

After reviewing the Handbook with your child(ren), please complete, sign and return this form to your youngest child's homeroom teacher
by Friday, September 1, 2017



St. John Vianney
A DUAL LANGUAGE CATHOLIC SCHOOL



Learning today... Leading tomorrow... Aprendiendo hoy... Dirigiendo mañana...

St. John Vianney Catholic School Parent / Student Handbook PreK through Eighth 2017 – 2018

Dear Parent:

It is vital that all the information in this Parent / Student Handbook is read carefully and thoroughly and discussed with your child(ren). There are *new policies* and *procedures* in *effect* and it is vital that you familiarize yourself with them. Your signature on this page signifies that you have read and discussed with your child(ren) and understand all policies and procedures of Network Acceptable Use Policy; Diocese of Orlando Consent Form for Digital Resources; and Consent and Release from Liability Certificate for Concussion and Heat-Related Illness.

I have read the St. John Vianney School 2017-2018 Parent / Student Handbook, and have discussed them with my child(ren). Our entire family pledges to abide by these policies and procedures.

Child's Name (Please Print)

Child's Signature

Grade

Child's Name (Please Print)

Child's Signature

Grade

Child's Name (Please Print)

Child's Signature

Grade

Child's Name (Please Print)

Child's Signature

Grade

Parent/Guardian Signature

Date

St. John Vianney Catholic School
Use of Technology Acknowledgement

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

Grade

(Student Printed Name)

(Student Signature)

Grade

(Student Printed Name)

(Student Signature)

Grade

(Student Printed Name)

(Student Signature)

Grade

(Student Printed Name)

(Student Signature)

Grade

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.

(Parent/Legal Guardian Signature)

(Parent/Legal Guardian Printed Name)

(Date)

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St. John Vianney A Dual Language Catholic School

ST. JOHN VIANNEY CATHOLIC SCHOOL

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

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

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

MISSION

St. John Vianney Catholic School, a ministry of St. John Vianney parish, is a diverse community where students are inspired and empowered by Catholic values to reach their full academic and spiritual potential in an ever-changing world.

BELIEF STATEMENTS

We believe it is our mission as Catholic educators to model the values and beliefs we teach in a faith-based community that fosters self-respect and respect for others.

We believe it is our role to develop and foster each child’s unique, God-given gifts by encouraging students to do all they are capable of doing by themselves in child-centered classrooms where teachers act as facilitators.

We believe that Catholic schools should provide children with a spiritual and academic foundation that will lead to the development of creative and ethical problem solvers who will make a positive contribution to our world.

We believe that a St. John Vianney education should include intellectual, spiritual, moral, linguistic and emotional formation that reflects the values we hold most dearly... integrity, honesty, moral courage, discipline, and service.

ACCREDITATION

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

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ADMISSIONS

Age requirements for the admission to the Catholic schools of the Diocese of Orlando shall conform to the uniform entry qualifications as stated in the standards of the Florida Catholic Conference for elementary schools, Southern Association of Colleges and Schools (SACS) for secondary schools, and any applicable state laws. School admission policies shall not discriminate on the basis of race, color, gender, sexual orientation, or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs, and other school programs. Admissions policies shall not discriminate against students with disabilities of any kind if, with reasonable accommodations and no undue hardship to the school, such students can meet the school's program requirements and parents are in agreement with the proposed accommodations. School admission policies must reflect the primary purpose of Catholic schools to assist families in the religious formation and education of their children in the Catholic faith. No student shall be refused admission to the Catholic schools due to the marital state of his/her parent or the suggestion or belief that the parent is not living in accordance with the teaching of the Church.

The age requirements for admission to an elementary school or an early childhood center are as follows:

Pre-K3 (FCC) Students must be 3 years of age by September 1

Pre-K4 (FCC) Students must be 4 years of age by September 1

Kindergarten (State and FCC) Students must be 5 years of age by September 1 - 1st Grade (State and FCC) Students must be 6 years of age by September 1 (In case of State vs. FCC conflict in policy the FCC Policy takes precedence). Elementary school admission policies are determined by the pastor and school principal in consultation with the local school board and in accordance with Diocesan policy.

ADMISSION/PLACEMENT TEST

An admissions test is given to Kindergarten students and all new students to St. John Vianney School.

ACADEMIC PROBATION

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

AFTER SCHOOL PROGRAM- ALPHA

A child care program is available to supervise children before and after school operating hours. The AM Program (7:00am -7:30am) provides a safe and peaceful environment in which to prepare for the school day. The PM Program (3:00pm – 6:00pm) provides children a "home-like" environment where children have time to unwind and relax after a rigorous day of study. Snacks, homework assistance, and recreational time are afforded the children in this program. All children who are not picked up by 3:20pm *will be escorted* to the After School Program and appropriate charges will be assessed. Fees are effective at 3:20pm. Payments for ALPHA are due on Fridays.

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ANIMALS

There will be no animals (such as hamsters, gerbils, guinea pigs or birds) in classrooms without prior approval. Fish are permitted but they may not be left in the classroom during extended holidays. Family pets are NOT allowed unless they are brought in to enhance a particular curriculum program. After the approval is given to the teacher by the administration, the pet will be accompanied by the adult owner who verifies their gentle nature for the special classroom activity and must then be removed from the school premises. Pets are never allowed on campus for any other reason.

ARRIVAL

The importance of coming to school on time cannot be overemphasized. School is open at 7:30am. If students are dropped off before 7:30am, they are to go directly to the social hall. At 7:30am they will be dismissed to their respective classes. Morning Prayer and announcements will begin promptly at 7:50am in the classroom. Students will be considered tardy if they arrive during or after the conclusion of Morning Prayer and announcements.

School Begins at 7:50am -- School Dismisses at 3:00pm.

Students in K-8 are to be in their seats, ready for the day, by 7:50am. Teachers are responsible for students entrusted to their care during the normal school day. Students arriving at 7:55am must go directly to the front office for their tardy slip. This will be recorded and kept on file in the office and by their teacher. Parents should not pick-up children from the school before regular dismissal except in rare emergency situations. Early dismissal of students causes disruption in the classroom. Please do not sign out your child between 2:30pm and 3:00pm. To enforce these rules, our front office will not interrupt classes during these times. If your children have doctor appointments earlier in the day, a parent must come into the school and sign them out. If someone other than a parent is going to sign out children, the homeroom teacher and the school office must be notified in advance. The person picking up your children will be required to show a photo ID.

Once your children leave the school grounds, they are officially out of school supervision and may not return to the campus unless they are coming to participate in a sport/school sponsored event. At that time, they must report directly to the Coach. If they wish to return to watch a game, they must be accompanied by a parent or other adult.

ARRIVAL & DISMISSAL PROCEDURES FOR:

RAIN DISMISSAL - We will follow the pick-up procedure of parents picking students up from their homeroom classroom. If there is lightning within a 5 mile radius of the school, we will hold students indoors. The following is the weather delayed dismissal procedure which would be: If thunder is heard within 30 seconds of lightning strike, students will not be dismissed until 30 minutes has passed from the last sound of thunder. However, parents and guardians will be allowed to sign their child out during these situations at the School Front Office.

AM DROP-OFF - In order to better secure our campus, we ask that you use the drop-off lanes to deliver your child to the school rather than walking them to the front door. If you would still like to park, then we ask that you park in designated areas. You may then walk your child to one of the designated areas of the school where they will be greeted by their teacher or another member of the Administration or Staff. Please note that all curbs should be clear of parked

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cars so that the drop-off traffic may flow smoothly. Please do not release your child in the moving areas of the lot. There is no parking in the fire lane and no releasing of students in the fire lanes or designated areas for handicap. There is NO CELL PHONE use during morning drop off.

PM PICK-UP - Please report to the designated doors with family sign. Pre-Kindergarten 3 and 4 report to the side door for AM and PM drop off and pick up. Children must be signed in by a guardian. Kindergarten report to Kindergarten building for drop off and pick-up. Grades 1 – 4 report to side door next to the community center for pick-up. Grades 5 – 8 will be dismissed from the Social Hall.

ASBESTOS REPORT

In accordance with the Asbestos Hazard Emergency Response ACT (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos-Containing Materials as developed by Law Engineering is available without restriction for your inspection at the School's Administrative Office.

ASSEMBLIES / LITURGIES

Students are to file in and out of school assemblies in an orderly, peaceful, and respectful fashion. Proper behavior during assemblies is expected of all students. During times of worship, students are expected to show respect for the Blessed Sacrament by refraining from talking. Our students attend Mass every Wednesday. All students are expected to attend school liturgies regardless of their religious affiliation. On school Mass days, all students are to be in complete school uniforms (not PE clothes).

ASSIGNMENT BOOKS

Parents should check students' assignment books each evening for homework and important communications from teachers. Assignment books must be checked and/or signed when requested by teachers. Assignment books are distributed by homeroom teachers during the first week of school. If lost, students have a three (3) day period to purchase another one for \$5.00 from the school office.

ATTENDANCE & ABSENTEEISM

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly and conform to the attendance policies of the school, Diocese of Orlando, and the laws of the State of Florida, as applicable. The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be provided in person, by telephone, or in writing.

ABSENCE: If student is to be absent, a parent is required to email the child's Homeroom Teacher with an explanation prior to 9:00am to report the absence.

Excused Absences: Absences shall be excused for the following reasons:

- illness, injury or other insurmountable condition;
- illness or death of a member of the student's immediate family;
- recognized (or established) religious holidays and /or religious instruction;

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- medical appointments;
- participation in an approved activity or class of instruction held at another site;
- prearranged absences of educational value with the principal's prior approval;
- Pediculosis (head lice) infestation (up to four (4) days per school year); or
- Catastrophic disasters that significantly impact the life of the student (e.g. Loss of residence from natural disaster).

