

Dear Families of St. John Vianney Catholic School:

We are anticipating a great school year and are looking forward to all of the challenges and opportunities that will cross our paths as we journey together in this stage of life-long learning. We want this to be a successful and enjoyable year for all of our students so we extend an invitation for all family members to be actively involved in the learning process and in activities and events that involve your children!

Our handbook encompasses information that should be beneficial for you, and includes regulations that you may need to refer to throughout the year. We ask that you keep this handbook for the duration of this school year.

Please continue to look for informational newsletters and notes posted on our website or sent home weekly. These should inform you of general school activities as well as specific classroom highlights and expectations. Most notes are also posted on our website.

Please be assured that all decisions are made with the best interest of each and every student in mind. Feel free to contact the office with any questions or concerns that you may have throughout the year.

May God shower His blessings on our students, staff, families, and school year!

Sincerely,
Mrs. Kathleen Slattery, Principal

.....
(Please detach and return this portion within two weeks.)

We have read and reviewed this 2009-2010 Handbook with our child(ren) and agree to support the information and policies included in this document.

Student Name/s _____ **Homeroom/s** _____

Parent(s) Signature(s) _____

SCHOOL/HOME PARTNERSHIP

A STRONG, COOPERATIVE PARTNERSHIP BETWEEN SCHOOL AND HOME IS AN ESSENTIAL INGREDIENT IN EFFECTIVE EDUCATION. The best interest and needs of the student remain paramount, yet must be balanced with the good of the school community. With all partners in the process working together, the student is afforded the best educational experience.

Family members who cannot support the policies of the school community or do not display a positive role in the school-home relationship may be required to permanently remove their child(ren) from the school.

PARENT-SCHOOL COMMUNICATION/RESPECT

Each parent/caregiver has a significant role in the educational development of his/her child. St. John Vianney Catholic School welcomes and encourages family involvement in the school program throughout the year. Especially at the times of parent-teacher conferences, report cards, and if a child is not completing assignments, parents/caregivers need to be in touch with teachers and often the principal to discuss their child's development. Communication between staff and family is essential for all parties.

The mission of St. John Vianney School is to assist families in raising Christian students who are able to meet the challenges of our world. There may be varying opinions and ideas but the ultimate goal should always be in the child's best interest. We appreciate dialogue and suggestions, but occasionally are confronted with demands and disrespect. The following behaviors are unacceptable and such behavior will result in the dismissal of the family from the school. Families will not be granted re-admittance at a later date.

- Belligerent language that is degrading to a teacher, staff member, coach, or other parent
- Swearing, bad language, physical threats, or any act of violence (including disrespect and lack of patience at arrival and dismissal of school)
- Refusal to accept the conclusion of the school administrator regarding a particular issue
- Public accusations or spread of harmful information
- Rumors, stories, or accusations about a child, family member, or staff member in our school community

As a Christian Catholic school, we must expect and demand the highest Christian respect for one another. Attendance at St. John Vianney School and signed acceptance of this handbook requires compliance with this agreement or the removal of one's children.

2319 Bagley Street
Phone: 235-5687
Child Care Phone: 234-9410
Website: SJVkids.com
Mascot: Vikings

Flint, Michigan 48504
Fax: 235-2811
Finance Office Phone: 235-1812
E-mail: stjohnvianney@comcast.net
School Colors: Red & White

SCHOOL ACCREDITATION

St. John Vianney Catholic School is accredited through the Michigan Nonpublic Schools Accrediting Association. St. John Vianney is a member of the Michigan Association of Nonpublic Schools (MANS) and the National Catholic Educational Association (NCEA).

SCHOOL OFFICE HOURS

The school office is open on school days from 8:00 a.m. until 4:00 p.m. Voice mail is available to record any messages you may wish to leave at other times--however, if your message does not receive a response, please call again!

DAILY SCHEDULES

GRADE 1-8 DAILY SCHEDULE:

Daily Starting/Ending Times:
1st & 4th Quarter: 8:30 a.m. to 3:05 p.m.
2nd & 3rd Quarter: 8:30 a.m. to 3:30 p.m.

Half-Day Schedule:

8:30 a.m. to noon.

PRE-K: 8:30 a.m. - 11:10 a.m.

A.M. Kindergarten: 8:30 – 11:15 a.m.
(Longer hours in 2nd and 3rd quarter)

CHILD CARE HOURS : 6:45 a.m. until
6:00 p.m.

RECESS AND LUNCH SCHEDULE:

Grades 3, 4, 5	11:50
Grades K, 1, 2	12:10
Grades 6, 7, 8	12:30

MIDDLE SCHOOL SCHEDULE – (tentative)

8:30 – 8:45	Prayer and Homeroom
8:45 – 9:30	1 st hour
9:30 – 10:10	2 nd hour
10:10 – 10:50	3 rd hour
10:50 – 11:35	4 th hour
11:35 – 12:15	5 th hour
12:15 – 12:30	6 th hour
12:30 – 1:05	recess/ lunch
1:10 – 1:40	6 th hour
1:40 – 2:20	7 th hour
2:20 – 3:05	8 th hour

SERVICE PROJECTS

In following the example of Jesus as leader, healer, and friend, and recognizing the service that He provided to others, each 6th, 7th and 8th grade student is required to do two service projects per quarter. Students may find opportunity for service in their own places of worship, around the house, in the neighborhood, or at school. The completion of service projects (and necessary paperwork) is recorded with the Religion grades. A student's grade is only affected if the two projects per quarter are not completed. A grade will be reduced, comparable to a missing assignment, if the projects are not completed. Our purpose is not to award or discipline students in the area of service, because we believe we are called to service by following the example of Jesus. Detailed information will be provided by way of a newsletter from the teachers.

ADMISSION POLICY

All students must register with the school office. It is the right of the school to accept or reject students for academic, behavioral, social, or psychological reasons. No child whose family desires to enroll him/her in St. John Vianney Catholic School shall be denied admission on the basis of sex, race, national origin, or religious affiliation (Diocesan Policy #5117.1).

Prospective parents or caregivers should contact the school office (235-5687) for information and to schedule an appointment with the principal. A copy of the student's most recent report card is necessary. A placement evaluation is given to incoming students. It should be noted that we do not have special services (other than speech therapy and Title I) or support staff to serve children with special needs.

ST. JOHN VIANNEY CATHOLIC SCHOOL ENROLLMENT PROCEDURES

Step 1: Information is Provided to New Family

- A. Tuition information
- B. General school information

Step 2: Meeting with Family & Principal

- A. Tour of the school
- B. Discussion of education, school philosophy
- C. Questions answered

Step 3: Admission Requirements

- A. Placement evaluation taken by student (math & reading, approx. 40 minutes)
- B. Report card from previous semester to be brought to meeting with principal.

Step 4: Enrollment by Parents

- A. Non-refundable registration fee paid (plus 1st tuition payment if later than Aug. 1)
- B. Registration and release of records forms completed
- C. Enroll in automatic payment plan if that is preferred method of payment.

FINANCIAL INFORMATION

Student registrations are approved only when previous St. John Vianney or other area Catholic School accounts are paid in full.

Tuition will be billed according to the payment plan option that you select at the time of registration.

Tuition paid in full by August 1st will receive a 3% discount.

Monthly payments made by automatic funds transfer (ACH) are scheduled on either the 5th or 20th of the month through St. John Vianney.

Monthly payments paid by cash/check **must be received** no later than the 5th of the month & are payable to St. John Vianney Catholic School.

Late Fee:

Payments must be received by the school no later than the due date. A \$25 late fee will be immediately assessed on any tuition that is past due.

NSF Fee:

A \$25 NSF fee will be charged for any returned check and the returned check must be covered by cash or money order within one week. After the 2nd NSF check on an account, only cash payments will be accepted.

Delinquency:

A late notice will be mailed when a payment is missed. Any account that is two weeks past due is considered delinquent. **Services will be suspended for any account considered delinquent.** Students will be reinstated when the account has been paid in full.

School Service Hours: All school families are required to volunteer 10 hours between April 1, 2009 and March 31, 2010. The goal with these volunteer hours is to enhance the learning experience for our students and build school community, so hours must be relative to our school program. There will be a \$15.00 fee per hour not served included in the May tuition payment. (Families will log their volunteer hours on a form provided by the school.)

Financial Notes: Willing to work? Call Melinda (235-1812) to find out more about the Parish Bingo Program and the Palace/DTE events and how they will benefit you & your tuition.

Shopping Certificate Incentive Program (SCRIP) is an opportunity to help you and our school without spending any extra money. You will receive \$10 in tuition/SCRIP credit every time your purchases earn \$50. Please do your weekly shopping via the SJV School SCRIP Program! This program helps you and helps keep tuition expenses stable.

INDIVIDUAL FUND-RAISERS

Families and/or students may not host fund-raisers for their personal gain or for a program not affiliated with St. John Vianney School or Parish.

CHILD CARE

Our Child Care Program is licensed and continually evaluated by the State of Michigan. Our staff provides year-around child care from 6:45 a.m. until 6:00 p.m. for children ages one year through grade eight. Before school and after school care is also available. Please call 234-9410 for further information.

ST. JOHN VIANNEY CHILD CARE POLICY STATEMENT

SCHEDULING

Parents of children enrolled in St. John Vianney Child Care must submit a schedule of their child's attendance on a monthly basis. Schedules must be submitted no later than the deadline listed on the scheduling calendar (usually this will be the last Thursday of the month). Two calendar weeks of vacation may be used during the summer session with no charge. A calendar week is considered Monday through Friday. Any fraction of a week will be considered a whole week.

