

# **St. John Vianney Catholic School**



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**<http://sjvazschool.net>**

## **PARENT/STUDENT HANDBOOK 2013-2014**

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<p><b>The SJV Parent/Student Handbook is given to each family with the intention that reasonable, fair, consistent, and standard policies be maintained. While every effort is made to ensure that accuracy of the information contained in this handbook, SJV or the Principal reserves the right to make changes at any time without prior notice.</b></p>	



## A Letter from the Pastor and Principal:

May the Peace of Christ be with you! We would like to take this opportunity to extend a warm welcome to our new and returning families to our St. John Vianney Catholic School and Parish Community! We are thrilled to know that you are joining us as we serve the young people the Lord has entrusted to us as an educating community. We want to support you as the primary educators of your children in forming them in the faith and in the commitments you made when they were baptized. Thank you for supporting Catholic Education and we look forward in partnering with you in the Christian Education of your child/ren. May we all grow in knowing, loving, and serving God, and making HIM known to others. May Mary, our heavenly Mother, guide us in all we will do as we embark on this exciting journey together.

United in prayer and gratitude,

Fr. Tom Eckert, C.S.C.  
Pastor

Doug Weivoda M.ED M.B.A  
Principal



***“My commandment is this: Love one another, as I have loved you.” John 15:12***

## ABOUT OUR SCHOOL

### HISTORY OF THE SCHOOL

St. John Vianney Catholic School was established in 1992 under the care of the pastor, Fr. Joseph Corpora, C.S.C. The school began with a preschool and successively added one grade level yearly. Presently the school has expanded to serve children from preschool through eighth grade. Our School has progressed and grown much since its humble beginning with the over-arching goal of providing children from the surrounding area a quality Catholic education.

The school's mission and philosophy align to Blessed Basile Moreau's founding statement for the creation of the Congregation of the Holy Cross, "to make God known, loved, and served."

### MISSION STATEMENT

St. John Vianney Catholic School is a Christ-centered community guided by the congregation of Holy Cross educating both minds and hearts while achieving high academic standards and embracing the call to serve.

### PHILOSOPHY STATEMENT

St. John Vianney Catholic School empowers young people to embrace their God given talents and vocation to positively contribute to society.

Spirituality: We believe in witnessing a dynamic, passionate, and faith-filled relationship with Jesus by living Gospel values.

Academics: We believe in collaborating with parents, the child's primary educators, whose commitment and involvement is essential for a successful Catholic environment. As a professional learning community, teachers facilitate the learning process to provide an exceptional education.

Environment: We believe in providing a family centered environment for learning that develops the child emotionally, socially and physically.

Stewardship: We believe in cultivating a spirit of service and solidarity so that our students recognize and utilize their time, talents, and treasures to spread the Good News of Jesus Christ.

Community: We believe in unifying our school, parish, and local community by knowing, loving, and serving God, while making Him known to others.

## **STUDENT LEARNING EXPECTATIONS (SLE)**

Saint John Vianney School strives to incorporate the Student Learning Expectations in every aspect of student life. The SLE's represent the faith and educational focus of the entire school community.

### **A Saint John Vianney Student is:**

#### **A Life Long Learner who:**

- Demonstrates academic proficiency
- Communicates Effectively
- Thinks both critically and creatively
- Develops a curiosity and love for learning.

#### **A Christ-centered individual who:**

- Grows in their knowledge of the Catholic faith
- Develops a prayerful and loving relationship with God
- Lives faith through the sacraments
- Follow Jesus as a model for reaching out to others.

#### **A Responsible Steward who:**

- Exhibits courtesy and show respect to everyone
- Shares God-given talents to serve the community
- Acts with gratitude, compassion, and integrity.

## **SCHOOL ORGANIZATIONS**

### **OVERVIEW**

As an integral part of St. John Vianney Parish, our school operates under the direction of the Pastor. The Pastor in conjunction with the Principal provides leadership and administration of the school. In addition to the faculty and staff, there are other organizations that assist the school as seen below.

### **ST. JOHN VIANNEY ADVISORY COUNCIL**

The purpose of the Advisory Council is to function as an advisory body to the Principal and Pastor in matters relating to the school. The Advisory Council has the following specific responsibilities:

- To promote a clear understanding, communication, and implementation of the Philosophy and Mission Statement of St. John Vianney Catholic School.
- To promote a clear understanding and communication among the educating community that includes parents, teachers, and the school's administration.
- To develop, in consultation with the Principal and subject to the Pastor's approval, an annual budget for the school.
- To assist the school in achieving its goal of providing quality Catholic Education to students consistent with the Philosophy, Mission Statement and applicable policies, including Diocesan policies and applicable accreditation policies.

Anyone may attend a board meeting. A person wishing to address the Council must give five days written notice to the Council President or the Principal prior to the meeting. The Advisory Council meets at least once a month from August through May. The Council **does not** act as a grievance committee. The Council does not hire, evaluate, or terminate the faculty, staff or administrator of the school.

## **ST. JOHN VIANNEY HOME AND SCHOOL ASSOCIATION (HSA)**

The HSA is an organization whose function is to build communication between families and the school through parent education, creative leadership, social events and fundraising projects for the school. All parents are members of the Home and School Association along with the faculty, staff and administration.

The HSA hosts monthly meetings. All families are strongly encouraged to attend these monthly meetings to be advised of important information about our school, as well as participation in the community building and faith formation initiatives. The meeting dates are noted on the monthly school calendar. Reminders will also be provided. **Service hours are earned by attending HSA meetings.**

## **ROOM PARENTS**

Room Parents are responsible for scheduling parent volunteers for classroom and school events or activities, such as field trips, parties, or other special projects. 1-2 parents per classroom are needed in order to have continuous communication with the teacher. Room parents may meet periodically depending on the needs and upcoming events of the school and/or HSA.

## **HOST FAMILIES**

The Host Family program assists new families registered at SJV with the policies and procedures of the school. Existing families are matched with the new families and exchange contact information to help guide them during the school year. Hosting a family is a one year voluntary commitment.

## **COMMUNICATION**

### **CHANNELS OF CHRISTIAN COMMUNICATION**

Good communication is open, courteous, calm, child-centered and specific. As a rule, any concern or problem a person is having with another individual should be addressed directly with that person before going to that person's supervisor.