A parental note is required after all absences. All excuses must be filed with the front office. All other absences will be counted as unexcused.

MAKE-UP ASSIGNMENTS FOR EXCUSED ABSENCE: Make-up assignments will be given upon return to school. Please do not call the office and ask for make-up work to be assigned before the students return to school. This policy will be strictly enforced. Extended absence due to illness may be afforded a different arrangement by the teachers involved. Assignments must be completed within a time agreed upon with the teacher. Typically, time allowed for make-up work is equivalent to the number of days absent.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Unexcused Absences: Unexcused absences may be considered and not limited to the following: vacations, long family weekends, extended family visits, extra-curricular activities and promotional events. These types of absences are strongly discouraged and may not constitute an excused absence.

TARDINESS: Tardiness places a burden on teachers. They cannot re-teach important materials to individual students who miss class time. It also sends a negative message to students that school and punctuality are not important. Such behavior is disrespectful to the school community. Students who continually abuse this rule will be placed on probationary status. In extreme cases where a student has excessive tardiness/absence per trimester, the administration may suspend the student or the parents may be asked to seek an alternative educational setting for their child. Routine medical, dental, and other appointments should be scheduled for after school hours. Early dismissal and Teacher Professional Days are excellent opportunities for such appointments.

Removing children from class before dismissal is strongly discouraged. If it is necessary to pick-up children from class before dismissal, the children will be release before 2:30pm, **no exceptions**, a parent must notify the Front Office. Children not pick up by 2:30pm will be send back to class to be dismissed at 3:00pm. A note should also be given to the homeroom teacher in the morning of that same day. Before leaving the building, the student must be signed out by the parent. Irregular attendance is a detriment to students' interest in school, to their scholastic achievement, and to spiritual formation. Children must be in school at least 5 hours in order to participate in any after school extra-curricular activities that day.

BOOKS

Students will be informed the first day of school on the proper care of textbooks, workbooks, and school property. No adhesives are to be applied directly to any schoolbooks or lockers. Parents will be notified if texts, workbooks, or school property are lost or damaged. If schoolbooks are damaged, students will be asked to pay the cost of the replacement. All repair and replacement costs to damaged property, is the full responsibility of the student/parent.

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BOOK BAGS/BACKPACKS

Book bags/backpacks are required for all students First through Eighth grade. Book bags should be kept in an orderly manner in the classroom or locker. Students should clean out book bags regularly at home. Key chains on backpacks are not allowed. Book bags on wheels are allowed as long as they are book bags and not travel luggage. Travel bags/suitcases are not acceptable because they are too large.

CAFETERIA

A lunch program is available daily. A monthly menu is provided. Lunch is \$3.50 and includes a drink (milk or water) Students bringing their lunch may buy a drink for \$.50. Lunch tickets are purchased in the front office. Students may bring their own lunch (to include utensils) and beverage from home. Carbonated, canned, or bottled soft drinks are prohibited. Cafeteria staff cannot make up special orders for students. No student will be denied lunch. Delivering lunches purchased out of school is strongly discouraged.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is an annual event. During this week, school spirit is promoted through a Community Mass, Student appreciation day, Faculty appreciation day, and Grandparents day. This is a wonderful week and a time for all of us to be proud to attend or work in a Catholic school. A special calendar of events will be published on your Parent Portal.

CELEBRATIONS

Simplicity and dignity is encouraged in celebrating birthdays.

BIRTHDAYS: Birthday treats are for grades Pre-K – 4th grade ONLY. Children in these grades may bring a treat (cookies, or cupcakes) to share with classmates during their lunch time. Such treats are to be dropped off at the front office, clearly labeled with child's and homeroom teacher's names. Birthday/Party Invitations: In an effort to be Christian in our approach to extending birthday and/or party invitations and in avoiding hurt feelings, the following policy is enforced: The school is unable to provide telephone numbers. Invitations may be distributed in school only if the entire class is invited; or only if all boys or all girls are invited. The sending of birthday bouquets, balloons, and other surprises to a student during school hours is not permitted. Please check with your child's homeroom Teacher for allergy restrictions.

CHANGE OF INFORMATION STATUS ... (i.e., Home Address; Work Number; Emails etc.....)

If your address, telephone number or email address changes, we ask that you make necessary updates directly on your Parent Portal or you may call the front office and give your changes to the receptionist.

CELL PHONE USE

If students need to make a phone call during school hours, they are expected to use the School/Clinic office phone. Students may not use cell phones for any non-academic purpose during school hours without the permission of the school administration. If a student brings a cell phone to school, the cell phone must be turned off during the school day and kept in the front office. Absolutely No CELL PHONE usage while in THE car-pool line.

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CHILD ABUSE REPORTING

All school personnel, including administrators and both certified and non-certified staff, are “mandated reporters” and are required to report suspected child abuse and neglect to the Department of Child and Family Services, in accordance with Florida law and Diocesan Policy. All school personnel shall follow all state laws and Diocesan policies pertaining to the protection of children. The school is responsible to inform all school employees of their obligation to report suspected child abuse and the procedures to be used when child abuse is suspected.

School personnel are required to contact the Department of Child and Family Services (DCF) when they have reasonable cause to believe that a child who is 17 years of age or younger has been harmed, or is in danger of being harmed, either physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to protect the child from harm.

1. A call must be made immediately. No one in the workplace is permitted to interfere with or prevent the call.
2. The mandated reporter is obligated to make the report to DCF and may not relinquish that responsibility to the administrator or other school representative.
3. After contacting the DCF the mandated reporter shall notify the principal who must then notify the Office of Schools.
4. An incident report shall be provided to the Office of Schools within 24 hours.

LINKS AND SUPPORTING DOCUMENTS can be found on the Diocesan website www.orlandodiocese.org: Brochure on Child Sexual Abuse and Prevention; Florida Statutes Pertaining Child Sexual Abuse; Protecting our Children Video; Department of Children and Families (DCF) Abuse Hotline; Federal Child Abuse Prevention and Treatment Act (CAPTA).

CHILD CUSTODY (DIVORCED AND SEPARATED PARENTS)

The Diocesan schools shall respect the rights of parents and legal guardians and abide by all federal, state and local laws regarding child custody. Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents. We may not release a child, student records, or confidential information to a noncustodial parent unless court-ordered documents state in writing that said parent is permitted to have access to the child or such release is authorized in writing signed by and delivered to the school by the custodial parent. It is required that the custodial parent provide the School office with an official, updated copy of the custody order. If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of the parent. If the principal determines that such a parent is volunteering in order to increase contact with the child, the principal shall notify the custodial parent and have him/her settle the issue (if they can). If they cannot amicably settle the issue, volunteering may be denied. In the absence of a court order, a school should provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

CLINIC / MEDICATIONS

The School Clinic is maintained by a State of Florida Registered Nurse during the school day. According to State policies, every student has a confidential health record on file. It is the duty of the nurse to ensure that Emergency Forms, Immunization Records and Physical Forms are up-to-date, and that health screenings

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are performed according to State guidelines. In addition, any student who is sick, injured, or needing medical treatment is sent to the clinic and if the condition warrants, parents are notified to take the student home within the hour.

The following are regulations that must be adhered to:

All students entering SJV for the first time, must submit a Florida Certificate of Immunization (HRS680) and a State of Florida Physical Exam (performed within one year of entry.) In addition, students entering Pre-school, Kindergarten and 7th Grades have specific immunizations that must be met. Students will be admitted for attendance once all forms have been received. These forms are obtained through your physician or the Orange County Health Department. It is imperative that you obtain these in a timely manner as your child cannot attend classes until all forms are received.

Emergency Forms must be completed, signed and submitted for each student yearly prior to the first day of school. No exemptions.

Authorization for Medication Forms must be completed and signed by both a parent AND a physician for ANY medication that is to be administered at school.

This includes all over-the counter medications as well as prescriptions. This is State Law.

No student will be allowed to carry medication on his/her person. The only mandated exception to this is inhaler use by asthmatics who have written and signed authorization by both parent and physician.

All medication must be in its original container.

Authorization forms can be obtained on the www.SJVS.org website or in the Clinic.

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

The Clinic must be notified immediately of any changes in a student's health or emergency information.

If a child has a special medical condition, detailed information should be filed in the Clinic, together with explicit instructions on how to proceed. Medications that are prescribed by a physician may be administered in school only in cases where failure to take prescribed medication during school hours could jeopardize a student's health. Any medication to be administered in school must have a pharmacy label that includes the student's name, directions for administration, and the physician's name and phone number. Prior to the administration of any medication in school, the parent / guardian must sign a designated Authorization for Medication form. This form may be obtained from the Clinic. The same rule applies to the dispensing of over the counter medications: Ex. Tylenol, ibuprofen, cough/cold medications and sore throat/cough lozenges. Any such medication must be brought to the school by the parent or legal guardian. For the safety and well-being of all students, we ask that students never transport medications. Serious consequences will follow with students who do not follow this rule.

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CODE OF CONDUCT – St. John Vianney Catholic School

Code of Conduct expectations apply to all school related or sponsored events or programs including, but not limited to, After School, Graduation, summer programs, athletics, Open House(s), Fish Fry, etc.