When you submit your schedule you are reserving time, space, staffing, and supplies. **Therefore, care cannot be provided unless a schedule is received before the deadline.** Schedules will not be accepted for any account that has a balance due. A late schedule fee will be charged when calendars are not turned in on time. There will be a \$20.00 late fee due when calendar is turned in, or schedule cannot be accepted.

The scheduled days may vary each week but must be scheduled at the beginning of the month. No changes may be made to your submitted schedule until the following month. On an emergency basis only, unscheduled days may be added with pre-authorization when staff is sufficient to meet licensing requirements.

Children who are currently enrolled in our before and after school program may attend the center on non-school days (record days, parent-teacher conferences, staff development days, etc.). You are required to include these non-school days with your monthly schedule so appropriate staffing and planning can be determined.

CHILD CARE CENTER PAYMENT POLICY

Tuition is due each week on the first day of attendance. Child care services will not be provided for any account that is two weeks past due and you will lose your current spot. Tuition paid for 4 weeks in advance will receive a 3% discount. If a check is returned NSF there will be a \$25.00 NSF fee assessed. Two NSF in one year will require payment by money order only.

SIGN IN/ SIGN OUT

You are required to sign your child in and out of the center each day. If someone other than the parent is picking up the child, their name must be on the emergency card. In addition, the parent must give written or verbal permission. The person picking up the child will be required to show proper identification.

LATE PICKUP POLICY

There is no child care after 6:00 p.m. We recognize the fact, however, that emergency situations may arise. If you call to report an emergency, there is no charge the first time. If it happens a second time, there is a \$20.00 charge per half hour (or fraction thereof) and for each occurrence thereafter. When a child remains at the center after closing without notice from the parent, the following will occur:

1. Call home and work numbers
2. Call emergency numbers
3. Call Michigan Protective Services

CHILD CARE CENTER HOLIDAYS

The center will be closed for the following holidays: Memorial Day, Independence Day, Labor Day, and Thanksgiving. In addition, the center **may be closed** on Good Friday, Martin Luther King Day, and the day after Thanksgiving. More information will be given at the time of the holiday. There may also be days closed for cleaning. The above days will not be charged.

ADDITIONAL CLOTHING

All children attending Child Care should have a complete change of clothes, in a labeled bag, to be kept at the center.

WEEKLY NEWSLETTER FOR PARENTS AND STUDENTS

News notes for parents and student are sent home each week or available on our website. The weekly newsletter contains information regarding upcoming school-wide events and activities, and information specific to each grade level. It is the responsibility of the student to take notes home to parents. Most information will be on our website: SJVkids.com.

EMERGENCY CONTACT INFORMATION

The registration forms used at St. John Vianney require emergency and health information for each student, as well as phone numbers of those to be contacted in case of an emergency. ***It is imperative that at least 3 contacts with a total of at least 4 phone numbers be listed on each student's emergency form. Also, please be sure to notify the office of any phone or address changes during the school year, as well as any special medical considerations for your student.***

ATTENDANCE

Regular attendance and punctuality are necessary for academic achievement and to instill in our children the importance of their education. Missed class time cannot always be made up and can have a significant impact on student achievement. Students are only in school **180 out of 365 days** per year so it is critical that those days are set aside for education.

Parents should phone the school when a student is absent. If the absence is due to illness, please report the nature of the illness. If a doctor's appointment cannot be made outside school hours, advance notification should be given to the school, or a note from the doctor should be brought if the student would arrive at school after 8:30 a.m.

Parents are discouraged from scheduling family vacations during the school year.

Though it is recognized that travel can be a valuable educational experience, lost class time results in missed learning opportunities and often in lower performance by the student. It is impossible to repeat missed lessons or spend extra hours helping the child recoup the losses incurred by a family vacation. **NOTE:** It is difficult for teachers to give assignments prior to a trip. Written assignments will be given to students upon their return to school.

Punctuality is an important ingredient in school success. Students are expected to arrive at school on time so as to be ready to begin their school day. It is mandated by the State of Michigan that each student receive a certain number of hours of instruction each school year, and we are obligated to be certain that those standards are met. Students may be asked to make up excessive or frequently missed minutes during recess, before or after school.

SNOW DAY / EMERGENCY SITUATIONS

Emergency situations can and do occur occasionally. It is important to remain calm and to cooperate. Each situation is unique, but a few rules pertain to any emergency.

FIRE DRILLS - Conducted regularly during the school year. Students must exit the building in **TOTAL SILENCE** and remain silent until the teacher gives further instructions.

SEVERE WEATHER (Tornado or storm) - School personnel will take proper precautions prior to or at the time of an official warning. Students will not be dismissed until the **OFFICIAL WARNING** has been canceled (even if that time extends beyond dismissal time.)

SAFETY EMERGENCIES – a plan is in place to “lock down” the building and classrooms in the event of a safety threat, and to evacuate the building in case of a bomb threat. If building evacuation is necessary, students will be housed in the church until it is safe to return to school, they are released to parents, or they are dismissed.

SCHOOL CLOSING (“Snow Days”) -- If weather conditions or other circumstances may warrant the closing of school, please look for “St. John Vianney Catholic School” on the stations listed below. Announcements regarding school cancellation will be made as early as possible, however it may take awhile to appear on the television screen.

Television Stations: WJRT Channel 12; WEYI Channel 25; WNEM Channel 5

CANCELLATION OF SCHOOL, ONCE THE DAY HAS BEGUN, usually will not happen unless the building becomes uninhabitable (due to lack of heat or other emergency.) If Flint Community Schools close, due to weather, we also may close due to transportation and weather. Parents will be notified by cellphones, TV and/or radio if it is necessary to cancel school due to such an occurrence. Particularly on days when snow and ice storms arrive and are predicted to become worse, parents may make arrangements to take children home early.

VISITORS

Visitors are welcome at St. John Vianney. However, it is a good policy to screen visitors so that the children’s welfare and the proper operation of the school are assured. Therefore, we ask all visitors, including parents, to report to the school office upon arrival at school. Visitors will be given a badge that must be worn while in the school building, so the children and faculty are aware that the visitor is a guest. The badge must be returned to the office when the visitor checks out at the end of his/her visit. All adults should enter the building at the main office entrance.

If a student wishes to bring a guest to school, the principal must grant permission.

Parents may observe their children’s classes, however, please understand that this visit should not interrupt the learning experience of all students in the class, nor is it a time to conference with the teacher. The principal must approve all visits at least one day in advance of the visit. Please call the office to schedule a visit.

VOLUNTEERS/ SCHOOL SERVICE HOURS

Parent volunteers are an important ingredient to the success of our school programs and family events. Parents are invited to return an annual survey, which is sent home in September, and designate the areas that they can help with during the school year. Parents are invited to provide volunteer service in classrooms, in the office, in the library, in the cafeteria, with fund-raisers, for field trips, with coaching, and with many other necessary activities. Each family is required to volunteer for 10 hours in school related capacities between April 1, 2009 and March 31, 2010 or pay the sum of \$15 per hour not worked. The goal of the SJV School Committee in implementing School Service Hours is to enrich our school program and school community for all children and all families!

Volunteers should be cognizant of the fact that all children grow and develop in different ways and in their own time, and children cannot be compared. Volunteers are expected to afford the same respect to all students that they want afforded to their own children. The accomplishments, struggles, and actions of students witnessed by volunteers must be kept confidential.

Families will be given a form to log their volunteer hours. Forms may be turned in to the school office when hours are completed or by April 1, 2010.

SJV PTO: Our PTO meets monthly for informative one-hour meetings and sponsors great family events. Please consider being involved in this very effective school organization!

DRESS FOR EIGHTH GRADE GRADUATION AND RECEPTION

Boys: Dress pants, shirt, and tie are worn for graduation and reception. Jacket is optional.

Girls: Dresses must be in accord with the school dress code. This includes no bare back, low neck, off-shoulder dresses, or spaghetti straps. Dresses must be at least knee length. (Graduation dresses must be brought to the homeroom teacher for approval at least two weeks prior to graduation.)

Though these events for graduates require dressier attire, formal wear is not appropriate or permitted. A student may be excluded from participation in graduation activities for not complying with the requirements.

7th grade parents are responsible for serving the 8th grade graduation reception!

LOST AND FOUND

Lost and found articles are kept in the hall between the gym and music room. Articles not claimed and identified at the end of each semester are given to a charitable organization. **Please write family or student name on articles of clothing and lunch bags.**

MASS AND DAILY PRAYER

Weekly school Masses are generally celebrated on Fridays at 10:30 a.m. During the Season of Lent, Masses will be celebrated on Wednesdays at 10:30 a.m. Please check the calendars or weekly newsletters for schedules.

Students in grades 1 – 8 participate in the Mass once a week. At the time of Communion, non-Catholic students receive a blessing. All students, at some time during the school year, assist in the Mass as readers, choir members, gift bearers, or altar servers. All students should attend Mass or religious services with their parents weekly, and share their faith life while at school.

