weakness and tiredness, loss of appetite, sore throat, cough, and chest pain – stay at home until symptoms resolve in order to avoid spreading the flu to other classmates and to teachers. A note from the child's primary health care provider may be requested during the flu season for a child to return to school.
- **Nits, lice or scabies.** Children will be allowed back at school after appropriate treatment has been used and when there are no nits present. Parents must have the office staff check for nits before children can return to class. If school staff has concerns about a child's ability to return to school, the school reserves the right to request a note from the child's health care provider stating that he or she is no longer contagious.
- **Excessive coughing.** A child that is unable to participate or concentrate due to excessive coughing and that is not controlled by medication may be sent home.
- **Nasal Drainage.** A child who has nasal drainage that is copious and discolored and that is not controlled by medication may be sent home.

The school reserves the right to review all health care issues, on a case-by-case basis, to determine when a child can remain in school or when a child can return to school after an illness.

IMMUNIZATION INFORMATION

Students' immunizations must be kept up-to-date to comply with state health laws. Students whose health records are inadequate must, by state law, be excluded from school unless an exemption has been obtained. (See RCW 28A.210.080 and RCW 28A.210.090)

MEDICATION

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

According to state law, St. John Vianney School may permit school personnel to dispense medication only when the following requirements are met:

1. A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by the child's parent/guardian and by a physician or dentist, must be current and not expired, and must be valid for a period not to exceed one year.
2. Any medication required for fifteen or more consecutive school days, must be accompanied by current written instructions from a physician or dentist for dispensing the medication.
3. All medication must be supplied and delivered to the school by the parent/guardian.
4. All medication must be in a properly labeled container

- a. Prescription medication must be in a container labeled by a physician, dentist, or pharmacist, and brought to school by the child's parent or guardian. The label shall include student's name, physician's or dentist's name, name of medication, dosage, and time of day to be taken.
 - b. Non-prescription medication must be brought to school in its original container.
5. St. John Vianney School will provide the means for safekeeping and secure storage for all medication. If special conditions are required to maintain the quality of the medication, the school will adhere to the instructions of the physician/dentist/pharmacist
6. Medication will be dispensed in the school office
7. No medication requiring injection will be administered by school personnel except in extreme circumstances, determined by the physician and parent/guardian
8. Only authorized school personnel will dispense medications. A medication record shall be maintained for any student receiving medication at school.
9. Medications will be returned directly to the parent/guardian when no longer required or at the end of the school year. Any unclaimed medication must be destroyed.
10. In the event that the building administrator considers it necessary to discontinue dispensing medication, the student's parent/guardian will be notified in advance.

VISION AND HEARING SCREENING

Vision and hearing screening are offered annually by student nurses when available, and are recorded on each child's health record. Students in grades 5 and 7 are screened for scoliosis. Parents are notified of any concerns arising from these screenings.

STUDENT RECORDS

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

TECHNOLOGY

St. John Vianney Catholic School Technology Acceptable Use Policy

The school's information technology resources, including computers and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

St. John Vianney Catholic School has established a Google Apps for Education account to support teaching and learning and to allow for easy sharing of documents, file storage, and connectivity within our school and classrooms. This service is available through an agreement between Google and St. John Vianney Catholic School. This software will allow students and teachers to create, collaborate, and share documents, spreadsheets, presentations, websites, calendars, and more, allowing for flexible access from any computer – both at home and school – with Internet access and a web browser. While Google Apps for Education provides for greatly enhanced flexibility over traditional desktop software, it also allows students to work in a safe, protected environment in a private domain (sjvspokane.org). While all documents are stored online, no one outside our school can access them. Google Apps for Education enables us to move towards developing a paperless environment in our classrooms and promoting 21st century skills. Many middle schools, high schools (including Gonzaga Prep) and colleges use Google Apps for Education. We feel this is another step in preparing your child for the future ahead.

The Google student account name will typically be student first initial + last name @sjvspokane.org (e.g., jsmith@sjvspokane.org). Students are issued a temporary password which they change upon logging in for the first time. This account will be considered the student's official school account until such time as the student is no longer enrolled at St. John Vianney Catholic School.

This Google Apps for Education (sjvspokane.org) account will be for school purposes only. Google Apps for Education runs on an Internet domain purchased and owned by the school and is for educational use. Your child's teachers will be using Google Apps for lessons, assignments, and communication. Emphasis will be made that this account is not to be used for any social or entertainment purposes, and should only be used for school assignments. Students will not be able to email anyone outside of sjvspokane.org domains. This is a supervised account to learn 21st century collaborative skills.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. The administration and teachers will monitor student use of Google Apps accounts when students are at school, and software monitors student use outside of school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

The Google Apps for Education account will also be used to provide a single sign-on for other apps chosen by the school for the benefit of the students' education.

St. John Vianney Catholic School also uses various web-based assessment tools which collect and analyze student academic data in order for teachers to more efficiently and effectively support student learning.