1. We will be respectful to all adults, fellow students, our environment, and ourselves.
2. We will show respect by using appropriate body language, manners, and listening and speaking skills.
3. We will be silent in the hallway during school hours.
4. We will be prepared and on time for all class and school activities.
5. We will follow the uniform codes and guidelines. Parents of students who arrive out of uniform will be notified immediately to correct the situation in order for the student to remain in school.
6. We will not tolerate bullying, fighting, stealing, cheating, lying, plagiarism, profanity, or vandalism with/against/from/among any individual(s) in our school.
7. We will stand up for what is morally right and protect those who cannot protect themselves. .
8. We will not possess or use any weapons, alcohol, tobacco, or illegal drugs.
9. We will keep all cellular phones in the office, and turned “off” while on campus.
10. We will have access to a telephone at any time during the day by simply asking a teacher or administrator.
11. We will not bring our own device to school. The school will provide what is needed for technology.

CODE OF CONDUCT POLICY /FROM THE DIOCESE OF ORLANDO / OFFICE OF SCHOOLS

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of our children. We continually review the measures we have in place to protect children, and we oftentimes ask for parental support in implementing new measures and procedures designed to make our schools a safe haven for our children. To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our school, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury.
- Threatening or causing damage to school or Diocesan property.
- Providing medical advice.
- Conducting physical examinations of, or providing shots to, students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian).
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy.
- Providing massages or other physical therapy.
- Taking blood samples or performing any other medical procedure.
- Examining the genitalia of any student, for any reason.

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- Touching an individual inappropriately.
- Smoking, or encouraging smoking, on school property.
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area.
- Denigrating or abusing any child, volunteer, or employee.

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

COMMUNICATIONS

- MUSTANG MESSENGER – a weekly newsletter containing timely school information, which is available on our website each week.
- School Website – www.sjvs.org.
- REDIKER / PARENT PORTAL - Report Cards / Daily grades / Absences / Directory / Calendar / News / Announcements
- St. John Vianney Church bulletin
- Fliers - At times, the school gives permission to certain community agencies or groups to distribute fliers to the students. The distribution of these fliers does not, in any way, indicate that the school authorizes or takes responsibility for the activity announced. All such fliers must be approved by Administration prior to distribution.
- Social Media –

CONFERENCES

Parents may make an appointment for a conference with a teacher, by calling 407-855-4660. Refer to website for individual extensions. Please refrain from interrupting teachers during morning classroom preparations. Administration and/or the guidance counselor will gladly join a parent/teacher conference at the request of the teacher or parent. Teachers will share information with a parent only about their child. In discussing disciplinary situations with parents, teachers will not relay the names of other students involved in an incident. Parents are not allowed, by law, to discuss disciplinary issues on campus with students who are not their own children.

CRISIS PLAN

St. John Vianney Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of three secure designated locations: St. John Vianney Catholic Church, Off Campus - AT&T Parking Lot, Holy Cross Catholic Church - John Young Parkway.

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CURRICULUM

St. John Vianney School follows the curriculum as outlined by the Diocese of Orlando Office of Schools, which is closely aligned with the Common Core Standards as set forth by the Florida Department of Education. For information about the curriculum, visit the Diocesan website at <https://www.orlandodiocese.org/ministries-offices/schools/schools-curriculum/> and the school website www.SJVS.org.

DIOCESAN STRUCTURE

St. John Vianney School is part of the Diocese of Orlando and is under the direction of the Office of Catholic Schools. They may be reached at 407-246-4900 or visit their website at www.orlandodiocese.org.

DISCIPLINE POLICY

In order to uphold the dignity of each child and the sanctity of our school's Mission Statement and Beliefs, the following codes, policies, and procedures have been put in place to ensure that each and every child learns in a safe, Christ-centered environment. All school rules and expectations will be modeled in an age-appropriate manner throughout the school year, and students will be provided an opportunity to practice the expectations. All staff members and CYS coaches are responsible for enforcing, documenting, and recording discipline and/or behavioral matters. The following codes, policies, and procedures apply to After School, CYS, and all school-related activities (including, but not limited to the Field Trips, Middle School Dance, sports games, etc.). The administration retains the final say in any and all situations.

DISCIPLINE PROCEDURES & CONSEQUENCES

- All rules, expectations, and procedures are clearly stated in the Code of Conduct that is signed by every parent(s) and student prior to the beginning of each school year.
- Every staff member and coach will be responsible for documenting and reporting discipline matters.
- Poor choices and failure to follow the school Code of Conduct may cause a student to miss recess, have early morning detention, have in school suspension or out of school suspension depending of the severity of the action.
- Some discipline matters, depending on the severity, regularity, and motive of a given offense, may cause the individual to move to a more severe consequence level.
- As a child progresses through consequences, the school guidance counselor will be tracking and monitoring the student's infractions. She will determine if and when she needs to speak to the individual to determine what, if any, outside or emotional factors are affecting the student's behavior/choices.
- Terms of any probation vary with each specific incidence or offense.
- Consequences may be given in any order determined to be appropriate by the administration.
- The administration has the final say in all situations.
- Students may be placed on a behavior contract, may be excluded from class trips, asked to seek an alternative educational setting.

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DISCIPLINE PROCEDURES FOR BULLYING OR HARASSMENT:

These are very serious offenses that will not be tolerated. This includes any verbal, physical, or written communications that demonstrate threatening or hostile behaviors towards another student. These types of behavior can include:

Physical: hitting, shoving, taking or damaging property, inappropriate gestures.

Verbal: oral or written threats, insulting, prejudice, or teasing behaviors.

Indirect: spreading rumors about an individual that could cause harm.

Relational: purposeful exclusion of others or the verbal suggestion of this behavior.

Sexual: inappropriate touching, threatening, or teasing in any sexual manner.

Cyber: any bullying by the use of technologies including but not limited to computer, email, hand held devices, social media, or mobile phones.

1ST WARNING- individual private conversation with teacher and guidance. An email will be sent to the child's parent notifying them of the event. The parent will be prompted to discuss this occurrence with their child. The parent must print out, sign, and return the email to school. An emailed response will be accepted.

2ND WARNING- the parent(s) will be called in for a conference/meeting with the teacher and guidance and/or administration. The child will serve a determined punishment. The teacher will record notes from the conference for documentation and the parent(s) will be asked to sign off on meeting notes at the conclusion of conference. Dependent on the severity of the situation, administration may require probation, and or suspension, as well as professional counseling intervention. The child will not be permitted to participate in school extracurricular activities for a period determined by administration.

3RD WARNING- the parent(s) are called in for a conference/meeting with guidance and administration. Notes from the conference will be documented and the parent(s) will be asked to sign off on meeting notes at the conclusion of the conference. The child will be suspended and put on probation at the discretion of administration. The child will not be permitted to participate in school extracurricular activities indefinitely. The child will be required to seek professional counseling services and receive a letter indicating that they are receiving or are scheduled for regular care in order to be permitted to return to school. Dependent upon the severity of the situation, administration may ask student to seek out alternative educational services.

Bullying or harassing behaviors will be monitored throughout the school year. This will be done in order to provide the safest environment for our children.

Note: Dependent upon the severity, nature, legality, or seriousness of any type of bullying behavior, administration reserves the right to have a student seek alternative educational services at the first or subsequent warnings.

Note: If a probationary agreement is in effect for a student, a first warning will result in a parent meeting with administration to discuss whether or not a student may be asked to seek an alternative educational setting. Administration reserves the right to make this determination.

DOCTOR APPOINTMENTS

All doctor appointments, with the exception of emergencies, should be scheduled for after school hours. In the event of appointments that require early dismissal, a note signed by the parent or an appointment card from the doctor's office must be presented before the child is excused from school.

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DUAL LANGUAGE PROGRAM

St. John Vianney is a culturally and linguistically diverse community. Dual language education takes advantage of the school's community gifts of language and culture and places students together to learn from one another about their language and culture. The best way to learn a new language is in real-life, everyday situations. The goal of the program is for students to become bilingual, bi-literate students who will have an advantage in a multicultural world.

DUAL LANGUAGE MODEL

St. John Vianney will use a 50/50 model with partner teachers, one Spanish teacher and one English teacher at each grade level beginning with Pre-K 4. We will utilize native speakers of each language. Bilingual teachers will also be utilized provided they have certification in teaching Spanish and English. Being part of a dual language program requires a long-term commitment in order for the student to see the maximum benefits. Students entering the program should commit to the program until the end of Grade 5.

The 50/50 model refers to the language in which the content is being taught.

The class will be composed of 50%-60% of Spanish speaking students and the other 40-50% will be English speakers or students who speak a non-Spanish language at home.

CONTENT/LANGUAGE PROGRESSION

Grade Level	English	Spanish
Pre-K 4	English Language Arts; Math	Spanish Language Arts; Science; Social Studies
K	English Language Arts; Math	Spanish Language Arts; Science; Social Studies
Grade 1	English Language Arts; Math	Spanish Language Arts; Science; Social Studies
Grade 2	English Language Arts; Math	Spanish Language Arts; Science; Social Studies
Grade 3	English Language Arts; Math; Social Studies	Spanish Language Arts; Science; Social Studies
Grade 4	English Language Arts; Math; Social Studies	Spanish Language Arts; Science; Social Studies
Grade 5	English Language Arts; Math; Social Studies	Spanish Language Arts; Science; Social Studies

EMERGENCY DRILLS

The school will conduct regular fire and tornado drills. The school will conduct an intruder drill during the first semester. Students are instructed by their teacher on the proper procedures to follow. The safety of each person depends on the cooperation and understanding of procedures by all students for both drills.