As Christians and as Catholics, we rely on God for His guidance and strength as we live out our Christian faith. We, therefore, begin and end each day with prayer. A blessing for meals is said before lunch; and a prayer of thanksgiving after lunch. Prayer services and other opportunities for prayer occur throughout the school year. All students, Catholic or of another faith, will participate in all religious aspects of our school year. The reception of the Sacraments will remain for those of the Catholic faith.

ACADEMICS / CURRICULUM

The school curriculum follows the course of instruction issued by the Superintendent of Schools of the Diocese of Lansing and is in accord with state requirements for all elementary schools in Michigan. A full range curriculum, with emphasis on core skills, is offered at St. John Vianney Catholic School. Subjects taught include:

Catholic Religion	Science
Language Arts (including phonics, reading, writing, spelling, vocabulary, and grammar)	Social Studies
Mathematics	Physical Education
Instrumental and Vocal Music	Art
Handwriting	Spanish
	Library
	Computer skills

The curriculum is in a constant state of revision through review of textbooks, benchmarks, and programs offered. Each class period and assignment is important. Homework assignments are part of the school program and require parental supervision to promote neatness and accuracy. In addition to daily homework, many teachers routinely assign projects of various complexities, which often require parental encouragement and support. Parents are encouraged to provide a REGULAR TIME and PLACE where home assignments are to be done. Parents are not expected to help children excessively, but parental interest goes far in encouraging a child. Reading and practicing math facts with family members are highly encouraged for all grades.

A student who has not completed and turned in assignments may have to work during recess or stay after school to do said assignments. Parents will be notified if a child is to remain after school. Students may be required to complete assignments before participating in special events or activities.

A newsletter is provided each Friday that includes general school news and information specific to each child's homeroom. Parents can keep track of classroom activities, test schedules, and homework by checking the newsletter.

GRADING SCALE

A	100 - 94%	C-	71-69
A-	93-92	D+	68-67
B+	91-90	D	66-62
B	89-85	D-	61-60
B-	84-83	E	59-0
C+	82-80	I	Incomplete
C	79-72	*	Below grade level or modified

PHYSICAL EDUCATION PROGRAM

All students at St. John Vianney participate in physical education classes weekly. Our Physical Education program is designed to help promote good health and fitness. To clarify our program position, a statement of purpose is provided below. This position comes from *Children Moving* (1987, p.5).

Physical education is more than recess, more than a time to play. It's time for learning. Our first aim is to help children improve their movement skills. In addition to helping children become more skillful, we attempt to help them feel good about themselves as movers so that they'll learn to feel comfortable participating in new and different activities. We try to help children experience success in physical education so that they'll enjoy and participate in physical activity both at school and at home. If we give children a good foundation of skill development, cognitive understanding, and positive attitudes toward themselves in physical activity, they'll be well on their way to becoming adults who derive the benefits of physically active and healthy lifestyles.

Listed below are suggestions that will help promote effectiveness in P.E. classes:

- Please remind your child to wear tennis shoes (no dress shoes or boots) and comfortable clothing on P.E. days. Students will do a lot of running, jumping, and fun activities that require good support on heels and feet.
- If your child is sick, please be sure to send a note explaining the illness or injury. It is extremely important that we receive this message so as not to aggravate the condition.
- It is a diocesan policy that all jewelry (except for small studs for pierced ears) should be removed for PE class.

Your child's best interest always comes first. It is important that s/he is encouraged to participate and always try his/her best. Physical education is important in every child's life; hopefully, all students will learn to respect their bodies and work to keep them healthy for a lifetime!

MUSIC PROGRAM

The music curriculum at St. John Vianney provides a wide range of musical activities, including general music, choir, recorders, and instrumental music. The emphasis of all music classes is to expose students to a wide variety of quality music and make them knowledgeable in basic music fundamentals, so as to develop an educated appreciation for various styles. Students are taught to read, sing, and play musical notes. Participation and fun are emphasized at all levels!

General music is provided weekly to students in Grades PreK – 4. Music fundamentals are taught through a variety of methods. Students in grades PreK - 8 are able to make use of their musical skills at our weekly Mass, our Christmas and Spring programs, and at other various events. Participation and fun are strongly emphasized at these levels.

Choir is an elective class available for students in Grades 7-8, with the choir performing at two concerts (Christmas and Spring). Attendance at these concerts is mandatory and will result in a failing grade if missed without prior notification and authorization by the teacher. Students may have other opportunities to perform as opportunities arise. Emphasis in these performance-oriented groups is on basic proper vocal and ensemble techniques.

Recorders are taught to the 4th graders as an introduction to instrumental music. This course is an application of the various music skills they have learned thus far. Emphasis is on note reading and application of such. Students will perform on a regular basis and practice at home is strongly emphasized.

Instrumental Music class is offered four days per week for students in grades 5 – 8. We have a well-developed, quality program. Two mandatory concerts, one at Christmas and one in the Spring, are performed by the bands. Band students in Grades 7 & 8 also participate in District Band Festival (and perhaps State competition) and District Solo and Ensemble Festival. Participation in the festivals is mandatory, and contributes to the student's grade. Students not attending all four above-mentioned performances without prior notification and authorization by the teacher will receive a failing grade. Band emphasizes the continued learning and application of skills and knowledge through various forms, styles, and periods of music. Individual as well as group contributions are emphasized at this level. Home practice is required in this course and will contribute to their grade, as it does to the success of the groups as a whole.

SPECIAL SERVICES

Speech and Language Testing, Psychological Testing, and Title I Services are available through the Flint Community Schools for children who are experiencing difficulties that interfere with their achievement in school. Testing may be requested through the school by parents and/or teachers. Parents must agree to the process before any testing can take place.

Students who qualify for speech/language support will receive this support at St. John Vianney from Flint Community Schools' personnel. Students who qualify for other Special Services are handled on an individual basis. St. John Vianney has no support staff or facilities to assist children with special needs but the local school district may provide needed services. Once diagnosed, a meeting with teachers, principal, parents, and evaluators will be held to determine the best course of action for the individual student.

HOMEWORK

Homework policies and procedures vary from grade level to grade level and also from teacher to teacher. The teacher provides specific information at the beginning of the year. Homework is assigned as a means of further enhancing what is learned at school. Often there is not enough time within our class periods to complete the work that is necessary to fully learn presented concepts. Homework is due the next day unless designated otherwise.

When a student is absent, parents should call the school in the morning and request assignments. These assignments may be picked up in the office after dismissal. Ultimately, it is the student's responsibility to ask all their teachers for any missing assignments. Assignments are generally due within the number of days missed. For example, if a student is absent one day, they have one day to make up the assignments.

PROGRESS REPORTS

Students in Grades 1-4 receive progress reports midway through each marking period. Students in Grades 5-8 receive progress reports at three-week intervals in each marking period. This report is to be signed by the parent and returned to school. Although the progress report is not a final report, it is indicative of how a student is progressing. It is also used to help determine eligibility for sports. If your child brings home a report of low grades, it is imperative that the teacher(s) be contacted at once to discuss the nature of the problem. Consistent monitoring of your child's work may be necessary for the remainder of the quarter so that the official report card grade is of a satisfactory nature. Progress reports offer an opportunity for students to be aware of their grades and improve or redo their work before final grades are recorded.

HONOR ROLL STATUS

Students in grades 4 - 8 may earn Honor Roll status. Grades earned in Language Arts, Math, Religion, Science, Social Studies, and Instrumental Music are averaged. Categories are: Honors (3.0 – 3.44), High Honors (3.5 – 3.94), and 4.0. Grades earned by students working on a modified curriculum will not be averaged into this grade point system for honor roll. Those grades are designated by an asterisk on the report card.

TESTING

The Iowa Test of Basic Skills will be administered in February to students in Grades 4, 6, and 8 as part of our diocesan testing process. The results provide national, local, and individual scores. 7th and 8th graders may qualify to take PACT or PSAT tests (Midwest Talent Search) as a result of these scores. The Explore test is given to 8th graders in December to assist in placement for high school courses.

PROMOTION/ RETENTION POLICY

Continuous promotion through the grades is the standard for students who are making steady academic progress. Parent/teacher/principal conferences are necessary whenever grades are of poor quality. A recommendation for retention would be made only after a thorough study of the child's needs and the involvement of parents, teachers, and the school principal. Although parent input is given serious consideration, the final decision on retention rests with the school.

Final report cards will document one of three categories:

- "Passed" signifies that the student has done satisfactory work and is promoted to the next grade.
- "Retained" signifies that student progress is not satisfactory and the student will remain in the present grade for the next school year.
- "Lifted" signifies that student academic progress has not been satisfactory, or at grade level, but that the decision has been made to move the student to the next grade level. Students may also be lifted if there are more than twelve unexcused absences, signifying that the student has not met state requirements for instructional time.

STUDENT RECORDS

A file for each student is maintained for recording attendance, health information, scholastic progress, test results, and any other information that may contribute to the educational experience for a child. Teachers and administrators have access to these records, which are filed in a secure area in the office.

Transfer of Student Records: When a student graduates from eighth grade, or transfers to another school, school records will be forwarded by mail or courier upon written request from the new school.

School officials may grant access to student records to authorized school personnel or to the student's parent(s) or legal guardian. Arrangements for review may be made by written request through the principal's office. Generally, access to school records shall be available to persons or agencies outside the school only with the consent of parents or legal guardians, or by court order or subpoena.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held in the social hall. Communication between parents and teachers is a key factor for academic success. Conferences are designed to not only share current progress or needs, but are avenues to better understand the children and assist them in their formative years. Parents are strongly encouraged to attend.