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. St. John Vianney Catholic School is CIPA compliant.

<http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

<http://www.ftc.gov/privacy/coppafaqs.shtml>

Google Apps for Education Data Security and Privacy Information:

<https://support.google.com/a/answer/60762?hl=en>

Typing Club School Edition Pro Privacy Information

<https://www.typingclub.com/privacy.html>

Code.org Privacy Information

<https://code.org/privacy>

Khan Academy Privacy Information

<https://www.khanacademy.org/about/privacy-policy>

NWEA MAP Privacy Information

<https://www.nwea.org/privacy-and-terms/>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

St. John Vianney Catholic School reserves the right to modify or change any policy at any time. Conditions or circumstances not specifically covered by the policies outlined in this policy may arise. On such occasions, the school administration will make decisions or pursue courses of action which, in its judgment, can best sustain the wellbeing of St. John Vianney Catholic School, including the health and safety of the faculty, staff, and student body.

Acceptable Use

Technology at St. John Vianney Catholic School including Google Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- **Privacy:** School staff, administrators, and parents have access to student email, docs, browsing history, etc., for monitoring purposes. Students have no expectation of privacy on the school network. St. John Vianney uses monitoring software to help protect students when they use their school Google Apps for Education account, whether at school or at home. This software is designed specifically to help educators ensure students' safety when using their GAFE account, including helping school districts to comply with U.S. federal laws such as the Children's Internet Protection Act, by providing comprehensive filtering and analytics of student GAFE account usage.
- **Limited personal use:** Students may use school technology tools for personal projects but may not use them for:
 - Creating accounts with other apps, services or web sites
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a website to sell items)
 - Inappropriate sexual or other offensive content
 - Violent content or promoting weapons of any kind
 - Threatening or bullying another person
 - Misrepresentation of school, staff or student.
 - Registering for websites without the school's knowledge
 - Apps, sites, email, and groups are not public forums. They are an extension of classroom spaces where student free speech rights may be limited.
- **Safety**
 - Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers.
 - Students agree not to meet with someone they have met online.
 - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
 - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.

- **Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.
- **Access Restriction:** Access to St. John Vianney Catholic School technology tools including Google Apps for Education is considered a privilege accorded at the discretion of St. John Vianney Catholic School. St. John Vianney Catholic School maintains the right to immediately withdraw the access and use of any technology tools when there is reason to believe that violations of law or St. John Vianney Catholic School policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, St. John Vianney Catholic School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

In addition, students agree to:

Respect and protect the privacy of others.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

Respect and protect the integrity, availability, and security of all electronic resources.

- Not use school email addresses to create accounts with other apps, services or web sites.
- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

Respect and protect the intellectual property of others.

- Not infringe copyrights (not making illegal copies of music, games, or movies).
- Not plagiarize.

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening, bullying, teasing, or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation: Violations of these rules may result in disciplinary action, including but not limited to the loss of a student's privileges to use the school's information technology resources.

TRAFFIC SAFETY

Traffic to and from school **must** strictly adhere to the posted rate of speed on both North Walnut Road and Farr Road. Entering the parking lots from either of these entrances **must** be done with the utmost caution.

UNIFORM POLICY

Catholic schools exist to teach Catholic Christian values. The values we teach our children are reflected in the way they dress as well as their other behaviors. The SJV dress code has been written to reflect the values we hope to pass on to our children, and is in keeping with the age of the students and principles of Christian modesty. (Diocese of Spokane Policy 5.8)

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

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

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

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

Hamilton Plaid uniform skirts, skorts, jumpers and logo items are to be purchased through The Spokane Uniform House, either at their physical address at 502 E. 3rd Avenue, or through their online address at www.dennisuniform.com using the unique SJV school code: ZSS055

UNIFORM REGULATIONS:

GIRLS: GRADES K-5

- Plain red or white polo shirt, either long or short sleeve; plain red or white turtleneck; plain white blouse with peter-pan collar; plain white dress shirt
- Twill navy pants; plaid or navy skorts; plaid or navy jumpers; plaid or navy skirts; twill navy walking shorts (from August to November 1st and after April 1st to the end of the year, or if the temperature is above 75 degrees)

BOYS: GRADES K-5

- Plain red or white polo shirt, either long or short sleeve; plain red or white turtleneck; plain white dress shirt
- Twill navy pants; twill navy walking shorts (from August to November 1st and after April 1st to the end of the year, or if the temperature is above 75 degrees)

GIRLS: GRADES 6-8

- Plain red, navy, or white polo shirt, either long or short sleeve; plain red, navy, or white turtleneck; plain white blouse with peter-pan collar; plain white dress shirt
- Twill navy or khaki pants; plaid, navy, or khaki skorts; plaid, navy, or khaki skirts; twill navy or khaki walking shorts (from August to November 1st and after April 1st to the end of the year, or if the temperature is above 75 degrees)

BOYS: GRADES 6-8

- Plain red, navy, or white polo shirt, either long or short sleeve; plain red, navy, or white turtleneck; plain white dress shirt
- Twill navy or khaki pants; twill navy or khaki walking shorts (from August to November 1st and after April 1st to the end of the year, or if the temperature is above 75 degrees)

ALL STUDENTS

- Plain red vest
- Plain red pullover sweater
- Plain red cardigan sweater
- Navy sweatshirt with school logo*
- Navy fleece zip-up with school logo*
- Navy fleece vest with school logo*
- Navy sweater with school logo*

*Purchased through Spokane Uniform House

DRESS UNIFORMS ARE TO BE WORN ON ALL MASS DAYS OR OTHER DESIGNATED DRESS DAYS AS ANNOUNCED.