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EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. John Vianney Catholic School. Students who have been expelled will not be allowed to return to the school for any reason. Any student in the company of a student violating school regulations may be judged to be in violation as well and is subject to the appropriate penalty as determined by the principal or the assistant principal.

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

Going off Campus, Vandalism, Theft, Physical Violence, Possession of Tobacco, Alcohol, Drugs, and Weapons of any kind

St. John Vianney Catholic School must be a safe place for ALL students, faculty and staff. Therefore a non-violence policy will be strictly enforced.

FIELD TRIPS

Teachers plan educational field trips when the curriculum lends itself to out-of-class activities. Advance notice is given to parents regarding such outings. Release forms (required by the Orlando Diocese) are sent home and must be completed and returned to the teacher before the trip. Students who do not return their release forms at least 24 hours before the scheduled trip will not be permitted to go on the field trip-but will remain in school and be given an assignment. Only authorized (cleared fingerprint card on file) chaperones may accompany classes on trips. See: Fingerprint & Background Check. Siblings may not accompany chaperones. Chaperones must give their undivided attention to the children in their care.

Field trips are permissible for all grades when advanced planning, location, and the experience insures a successful learning opportunity.

Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A telephone call will not be accepted in lieu of proper field trip permission slip. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. All monies collected for the field trip are non-refundable.

Cell phones are not allowed on field trips unless otherwise directed.

FINGERPRINTING – VOLUNTEERS

Volunteers are always welcomed and appreciated. However, cleared fingerprints/criminal background check records must be on file in the school office before volunteers are allowed to participate. The Diocesan fingerprinting procedure has been computerized. You may begin the process by:

- Logging on to www.orlandodiocese.org. Click on EMPLOYMENT located on the left side of the page, a popup window will appear, click on Fingerprint/Background Screening and follow the prompts to the fingerprinting link

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- Have your Social Security number, Government Issued ID and Credit / Debit card handy

The Diocese of Orlando has enacted the following policy in an effort to ensure the safety of those persons under the care of the Diocese: All employees, volunteers, chaperones, clergy, seminarians, religious brothers and sisters are required to submit an electronically completed Criminal Background Check Form as well as a complete set of fingerprints. This background investigation needs to be updated every five (5) years. Please plan accordingly. You will not be able to volunteer until the school office has received your clearance. This policy will apply to all employees, parents, chaperones, and volunteers of St. John Vianney School.

FINANCIAL OBLIGATIONS

Parents must remain current in their financial obligations to the school. Families are to take the initiative of contacting the administration to explain the reasons for any delinquency and the steps for the correction of any outstanding accounts. Your access to your child(rens) grades will be blocked, however, you will still have access to your Parent Portal until the unpaid financial or other obligations. Continued delinquency may result in dismissal from classes and school activities until financial obligations are satisfied.

All families must enroll in the FACTS Tuition Management Service.

FACTS Tuition Management Service Overview:

Pays tuition over 11 months via automatic deduction.

FACTS enrollment must be completed by June 15th each year.

Please note that you may pay in full for one child and utilize FACTS for another.

All tuition and fees must be up to date by May 1th for an eighth grade student to participate in graduation activities.

FLORIDA VIRTUAL SCHOOL POLICY

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

“FORGOTTEN” ITEMS

The office will not interrupt instruction to deliver “forgotten” items to students. Our office staff will use discretion when delivering items. Parents are asked to be prudent in dropping off “forgotten” items as it goes against our policy of teaching responsibility.

FUNDRAISING

Fundraising is vital to our school. Your cooperation and participation are needed and greatly appreciated throughout the year. See: SJV PTO Association

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GEARS PROGRAM

GEARS is a program at St. John Vianney Catholic School that is designed to help students become creative thinkers, critical thinkers, and caring thinkers. When students think creatively they generate ideas that are original, and they can elaborate on their ideas. Creative thinkers are curious, make complex connections, and can use their imaginations. They are risk takers who can try new and interesting ways to solve questions. Critical thinkers are able to focus, to plan, to affirm others, and are open to new ideas. Caring thinkers value different points of view, think about others' feelings, actively listen, and show empathy.

The GEARS program will have three main parts, which are a Gifted Program, an Enrichment Program, and a schoolwide program to enhance Academic Rigor. The GEARS program is open to students in First through Fifth Grade, acceptance into this program will be based on the following criteria: combined scores from a Cognitive Test, such as the CogAt, standardized test scores, and STAR assessments.

Students who have been selected to participate in the GEARS program will meet on a weekly basis in a specialized classroom designed to encourage creativity, teamwork, and problem solving skills.

As a result of participating in GEARS, students will be able to:

- Extend their knowledge to allow them to make connections, to analyze, to evaluate, and to create.
- Develop research skills.
- Work independently and collaboratively on projects.
- Produce a project that has a positive effect.
- Build relationships with their peers.
- Become active listeners who can show empathy.
- Understand that they can learn from their mistakes.

GRADING SYSTEM

A grading policy is designed to guide the teacher in the assessment of student performance and to evaluate a student's academic progress as fairly as possible across the curriculum. All grading practices should be based upon current research and best practices.

The assessment and evaluation procedure is an important component of the teaching and learning process. Parents may set the system to automatically send them a message at their e-mail when a grade has been changed and/or updated. Informal conferences between parents and teachers may take place at any time during the school year and are encouraged.

Students must have a passing grade in all of the core subjects (Math, Language Arts, Social Studies, and Science) and an overall academic average of at least "C" in order to avoid academic probation. Students failing to meet this requirement will be placed on academic probation at the close of the next grading period. In order for academic probation to be removed, the student must achieve an overall academic of at least a "C" by the end of that grading period. If not, a conference will be held with the student and parents.

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REPORT CARDS: Report Cards will be emailed to you via Rediker. All school accounts must be current to have access to your Parent Portal or report cards. Final Report Cards will be emailed to the parents by the third week in June.

Incomplete Grades will be issued to students who missed work due to illness or other extenuating circumstances. The incomplete work must then be completed within the time assigned by the teacher. This practice is not to be interpreted as a “grace period” to make up late or misplaced work.

GRADING SCALE

K-2	3-8
P - Proficient: Student work is secure and meets grade level expectations for this trimester with accuracy.	A 100 – 90
DP - Developing Proficiency: Student work is developing but is not consistently meeting grade level expectations for this trimester.	B 89 – 80
EP - Emerging Proficiency: Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.	C 79 – 70
IP – Insufficient Proficiency: Student work shows insufficient progress/understanding and is significantly below grade level for this trimester	D 69 – 60
	F 59 - Below

GUIDANCE SERVICES

Guidance Services are provided to all students in grades Pre-K 3 through 8th. Appointments with the guidance counselor are scheduled through the classroom teacher or by parental request. Services provided are individual, group, crisis, consultation and guidance lessons. The school counselor will provide short-term guidance to students with issues involving social, personal or academic concerns. The counselor also confers with teachers, parents and the administration to ensure students’ issues are addressed and refers families when necessary to outside counseling services.

Students who have been identified through the county system as qualified participants of certain special education services such as gifted program and/or speech may receive services while continuing enrollment at St. John Vianney School. The Academic support teacher will assist parents of children attending St. John Vianney School to obtain, if necessary, services through the county in which they reside. Each situation will be assessed individually as our goal is to help each child achieve success.

HARRASSMENT

Harassment is contrary to Gospel values and has no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of fear. Harassment occurs in many ways, including, but not limited to: verbal or written threats, bullying, cyber-bullying, emotional, psychological,

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

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

- Verbal or written: comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication
- Bullying: characterized by aggressive behavior toward another, intentional repeated hurtful acts over a period of time, imbalance of power (real or perceived) between the bully and the victim.
- Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats);
- Physical: punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling
- Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulation, isolating, ostracizing, and peer pressure

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

We will include instructional programs and lessons that teach the dangers and consequences of harassment. Special assemblies or speakers may be part of the curriculum to inform and educate students.

We will be proactive in dealing with incidents of harassment, working closely with families, parents, and guardians.

HEALTH REQUIREMENTS

All students must have updated health and immunization (DH680) forms on file in the school office as mandated by the State. Non-compliance will prevent your child from attending school.

Quality education occurs best when students and teachers are healthy. Health care is the primary responsibility of the parents/guardians. Parents must comply with applicable local and State of Florida health requirements for students. We shall comply with the local and State of Florida regulations regarding physical examinations, immunizations, and contagious diseases of students. The principal is responsible for ensuring that the state prescribed immunization program is implemented in each school and that student health screenings are conducted in accordance with current guidelines.

All children in Florida shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be in the students records before the first day of school. If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the parent presents proof of their child having had the health examination and presents proof of required immunizations.

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HOMEWORK

Homework should deepen students' understanding and skills relative to content that has been initially presented, or prepare students for new content. Homework should give students the opportunity to practice and reinforce skills. Homework is a learning activity which should increase in complexity according to the maturity and capability of the student and should reinforce instruction.

The purpose of home assignments is:

- To reinforce by studying and practice, the material learned in school.
- To deepen knowledge of a subject by long range reading, projects and research.
- To develop initiative, independent thinking and responsibility for completing assignments
- Homework also includes studying for tests and quizzes and review of material covered in class that may not include written work.
- Daily homework is assigned to students in all grades according to their ability. The time expected of the average student daily is:

Grades K-2: 30-45 minutes

Grades 3-5: 45-60 minutes

Grades 6-8: 60-90 minutes

HONOR ROLL

- A Honor Roll
- A student must have all A's in all courses and receive only 1's in Behaviors of a Learner. For eighth grade Spanish is a major subject and will be given a numerical grade.
- A & B Honor Roll
- A student must have all A's & B's in all courses and receive 1's & 2's in Behaviors of a Learner.
- For eighth grade Spanish is a major subject and will be given a numerical grade.