If additional conferences are necessary at any time during the marking period, please call the school office (235-5687) and leave a message for the teacher, or send a note with your child. Conferences with teachers, scheduled by mutual agreement, are usually held either before or immediately after school; discussions should not occur when other students are in the classroom.

KINDERGARTEN ASSESSMENT

The Kindergarten Readiness Assessment offers information about a child's readiness for Kindergarten. The developmental age assessment has proven helpful in making a recommendation for proper grade placement so that children are placed at an appropriate level for learning. Following the screening, the parents and teacher will conference to determine placement that is in the best interest of the child. Proper placement is often a major factor in future school success and learning to the best of one's ability

PRE-K PROGRAMS

We have two Pre-K Programs that are licensed and evaluated by the State of Michigan. It is the philosophy of our Pre-K Programs to provide children with a safe, warm, accepting, nurturing, Christian environment in which they may explore, observe, investigate, and experiment. This allows each child to develop his/her intellectual, physical, emotional, social, spiritual, linguistic, and aesthetic needs in his/her own time frame.

Our 3-Day Early Learning Class is part of our Child Care Center, and is designed to meet the needs of three-year-olds and young four-year-olds. The Center is staffed with loving, caring professionals who can create a smile, wipe a tear, or address parent's concerns about their child. A typical day would include free play in interest areas, art experiences, stories and finger plays, music, group games, dramatic play, scientific exploration, fine motor activities, active games, and sharing with friends. The class meets Monday, Wednesday and Friday mornings,

Our 5-Day Pre-K program meets five days a week and welcomes older four-year-old children and young five-year-old students. Many of the same 'typical day experiences' found in the 3-day class are also experienced by the children in the 5-day class, with the addition of physical education and music classes; going to the library for stories, activities and checking out books; inviting guest speakers into the classroom; and going on field trips. Staffed by a certified teacher and a full time aide, this class is also designed to further develop a student's skills in preparation for kindergarten. Most of all, it's fun!

Please keep in mind when registering for Pre-K that it is our school's policy that children must be five years old by September 1st to enter Kindergarten.

TELEPHONES

Students will be allowed to use the school phone to call for unforeseen time changes, rides, etc. Students are discouraged to make calls for forgotten items. While it is becoming commonplace for children to have **cellular phones** or other electronic devices, students should use the office phone to place calls. Text messaging and photography have become a troublesome issue in schools. If the parent/guardian feels it is necessary for their child to have a cell phone at school, it will only be allowed to place phone calls once the student leaves our school grounds (i.e. with public transportation or at off-site athletic practices). Phones must be off during the school day. **Students may not use a cell phone to place calls, text message, or take photographs while in the school or on school grounds.** A violation of this policy will cause denial of this privilege. Phones will be taken and kept in the office if there are repeated violations.

SACRAMENTAL PREPARATION

It is the role of St. John Vianney Catholic School to prepare children for the reception of sacraments. The preparation for each sacrament begins at home throughout the early life of the child and continues throughout the child's entire formal religion program. It is intensified in the school program near the time of the child's reception of the sacrament. The sacrament of First Reconciliation will be received in second grade, the Sacrament of First Eucharist in second grade, and the sacrament of Confirmation in 8th grade.

As soon as possible in the school year, St. John Vianney staff will advise parents by way of a newsletter of the dates for the reception of sacraments at SJV. *Please check the policy of your home parish well in advance of your child receiving a sacrament at your own parish to be certain everything is in order.* The **initiation** and **reception** of the child into the respective sacraments is the **responsibility of the parents and the parish to which the family belongs**. This initiation may require some further parish preparation in addition to the course work here at St. John Vianney, depending on how and when the parish schedules the reception of the sacrament.

CHILD PROTECTION ACT

In accordance with state law, educational, catechetical, and youth ministry administrators and all other school and parish employees shall be required to report immediately any suspected case of child abuse or neglect involving a student under the age of 18 to the proper authority. The Chairperson of the Diocesan Department of Education and Catechesis shall be notified, in writing, of the reporting of the suspected case of child abuse or neglect.

VIRTUS – PROTECTING GOD'S CHILDREN

All adults who work with our students (i.e. lunchroom, library, classroom, sports, field trips, after school activities . . .) must take the Virtus training. This is a one-time training, offered locally; there are also on-line opportunities. Please make sure that you register for and attend this training so that you can be accounted for in the diocesan audit.

TOUCHING SAFETY PROGRAM

A pamphlet is sent home to offer families the opportunity to discuss safe touch with their children of all ages. This information should be an ongoing for children of all ages.

DRESS CODE

Our dress code is designed to take the emphasis off apparel and keep the focus on our educational and spiritual journey while at school. We ask that all families please follow the dress code. It is often an embarrassment when students are asked to change their apparel, when not wearing appropriate dress code or casual clothing at school.

MEDICATION PROCEDURE

MEDICATION DISPENSED AT SCHOOL

There are certain instances when it becomes necessary for children to take medication during school hours. The school follows a specific procedure for dispensing medication to children during school hours. This is necessary for the protection of the child as well as the person giving the medication.

- The student's parent/guardian must provide the school with written permission and request that school personnel administer medication. A **Permission Form for Prescribed Medication** is available at school.
- The only medication that the school will dispense is that medicine prescribed by a licensed physician. The physician dictates the type of medication, amount, and time to be given.
- All medication must be kept in labeled containers as prepared by a pharmacy, physician or pharmaceutical company, and labeled with dosage and frequency of administration. The parent should request that the pharmacy supply prescription oral medication in exact dosage prescribed so that dividing pills is not the responsibility of school personnel.
- All medicine at school will be stored in a secure location. Medicine is to be dispensed by a school employee designated by the school administrator.
- A log of medication administered by school personnel will be kept in the school office.
- No dosage or time of administration changes will be instituted except by written instruction from the physician after the initial request.
- The parent will be expected to pick up any remaining medication or authorize the principal to dispose of it.
- The Permission Form for Prescribed Medication must be renewed annually, or more often, if any changes in medication are prescribed.
- Any out of date medicine must be disposed of before any new medication is kept in the office.
- It is the responsibility of the student to come to the office for their medication.

Non-Prescription Products such as Aspirin, Non-Aspirin Products, Benedryl, ointment, cough drops: Please send items to the school office in a storage bag with the SJV Non-Prescription Form completed and included. These items may be kept in the office for the duration of the school year and may be replenished throughout the year.

Inhalers: A student may possess and use a metered dose inhaler or a dry powder for the relief of asthma symptoms, or before exercise to prevent the onset of asthma symptoms, while at school, in school-sponsored transportation vehicles, or at any school-sponsored activity if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler.
- The building principal has received a copy of the written approvals from the physician and the parent/guardian.

The principal, who is aware that a student is in possession of an inhaler under the above conditions, must notify each of the student's classroom teachers of that fact.

Further information regarding Public Act 10, section 380.1179 of the Revised School Code (regarding student's possessing inhalers) is available in the office.

Severe Asthma: We recommend that a child with severe asthma carry his or her inhaler; and, an extra inhaler is stored in the office.

Epi pens: Please inform the office in writing if your child carries an epi pen. Please define the terms of use and procedures to follow.

ILL CHILDREN

Please do not send children to school when they are ill. We realize that children do get sick during the day, but we are concerned about those who are sick when they come in the morning. ***Children must be free from fever, vomiting, diarrhea, rashes, etc., for at least 24 hours before they return to school.*** Certain illnesses (i.e., chicken pox) have specific guidelines for returning to school. Please contact the school office for this information.

NOTIFICATION OF PARENTS OF ILL CHILDREN

If a child becomes ill or is seriously injured at school, the parent or guardian will be notified. It is expected that the ill or injured child will be picked up by a family member within 20 - 30 minutes of the call being made. It is necessary that we have at least four emergency numbers on file in case we must contact you, and necessary that at least one of those contacts can get to school within the 30 minute period. If at any time your child comes home with an injury that he/she did not report to the teacher or office personnel, and you feel it is serious, please call the school office to report it.

IMMUNIZATIONS

Immunization records are required for each student. Be sure that you keep a record of your child's immunizations and report them to your doctor and the school office to keep all records up-to-date. Immunization records must be provided when students are registered for Kindergarten, Pre-K or Child Care. Records for students in grades 1-8 will arrive with other school records. Michigan school law requirements are followed, **and children can be excluded from school if immunizations are not up to date or a waiver is on file.**

COMMUNICABLE DISEASES

Cases of contagious diseases must be reported to the school office *immediately*. If your student is diagnosed with head lice, scabies, chicken pox, measles, strep, scarlet fever, or any other communicable disease, please notify the school office. **Student confidentiality will be maintained**, but it is important to notify other parents to watch for signs of infection, etc.

PHILOSOPHY OF CHRISTIAN BEHAVIOR

St. John Vianney's Philosophy of Christian Behavior is based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and social concern. Following the Philosophy of Christian Behavior means following the example of Jesus and applying the Ten Commandments and the Beatitudes to the daily school experience by acknowledging the presence of God in all people and in all aspects of the school day.

SCHOOL RULES AND EXPECTATIONS

Students at St. John Vianney School are expected to conduct themselves as courteous, Christian young people. These behavioral expectations and rules have been established to maintain order, create a positive educational atmosphere, and promote pride. These rules apply to all programs and activities in the school and parish buildings and grounds, on all buses, and at all school sponsored activities, whether at St. John Vianney or at another location.

