

# **SJV SCHOOL STUDENT/PARENT POLICY MANUAL**



**2023-2024**

**WE, THE PEOPLE OF GOD**

of the Roman Catholic Diocese of Winona-Rochester,  
are a community of hope, centered in Christ.  
As members of the universal Church gathered around our bishop,  
we strive to live out our gospel calling ever anew.

Devoted to the gospel we have received from generations past,  
we seek to hand on a living faith for the generations to come.  
Conscious of our own shortcomings and sin,  
we trust in the power of Christ  
to bring new things to birth through us.

Thus, our journey of faith  
is a sharing in the dying and rising of Jesus.  
Through the power of the Spirit,  
we have the courage to risk everything  
as together we labor to witness to the gospel,  
celebrate the mysteries of faith, and reach out to others.

Called forth from the table of His Body as a faith community,  
we shall create a future where all rejoice in God's gifts.  
Rooted in the fields and towns of southern Minnesota,  
we face the challenges of a changing world with love.  
Convinced that we bring life-giving values  
to the social and economic structures of our heartland,  
we proclaim aloud our respect  
for the sanctity of life, the family, and all creation.

Given at Winona  
As a Statement of Our Mission  
September 24, 1994

Most Reverend John M. Quinn  
Bishop of Winona-Rochester

**WINONA-ROCHESTER DIOCESAN VISION STATEMENT**

The Catholic schools of the Diocese of Winona-Rochester, as partners in the mission of the diocesan Church, are to:

- + Be Christ-centered communities providing quality education.
- + Be dedicated to teaching and modeling life-giving values.
- + Prepare students to live the Gospel as members of Church and society.

### **WINONA-ROCHESTER DIOCESAN PHILOSOPHY**

Educational programs exist in a Catholic Community in order to faithfully and effectively continue a Christian community wherein human knowledge and human experience are penetrated by the Spirit of Christ in an atmosphere of Faith, Hope, and Love.

### **EDUCATIONAL MISSION OF THE CHURCH**

Fully aware of the principles outlined through the National Catechetical Directory, the document on Families, and the Bishop's Invitation to Evangelization, we see the educational mission of the Church as an integrated ministry embracing four interlocking dimensions:

MESSAGE	revealed by God which the church proclaims
FELLOWSHIP	in the life of the Holy Spirit
SERVICE	to the entire human community
JUSTICE	a constitutive dimension of the Gospel

### **ST. JOHN VIANNEY SCHOOL MISSION STATEMENT**

The mission at St. John Vianney School is to provide a quality Catholic education based on the teachings of Jesus Christ.

### **ST. JOHN VIANNEY SCHOOL PHILOSOPHY**

We at St. John Vianney School believe in the education of the total person centered around Catholic principles and values. Therefore, we believe that the students, parents, and faculty of St. John Vianney School work to form a faith community to foster a Christian environment. Each person's positive self-concept is developed through spiritual growth, academic achievement and instruction among home, school, and community.

Dear St. John Vianney School Family,

The faculty, staff, and I would like to thank you for choosing St. John Vianney School for your children's education. We look forward to providing many years of educational excellence to your children.

This handbook is given to you so that you might be able to understand the policies and guidelines that help us to govern St. John Vianney School in the most efficient way. We hope that you will find it useful in answering questions that you might have over the coming weeks and months. Please feel free to call the school office if there are questions or concerns that are not addressed in this handbook.

Our philosophy at St. John Vianney School is to provide you and your children with a faith community in which to foster a Christian environment. This is achieved through a cooperation effort of parents, teachers, and children. We hope that we have your support and prayers as we watch your children grow through their years here at St. John Vianney School.

You may call the school office anytime during the year to make arrangements to visit. We welcome your visits, calls or comments.

God's Blessings,

Sarah Striemer  
Principal

Dear SJV Parents,

In 2008, the Minnesota legislature made changes to the laws relating to the use of criminal background checks used in schools. Parents and guardians must be notified each year about our school's mandatory criminal background check policy.

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. SJV School may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors.

The following positions are subject to a mandatory background check:

Teachers

Substitute teachers

Specialist teachers

Athletic coaches

Teacher aides

Food service personnel

Janitorial service personnel

Tutors

Chaperones for field trips

Thank you for your time in reading about this matter.

God's Blessings,

Sarah Striemer  
Principal

To: Parents/Guardians of St. John Vianney School Students, Teachers, and Staff

Re: Asbestos Management Team

St. John Vianney School has conducted an extensive survey of the school building. Based on the findings of the inspection a comprehensive management plan was drafted. This plan conforms to Asbestos Hazard Emergency Response Act (AHERA) requirements and details the actions that we are taking regarding asbestos containing materials found in our school building.

This plan is available for inspection at our school office without cost or restriction during normal school hours. If you desire to inspect it, please contact the school office.

We have endeavored to make St. John Vianney School a safe place in which students can learn. Our procedure for dealing with this problem, which is not a large one here, reflect that concern. Please let us know if we can answer any questions.

**RIGHTS AND RESPONSIBILITIES**

All members of the St. John Vianney School community have certain rights and responsibilities. It is the acceptance and maintenance of these rights and responsibilities by all the members of the community that leads to a truly Christian learning environment. We all share the responsibility to support the goals and objectives of the school, and we all have a right to fair and respectful treatment.

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**1. Rights of the Students**

A. The right to a Christian learning environment

**2. Responsibilities of the Students**

A. To be at school on time.

- B. The right to be informed of the reason for punishment.
- C. The right to an informal hearing in matters of suspension or expulsion.

- B. To complete all homework assignments.
- C. To live his day in a Christian manner so that he and others can accomplish the goals of the school.
- D. To accord all due respect to all school personnel and to fellow students.
- E. To assume responsibility for his/her actions.

**3. Rights of the Parents**

- A. A right to know the facts in discipline matters of suspension or expulsion, to be informed of the policy and/or rule being violated, and to be informed of the evidence.
- B. A right to be contacted in discipline matters of suspension or expulsion within a reasonable period of time.
- C. A right to counsel with teachers and principal by appointment during the regular school hours.

**4. Responsibilities of the Parents**

- A. To prepare their child for learning.
- B. To cooperate with the school in determining the facts and carrying out the discipline policy.
- C. To participate in conferences pertaining to discipline matters.
- D. To help their child get to school on time.

**5. Rights of Teachers**

- A. A right to cooperation from students and parents.
- B. A right to respect from students and parents.
- C. A right to undisturbed personal time after school hours.

**6. Responsibilities of Teachers**

- A. To provide a Christian learning environment for all.
- B. To communicate with parents.
- C. To work with the principal as a team to establish school policies.

**7. Rights of the Principal**

- A. The right to treat each student on an individual basis.
- B. The right to develop with the teachers any school rules necessary to achieve the goals of the School Philosophy and the School Disciplinary Policy.

**8. Responsibilities of the Principal**

- A. To provide a Christian learning environment for all.
- B. To communicate with the parish and the pastoral team at St. John Vianney School
- C. To maintain the fiscal integrity of the school.

**ST. JOHN VIANNEY SCHOOL BOARD**  
**GOALS FOR 2023-2024**

1. Long range - Continue to market St. John Vianney School
  - a. Short range – Continue to advertise on social media
  - b. Short range – Sponsor a tee ball team (ages 3,4,5) to provide advertising on shirt

- c. Short range – Make marketing tools in Spanish. Research how area Catholic schools are recruiting hispanic families
  - d. Short range – Recruitment of preschool families by inviting them to SJV School functions/closer relationship between SJV Kindergarten and Preschool Families
  - e. Short range – continue to utilize a social media expert to help with marketing
2. Long range - Continue to present St. John Vianney School to parishioners.
    - a. Short range – Utilize the SJV School bulletin board to communicate to the parish
    - b. Short range - Pork Chop on a stick fundraiser – continue & find matching funds with Catholic organization (ex. Catholic Financial Life, Catholic Foresters, Catholic United Financial)
    - c. Short range – Comedy Night
    - d. Short range – Students be more involved in Sunday Mass quarterly
  3. Long range - Continue to update technology
    - a. Short range – Maintain/update mobile technology for classrooms
    - b. Short range - Replace 5 computers/ software in the computer lab
    - c. Short range – Replace teacher computers as needed
  4. Long range – Improve and optimize all day/everyday 4/5 year old preschool class
    - a. Short range – Continue to market the preschool program to the community
  5. Long range – Continue to maintain building
    - a. Short range – Monitor and update security in building
    - b. Short range – Update outside of building