DRESS UNIFORM:

LONG PANTS – Navy (or khaki 6-8gr)

SHIRT – White Only

SKORTS – Navy, (or khaki 6-8 gr) or plaid
(RED)

VEST, SWEATER, OR CARDIGAN

SKIRTS – Navy, khaki (6-8 gr) or plaid

JUMPERS – Navy or plaid

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

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

Specific Uniform Policies

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

Complete uniform attire means:

- Shirts are "tucked-in" on **dress uniform days**. Shirts worn underneath the uniform shirt should not be visible. Any shirt worn underneath the required uniform shirt must be a **solid** shirt in white, red, or blue and **must be the same color as the uniform shirt being worn** or may be solid white.
- **Solid** red, black, blue or white socks/tights/leggings are the only appropriate socks to be worn with school uniforms.
- All attire should be neat, clean, and without holes or frays.
- Shorts, jumpers, skirts, and skorts must be within 3 inches of the top of the knee cap.
- Shorts may be worn from August until November 1st and April 1st through the end of school. (EXCEPTION: If the temperature that day is above 75 degrees students may choose to wear shorts for that day only)
- Closed toed and closed heeled shoes will be worn at all times (including free-dress days). No slippers, sandals, or sandal type shoes allowed. "Toe separation" footwear is not appropriate for school. Socks must be worn with shoes. Lace shoes must be tied. Cleats are not allowed.
- Jewelry should be worn in good taste and should not be distracting, excessive, inconsistent with our Christian values or inappropriate for school. Post earrings and small earrings are acceptable and are to be worn in the lobes of the ears only. Large heavy jewelry or numerous accessories are not appropriate for school. Jewelry must be removed during Physical Education class. Nose rings or other body piercings are not to be worn.
- Hair must be clean and out of students' eyes. Dying of hair is not encouraged. If hair is dyed, it must be a natural hair color. Hairstyle and accessories should be in good taste, appropriate for class/school, and not a point of distraction. Girls may wear modest headbands appropriate for school. Emblems, logos, or symbols shaved into the hair are not allowed.
- Body, face, and hair glitter is not to be worn. Visible body tattoos (stick-on, etc.) are not to be worn.

SPIRIT DAYS

Special "Spirit Days" are days on which students may wear theme-related shirts with uniform pants, shorts, skirts, skorts or jumpers. Shirts must be school appropriate and have no slogans or pictures that are of crude or inappropriate humor. Shirts that are strapless, have spaghetti straps, or are halter tops will not be allowed unless wearing a shirt or sweater to cover up. "Spirit Days" will be announced in advance.

FREE DRESS DAYS

"Free Dress" days are days on which students are allowed to wear appropriate non-uniform clothing. "Free Dress" days will be announced in advance and students are expected to follow the school's expectations for modesty and maintaining a positive school environment:

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

DRESS UNIFORM POLICY

Dress uniform days (other than Mass days) will be advertised in advance to all school families. In addition, teachers send home reminders in their class news notes.

PRESCHOOL DRESS

Uniforms are not required in Preschool. Please dress your child in clothes that are comfortable and suitable for outdoor play and floor activities.

VOLUNTEERING

Volunteers are essential to the success of St. John Vianney Catholic School. Volunteering not only helps the school achieve its mission, it also helps improve the community atmosphere of the school, which builds up the Body of Christ.

Families are expected to contribute 20 hours of volunteer service per year.

The Diocese of Spokane requires that all who volunteer in any of the diocesan schools or churches be required to do the following:

- Participate in a Safe Environment/VIRTUS training workshop led by the diocese
- Sign the Diocese of Spokane Code of Conduct
- Renew, on a yearly basis via the internet, the VIRTUS training
- Have a Washington State Patrol Background Check

The guidelines that all volunteers are required to follow are published by the Diocese of Spokane and can be found online at www.dioceseofspokane.org under the Office of Child and Youth Protection.

APPENDICES

APPENDIX A: DIOCESE OF SPOKANE CODE OF CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS



CATHOLIC DIOCESE OF SPOKANE
Office of the Bishop

CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Catholic principles of the school as determined by the school administration in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school administration in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation, curriculum and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will normally result in verbal or written warning to the student and or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/ school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____