Concerns or grievances must be handled according to the following procedure.

1. Set up an appointment with the teacher. This can be done through a written note or e-mail.
2. Meet with the teacher. If the matter is not resolved at this level, then proceed to step three.
3. Contact the school secretary to make an appointment with the Principal.
4. Meet with the Principal. If the matter remains unresolved, the Principal will advise the complainant with further recourse.



**As a reminder of our Catholic Identity always communicate in a Christian way, remembering the following:**

- If I have an issue, I will take it to the source.
- I will direct others coming to me with an issue to go directly to the source.
- I will not assume another person's motives.
- I will check my perceptions of the matter with the appropriate person.
- I will communicate with respect, verbally and nonverbally.
- I will be open to receive correction as gracefully as possible.
- I will strive to trust and give others the benefit of the doubt to the best of my ability.

## **COUNSELING AND CONFIDENTIALITY**

With certain exceptions, any and all information regarding your child's and family's guidance at St. John Vianney Catholic School is kept strictly confidential. However, confidentiality cannot be guaranteed in certain circumstances, including, but not limited to threats of suicide or serious physical harm to self or others; a court order to release records or other information about your child's school guidance; a referral to another professional, (e.g., for necessary testing and evaluation); or any behavior or situation where disclosure of information is required by applicable law.

## **ADMISSION POLICIES**

### **ADMISSION POLICIES**

In accordance with the policies of the Roman Catholic Church of Phoenix, St. John Vianney Catholic School admits Catholic and non-Catholic students of any race, color, or national or ethnic origin to all the rights and privileges, programs and activities made available to all students.

First priority for admission will be given to returning students. Priority is then given to siblings of returning students and then the registration process is opened to the general public.

### **AGE REQUIREMENTS**

The Diocese of Phoenix requires that students must be five (5) years of age by September 1<sup>st</sup> to be eligible for admission to Kindergarten. First grade students are required to be six (6) years of age by September 1<sup>st</sup> to be eligible for admission.

### **REQUIRED RECORDS**

All students enrolling in school for the first time must present the following:

- Official certificate of Birth and Baptism
- Current record of Immunization and Health
- Report card and standardized test scores
- Completed Geselle assessment for Kindergarten and an entrance exam for grades 1-7

## STUDENT TRANSFERS/WITHDRAWALS

Students previously enrolled in another school will be provided with a Request for Records form to be signed and then sent to their previous school.

A parent/guardian may withdraw a student at any time. All books must be returned and financial obligations met upon withdrawal and before records will be sent. Please refer to Diocesan Regulation Number 5.02.

***“Students will not be permitted to register at another Catholic school within the Diocese of Phoenix until financial obligations at the current or previous Catholic school within the Diocese have been met. Catholic schools may take other action until financial obligations have been met.”***

Records are then mailed directly to the new school.

## TUITION AND FEES

### TUITION

The Pastor, in consultation with the Principal and the School Advisory Council, will determine the cost per student for each school year.

**The tuition for the 2012-2013 school-year is set as follows for Preschool:**

	<b>Preschool</b>
<b>Tuition</b>	\$5400

Gesell Assessment: A \$30 Assessment fee is charged at the time of assessment for each student being tested prior to Kindergarten entry.

**The tuition for the 2013-14 school-year is set as follows for Grades K-8:**

	<b>Kinder – 8th</b>
<b>Tuition</b>	\$4775

### REGISTRATION FEE

A registration fee of \$100 per pupil is payable at the time of initial or re-registration. This registration fee is applied to the students' tuition and is non-refundable.

## TUITION PAYMENTS

All families are required to make tuition payments the FACTS system (**an automated payment plan made through your checking or savings account**) according to one of the following plans.

- Full payment: The entire amount of tuition is paid upon registration.
- 2 Equal Payments: Payments are made once a semester. (July & December)
- Monthly payments: The entire amount of tuition is paid monthly over a 10 month period beginning in August through the FACTS Tuition Management Plan. .

## FACTS

All payments will be authorized through individual bank accounts to make automatic payments to the FACTS system on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. In the event that a regularly scheduled payment is returned unpaid, FACTS will reattempt the missed payment within approximately two weeks. FACTS will send a letter to the responsible party advising of the specific date of the reattempt. The family will incur a FACTS fee for resubmitting the missed payment and a fee may be charged by your individual bank.

*There will be a \$25 fee assessed for any Non-sufficient funds transactions returned from the bank to St. John Vianney.*

## LATE PAYMENTS

It shall be the responsibility of each school family to keep the school office informed of their need to make any changes in their payment arrangements. Without such information, the following policy will apply when tuition payments are missed or received late.

It is St. John Vianney Catholic School's policy that any school families failing to pay tuition for two consecutive months, or according to the agreement that they have made with the School, or who have been unwilling to make suitable alternative arrangements with the Principal/Pastor, will be informed that their child(ren) will not be readmitted to the school.

All families not current in their previous payments of tuition or dues are subject to the following:

- Students will not be admitted on the first day of school if tuition is not current.
- By Christmas Break: Students will not be readmitted on the first day of class in January.
- By April 15<sup>th</sup>: Students in eighth grade who have outstanding debts will not participate in any graduation activities (i.e. May Crowning, retreat, 8<sup>th</sup> grade banquet, 8<sup>th</sup> grade field-trip, graduation ceremony).
- By the Last Day of School: **All students** must Follow Diocesan Regulation 5.02, stated below:

***“Students will not be permitted to register at another Catholic school within the Diocese of Phoenix until financial obligations at the current or previous Catholic school within the Diocese have been met. Catholic schools may take other action until financial obligations have been met.”***

## **TUITION ASSISTANCE / CEA**

There are various opportunities for tuition assistance, most notably through the CEA Program. Those families who, because of limited income or extraordinary financial obligations, cannot pay the full tuition are required to complete the annual CEA forms for students in Kindergarten-8<sup>th</sup> grade.

***St. John Vianney School encourages every family to contribute to the Catholic Education Arizona (CEA), a tuition assistance program.***

The Arizona Tuition Tax Credit Act allows every family that owes Arizona state taxes up to \$2,063 against state income tax, and \$1031 for individuals. This payment is made to a qualified School Tuition Organization that provides scholarships or grants to students in qualified private schools. As a Catholic school, St. John Vianney participates in the program through the Catholic Education Arizona (CEA).