### **2023-2024 STANDING COMMITTEE(S) GOALS**

#### **Development Committee**

1. Be sure SJV School continues 2-3 service projects yearly
2. Organize Family Game Night and the Spring Ball
3. Get events on calendar
4. Maintain Parent Facebook Page

#### **Finance Committee**

1. Maintain involvement in school fundraisers



2. Recommend yearly salary proposals
3. Replace five computers/software
4. Understand financial reports better
5. Maximize the budget
6. Field Day Fundraiser, Pork Chop on a Stick and Comedy Night

### **Recruitment & Enrollment Committee**

1. Arrange for speakers at masses before the 2023-24 school registration
2. Review and recommend changes to the school website
3. Spiritware order forms

## **ST. JOHN VIANNEY SCHOOL TEACHERS**

### **2023-2024 Short Range Goals**

1. Review curriculum standards, resources, assessments, and instruction for Music Curriculum.
2. Increase the use of SMARTboards into classroom instruction.
3. Continue to implement iPads into each classroom.
4. Continue professional development in areas of assessment.
5. Continue to develop a marketing plan for a strong preschool program.

### **2023-2024 Long Range Goals**

1. To increase enrollment by welcoming new and future families, maintaining quality instruction at SJV, and increasing communication with parents.
2. To help the school reach financial stability through current fundraisers.
3. To incorporate the strategic plan to meet the needs of each student including enhancing opportunities for differentiation, and enhancing academic performance.

Pg. 8

## **ST. JOHN VIANNEY SCHOOL PRINCIPAL**

### **2023-2024 Short Range Goals**

1. To use the sign and social media to promote the school and communicate important events
2. To develop an updated and well-maintained website
3. To continue to implement the use of technology into the classrooms

4. To increase communications between school, current families, and potential families
5. To help students and staff grow in prayer life using weekly rosary, prayer services, Mass, meal prayers, etc.

**2023-2024 Long Range Goals**

1. Revise the School Improvement Plan yearly to remain accredited through MNSAA
2. Continue helping SJV teachers foster an environment of faith and education
3. To continue a marketing plan of St. John Vianney School
4. To evaluate and improve the 4 major St. John Vianney School fundraising opportunities
  - Catholic United Financial Raffle, Dinner Dance, Marathon and Golf Tournament
5. To improve the overall safety within and around the school building

Sarah Striemer, Principal August 2023

Ms. Shelby Thiner	Kindergarten
Ms. Jenna Lee Gustafson	Grade 1
Mrs. Karen Sandhurst	Grade 2
Mrs. Sarah Schiltz	Grade 3
Mrs. Sarah Striemer	Grade 4
Ms. Christine Sitzmann	Homeroom 5, Math, Computer Social Studies, Literature, Religion
Mrs. Jen Fogelson	Homeroom 6, Reading, Art, Science, Spelling, Language Arts, Religion
Ms. Abby Landsteiner	PreK-6 Music
Mrs. Beth Leiding	PreK-6 Phy Ed

**"CHILDREN'S KINGDOM" PRESCHOOL STAFF**  
PH # 235-2650

Mrs. Yonna Ruschy	Preschool Director
Mrs. Karrie Eckles	Preschool Aide
Mrs. Vanessa Bettin	Preschool Aide

**SAINT JOHN VIANNEY SCHOOL SPECIAL SERVICES STAFF**

Mr. Joe Maidl	Custodian
Mrs. Kathleen Lockwood	School Secretary
Mrs. Chrissy Lutterman	Librarian
Mrs. April Tordsen	School Nurse
Chartwells	School Lunch

Mrs. Julie Nordquist  
Ms. Patti McGowan

Mrs. Vanessa Bettin  
Mrs. Tamarae Schmidt

Kid Stop Coordinator  
Kid Stop Aide  
Kid Stop Aide  
Noon Aide  
Director of Faith Formation K-6  
Youth Minister/Dir. of FF 7-12

### **PARISH PASTORAL COUNCIL**

Steve Landsteiner  
Desiree Jensen  
Cheri Drever  
Diane Larson  
John Landsteiner  
Chrissy Lutterman  
Sharon Dallager

### **SCHOOL BOARD**

Mr. Jeff Kurt  
(President)

Mrs. Abby Ruppert

Mr. Brandon Edmundson

Mr. Leo Algarra

Mrs. Leslie Truesdell

Mrs. Teresa Haycraft

Mrs. Amanda Drever

Mr. Bob Bishop  
(Trustee)

Pg. 11

### **ST. JOHN VIANNEY SCHOOL CONCILIATION PROCEDURE FOR PARENTS**

St. John Vianney School has established a policy to address a complaint, dispute or disagreement of any parent / guardian. This procedure will be communicated to:

1. The pastor to determine if it is workable for the school community;

2. The School Board to establish the procedure as a policy of the school;
3. The teachers for information and is to be included in the faculty handbook;
4. The non-teaching school staff for information; and
5. The parents for information and is to be included in the parent/guardian/student handbook.

#### STAGE I

If at all possible, complaints, disputes or disagreements should be resolved on a person to person level.

#### STAGE II

If this cannot be accomplished, the following steps should be taken by the person seeking relief;

1. Contact the respondent's immediate supervisor to discuss the problem.  
After discussion, if there is no resolution, then
2. Discuss the problem with the next level of administration. (See example below.)
  - A. Parent to teacher. If no resolution,
  - B. Parent to administrator. If no resolution,
  - C. Parent to pastor. If no resolution,
  - D. Parent requests in writing to the administrator to begin local conciliation.

After discussion, if the problem remains unresolved, the person seeking relief is entitled to begin the next stage of the local conciliation procedure. Any complaints to the school board concerning personnel or curriculum should be referred to the administrator for resolution.

Pg. 12

#### STAGE III

1. The request to begin the next stage of the local conciliation procedure must be made in writing by the person seeking relief to the school administrator or pastor based upon example I outlined in STAGE II. This must be done within 10 working days after conferring with the last level of administration.

2. The local conciliation committee will be made up of three persons; one school board member; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration, the committee will write a summary of the meeting. In this summary, the committee will make recommendations in writing to the administrator (or pastor, as appropriate) who, in turn, will determine that no parish and/or school policies have been altered or amended by the recommendations. The written recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.
6. If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

Policy Adopted 4-10-97

#### **ABSENCES & ADMISSIONS**

In accordance with the laws of the State of Minnesota, all pupils are held to regular and punctual attendance.

The school must receive verification by the parent/guardian in the event that the child must be excused for illness or appointment. Verification can be in writing, by telephone, or in person. NO student will be permitted to leave the school without parental permission and the permission of the principal or acting supervisor. All parents / guardians are required to sign-in or sign-out their child upon arriving or leaving from the school grounds. A sign-in / sign-out sheet is located on the secretary's desk in the school office.

All parents are required to meet or deliver their child to the school office when requesting early dismissal or returning from appointments.

### **ABSENCE POLICY**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a general hardship for a student and is regarded as a very serious problem. Students are expected to be at their seats when the second bell rings at 8:20 A.M.

The following list of circumstances is the recognized excuses for school absence:

- a. personal illness
- b. family illness
- c. death in the family
- d. religious holiday

The student is required to give advance notice of any other type of absence.

Absence for such reasons as camping, vacations and non-school activities are discouraged.

Dental and doctor appointments during the school day are also discouraged.

If a student has missed ten or more days of school, a conference with the principal must take place.

If a student is absent from school, the student will not be allowed to participate in extra-curricular activities that day unless an excuse is signed by the student's parents and approved by the principal.

Tardiness/Half Day Absences/Full Day Absences:

- a. Tardy - up to two hours late
- b. Half Day Absence – absent for 2 to 4.5 hours
- c. Full Day Absence – absent for more than 4.5 hours

### **ACCIDENTS / ILLNESS**

In case of accidents or illness at school, parents/guardians will be notified as soon as possible. If the parents/guardians can not be reached, the listed emergency number contact will be called. Please notify the office when emergency information changes.

