

St. John Vianney Catholic School

PARENT AND STUDENT HANDBOOK

2017-2018



MISSION STATEMENT

Believing that each child is a gift from God to be cherished, guided, and protected, the mission of Saint John Vianney Catholic School is to assist families and the church in their responsibility of forming educated Christians who lovingly serve God in this life, so as to be united with Him forever in the next.

St. John Vianney School Handbook
2017-2018
(revised July 2017)
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The administration of St. John Vianney Catholic School reserves the rights to amend, adapt, or suspend any policy if it is deemed necessary to do so in the best interest of a student or of the whole student body. Parents will be given prompt notification of any changes as they occur.

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Dear Parents:

State law requires that we have a signed statement from each of you, indicating receipt of a handbook. Please sign and return the next page indicating that you have read and discussed the handbook with your child/children. Thank you.

SCHOOL/PARENT PARTNERSHIP AGREEMENT

As the primary educators of their children, parent/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at St. John Vianney Catholic School constitutes an agreement by the parent/guardian to accept and abide by all the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. John Vianney Catholic School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of St. John Vianney Catholic School or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from St. John Vianney Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

In keeping with the mission of St. John Vianney Catholic School, all families agree to be a part of our school community by volunteering a minimum of 20 hours (40 hours for those families receiving financial assistance), or the equivalent, as set forth in this handbook on page 17.

Please note that all new students will be under a 90 day probation period. All new students in grades PK-4 through 8th are given an entrance screening.

PLEASE SIGN THE ACKNOWLEDGEMENT FORM ON THE FOLLOWING PAGE AND RETURN IT TO THE SCHOOL OFFICE BY AUGUST 18, 2017

Yes, I have reviewed a copy of the St. John Vianney School 2017-2018 Handbook. I have read it and familiarized myself with the rules and procedures contained within, and agree that my family will abide by the School/Parent Partnership Agreement.

I am also familiar with the school’s mission statement below, agree with this mission, and will work as a partner with the school to fulfill this mission.

Believing that each child is a gift from God to be cherished, guided, and protected, the mission of Saint John Vianney Catholic School is to assist families and the church in their responsibility of forming educated Christians who lovingly serve God in this life, so as to be united with Him forever in the next.

PARENT: _____ **DATE:** ___/___/___

PARENT: _____ **DATE:** ___/___/___

STUDENT: _____ **DATE:** ___/___/___

STUDENT: _____ **DATE:** ___/___/___

STUDENT: _____ **DATE:** ___/___/___

STUDENT: _____ **DATE:** ___/___/___

SCHOOL ADMINISTRATION, FACULTY, AND STAFF 2017-2018

PASTOR	Rev. Stephen Gideon
PRINCIPAL	Mrs. Jennifer McCormick
ASSISTANT PRINCIPAL	Mrs. Cynthia Roberts
SECRETARY/ADMISSIONS	Mrs. Kathy King
PARISH OFFICE MANAGER	Mrs. Shirley Lafferty
PARISH OFFICE FINANCE MANAGER	Mrs. Susan Gerstner
PRE-KINDERGARTEN	Mrs. Amanda Pokracki
KINDERGARTEN	Mrs. Erin Thompson
FIRST GRADE	Mrs. Rita Antone
SECOND GRADE	Miss Adrianna Wright
THIRD GRADE	Mrs. Cindy Nardini
FOURTH GRADE	Mrs. Sheila Ferrell
FIFTH GRADE HOMEROOM RELIGION (5-8) LANGUAGE ARTS (5) MUSIC (5-8)	Mr. Anthony Horton
SIXTH GRADE HOMEROOM SCIENCE (5-8) ART (Pre-K-8) MUSIC (Pre-K-4)	Mrs. Kreslyn Ruckman
SEVENTH GRADE HOMEROOM LANGUAGE ARTS (6-8) TECHNOLOGY (5-8)	Mrs. Cynthia Roberts
EIGHTH GRADE HOMEROOM SOCIAL STUDIES (5-8) PHYSICAL EDUCATION (PreK-8) ATHLETIC DIRECTOR	Mr. Andrew Timko
MATH (5-8)	Mr. Clay Dixon
SPANISH (PreK-8)	Mrs. Jennifer McCormick
CAFETERIA DIRECTOR	Mr. Bernie Vaughn

ST. JOHN VIANNEY CATHOLIC SCHOOL**Founded:** 2003**Colors:** Green, gold and navy**Mascot:** Wildcats**Motto:** “Inspired by Faith, Driven by Excellence”**Accreditation:** State of Tennessee; Southern Association of Colleges and Schools, November 2014**CATHOLIC IDENTITY & PURPOSE**

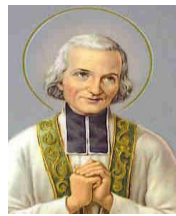
The purpose of St. John Vianney Catholic School is to educate students according to the Gospel values and our Catholic faith, teaching as Jesus did. We strive to be a faith-filled community that assists parents in raising Christian students who are able to meet the challenges of our world as caring, responsible, and educated people with the knowledge and strength necessary to make good decisions.

PHILOSOPHY

We, the administration, faculty, and staff of St. John Vianney Catholic School, believe that students, in a rapidly changing and modern society, must be formed in a faith community, involving the home, school, and parish. Only in this way can the concepts presented to educate the whole child *spiritually, intellectually, physically, socially, emotionally, morally, and culturally* become a reality to be lived.

OBJECTIVES

- To encourage a personal faith and a positive relationship with God; deep respect and appreciation for human life and all creation as God’s gift to us.
- To instruct students in basic Catholic doctrine.
- To give students an opportunity to prepare and participate in meaningful liturgies of the Church by reading, praying, and singing.
- To provide an instructional program that challenges creative thinking and develops accomplished fundamental skills in basic subjects, correct values, attitudes, good study habits, physical fitness skills, and an appreciation of the beauty of various cultures by exposure to art, literature, and music.
- To place the student where he/she can work to capacity and expose the student to the type of instruction in which he/she can achieve to his/her maximum level.
- To emphasize student responsibility, respect for self and others, habits of self-discipline, and courtesy.
- To provide ways of communication between parents and the school.

OUR PATRON**Saint John Vianney****ABOUT OUR PATRON**

The patron saint of our parish is Jean Marie Baptiste Vianney. In English he is called Saint John Vianney. He was born on May 8, 1786 in the village of Dardilly in France. After serving a time in the army during the Napoleonic period he entered seminary formation to become a priest. He had a very difficult time. He struggled mightily with all of his studies and he had a particularly difficult time with Latin. Many, including his formation directors and instructors in the seminary and his own bishop, had very serious doubts that this man, who did not have strong intellectual gifts, would be suitable for the priesthood. However, John Vianney persevered and was finally ordained a priest in 1815. His bishop, acting on his estimation of this new priest as a man of few gifts, sent him to the remotest backwater village of his diocese, the village of Ars. There Fr.

John Vianney spent the rest of his life. He left Ars for only one brief period when he tried to flee the duties and pressures of parish life and to find a quiet place where he could pray in peace and solitude. That was not God's plan for him and he soon returned to Ars.

He was a man of great dedication to his call to be a priest and serve his people. He preached in a very simple manner, had a great love of the Blessed Sacrament and the Blessed Mother, and he had a special devotion to St. Philomena. Through his work as a confessor, he brought about a spiritual renewal that touched not only the people of his parish, but all of France. He regularly spent 14 to 18 hours a day in the confessional surviving on only a few hours sleep and a diet of boiled potatoes. As word spread of his extraordinary abilities as a confessor, thousands, including bishops and aristocrats, made the journey to Ars in order to receive his spiritual counsel. Thus a man who started his life as one whom very few thought would ever amount to anything, became, by the time of his death in 1859, the vehicle for thousands of conversions. He is, for us today, an example of how God works wonderfully through those who dedicate their lives to him and who seek to do his will. John Vianney, a humble priest, is regarded by the Church as one of its great figures simply because he was faithful.

John Vianney was canonized by Pope Pius XI in 1925. He is the only diocesan priest ever to be canonized. He is the patron saint of clergy throughout the world. His feast day is August 4th.

MASS

The Holy Sacrifice of the Mass is an important and unifying expression of the Catholic School. Eucharistic liturgy, meaningful prayer services and shared daily prayer are of paramount importance in the life of St. John Vianney Catholic School. Catholic values are reinforced through regular reference to scripture, Church teachings, and through the use of symbols and themes in many types of school activities.

- Mass is celebrated on Thursday morning of each week at 10:30 A.M. for the entire school (PreK-8). Parents, parishioners, friends, and benefactors, etc. are welcome to join us for Mass.
- Father Gideon will celebrate Mass for the 5th – 8th Grade every Tuesday morning at 10:30 A.M. This privilege of attending Mass is an opportunity for the students to grow in their relationship with Our Lord.
- Students in the 3rd through 8th grades will also attend Mass of a variety of Feast days throughout the year. These special Mass dates are listed on the school calendar.
- All students are expected to wear their Mass Uniform every time they attend Mass.

ADMISSIONS POLICY

NOTICE OF NON-DISCRIMINATORY POLICY REGARDING STUDENTS

Saint John Vianney School admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school administered programs, and in hiring teachers.

Saint John Vianney School is a parish elementary school supported by tuition and the contribution of the members of the parish. The primary purpose of the school is the development of the spiritual, intellectual, social, moral and physical potential of the children of Sumner County. Registered, contributing parishioners and currently registered students will always be given priority over all other applicants for admission to the school. A contributing member is one who is REGISTERED, PARTICIPATING, and FINANCIALLY SUPPORTING the parish through the use of the envelope system on a regular basis. Applicants for admission will be given priority in the following order:

1. Registered, contributing parishioners of Saint John Vianney.
2. Registered, contributing parishioners from area Catholic parishes.
3. Non-Catholic students.

Admission for Kindergarten students: Students applying for acceptance to kindergarten must be five years of age by August 15th of the year as verified by a certified birth certificate. A readiness screening is required for admittance. No waiting list will be established in terms of years.

Admission for Pre-K students: Students applying for acceptance to the 3 year old program must be 3 years of age by August 15th, or 4 years of age by August 15th for those applying to the 4 year old program, as verified by a certified birth certificate. A readiness screening is required for admittance to the 4 year old program. No waiting list will be established in terms of years.

Class size may require a waiting list to be established. In such a case, the list will be generated for each grade on a first-come, first-serve basis, based on those families meeting the described admission criteria stated in this Admission Policy.

Applications for admission will not be accepted if the concerned party is in violation of the Diocesan Policies or the adopted policies of Saint John Vianney School. All incoming students must submit the following records and forms to the principal before acceptance is final:

1. Completed Application
2. A certified Certificate of Birth
3. A Certificate of Baptism
4. Academic and all other pertinent SCHOOL RECORDS (grades, test scores, special services, etc.) received directly from former school by U.S. Mail. The family must provide evidence that the student is in good standing at his/her prior school, showing satisfactory achievement in conduct, effort, and the academic subjects. It is the responsibility of the principal to make decisions concerning the acceptance of all applicants.
5. Official Tennessee IMMUNIZATION form, proof of a recent physical, and other Health Records (required of all new students, as well as students entering Pre-K, Kindergarten, and 7th grades.)
6. SPECIAL EDUCATION RECORDS and or Psychological Evaluations.
7. School Emergency Information Card, Release of Records, Photo Release, and Internet Usage Contract.
8. Confirmation of parish registration and a signed subsidy card for all Catholic applicants seeking to obtain a parish tuition subsidy. (K-8).

All records must be submitted before final approval and acceptance is given. Saint John Vianney School Administration holds the right to require assessment for entrance into its academics program. All students must meet school standards.

Saint John Vianney School makes every effort to meet the needs of each student. The school is not, however, equipped to respond to the needs of students with severe learning disabilities. Parents are asked to supply all pertinent information having impact on the school's ability to provide for the child's needs. Special academic and/or psychological evaluation may be required at the discretion of the principal.

A tuition scale for students of parishioners and non-parishioners is established by the parish.

Families in serious need of tuition assistance should contact the school office. Only those who have submitted an application (new students) or re-registered (current students) will be considered. The deadline for financial aid applications is March 31.

All non-Catholic students must be present at all religious functions in which the students are engaged. They are expected to participate in classes of religious instruction.