1. Students are to exhibit respect toward all members of the school/parish community, including faculty, school personnel, parent supervisors, volunteers, coaches, bus drivers, other students, and visitors. Students are to follow the example of Jesus and treat others as they would like to be treated. They are to respect the rights of others to attain an education and to participate in programs and activities.
2. Students are to follow the directions of the teacher or adult supervisor at all times.
3. Students are to walk and maintain moderate voice levels while in buildings.
4. Students are to respect and care for all school and parish material, equipment, and property as well as the possessions of teachers and students.
5. Students are expected to abide by the Dress Code, School and Classroom Rules.

UNACCEPTABLE BEHAVIOR AND CONDUCT

- Fighting, pushing, shoving, or tackling
- Disrespectful, disruptive, or defiant behavior
- Inappropriate, obscene, or intimidating language (written or verbal), pictures, gestures, or touch; harassment; gossip or hurtful remarks; name calling, bullying
- Littering, writing on or damaging school/parish property or the property of others
- Having gum, candy, or food (unless allowed by a staff member)
- Throwing or kicking of inappropriate objects such as snow, stones, ice, etc.
- Lying, cheating, stealing
- Climbing on trees, fences, gates, tables, or desktops
- Late or unprepared for class
- Incomplete homework or assignments

- Lack of effort, uncooperative attitude
- Talking out of turn, excessive talking
- Untucked shirts, untied shoes, hats in buildings
- Possession of weapons, knives, explosives, illegal substances, medication (unless authorized), radios, CD or DVD players, cell phones (see policy), iPods, pagers, handheld electronics or communication devices, laser devices, toys or trading cards, liquid paper correction fluid, permanent markers

BULLYING

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as verbal taunts, name-calling and put-downs (including ethnic or gender based remarks), extortion of money or possessions, and exclusion from peer groups within the school.

Intervention:

1. Upon reported incident, each student involved will be asked to explain the situation (individually and then possibly together); students may be asked to write about the situation; parents may be notified; consequences may be issued.
2. If bullying continues, a meeting will be scheduled with the student and his/her family; consequences will be outlined; behavior will be monitored and documented.
3. If bullying persists, the student may be excluded from recess or sports; the student may be suspended or expelled from school.

AGGRESSIVE BEHAVIOR

Aggressive behavior is any mean look, sign, word, or action that hurts a person's body, feelings, reputation, or things. Injury or discomfort is based on how it is received, regardless of intent. A rubric defining actions and consequences is used for all instances of aggressive behavior.

DISCIPLINARY ACTION

1. Teachers may document inappropriate behavior or unpreparedness for class. Students may be given an immediate consequence such as recess detention, a writing assignment, etc. Parents/guardians may be sent a note that will need to be signed and returned to the teacher the next school day.
2. Students may be sent to the office. They will explain the situation in writing. The student may be requested to return to the classroom at the start of the next class period or discuss the situation with the principal. A phone call to parents may occur depending on the severity or frequency of the action. The reporting form for either non-aggressive or aggressive behavior will need to be signed by a parent/guardian and returned the next school day. Consequences will be written on this report and may include a writing assignment, detention, or possible suspension.
3. Detentions are determined by frequency and/or severity of behaviors. Repeated occurrences of inappropriate behavior may result in a suspension or expulsion from school.

FIGHTING

The definition of fighting includes hitting, wrestling, pushing, shoving, or tackling. Other dangerous behavior (such as tripping, pulling chairs out from others, etc.) is subject to the same consequences as fighting. Because each incident may have different circumstances, consequences may be adjusted at the discretion of the principal. In general, consequences are as follows:

- First offense: half day or full day in school suspension
- Second offense: full day suspension, in school or out of school
- Third offense: one or two days out of school suspension
- Further occurrences may result in permanent expulsion from school.

STUDENT CONSEQUENCES

Immediate consequences may be assigned by the teacher or principal and may include a writing assignment, time out, detention, or denial of classroom privileges. Further consequences may include exclusion from field trips, special activities, assemblies, sports, and other after school programs and activities. Conferences with parents are recommended. Parents are informed via referral notes or phone calls so as to reinforce our behavioral expectations. These rules are designed to ensure a safe and comfortable environment conducive for learning for all students.

RECESS AND PLAYGROUND RULES

The following rules apply to the recess time of the school day as well as to Physical Education classes. The purpose of these rules is not to diminish the amount of fun a student may have, but to keep general order and ensure safety for all students. General school rules apply to recess, along with the following guidelines:

1. St. John Vianney operates a closed campus; therefore, students are not to leave the school grounds (before, during, or after school). Students are never allowed to walk to the nearby store.
2. Wrestling or rough play, pushing or shoving, including the playful kind, and tackle football are not allowed.
3. Snow throwing of any kind is not permitted.
4. Students and younger siblings are not to climb or sit on the gates or fences.
5. If the ball goes over the fence (playground) or out in the street (parking lot), students are to seek adult assistance.
6. Equipment must be used as intended. If students bring any equipment from home, it must be approved for recess use by the recess supervisor or principal, and must have the student's name on it. Hard balls are not allowed.
7. Be inclusive in games; invite others to join you! Be friendly to all!
8. Treat others as you would like to be treated.

PROBLEM SOLVING PROCEDURES

If a social, behavioral, academic, or any related problem develops regarding your child, the following procedure is appropriate:

1. Contact your child's teacher - a conference between parent and teacher or parent-student-teacher will often lead to a satisfactory solution of the problem.
2. If, after a conference with the teacher, the problem has not been resolved, make an appointment to meet with both the teacher and the principal.
3. If contact with the teacher and the principal has not resulted in the matter being satisfactorily resolved, you may also contact the pastor of St. John Vianney Parish and, if necessary, the Superintendent of Diocesan Schools, Diocese of Lansing.

BACKPACKS/ BOOK BAG

Students should plan to carry their books back and forth to school in a book bag or backpack. They may use backpacks with wheels, but will be asked to carry them in crowded areas. Students will be asked to carry only the books they need to classes, and will not use a book bag throughout the school day. Students will be allowed to go to their lockers at various intervals throughout the day to avoid carrying a large number of books at one time.

TEXTBOOK/ MATERIALS/ EQUIPMENT POLICY

Textbooks are purchased from school fees and tuition and through our fund-raisers. Textbooks are replaced as necessary. Students are assigned books at the beginning of the school year.

Book covers are to be placed on all books in a student's possession immediately upon receiving the book, and books should be kept covered throughout the year. This protects the book while in use and saves the student from being charged a fee for damage. Do not apply any type of tape directly to the book. Students are expected and required to care for all school materials and equipment.

Students are allowed to take their textbooks home. They will be responsible for any lost or damaged books.

If there is damage to books/materials/equipment that reduces the item's usability, at least 50% of the replacement cost is due from the student/parents. In the event of the loss of a book/materials/equipment, or serious damage to the item, 100% of the replacement cost is due. Unpaid damage fees will result in a hold on report cards and re-registration.

Lost or damaged library books will also be charged to the student. Students are not to check out a book from the library (or classroom) for another student.

LOCKERS AND PERSONAL PROPERTY

Students in the Middle School are assigned a locker close to their homeroom. Students should bring a combination lock to secure his or her belongings in each locker. Key padlocks are not allowed. Students should keep their lockers locked (especially after school and on weekends) and are not to give combinations to any other student in the school. The homeroom teacher will keep a list of locker numbers and combinations for each student.

All students are reminded that other students' property and belongings are not to be disturbed or touched, particularly any items that may be in a locker or closet, or even on a desk. Students are not to leave books, book bags, purses, etc., unattended anywhere in the school except in their assigned, secured locker or closet. The school does not take responsibility for any lost or stolen items that were carelessly left unattended.

Lockers may be inspected by the administration or staff at any time.

SMOKE FREE POLICY

All St. John Vianney Catholic School and Parish facilities and grounds are designated "Smoke Free."

ASBESTOS INSPECTIONS

In accord with the Asbestos Hazard Emergency Response Act regulations (AHERA), periodic inspections of asbestos levels within St. John Vianney Catholic School are carried out each school year. Wondermakers of Kalamazoo also performs inspections and provides reports. Management plans and records of inspections are available for your review in the school office.

PESTICIDES/ HERBICIDES

Pesticides and herbicides are occasionally applied to the building and/or grounds at St. John Vianney. You have the right to be informed of any pesticide or herbicide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. If you require prior notification, please submit to the office the name, address, and phone number of the person who is to be alerted.

SCHOOL PICTURES AND YEARBOOK

School pictures are taken of each student early in the school year; a copy is included in each student's file. Purchase of these pictures is optional. A school yearbook, with pictures of all students and various groups, is given in the spring to students who ordered through the fall picture package. Additional yearbooks will also be for sale.

TECHNOLOGY ACCEPTABLE USE POLICY

The Diocese of Lansing, Department of Education and Formation, and St. John Vianney Catholic School encourage and strongly promote the use of technology in the Catholic Schools of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocese's and school's terms, conditions, and regulations for the use of Internet and other technologies, including (but not limited to) computers, telephones, video, cameras, and fax machines. **These procedures apply to all computers/ technologies whether located at school, parish center, parish office, home, or anywhere else when St. John Vianney school members are involved.**

Students are to abide by the copyright laws. Permission must be sought from the technology instructor or homeroom teacher to bring to school and use any personal software or disks or devices to store electronic data.