### **ACCREDITATION**

Like all public and non-public schools, St. John Vianney School is required to meet the educational standards of the State of Minnesota. Teacher certification, length of the school day, attendance, required school subjects, as well as records and reports are all regulated by state, archdiocesan and diocesan guidelines. St. John Vianney is in good standing with the State of Minnesota through the Minnesota Non-Public School Accrediting Association. St. John Vianney School is also a member of the National Catholic Education Association and the Minnesota Catholic Conference Department of Education. (Approval and certification materials are available for inspection at our school office during normal school hours.)

### **ADMISSIONS POLICY**

No child, regardless of religious affiliation, whose family desires to enroll him/her at St. John Vianney School for the purpose of obtaining a Catholic elementary education, shall be denied admission to the school on the basis of race, or nationality provided St. John Vianney School possesses capacity for additional enrollees.

Priority will be given to enrollment in Kindergarten through Grade 6 as follows:

1. Families who are registered St. John Vianney parishioners with children in St. John Vianney School.
2. Families who are registered St. John Vianney parishioners without children already in St. John Vianney School
3. Families who are registered parishioners of other Catholic parishes.
4. Other Families.

### **ARRIVAL AND DISMISSAL**

Students being delivered to or picked up from school should use the north parking lot. Students should not arrive at school before 7:50 A.M. and should leave for home promptly at 2:50 P.M. All students who have not been picked up by 3:10 P.M. will be placed in Kid's Stop. An adult safety patrol person is positioned on Prairie Avenue. Students riding buses are supervised from the time that they leave school until they board the bus. According to the Winona-Rochester Diocesan Self Insurance Program, families are to be notified of the regular school hours by means of a handbook, letter, etc. Parents/guardians who drop off their children prior to regular school hours are responsible for their son/daughter's well-being. By signing the parent/guardian sign-off sheet in the back page of the Student Handbook, St. John Vianney School waives any negligence for injuries sustained by student(s) prior to regular school hours.

### **ATHLETICS**

In addition to the girls and boys basketball offered at St. John Vianney School, there are some athletics made available at the Five Lakes Elementary School. The activities vary by the season. However, to participate in any Five Lakes Elementary School sport, a student needs to contact the public school system. Contact the Fairmont High School Activities Director for more information.

### **ATTENDANCE**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a general hardship for a student and is regarded as a very serious problem. The following list of circumstances is the recognized excuses for school absence: 1) personal illness, 2) family illness, 3) death in the family, and 4) religious holiday. The student is required to give advance notice of any other type of absence.

Pg. 15

### **BAND AND ORCHESTRA**

BAND is available to all students at the beginning of fifth grade. Please contact Five Lakes Elementary School's band instructor for more information.

ORCHESTRA is available to all Fairmont students at the beginning of fifth grade. The school year schedule varies for fifth and sixth grade students. Costs incurred are for rental of the instrument, instruction, and books. Financial aid is available. Please contact Five Lakes Elementary orchestra instructor for more information.

### **BASKETBALL**



Girls and boys basketball teams are organized in November for students in grades 4-6. A "C" average must be maintained for eligibility. (\*See Eligibility/Contact the school office for Basketball Guidelines)

### **BICYCLES**

Please remember that our city ordinance requires the registration of all bicycles. In addition, we suggest that the students record their bicycle serial numbers. When traveling to and from school, students must obey all traffic regulations. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked in the school bike racks. Bicycles are never to be ridden on school grounds.

### **BIRTHDAYS**

Birthdays are announced each morning and are listed on our birthday bulletin board in the school cafeteria. Each student is given a birthday pencil that can be picked up in the principal's office.

A simple birthday treat may be brought to the classroom. Summer birthdays are announced in May.

Regarding birthday balloons, flowers, special gifts, etc....Please DO NOT send these to school as they present several problems: 1) become a distraction in the classroom 2) cause hard feelings 3) pose a transportation hazard. Thank you for your consideration and cooperation in this matter.

### **BUS ROUTE AND OPERATING POLICY**

Bus routes and stops are planned and established by the Fairmont Area Public Schools. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact Minnesota Motor Bus at 238-6300. Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operations.

When riding the bus, whether it is to and from school or on a field trip, students are required to obey all of the bus rules and regulations. Students are to stay seated at all times and inappropriate behavior will not be tolerated as the safety of the school bus passengers is of first priority. Students are to obey the bus driver at all times. Students are to get on and off the bus at their appointed stops and wait until the bus comes to a complete stop before getting on or off. If bus rules are not followed, a student may lose the privilege of riding the bus.

### **CAFETERIA RULES**

The same general rules for behavior apply in the cafeteria as in the classroom. Each class will arrive in the cafeteria at a designated time. Students are to enter the cafeteria in single file and sit at their designated tables. Conversation should be kept with those at the same table.

p. 16

### **CALENDAR**

After Fairmont School District #2752's calendar has been approved, St. John Vianney School's calendar is determined by the school principal and school board. St. John Vianney School will occasionally not have school when District #2752 is in session and vice versa. Families will receive appropriate notification of these dates. A copy of the yearly calendar is included in the Fall "Back-to-School Packet" received by each St. John Vianney School family. Monthly calendars are sent out via the "Friday Folders."

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been

created. Early dismissal/cancelation of school will be determined by the Superintendent of Schools for the Fairmont Public School System.

Every practical means is used to notify parents of a cancelation, including radio (KSUM-AM 13.70 & KFMC-FM 106.5), television, local newspapers, email, school Facebook page and the use of the Fairmont Area Schools Autodial System.

#### **CANDY, TREATS, POP, SNACKS, ETC.**

Eating is generally not allowed during a class time. Students should not bring candy snacks of any kind to school including gum. They should eat a good breakfast, a good lunch, and they'll be home by mid-afternoon to get a snack. If a student must eat a specific food or drink a specific liquid for a medical or physical reason, a written note from the physician must be submitted. Healthy snacks are allowed during the basketball and cheerleading season for those students participating in these activities.

#### **CARE OF BUILDING/GROUNDS**

A school building is not a school until it is occupied by students. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students in its appearance and daily care. We feel it is a matter of personal and school pride that each and every student make a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. This commitment includes using the common sense approach. Trash belongs in trash cans, food is to be eaten only in designated areas, gum and graffiti have no place on the floors or walls. The furniture and equipment in our school are for your use. Please take care of it!

#### **CATHOLIC SCHOOLS WEEK**

Each year Catholic schools throughout the nation celebrate their uniqueness with a theme, week-long celebration of activities the last week of January. St. John Vianney School extends this theme throughout the year by means of Eucharistic parish and school liturgies, hall displays, classroom activities, and various school-wide planned activities. Parents/guardians are encouraged to participate and celebrate with us.

#### **CERTIFICATION**

The teaching staff is required to hold the proper teaching certification required by the Minnesota State Department of Education. All certified personnel meet the continuing education requirements of the State of Minnesota.

In addition to regular classroom teachers, the school employs staff in the areas of art, computer science, music, physical education, and science. Support services available through Fairmont School District #2752 include an English as a Second Language instructor, guidance counselors, learning disability teachers, psychologists, remedial reading and math tutors, social workers and speech therapists. Some members of St. John Vianney School faculty and staff hold CPR and First Aid Endorsements.

Pg. 17

#### **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address, email address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

#### **CHAPERONES (CLASS TRIPS, ETC)**

All school sponsored field trips or activities are to be properly supervised by chaperones. All chaperones must have VIRTUS training and have completed a background check. Chaperones and/ or transportation are to be arranged by the classroom teacher or person requesting an activity.

#### **CHEERLEADING**

Students in grades 4-6 are eligible to participate in cheerleading. Practices are arranged and supervised by the cheerleading advisor. Students must maintain a "C" average to be eligible. (\*See Eligibility/Contact the school office for Cheerleading Guidelines)

### **CHILD ABUSE**

By law, school personnel are mandatory reporters of suspected child abuse or neglect situations. By definition, "...child abuse and neglect means the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the circumstances which indicate that the child's health or welfare is harmed or threatened thereby." (The Child Abuse Prevention and Treatment Act, P.L. 93427. January 31, 1974)

### **CIVIL RIGHTS STATEMENT**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Pg. 18

### **CLASS SIZE**

St. John Vianney School strives to meet the individual academic and spiritual needs of our children. The policy attempts to achieve a balance between quality education and our physical and financial limitations.