ILLNESS

Children who are ill must remain at home. A written parental note explaining the absence is required upon the child's return to school. If a student is obviously ill in class, the teacher will write a pass for the student to go to the Clinic. Parents will be notified if a student is not well enough to complete the school day.

INSURANCE

All students at St. John Vianney School are covered by the Diocesan insurance plan for the hours they are under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

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LEARNING DIFFERENCES

Parents must submit copies of all diagnosis and evaluations pertaining to that student - including psychological and educational evaluations, information regarding any medication the student is taking, and the reason for taking the medication. Failure to do so may result in the student not being accepted at St. John Vianney School. If, after the student is accepted, it is found that requested information was withheld, St. John Vianney School reserves the right to terminate said student's enrollment. Parents of students that presently attend St. John Vianney that are subsequently diagnosed with a physical, emotional, or behavioral condition, or receive a psychological or educational evaluation, will be required to sign a Release of Information form, so that St. John Vianney can obtain a copy of the results, which will be kept in a limited access confidential file. The purpose of this request is so that we can legally make special accommodations for students with special needs. If we do not have documentation stating student's diagnosis and/or special needs in our files, we cannot legally make special accommodations for that student. In signing the agreement page all parents agree to this policy.

LOST AND FOUND

Items are turned in constantly. Clothing, books, backpacks and other items can often be located in the lost and found designated boxes by the gym and front office. Please check the lost and found boxes or check with the School Office if your children are missing items. Returns would be facilitated if such items were marked with student's name. Please mark all children's clothes and belongings with full names in permanent marker. Lost items of value are announced on the day they are found. If they are not claimed within two weeks' time, they will be donated to the St. Vincent de Paul or given to the finder. Unclaimed school uniforms are forwarded for recycling.

MIDDLE SCHOOL CODE OF CONDUCT

MERIT AND DEMERIT SYSTEM

In order to help students make positive choices and to create a positive climate for learning, St. John Vianney Catholic School will use a merit and demerit system to address behavior in the Middle School (Grades 6, 7, 8). The system below will provide rewards for positive behaviors and consequences for negative behaviors.

This system is intended to assist students in making good choices thus producing well- behaved students. Our goal is to develop students who are self-disciplined and good citizens. Major infractions may result in disciplinary action that is not addressed using demerits.

All merits and demerits will be documented through LiveSchool.

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STUDENTS WHO DEMONSTRATE THE FOLLOWING POSITIVE BEHAVIORS CAN EARN MERITS

Students can earn from 1-5 points for any of the following behaviors:

- Demonstrating **Trustworthiness** (honesty, returning lost items)
- Demonstrating **Respect** (value other's opinions and property, listen to peers & superiors alike)
- Demonstrating **Responsibility** (returning important documents, reporting incidents)
- Demonstrating **Fairness** (be accountable, cooperate, be willing to do what is best for everyone)
- Demonstrating **Citizenship** (pride in school)
- Demonstrating **Caring** (holding the door, saying please and thank you, assisting a classmate)
- Demonstrating **Leadership** to Peers
- Appropriately Handling/Walking Away from Conflict and/or Confrontation
- Random Merits (school spirit, fire drill and assembly behavior)
- Significant Academic Improvement
- Consistent Recognized Class Participation

*Additional merits can be earned for other appropriate behaviors and can be assigned by the staff.

Merits will be able to be spent at a Reward Store on Wednesday mornings in homeroom before Mass. Some of the shop incentives are listed below.

Free Sock Day	Re-Do
Seat Swap	Pick a Partner
Teacher Chair	No Homework
Headphones	Teacher Test Help
Free Shoe Day	Free Dress Down

STUDENTS WHO DEMONSTRATE THE FOLLOWING NEGATIVE BEHAVIORS CAN EARN DEMERITS

The demerits are designed to document and track repeated discipline infractions. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline.

Demerits can be earned for (but not limited to) the following behaviors:

- Dress code violation
- In unauthorized area
- Unprepared for class
- Inappropriate public displays of affection
- Inappropriate conduct/horseplay

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- Malicious remarks
- Misrepresenting facts
- Abusive language (including profanity and/or inappropriate gestures)
- Arguing / Rudeness
- Class disruption
- Theft
- Leaving class without permission
- Misuse of school technology (inappropriate searches, password sharing, pornography)
- Vandalism/Minor damages to school property/misuse of school equipment and supplies
- Disrespect, open defiance, and/or contempt for authority
- Forgery
- Reckless inappropriate conduct/horseplay
- Consistent disruptive behavior
- Violation of the schools acceptable use policy both on AND off campus*
- Willful destruction of school property*
- Fighting (harmful and/or offensive contact)*
- Peer harassment (verbal and/or physical)*
- Violation of the Sexual Harassment Policy*

*These negative behaviors will result in immediate referral to administration and may result in suspension or expulsion.

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PENALTIES FOR ACCUMULATED DEMERITS

St. John Vianney Middle School believes that a progressive discipline plan best allows students the opportunity for positive behavior change. Teachers can also use other interventions for dealing with inappropriate behaviors in their classroom.

DEMERIT TOTALS AND CONSEQUENCES

Demerit Total	Consequence
3 Missing Homework Demerits	One (1) Thursday Morning Detention from 7:00am-7:30am *Each subsequent homework demerit will result in a parent/student/teacher conference and possible suspension from extracurricular activities.
2 Behavior Infractions	Homeroom teacher will send parent e-mail
3 Behavior Infractions	One (1) Thursday Morning Detention from 7:00am-7:30am
4 Behavior Infractions	Parent/Student/Teacher conference AND One (1) Thursday Detention from 7:00-7:30am
5 Behavior Infractions	Referral to administration for behavior intervention plan with parents

+point totals subject to change

ADDITIONAL SANCTIONS

A student who has been placed on suspension WILL NOT be permitted to participate in or attend any school-sponsored curricular or extracurricular activities or student activities conducted on or off school premises for the duration of the suspension. In addition to the consequences listed, privileges that relate to a specific offense can also be revoked.

Students should be aware that they are always representing St. John Vianney School at on or off campus curricular and extracurricular activities. Demerits and consequences may be issued for inappropriate conduct at these events.

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NATIONAL JUNIOR HONOR SOCIETY (7TH & 8TH GRADES ONLY)

Students will be recommended for memberships in the National Junior Honor Society if they have a 94% average and 1's and 2's in the Behaviors of a Learner. Once a student has met the minimum qualifying grade point average and demonstrates the appropriate Behaviors of a Learner, he or she will receive an application packet to complete. The faculty council reviews the students. A 94% average is the first criteria for recommendation, but the average alone does not merit membership. Students must exhibit the qualities of leadership, service, character, and citizenship in addition to academic excellence.

NON-DISCRIMINATORY POLICY ON ADMISSION AND HIRING FOR THE DIOCESE OF ORLANDO

The Catholic Schools of the Diocese of Orlando state the following policy in regard to admission and hiring practices: No person, on the grounds of race, color, sex or country of national origin, is discriminated against in admission or in receiving services of any school operated by them, nor do they hire or assign staff on the basis of race, color, sex or national origin either of the individual or of the student.

PARENT TEACHER ORGANICATION

St. John Vianney Catholic School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. All families enrolled in the school are beneficiaries of any service rendered. The Parent Teacher Organization coordinates the Volunteer Program, helps with fund raising, and prints the Family Directory. The Parent Teacher Organization funds many projects directed by the administration. One general meetings is sponsored early in the school year. This Organization is the working arm of our school. It needs the response of each family to be successful. Each family is required to volunteer a minimum of 20 hours per school year. *(Field trips do not count towards volunteer hours).*

PEACEFUL PLAYGROUND

The Peaceful Playgrounds Program is a physical activity program that improves recess and overall school climate in before, during and after-school programs. Children love the colorful transformation provided by the 100 NEW games and activity choices on the playground. Research on the Peaceful Playgrounds Program found that it REDUCES bullying, visits to the school nurse, visits to the principal's office, and playground injuries while INCREASING the number of physically active children.

PHOTOGRAPHY AND PUBLICATIONS / DIOCESAN POLICY

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (we) the parent(s) or legal guardians of a student enrolled at St. John Vianney School, do hereby consent, authorize and grant permission to the Diocese of Orlando and St. John Vianney, Orlando, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In addition, we consent to St. John Vianney School's use, reproduction, display, and performance of any creative works made or authored by my student as part of his/her school activities (including without limitation, pictures, sketches, essays, short stories, poems and

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projects) for inclusion and display on the school's website. As safety precaution, if a picture of a student or class is displayed on the school website, there will be no reference to student names, initials, or other personal information relating to the student. We understand that St. John Vianney School has no control over who will access the school's website and what, if anything will be done with the materials by those who access the website. In granting, such permission (I) (we) hereby relinquish and give the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video, audio tapes, or any other materials and so release any and all claims of any nature whatsoever arisen for their use. *If you DO NOT give permission for your student to be photographed, interviewed, videotaped, or for your student's pictures or work to be displayed on the St. John Vianney School website and other communication tools, please notify the administration in writing.*

PHYSICAL EDUCATION

All students are scheduled for Physical Education classes. Students (K – 8) who are unable to participate in P.E. must present the teacher with a written note from a parent or doctor stating the reason. A note from a parent explaining why the student is not able to “dress out” will excuse the child for that day only. All students are required to wear a P.E. Uniform purchased from Educational Outfitters (www.EducationalOutfitters.com). It is highly recommended that you label your child’s P.E. uniform. See: Uniforms

PROMOTION AND RETENTION POLICY

Advancement to the next grade in St. John Vianney Catholic School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Retention will be an administrative decision if recommended for a second year. If it has been suggested that your child be retained by two consecutive teachers, your child must be retained or transferred to a new school.