FIELD TRIPS

Field trips are planned by individual teachers and sometimes by the school administration. These trips generally are for educational enrichment, but sometimes just for fun, too. A permission slip will be sent home in advance for your signature when students are taken out of the building and off school grounds. The permission slip verifies that you are aware of the details of the trip and are willing to have your child attend. Please abide by the **deadline** for return of the signed permission slip – which is typically the day before the trip. **Students may not leave the building on field trips without a signed permission slip.** Generally, students will not be allowed to make phone calls to have family members come to sign a permission note after the time it is due.

Transportation for some field trips is contracted with Flint Community Schools, MTA, or Westwood Heights busing, and a fee is charged each student. Some trips require parents to transport students. Parents who are willing to transport students must have seat belts for each student (not including the front passenger seat), appropriate child safety seats for children under 8 years old or 4'9" tall, and must have a diocesan volunteer driver insurance form on file. Field trips are privileges afforded to students. A student may be denied participation in a field trip for a consistent violation of school rules or a serious disciplinary infraction.

A child will never be prohibited from attending field trips because of cost.

PERMISSION SLIP POLICY

Permission slips must be turned in at the time specified on the form. (This is generally 4:00 P.M. on the day before the trip is scheduled.) Students who bring forms in late may not be allowed to attend the field trip: they will be given an academic assignment to complete at school while their classmates are gone. Students not attending field trips are still expected to attend school unless notified otherwise by the teacher or principal.

HALLOWEEN COSTUME GUIDELINES

Since All Hallows' Eve (Halloween) is the eve of All Saints Day, the costumes worn on All Hallows' Eve should be in keeping with the solemnity of the holyday.

- Choose life-giving, positive types of costumes, such as religious or bible figures, Disney characters, sports heroes, careers, harvest, toys, etc. Masks should be small instead of covering the child's whole head. AVOID costumes that depict or promote violence, war, blood, and death.
- The following may not be brought to school: swords, guns, weapons, or any type of object that depicts violence or could be used as a weapon.
- Costumes are to be brought to school to be put on just before the classroom party. Pre-K and Kindergarten students may wear their costumes to school. Middle school students may be allowed to come to school in their costumes – look for protocol in newsletter.
- If any student's costume is thought inappropriate, regular school clothes will have to be worn instead of the costume.

NOTE: Parents that assist in classroom parties in costume should follow the above guidelines.

PARTIES/ CELEBRATIONS

The children at school sometimes observe celebrations of religious events, holidays, birthdays, etc., by having a party in the classroom. The arrangements for these events are made by and through the classroom teacher who, in turn, usually works with the homeroom parent/s.

BIRTHDAY RECOGNITION AT SCHOOL: Often, families choose to celebrate a child's birthday by sending a treat for everyone in the class or grade. In the primary grades, the treat should be simple, such as muffins, cookies, or Popsicles, etc.

For Middle School students, birthday celebrations during class are discouraged due to the class time missed. Students may pass out treats during lunch as long as all classmates are included in the celebration.

INVITATIONS TO PARTIES AT HOME: No invitations are to be given out at school unless ALL children in the class receive one. Excluding some children is a very hurtful experience, both for those excluded and those invited. The best approach is to mail invitations.

OTHER PARTIES/CELEBRATIONS: If any other parties or celebrations are planned, they must be approved by the classroom teacher or administrator ahead of time.

WELLNESS POLICY

In conjunction with our Wellness Policy, healthy snacks should be considered for daily morning snacks, lunch snacks, and snacks at parties. Students will learn more about healthy snacks during lessons on health and nutrition.

All hot lunches contain five components of the major food groups.

LUNCH PROGRAM

Hot lunch is available for students to purchase. Monthly menus, including the procedure for ordering lunches, are sent home with students. **Lunches must be pre-ordered**--please do not send money with students to purchase lunch on the day it is served. Leftovers are sold to the middle school basis but on a first-come, first-serve basis.

Milk and juice are sold in the lunchroom daily. Please do not send any GLASS containers with students. Pop, candy, and "fast-food" lunches are discouraged; students need to stay alert all afternoon. This year, we will ask parents for input regarding the sale of snacks for lunch.

Some students order hot lunches that they do not like and then ask for sandwiches instead. **Please make sure your child likes the entrée of the day.** Also, some students take advantage of our peanut butter sandwiches instead of bringing their own lunches. We would prefer to keep our sandwiches for those children who do occasionally forget their lunches. We encourage children of all ages to eat a nutritious lunch to give them proper energy for an afternoon of work as well as to maintain good health during their growth years and beyond. Breakfast is also very important for the child each morning before school.

Forgotten Lunches: In the event that a student forgets a lunch, a sandwich will be provided, as well as milk or juice. For those students who ask for a sandwich on a regular basis, \$1.00 will be charged, which may be paid the following day if the child does not have the cash on hand. Families will be asked to pay for the lunches if a child frequently asks for a sandwich.

Lunch Credits: If you have paid for a lunch and your child is not in school on that day, please give yourself a "credit," and note that credit on your next lunch order. Simply write "credit for ____ (missed day)" on the envelope.

Free and Reduced Lunches: You may sign up to receive free or reduced cost lunches for your children. Forms must be completed. Lunches must still be pre-ordered.

ARRIVAL / DISMISSAL PROCEDURES

All students, except bus riders, are dismissed from school at the parking lot entrances. Students who ride buses are dismissed on Blair Street. Students who ride Your Ride are dismissed on Bagley St. No other students should be picked up on Bagley Street. Students who have not been picked up by 3:15 will be taken to the main hallway. Parents are asked to pick students up there.

If you or a relative or friend transports your child to school, please abide by the following procedures and make sure the other drivers of your children are aware of this policy:

TRAFFIC MOVES ONLY ONE WAY THROUGH THE PARKING LOT. ENTER FROM BLAIR STREET, EXIT ONLY ONTO BAGLEY STREET.

1. DO NOT, FOR ANY REASON, PARK IN THE DRIVEWAY COMING FROM BLAIR STREET INTO THE PARKING LOT. Stopping, even for a moment, causes congestion in the flow of traffic. Students may be dropped off in the morning on Blair St., in the parking lot by the cones, and if necessary on Bagley St. All students must be picked up in the parking lot at dismissal.
2. At dismissal, teachers have been instructed to release students to the parking lot area only. Adults are to meet the students near the school and walk them across the parking lot or to pull up near the cones in the parking lot where children may enter the vehicle.
3. **DO NOT PARK ON BLAIR STREET.** This is a bus loading/unloading area both before and after school. This is a dangerous street, and children are not allowed to cross it to go to waiting vehicles. (Pre-K, Day Care, and Kindergarten parents arriving in the middle of the day may use this area to park when dropping their children off.)
4. **DO NOT PARK in front of the school ON BAGLEY STREET at arrival and dismissal times.** It becomes very congested for the flow of traffic at those times.
5. During school hours, students must be picked up at the school office and must be checked in or out. This is the only way we can keep track of every student.
6. Vehicles should never drive into the 'safe zone' on school days between 6 a.m. and 6 p.m.

Your cooperation with our parking rules will help an extremely busy time of day remain a safe time for all children. Please be cautious and considerate at all times!

Please remember that when you ask your child to break a rule, they are being taught a lesson for life.

All rules are designed to keep all children safe.

SPORTS PROGRAM

Students at St. John Vianney are encouraged to participate in all sports available to them. No one is ever "cut" from a team; everyone who wishes to participate will be allowed to play. Athletes who attend practices regularly, are academically eligible, and follow school and sports rules will receive playing time in each game of the season.

Good sportsmanship, safety of athletes, and a positive experience for all athletes are stressed more than the "win-loss" record. Good sportsmanship is expected at all times from coaches, athletes, and spectators at all practices and athletic events.

Parents are expected to assist their athlete by providing transportation to games as well as practices. It is very important to work with the student to be sure they attend all practices and games and are picked up promptly.

The athletic director will assign coaches for each sport, divide teams as necessary, and generally oversee the athletic program. Any questions or concerns should be brought first to the coach, secondly to the athletic director, and then, if necessary, to the principal.

F.A.C.S.L. Sports Seasons - Tentative Sports sign-up forms will have more exact dates.

Football-- 7/8 Valley Youth Football League; conditioning may begin August 17. (vyfl.com)
7/8 football games begin in early September.
5/6 flag football will start after school begins.

Girls Basketball-- Practice may begin a week before Labor Day.
Games may begin third Wednesday after Labor Day.
Games end late October/early November.

Volleyball-- Practices may begin in November - tba.

Jr. High Boys Basketball-- Practice may begin the last week of January
Games may begin the third week of February
Games end by mid-March

Elem. Boys Basketball-- Same as Jr. High Basketball

Spring Sports (Boys Baseball and Girls Softball)--
Practice begins three weeks before the 1st game
(Easter vacation not included)
Games begin five weeks before Memorial Day
Games end by Memorial Day

Note: All of the above starting and ending times are approximate.

Elementary is 5th and 6th Grade. Jr. High is 7th and 8th Grade.

ELIGIBILITY

We highly recommend that all students participate in athletics at St. John Vianney. Being involved in sports is good for physical well-being, and teamwork is a valuable learning experience. However, a student must do their best with the academic learning experience in correlation to being allowed to participate in SJV games. We ask that families support their student/athletes so they can be successful in all endeavors!