Contributors are eligible for a dollar-for-dollar credit towards their State Tax obligation. Monies directed to St. John Vianney are available for tuition assistance. Any amounts contributed in excess of financial aid needs go directly to a general fund for our school.

Please take advantage of the exceptional opportunity to help St. John Vianney Catholic School. If you need additional CEA forms, they are in the school office and on-line at [www.catholiceducationarizona.org](http://www.catholiceducationarizona.org). There are several simple ways to make your contribution:

- By Phone – Call the Catholic Education Arizona at 602-218-6542 to contribute with a credit card.
- By Mail – Check and credit card contributions may be mailed to the Catholic Education Association along with the form to CDOTP, PO Box 53321, Phoenix, AZ 85072
- By Payment Plan. Mail the Scheduled Payment Plan form to CDOTP, PO Box 53321, Phoenix, AZ 85072 or call (602)218-6542 to choose the plan that meets your needs.

**Please remember to designate St. John Vianney Catholic School, Code 164.**

## **TUITION REFUNDS**

Any families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition except for the registration fees. After the first day of school, tuition refunds shall be prorated over the number of school days the student has attended St. John Vianney.

## **FAMILY OBLIGATIONS**

### **VOLUNTEER HOURS**

All families are **required to give 20 hours per semester** of stewardship service to the school. Although all SJV families are encouraged to participate in parish ministries and other activities, it is expected that the required volunteer hours that are submitted to the school office be focused on service to the school by immediate family members and not the students themselves. **Make sure to document your stewardship service hours in the school office.**

## **FUNDRAISING OBLIGATION**

The fundraising requirement per family is an essential component of the school's operating budget. Each family is **required to contribute \$200** for fundraising throughout the school year. This fundraising obligation is to be met through the enrollment and use of the SCRIP program. This program gives the school a pre-determined percentage of the sale at participating vendors. If in the school year, a family meets their fundraising requirement, the family receives the additional incentive of ½ of any additional fundraised monies raised applying directly to their child's tuition. A list of vendors and the percentages of sales given to the school are available through SCRIP sign-up and the website: <http://www.glscrip.com/>

## **MASS ATTENDANCE**

Catholic students of St. John Vianney are expected to attend Mass on Sundays and Holy Days of Obligation in our parish or at any other parish. Furthermore, our school community hosts an 11:00am Sunday Mass once each month. We ask that each student and their family attend this Mass and that the students be in their complete school uniform.

## **ACADEMIC POLICIES**

### **AGENDAS**

Students in grades 1-8 will use agendas to document homework, which may be purchased for \$5 during pre-registration events. The agenda will help keep students organized and will serve as a communication tool between parents and teachers. Teachers and parents are to check the agenda daily and sign it. If agendas are lost or are damaged, students must purchase a new one in the school office for \$5. No graffiti or gang-related symbols will be permitted on agendas.

### **HOMEWORK**

Homework is used to reinforce the skills taught during an instructional period. Homework may be assigned to students daily to help reinforce the skills taught during the instructional periods. The time necessary for doing homework will vary according to the grade level. The assignment given and the child's rate of work will also make a difference. If a child seems to be spending an excessive amount of time on homework assignments, contact his/her teacher.

The following list is a guide for homework and may take more or less than the time allotted:

Grades K-1	1 hour a day
Grades 2-4	1 1/2 hours a day
Grades 5-8	2 hours a day

Teachers in grades 6- 8 will collaboratively work out a schedule of how homework will be assigned in each subject area.

## **HOMEWORK AFTER ABSENCE**

No school work will be provided to students prior or during an absence. **Upon the students' return, s/he will be given missed work assignments which must be completed within the same number of days that the student was absent. For example, if the student was absent 3 days, all missed work must be completed within 3 days.** Special circumstances will be at the discretion of the teacher and Principal.

## **LATE HOMEWORK**

Help us teach your child to be a responsible student. Turning in late homework is unacceptable. Homework that is turned in late will receive a penalty for each day, up to three days. **Parents/guardians are not allowed to bring in student's work during the day, as this does not reinforce student responsibility.** Students may not complete homework for one class in another, unless he/she received prior permission from the teacher. Doing the homework without permission, may lead to confiscation of the work.

## **EAGLE OF THE MONTH**

As a Christ-centered community, the teachers of Saint John Vianney are given the opportunity to formally recognize the achievements and strong character traits of two students per class each month during the school year. The teachers use the SLEs to determine the criteria for the recipients of this award. The recipients of this honor are announced during morning message among the student body and parents.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled for the first report card. Parent / Teacher conferences for the third quarter are also scheduled during the spring semester.

Throughout the year, an appointment for a conference can be made with teachers by sending a written request through notes or email. From time to time a teacher may also request a conference with the parents/guardians through a note or a phone call home. Parents should not expect teachers to take time from their instructional day or at dismissal for the purposes of discussing a child's progress in school.

## **PROGRESS/REPORT CARDS**

All K-8<sup>th</sup> grade students will receive a progress report (half way into the grading period) and a report card at the end of each grading quarter. It is necessary that both progress reports and report cards receive a parent/guardian signature and be returned the following school day. Questions regarding the work or child's progress should be directed to the subject-teacher involved.

Additionally, parents may log-in to the TeacherEase system and view their child's grades in any given subject at any given time. Teachers are to enter grades on a regular basis so that parents will have a "snapshot" of their child's progress.

SJV follows the Diocese of Phoenix curriculum standards and the following grading scale:

The following scale is used in grade 1- 8

<b>DIOCESE OF PHOENIX</b>		
<b>GRADING SCALE</b>		
Grade	HIGH	LOW
A	100	94
B	93	85
C	84	75
D	74	65
F	64	Below

The following scale is used in grade PK - K

- O = Outstanding
- S = Satisfactory
- I = Improving
- N = Needs Improvement
- U = Unsatisfactory

Parents have the right to review the official transcripts of their child by setting up an appointment in the office. By law, no personal information concerning a student will be given to any person that is not the parent or authorized guardian.