All admissions are subject to the approval of the Principal and are based on such criteria as:

1. Acceptable school records
 - a) Academic
 - b) Psychological
 - c) Attendance
 - d) Conduct
2. Predetermined Class Size

SJV does not have a resource teacher on its faculty, nor does it provide any special education services. The school does not honor IEP's or 504 plans created by other schools or systems, but will review them, and the principal, in consultation with the parents, will determine if SJV can effectively serve the student's needs. If a student has an IEP and/or recent testing on file with the principal, the teachers, in consultation with the principal and parents, may create a Student Action Plan for the student to document strategies and outcomes.

Any family who wishes to withdraw from the school, either during or at the end of a school year, must provide notice and explanation to the principal in writing prior to records being released.

2017-2018 TUITION/FEES: PRE-KINDERGARTEN THROUGH EIGHTH GRADE

The SJV Finance Committee works diligently to balance costs and to keep prices as low as possible for school families, while providing an excellent academic program.

PRE-K TUITION:

Full Day Session	\$5,990.00
Half Day Session	\$4,965.00

PRE-K FEES:

Registration	\$100.00
Material Fees	\$250.00

KINDERGARTEN THROUGH EIGHTH GRADE TUITION:

Subsidized

1 child	\$5,795.00
2 children	\$9,930.00
3 children	\$12,800.00
4 children	\$14,345.00

Non-subsidized

Per child	\$7,840.00
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KINDERGARTEN THROUGH EIGHTH GRADE FEES:

Registration:	\$100.00 per new student
Material Fees:	\$450.00 per student

Fees cover the following:

Copier expenses, computer maintenance, office supplies, printing, audio visual, special events, Diocesan Assessment fees, consumable books, school insurance, ITBS Testing, teacher supplies, SACS dues, art, music, and library.

TUITION POLICY

St. John Vianney Catholic School is a parochial Catholic school dependent on financial support. Tuition is paid in 10 monthly installments which are drafted directly from the parent/guardian's checking account on the 30th of each month from July through April. Paperwork must be processed each year through the Parish Finance Office. Materials fees must be paid by the last working day of June.

If tuition for the 2017-2018 school year was paid in full by July 1, 2017, a 2% discount was deducted from tuition only.

The records, progress reports, and transcripts regarding a student's education at St. John Vianney Catholic School are deemed the property of St. John Vianney Catholic School. Transcripts and other records, though subject to inspection, will be withheld and not forwarded to another educational institution until all outstanding fees, expenses, and tuition are paid in full.

Outstanding debts forfeit or revoke registration for the coming school year.

Early withdrawal from school requires tuition to be paid through the end of that semester. Material fees and Application fees are non-refundable.

Tuition Assistance: Parents may apply for tuition assistance for the following school year by requesting and completing a Confidential Application via TADS and submitting the required documentation via their online application service by the last day of March. Parents must re-register or complete an application for enrollment, and pay the appropriate registration fees, by this deadline as well in order to be considered.

HEALTH POLICIES

Immunization Requirement Summary: Tennessee Department of Health Rule 1200-14-1-.29

(New Requirements Underlined, Effective Dates Italicized in Parentheses)

Children enrolling in child care facilities, pre-school, pre-Kindergarten:

Infants entering child care facilities must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due by 18 months of age.

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- *Haemophilus influenzae* type B (Hib): age younger than 5 years only (*this requirement is resumed immediately, following suspension during a national Hib vaccine shortage 2008-2009*)
- Hepatitis B (HBV) (*July 1, 2010*)
- Pneumococcal conjugate vaccine (PCV): age younger than 5 years only (*July 1, 2010*)
- Hepatitis A: 1 dose, required by 18 months of age or older (*July 1, 2010*)

Children enrolling in Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Varicella (2 doses or history of disease): previously only one dose was required (*July 1, 2010*)
- Hepatitis A: total of 2 doses, spaced at least 6 months apart (*July 1, 2011*)

All children entering 7th grade (including currently enrolled students):

- Tetanus-diphtheria-pertussis booster ("Tdap"): not required if a Td booster dose given less than 5 years before 7th grade entry is recorded on the DTaP/Td line (*no later than October 1, 2010*)
- Verification of immunity to varicella: 2 doses or history of disease (*July 1, 2010*)

Children who are new enrollees in a TN school in grades *other* than Kindergarten or 7th:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Varicella (2 doses or history of disease): previously only one dose was required
- Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry

Children with medical or religious exemption to requirements:

Students wishing to have exemption from immunization must submit official Certificate of Exemption from the Health Department.

- **Medical:** Physician or health department authorized to indicate specific vaccines medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
- **Religious:** Requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. *If* documentation of a health examination is required by the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption.

Minimum ages or dose intervals: Tennessee follows published CDC guidelines. For vaccines with critical minimum age requirements (e.g., MMR, varicella) or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.

Alternative proof of immunity for certain diseases: A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or varicella. For varicella, documentation of provider diagnosed varicella (year) or provider-verified history of disease given by a parent or guardian (year) also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

Health & Wellness Policies

In the best interest of the students, faculty, and staff of St. John Vianney, the following policies are in place to protect the health and well-being of everyone.

To maintain your child's good health, the school strongly recommends that all children be given a nutritious breakfast for the growth and maintenance of a healthy body and alert mind.

Please do not send your child to school if he/she is ill. Doing so is not helpful for your child, or the other people he/she comes into contact with. Please be mindful of the following conditions, as well as other communicable diseases, under which your child should definitely not be at school:

- Fever of 100°F or above
- Strep Throat
- Vomiting
- Diarrhea
- Rash or other open/oozing sores
- Pinkeye
- Head Lice
- Severe cold/flu symptoms including sore throat, cough, congestion that prevents student from focusing on schoolwork (with or without fever)

The student should be free of the symptoms listed above for 24 hours before returning to school after an illness, including those sent home from school, or must have a doctor's note that permits them to return. Students who are under a doctor's care or have missed 3 or more days of school should have written permission from the doctor to return to school.

Asthma is one condition that may give no warning; therefore, Tennessee school regulations allow students to carry their inhalers with them. If the child is young and not to be trusted with self-administration, the inhaler can be left in the clinic.

St. John Vianney School is committed to providing a safe and healthy environment for all its students. Parents/guardians are responsible for notifying the school about a child with severe allergies. For students

diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider and the specific prescribed medication (*two, in the case of epi-pens, one for the office, and one to remain with the student at all times*) in order to ensure the medication will be available at the school and on field trips per the student's Individual Health Plan (IHP). School faculty and staff are trained in the prevention and recognition of severe allergic reactions and anaphylaxis, administration of epinephrine by auto-injector, appropriate handling and disposal of auto-injectors, immediate care of the patient until help (911) arrives, and classroom management of students at risk for severe allergy and anaphylaxis. Training and refresher training will be provided on a yearly basis. In all cases, emergency medical services (EMS) must be notified immediately following administration of epinephrine by calling 911. In addition, the parent/guardian of a student to whom epinephrine has been administered must be notified as soon as possible.

If your child is suspected of having head lice, please do not send him/her to school until your doctor has checked and declared him/her nit free. A doctor's note needs to be submitted to the school office the morning of your child's return to school. Please do not panic. Having head lice is not a social disgrace. About 2-3 million people in this country get head lice every year. So please do not keep it a secret – inform the school if you detect lice.

It is imperative that the school is notified of any revised information such as change of address and home/work/cell phone numbers. In addition, parents are encouraged to make the faculty and staff aware of any illness, regular medications, disability, allergies, family deaths, or divorce, etc. the child may be experiencing. Knowing of such problems or illnesses and any instructions or precautions suggested by your doctor are very important for the school office staff and/or teachers in treating or recognizing anything unusual that may occur during school hours.

It is a State Regulation that parents sign an authorization giving the school permission to seek Emergency Medical care in the event that a student needs to be sent to the hospital and/or treated by a doctor immediately. It is the responsibility of the parent to update the office on all information regarding family doctor, preferred hospital, and allergies or special conditions that may change during the course of the year, so that this vital information kept on file in the office is current at all times.

MEDICATION POLICY

In order to protect the health and welfare of children and school staff members, Tennessee law requires that school personnel observe certain safeguards in administering prescription medication to students.

If we are to administer prescription medicine to your child, the following procedures must and will be observed:

- A written request of the parent or guardian.
- For long-term administration of medication, the prescribing physician must provide a written order stating the amount of medication, the hours of administration, the period of time medication is to be continued, and possible drug interactions and side effects. This form (Permission for Administration of Prescription Medication) must be signed by the student's physician and will be kept with the medication in a locked area at all times.
- Medication that is brought to school must be checked in at the office and kept in the original pharmacy container, including medication that needs to be refrigerated.
- Continuing long-term medication (i.e. for diabetes, asthma, hyperactivity, etc.) must be re-verified at the beginning of each school year. We cannot assume responsibility for medication unless these provisions are followed. Non-prescription medication will be given or dispensed by a school employee ONLY upon written request of the parent or guardian, and by phone only in an emergency, which must include the specific instructions for administration.

- In cases of minor illness or injury, the only treatment that will be provided in the school clinic is washing of affected areas with soap and water and application of a bandage; also, Vaseline will be provided in cases of chapped lips.
- In order for the office staff to dispense Tylenol, Advil/Motrin, Benadryl, Tums, or other over-the-counter medications to your child, those items must be brought to the office in their original containers by the parents and be stored in the clinic for your child's personal use, with specific instructions on dosage and administration. Additionally, the emergency procedure form sent out upon enrollment each year must be completed and on file in the school office.
- Medications cannot be sent to school with the child. Medications must be brought into school by the parent or responsible adult and given to the office staff for dispensing.
- We cannot administer any prescriptions beyond oral medications (i.e. intravenous, suppository, etc.)

COMMUNICATION

In keeping with the school philosophy to assist parents in their primary right and responsibility to form and educate their children into mature witnesses of Christ, the staff and administration encourage communication whenever questions or concerns arise.

- To contact a faculty, staff, or administration member, a parent should call the school office and leave a message, send a note with the child, or email (see guidelines below) the official school email address.
- When a message is left at school, the faculty, staff, or administration member will make every effort to return the call within 24 hours of receipt of the message (on days when school is in session).
- A parent should not come to the classroom or try to talk with a teacher or administrator while she is responsible for students during the course of the school day, or before school during drop-off, during dismissal, or expect him/her to discuss a concern without an appointment.
- Students are not to call or e-mail the teachers.
- E-mail is used to communicate general information to families. A parent must provide an e-mail address to the office in order to receive school announcements or other communications.

E-mail is a fast and convenient way for many parents to communicate with faculty, staff, and administrators; however care should be taken in order to preserve the finite time they are able to spend with students. Please be aware that all faculty, staff, and administrators at SJV are asked to check their school email once per school day. Some read their email messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many prefer to use the phone to speak directly to parents. In recognizing these factors, the following guidelines are to be followed when using e-mail:

1. Please limit the number of e-mails per child to no more than two weekly.
2. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is to go home with another student. Instead please inform the office staff via telephone (sending a note for our file the following day) or send a note ahead of time. These changes must be in writing.
3. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. E-mail messages on these matters are not appropriate. If you choose, you may use e-mail to request and schedule a personal conference.
4. Please remember that e-mail is not confidential. Confidential information should be conveyed by telephone or personal contact.

5. Please identify yourself in the subject line of your e-mail message and the name of your child. (“Jane Doe re: John.”)
6. For all medical or health concerns, please contact the school office by telephone.
7. Please keep all contacts professional. Do not send or forward jokes, stories, chain letters, or commercial solicitations as they are inappropriate and reduce valuable teaching time.
8. At no time should a student email a teacher.

Please do not use either the faculty/staff or parent email addresses for non-school related communications (i.e. to promote your business).