Paraprofessional (teacher's aides) may be utilized whenever class sizes meet or exceed the following numbers:

Kindergarten-24 Students

1st-3rd Grade- 26 Students

4th-6th Grade- 28 Students

### **CLASS TRIP (6TH GRADE)**

Students begin preparing for their 6th Grade class trip in Grade 5. (Contact the school office for class trip guidelines)

### **COMMUNICABLE DISEASES**

If your child is developing a communicable disease, remaining at home may prevent infecting the rest of the children as well as possibly shorten the length of illness. Children may return to school when free of symptoms, when temperature remains normal for a 24 hour period, or when so advised by a doctor.

Child will remain home if they have the following symptoms:

1. Severe colds, coughs, sore throats.
2. Eye infections, especially if discharge is present
3. New skin rashes, unless medical opinion states rash is non-communicable.
4. Temperature of 98.7 degrees or higher, with or without symptoms.
5. Nausea, vomiting, diarrhea, or abdominal pain. Must be free from these symptoms for 24 hours before returning to school.
6. Any other sign of acute illness.

### **COMMUNICATION BETWEEN HOME & SCHOOL (Friday Folders)**

For improved communication and continual updating, correspondence will be sent home weekly to each family. Information will go home on Friday in the "Friday Folder" with the youngest child of each family. Monthly activity calendars and hot lunch menus will also go home in the Friday Folders on or very near the beginning of each month. Teachers periodically send home letters through the Friday Folders.

### **COMMUNITY PROGRAMS**

The Fairmont community offers many additional educational and enrichment experiences for children and adults (i.e. Fairmont Community and Recreation Programs.) When possible, we make information available to you regarding these programs when it becomes available to us.

### **COMPUTER**

The computer lab consists of 19 work stations. Classes from K-4 work computer time into their schedules. Grades 5-6 have formal classes of instruction with a computer instructor.

### **CREDENTIALS (Teacher)**

The St. John Vianney School teaching staff is required to hold the proper teaching certification required by the Minnesota State Department of Education. All certified personnel meet the continuing education requirements of the State of Minnesota.

### **CURRICULUM**

The core curriculum includes religion, mathematics, language (including reading, phonics, literature, oral and written composition, spelling, and handwriting), science, social studies, physical education, music, art, and computer. Time allotments vary depending upon the grade. (Contact the school office for a curriculum guide)

## **DISCIPLINE POLICY**

At St. John Vianney, a Christian faith community, each person must be willing to accept responsibility for creating an atmosphere for teaching and learning. It is the right of every individual to develop his/her potential as a human person. It's likewise the responsibility of every individual to respect this right in others. The teaching and example of Jesus is a model for our behavior. It becomes necessary, however, to establish some rules to allow faculty and students to live and work together effectively and to promote the well-being of every individual. When a member of St. John Vianney school community fails to show respect for self, for others, or for property, some action may be necessary in order to remind the offender that such behavior violates the rights and well-being of others.

**GOAL: Respect for authority, respect for all students, and regard for property should govern pupil behavior at all times.**

**STUDENTS ARE EXPECTED TO BEHAVE ACCORDING TO THE 10 COMMANDMENTS, THE BEATITUDES, THE GOLDEN RULE, AND ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS. IT IS NOT POSSIBLE TO INCLUDE EVERY SINGLE BEHAVIOR EXPECTATION. THE KEY WORD IS RESPECT; RESPECT FOR SELF, FOR OTHERS, AND FOR PROPERTY.**

## **DETENTION**

If a student does not behave properly, they may be assigned detention. Parents will be notified anytime a student serves detention. Detention lasts from 3:00 P.M. - 3:45 P.M. The student must make special arrangements to get home from school if he/she is assigned detention.

The following are five typical reasons for being assigned detention.

1. Disrespect for the property of others.
2. Chewing gum and/or candy.
3. Repeated unnecessary talking and noises.  
(General classroom disruption)
4. Unnecessary touching and chasing of classmates.
5. Disrespectful comments to adults and classmates.
6. Running in the hallways.

(Please refer to consequences section) (Adopted 10-6-94)

## **K-6 DISCIPLINE POLICY**

### **Consequences K – 6<sup>th</sup> grade**

Classroom teacher(s) will follow the St. John Vianney School Discipline Policy and consequences as established by the School Board and the teaching faculty and staff.

### **Positive Behavior**

Classroom teacher(s) will provide positive reinforcement for good behavior.

### **Negative Behavior**

In the event the classroom teacher/or playground supervisor has exhausted all of his/her own measures to correct negative behavior, the student will be sent to the principal's office. At this point, the "Student Referral to Office" Slip may be issued by any of the student's supervisors. However, if the behavior warrants, a detention may be given immediately. The referral/detention slip may be issued by any of the student's supervisors.

Procedure:

First Referral - Verbal Warning

Second Referral - Recess taken away and/or call parent/guardian

Third Referral – Appropriate consequences for the situation

Incidents/Procedures:

1. Detention - Tuesday, Wednesday, Thursday, 3:00 P.M. - 3:45 PM. Thursday's detention is to be completed on the same day. Students are to report to the school's office on the day assigned for their detention. Detention will be in the form of a work assignment (i.e. sweeping and mopping hallways, washing classroom/cafeteria tables and chairs, cleaning, emptying trash containers, assisting classroom teacher and/or custodian, etc.) In some situations, the student may be assigned a lesson prepared by a classroom teacher.

2. Two detentions per quarter - parent/guardian/student conference with teacher(s) and principal.

3. Three detentions per quarter - in-school suspension.

4. In-school suspension - Monday-Friday, regular school hours. Students are to report to the principal's office where he/she will be spending the entire school day.

5. Two in-school suspensions per year - expulsion review by principal, teacher(s) and school board.

### **SUSPENSION (in or out of school)**

Suspension means that a student loses some of her/his privileges to attend St. John Vianney School. The student may be removed or isolated from classmates for a number of days and/or the student may not be allowed to attend school at all. Being suspended is very serious and will not happen unless inappropriate behavior has been very serious. Examples of very serious behavior included any violent behavior toward another person, such as hitting, fighting, abusive language, sexual harassment, destruction of property, stealing, possession or use of any controlled substances. In the case of an in-house suspension, parents/guardians may be responsible for paying for the supervising personnel.

### **EXPULSION**

Expulsion means that a student loses the privilege of attending this school. Very serious inappropriate behavior and/or the unwillingness on the student's part to cooperate with classmates and teachers could mean that the student would lose the privilege of attending St. John Vianney School. Some examples might include: violence, weapons, drugs, and sexual misconduct.

### **DISMISSAL**

Dismissal is at 2:50 P.M. Walkers and car riders leave when the bell rings and those who ride the bus line up at the south entrance of the school. During periods of inclement weather, students may wait for buses indoors.

### **DOCTOR & DENTIST APPOINTMENTS**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of regular school hours. However, when this is not possible, students will be excused for these special appointments. Please send a written permission slip to the office. The student and parent/guardian reports to the office when leaving the building and again when returning. **CHECKING IN AND OUT OF THE OFFICE IS ABSOLUTELY REQUIRED!**

### **DRESS CODE**

Students are encouraged to dress comfortably with clothing that is practical, simple and modest. Tennis shoes are the best footwear because they are versatile. Clothing with inappropriate pictures or sayings will not be allowed. Hats are not permitted to be worn inside the school building during regular school hours or scheduled activities. Hats are allowed on designated days only. No make-up is allowed to be worn. Students whose appearance is deemed inappropriate by the teacher/principal will be asked to contact their parent/guardian that same day to have the clothing corrected. During warm weather the students may wear shorts. The length of the shorts needs to be at the student's fingertips when they stand with their arms at the side and shoulders relaxed. Straps on tank tops must be modest. Girls may wear leggings with a modest top that covers her bottom. **FOR MASS, STUDENTS ARE EXPECTED TO WEAR DRESS CLOTHES. They may not wear shorts, jeans, sweatpants or athletic wear.**