### **Honor Roll/Principal List**

Students in grades 1-8 who meet the following grade point criteria in their core classes (Religion, Language Arts, Math, Science, Social Studies) will be eligible for the Honor Roll and Principal Lists each semester.

**Honor Roll:** 3.00-3.49

**Principal's List:** 3.50-4.00

### **TESTING PROGRAMS**

As a Diocesan school, SJV participates in the following formal testing programs:

- **The Iowa Test of Basic Skills (ITBS)** is given to students in grades 2–8.
- **Cognitive Abilities** is an additional ITBS test that is given to students in grades 4 & 7 only.
- New kindergarten students are given the **Gesell Assessment** before acceptance in order to verify that the child is developmentally ready for Kindergarten.
- An entrance exam is given to new families to assess the academic readiness of each student.

## ACADEMIC REQUIREMENTS

St. John Vianney is dedicated to the academic success of all students. If a student is struggling in one or more subjects, the teachers and Principal, along with the parents or guardians, will meet with the student to develop an individual monitoring program. This program will assist the student to reach passing academic standards.

## RETENTION

If a student receives two or more failing grades in the core subject areas, (Religion, Language Arts, Math, Science, and Social Studies) they place themselves at risk of not being promoted to the next grade level at the end of the year. The decision to retain a student is carefully made by the Principal in consultation with the teacher and parents.

## ATTENDANCE POLICIES

### SCHOOL HOURS

SJV follows the Diocesan calendar guidelines.

**All dates are subject to change.**

First bell rings:	7:40AM
School begins:	7:50AM
School dismissal:	3:00PM (12:40 PM for early release Fridays)

Supervision begins at 7:30AM; therefore no student should arrive on campus prior to that time, unless they are using the Extended Care Program. Students that arrive after 7:50AM will be considered tardy and must have a tardy slip from the office to be admitted into class.

If you should need to pick your student up for an appointment during the school day, please sign your child in and out in the school office. The office will send for your child from the classroom upon your arrival.

### STUDENT DROP-OFF/PICK-UP

Parents are to carefully park their cars in the parking lot. Parking at the curb to wait/pick-up your child is not allowed. Cars may not park in the designated handicapped parking without a handicap license plate and/or placard. There is also an additional reserved parking spot for the Fall Gala winner that can only be used by that family. Drive slowly in the parking lot and keep your children safe.

### DROP-OFF

Cars must enter the church parking lot through the East entrance (CHURCH SIDE) and leave only through the West exit. Students may be dropped off at the curb in the morning **only**. Parents must assure that the children exit only on the curb side and not into the street. Otherwise, please park and walk your children to the gate. Students who walk to/from school **must** have a signed permission slip on file in the office.



## **PICK-UP**

Pre-K thru 3<sup>rd</sup> grade students will be picked up from their classrooms while 4<sup>th</sup>-8<sup>th</sup> grade students will be picked up from their designated locations on the ground floor.

Please remember that only those who are identified on the Emergency Card may pick up a student or provide a ride home. No one should take another child home without written parental permission and knowledge.

## **MORNING MESSAGE**

Morning Message in the Church includes The Pledge of Allegiance, morning prayers, intentions, and announcements. Parents are invited to attend each morning, as well as the weekly school Mass on Wednesdays.

## **ABSENCES**

We ask that parents notify the school by telephone by 8:30 AM of their child's absence. The phone number is (623) 476-0800. A signed and dated note from the parents explaining the reason for the absence is required once the child returns to school.

If students are signed out by a parent prior to lunch, it will be considered a half day's absence.

## **TARDY/ABSENCE POLICY**

To eliminate excessive, unexcused tardiness, every five unexcused tardies per quarter will equal an unexcused absence.

Excessive unexcused absences may result in a child being required to repeat a grade or attend summer school. The required number of school days for the school year within the Diocese of Phoenix is 180 days. If your child has missed 18 days or more, they are at risk of grade retention. Unless extenuating circumstances were approved by administration.

## **SAFETY**

SJV is dedicated to the safety and well being of all students. Therefore, the following policies and action plans have been created.

## **EMERGENCY CONTACT INFORMATION**

All families must keep an updated emergency card for each child on file in the school office. Please notify the school immediately of any changes during the year.

***The emergency card specifies who may or may not pick up your child. The school will not allow the child to go with anyone unless specified in writing.***

## **SUPERVISION**

Teacher and/or parent volunteers supervise the school and playground areas during recess and lunch periods. They are aware of the safety rules of the school and are particularly alert to any behavior that might endanger or lead to injuries. No students are permitted on campus after school hours unless they are in the Extended Care Program or under the supervision of authorized campus personnel.

## VISITORS / VOLUNTEERS

All parents, visitors, volunteers, etc. to the school must sign in at the school office at all times and wear a visitor badge. Classes may not be interrupted at any time by anyone without obtaining permission or clearance from the office or the Principal. All visitors or volunteers must have attended and be current in a Safe Environment class. To obtain information or a schedule of the "Called to Protect" classes offered throughout the Diocese, see [www.safeenvironmenttraining.org/classes.php](http://www.safeenvironmenttraining.org/classes.php). Parent volunteers may not bring other children with them to campus during this time.

Catholic High School students requesting service hours must make arrangements in advance and receive prior approval for the service before coming onto the campus. St. John Vianney Catholic School cannot assume the liability for students who are not enrolled at SJV.

## PRIVACY POLICIES

Before the use of a student's name or likeness, whether in still, motion pictures, audio or video tape, photographs and /or other reproduction of a student, including voice and features with or without the name of a student for any promotional purposes involving the Diocese, parish or school, news or feature stories in any media or other purposes whatsoever, written permission for publication of this information will be secured from the parents. ***If a student does not have a photo release form on file, that student will not be included in the official school class picture, yearbook, newsletter or any other publication.*** Prior to printing student directories, written permission for publication of the information will be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the administration of St. John Vianney School and the Diocese of Phoenix.

## BULLYING

St. John Vianney Catholic School strives to provide a safe environment for all individuals. Students have a responsibility to represent our school in a positive manner and respect the privacy of school employees and students. Engagement in online blogs and social media websites (i.e. Facebook etc.) may result in disciplinary actions if the content of the student's blog or post includes defamatory comments regarding the school, faculty, other students or the parish. Any kind of threat made against the physical, or emotional well-being of any individual are taken very seriously. Students making such threats may face detention, suspension and/or expulsion. Bullying of any type (i.e. Physical, Verbal, Relational, or Cyber) is not tolerated. The Principal investigates all complaints of bullying as it is contrary to our Christian values.