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

St. John Vianney School Email Directory

Mrs. McCormick	jennifer.mccormick@saintjohnvianney.org
Mrs. King	kathy.king@saintjohnvianney.org
Mrs. Pokracki	amanda.pokracki@saintjohnvianney.org
Mrs. Thompson	erin.thompson@saintjohnvianney.org
Mrs. Antone	rita.antone@saintjohnvianney.org
Ms. Wright	adrianna.wright@saintjohnvianney.org
Mrs. Nardini	cindy.nardini@saintjohnvianney.org
Mrs. Ferrell	sheila.ferrell@saintjohnvianney.org
Mr. Horton	toney.horton@saintjohnvianney.org
Mrs. Ruckman	kreslyn.ruckman@saintjohnvianney.org
Mrs. Roberts	cynthia.roberts@saintjohnvianney.org
Mr. Timko	andy.timko@saintjohnvianney.org
Mr. Dixon	clay.dixon@saintjohnvianney.org

PHONE CALLS

Phone calls will not be permitted to be made by a student during school hours (7:45 a.m. – 3:10 p.m.). Students will not be sent to the office to make phone calls during the course of the school day, except for a medical issue such as glasses or illness, or a forgotten lunch. In the event that a phone call is warranted, the office staff will gather the information, make the phone call, and upon reaching the parents, will inform the student and teacher of the result.

CELL PHONES

Students are not permitted to bring cell phones to school or on school-related field trips. If a student is found with a phone, whether it is being used or not, it will be confiscated and given to the principal for the parents to pick up and sign for at the end of the day, and the student will receive a conduct referral. Teachers reserve the right to randomly check the students’ backpacks or lockers at any time.

Students who need to have possession of a cell phone after school may leave the phone in the office with the school secretary at the beginning of the school day and pick it up at dismissal time.

ELECTRONIC READERS (E-readers)

Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon’s Kindle®, Barnes & Noble’s Nook®, and Apple’s iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. St. John Vianney

Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege for students in grades 5 through 8, which requires extra caution and responsibility both on the part of the students and their parents.

e-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy will immediately lose the privilege to use their e-Reader at school for the remainder of their tenure at St. John Vianney School.

1. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
2. All material on the e-Reader must comply with the spirit and policies of St. John Vianney School. Please refer to the Parent-Student Handbook for more details.
3. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
4. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
5. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.
6. Cell-phones, even if equipped with an e-reader application, may not be used at any time.

The school is not responsible for cell phones or other electronic devices that are lost, damaged, or stolen.

NOTICES AND BULLETINS

Notices and bulletins from teachers and administrators are sent home with the children throughout the year. **Important news and announcements are sent home on Wednesday by e-mail.** *If a family prefers a hard copy, they should notify the office at the beginning of each year.* E-mail reminders will be sent to those families who provide an e-mail address for school use. Additionally, families are encouraged to refer to the school website for calendar information about the school, including classroom web pages updated by each teacher for your reference. Calendar information is subject to change.

WEDNESDAY FOLDERS

A Wednesday folder will be sent home with each student every week. This is an important means of communication between the teachers and parents. In the elementary grades, conduct/effort reports will be sent each week, in addition to tests, quizzes, and projects that a student has completed. Parents should sign all student work and reports, as indicated by the teacher, and return them inside the folder by the following Friday, or the student will receive a homework notice for each day the folder is not returned.

STUDENT RECORDS

According to the Family Educational Rights and Privacy Act, parents have a right to examine their child's school records and are encouraged to do so. A request to examine the child's file must be made in writing in the school office. The teachers and the administration of St. John Vianney Catholic School safeguard the confidentiality and accuracy of student records. A student file contains the following:

1. Permanent Record Card
2. Immunization and Medical Examination Forms
3. Standardized Test Scores
4. Copy of the Baptismal Certificate
5. Copy of the Birth Certificate
6. Other necessary formal documentation

When a pupil transfers to another school, a copy of the Cumulative Pupil Report and the original health record are sent to the receiving school. A record of the reason for transfer, as well as the name of the school to which the pupil is transferring, will be entered on the original copy of the Cumulative Pupil Report.

The records, progress reports, and transcripts regarding a student's education at St. John Vianney Catholic School are deemed the property of St. John Vianney Catholic School. Transcripts and other records, though subject to inspection by parents only, will be withheld and not forwarded to another educational institution until all outstanding fees, expenses, and tuition are paid in full.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them by the students so long as no one's life, health, or safety is at stake.

- In these situations, parents and guardians will be promptly notified of teacher concerns. Confidential information shared between parent and teacher will be shared only with the school personnel in need of the information to best serve the needs of the child.
- Educational evaluations, which may be part of a child's school file, are confidential and available only to the personnel entrusted with your child's education and well-being in school.
- The school strongly recommends including educational evaluations in the student file to guide teachers in how best to assist the individual child.
- Special accommodations will not be offered without a valid testing report on file.

LINE OF AUTHORITY AND APPEAL

SJV promotes an atmosphere whereby students and/or families can speak freely with faculty and staff. When concerns arise, students and/or families are encouraged to speak with the persons most directly involved in the issue. The "normal" chain of command when addressing issues is:

(If necessary, appeal can be made to higher authorities in the following stages):

- 1. The teacher, or appropriate staff person**
- 2. The principal**
- 3. The pastor**
- 4. Catholic Schools Office**

When a concern is not easily addressed, we ask for the concern to be documented in a formal letter that outlines your concern, and should follow the normal chain of command. SJV is interested in every student's success and happiness with us. We therefore welcome the opportunity to help students and their families whenever possible.

VISITORS

- All visitors to the school must enter through the school office, where they will be asked to sign in, and given a visitor's pass to wear.
- Visitors will not be permitted to walk through the building without a visitor's pass, and without an express purpose. At no time should a visitor in the school conduct business other than that which they are permitted into the building for (i.e. drop by other classrooms, interrupt teachers, even those without students present, etc.).
- Teachers will question anyone that does not have a visible pass and direct them to the office.
- No parent or adult should go to the cafeteria/gym area or gain access to the school building by any other means without first signing the visitor's book located in the school office and informing the office staff of the purpose of the visit.
- During the day, the doors will be locked for the safety of all.
- The fire exits are only to be used in case of an emergency.

VOLUNTEER HOURS

A Volunteer Program is a necessity to St. John Vianney Catholic School. Family members are asked to volunteer in a variety of capacities within the school community. These include, but are not limited to, helping teachers in the classroom, chaperoning or driving on a field trip, helping in the cafeteria, and working on a school event. Please note that merely being in attendance at a party or field trip does not count toward volunteer hours.

Additionally, parent involvement in school fundraisers such as CIA Events and the annual Dinner & Auction/Gala is essential and expected of every family. Simply put, without the funds raised through these various activities, we could not continue to offer students the outstanding educational environment currently available.

All volunteers must have a background check run before assisting our school if they will be with students while volunteering. This background check must be repeated every 5 years. All parents who agree to drive our students to any school related function, must also have current (submitted yearly) insurance and driver's license information on file in the office. Once a potential volunteer has been confirmed that they may assist our school, they must sign in and out of the school office, and be given a visitor's pass to wear. This practice helps the office staff to be aware of all those in the school building and meets safety requirements.

To protect the privacy of all students at St. John Vianney, the following guidelines must also be adhered to when volunteering in the classroom or at any time that students are present:

1. When volunteering in the classroom, please help your own child understand that you are there to assist the teacher, not to give special privileges or extra attention to him/her. Some children have difficulty dealing with these situations, in which case we ask that you volunteer in another classroom or in other ways. Remember that our goal is always to promote the child's best interest.

2. When you are volunteering in a classroom, please work quietly with the students. Do not attempt to conference with your child's teacher about any issues, unless initiated by the teacher. Teachers should not be asked to discuss any student's learning needs, behavioral issues, or personal information. It is unprofessional and unethical to do so.

3. Parent volunteers should be aware of the discipline guidelines and classroom rules. It is fully the teacher's responsibility to make discipline decisions. If behavior problems arise during your volunteer time, refer them to the teacher promptly.

4. Encourage and recognize positive behavior. Show genuine interest with eye contact and brief positive comments. Allow the students to solve problems on their own as much as possible.

5. An explanation for what you observe in the classroom might not always be apparent. Please trust that we are professionals and that our plan, method, and purpose are always in the best interest of the child. If you do have questions or concerns, please make an appointment and talk directly and privately with the teacher or principal. It is never appropriate to speak negatively with other parents about a faculty member or student. When you disagree with a policy or teaching method, go directly to the teacher or principal, and address your concerns.

6. Any parent who willfully violates any part of the aforementioned guidelines may be prohibited from working with students in the future.

Every St. John Vianney Catholic School Family is responsible for 20 volunteer hours each year. Those with tuition assistance must complete 40 volunteer hours, and will not be eligible for future financial assistance if they fail to do so. To ensure that all families are participating in fundraising efforts, a minimum of ten of the required hours (20 for families receiving financial aid) must be earned through volunteering for CIA or other fundraising events. All hours will be logged in the school office, and it is the volunteer's responsibility to sign the volunteer log book in the office for those hours attained in the school building during school hours, or sign the log sheet given to event chairpersons for activities that take place outside of school hours (i.e. Party Gras, Fun Run, Golf Tournament, etc.)

Below is a sampling of events planned for the coming year at which volunteer hours may be earned. Fundraisers are indicated with an asterisk.

July

Consignment Sale
School Maintenance

August

New Family Welcome Social
Cross Country Coaching

September

Volleyball Tournaments*
Fun Run*

October

Tee Off for Technology Golf Tournament*
Fall Parties

November

Basketball Coaching (Nov-Feb)
Thanksgiving Feast

December

Basketball Tournaments*
Christmas Parties

January

Family Social
Basketball Tournaments*
Open House

February

Party Gras Dinner & Auction*
Catholic Schools Week Events
Basketball Tournaments*
Valentine Parties

April

Volleyball Tournaments*
SJV Wildcat 5K*

May

Volleyball Tournaments*
Field Day
Wildcat Celebration

The school recognizes that some families have limited time to commit to volunteering. While we want all families to be a part of our school community, we do offer alternative options for volunteer hours. When hosting games to benefit our Athletics program, we do accept donations to our concessions (opportunities will be announced in the weekly newsletter) and credit families 1 hour for every \$20 of items purchased. Families may also earn hours for obtaining sponsorships/donations for school events, such as the golf tournament, 5K and Dinner & Auction, at the rate of 1 hour for every \$20. **Parents who actively serve as a room parent or event chair will receive 20 hours for that service. Additionally, families who donate a homemade item for events such as the Athletic Bake Sale or Faculty/Staff Appreciation Breakfast will receive 2 hours per homemade item donated, to account for time spent cooking/baking and the cost of the ingredients.**

SJV COMMUNITY IN ACTION (CIA)

The SJV CIA is an organization of school community members (teachers, parents, grandparents, friends, neighbors, parishioners) whose mission is to welcome, encourage, and include as many members of our SJV community as possible and help them find ways in which they can best use their time, talent, and treasure to support and be involved at SJV. Meetings are held **once per quarter**. All SJV community members are welcome to attend, and all SJV teachers and parents are asked to attend at least **one of the four** meetings held each school year, which will count toward your required volunteer hours.

Childcare for SJV students will be provided free of charge by an SJV teacher.

USE OF SCHOOL GROUNDS

At no time may a student leave the school grounds without permission of school personnel once the student has arrived at school. Any student that is moving between buildings on campus (i.e. school building, gym/cafeteria, church) must be accompanied by a member of the faculty or staff.

Students who are ill or dismissing early will only be released to an adult who will report to the main office to sign the student out and accompany the student when leaving. No parent or responsible adult may pick up a child directly from their classroom at any time.

Students in the school building or surrounding premises for an extra-curricular activity must be under the direct supervision of an adult moderator. No group may meet without an adult present. Adult moderators must remain present until all students are picked up at the completion of the activity session.

Any student who is not picked up, either by 3:30 pm for regular dismissal, 11:50 am for early dismissal, or five minutes after the scheduled end time of a school-sponsored practice or activity, will be sent to aftercare and parents will be charged the applicable drop-in rate. **If a parent intends for their child to check into aftercare after an extra-curricular activity, they should send a note to the office so that aftercare personnel are aware.**

2017-2018 UNIFORM

All school uniforms (with the exception of shoes) must be purchased through **Parker Uniform**.

Items purchased in a previous school year through Dennis Uniform, or items purchased from the SJV Consignment Closet are permitted, as long as the item is in good condition, and is not discolored, stained, torn, etc.