Student/Athlete Conduct Eligibility Guidelines

A student/athlete must maintain a “C” or better in these standards in all classes.

- A. Shows respect to others and self; comes to class prepared; pays attention; turns in work on time; works to best of one’s ability; respects the rights of others to learn in classroom; positive attitude; organized with assignments; dependable; helpful
- B. Shows respect to others and self; comes to class prepared; pays attention; turns in work on time; works to best of one’s ability; respects the rights of others to learn in classroom; positive attitude
- C. Shows respect to others and self; usually comes to class prepared; usually pays attention; usually turns in work on time; usually works to best of one’s ability; respects the rights of others to learn in classroom
- D. Does not come prepared for class on a regular basis; assignments turned in late; not working to best of one’s ability; a distraction to the learning environment in the classroom; does not respond appropriately to school staff or coaches; use of inappropriate language or gestures
- E. Never prepared for class; does not complete assignments; disrupts the learning experience in the classroom; disrespectful to staff; students; coaches; frequent use of inappropriate language or gestures

- Not all criteria in each category may apply to a student.
- If the conduct level falls below a “C” in any class, the student will be placed on a two-week probation. If there is not significant improvement by the end of the two-week period, the student will be ruled ineligible to play in further games until improvement is made. The student must attend the practices and games during this time.
- A continuous or severe behavioral infraction may warrant immediate ineligibility.
- Student, parent, and coach will be informed of any probation or ineligibility.
- If a student is absent on game day, permission to play in a game must be granted by the principal.
- The principal will be the final authority concerning the students’ ineligibly.
- St. John Vianney will continue to offer support and assistance to all student/athletes.
-

SPORTS PHYSICALS

Every student who wishes to participate in a sport at St. John Vianney Catholic School must have a current physical on file prior to practicing for the sport. Sports physicals are good for one year. Sports physicals are offered at St. John Vianney School in August.

St. John Vianney Athlete's Code of Conduct

- I will always do my very best in school.
- I will not do anything that may harm the reputation of my school.
- I will always show respect for my fellow students.
- I will always treat my teachers with respect.
- I will demonstrate good sportsmanship through my actions towards fellow players, coaches, officials and parents.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will listen and learn from my coaches.
- I will not use foul language or talk badly about other players.
- I will treat everyone with respect.
- I will remember that it is only a game, and that winning is not everything.
- I will remember that participation in sports is an opportunity to learn and have fun.

St. John Vianney Parent's Code of Conduct

- I will see that my child always does his/her best in school.
- I will see that my child keeps up with his/her schoolwork.
- I will demonstrate to my child that school comes before sports.
- I will encourage good sportsmanship through my actions and words.
- I will support the coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will remember that the game is for the youth, not the adults.
- I realize that it is my responsibility to have my child on time for all games and practices.
- I realize that it is my responsibility to pick my child up on time.
- I will only use encouraging words from the stands during games and practices.
- I will not attempt to coach my child or any other player from the stands, as I realize that it is their coach's responsibility.
- I will remember that it is only a game and winning is not everything.

REGISTRATION AND FEES FOR ATHLETES

Prior to each season (fall, winter and spring), students are invited to sign up to participate on a team. Parents will be asked to confirm their child's commitment to the team via a note. All students who plan to participate on a team are asked to pay a per sport fee of \$15.00 to help defray the cost of uniforms, equipment, and stipends for coaches and officials. The \$15.00 fee is due when the student signs up to participate on a team. The school will provide uniforms or athletic apparel for each sport. If a parent purchases any part of the apparel, they may keep it.

ATHLETIC TEAMS AND SCOUT APPAREL

Students who participate on a St. John Vianney team may wear their team jersey, over their dress code shirt, on the day of their game or on Friday if the game occurs on the weekend. Scouts may wear their uniforms on the day of their meetings or other special scout events. The jerseys and uniforms must be tucked in at the waist.

DIOCESAN POLICIES

Grievance Policy & Regulations #2450 – A grievance is a complaint of a wrong or an injustice allegedly suffered by a student, parent, or employee.

In following the principle of subsidiary, grievance procedures will be implemented at the lowest level of administration possible, with recourse to higher levels.

A sincere attempt shall be made to resolve any complaints by means of a conference between the concerned parties.

In the event that the complaint cannot be resolved by such conference, the following procedures must be followed:

1. If a grievance is made by a parent or student against a teacher or school employee, such grievance must be referred to the school principal who has full authority to deal with the grievance without further consultation.
2. Decisions of the principal may be appealed to the pastor.

A complete copy of the policy and administrative regulations is available in the school office.

Student Conduct – Policy #5131: Students in the various educational programs of the Diocese of Lansing are expected to act in such fashion that their behavior will reflect the values and principles of the Christian Gospel and the teachings of the Catholic Church. They will show consideration for all persons who are members of the educational community and contribute to the creation of an atmosphere conducive to learning. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the regulations established by the local governing body.

Alcoholic Beverages – Policy #5131A: No alcoholic beverages shall be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried on under its auspices. Nor shall any student who is under the influence of alcoholic beverages be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Narcotics – Policy #5131B: Narcotics (controlled substances) as defined by law, shall not be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried on under its auspices. Nor shall any student who is under the influence of such narcotics be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Weapons – Policy #5131C: No weapons or explosive devices of any kind shall be carried onto any property under the jurisdiction of this board or at events or activities carried on under its auspices. Violations of this policy render the student liable to immediate suspension or expulsion.

Vandalism – Policy #5131.5: Students and their parents shall be financially liable for any damage to property under the jurisdiction of this board as may be intentionally inflicted by such students. This liability applies to items such as, but is not limited to, books, supplies, equipment, buildings, and grounds.

Discipline/Punishment – Policy #5144: The essence of Christian discipline is self-discipline wherein a student is brought to an awareness that true freedom and the ability to direct one's actions responsibly are synonymous.

In order to assist the student to achieve such discipline, clearly stated expectations and responsibilities, as well as consistent and patient direction by administrators and teachers are necessary.

Respect for the dignity of the student precludes the use of corporal punishment and verbal abuse as a means of seeking adherence to the rules and regulations of the school.

Sexual Harassment Policy – Appendix L: The Diocese of Lansing absolutely prohibits sexual harassment of any kind in the work place. Unwelcome sexual advances and verbal or physical conduct of a sexual nature will be considered sexual harassment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes" about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against another's body.

A substantiated charge against a staff member or a student in the Diocese of Lansing shall subject such person to disciplinary action.

Student Suspension – Policy #5114: Each school, realizing its obligation to the students, must extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or attendant circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

Student Expulsion – Policy #5114.1: Expulsion shall be defined as the permanent dismissal of a student from the school. It shall be enacted only as a last resort after other means of motivation and correction has failed and/or attendant circumstance of crime, scandal, morality, or disruption necessitate this extreme disciplinary action.

Any expulsion must involve:

- 1) Prior notice to parent/guardian of the general nature of the punishable offense and of the specific violation;
- 2) Referral to the Diocesan Superintendent or his/her delegate;
- 3) Notification of an appeal process.

ST. JOHN VIANNEY CATHOLIC SCHOOL
2319 Bagley Street
Flint, MI 48507 (810) 235-5687

CATHOLIC DIOCESE OF LANSING
300 West Ottawa Street
Lansing, Mi. 48933

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from St. John Vianney Catholic School. A brief description of the activity follows:

Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

.....COMPLETE AND RETURN ONLY THE BOTTOM PORTION.....

If you approve of your child's participation in this event, please complete, sign, and return the following statement of consent and acknowledgement. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, _____,
in the field trip to _____ on
_____ (date) as described above. I understand that this event will take place
away from the School grounds and that my child will be under the supervision of the
designated School employee on the stated date/s. I further consent to the conditions
stated above for participation in this event, including the method of transportation.

(Print Parent's Name) (Parent's Signature) (Date)

Please return this entire form by _____.

2009/2010 SCHOOL CALENDAR

Sunday, August 30	Back-to-School Picnic	3:00 p.m. – 5:00 p.m.
Monday, August 31	First ½ Day of School	8:30 a.m. - Noon
Tuesday, September 1	First Full Day of School	8:30 a.m. – 3:05 p.m.
Wednesday, September 2	All Parent Orientation Meet the Teacher	6:30 p.m. -7:00: PreK- 8 th 7:00 – 8:00 p.m.: Grades 1 - 7
Friday, September 4	NO SCHOOL	
Monday, September 7	Labor Day – No School	
Thursday, September 10	8 th Grade Parent Meeting	6:30 p.m.
Wednesday, October 7	School Pictures	
October 12 - 15	Book Fair	
Thursday, October 15	Conferences 1:00 – 3:00 5:00 – 7:00	Noon Dismissal
Friday, October 16	½ Day of School	Noon Dismissal
Friday, October 23	Special Person Day Grades 1 - 8	9:00 – 11:30 a.m.
Wednesday, October 28	End of First Quarter	
Thursday, October 29	NO SCHOOL	MNSAA Professional Dev.
Friday, October 30	NO SCHOOL	Record Day
Monday, November 2	NEW HOURS begin	8:30 a.m. – 3:30 p.m.
Wednesday, November 25	½ Day of School	Noon Dismissal
November 26 and 27	NO SCHOOL	Thanksgiving
Saturday, December 5	Solo & Ensemble Festival	7/8 Symphonic Band Students
Mon. – Wed., Dec. 7-9	Santa’s Workshop	
Tuesday, December 15	Christmas Program Pre-K – 4 th Grade	7:00 p.m.
Wednesday, December 16	Christmas Concert 5 th – 8 th Grade	7:00 p.m.
Thursday, December 17	Roller-skating (Gr. 1 – 8)	10:30 – 1:30 p.m.
December 19 – January 3	NO SCHOOL	Christmas

School Hours: September 1 – October 28: 8:30 a.m. - 3:05 p.m.
 November 2 – April 1: **8:30 a.m. – 3:30 p.m.**
 April 12 – June 3: 8:30 a.m. – 3:05 p.m.