## **CRISIS INTERVENTION**

An organized plan of action is in place should a crisis arise on or near our campus. The plan includes detailed lockdown procedures, fire emergency procedures, and evacuation plans. Each classroom is equipped with a chart of information regarding crisis procedures, and teachers are trained in crisis management several times each year. A copy of our "Crisis Intervention Plan" is housed in the office for viewing.

## **ENVIRONMENTAL SAFETY (ASBESTOS)**

As directed by the United States Environmental Protection Agency (EPA), all schools are required to inspect their buildings and facilities and to identify, sample and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in School Rules and the Asbestos Hazard Emergency Response Act (AHERA) regulation further requires that all parents, teachers and employees of a school where asbestos is found, be notified. The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and re-inspected visually every six months for any physical damage until it is eventually removed. Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all of the school areas are safe and free of asbestos fibers.

## **DISCIPLINE POLICIES**

### **CODE OF DISCIPLINE**

Fr. Moreau, the founder of the Congregation of Holy Cross, laid out his ideas on student discipline in his work *Christian Pedagogy*. It is through his instructions that teachers and administrators are encouraged to follow the example of Divine Providence by the use of both "strength" and "gentleness" to ensure the successful formation of young hearts and minds. Without gentleness, students will not develop a love of work, application, and good behavior that all essential conditions of success. On the other hand, if there is a lack of firmness and steadfastness, students will not learn the methods to discipline themselves either morally or academically. It is through the application of these ideals that the school aims to develop fully formed Christians and provide an environment conducive to learning.

Faculty and staff will carry out this code of discipline when a student's behavior compromises the student's his/her own safety and/or the safety of others. Students are expected to behave in such a way as not to impact their own learning or that of others. They are encouraged to cooperate with school and classroom rules. Parents are asked to assist by cooperating fully with school policies and supporting the administration and faculty.

The school reserves the right of probation, suspension, removal / withdrawal, or the recommendation for transfer of students unable to profit from SJV's educational program.

The school also reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student, or they adversely affect the safety and well-being of a student while in school. Any conduct, both in and out of school that reflects negatively upon the reputation of the school, may be subject to disciplinary action.

### **STUDENT CODE OF CONDUCT**

The students of St. John Vianney School will:

- Refrain from hostile behavior
- Speak respectfully to those they encounter
- Take responsibility for their own actions
- Respect school property and the property of others
- Refrain from all inappropriate touching

### **BREAKING THE CODE OF CONDUCT**

Grounds that may warrant a detention, suspension or expulsion may include, *but are not limited to*, the following:

- Detention:
  - Offensive language (cursing, swearing or profanity)
  - Disrespect or disobedience
  - Continuous Misbehavior
  - Blatant disregard of school uniform dress code and personal appearance
  - Gum chewing
  - Bullying (name-calling, pushing, etc.)
  - Cheating (student also receives a 0%, which cannot be made up.)
  - Lying
  - Graffiti
  - Theft
  - Other forms of behavior determined to be in conflict with the spirit and mission of the school.
- In-School Suspension
  - Bullying (e.g. fighting, harassment, inappropriate social media)
  - Cutting class, assemblies or other required school functions
  - Forgery
  - Infractions such as the ones listed under detention might warrant an in-school suspension depending on the severity of the incident. This decision is left to administrative discretion, with pastor consultation as needed.
- Out-of-School Suspension or removal/withdrawal
  - Vandalism (i.e. destruction of school/personal property)
  - Threats to students, faculty or staff
  - Possession of cigarettes or tobacco and/or lighters
  - Infractions such as the ones listed under detention/in-school suspension might warrant an out-of-school suspension, or removal/withdrawal depending on the severity of the incident. This decision is left to administrative discretion, with pastor and diocesan consultation as needed.

- Removal/Withdrawal
  - Possession/use of alcohol, drugs or drug paraphernalia in school
  - Possession of a weapon in school
  - Possession / distribution of pornography
  - Possession/use of fireworks or bomb-making materials
  - Serious threats and/or bullying
  - Infractions such as the ones listed under detention/in-school suspension/out-of-school suspension might warrant removal/withdrawal depending on the severity of the incident. This decision is left to administrative discretion, with pastor and diocesan consultation as needed.

*For all cases regarding suspension or removal/withdrawal, due diligence will be practiced and the parents will be contacted. For any serious incidents, the police will be called if necessary.*

***These rules are to be followed at all times on the parish and school campus including during extended care.***

## **ACADEMIC DISHONESTY**

Academic dishonesty (cheating/plagiarism) is not tolerated. Students may not copy the work of other students, nor may they copy and paste any part of an article from the internet without correct notation/credit being given to the author. Any assignment that has been plagiarized or proven to have academic dishonesty involved will be assigned a "0".

## **TECHNOLOGY**

### **COMPUTER/INTERNET ACCEPTABLE USE POLICY**

The use of the internet and related technologies must be in support of education and research and must be consistent with the educational and moral objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Students must have a teacher's permission before using any computer for any reason and must be under supervision. Students will be required to have the "Acceptable Use Agreement" paperwork signed and on-file before internet access or computer use is granted. Students will be issued a username and password that is required for access to network resources. This log-on information must be kept confidential, as the student is responsible for any and all acts performed under his/her user ID.

Transmission of any material in violation of any Federal or Arizona statute is prohibited. This includes, but is not limited to: copyrighted material, violations of the Digital Millennium Copyright Act (DMCA), threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is prohibited. Other examples of unacceptable activity include, but are not limited to: viewing pornographic images; obtaining information on bombs or the manufacture or distribution of illegal narcotics; creating false identification or other official documents; using inappropriate language and programs or applications that deal with war, battle, killing, violence, or with

sexual connotations or overtones. **Changing the system configurations and/or installing software without permission is prohibited.** Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to: the uploading or creation of computer viruses, the removal of hardware components, the detachment and/or rerouting of cables or other necessary hardware. Unauthorized use of another's computer, access of others' accounts, and/or files is prohibited.