Fall and Spring Uniform Dates: August, September, October, April, May

Winter Uniform Dates: November, December, January, February, March

Winter Uniform for Boys

- Navy blue, or green polo shirt with logo patch (Pre-K through 8th Grade)
- Khaki long pants
- Brown shoes which are non-skid with ½” soft heel
- Black socks
- Brown or black braided belt or khaki or black elastic belt
- School navy fleece with logo patch

Mass Uniform

- Same as winter uniform for PreK through 1st grade
- Long sleeved white oxford shirt with SJV tie (2nd through 8th Grade)
- White t-shirt beneath oxford

Winter Uniform for Girls

- Yellow Peter Pan blouse (Pre-K through 4th Grade)
- Plaid jumper (Pre-K through 4th Grade)
- Navy blue, or green polo shirt with logo patch (5th through 8th Grade)
- Plaid skirt (5th through 8th Grade)
- Navy blue bike shorts under jumper or skirt
- Brown shoes which are non-skid with ½” soft heel
- Green or navy blue knee socks or tights
- School navy fleece with logo patch
- Solid school colors or school plaid hair accessories without embellishments (including bows and flowers)
- Khaki long pants with belt (*to be worn only on days where the high temperature is forecast to be 45 degrees or below.*)

Mass Uniform

- Same as winter uniform for Pre-K through 4th grade
- Yellow oxford with logo patch (5th through 8th Grade)
- Camisole under white or pale yellow shirt or blouse (5th Grade through 8th Grade)

Optional Fall & Spring Uniform for Boys (Pre-K through 8th grade)

Same as winter uniform except:

Khaki shorts
 Brown shoes which are non-skid with ½” soft heel or all white tennis shoes
 White socks that come above the ankle (worn with shorts only)

Optional Fall & Spring Uniform for Girls (Pre-K through 8th grade)

Same as winter uniform except:

Navy blue or green polo shirt with logo patch (Pre-K through 4th Grade)
 Khaki shorts
 Brown shoes which are non-skid with ½” soft heel or all white tennis shoes
 White socks that come above the ankle (worn with shorts only)
 Brown or black braided belt or Khaki or black elastic belt

Other directions

Pre-K & Kindergarten shoes should be fastened by Velcro or be slip-ons

One Religious article, such as a necklace, medal, or a cross on a small, simple chain that hangs below the throat or bracelet may be worn. Any article that is deemed as a distraction by a teacher will not be allowed to be worn. Teachers may ask that students remove any article that is a distraction and will return the article to the student at the end of the day during dismissal.

One conservative style watch may be worn on the wrist.

Girls’ hair bands must be worn in hair, not on wrist.

Girls may only wear a small post earring in the center lobe of each ear. No other piercings of any kind are permitted for any student.

Students may not wear makeup, including fingernail polish.

Knee Socks must be worn up to the knee.

Hair should be neat, clean, and conservatively cut, with no dye or highlights. Students should maintain their natural hair color.

Girls and boys bangs should be at least 1/2” above the eye brows. Boys’ hair must be off the ears and style is to be tapered down the back of the neck “above” & “off” the collar of their oxford shirt.

Girls are not to roll their skirts at any time and the length should never be shorter than 2” above the knee when kneeling. Girls should be modest in their dress and should not have any undergarment showing at any time.

Shirts should be tucked in the waist band of the shorts, pants, or skirts at all times.

Shorts should never be shorter than 2” above the knee when kneeling.

All clothing should be properly sized for the child. Uniform notices will be issued to students wearing clothing that is deemed “too big” or “too small” for that student. Uniform notices will be issued at the teacher’s discretion. Uniforms may need to be altered to achieve intended fit.

Backpacks should not have adornments dangling from them including hand sanitizers, toys, buttons, or key rings.

Grades 4-8 may wear a breakaway lanyard to carry one flash drive only. No other items, including pins or buttons should adorn the lanyard or be hanging from it. Students must remove the lanyard

while attending Mass, Recess, PE, or as requested by faculty or staff. Misuse of lanyards is subject to disciplinary action.

Students with facial hair will be required to shave.

Student tattoos, temporary or permanent, should not be visible at any time.

Students should arrive at school properly groomed. Students should not have “bed head” and should arrive with shirts tucked in and shoes tied.

7th & 8th grade students participating in the Washington DC trip in May will wear the Fall/Spring Uniform on all days in which attractions will be visited. If weather is cool, school khaki uniform pants may be substituted for the khaki shorts.

A uniform check will be done daily (after announcements) by the homeroom teacher.

Students in 2nd through 8th grade must purchase a PE Uniform through **Parker** Uniform to be worn during PE classes. Students in Pre-K through 8th grade must wear tennis/athletic shoes for PE class (of any color); however shoes should be suitable for athletic activities, and Keds, Vans, Converse or other such style shoes will not be allowed. **Students who do not have the required PE uniform and/or shoes will be required to sit out of PE class for safety.**

“OUT OF UNIFORM” DAYS

Several times during the school year, students are given the opportunity to attend school “out of uniform”. Attire on these days should be modest and appropriate for St. John Vianney Catholic School. (No tank tops, tight fitting or sleeveless clothing; length of dresses/skirts/shorts should be consistent with uniform policy; no inappropriate wording or images on clothing; etc.) Make-up, accessories, hats, and gloves are not permitted. Girls should be modest in their dress and should not have any undergarment showing at any time. Students will be issued a uniform notice and asked to call home for a change of clothes if the administration or faculty deems that the clothing is suggestive or inappropriate.

“WILDCAT WEDNESDAYS”

One Wednesday a month will be designated as a “Wildcat Wednesday” (please see weekly newsletter for dates and approved sports/activities). Those students participating in a St. John Vianney sponsored sport or activity that season, may wear their team jersey/t-shirt with jeans and tennis shoes on these designated days. Students who fail to follow the guidelines listed here will be issued a uniform notice and will lose the privilege to participate in future Wildcat Wednesdays.

UNIFORM NOTICES

Students who are not in compliance with the uniform guidelines will be given a Uniform Notice. Uniform Notices are merely a means of communication between teachers and parents, and should be signed by a parent and returned to the student’s homeroom teacher the following school day. Uniforms will be checked daily (after announcements) by the homeroom teacher. Students may also receive a uniform notice during the day if changes have been made to a uniform. If a student has been issued a uniform notice by his or her homeroom teacher and knowingly changes the uniform during the day back to the original state, a conduct referral may be issued.

LOST AND FOUND– NAME TAGS

All articles found on school property are brought to the office. Students should check for lost items as soon as possible. All articles should be clearly marked with the student’s name in permanent ink. Lunch boxes and book bags should have name and grade clearly labeled and visible. All items not claimed within a grading period will be sent to Gallatin Cares.

PARTIES

The students have several holiday parties each year. These dates will be determined by the principal. Birthdays of children may be celebrated in their classroom with the permission of and according to the directives of the classroom teacher. Please contact your child's homeroom teacher prior to bringing in special treats. Due to the limited time for students to eat their lunch during their lunch period, parties in the cafeteria are not allowed.

Invitations to parties may not be distributed at school unless they are being given to an entire class or to all the girls of the class or all the boys of the class.

PETS AND OTHER ANIMALS ON CAMPUS

St. John Vianney Catholic School recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. The only animals that may be allowed at school for educational purposes are animals brought to school in conjunction with a humane education program presented by any Animal Control officer or Humane Society officer or a Police canine demonstration. Additionally, any student or teacher wishing to have an animal at school for a demonstration must first obtain the consent of the principal. No animals are to be on the school grounds or classrooms without the consent of the principal. No family-owned pets shall be brought to school under any circumstances without the express advance permission of the principal. This includes letting family pets out of your vehicle and onto school grounds, either inside or outside the building. Teachers and parents should take care that these rules and precautions are observed so as to protect students.

CARE OF BOOKS AND SCHOOL PROPERTY

Please assist your children in the care of their textbooks. Each child is expected to be responsible for the proper care of desks, textbooks, library books, and workbooks given them for their use during the school year. **School books may be covered by the students for protection, and should be kept clean of all writing/drawing.** If there are issues with the condition of any books or materials, students must bring it to the attention of the teacher at the time of issuance. Students will be responsible to pay in the school office for books, materials, and equipment (at current prices) that are lost or defaced.

WHITE OUT

Students are not allowed to have or use white out on the school campus.

BOOK BAGS / BACKPACKS

It is recommended that students use a backpack for transporting school books and other materials to and from school. Backpacks will be stored inside student cubbies (grades PreK -4) or neatly on top of lockers (grades 5-8). Backpacks with wheels are allowed for students in grade 5-8 only, due to the size and weight of their books. Elementary students who require a wheeled backpack for medical reasons must submit a doctor's note to the principal.

LOCKERS/CUBBIES

Students will be assigned a locker or cubby for storage of their books and other school materials. Lockers and cubbies should be kept neat and clean, and are subject to random checks by faculty and/or staff. Additionally, students should not decorate the outside of their lockers, except on the occasion of a school-sponsored activity. No stickers, tape, or any other items that may potentially damage lockers and/or cubbies may not be placed on any of these surfaces. Students should not place locks on their lockers without first registering them in the office, and it is recommended that they leave valuables at home. Any student who goes in another student's locker without permission from a faculty/staff member is subject to disciplinary action. Students should only use the locker assigned to them. Middle school students should keep all items needed for the day (including gym clothes and shoes) in the locker. Students will not be permitted to come back to the homeroom between morning and afternoon homeroom period to retrieve any items.

SAFETY DRILLS

Fire, tornado, and lockdown drills are held at regular intervals. The purpose of drills is to insure the safety of children and adults in the building. It is important that all students understand the purpose of the drills. For all drills, it is essential that when the first signal is given, everyone is silent and follows the teacher's directions promptly. Children and any adults in the building must proceed immediately to their assigned places. Emergency procedures are posted in every classroom. Visitors and volunteers must stay with the teacher/class they are assigned to.

FIRE DRILL:

Teacher and students exit the school from their outside classroom doors and proceed to the front parking lot of the school.

If the students are on the playground, teachers take the students away from the school to the far back fence.

If the students are in the gym or having lunch, they come out immediately to the front parking lot.

TORNADO DRILL:

Students are assigned areas inside the building that have been deemed safe placed by local police and fire officials. When severe weather is predicted as described below, the following steps will occur.

A tornado watch means that conditions are favorable for a tornado in the area.

A tornado warning means that a tornado has been sighted and may be headed for our area. When a tornado warning has been issued for our area, the principal/office staff will immediately direct teachers to bring students to their designated safe area. In the event of a tornado warning, students will not be dismissed from the school until the warning has been lifted or expires.

EMERGENCY CLOSINGS

In the event of inclement weather or other emergencies, which necessitate the closing of school, information will be released by 5:30 a.m. to the following Television Stations:

Channel 2, Channel 4, Channel 5, Channel 17

These television stations also publish closing information on their websites (www.wkrn.com; www.wsmv.com; and www.newschannel5.com). If the closing occurs in the morning before the start of school, please do not call the school office but stay tuned to the above television stations. The decision to cancel school is made by the principal in conjunction with the parish priest. In the event of an unscheduled closing, you will also be notified by **OptionC** via email, telephone, and/or text message.

SCHOOL HOURS

- Our regular school day begins at 7:45 A.M. and ends at 3:10 P.M., Monday – Friday.
- Any student arriving to his/her homeroom after 7:45 a.m. (on the school office clock) will be considered tardy.
- Office hours are Monday through Friday from 7:30 a.m. to 3:30 p.m.
- No child/children should be dropped off before 7:25 a.m. Students will be in the gym from 7:25 a.m. until 7:40 a.m. with teacher supervision.
- At 7:40 a.m. students will be dismissed to their classrooms.
- For After Care information please refer to the Extended Care section of this manual.
- If your child is not picked up by 3:30 pm, your child will be sent to Aftercare and you will be charged the drop-in daily rate.

DROP-OFF PROCEDURES

From 7:25 – 7:40 am, teachers are stationed at the gym doors to assist students as they exit their vehicles and enter the gym, where teachers are also stationed for supervision. All families are encouraged to use the drop-

off lane to expedite a safe and efficient morning arrival. If you need to park to come inside the school, or would like to walk your child to the gym, please park in the Church parking lot.

Students may only be dropped off on the sidewalk area outside the gym. The left lane will be blocked, limiting this area to one lane of traffic. If you are not in the “safe drop-off zone”, do not let your children out. Please drive all the way to the gym doors, and wait until all cars have stopped before letting your children out.

Please do not stop by the front doors of the school to drop off, as this creates a backup.

Please do not get out of your car or park your car in the drop-off lane, as this blocks the flow of traffic.

If students are tardy, they should be supervised by a parent into the building.