*Recently the topic of school uniforms was brought up at the school board meeting on behalf of some of the parents. There was a presentation of the thoughts and the reasons for the students wearing school uniforms at this meeting. There was a request to get broader input from the other parents on this issue and to see if there was a consensus on the topic. This was done at the State of the School meeting on February 18, with a note to parents and board members beforehand to prepare some statements of their position on this topic. After hearing from a number of parents at the meeting who presented their reasons for or against moving towards school uniforms, and after further prayer and consultation I have decided that we will not be implementing school uniforms at this time. We will continue to ask that the students dress up on Wednesdays for the celebration of Mass. We will also make a greater effort to enforce the dress code especially with regard to modesty of dress. As in the training of all virtues that is undertaken at St. John Vianney school there is also an importance of learning and growing in the virtue of modesty as a way of helping one another to be holy. We appreciate your support in having these discussions also at home with your children on what is appropriate dress, as a way of enforcing what is being presented at the school. Thank you to everyone who has given input on this matter and for helping to make St. John Vianney a strong Catholic school to form and prepare our young people for eternal life with the Lord. (Father Andrew Beerman, 3/11/2021)*

### **DRUG POLICY & EDUCATION**

Appropriate drug education is taught in each grade level. The Slick Tracy Alcohol Curriculum is sponsored by the Police Department of the City of Fairmont for Grade 6. If any individual problems arise, the teacher and principal will meet with the student and parents to decide a proper action. "No student shall knowingly possess, use or be under the influence of any controlled substances, narcotics, alcohol, other intoxicant or tobacco. Nor shall they sell, give away, barter, deliver, exchange, or distribute any of the above.

## **DUTIES**

Grade 3 - Table washers  
Grade 4 - Table washers  
Grade 5 - Mr. Maidl's helpers  
Grade 6 – Announcements/Recycling

## **ELIGIBILITY**

Parents and students will sign a contract sheet stating they have read the eligibility rules. Information in this contract should include: Grade Point Average - each student athlete must maintain an overall "C" average or better in his/her classes to be eligible; Students below a with a failing average will be ineligible to participate in competition for a one week period. This free time should be used for study. If there is no marked improvement in grades after the one week suspension, the student will continue for another two week suspension period. After the suspended time has expired, if adequate improvement has been shown, a signed note is submitted to the coach for re-admittance to the sporting activity. In extraordinary circumstances students may, upon approval of the principal, have the circumstances reviewed when they are in the ineligibility status. The review panel will be made up of the principal and teachers. Students in grades 3-6 may be eligible to participate in these activities.

## **EMERGENCY DRILLS**

Five (5) fire drills, one (1) tornado drill, five (5) Code Red drills and one (1) Code Blue drill are conducted periodically during the year. Detailed escape plans and class rosters are posted inside the door of each classroom and through out the school building. During tornado drills, each classroom goes to a designated area within the building. All children kneel with their heads covered and faces toward a wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are moved to these areas in less than 60 seconds in a safe, quiet, and orderly manner.

A detailed crisis management plan is available in the school office. The school is prepared for a variety of emergency situations, including bomb threats.

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s)/guardian(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone number
6. Medical alert information
7. School bus number

## **EVALUATION**

Report cards are issued at the conclusions of the quarters for grades K-6. Christian Citizen Skills are also evaluated and reported at report card time. A coded system is used for K-3rd grade; letter grades are given in grades 4-6. Public recognition is given to those middle school students who consistently demonstrate excellent quality work. A "High Honors", "A" and "B" Honor Roll is published. Grades K through 6 take the NWEA MAP Tests. Results are shared with the parents/guardian. Parents are expected to check their child's progress on the JMC grade program.

## **EXTRA-CURRICULAR**

In addition to the fine educational program, there are many outstanding extra-curricular activities for student's involvement at St. John Vianney School. We encourage the students to get involved. The growth of a total well-rounded individual is vital to the student body. Extra-curricular activities at St. John Vianney School included, but not limited to: science fair, basketball, cheerleading, volleyball and Spelling Bee.

## **FIELD TRIPS**



Field trips within our city and to nearby points of interest are scheduled by the various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce the students to the resources of the community. Parents will receive notification of field trips from the teacher or through a newsletter. Parents are encouraged to attend field trip outings with their children, whenever chaperones are needed. Excursion permits are filled out at the beginning of the school year and filed in the school office. Payment for field trips is made at this time. Virtus training, a signed volunteer code of conduct and background checks are required if parents chaperone field trips.

### **FUND RAISING**

Our school will hold four major fund raising campaigns each year. St. John Vianney School participates in the Minnesota Marathon for Non-Public Education in October. The Knights of Columbus sponsor this event. The Dinner Dance is the Saturday evening before Catholic Schools Week. In the winter, the school participates in the Catholic United Financial raffle. And, the golf tournament is held the second Monday of June. Proceeds from both events go toward various school needs.

### **GIFTS**

A book can be donated by parents/guardians, grandparents, or others in honor of a student. The book is dedicated to the student with a bookplate in the book. There are two options: donate a book of your choice or request the list of titles the library staff recommends for purchase as gifts. Periodically requests for donations for specific causes are asked for through the weekly "Friday Folder" (i.e. "Teacher Wish List"). It has been the custom for the graduating class to collect money for a specific project (i.e. library books, pencil sharpeners, physical education equipment, SMART boards, as well as many other items.) Donations are always welcome and readily accepted.

### **GRADING**

Grades represent an evaluation system that is used by the school to communicate academic performance. In order to promote effective communication and consistent record keeping, the following is the grading system for all grades and the code for marking includes;

#### **Kindergarten - 3<sup>rd</sup> grade**

95-100 V

94 V-

93 S+

85-92 S

80-84 S-

Anything below 80 N

= Christian Citizen Skills – when checked indicates needed improvement

A = 95-100%  
A- = 94%  
B+ = 93%  
B = 92-88%  
B- = 87%  
C+ = 86%  
C = 81-85%  
C- = 80%  
D+ = 79%  
D = 76-78%  
D+ = 75%  
F = 74% and below  
= Christian Citizen Skills – when checked indicates needed improvement

### **5<sup>th</sup> & 6<sup>th</sup> grades**

A+ = 100%  
A = 95-99%  
A- = 94%  
B+ = 93%  
B = 92-88%  
B- = 87%  
C+ = 86%  
C = 81-85%  
C- = 80%  
D+ = 79%  
D = 76-78%  
D+ = 75%  
F = 74% and below  
I = Incomplete  
= Christian Citizen Skills – when checked indicates needed improvement

Grades during the marking period are averaged to arrive at the grade printed on the report card.

### **GRADUATION**

A graduation ceremony with an evening Liturgy and simple reception is held annually for the graduating class. Sixth grade teachers and students plan and prepare the Liturgy; fifth grade parents/guardians and students plan and host the reception.

### **GUIDELINES**

Individuals requesting rules, restrictions, etc. for programs (i.e athletics, dances, class trips, etc.) or others outlined in the Student Handbook may do so by obtaining the program's guidelines through the school's office.

### **HARASSMENT POLICY**

St. John Vianney School is committed to the Gospel Way of Life. The Gospel Way means reverence and respect. Our school confirms that everyone has a right to be respected and safe. Any form of intimidation, violence, harassment, or bullying will not be allowed. This includes racial, religious, verbal, physical or sexual harassment or violence.

Behaviors that violate reverence and respect may include, but are not limited to: 1) name calling, jokes or rumors; 2) pulling on clothing; 3) graffiti, notes, writing in textbooks; 4) hurtful words about weight, complexion, height, ability, status; 5) unwelcome touching of a person or clothing; 6) offensive posters, book covers, locker decorations; 7) any words or actions that make you feel uncomfortable, embarrass

you, hurt your feelings, or make you feel bad; 8) disparaging remarks to a person about gender or sexual orientation; 9) retaliation; 10) mockery; 11) laughing at another's mistakes; 12) falsely blaming. If any words or actions make one feel uncomfortable or fearful, you need to tell a teacher, your principal, another school staff member or trusted adult. The issue will be handled by the person to whom it was reported. If not resolved, a written report will be given to the principal. To the extent reasonable, the complaint will be kept private. SJV School takes seriously all reports of racial, religious, verbal, physical, or sexual harassment. It will take appropriate actions based upon this report.

### **HEALTH**

A school nurse from the Fairmont Public School District is available to SJV. She supervises the health screening programs, including vision, hearing, and scoliosis screening. SJV School makes accommodations for special health needs with appropriate documentation.