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use will result in revocation of those privileges.

## **WARRANTIES**

The educational programs provided by the school make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users may experience as a result of use. This includes loss of data resulting from delays or service interruption. Use of any information obtained via the Internet and related technologies is at the user's own risk and responsibility for compliance with Federal and Arizona law is the responsibility of the user. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget. **This includes the replacement of equipment damaged as a result of a violation of acceptable use policy.**

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and any other electronic devices should not be brought to school. Cell phones and other electronics can be used for calculators, cameras, internet access, etc. If a student is seen using any electronic devices (cell phone, ipod, electric reader, etc.) without prior permission from the Principal, it will be confiscated. Parents must pick up the cell phone or device. Students must check their cell phones prior to Morning Message at the school office to avoid confiscation. *The school is not responsible for lost, stolen or unclaimed cell phones or other electronic devices.*

## **EXTRACURRICULAR ACTIVITIES**

### **SPORTS**

Students participating in any after school sports program will be under the supervision of the coach. Brothers and sisters of team members who are not on the team are not permitted to wait for them on school grounds unless they are in the Extended Care Program. Should a sports practice or game be canceled or finish early, the coach will walk any students who have not been picked up by their parents to Extended Care. There will be no charge for Extended Care in this instance.

All students and parents must attend organizational sports meetings at the beginning of the season. Specific information and an agreement form will be given to the parents and students to sign before they may participate in each sport. Information regarding each sport's expectations will also be given by the athletic director prior to the beginning of each sport season. A commitment form stating the parent/child will complete the sport season in its entirety may also be needed.

Boys and girls in grades 5-8, who have not turned 15 by September 1, may participate in team sports. Boys may participate in flag football, basketball and baseball. Girls may participate in volleyball, softball and basketball.

## **FEES**

Students participating in a sport are charged a non-refundable fee of \$50.00 per sport. Sports fees must be paid prior to the first practice. If the student becomes ineligible, the fee is **non-refundable**.

## **ELIGIBILITY**

Academics are a priority. Students must maintain a "C" in all subject areas. A student may not represent the school in any game until all grades are passing (C). If a student is referred to the Principal for a disciplinary purpose, he/she may be suspended for one game.

## **STUDENT COUNCIL**

The purpose of this organization is to promote the ideals of good citizenship, school morale and orderly direction of school activities/assemblies.

The Student Council shall consist of elected officials and one representative from each 2-8 grade level. The moderator is a member of the faculty.

Officers and representatives for the Student Council must maintain a "B" average in all subjects and no grade less than an "S" in any other area to be eligible. If they become ineligible for more than a quarter and a half, they will be removed from office.

As in sports, grades are assessed at the time of progress reports and the end of the quarter. More stringent rules apply for the Student Council because they are to be the role models for their peers.

## **HEALTH / MEDICATION POLICIES**

### **ILLNESS AND INJURY**

The law does not allow the Nurse's office to make a diagnosis, prescribe treatment, or administer medication without proper authorization. First aid and medical care provided by the health aide/school nurse are primarily for illnesses or injuries that occur during the school day.

The school is NOT the place for a sick child. Please do not send your child to school if he/she has diarrhea, vomiting, fever, undiagnosed rash, deep cough, or communicable disease (e.g. strep throat, chicken pox, pink eye, etc.) You will be notified if your child becomes ill and needs to leave school, sustains more than a minor injury or has an emergency. Any child who has a temperature at school of 100.0 or above must be sent home in accordance with Arizona State Law. It is the parent's / guardian's responsibility to make arrangements to pick up an ill or injured child as promptly as possible.

You will also be required to keep all home, work and emergency phone numbers current. Please notify the school office immediately of any changes at any time during the school year.

## **ACCIDENTS**

All accident victims are to be seen by the school nurse or health aide immediately, if available. The nurse/aide shall determine if further medical attention is warranted and make the recommendation to call parents. If the school nurse or health aide is not available, the responsibility for decisions concerning further medical attention shall be: Principal, school secretary, pastor, associate pastor, and classroom teacher. The student's parents or guardian as specified on the Student Emergency Form shall be notified as soon as possible. Should it happen that the child's parent is on campus, then his/her decision supersedes all other decisions.

## **IMMUNIZATION**

Arizona State Law requires that each child must have immunization information on file at school. It is the responsibility of the parent / guardian to supply the school with the month, day and year of each immunization. You will have 15 days from the date of enrollment to submit the immunization records and comply with any immunizations that are due. If you have any questions regarding the immunization status of your child, please feel free to contact the school office to inquire.

## **PRESCRIPTION DRUGS**

When it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the child and the school to be in compliance with existing rules and regulations.

- A physician must prescribe the medication.
- The parent or guardian must provide written permission to administer the medicine to the child. Appropriate forms are available in the school office.
- The medication must come to the office in the original prescription container as dispensed by the pharmacist. There must be written directions from the physician or the pharmacist stating the name of the patient, the name of the medicine, the dosage and the time it is to be given.
- Medications can only be dispensed to the student for whom the medication was labeled. Under no circumstances will medication be dispensed from a baggie or Ziploc bag.
- Inhalers must come to the school in the boxes with the prescription label intact. Inhalers not properly labeled will not be dispensed. **NO EXCEPTIONS!**
- Students will not be allowed to carry inhalers with them without the proper authorization from the child's doctor.

## **OVER-THE-COUNTER MEDICATIONS**

When it is necessary for a student to receive a medicine that does not require a prescription, the following procedure has been established to ensure the protection for the child and the school:



- The parent or guardian must provide written permission for the over-the-counter medication to be dispensed. Forms are available in the office.
- Any over-the-counter medicine sent by the parent or guardian to be administered to a student must come to the office in the original manufacturer's package with all directions, dosages, content and proportions clearly marked.
- The school nurse or other staff member may be designated to administer medications when necessary.
- All medications (prescriptions and over-the-counter) will be documented on a daily medication log when administered.
- Children may not, under any circumstances, keep medications (inhalers and cough drops included) in their possession during school hours.

A health record card is maintained on each student from the day of entrance until the day of withdrawal. Annual screening is done for vision, hearing, blood pressure, height and weight. Parents are required to fill out a health questionnaire at the beginning of each year and present the necessary immunization documentation.