PICK-UP PROCEDURES

- 1) Please place your family sign on your dashboard where it is visible. Each family will be given 2 copies for multiple vehicles. If you carpool, make sure the children know the last name of their carpool.
- 2) The students will be dismissed from the front door of the school. Please do not get out of your car in the car line. Teachers will assist students to their cars.
- 3) Teachers will use walkie-talkies to communicate to the students that their ride is here. Students are not to leave the school until their name has been called.
- 4) **Students should remain in the car once they have entered it. If a student realizes that he or she needs something from the building, the parent should continue with regular pick-up procedures, loop around, park in the parking lot and walk with the child via the crosswalk to the building. At 3:30 pm, the school office is closed and no parents or students will be allowed to return to any classroom or locker.**
- 5) All cars will have to come to a complete stop before students are released. Please be sure to put your car in park, cease any cell-phone use, and refrain from blocking the crosswalk.
- 6) The names of the cars that are filled in the “L” will be called, and the students will be assisted in locating their vehicles. Again, please stay in your car to make things go smoothly and quickly.
- 7) Once the students are safely in their cars, this line will be released, and the cars in the back will pull forward to the stop sign. If your child did not come out when their name was called, you will need to go out with the rest of the traffic and enter back into the line. Please do not stop the flow of traffic if your child did not come out when it was your line’s turn.
- 8) If you need to park to come inside the school office, please park in the School or Church parking lot. When parking and walking into the school during the busy times of morning drop-off or afternoon pick-up, please use the crosswalk and monitor your children carefully. Unless you have a scheduled appointment, please do not attempt to pick up your children at the front door of the school. The safest way to pick up your children is to stay in your vehicle and allow the teachers to bring your children to you.
- 9) Students who have school activities or sports immediately after school will not be allowed to go in and out of the school and/or gym to talk to parents, drop off backpacks, or pick up snacks from their vehicles. It is difficult for coaches and activity sponsors to safely monitor the students they are responsible for if the students do not stay in the activity's designated area.
- 10) Because Pre-K students must be signed out every afternoon, parents of Pre-K students must park their cars in the side lot accessible from N. Water Avenue and come to the side door of the school underneath the canopy for pick up. Mrs. Schaefer will bring the Pre-K student (and siblings) to the door to meet you while you are signing the student out for the day. Please carefully walk with your child(ren) to your vehicle.

STUDENT ATTENDANCE

Regular daily school attendance is essential for a successful academic experience. It is the expectation of St. John Vianney Catholic School that its students, faculty, and staff be at school for a full day each day that the school is in session. Students with chronic tardiness, absences, and/or early dismissals may be placed on probation and/or considered for an attendance improvement contract until attendance improves.

ABSENT: *means a student is not in attendance at the school or in the class to which he/she is assigned.*

Missing more than one half of a day (coming in after or leaving for the day before 11:30 A.M.) counts as a full day absence.

- If a student is absent, parents should notify the school office before 8:30 A.M. by calling 230-7048.
- Parents may request homework (before 8:30 am) to be picked up at 3:00 P.M. or request that it be sent home with another child. Out of consideration to the teachers and the students who are present at school, work cannot be picked up prior to 3:00 pm.
- If a student goes home ill during the school day or misses the entire day before a sporting or school function, he/she may not attend the extra-curricular function.
- A parent will be called to pick up a child with an illness that is determined serious.
- All student absences require a written note.
- When a student's absence extends over 2 days, a doctor's excuse must be obtained by the parent/guardian.
- All missed work and tests during any absence must be made up. The work must be made up in the same time span as the student's absence (not to exceed 3 days). For example, if a student should miss two school days (Monday and Tuesday), the student has two days (Wednesday and Thursday) to complete the missed work (due Friday). Completing make up work does not permit students to fall behind in their current work.
- In compliance with Tennessee state law, the school must report in writing when a student has missed five unexcused days of school. These days do not have to be consecutive. A new notice shall be sent after each successive accumulation of five (5) unexcused absences.
- Under some circumstances, chronic absenteeism and/or tardiness impedes the educational process to the extent that the student must be retained.
- Teachers reserve the right to require a student to come in early, stay after school, or use recess time to complete missed work, quizzes, tests, etc.

Excused absences:

- Personal illness of the student accompanied with note from parent.
- Medical and dental examination of a student when the appointment cannot be scheduled outside of school hours and is accompanied with doctor office's note.
- Death in the immediate family accompanied with note from parent.
- Special recognized religious holidays/observances practiced by a particular faith, only when a parent note has been submitted to the Principal prior to the student being absent.
- Reasons of extenuating circumstances to be judged by the principal.
- Student participation in school sponsored activities taking place during school hours.
- Required court appearances, only when verification of the court appearance times from the appropriate authorities has been provided.

Unexcused absences:

- All absences which are not verified by Principal or which do not meet the valid reasons for absences listed above.
- In the case of an unexcused absence the teacher is not required to provide instruction.

Vacations/Trips:

Families are encouraged to take vacations and trips during breaks from school. However, in the event that a parent chooses to take his/her children out of school for a vacation or trip, the following policies are in place:

- All absences due to family vacations or trips must be approved prior to the absence by the Principal by submitting the Special Absence Approval Form at least one week in advance.
- If the option is chosen to get work prior to the special absence, it is the responsibility of the student to check in with the teacher(s) and obtain that work. Please note that teachers may not be able to and are not required to supply work prior to an absence.
- Any absences taken without prior approval from the Principal are considered unexcused and all work/tests missed will be recorded with a 50% deduction.

Tardies:

- The school gym opens for students at 7:25 am. All families have 20 minutes until students are considered tardy at 7:45 am.
- Any student not in his/her homeroom class by 7:45am must report to the office and be given a tardy slip.
- The tardy slip must then be given to the teacher for admission to the class.
- All tardy slips are then returned to the office to be recorded and filed.
- Students who are tardy should report to their homeroom teacher before continuing to the current class period.

Early Checkouts:

- The school day ends at 3:10 pm. Any parent who wishes to pick up their child prior to that time must come to the school office and sign the child out.
- If the child leaves and returns to school during the school day, a parent must sign the student in and out in the school office.

Obviously, regular attendance at school is an important indicator of school success.

Students with excessive absences (excused or unexcused - 40 or more days, or the equivalent thereof, including tardies and/or early dismissals) are subject to automatic retention in the current grade.

- Students must be present at school for at least 4 hours to be considered in attendance for a full day of school.
- Students who are present for part of the school day less than 4 hours will be considered absent for one-half of the day.
- Any student with an accumulation of three (3) tardies and/or early dismissals, will be considered absent for one-half (½) day.

EXTENDED CARE RATE SCHEDULE FOR 2017-2018

Extended care services are offered for all students in grades Pre-K through 8th. Families who intend to be regular users of the Extended Care program must register and pay an annual \$25 registration fee to be eligible for the reduced regular-user rates. All other users of the program will be charged the daily rate, to be paid on the date the service is provided.

All school discipline policies are still in effect during Extended Care.

AFTERCARE

The Aftercare program operates from 3:30 pm until 6:00 pm. Students participating in the Aftercare program will be provided with a healthy snack and drink upon arrival. Students are then expected to work on their homework for a minimum of 30 minutes prior to playing games, going on the playground, or using the school computers. All reasonable effort will be made to ensure the completion of assignments, but aftercare personnel will not be responsible for homework that is not completed. It is the responsibility of the parent and/or the child to ensure that the student's homework is complete. Aftercare is not a tutoring service.

Aftercare ends at 6:00 p.m. After a five minute grace period, there will be a \$1 charge for every minute the child remains in Aftercare.

Payment for all registered Extended Care participants must be paid in advance in a minimum of 5-day increments.

After Care-	5 Days
1 Child	\$43.00
2 Children	\$76.00
3 or More Children	\$99.00

Drop-in Rates

\$12.00 per child for aftercare. This charge is due when picking up the child.

**Please note aftercare is not provided on the following 11:30 am dismissal days:
December 19, February 2, and May 25.*

LUNCH PROGRAM

- Hot lunches are available each day, except on half days.
- The cost of a lunch includes one carton of milk, or one bottle of water.
- Due to food donations or food delivery shortages, daily lunch may be subject to change from the printed lunch menu that is available on the school website calendar.
- Milk or water is available for purchase by those who pack their lunch.
- It is preferred that lunch tickets be bought on a weekly, bi-weekly, or monthly basis.
- A check or cash should be sent to the school in an envelope to be turned into the teacher with the child's name and grade on the front.
- *Charges are not acceptable at any time.* If a charge is incurred there will be a \$1.00 charge fee, in addition to the cost of the lunch. A charge slip will come home with your child that day and the charge should be sent to the school in a clearly marked envelope the following day. Any money sent in for a student's lunch will be used to pay outstanding lunch charges first, with the remaining balance used for future lunches.
- All lunch, milk, and snack tickets will be made out by the cafeteria staff and kept in the cafeteria at all times.
- As the child buys a lunch, the ticket is punched. If the child's ticket is ready to expire, a notice will be sent home in the weekly Wednesday folder with the remaining lunches the child has. If a parent does not receive a notice that means there are lunches remaining until the next Wednesday or more.

	<u>DAY</u>	<u>WEEK</u>	<u>BI-WEEKLY</u>	<u>MONTH</u>
PK – 2nd Grade Student Lunch Portion	\$3.50	\$17.50	\$35.00	\$70.00
3rd – 8th Grade Student Lunch Portion	\$4.00	\$20.00	\$40.00	\$80.00
ADULT LUNCH	\$4.00	N/A	N/A	N/A
MILK	\$.50	\$2.50	\$5.00	\$10.00
WATER	\$1.00	\$5.00	\$10.00	\$20.00
ICE-CREAM	\$1.00	\$5.00	\$10.00	\$20.00

EXTRAS	\$1.00	N/A	N/A	N/A
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- Students who are tardy to school and arrive after morning announcements should tell their lunch preference to the office staff checking him/her in prior to going to class so that the information can be relayed to the cafeteria staff.
- Parents who wish to eat lunch with their child(ren) must call the office that morning by 9:00 am. Advance notice enables the cafeteria staff to prepare enough food for all students and their visitors and prevents last minute food preparation and shortages.
- All parents sign in at the school office and pick up a visitor's pass before joining their child(ren) in the cafeteria.
- No food can be sent to the school that needs to be refrigerated or heated.
- No fast food or soft drinks can be brought into the school for a child or parent to eat during lunch time.
- Students may order extras daily, in the morning when lunch count is taken, and which must be paid for in cash on that day. Extras cost \$1.00.
- Ice cream and water will be available each day. Students who want to purchase these items in addition to their lunch must pay for them that day on a cash basis only.

LUNCH & RECESS SCHEDULE

Middle School (5-8)

Recess: 10:00 am – 10:25 am

Lunch: 11:20 am – 11:45 am

Grades 1-4

Lunch: 11:45 am – 12:10 pm

Recess: 12:10 pm – 12:35 pm

Pre-K & Kindergarten

Lunch: 12:10 pm – 12:35 pm

Recess: 12:35 pm – 1:00 pm

DISCIPLINE POLICY

St. John Vianney Catholic School is committed to creating a safe school environment grounded in the Gospel values of love and peace where every student has the right to learn and every teacher has the right to teach. As part of a Catholic Christian community, every member of St. John Vianney Catholic School is expected to respect the dignity of all, remembering that all are made “in the image and likeness of God”. Students are taught cooperative conflict resolution skills to assist them in this endeavor. The skills of communication, listening, problem solving, mediation, and negotiation are vital to a peace-centered school.

In striving to educate the whole child, St. John Vianney Catholic School places an emphasis on good behavior that creates an environment where all are able to learn. Because we are dealing with children, who will make mistakes, less serious infractions are corrected by the teacher. Each teacher/grade level team has a procedure in place to ensure behavior that reflects good order and safety for all. As it is impossible to include each and every behavior that may be encountered throughout the year, it is the **TEACHER'S DISCRETION** to determine the severity of the behavior and to issue the necessary level of discipline. These individual classroom procedures will be reviewed with students at the beginning of the school year, sent home in writing to parents in the first Wednesday folder of the school year, are on file in the office by the first day of school, and are considered part of the rules and regulations herein. These plans are written to be age appropriate while consistently following the philosophy of St. John Vianney Catholic School.