### **HISTORY OF OUR SCHOOL**

The first Convent School in Fairmont was located on the corner of Blue Earth Avenue and Elm Street. The original school building was the present Martin County Historical Society. It was known as St. Paul's Convent School and was staffed by the Sisters of St. Francis. School began for the first time on September 10, 1917. There were eight grades and 95 students which were taught by four nuns.

Two years after the opening of the school, the administration decided to add a full high school to the Convent School. The parish purchased another home for the sisters to live and the school building filled with students. The first graduating class of the Convent School received diplomas in June of 1923. The class of 1928 was the last to graduate from the Convent High School. The enrollment of the elementary school was becoming larger, the number of sisters available was limited, and it was deemed fruitful to concentrate solely on the lower grades.

In 1955, St. Paul's Convent School was replaced by the current building located on Prairie Avenue. The new school opened its doors to record enrollment of 304 students in grades one through eight.

The school has maintained its high level of education over the years to the present day, due to the dedication of the well-qualified sisters and lay teachers. The methods of education and the tools implemented have changed with the needs and demands of the times.

### **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Please remember that homework is the student's responsibility, not the teachers.

St. John Vianney School's recommended guideline concerning homework time is as follows:

First Grade	10 minutes a day
Second Grade	20 minutes a day
Third Grade	30 minutes a day
Fourth Grade	40 minutes a day
Fifth Grade	50 minutes a day
Sixth Grade	60 minutes a day

Pg. 26

These times are recommended guidelines and just as our schedules vary, these times may vary. Special projects will require additional homework time and should be planned ahead. The teachers will announce the due date of special projects in advance.

## **ASSIGNMENTS**

1. Late assignments: (Grades 4, 5, 6) Must be turned in by the scheduled class time. Assignments turned after the assigned due date result in a one full-grade letter drop per day. Failure to turn in the assignment by the scheduled class time, in one week, will result in an automatic zero.

2. Absences: (Grades K-6) After the student(s) return to school he/she will receive two days make-up time for each day absent. Week-end days will count. It is the student's responsibility to get their assignment from the teacher.

3. Tests: Must be taken within one week upon returning to school. It is the student's responsibility to make arrangements with the teacher to make-up tests. Scheduling of tests will be agreed upon between the teacher and student.

## **HONOR ROLL (GRADES 5-6)**

"High Honors" Students receiving an "A" in all graded subjects

"A" Honor Roll Student must have 9 "A"s and will be allowed 1 "B"

"B" Honor Roll Students must have 10 "B"s or better or students may have 6 "B"s, 3 "A"s, and 1 "C" and still qualify for "B" Honor Roll. However they may have only 1 "C" regardless of the number of "A"s.

Graded subjects are: Art, Computer, English, Math, Music, Physical Education, Reading, Religion, Science, Social Studies.

A list of Honor Roll students will be printed in the Photo Press, the Sentinel, the church bulletin and sent home in the Friday Folder at the end of each grading period.

## **ILLNESS OR INJURY**

In case of illness or injury, a student will be cared for temporarily by the public school nurse or the school secretary. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If the parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency number where the parents can be reached, an alternate emergency number of a friend and/or relative and the name and number of the student's family doctor must be on file in the school office.

## **IMMUNIZATIONS**

State law requires that every student that is admitted to school must have record of successful vaccination for all required vaccinations. A release form must be signed by a parent if the child does not receive the vaccinations. SJV students must have documentation of the required immunizations on file in the office prior to beginning Kindergarten or enrollment in the upper grade levels.

## **KIDSTOP**

After-school care will be provided at St. John Vianney School for students on school days unless there is an early dismissal. There is a charge for this service. Kids' Stop runs from 2:50 – 5:30 P.M.

## **LEAVING SCHOOL**

Students are not allowed to leave school during school hours for any reason without the knowledge and consent of their teacher. Permission to leave school grounds will only be granted upon written or verbal request from the student's parent or guardian.

## **LIBRARY**

The library is open on a regularly scheduled basis and is supervised by the librarian, other school personnel or volunteers. Students are allowed to use the library during library hours with the permission of the classroom teacher. They may use the library to read, check out books/DVDs, return books, do reference work or work on special projects. Each student may check out one to three books for a period

of up to two weeks. Lost and damaged books must be paid for. Report cards will not be issued until payment is made.

### **LITURGY**

Children plan and participate in weekly liturgies appropriate to their grade level. Teachers and students together plan these liturgies. Specific class participation might include reading the scripture reading and response, preparing and reading the petitions, bringing up the offertory gifts, being servers, making a banner, or being in a select choir. The monthly calendar lists which grade is planning the Mass and on which date. Parents are invited to join the children at Mass. St. John Vianney School works consistently to maintain its Catholic Christian identity. This is done through the following: daily prayers, daily religion class, weekly Mass planned by students, student-led prayers, special classroom activities during Advent and Lent, banner making for Mass, crucifix in each room, and Catholic Schools Week activities.

### **LOCKERS**

A locker is issued to each student in grades 5 and 6 at the beginning of the school year. Students are expected to keep their lockers and the area in front and on top of them clean. Lockers are not meant to be abused in any way.

The school cannot be responsible for money or valuables left in the lockers. Sometimes there may be special circumstances which require a student to carry significant amounts of cash or valuables to school. It is recommended that the students purchase a combination lock to safeguard their lockers. Combinations must be registered in the school office. Locker privileges can be revoked at the discretion of the principal.

Going into another person's locker without permission is considered a serious matter and will result in a loss of locker privileges.

### **LOST AND FOUND**

All clothing found on the school grounds is placed in the lost and found, located in the principal's office. Students may claim things after proper identification. Unclaimed items are displayed on a table outside the principal's office periodically. Items not claimed by the first and the end of the year are given to the Hope Shop.

### **LUNCH**

Lunch is served between 11:10 A.M. & 12:10 P.M. A basic meal is prepared each day by Fairmont Area Schools. Students are encouraged to take advantage of this service. Sack lunches are optional, however, no pop is allowed. Please do not send glass containers with your child in their cold lunch. Please contact the school secretary for information regarding school lunch/milk prices. Lunch must be signed up for in the mornings when the classroom teacher takes lunch count. For children who are lactose intolerant, a medical excuse must be submitted to the school office if the kitchen is to serve an alternative to milk.

The daily menu for our school lunch program is determined by Fairmont Area Schools. The menu for each month is found online. It is also published in the Sentinel and the Photo Press.

Applications for free and reduced lunches are sent home to each family in the back to school packet handed out at the potluck before school begins in August.

Pg. 28

### **MAKE-UP WORK**

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. After the student(s) return to school he/she will receive two days make-up time for each day absent. Week-end days will count. It is the student's responsibility to get their assignment from their teacher.

## **MEDICATIONS**

If a student must receive medication at school, the following requirements must be met:

### **Prescription Medications:**

1. Must be in the original container and be brought to the office by an adult.
2. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. The prescription must be current and **written doctor's orders must be on file.**
4. A medical note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other specific dosage times, and other specific instructions if necessary.
6. Refrigeration is available.
7. Medication will be given by the school secretary, child's teacher, or principal.

### **Non-prescription Medications:**

1. Must be in the original container and be brought to the office by an adult.
2. Must be clearly identified as to the name and type of medication.
3. A medical note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

## **MEMORY BOOKS**

A Memory Book is produced each year that covers the school year's classes, activities, etc. and is available by May.

## **MINNESOTA CATHOLIC CONFERENCE**

The Minnesota Catholic Conference is an organization of the Archbishop and Bishops of the State of Minnesota. This organization has been instrumental in getting favorable state and federal legislation for our schools. It keeps us updated on state and federal legislation that will affect our school and gives us direction concerning further action to be taken.

## **MNSAA (MINNESOTA NONPUBLIC SCHOOL ACCREDITING ASSOCIATION)**

The mission of the Minnesota Nonpublic School Accrediting Association is to be a catalyst for enhancing the quality of nonpublic education in Minnesota through a process of accreditation. MNSAA fulfills its mission by : establishing high standards of quality and excellence for the learning process; facilitating the continuous improvement of members schools; monitoring accountability of member schools; providing education and training opportunities and developing relationships with public and private organizations.

## **MUSIC**

All students in St. John Vianney School are enrolled in music classes. These classes vary from 25 to 45 minutes in length. The music program provides opportunities for students to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, playing instruments, listening, & movement. Students are required to attend the all school concerts. A drop in grade will result for those not in attendance.