In grades K-8, failure in two core subjects (Math, Social Studies, Science, Reading, and English) mandates retention. In grade 8, a student failing two or more core subjects will fail the Eighth grade.

PUBLIC SCANDAL INVOLVING STUDENTS

The Diocese considers it a privilege for a student to attend a Catholic School. The student should understand that he/she represents the school to the community in a very unique way. Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.

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READER SPACE/STEM LAB

The school has a well-equipped automated library and STEM center. Students are encouraged to use the library for curricular enrichment and pleasure reading. All students have access to the school library, and should welcome the library as a source of information and enjoyment.

REPORT CARDS/PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards are distributed through Plus Portals three (3) times during the academic school year or every twelve (12) weeks. Release dates are listed on the school calendar.

REGISTRATION/RE-REGISTRATION

Available online <http://sjvs.org/admissions/>

- Application fee for new students: \$50.00 must be submitted with the application.
- Registration Fee \$250.00 for new students is due upon acceptance to the school.
- Instructional/Technology Fee: \$375 per student

Returning students must reserve their place by submitting a Registration Fee of \$200.00 by the date designated by the School Finance Committee and sign the enrollment contract.

Fees are **NON-REFUNDABLE**: Application Fees, Registration Fees, and Instructional

There will be a \$25.00 returned check fee for all checks made payable to St. John Vianney School that do not clear the bank. Please address all tuition questions to the school finance office at: (407) 855-4660 ext. 264

RELEASE OF STUDENTS DURING THE SCHOOL DAY

The Diocese of Orlando recognizes that the parents/guardians are the primary educators of their children. No member of the school staff may release a student to any person without written permission of the parent or guardian. The written permission will be kept on file until the end of the school year. Students may not be release after 2:30pm Monday – Friday and on early dismissal days the students may not be release after 11:30am.

RELEASE OF STUDENT TO A LAW ENFORCEMENT AGENCY

The Diocesan schools shall provide a safe environment to support the teaching and learning programs and to protect students. We will comply with authorized local law enforcement and child protection agencies when they request protective custody of a student. In the absence of the parent or legal guardian, the following may take protective custody if urgent and immediate necessity exists regarding the safety and well-being of the student: Law enforcement (Police)

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and/or Department of Child and Family Services (DCFS). We will follow the direction of the law enforcement agency in regard to notifying the parent/guardian when a child is taken into protective custody. The police or DCFS agent is not required to wait for the arrival of the parent/guardian and may leave immediately with the child.

Neither the police nor DCFS agent needs the other's presence to take protective custody. Either entity can do so independently of the other agency. In all such cases the school should inspect and document the identification of the individual taking protective custody of a student.

REDIKER- PARENT PORTAL

REDIKER is an internet company that serves schools by providing a program to upload grades and other academic information. It is available to browse at your convenience by using your Parent Portal. This service is password protected. You may go in and change it at any time. Please note: your access to your Parent Portal will be denied if you are showing an outstanding tuition balance and until all Financial / PTO / Library or other outstanding obligations are met.

RETURNED CHECKS

When any checks are returned for insufficient funds, issuer will be notified that all future payments must be made with cash, money order, or certified funds for the remainder of the year. A \$40.00 penalty fee will also be assessed for each returned check. The check will not be re-submitted to the bank for collection, and issuer will have fourteen (14) days from the day of notification by the school office to bring in cash payment. If payment is not made in the fourteen (14) day period, the Administration has the option to exclude your children from classes until payment is made or until a payment schedule has been arranged with the principal.

REVIEW OF RECORDS

The school voluntarily complies with the Buckley Amendment (1974) and allows parents to see the student's cumulative record file. A request to see a student's file must be put in writing. Within 48 hours, the school will permit the parent to review the file in the presence of a witness delegated by the principal.

RIGHT TO AMEND

St. John Vianney Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents.

SCHOOL ADVISORY BOARD

This Board is an advisory body which assists in the operation of the educational facilities at St. John Vianney Catholic School, subject to such regulations as exist in the Canon Law of the Catholic Church, the regulations of the Diocese of Orlando and the Diocesan Board of education. This Board assists in the formation and implementation of policies governing the operation of St. John Vianney Catholic School. All meetings of the School Advisory Board are open meetings. The right of anyone to address the Board shall be limited to those whose written petition has been approved for the agenda at least two weeks in advance of the meeting. This Board meets on the third Tuesday of August, November, February and April.

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SCHOOL OFFICE HOURS

The school office is open on all school days from 7:30 a.m. - 4:00 p.m. The phone number is 407-855-4660.

STUDENT RECORDS

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

Request for records, transcripts, and recommendations will need a five school-day request to the School Office. The School Office will distribute all forms for completion by staff. Records will be sent when all financial commitments are met.

SCHOOL RULES

The school rules are guidelines that should be discussed in conjunction with any classroom rules the teacher has established. The school-wide rules that address all areas of daily behavior are:

- Show respect for self and others, including belongings
- Be prepared for class
- Speak at appropriate times
- Remain on task
- Show self-control with language and behavior

SCIEXPLORE LAB

Students will participate in the SciExplore Lab program. Students will be expected to follow the rules and regulations the teacher has shared with them. It is the responsibility of each student to follow any written and verbal instructions concerning procedures and/or precautions for the protection of the students.

Students will be expected to practice safe conduct in the classroom. In signing the handbook, students will agree to abide by any instructions provided by the instructor and instructions provided.

SEARCH OF STUDENTS AND THEIR PROPERTY

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment. Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events. The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice.

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School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

SPORTS PROGRAMS AND PARTICIPATION IN ALL CLUBS / ORGANIZATIONS – WEBSITE: <https://orlando.catholicyouthsports.org/>

Representing the school in the sports program of the Diocese and participation in other clubs and organizations is a privilege extended to students. There are certain academic and conduct requirements for students who wish to participate.

ABSENT – Must be in school all day:

In order to participate in a game or practice for any sports event, students must be in school the entire day. If a student is absent on Friday, they may not participate in any weekend games or practices.

ACADEMIC REQUIREMENTS: Students must maintain a combined average of 2.8 in major subjects (Science, Social Studies, Religion, Language Arts, and Mathematics) as well as maintaining a passing grade in Enrichment classes (Music, Spanish, Drama and Art). Any student that has a failing grade in any area will not be allowed to participate in any extracurricular activities, sports, clubs, or organizations. This policy will be strictly enforced.

CONDUCT REQUIREMENTS: Students must be recommended by their teachers based on their cooperation with school rules and regulations and their conduct in class. The Athletic Director will submit a list of players who wish to participate in each sport. The administration will advise the athletic director if students are eligible to participate based on the above criteria. Eligibility is determined by performance in the prior grading period. The end-of-year report card is used in determining eligibility for activities during the first grading period of the following year.

CONSENT AND RELEASE FROM LIABILITY CERTIFICATE FOR CONCUSSION AND HEAT-RELATED ILLNESS – this form must be signed by each student athlete and their parents in order to play a sport. Please see your child’s coach to receive the form. The form is also on the Catholic Youth Sports website.

CONCUSSION INFORMATION

WHAT IS A CONCUSSION?

Concussion is a brain injury. Concussions, as well as all other head injuries, are serious. They can be caused by a bump, a twist of the head, sudden deceleration or acceleration, a blow or jolt to the head, or by a blow to another part of the body with force transmitted to the head. You can’t see a concussion, and more than 90% of all concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. All concussions are potentially serious and, if not managed properly, may result in complications including brain damage and, in rare cases, even death. Even a “ding” or a bump on the head can be serious. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, your child should be immediately removed from play, evaluated by a medical professional and cleared by a medical doctor.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

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Concussion symptoms may appear immediately after the injury or can take several days to appear. Studies have shown that it takes on average 10-14 days or longer for symptoms to resolve and, in rare cases or if the athlete has sustained multiple concussions, the symptoms can be prolonged. Signs and symptoms of concussion can include: (not all-inclusive)

- Vacant stare or seeing stars
- Lack of awareness of surroundings
- Emotions out of proportion to circumstances (inappropriate crying or anger)
- Headache or persistent headache, nausea, vomiting
- Altered vision
- Sensitivity to light or noise
- Delayed verbal and motor responses
- Disorientation, slurred or incoherent speech
- Dizziness, including light-headedness, vertigo (spinning) or loss of equilibrium (being off balance or swimming sensation)
- Decreased coordination, reaction time
- Confusion and inability to focus attention
- Memory loss • Sudden change in academic performance or drop in grades
- Irritability, depression, anxiety, sleep disturbances, easy fatigability
- In rare cases, loss of consciousness

WHAT CAN HAPPEN IF MY CHILD KEEPS ON PLAYING WITH A CONCUSSION OR RETURNS TOO SOON?

Athletes with signs and symptoms of concussion should be removed from activity (play or practice) immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to sustaining another concussion. Athletes who sustain a second concussion before the symptoms of the first concussion have resolved and the brain has had a chance to heal are at risk for prolonged concussion symptoms, permanent disability and even death (called “Second Impact Syndrome” where the brain swells uncontrollably). There is also evidence that multiple concussions can lead to long-term symptoms, including early dementia.