The School Discipline policy is a unified effort. All teachers and staff members are responsible for correcting and documenting infractions noticed throughout the course of the day. Discipline will be handled directly by the teacher involved.

CODE OF CONDUCT

St. John Vianney Catholic School Code of Conduct will include, but not be limited to the following:

1. Students shall treat each other and all teachers, staff, guests, etc. of the school with Christian courtesy and respect at all times. This includes responding to all adults in a respectful tone.
2. A student at St. John Vianney Catholic School is considered a student 24 hours a day, and shall be expected to act in a manner consistent with the rules and procedures of St. John Vianney Catholic School. Disciplinary action may result from conduct on or off campus that violates the discipline policy of the school.
3. Students shall obey posted rules in the classroom, behavioral expectations set forth by teachers, and verbal instructions they receive from any member of the faculty or staff in any location on the school grounds.
4. Any disruption of the learning environment is a violation of the rights of other students; students causing disruption will be subject to disciplinary sanctions determined by the teacher and the administration.
5. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Such conduct includes, but is not limited to, information shared about the school on the internet that could be considered harmful to the St. John Vianney community and its good reputation.

INFRACTIONS TO THE DISCIPLINE POLICY:

Infractions to the discipline policy include, **BUT ARE NOT LIMITED TO**, the following actions or behaviors. Student behavior will be dealt with on an individual basis, wherein the age of the student and the nature of the offense will be taken into consideration. Habitual violations of the discipline policy are subject to elevated consequences.

- Disrespect to any teacher/adult
- Talking/disruptive behavior during Mass
- Annoying/teasing/making fun of a classmate
- Bullying/Causing harm to others
- Inappropriate touching/hitting/biting others
- Unacceptable language/gestures
- Inappropriate displays of affection
- Forgery
- Threatening/intention/acting to harm
- Plagiarism
- Cheating
- Destruction and/or theft of other's property/rights
- Possession or use of alcoholic beverages, tobacco, drugs, weapons (real or simulated), fireworks
- Vandalism

Expulsion may be considered, even on the first offense, for extreme and serious disruptive behavior harmful to self or to others, or for conduct detrimental to the progress or efficiency of the school.

HOMEWORK NOTICES

Homework Notices will be issued when a student does not have his or her homework assignment, and is intended as merely a means of communication between the teacher and the parent that the student did not have his/her homework completed. In grades 1-4, a maximum of one homework notice per day will be issued, with all late assignments listed. In grades 5-8, a homework notice will be issued for each assignment

that is late, including occasions when a flash drive is required for class work and/or homework and is not brought to class. Homework notices may be sent home any day of the week (not just in the Wednesday folder) and students are held accountable for each slip, regardless of receipt of the slip by the parent (i.e. student loses or fails to give slip to parent). Homework notices should be signed by the parent and returned the following school day to the teacher who issued the notice. A teacher may require a student to use recess time to complete a late assignment. Otherwise, students are expected to complete missed assignments and return them the following day to the teacher who issued the assignment in order to receive credit. Students will receive a 20% deduction in points from late homework completed and turned in to the teacher by the following school day, and will receive a zero for any late homework turned in beyond that time.

UNIFORM NOTICES

Students who are not in compliance with the uniform guidelines will be given a Uniform Notice. Uniform Notices are intended as a means of communication between the teacher and the parent and should be signed by the parent and returned to the student's homeroom teacher the following school day. Uniforms will be checked daily (after announcements) by the homeroom teacher. Students may also receive a uniform notice during the day if changes have been made to a uniform. If a student has been issued a uniform notice by his or her homeroom teacher and knowingly changes the uniform during the day back to the original state, a conduct referral may be issued. Students who habitually fail to comply with the school uniform policies will be subject to further consequences, including, but not limited to, the loss of out-of-uniform day privileges.

CONDUCT REFERRALS

Conduct Referrals may be issued for behavior that is considered to be disruptive to the community or an infraction to the rules and guidelines of the class/school. Conduct referral slips may be sent home any day of the week (not just in the Wednesday folder) and students are held accountable for each slip, regardless of receipt of the slip by the parent (i.e. student loses or fails to give slip to parent).

When filling out a conduct referral:

- **The pink copy** is sent to the office (unsigned by the parent).
- **The yellow copy** is to be given to and retained by the homeroom teacher (unsigned by the parent) to document the offense and serve as a reminder that the offense has taken place.
- **The white copy** of the notice should be given to the student to take home to be signed by the parent and then returned to the student's homeroom teacher during morning homeroom the very next school morning. **If the conduct referral is not returned signed by the student's parent the next school day, another conduct referral will be given by their homeroom teacher and the homeroom teacher will call or email the parent.**

DETENTION

Serving a detention is a consequence for a serious infraction of school rules, or an additional consequence for students who receive excessive conduct referrals in a grading period. After a student receives three Conduct Referrals (grades 3-8) in a quarter, a Detention will be issued by the school office. Immediate detentions may also be issued directly by faculty, staff, or administration in accordance with the school discipline policy.

When a student is issued a detention:

- **The pink copy** is sent to the office (unsigned by the parent).
- **The yellow copy** is to be given to and retained by the homeroom teacher (unsigned by the parent) to document the offense and serve as a reminder that the offense has taken place.
- **The white copy** of the notice should be given to the student to take home to be signed by the parent and then returned to the student's homeroom teacher during morning homeroom the very next school morning. **If the detention notice is not returned signed by the student's parent the next school day, a second conduct referral will be given by their homeroom teacher and the homeroom teacher will call or email the parent.**

Detentions will be served during the school day lunch period. One detention is the equivalent of 3 days of lost cafeteria privileges. Students serving a detention must pack a lunch on days that the detention is being served. The student will eat lunch silently in a classroom, supervised by a teacher. The student will not be able to use this time to do homework, read, draw, or any other activity, other than eating lunch.

- Students who participate in school related activities may lose the privilege to do so if their overall effort or conduct is lacking.
- Serious misconduct during a sporting event will warrant a one-game suspension or more if needed at the discretion of the principal and athletic director.

OUT OF SCHOOL SUSPENSION

In some cases, students may be suspended and sent home. Students will be responsible for all classwork and homework assigned during this time, and will not be readmitted to school until work is completed to the satisfaction of the teacher. The student will receive half credit for work completed (i.e. If the assignment is graded an 80, the recorded grade is 40.) Suspensions may be issued for one day or for a number of days, depending on the offense.

EXPULSION

- The principal may dismiss a student permanently for repeated and/or serious infractions.
- The pastor and principal will review each case individually.
- In all cases of repeated discipline problems, parents will be contacted for a conference.

STUDENT CONTRACTS

If a student exhibits habitual academic or behavioral problems, teachers may, in consultation with the principal, schedule a meeting with parents to create a contract with the student with the express purpose to assist student with remedying any and all issues that prevent him/her from academic or behavioral success. If issues are not corrected with the aid of the student improvement contract, the student may be asked to leave the school, at the discretion of the principal.

VIOLENCE POLICY

St. John Vianney Catholic School follows the policy on violence as written in the Catholic Education Office Policy Manual. This policy includes the following:

- Remove the child suspected of violence from any contact with the school
- Contact appropriate Diocesan official
- Contact the pastor
- Contact the parents and inform them of the incident and ask them to remove the child from the school until a mental health professional gives reasonable assurance in writing that the child is not a threat to her/himself and to others
- Parents will be informed that the police will be notified
- Contact the police
- Communicate with the staff or children (and their parents) who may have been the target of the violent threat/behavior
- Inform the larger community if necessary

A zero tolerance policy is enforced at St. John Vianney Catholic School with regard to the possession and/or use of alcohol, drugs, and mood-altering chemicals of any kind, tobacco, the actual paraphernalia associated with these, and look-alikes to these. Offending students are subject to expulsion.

STUDENT THREAT POLICY

All students who threaten to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student, must immediately report it to the teacher, principal, or pastor. The principal will notify the appropriate authority. Immediately thereafter, the principal will notify:

- Department of Catholic Schools/Superintendent
- Parents/Guardians of the student who made the threat

- Any adults or students (and those students' parents) who have been identified verbally or mentioned in writing as potential victims.

The school will suspend the student who has made the threat until investigation by the police and school has been completed. The pastor and principal will decide appropriate consequences on a case-by-case basis in the light of the Suspension/Expulsion Policy of the Archdiocese of Nashville Administrative Handbook. All reports and names of students or adults making reports will be kept in strict confidence.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will also be investigated. These actions may result in suspension or removal of a student from school.

ANTI-BULLYING POLICY

At St. John Vianney, we believe that every child deserves to be educated in a safe environment. Bullying, intimidation, or harassment of any kind will not be tolerated at St. John Vianney.

Bullying is defined as any **REPEATED, INTENTIONAL** act which causes embarrassment, pain, or discomfort. Bullying can be (but may not be limited to):

- Verbal, such as teasing, name calling, mockery, taunting, and put downs
- Emotional, such as isolation, rejection, ignoring, spreading rumors, manipulation
- Physical, such as hitting, kicking, pushing, slapping, spitting, tripping, and engaging in physical acts that demean or humiliate.
- Cyber, such as text messages, emails, instant messages, posts on websites, or digital videos or pictures, via phone or computer. It is important for parents to carefully monitor their children's cyber activities; in the state of Tennessee, it is now a crime punishable by fine or public service to post images with the intent to intimidate others.

These acts may occur in the classroom, while changing classes or in transition areas such as bathrooms, on the playground, during school practices or events, or via the Internet or text message. If an act is determined to be bullying, whether it takes place during the school day or outside of it, on school property or off of it, it is subject to school disciplinary action.

We expect every member of the school community to contribute to a safe learning environment. Sustaining a safe learning environment requires the cooperation of all students, faculty, staff, and parents. Any incidence of bullying, intimidation, or harassment should be reported, by the victim or victim's parent, or any witness of said actions, and will be investigated by the principal or her designee. If the principal determines that bullying, intimidation, or harassment occurred or is occurring, it is fully within the discretion of the principal to administer the appropriate disciplinary measure after consideration of the nature, severity, and circumstances of the act. Appropriate disciplinary action taken in response to bullying, intimidation, or harassment may include, but is not limited to, positive behavioral intervention, detention, suspension, or expulsion.

PLAYGROUND RULES

- Sticks, stones, dirt, and vegetation are not to be thrown.
- No digging in the mulch, dirt, or any other area of the playground is permitted.
- Activities that involve the throwing of objects must be very closely supervised by the adults on duty.
- Only Pre-K students may use the equipment in the small fenced area just outside the back door. Pre-K students are not allowed on the big playground equipment at any time.
- Students are not to be near the trees or bushes.
- Students are not to be near the roads or edges of the property unless an SJV employee is within 20 feet supervising them.
- Teachers on duty supervise students at all times and report any accidents via the walkie talkie to the office and document the accident by filling out the "Accident Report" which must be on file in the office.
- No contact sports may be played at recess. If a sport or activity is too rough, it may be suspended.

- Students should not have any communication or contact with people outside of the fenced in playground area.

SLIDE

- 2 children on the slide at a time – one going up the ladder and the other child going down the slide. The next child can climb the ladder when the child on the ladder starts to sit down to slide down.
- Hold on to the bars when climbing the ladder.
- Sit down and slide in an upright sitting position.

SWINGS

- Sit and swing.
- Stop swing to get off it (Do not jump out of the swing).
- No child is to weave in and out of the swings when other children are swinging.
- Proper use of the swings requires that no one throws the swings over the horizontal bar from which the swings are hanging.

JUNGLE GYM EQUIPMENT

- Monkey bars – hang on the bars – DO NOT sit, stand, etc. on the top of them.
- Climb the ropes up and down – DO NOT sit on the top bar or the bars to the side.
- Sliders – hang from the sliders and push off. Only students in 5th through 8th grade that can reach the sliders unassisted may use them.
- Do not sit, walk, crawl, etc. on the top or climb up or hang on the poles of the jungle gym or other equipment.

ACTIVITIES

ATHLETICS

The St. John Vianney Athletic Director, in collaboration with the principal, is in charge of all the school athletic programs for our students.

St. John Vianney Catholic School believes athletics can provide a positive experience that enables our students to learn the basic values of commitment, teamwork, and good sportsmanship. Through athletics, students are able to show school spirit and take pride in their school.