## **NCEA (NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION)**

The National Catholic Educational Association has been providing leadership and service to American Catholic educators since 1904. NCEA's institutional and individual membership represents Catholic education at all levels and in a variety of settings: preschools, elementary and secondary schools, parish catechetical / religious education programs, diocesan offices, colleges, universities and seminaries. The association advances the educational and catechetical mission of the church; provides leadership and service to its members; articulates the contribution of the Catholic education to the church and society; proclaims the uniqueness of Catholic schools; advocates recognition of and support for Catholic education

in parish, school and university communities; enhances and supports leadership among the members; and finally fosters local, national and international collaboration.

### **NURSE**

Student health services are provided by the local school district through work with a licensed school nurse and with clerical support. The LSN will work with staff to meet special health needs of students, act in consultation with special education service providers, and will be on site at least once a week. Direct service will include routine screening and follow-up for vision, hearing and scoliosis, immunization review and clinics, blood borne pathogen training, and assistance with health education. Clerical support will be provided in maintenance of health records and maintenance of supplies. Parents are encouraged to share health information with the LSN, who may be contacted through the Fairmont Area Schools, School Health Office.

### **ORIENTATION**

A packet of information is made available to each family during the school's Fall Open House. All students and their families are invited to pick up their Orientation Packet, visit the classroom(s) and meet the teachers and staff. A new family meeting will take place during the Open House, followed by an orientation for Kindergarten students.

### **PARENT/TEACHER CONFERENCES**

Attendance at conferences is very important. A parent may request a conference at any time during the school year by calling the school office for an appointment. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request. Parents are asked to make specific appointments with the teachers of each of their children, regardless of the progress of the child. These conference times are very valuable to the overall education program.

It is not necessary to wait for the regular conference time if the parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

### **PHYSICAL EDUCATION**

The staff at St. John Vianney School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Physical Education classes are provided 3-5 times each week for all students.

### **PICTURES**

Individual student's pictures will be taken in the fall. If parents are dissatisfied with their child's picture, the parent/guardian should return the original packet with a written explanation of their dissatisfaction and a retake charge is at the discretion the photographer.

Pg. 30

### **PLAYGROUND RULES / SUPERVISION**

Students are to remain on the playground during outdoor recess. Tackle football is not permitted. Other dangerous activities such as skate boarding, piggy-back riding, rock throwing, and snowball throwing are not permitted. Spitting is not allowed. Misuse or destruction of playground equipment will not be tolerated. Discipline policies apply on the playground as well as other school property and the supervisor is authorized to issue detention.

### **RECEIPTS**

Various companies offer school programs that our families support. Families can save their Fareway and Hyvee grocery and gas receipts and bring them to the school office. For every \$200,000 in receipts saved, our school gets \$1000. We appreciate what families and companies are able to do for our school.

### **RECESS POLICIES**

Weather permitting students are given one outside recess each day. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

Students have a supervised free time in the school gym when bad weather prevents outside recess. Quiet games, talking with friends, watching videos, etc. are usually allowed by the teacher in charge.

Recess times:	Kindergarten	11:30- 11:55
	Grades 1 and 2	11:30 - 11:55
	Grades 3 and 4	12:10 – 12:30
	Grades 5 and 6	12:10 - 12:30

### **REGISTRATION**

St. John Vianney School begins registration of students in March. Registration sessions and procedures are given at this time. Information will be sent home with the youngest student in each family.

Kindergarten Round-up is held in the spring. Registration information will be sent home prior to that time. Any child who will be five as of September 1st of the enrolling school year may register for kindergarten. A readiness screening is recommended and available for all prospective kindergartners through early childhood screening free of charge offered by Fairmont Public Schools.

Minnesota statutes specify that children reaching the age of five on or before September 1st of any year are eligible for admission to kindergarten that year. Statutes also specify that children reaching the age of six on or before September 1st are eligible to enter first grade in that year.

Individual meetings and tours of the school for prospective parents/guardians of any grade students will be arranged as the need or interest arises. Families are invited to contact the principal and/or teacher with specific questions and concerns regarding enrolling at St. John Vianney School.

### **RETENTION**

Retention in itself is not necessarily the answer to a child's school problems. Because retention is such a controversial issue, a thorough discussion of the matter by both the parents and teacher will take place. Retention will take place only when there is consensus reached between home and school. The retention decision includes the judgment of teachers, counselors and administration. In cases where parents/guardians disregard retention recommendations, a form is signed and filed in the child's cumulative folder, placing future progress with the parents/guardians.

p. 31

### **SACRAMENTAL PREPARATION**

Special parent/guardian sessions are provided by St. John Vianney School and the Faith Formation staff during the year to help parents/guardians prepare their child for the sacraments of Reconciliation and Eucharist. Currently it is the practice to receive Eucharist and Reconciliation in the second grade.

### **SCHOOL BOARD**

The mission of the St. John Vianney School Board is to provide unified direction for St. John Vianney School. The St. John Vianney School Board helps to set the school budget, makes policies, and oversee the general operation of the school. The St. John Vianney School Board consists of seven members each



elected for a three year term. Officers include a President, Vice-President and Secretary. Meetings are held on the first Thursday of the month at 6:00 P.M., August through June in the school's library. The meetings are open to all families of the school and parish. A list of membership is listed in the handbook and committee assignments are made available in the fall.

**SCHOOL COLORS & SCHOOL MASCOT**

The St. John Vianney School mascot is a "Johnny Jet" and the school colors are royal blue and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

**SCHOOL HOURS**

**Preschool – 6<sup>th</sup> Grade**

7:50 am	Doors Open
8:10	First Bell
8:20	Tardy Bell
8:25	PA Prayer/Announcements
11:00	½ day Preschool Dismissal
11:10	Lunch – PreK & K
11:15	Lunch – Grades 1 & 2
11:50	Lunch – Grades 3 & 4
11:55	Lunch – Grades 5 & 6
2:50 pm	Dismissal
3:10	Any remaining kids sent to Kidstop
5:30	Kidstop Closes

**SCHOOL ORGANIZATION**

The St. John Vianney School is under the direction of the Bishop of the Winona-Rochester Diocese. The School is accountable and answerable to the Bishop and the Diocesan Director of Schools. Locally, the pastor of St. John Vianney Parish is the superintendent of the school. The principal is accountable to the St. John Vianney School Board and superintendent. The teachers are accountable to the principal.

**SCHOOL SONG "HERE COME THE BLUE & WHITE"**

"Here come the Blue & White,  
Fighting with their love and might,  
One, two, three, four baskets they make,  
Rah, rah, rah, rah, U, rah, rah, rah  
Here come the St. John Jets.  
Blue and White,  
Fight, fight. Fight, fight,  
Go Jets!"

**SCIENCE FAIR**

The science fair is open to grades four through six. Students are required to participate once in those four years. Parents are encouraged to support these activities and to promote the interests of the students in this project.

**SERVICE**

The K-6 children of St. John Vianney School are encouraged to be thoughtful of and reach out to others. These "others" include the age span of children younger than themselves to the elderly. During Advent & Lent service projects have traditionally been observed. Activities sponsored by the school include: nursing home visits, a Hope Shop food collection and Salvation Army toys collection.

**SEXUAL HARASSMENT**

Sexual harassment is the unwanted or uninvited sexual behavior of one person toward another. Sexual harassment is a form of violence and is not allowed at St. John Vianney School. Sexual harassment can

be in the form of words, touch, teasing, threats, or other behavior. Anyone might be the victim--boy or girl, young or old. Harassment should be reported immediately to a teacher, the principal, a priest or to an adult.

### **STATE & FEDERAL TITLE MONIES (AKA CHAPTER)**

Through the Fairmont Public School District #2752, St. John Vianney receives the following restricted monies:

Title 1- Target group is for children who are one year or more below expected levels in reading and math.

Title 2- Target group is for teachers' staff development/materials.

Textbook Allotment- Target materials in textbooks and instructional materials.

Health Services- Target group is for school students' health services.

### **STUDENT RECORDS**

Specific records are kept on each student in the school office. There are four records which parents may need to refer to at some time during the school year. The records include the student's permanent academic record, medical records, grade report cards, and a daily record of attendance. Parents should simply call the school and request the information or ask for an appointment with the principal. The records include the student's permanent academic record, grade report cards, record of lunch and miscellaneous fees owed, daily record of attendance, and the student's health records.