### **P.E. EXCUSES**

A written parental excuse is required if your child cannot participate in a Physical Education class, prior to the day of class. A written doctor's excuse is required if your child cannot participate in P.E. for a one week or longer. A doctor's release is required for a child to participate in P.E. following surgery, serious injury or illness in order to return to normal activity.

### **WELLNESS POLICY**

The Diocese of Phoenix has adopted an official policy regarding wellness. This policy helps us to support healthy eating habits for ourselves and our students. The policy does not allow for home baked goodies (cupcakes, cookies, etc.) to be brought into the classroom for class parties or student birthdays. In trying to support healthy eating habits, we suggest that alternative items such as fruit and vegetables, yogurt, holiday pencils or birthday souvenirs be brought for celebration instead of unhealthy food items with high sugar content. This policy also includes physical and nutritional activities. There will be only three exceptions where minimal nutritional valued foods will be permitted. The three exceptions will be for classroom parties at Christmas, Valentine's Day and at the end of the school year.

### **STUDENT ACCIDENT INSURANCE**

Any student enrolled in a Diocesan school, will be provided accident insurance while on school grounds when school is in session; while taking part in a school sponsored and supervised activity; or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation which will be available in the Nurse's office.

## UNIFORM / DRESS CODE

### SCHOOL UNIFORM

All students in grades Pre-K through eighth grade must wear an appropriately sized, well-kept school uniform with pride and dignity. Uniforms are purchased through Dennis Uniforms either in person or online. Best practice would be to label your child's name in their uniform, especially their outerwear during the colder months.

### BOYS' UNIFORM

- Navy blue uniform shorts or slacks should be worn at the waist and may not be more than one waist size larger than normal.
- Shirts are red and should be tucked in at all times.
- Undershirts must be solid white.
- Students in grades 1- 8 must wear a navy blue or black belt with a simple buckle.
- White above the ankle socks must be worn **(no show socks are not permitted)**.
- Plain black tennis shoes or black leather dress shoes with non-marking soles (no high tops) must be worn. Shoes must be fully-laced, fastened and tied tight at all times. Due to safety reasons, students must not be able to step out of shoes. Shoelaces must match the shoe and be tied on top of the shoe.
- Students in Pre-K are required to wear black velcro tennis shoes.
- P.E. shirts and shorts must be worn on P.E. days only. Navy blue sweatpants and sweatshirts may be worn on P.E. days in the colder months.

### GIRLS' UNIFORM

- A jumper must be worn in grades Pre-K through third grade.
- Skirts or Skorts must be worn in grades 4-8. Hems must be to the knee or lower. (Black or dark blue biker-type shorts should be worn under skirts.)
- Shirts should be red and should be tucked in at all times.
- Undershirts must be solid white.
- White above the ankle socks must be worn **(no show socks are not permitted)**.
- Plain black tennis shoes with non-marking soles (no high tops) or plain black flats with strap (Mary Jane Style) must be worn. Shoes must be fully-laced, fastened and tied tight at all times. Due to safety reasons, students must not be able to step out of shoes. Shoelaces must match the shoe and be tied on top of the shoe.
- Blue or black tights are allowed to be worn under the skirt during the cooler months.
- Students in Pre-K are required to wear black velcro tennis shoes.
- P.E. shirts and shorts must be worn on P.E. days only. Navy blue sweatpants and sweatshirts may be worn on P.E. days in the colder months.

### P.E. UNIFORM

All grades will wear a P.E. uniform, which consists of shorts and t-shirt, and tennis shoes on assigned P.E. Days. The shirt may be untucked during P.E. class only. Uniforms must be laundered frequently, and students should practice the essentials of personal hygiene. In colder months, a school sweatshirt and sweatpants may be worn.

## **BUCK-A-JEAN DAYS**

From time-to-time the school will support a Buck-a-Jean Day, where students may wear jeans or walking jean shorts at the knee. "SJV Shirts" must be worn with jeans or jean shorts on these days. "SJV Shirts" means the red uniform shirt, P.E. shirt, or any shirt purchased from SJV to support a fundraiser. Students should wear only their school approved black tennis shoes.

## **FREE DRESS**

Students are permitted a Free Dress day to celebrate their birthday. The Free Dress day should occur on the day determined by the principal. Free dress days may also be given as rewards to students throughout the year. In all cases, student dress must be appropriate for a Catholic School.

- School approved black shoes.
- Shorts, skirts and dresses should be at the knee or longer.
- Clothing should be neither too tight nor too baggy.
- No spaghetti straps or tank tops.
- Any shirts with logos must always be respectful and reflective of our Christian beliefs.

## **JACKETS AND SWEATERS**

Only SJV logo type jackets and sweaters will be permitted. These may be purchased through Dennis Uniforms.

## **GROOMING / PERSONAL APPEARANCE**

It is the parent/student's responsibility to ensure that students come in complete uniform. In keeping with this policy, the following norms are observed:

- Uniforms must be neat and clean at all times. Shirts are to be tucked in at all times (except during P.E. class). Belts and/or waistband must be visible at all times.
- No make-up, nail polish, hairspray or sculpted nails of any kind are permitted, and should not be brought on campus.
- Boys' hair must be worn in a traditional and conservative style and be clean and neat at all times. No modern, fad or extreme hairstyles. Boys' hair must not extend over the shirt collar and side burns must be kept above the ear. Boys with facial hair must shave. The overriding rule is: **TRADITIONAL AND CONSERVATIVE**.
- Girls' hair must be worn in a traditional and conservative style and be clean and neat at all times. No modern, fad or extreme hairstyles. Girls' hair must be pulled away from their faces. Bleached or highlighted hair is never allowed. Excessive hair spray, styling mousse or gel is not permitted. Girls are not permitted to wear scarves or large decorative bands in their hair. The overriding rule is: **TRADITIONAL AND CONSERVATIVE**.
- One small religious necklace and one set of post earrings may be worn. Boys may not wear any earrings. The school is not responsible for the loss, damage or theft of any jewelry. Jewelry is never allowed on P.E. days.
- Body piercings or tattoos are not acceptable for school. This includes temporary tattoos.