Sports:

Girls Volleyball 4-6 Spring

Girls Volleyball 7-8 Fall

Cross Country K-8 Fall

Boys Basketball 3-8 Winter

Girls Basketball 3-8 Winter

Boys Football 4 – 8 and Girls Cheerleading 7 – 8 will be available in conjunction with St. Joseph Catholic School in Madison, Tennessee. Athletic Fees for these sports are assessed by St. Joseph School.

*All students participating in sports must have a current physical examination by a qualified physician on file yearly for sports and pay the appropriate fees before participating in practices.

*Parents of all athletes are required to work concessions and/or admissions at home games. A schedule will be provided to each family, and it will be the sole responsibility of said family to switch with another parent should scheduling conflicts arise. All changes to schedule are to be reported to the athletic director for approval prior to the day of the event.

*As there are no home meets for Cross Country, parents of Cross Country team members will be required to assist with the Gallatin Civic Center Harvest Bake Sale in November, which benefits the SJV athletic program, in lieu of working concessions and/or admissions at home games.

*Students who are registered and participate in CCD, and have paid CCD fees can play on our school teams.

*At St. John Vianney we believe that academics come first. Students must take care of their responsibility as students in order to be able to participate on a team. If a student does not perform in the classroom they will not be able to perform on the athletic field. The following policies, in accordance with the Nashville Diocesan Athletic Council, ensure student success:

-Progress of students in grades 3-8 will be reviewed on the mid-quarter interim report and the quarterly report card.

-Students must maintain a grade average of 77 or higher in the core academic subjects listed below, or the student will be placed on “academic probation.” During this academic probation, the student may continue participating in school-sponsored extracurricular activities, if the student logs 1 hour a week with a teacher to get extra help. The student will be given a log to have the teacher sign off on when extra help is received (i.e. during recess, study hall, etc.). It is the responsibility of the student to bring the log to each practice/game to verify with the coach or activity sponsor that they are logging the minimum of one hour per week in order to participate.

CORE SUBJECTS:

3rd-4th Grade: Math, Language Arts, Reading, Religion, Social Studies, Science, Spelling
5th – 8th Grade: Math, English, Literature, Religion, Social Studies, Science, Spanish

STUDENT SERVICE COUNCIL

The Student Service Council is designed to develop leadership, initiative, and responsibility and to allow students in grades 5-8 to show leadership particularly in the area of Service to Church, Community, and School. Students having the necessary qualifications are encouraged to take part. Members must follow the same academic eligibility standard as athletics and extra-curricular activities. Additionally, any student assigned more than one detention in a school year will not be allowed to serve on the Student Council.

EXTRA-CURRICULAR PARTICIPATION & CONDUCT

Students, coaches, parents, and participants in or at any extra-curricular event should demonstrate behavior that reflects the strong Christian values of Catholic education. Parents are expected to require this level of behavior in their child during all school functions, whether on or off school property, to ensure that all school related functions are enjoyable for all involved. Extra-curricular events include academic, athletic, social, and other school related activities. Unsportsmanlike or inappropriate conduct will not be tolerated by anyone affiliated with St. John Vianney Catholic School. Anyone conducting him/herself in this manner (including adults and spectators) will be asked to leave the event.

Any student participating in a school-sponsored extra-curricular activity must be supervised by their coach or activity sponsor at all times. If a student is not picked up at the scheduled activity end time, he/she will be taken to Aftercare, and parents will be responsible for paying the daily drop-in rate.

If a practice or activity does not begin immediately after school, students are required to leave the school grounds until the scheduled start time, or report to Aftercare and be subject to the daily drop-in rate.

In order to provide the best possible supervision and mentoring, faculty sponsors, coaches, and activity volunteers cannot be responsible for watching the siblings of students participating in extra-curricular activities, and therefore are not permitted to do so. Siblings **must** be picked up at school dismissal or report to Aftercare.

Participation in all extra-curricular activities is regulated by the same academic probation policy as the athletic program.

CURRICULUM

The school curriculum follows the course of instruction issued by the Superintendent of Schools of the Diocese of Nashville, Tennessee and is in accord with state requirements for all elementary schools in

Tennessee. A full range curriculum, with emphasis on basic skills, is offered at St. John Vianney Catholic School.

Subjects taught include: Catholic Religion, Language Arts (including Phonics, Reading, Writing Composition, Spelling and English), Handwriting, Mathematics (including Pre-Algebra or Algebra in 8th grade, based on student ability), Science, Social Studies, Health, Physical Education, Art, Technology, Music, Spanish and Library.

The curriculum is in a constant state of revision through review of texts used and programs offered. Our school is assessed every 5 years by SACS (Southern Association of Colleges and Schools) Accreditation. Goals are written yearly and a Standard Improvement Plan is implemented each year.

ACADEMIC REGULATIONS AND PROCEDURES

Academic rules at St. John Vianney Catholic School are designed to implement our philosophy and to benefit the students by providing them the opportunity to achieve academic and personal excellence.

GRADING SYSTEM

Students will be assessed in a variety of ways during the course of their studies at St. John Vianney Catholic School. The following percentages and letter grades have been set by the Diocese to be used for grading:

<u>3rd – 8th GRADES</u>		<u>CONDUCT AND EFFORT</u>	
A+	100 – 99	E	EXCELLENT
A	98 – 95	G	GOOD
A-	94 – 93	S	SATISFACTORY
B+	92 – 91	N	NEEDS IMPROVEMENT
B	90 – 88	U	UNSATISFACTORY
B-	87 – 86		
C+	85 – 84	<u>1st-2nd Grade Class/Activity Grades</u>	
C	83 – 79	E (Excellent)	= 93 - 100%
C-	78 – 77	G (Good)	= 86 – 92%
D+	76 – 75	S (Satisfactory)	= 77 – 85%
D	74 – 72	N (Needs Improvement)	= 70 – 76%
D-	71 – 70	U (Unsatisfactory)	= 0 – 69%
F	69 & BELOW		

Pre-Kindergarten/Kindergarten Grades

Skills for these students will be marked as “developing adequately” or “needs improvement.”

Academic grades are based on achievement including homework, following directions, class participation, ability to use knowledge, and neatness. Remember the grade DOES NOT indicate the capability of the student, rather the performance of that individual during a given time. As a basic guideline, the definition of each grade is:

- **A – Quality of all work is OUTSTANDING/SUPERIOR.** This student completes all assignments and shows enthusiasm in the subject, participates frequently in class, uses the knowledge, and completes extra work at ability or above ability level. “A” is not normally a common grade.
- **B – Quality of work is above average.** This student exhibits consistently good mastery of the subject matter. All work is completed and there is very good class participation.
- **C – All assignments are completed.** Work is done in an acceptable and neat manner. The student has satisfactory knowledge of the subject. The student, however, has not gone beyond the expected assignment. Work is average. This grade should not be considered poor, unless a child is working below their level of ability.

- **D** – Although this is considered a passing grade, work shows a below average grasp of the subject. A minimum of work is completed. There is negligence in assignments, class work participation, as well as poor results on tests and quizzes.
- **F** – Quality or quantity of work is so far below what is expected of the class that it cannot be considered adequate for passing the subject. An “F” indicates poor achievement and poor effort

HONORS RIBBONS are given to students in grades 3-8 for each grading period, **based on grades earned in the core academic areas**, as follows:

1. **The Principal’s List** – A’s in all courses and no S’s or below for effort or conduct, including handwriting.
2. **Honor Roll** – A student must have more A’s than B’s for this honor and no S’s or below for effort or conduct, including handwriting.
3. **Outstanding Achievement** – given to the student who has made the most progress or demonstrated the best effort during a grading period, but has not necessarily earned A’s and B’s.

TESTING PROGRAM

- The Iowa Test of Basic Skills is given in Grades K through 8.
- The CogAT is given in grades 3 and 6.
- A Diocesan Religion Exam is given in grades 3, 5, and 8.
- Students may be given a **maximum of 3 quizzes or tests per day.**
- Students in grades 4-8 will take semester final exams in December and May. The exam grade earned will account for 20% of the student’s semester grade. 5-8 grade students will take exams in all academic subjects for a total of 7 exams. Exams for students in 4th grade are given as a means to transition to middle school and the number will be at the teacher's discretion.

HOMEWORK

Homework is a necessary tool in the educational process. Research reveals that daily homework checked by or with the teacher, with comments about the correctness of the work, will increase student knowledge. The student who successfully learns the process of completing homework is also mastering self-discipline, independence, initiative, and responsibility. As a partner in every student’s education, it is expected that parents will support the academic expectations of the teachers and promote a productive learning environment in the home by:

- Showing a positive attitude toward education.
- Taking an interest in their child’s schoolwork.
- Establishing and monitoring good study habits.

Guidelines for homework:

The total amount of homework assigned depends upon the grade level of the student. Time spent completing homework varies according to needs and abilities. An average day’s homework would normally not exceed:

Kindergarten.....	10 – 20 minutes
Grades 1 & 2.....	20 – 30 minutes
Grades 3 & 4.....	35 – 60 minutes
Grades 5 & 6.....	60 – 90 minutes
Grades 7 & 8.....	90 – 120 minutes

These times refer to actual concentrated working time. Parents who are concerned about “too much” or “too little” homework should contact the teacher(s).

REPORT CARDS

Report cards are distributed electronically four times a year and are an indicator of a student’s progress. Report cards acknowledgement forms must be signed and returned to your child’s teacher within a week after issuance. If a student does not return it within a week, a phone call to the parents/guardian from the child’s homeroom teacher will take place to ascertain the status of the form. After this phone call has taken place, if the form still has not been returned to school the next day the student will receive a conduct referral. Students in Pre-K and Kindergarten will begin receiving report cards after the 2nd quarter.

Each student in grades 1-8 will receive also a Mid-term Progress Report quarterly. Mid-term Progress Reports should also be signed and returned within a week of receiving them, and those that are late and/or lost will be handled in the same way as Report Cards (see above). It is possible that grades can change significantly after the Progress Report has been issued. Therefore, it is important to pay close attention to the papers and test scores that come home each week with your child, **in addition to regular review of Option C.**

FIELD TRIPS

Field trips within the city and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Participation in school field trips is a privilege, not a right.

Parents may refuse to permit their child from participating in a field trip by sending written notification to the classroom teacher. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

Parents will receive notices of field trips well in advance and will be asked to sign field trip permission forms. Parents are encouraged to volunteer to help supervise the students. All those who volunteer to supervise and/or drive the students must have filled out a Diocesan School Vehicle Safety Policy Insurance Form obtained in the school office and have had a background check run, obtained, and on file, as per Diocesan regulations.

All parents driving on field trips will meet with the classroom teacher for instruction on field trip procedures. All state laws regarding child safety seating must be adhered to, including the use of booster seats and the prohibition of children under 12 sitting in the front passenger seat. All parent drivers will drive in a caravan, and will go to and from the field trip destination without stopping anywhere unless designated by the teacher(s) in charge. Additionally, it is asked that parents refrain from buying items from the snack bar or gift shop for students unless they wish to buy for the entire class. Due to the supervisory nature of a parent volunteer’s duties on a field trip, siblings may not accompany chaperones on field trips.

All students must leave from and report back to the school after any field trip.

Saint John Vianney reserves the right to ban any student with behavior related conduct referrals from school field trips.

Students and parents are asked not to post pictures of other students, faculty, or staff taken during a field trip or school event on Facebook, YouTube, or other such social media sites out of respect and consideration of others privacy. If a parent takes pictures and would like to share them with other parents, please send them to the teacher, coach, or event coordinator for posting on the school website.

All school behavior policies apply during field trips.

PARENT/TEACHER CONFERENCES:

In October of each school year, formal conference appointments will be scheduled for parents. The teacher, with the help of the office staff, will arrange dates and times. It is expected that parents and guardians keep scheduled appointments. In addition to the formal conferences, parents may contact any faculty member and request a time to meet at any point in the school year, based on teacher availability. In June of each school year, formal conference appointments will be scheduled for parents to discuss results of ITBS with teachers.

Before and after school (unscheduled), night meetings, athletic events, social events, etc. are never times for parent-teacher conferences. Proper scheduling of conferences ensures that parents and teachers can enjoy these events, and that confidentiality of the student will be safeguarded.

GRADUATION

Upon successful completion of the eighth grade, students are awarded a certificate, and are honored at a special ceremony and reception for family and friends at the end of the school year. It is school tradition that the seventh grade families host the small graduation reception, and seventh graders attend and serve guests at this reception to acknowledge their new leadership role in the school.