½ Days of School: Dismissal at Noon

8/06/09

Friday, January 15	End of Second Quarter	
Monday, January 18	Dr. Martin Luther King	No School
Sunday, January 24	Spaghetti Dinner	Noon – 2:00 p.m.
January 24 – January 30	Catholic Schools Week	
Thursday, January 28	Conferences 1:00 – 3:00 5:00 – 7:00	Noon Dismissal
Friday, January 29	½ Day of School	Noon Dismissal
February 1 – February 10	ITBS Testing	Grades 4, 6, 8
Friday/Mon. Feb. 12 - 15	NO SCHOOL	Presidents' Weekend
Saturday, February 20	Annual Dinner Auction	
Wednesday, March 3	SJV Science Fair	
Thursday, March 4	Academic Fair/ Open House	5:00 – 7:00 p.m.
Saturday, March 6	District Band Festival	Tentative Date
Saturday, March 6	Flint Science Fair	Grades 6 and 7
Monday, March 8	NO SCHOOL	
Friday, March 19	End of Third Quarter	
Monday, March 22	Record Day	No School
Friday, April 2 – April 11	Good Friday/ Easter	No School
Monday, April 12	School Hours Change	8:30 a.m. – 3:05 p.m.
Thursday, April 22	Conferences	4:00 – 6:00 p.m.
Friday, April 23	Half Day of School	NOON Dismissal
Saturday, April 24 or Friday, April 30 (tentative)	State Band Festival	Symphonic Band
Saturday, May 1	Confirmation – Grade 8	10:30 a.m. @ St. Robert
Sunday, May 2	Solemn First Communion	11:00 a.m. Mass
Monday, May 3 – May 7	Washington D.C.	Grade 8
Thursday, May 13	Carnival/ Ice Cream Social	5:00 – 7:00 p.m.
Friday, May 14	NO SCHOOL	
Wednesday, May 26	Spring Concert (Gr. 4 – 8)	7:00 p.m.
Monday, May 31	Memorial Day	No School
Tuesday, June 1	Sports Banquet	6:00 p.m.
Wednesday, June 2	Record Afternoon	Noon Dismissal
Wednesday, June 2	8 th Grade Graduation	7:00 p.m.
Friday, June 4	Last ½ Day of School	Noon Dismissal

Skirts/ Color: Solid navy blue (Grades 6 – 8): Solid navy blue or khaki
Jumpers Style: Full, A-line, pleated Length: **To the knee**

Shoes: Style: Athletic shoes or casual dress
Laces are to be tied at all times.
Not Acceptable: Sandals; open-toe or open-back shoes; wheels; platform or any shoes with heels greater than one inch. Boots may not be worn in class.

Socks: Socks are mandatory. Socks should be visible above shoes.
Color: White or solid dress code colors
Tights; knee-socks; cuff; crew; above the ankle
Not Acceptable: Non-dress code colors.

Make-Up: Must not be noticeable. No eye make-up.
Chapstick may be used, if necessary
Not Acceptable: Face glitter or stickers; lip gloss; fake finger nails; dark polish

Jewelry: To be kept to a minimum (small neck chain acceptable)
Earrings: single, not larger than earlobe, and contained within earlobe
Not Acceptable: Hoop earrings or dangling earrings; body piercing other than bottom of ear lobe; tattoos; more than 1-2 bracelets/chains; sweatbands

Coats/Jackets: To be available for recess -Non-SJV sweatshirts may not to be worn in school. SJV sweatshirts and SJV vests may be worn in school.

Hair: Young men are to be clean-shaven.
Hair is to be kept clean, combed, and **neatly trimmed**.
Hair must be natural color; may include subtle highlights.

Casual Days: Jeans or denims may be worn on announced Casual Days.
T-shirts/sweatshirts may only have logos appropriate for school.
Non-cargo pants /shorts and a dress shirt are acceptable.
Other dress shorts are acceptable, as long as they are **to the knee**.
Dresses or skirts may be worn – but **must be to the knee**.
Capris, that are not dress code colors, may be worn.
Dress code apparel may always be worn.
Not Acceptable: Pants with holes; sweat pants; pajama; spandex; frayed; extremely tight fitting pants; **no athletic shorts**; fatigues (camouflage of any color)
Tight, short, sleeveless, or capped sleeved shirts may never be worn.
All tops MUST be to the neck and lower than the waist.

P.E. Class: Tennis shoes; for safety and foot health, all shoes must be tied on top, have Velcro closures, Y-ties, or tight elastic. No slip-on shoes.
Pants/shorts must be worn with skirts/ jumpers.

The school administration reserves the right to determine what is acceptable apparel. Students may be asked to call home or change into more appropriate clothing that we have available.

Please put name in all apparel.

**St. John Vianney Catholic School
Report of Responsibility - Non-Aggressive Behavior**

Name of Student _____ **Date** _____

Teacher/ Supervisor _____

- _____ **Late or tardy for class**
- _____ **Lack of effort, uncooperative attitude**
- _____ **Loudness or running in hallways or classrooms**
- _____ **Talking out of turn, excessive talking**
- _____ **Incomplete homework**
- _____ **Inappropriate language (spoken, written, gestures, etc.)**
- _____ **Repeated occurrences of untucked shirts, untied shoes, etc.**
- _____ **Having gum or candy**
- _____ **Violation of classroom rules**
- _____ **Other** _____

Comments: _____

Supervisor Signature _____

After school detention is from 3:00 - 4:00 p.m.

After school detention to be completed on _____
(Student will need to be picked up promptly at 4:00.)

Please sign and return tomorrow. _____
Parent signature

**St. John Vianney Catholic School
Report of Responsibility**

Name of Student _____ **Date** _____

Teacher/ Supervisor _____

Please explain what occurred: _____

Why did this occur? _____

What should I have done differently?

Consequence: _____

Permission Form for Prescribed Medication

Date form received by the school: _____
Student: _____ Date of Birth _____
Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber:

Name of medication: _____

Reason for medication: (OPTIONAL) _____

Form of medication/treatment:
Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions (Schedule and dose to be given at school):
Start: date form received other dates: _____
Stop: end of school year other date/duration: _____
For episodic/emergency events only

Restrictions and/or important side effects:
None anticipated
Yes, Please describe: _____

Special storage requirements: None Refrigerate Other:

This student is both capable and responsible for self-administering, this medication:
No Yes-Supervised Yes-Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:
On the back side of this form As an attachment

Date: _____ Signature: _____

Physician's Name: _____
Address: _____
Phone Number: _____

To be completed by parent /guardian:

I request that (name of child) _____ receive the above medication at school according to standard school policy.

I request that (name of child) _____ be allowed to self-administer the above medication at school according to the school policy.

Date: _____

Signature _____ Relationship _____

St. John Vianney Catholic School
Non-Prescription Medication Form

Name of Student: _____ Teacher: _____

Parent /Guardian: _____ Phone: _____

_____ Phone: _____

Description of items in storage bag (i.e. cough drops, sugar-free cough drops, aspirin, acetaminophen, drops, Benadryl, Neosporin, etc.)

Item: _____ dosage to administer: _____

_____ call 1st before administering _____ may administer as needed

Item: _____ dosage to administer: _____

_____ call 1st before administering _____ may administer as needed

Item: _____ dosage to administer: _____

_____ call 1st before administering _____ may administer as needed

I grant permission for a St. John Vianney staff member to administer any of the above non-prescription items in the required dosage (on an as needed basis or after a phone call). A log will be maintained when an item is dispensed.

_____ Parent or Guardian Signature

_____ Unused items may be discarded at the end of the school year.

_____ Please send the unused items home at the end of the school year.

+++ This form must be filled out and placed in the storage bag with each child's non-prescription medication. Please deliver the items to the school office. Students may bring the items (in a bag with this note) to school if necessary.

CATHOLIC DIOCESE OF LANSING
300 WEST OTTAWA STREET
LANSING, MI 48933-1183
(517) 372-8540

VOLUNTEER DRIVER INFORMATION SHEET

Driver: Name _____ Date of Birth _____
Address _____ Social Security _____
_____ Phone _____
Driver's License # _____

Vehicle that will be used:

Name of Owner _____ Year and Make _____
Address of Owner _____ Model _____
_____ License Plate _____
Registration Expires _____ Inspection Expires (buses only) _____

If more than one vehicle is to be used, requested information must be provided for each vehicle.

Insurance Information: When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company _____
Policy Number _____
Expiration Date _____
Liability Limits of Policy * _____

***Please note:** The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer/employee driver, I hold a valid driver's license and have the required insurance coverage in effect on any vehicle used to transport students, co-employees, service recipients and/or act on behalf of the church or related entities.

Signature _____ Date _____