**The Principal will make the final decision on all matters of uniform should any questions arise.**

## GENERAL SCHOOL INFORMATION

### OFFICE/PRINCIPAL HOURS

The school office is open each school day from 7:30AM-3:30PM\*  
\*2:30 on early release days

The principal supports an open-door policy in which he is willing to listen to the concerns of the parents in an appropriate setting and scheduled time. To schedule a time to speak to the principal, contact the school office.

### NEWSLETTERS

Monthly newsletters from the Principal will be sent home and posted on the school web page. The newsletter may contain information from the Home and School Association. Parents are encouraged to monitor the school web pages for important information and updates.

### EXTENDED CARE HOURS

St. John Vianney Catholic School provides care for students outside the school hours of operation. As stated previously, students are expected to follow school rules during extended care. Students who continually violate rules or directives given by those in charge will be asked to withdraw from the extended care program. This includes students who may refuse to be signed in at the appropriate times and are found wandering around campus unsupervised.

Before school, Extended Care operates from 6:30AM - 7:30AM and provides a breakfast. Students participating in the morning care program must enter using the La Pasada Blvd. entrance of the cafeteria. **Parents must sign in their child with the extended care moderator.**

After school, Extended Care operates from 3:00PM-6:00PM Monday-Friday, and 12:40 PM-6:00PM on early release Fridays. Further information may be obtained from the school office. The cost for the extended care program is \$5 per hour per child. If your child is not picked by 6:00PM, there will be an additional charge of \$2 per minute. On the third late pick-up the child will not be able to continue in extended care. Additionally, failure to pick up your child within an appropriate time frame may result in a phone call to Child Protective Services. If you have an emergency, please notify the school as soon as possible. Full payment of aftercare is due monthly.

### USE OF SCHOOL/FACILITIES

Be advised that the school shares its classrooms and grounds with the parish and many of its ministries throughout the school year. There may be times when your child is asked to take their school supplies home or keep them in their backpacks.

## **LEGAL ISSUES**

If your family experiences a divorce, legal separation, custody issues, etc., it is critical that you provide the school with any legal documentation regarding your children. The school must be made aware of any custodial issues and guardianship changes.

In the absence of a court order specifying that there is to be no information given to a noncustodial parent, the school will provide access to the academic records and other school related information regarding the student. A copy of a divorce decree will suffice in place of a court order. Separate parent/teacher conferences will not be scheduled for noncustodial parents. Both parents will need to attend one conference at the same time.

## **ABUSE OF PRINCIPAL/TEACHERS/STAFF**

Under Arizona law, any person who insults or abuses any employee of the school in the presence or hearing of a student is guilty of a misdemeanor. If an employee is insulted or abused in the presence of other personnel or students while on duty at a school related function, the abuser is guilty of a misdemeanor (ARS 15-507). If you have a concern, please join us and follow the proper channels of Christian Communication to solve your concerns in a positive way.

## **CHILD ABUSE REPORTING**

School officials and employees are mandated reporters under state law. Therefore, any school personnel who reasonably believes that a minor is or has been the victim of abuse or neglect, as defined in A.R.S. 13-3620, will immediately report or cause reports to be made of this information to Law Enforcement and/or Child Protective Services. It is the school's responsibility to report this information, but not to investigate nor to prove any allegations.

## **FIELD TRIPS**

Classes are encouraged to take field trips of an educational nature. All students in the class are expected to participate in the field trip. However, field trips are a privilege, not a right. Parents will be asked to act as chaperones on field trips.

When transportation is required for a field trip, a school bus may be utilized. Additional transportation may be required of parents. When parents provide transportation, the parent must be trained in the Called to Protect, and there must be at least two adults present. When children are being transported by private transportation, the field trip permission slip must state this, and the parent must provide proof of insurance.

No student will be allowed to participate in field trips unless the parent or guardian signs the proper permission form, which releases the school from any and all liability.

## **FORGOTTEN ITEMS**

If for some reason, a student has forgotten their lunch, sleep mat, homework, etc., please do not bring those items to the school office. Cafeteria personnel will provide a lunch. Homework is your child's responsibility; help them create a routine at night so they won't forget their work.

### **LUNCH AND MILK PROGRAM**

Students may bring their lunch from home or purchase a lunch at school. St. John Vianney participates in the Federal Milk and Lunch Program. Free or reduced lunch and milk will be provided to students who are eligible. Information including criteria for eligibility and applications for participation in the program will be available on Super Saturday and upon request. Free and Reduced lunch forms must be completed every year in order to qualify.

### **FAST FOOD LUNCHES / CAFETERIA CONDUCT**

St. John Vianney is a closed campus and students are not allowed off campus for lunch. Students are to conduct themselves appropriately and are expected to follow the cafeteria rules at all times. In following our Diocesan Wellness Policy, fast-food lunches are NOT allowed to be brought to campus for students. Further, students may not bring sodas, energy drinks, or candy for lunch or after school.

In signing the PARENT(S) AND STUDENT AGREEMENT form, the parent(s) and student agree that they have read the contents of the handbook and agree to abide by the rules, regulations and policies of St. John Vianney Catholic School as set forth in this handbook.

The Pastor, Principal, or the school retains the right to amend this handbook as necessary with appropriate written notice. Such revisions become binding immediately.

For everyone's mutual understanding, protection, and benefit, please sign, detach, and return this page to the teacher.

We have read this with our child and agree to be governed by the ST. JOHN VIANNEY CATHOLIC SCHOOL PARENT AND STUDENT HANDBOOK 2013 - 2014. If there are two legal parents/guardians, two signatures are required.

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Parent/Guardian Signature Date

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Parent/Guardian Signature Date

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Student Signature Date

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Student Signature Date

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Student Signature Date

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Student Signature Date

**As a reminder of our Catholic Identity always communicate in a Christian way, remembering the following:**

- If I have an issue, I will take it to the source.
- I will direct others coming to me with an issue to go directly to the source.
- I will not assume another person's motives.
- I will check my perceptions of the matter with the appropriate person.
- I will communicate with respect, verbally and nonverbally.
- I will be open to receive correction as gracefully as possible.
- I will strive to trust and give others the benefit of the doubt to the best of my ability.

***This form is to be turned in on or before the first day of school.***