WHAT DO I DO IF I SUSPECT MY CHILD HAS SUFFERED A CONCUSSION?

Any athlete suspected of suffering a concussion should be removed from the activity immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from an appropriate health-care professional (AHCP). In Florida, an appropriate health-care professional (AHCP) is defined as either a licensed physician (MD, as per Chapter 458, Florida Statutes), a licensed osteopathic physician (DO, as per Chapter 459, Florida Statutes), or a licensed physician’s assistant under the direct supervision of a MD/DO (as per Chapters 458 and 459, Florida Statutes). Close observation of the athlete should continue for several hours. You should also seek medical care and inform your child’s coach if you think that your child may have a concussion. Remember, it’s better to miss one game than to have your life changed forever. When in doubt, sit them out.

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WHEN CAN MY CHILD RETURN TO PLAY OR PRACTICE?

Following physician evaluation, the *return to activity process* requires the athlete to be completely symptom free, after which time they would complete a step-wise protocol under the supervision of a licensed athletic trainer, coach or medical professional and then, receive written medical clearance of an AHCP.

HEAT-RELATED ILLNESSES INFORMATION

People suffer heat-related illness when their bodies cannot properly cool themselves by sweating. Sweating is the body's natural air conditioning, but when a person's body temperature rises rapidly, sweating just isn't enough. Heat-related illnesses can be serious and life threatening. Very high body temperatures may damage the brain or other vital organs, and can cause disability and even death. Heat-related illnesses and deaths are preventable.

Heat Stroke is the most serious heat-related illness. It happens when the body's temperature rises quickly and the body cannot cool down. Heat Stroke can cause permanent disability and death.

Heat Exhaustion is a milder type of heat-related illness. It usually develops after a number of days in high temperature weather and not drinking enough fluids. Heat Cramps usually affect people who sweat a lot during demanding activity. Sweating reduces the body's salt and moisture and can cause painful cramps, usually in the abdomen, arms, or legs. Heat cramps may also be a symptom of heat exhaustion.

WHO'S AT RISK?

Those at highest risk include the elderly, the very young, people with mental illness and people with chronic diseases. However, even young and healthy individuals can succumb to heat if they participate in demanding physical activities during hot weather. Other conditions that can increase your risk for heat-related illness include obesity, fever, dehydration, poor circulation, sunburn, and prescription drug or alcohol use.

For current and up-to-date information on concussions, visit <http://www.cdc.gov/concussioninyouthsports> or <http://www.seeingstarsfoundation.org>

I accept responsibility for reporting all injuries and illnesses to my parents, team doctor, athletic trainer, or coaches associated with my sport including any signs and symptoms of CONCUSSION. I have read and understand the above information on concussion. I will inform the supervising coach, athletic trainer or team physician immediately if I experience any of these symptoms or witness a teammate with these symptoms. Furthermore, I have been advised of the dangers of participation for myself and that of my child/ward.

SUSPENSION

Students who are given an in-school suspension will be required to report to school each day. Students must complete all class work and tests from the days of suspension. Students may serve an out of school suspension at the discretion of the administration

TECHNOLOGY

A "Student/Parent Consent Form for Digital Resources" is below. With your permission, your student will be assigned his or her own username and will be allowed to participate in the use of the online applications and resources. All Diocesan policies are still in effect, and apply, as indicated in the Student

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Technology Responsible Use Policy below as well. Every attempt has been made to provide safe and secured online experience with a web content filter; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel. By signing, you are indicating once again that you understand and agree to follow the Diocesan and school policies and guidelines as detailed in the Student Technology Responsible Policy.

DIOCESE OF ORLANDO / OFFICE OF CATHOLIC SCHOOLS STUDENT / PARENT CONSENT FORM FOR DIGITAL RESOURCES

St. John Vianney School recognizes that access to technology in school provides students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, St. John Vianney School will be using a variety of online electronic resources to supplement and enrich the instruction provided by our teachers. The primary purpose of the online applications and resources are to support teaching and learning and have been carefully selected for appropriate use in our school. These applications and resources are as follow:

1. Pearson
2. IXL Math/Language
3. GoMath
4. Our Sunday Visitor
5. Khan Academy
6. Brain Pop
7. Open Court
8. Over Drive

The school may add other resources as the year progresses.

Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

St. John Vianney School does not provide any student's personal information to the content providers and complies with the Family Educational Rights and Privacy Act (FERPA). Also, the companies named above fully meet the terms of the Children's Online Privacy Protection Act (COPPA).

With your permission, your children will be assigned his or her own username and will be allowed to participate in the use of these online applications and resources that support teaching and learning. All Diocesan policies are still in effect, and apply, as indicated in the Student Technology Responsible Use Policy. Every attempt has been made to provide safe and secured online experience with a web content filter; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

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TECHNOLOGY RESPONSIBLE USE POLICY

Diocese of Orlando / Office of Catholic Schools
Student Technology Responsible Use Policy
July 27, 2017

1.0 INTRODUCTION

St. John Vianney recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally owned devices on the school campus.

The St. John Vianney network is intended for educational purposes.

All activity over the network or when using school technologies may be monitored and retained.

Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).

Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.

St. John Vianney makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

DEFINITIONS

2.1 AUTHORIZED USERS:

Student: any child 18 years or younger enrolled in St. John Vianney

Faculty/Staff: any person who is employed by St. John Vianney, whether part-time or full-time, who provides instruction to students

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School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. John Vianney. Technologies Covered St. John Vianney School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, St. John Vianney may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, St. John Vianney will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

3.0 USAGE POLICIES

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention, St. John Vianney will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

WEB ACCESS

St. John Vianney provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

EMAIL

St. John Vianney may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

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Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

SOCIAL/WEB 2.0 / COLLABORATIVE CONTENT

Recognizing the benefits collaboration brings to education, St. John Vianney may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online. The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

MOBILE DEVICES POLICY

St. John Vianney may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

St. John Vianney may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

Students must to follow the same code of conduct for use of personally owned devices on St. John Vianney campus or at other functions, whether on or off property, related to the St. John Vianney

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SECURITY

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

DOWNLOADS

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

NETIQUETTE

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

PLAGIARISM

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

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If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

5.0 CYBER BULLYING

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

SEXTING

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 EXAMPLES OF RESPONSIBLE USE

The student will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 EXAMPLES OF IRRESPONSIBLE USE

I, the student will not:

- Use school technologies in a way that could be personally or physically harmful.

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- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Send or distribute obscene, lewd or sexually explicit images.
- Use language online that would be unacceptable in the classroom.

Use school technologies for illegal activities or to pursue information on such activities.

Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 INTERNET SAFETY PLAN

St. John Vianney implements an effective internet filtering and reporting solution Sonic Wall CIPA, that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA

The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors

Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats

School network is secure with Sonic Wall CIPA from unauthorized access, including “hacking” and other unlawful activities by minors online

Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying

Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and St. John Vianney will hold an informational meeting to address the policy.

10.0 LIMITATION OF LIABILITY

St. John Vianney will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.

While St. John Vianney employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

St. John Vianney will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

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11.0 VIOLATIONS OF THIS RESPONSIBLE USE POLICY

Violations of this policy may have disciplinary repercussions at the discretion of St. John Vianney according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

12.0 REFERENCES

Children's Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html>, <http://ifea.net/cipa.html>

Children's Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>

Protecting Children in the 21st Century - http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf

Consortium for School Networking – <http://www.cosn.org>

TECHNOLOGY EQUIPMENT USAGE

Each student (grades 3 – 8) has access to IPADS and/or Chromebooks.

The student is responsible for said items mentioned above if misused, broken or lost. Payment will be expected immediately if equipment is proven to be damaged or lost by student.

TELEPHONE

We make every effort to keep interruptions of the instructional program to a minimum. Therefore, students and teachers will not be called to the phone during the school day except in an emergency situation. Emergency messages to a student will be taken and delivered by the school receptionist. Cell phones may not be used during school hours by students. School phones are to be used for school business only. Student use of the phone will be at the Staff's discretion. In order to develop responsibility, students will not be permitted to make calls for last minute changes in dismissal arrangements, forgotten assignments or lunches, etc... except in rare emergencies, or when instructed to do so by a teacher.

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TESTING

STANDARDIZED TESTING IN THE DIOCESE OF ORLANDO

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

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

The Iowa Test of Basic Skills is given in Grades 2 through 8.

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

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

TUITION

Tuition rates are determined yearly. Supply list costs, materials fees and registration fees are not included in the tuition. Tuition is collected through FACTS Tuition Management Company. Each family must set up an account with FACTS in order to make payments. In order for a child to re-register, all accounts must be current. Final grades will not be posted or released until all financial obligations are met. See our website www.stjcs.com for Tuition & Fee Schedule. Pass due amounts may be subject to collections.

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TUITION PAYMENT OPTIONS:

FACTS Tuition Management Service. Payments are made on the 5th or 20th of each month beginning in August and ending in June.

Annual Payment: Pay in full by August 1st.

Semi-annual Payment: Pay 1/2 annual tuition by August 1st and the remainder by January 1st.

Scholarships accepted for VPK, Step Up, AAA, Kremer, limited McKay and Gardiner.

UNIFORMS

SJV follows the Diocesan expectations of school uniform. All students must be in uniform every day. The faculty has formulated uniform guidelines in an effort to ensure an environment that is free from distractions and conducive to learning. Please comply with these requirements by respecting and supporting this environment. A clean and neat appearance enhances your child's dignity and promotes proper behavior. The school uniform achieves these purposes. Please make every effort to see that your child comes to school properly groomed and wearing the correct uniform. Label all clothing that will be worn to school. Educational Outfitters (www.EducationalOutfitters.com) is the official supplier of uniforms for our school. The administration reserves the right to correct for non-compliance. The school is NOT responsible for lost items of clothing.