PROMOTION/FAILURE POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the administration.
- Teacher will notify parents if their child is not progressing satisfactorily toward a passing grade.
- Students who have not successfully completed the prescribed course of studies for their particular grade but would not benefit from being retained in the grade may be "placed" in the next grade level; however, the school may prepare and implement a summer academic plan for the student as a condition of placement.

KINDERGARTEN

A decision to retain a student in the Kindergarten program shall be based on the progress of the child, especially with regards to level of maturity attained and the ability to handle the academic program of the first grade.

PRIMARY GRADES 1-3

Inability to read causes more children to experience failure or lack of progress in school than any other single factor. The foundation in reading is laid in the primary grades, especially the first two grades. Hence, in the primary grades, promotion is to be determined mainly by the child's progress in reading. However, ability in other areas, such as math and writing, will also be considered. It is important to determine the overall ability of the child in making such decisions. Retention in primary grades is advised over lack of achievement in the next level.

INTERMEDIATE – JUNIOR HIGH Grades 4-8

Promotion in grades 4-8 is to be determined by a combined average of the grades students receive in the following subject areas:

- Religion
- Language Arts/English
- Reading/Literature
- Mathematics (Math, Pre-Algebra or Algebra)
- Social Studies
- Science
- Spelling (grade 4 only)
- Spanish (grades 5-8 only)

A student who has received a general average of 70% (D-) in these subjects for the year is to be promoted, provided he/she has passed two of the three core subjects including English, Literature, and Mathematics.

If a student fails a core subject, but is not subject to retention, the student must make up this course work at an accredited summer school, tutoring program, or other means approved by the principal, at the parent's expense. Parents must submit evidence of completion of the course or tutoring prior to the first day of school.

LIBRARY

The library is a place in which the imagination is open to the wonders of the faith and the world. Students may use the library/media center to check out books, do research, or use the computers anytime during the school day under a teacher's supervision. Teachers should sign up to use these facilities during times they are not regularly scheduled to do so.

All students (Pre-K through 4th grade) have a library period per week. Library periods may include library instruction, story time, checking out books, or doing research.

The library loft may be used by students who are reading books. Students may not talk or socialize when in the loft, and should follow teacher directions when carefully going up or coming down the ladder.

Books may be checked out for one week at a time. Grades Pre-K-1st may check out one book per week. Grades 2nd-4th may check out 2 books per week. Grades 5th-8th may check 3 books per week. If a student does not finish the book in a week, he/she may renew the book out for an additional week. If the student has an overdue book, he/she is not permitted to check out any more books until the overdue book has been returned or a replacement fee has been paid. If the student finishes a book before the week is up, he/she may check out another book with the permission of his/her teacher.

St. John Vianney Catholic School does not charge overdue fines, but all students are expected to be conscientious in returning their books in a timely manner.

Students are expected to take good care of the books and other materials. They are not to remove the spine labels, barcodes, or book coverings at any time.

If books are lost or returned damaged (stained, wet, ripped, pages missing, written on, etc.), a replacement fee will be charged to cover replacement costs plus processing fees (attaching bar codes, spine labels, and cataloging). Books and other materials will be considered **lost** if they have not been returned after 4 weeks.

Books and materials with missing or damaged barcodes and/or spine labels will be charged a \$5.00 processing fee.

Reports will be sent out if books or materials are missing, damaged, or overdue for a two week period. Unpaid fees and/or non-replaced materials will result in the holding of interim report or report cards until reconciled.

The children are taught how to handle properly the books, materials, and equipment in the library/media center. The parents should help them with this at home.

CHALLENGED MATERIALS

There may be instances of objection to a selection in spite of careful professional judgment being exercised in the selection of materials for student and teacher use. Materials are not defended, but the right to read and the professional judgment of the staff are defended.

In the event of a complaint, the review of questioned materials should be treated objectively, unemotionally, and as a routine matter. The following guidelines should be strictly adhered to in submitting the criticism of a book:

- Criticism must be submitted in writing to both the principal and the teacher on a form provided by the office.
- Criticism must be signed by the person making the complaint.
- The book in question must be read in full.
- The criticism must cite the title of the work, author, and publisher.
- The citation of objection must include the sections(s) in question as well as the reasons for the objection.

COMPUTER LAB & LCD PROJECTORS

A weekly schedule sheet will be posted outside the computer lab door for teachers to sign up to use the lab with their classes when the lab is available. Four LCD projectors with document cameras and wireless touchpads are available for check-out by teachers to use in their classrooms. The sign-up sheet is located outside the computer lab.

USE OF SCHOOL PRINTERS

Students who are assigned homework, projects, or papers to be completed at home must print them at home and bring them to school ready to turn in to the teacher at the beginning of class. Students will not be permitted to print items at school unless it is an in-class project sanctioned by the teacher.

ST. JOHN VIANNEY CATHOLIC SCHOOL ACCEPTABLE USE POLICY - TECHNOLOGY

POLICY

All electronic communications to or from St. John Vianney Catholic School shall reflect the same Catholic – Christian values upon which this school was founded.

RATIONALE

The goal in providing internet service at St. John Vianney Catholic School is to give the students an opportunity to communicate and discover a global world of resources to assist their learning endeavors.

At St. John Vianney Catholic School, all students will be under direct and strict supervision while they are accessing the internet. Access to questionable sites is strictly prohibited by anyone in the St. John Vianney Catholic School family. All students and staff will be trained how to use the Internet to advance the academic goals of this school. The use of the internet is a privilege brought about by the tremendous generosity of many people who believe in the immense value it can provide the school. It is not a right.

The principal will deem what is appropriate or not. That decision will be final. Access to a computer can be taken away from a student at any time. Parents may also request a child not be granted access to the internet as well. Finally, information gathered for class assignments is to be cited properly as directed by the teacher. Any information copied from an internet site for personal use without citing the source will be considered plagiarism, and subject to disciplinary action.

All users of technology should remember that computers, email, and the internet are not always private and secure, and should take extreme care in the manner in which they utilize these tools. Users should also remember that once information is transmitted via email or the internet, it cannot be taken back. The user may attempt to delete or remove it, but it still has the potential to have been seen, saved, used, and/or distributed by other users and continue to be visible, accessible, and able to be distributed forever.

STANDARDS OF BEHAVIOR FOR INTERNET USE

1. Teachers using the internet with their students will provide students with a list of internet sites pertinent to any given assignment, and will be present in the room when students are using the internet.

2. Staff and students will use their computers for activities that coincide with Catholic values and beliefs.
3. Students who are found to be non-compliant with school policies will be subject to disciplinary action. It may consist of, but is not limited to:
 - Suspension from school pending parent conference, and;
 - Loss of access to school-provided computers until the end of the semester.
4. Security problems or questions will be brought to the immediate attention of the teacher and/or system administrator. Users may not demonstrate or show the problem to other users. Users may not use other accounts.
5. Unacceptable Internet use will consist of, but is not limited to, the following:
 - Users shall not reveal any personal home address, phone number, or personal information about themselves or anyone else through the internet or e-mail.
 - Vandalism of any kind with regard to the computers will result in loss of all privileges and further discipline according to school policy. Vandalism in this sense is defined as the malicious attempt to harm or destroy data of another user, making equipment or software alterations, and uploading or creating computer viruses. No software of any kind can be brought from home for use in a school computer, as it is not properly licensed for school use.
 - Users may not create home pages or directories on school computers or at home to be accessed from a school computer. Any publishing will be done under direct supervision of the teacher or administrators.
 - Users may not play non-educational computer games.
 - Users may not access chat-rooms or social networking sites (including, but not limited to Facebook, Twitter, MySpace, YouTube, etc.).
 - E-mail not authorized by the administrator or teacher/staff is not to be used.
 - Users may not post photos, audio clips, or videos on the internet from computers except under the direct supervision of a teacher.
 - Users can not transmit, access, print, download, or upgrade any material that might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory.
 - Users may not transmit, access, print, download, or upgrade any material that might be deemed pornographic, obscene, sexually explicit, indecent, or vulgar.
 - Users can not transmit any material in violation of United States or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 - Users can not transmit commercial information, advertisements, or political agendas.
 - Users may not do anything on computers that otherwise violates the policies and procedures set forth in the St. John Vianney Catholic School Handbook.
6. Use of any school computer by anyone other than staff, students, or authorized persons of St. John Vianney Catholic School is prohibited.
7. The Internet Usage Contract is to be signed by all parties concerned, and will be filed in the school office, prior to any use. The signers should keep the policy, rationale and standards listed above for future reference.
8. Though personal computers at home (and other devices that use the internet including, but not limited to, smart phones, tablets, ipods, etc.) may be private property, use of the internet to post inappropriate language or images which defame the school or parish, any member of the faculty, staff, or administration, family, or student will not be tolerated. Deliberate defamation of others is not consistent with the Christian values espoused by the school, and students will be held accountable for intentional harm they cause. Students engaged in any type of insinuating, degrading, or demeaning behavior will face serious disciplinary consequences.
9. School website: <http://www.saintjohnvianney.org>

DIOCESE OF NASHVILLE SEXUAL HARASSMENT POLICY

The Catholic schools in the Diocese of Nashville in accordance with Title VII of the Civil Rights Act of 1964, will not tolerate acts of harassment of its employees or students on the basis of age, race, color, national

origin, sex, religion, or disability. All employees and students are responsible for ensuring that all schools are free from all forms of harassment.

Harassment Defined – Harassment is unwelcome verbal or physical conduct directed at an individual because of age, race, color, national origin, sex, religion, or disability, which unreasonably disrupts or interferes with that individual’s work or school activities, or which creates an intimidating, offensive or hostile environment.

Sexual Harassment – Sexual harassment is a type of harassment which refers to unwelcome conduct based on an individual’s gender or which is of a sexual nature. This includes unwelcome sexual attention, sexual advances, and requests for sexual favors. It also includes unwelcome verbal, visual, or physical conduct directed at an individual because of gender.

Examples of sexual harassment include conditioning employment actions or student grades upon the grants of sexual favors or submission to sexual conduct; unwanted and unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; and the display of suggestive pictures or objects. The above examples do not constitute all types of conduct which could violate this policy.

Persons Covered – This policy applies to all male and female students, employees, and volunteers.

Complaint – Any employee, volunteer, or student, who believes that he or she has been subjected to harassment, as described in Policy 4001, has a responsibility to report the harassment as soon as possible to the Principal, or the Assistant Principal. All employees, volunteers, and students are responsible for ensuring that all schools are free from all forms of harassment.

Investigation – The administrator will promptly and thoroughly investigate the complaint of harassment and document the complaint. All information will be kept as confidential as possible and will be disseminated on a “need to know” basis only. As soon as possible after the completion of the investigation, the administrator will advise the employee, volunteer, or student who brought the harassment complaint of the findings and conclusions of the investigation.

Action – Any employee, volunteer, or student who is determined, as a result of a proper investigation, to have engaged in harassment in violation of Policy 4001 will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee, or suspension or dismissal in the case of a volunteer or student. In cases requiring disciplinary action, the administrator will consult with the pastor and the Superintendent of Schools before any disciplinary action is taken in the matter.

Retaliation Prohibited – Retaliation in any form against an employee, volunteer, or student who exercises his or her right to make a good faith complaint of harassment under Policy 4001 is strictly prohibited. Any employee, volunteer, or student to retaliate against another employee, volunteer, or student for making a complaint of harassment will be subject to disciplinary action, which may include up to termination of employment in the case of an employee or suspension or dismissal from school in the case of a volunteer or student. Retaliation procedures set forth above.

All School handbooks should include a statement of sexual harassment policy of the school. The principal will provide an annual review of Policy and Regulation 4001 and the behaviors that constitute sexual harassment to the students, parents, volunteers, and teachers.

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN AVAILABILITY

Pursuant to Title 40 CFR, Part 763, Subpart E (AHERA), the local education agency is required to inform you that:

1. A copy of this school’s AHERA Management Plan is available for inspection in the school office and the office of the Diocese of Nashville.

2. This Management Plan contains information regarding inspections, re-inspections, response actions, and post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

To review the AHERA Management Plan, please contact the school office to arrange for the opportunity to do so. An application (Form ACC – 1) will be given to document the request. Application review and report preparation will require a maximum of five (5) working days.