MASS DAYS:

Official school uniform is to be worn. No P.E. uniforms.

GIRLS - KINDERGARTEN

Pull-on khaki shorts with red Polo shirt, OR jumpers with white "Peter Pan" shirt. Jumpers are NOT to be worn with red Polo shirt. White (ankle length, crew length or knee-high) socks, solid black velcro tennis shoes. Girls may wear black Mary Jane shoes on non-P.E. days.

GIRLS – GRADES 1 – 4

Red Polos with khaki shorts or plaid skorts.

OR, jumpers with white "Peter Pan" shirt. Jumpers are NOT to be worn with red Polo shirts. Brown or black belts (optional), white (ankle length, crew length or knee-high) socks.

1st grade, black Velcro tennis shoes or black Mary Janes (no Mary Janes on P.E. days)

2nd-4th grade, black lace-up tennis shoes or black Mary Janes (no Mary Janes on P.E. days)

Optional: Khaki pants, long sleeve red Polos, short sleeve/long sleeve white Oxfords, navy blue cardigans, navy blue sweater vests.

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GIRLS – GRADES 5 – 6

Red, un-tucked Polos, plaid skorts, white (ankle length, crew length or knee-high) socks, black lace-up tennis shoes or black Mary Janes. (no Mary Janes on P.E. Days)

OPTIONAL: Long sleeve red Polos, short sleeve/long sleeve white Oxfords, navy blue cardigans, navy blue sweater vests.

GIRLS – GRADES 7 – 8

Red/Yellow/Light Blue, un-tucked Polos, plaid skorts, white (ankle length, crew length or knee-high) socks, solid black tennis shoes or black Mary Janes. (No Mary Janes on P.E. days)

Optional: Long sleeve Red Polos, short sleeve/long sleeve white Oxfords, navy blue cardigans, navy blue sweater vests.

BOYS - KINDERGARTEN

Pull-on khaki shorts, red Polo shirt, white (ankle-length or crew length) socks, solid black velcro tennis shoes.

BOYS – GRADES 1 - 6

Khaki shorts, red Polo shirt (tucked in at all times), white (ankle length or crew length) socks, brown or black belts. Belt for 1st grade boys is optional.

1st grade, solid black Velcro tennis shoes.

2nd -6th grades, solid black lace-up tennis shoes.

Optional: Khaki pants, long sleeve red Polos, neck navy blue sweaters, navy blue sweater vests.

BOYS – GRADES 7 - 8

Khaki shorts, Red/Yellow/Blue Polos (tucked in at all times), white (ankle length or crew length) socks, brown or black belts, black lace-up tennis shoes.

Optional: Khaki pants, long sleeve red Polos, V-neck navy blue sweaters, navy blue sweater vests.

SHOE POLICY

Shoes must be tennis shoes* in SOLID black, top to bottom, with black shoelaces or Velcro (depending on grade). They are NOT to be, Suede, Microfiber, Nubucks, High Tops, Slip-Ons, “Croc” like shoes, boat shoes or sandals. Shoes must be tied at all times, must not be faded, and kept polished, with no rips, holes or tears.

*Girls may wear SOLID black Mary Janes on non-PE days.

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COLD WEATHER

All students, Grades K-8

Only St. John Vianney outdoor wear may be worn. This includes red fleece zip jacket, PE sweatshirt, red and white “warm-up” zip jacket, navy blue long sleeve sweater, sweater vest, or long sleeve red Polo shirt. Girls may wear solid black tights under their skirts.

PHYSICAL EDUCATION (PE) UNIFORM FOR BOYS & GIRLS K-8

All items must be purchased through Educational Outfitters.

Grey shirt with school logo and red sport shorts (female students have the option of a female styled grey shirt with logo) *Exception:* 8th Graders may wear the Graduation T-shirt.

Solid black, athletic tennis shoes ONLY.

DRESS DOWN DAYS

- On special t-shirt day, students may wear the t-shirt with blue jeans or PE shorts.
- Jeans are permitted in any solid color. No torn jeans or torn look”.
- T-shirts with slogans are prohibited.
- Tank tops and spaghetti straps are prohibited.
- See-through clothing or midriff exposure is prohibited.
- Dresses and skirts are prohibited.
- Leggings or jeggings are prohibited.
- Solid color Capri pants are permitted for girls.
- Khaki pants are permitted.
- Knee-length, solid color shorts are permitted. Parents will be called if shorts are above the knee.
- Boxer shorts, biker shorts or pajama pants are prohibited.
- Proper undergarments must be worn.
- Hats or caps may not be worn inside of any building.
- Flip-flops, sandals, open-toed, open-back and wheelies are prohibited.
- Slip on shoes with no socks are permitted for girls. No open-toed shoes.

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

JEWELRY, HAIR AND NAILS:

- Jewelry is limited to one watch, one ring, a simple cross or holy medal on a thin silver or gold chain necklace.
- Girls may wear small, post earrings. One earring per lobe. Dangling or hoop earrings are NOT acceptable.
- Boys may not wear earrings.

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- Nail polish, nail wraps, acrylic or gel nails are NOT to be worn.
- Girls' grades 7 & 8 – may wear cover-up as needed for blemishes.
- Dyed, colored or highlighted hair, fads and trends in haircut styles are unacceptable.
- Boys will have short haircuts ONLY. Hair must be well groomed at all times. Boys hair will not touch the shirt collar, must be trimmed around the ears, and bangs must be above the eyebrows.
- Girls are permitted to wear small, tasteful hair accessories in school colors (navy blue, light blue, red, white or yellow ONLY).
- Miscellaneous Items
- NO perfume, scented hand lotion or aerosol sprays may be brought to school. These items can be hazardous to children with allergies or asthma.
- Skorts, jumpers, and uniform shorts must be no more than 3" above the knee. Failure to comply with these guidelines will result in disciplinary consequences.
- Students whose hair does not meet the dress code will be asked to leave school with their parent, to get a haircut that will be in compliance with the dress code.
- Only solid white t-shirts may be worn under school shirts.
- Students are not permitted to write on themselves.

Since all possibilities of style, hairstyles and dress material cannot be anticipated, any clothing, accessories, or hairstyles not deemed acceptable or appropriate by the administration will be prohibited. Students who repeatedly violate the uniform policy will be denied dress-down-day privileges. Parents of students who are "out of Code" will be asked to bring in their son's/daughter's proper uniform.

- On special t-shirt day, students may wear the t-shirt with blue jeans or PE shorts.
- Jeans are permitted in any solid color. No torn jeans or torn look".
- T-shirts with slogans are prohibited.
- Tank tops and spaghetti straps are prohibited.
- See-through clothing or midriff exposure is prohibited.
- Dresses and skirts are prohibited.
- Leggings or jeggings are prohibited.
- Solid color Capri pants are permitted for girls.
- Khaki pants are permitted.
- Knee-length, solid color shorts are permitted. Parents will be called if shorts are above the knee.
- Boxer shorts, biker shorts or pajama pants are prohibited.
- Proper undergarments must be worn.
- Hats or caps may not be worn inside of any building.
- Flip-flops, sandals, open-toed, open-back and wheelies are prohibited.
- Slip on shoes with no socks are permitted for girls. No open-toed shoes

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VISITORS

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

VOLUNTEERS

The assistance of parents as volunteers is vital to the efficiency and organization of the school. This help is always needed and appreciated by the faculty and students. To ensure a broad base of volunteer support for the many activities and events at SJVS, each family is required to volunteer 20 hours per school year. This will help to minimize the burden of time and effort from a small number to a broader base of volunteers.

There will be many opportunities to volunteer and earn hours. Some areas of volunteer opportunities are as follows:

- In the classroom/lunchroom
- Event volunteer
- Concession stand work
- Chaperone for off-site field trips

Opportunities to do work from home/office will also be available and volunteer hours can be earned through food/beverage donations for various events.

The overall objective for volunteer hours is to continue to encourage participation from all of our families as our history is strong in this area and has been a pillar to our success. A compliance determination will be reviewed mid-year and each family will have plenty of opportunities to earn the hours needed to continue the success of all of our programs.

WEAPONS

In order to provide for a safe environment, the possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited. The school shall deal with such incidents according to the federal, state, and local law and accepted educational practices. Students who violate this policy shall be subject to discipline up to and including required withdrawal.

WEATHER EMERGENCY

The Diocese of Orlando policy states that when Orange County Public Schools are closed due to inclement weather, St. John Vianney School will also be closed. When possible, an announcement will be posted on the school's website and Parent Portal, and an email blast or text will be sent. The re-opening of St. John Vianney School may NOT follow Orange County. After a thorough assessment of our property, Administration will determine when re-opening will occur. Our

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re-opening will be posted on the website and Parent Portal, announced by the local radio and television stations and an email blast and/or text will be sent. Please be advised that all of these methods are subject to the availability of phone service and power.

WITHDRAWAL FROM SCHOOL

The Administration Office must be notified of a pending move at least one (1) week prior to the withdrawal date. A Notification of Transfer form must be completed, all library books and school textbooks returned in good condition, and all financial obligations satisfied, before student records can be released to the receiving school.

WRITTEN NOTES

A written parental note to the homeroom teacher is required for any of the following reasons: permission to leave school early, permission to miss PE due to illness or injury; permission to go home with someone other than parent.