### **STUDY SKILLS**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials
2. Be an active participant in the class. Listen well and take part in the class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

### **SUPPORT-A-STUDENT PROGRAM**

The Support-A-Student Program is a combined parish effort to communicate the excellence of Catholic education; support the efforts of clergy, religious and lay educators; affirm and encourage parents; enable deserving students to receive a quality academic and religious education; and, offer Catholics a special opportunity to share their Faith and funds, in thanksgiving for God's blessings.

### **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts the class and causes loss of instruction time. Any students who arrive at school after 8:20 A.M. are considered tardy. For students arriving late, the parent/guardian is asked to sign-in their son or daughter in the office. Late bus students are not counted as tardy.

### **TELEPHONE**

Important messages will be delivered to children and teachers immediately; otherwise, messages will be relayed at a mutually convenient time prior to the end of the school day. The office telephone is a business phone and is to be used with discretion. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Please ask the secretary or principal permission in advance if you wish to use the phone after school. The school's office is equipped with a voice mail answering system so individuals may contact the school anytime to leave messages. **CELL PHONE USAGE IS NOT ALLOWED DURING SCHOOL HOURS.**  
**\*see phone/watch policy at the back of this manual\***

### **TESTING**

In order to evaluate achievement and student ability, St. John Vianney School teachers can, and do, administer a variety of tests.

Students with educational difficulties or exceptional abilities may be referred to the Special Education Department through the Fairmont Area Schools. If further testing is required, they can be referred to outside resources.

### **TEXTBOOKS**

Textbooks are supplied by the school. Some of the money for textbooks is provided by the state of Minnesota. If a book is lost, misused, or damaged beyond reasonable wear, the student shall pay the current cost to replace the book. Teachers may require certain textbooks be covered with protective covers.

### **TITLE 1**

The Title 1 Program is designed to provide supplemental reading and mathematics help to children in elementary grades. Parents will be required to give permission for their child to participate in this program. The program is federally funded. The program is taught by certified instructors at SJV daily.

### **TRAFFIC REGULATIONS ON SCHOOL GROUNDS**

The administration has adopted several parking and stopping policies in order to provide safe entrance/exit to our school building. Please use the north parking lot when bringing or picking up students from school. Prairie Avenue is restricted to buses only from 7:50 A.M. to 8:30 A.M. and from 2:45 P.M. to 3:30 P.M.. There will be no car parking or stopping on Prairie Avenue during these times. The administration seeks the cooperation of all parents and students in observing these access and parking policies.

### **TUITION**

Tuition for St. John Vianney School is set annually by the St. John Vianney Parish Finance Council. Families not affiliated with the parish are asked to pay a non-parishioner rate. Any family that is unable to pay full tuition may apply for reduced tuition at the time of registration. Tuition may be paid yearly, quarterly, semi-annually or in 9 monthly payments. Tuition will be discounted 5% for each family who pays in full before July 1<sup>st</sup> of the upcoming school year.

### **VALUABLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring a substantial amount of cash or other important possession to school, these items can be safeguarded by registering them and leaving them in the St. John Vianney School office. Electronic games, Ipods etc. should be left at home.

### **VANDALISM**

Our school and school equipment is parish and state property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

### **VISITORS**

Permission for special visits should be prearranged at least two days in advance with the school personnel.

All visitors are required to report to the school office upon entering the building. Parents are welcome and are encouraged to visit the school. Parents/guardians and relatives of students who desire to visit the building should report directly to the school office.

### **WALKING STUDENTS**

Students who walk to school should come straight to school and arrive no sooner than 8:00 A.M. Remain on the sidewalk at all times and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride from a stranger. An adult crossing guard will assist walking students at Day and Prairie and at Ward and Prairie.

### **WEAPONS POLICY**

St. John Vianney Catholic School will not tolerate the possession of dangerous weapons by students on school property or at school-sponsored events. (Possession includes having a weapon in a desk, backpack or on student's person.) If a student carries, displays or draws any dangerous weapon, look-alike weapon, any toy that looks like a weapon or anything that could cause bodily harm will face consequences determined by the pastor and administration.

### **WINONA-ROCHESTER DIOCESAN BOARD**

The general purpose of the Diocesan Board shall be to offer leadership and service in all matters pertaining to Catholic schooling, Faith Formation programs and all other formal educational activities in the Diocese of Winona-Rochester in accordance with Diocesan and civil laws and regulations relative thereto; provided, that such concern shall not extend to Catholic institutions of higher learning. Included among the functions of the Board may be policy developing in such areas as the following: all matters pertaining to the Office of Education; questions relating to the location, opening, and closing of schools or portions thereof; questions relating to the location, opening and closing of religious education centers; questions relating to whether schools or religious education centers shall be operated in given locations; classes; teachers; salaries; educational co-curricular and other school-related programs; finances; standards of education; application of Christian principles to education programs and questions relating to all formal courses of religious education.

### **WRITING PORTFOLIOS**

Each SJV School student will accumulate writing samples from each grade, K-6 in a writing portfolio which is kept in the office. These portfolios are given to the family upon graduation.

# St. John Vianney Catholic School

## Distance Learning Plan

In the event of an extended school closure, St. John Vianney Catholic School is dedicated to continuing education for our students. Our goal is for quality learning to occur from a distance. (\*School closure does not include preplanned vacation days or weather related closures.)

During an extended school closure, SJV teachers and staff will work with students and parents to ensure that learning continues on as closely as it would within the classroom. This will be done in the following ways:

- \*Teachers may use an approved online platform to set up lessons and assignments for their students.
- \*Teachers can email lesson plans to students.
- \*Teachers can drop packets of lessons in the church library for parents to pick up/drop off.
- \*Teachers will make daily contact with students through a variety of options including, but not limited to phone calls, text messages, email, and online meetings.

### **Responsibility of administration during school closure:**

- \*Provide support for teachers, students, and parents.
- \*Keep all stakeholders informed of decisions being made for present time and future time of closure.
- \*Stay connected with diocese officials, public school administration, and state guidelines.
- \*Communicate with teachers, students, and parents about concerns.

### **Responsibility of teachers:**

- \*Provide weekly plans for students.
- \*Make daily contact with students.
- \*Keep up to date records of contact, grades, concerns.
- \*Communicate with administration about concerns.
- \*Provide quality assessments for students.

### **Responsibility of students:**

- \*Follow a daily routine that is established by parents and teachers.
- \*Identify one space in your home where you can work effectively and successfully.

- \*Check in daily with teachers.
- \*Do your best work each day.
- \*Turn in assignments on or before the due dates.

**Responsibility of parents:**

- \*Follow a daily routine with your child(ren).
- \*Identify one space for your child(ren) to work.
- \*Communicate with child(ren), teachers, and administration.
- \*Take an active role in helping your child(ren) complete learning for each day.
- \*Encourage physical activity each day.

## **DIOCESE OF WINONA- ROCHESTER BULLYING PREVENTION PROGRAM**

### **Introduction:**

The Diocese of Winona – Rochester and the Catholic Schools Office believe that each Catholic school in the Diocese must be aware that its purpose is rooted in the mission of the Church to bring the love of Christ to all people. Each Catholic school, in fulfilling its role within the educational mission of the Church, is to impart and live out the teachings of Jesus Christ found in the Catholic doctrinal and moral tradition, as well as be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. Pastors, principals, faculty, staff and volunteers are expected to hold students accountable for kind and respectful behavior. Bullying and Retaliation are not to be tolerated.

The Diocese's anti-bullying program 1) seeks to ensure that all children in Catholic schools are protected against bullying; 2) prescribes a specific set of action steps for each school; and 3) offers a model policy that provides minimum standards to which each student is entitled, while also allowing for adaptation based on a local school's needs.

### **Prevention and Intervention Plan:**

On or before January 1, 2016, the Principal or designee (herein, the "Principal") of each school in the Diocese shall be responsible for overseeing the development of a prevention and intervention plan (a "Plan"), in consultation with representative stakeholders, which may include teachers, professional support personnel, school volunteers, administrators (herein, "Staff"); community representatives; students; parents and guardians consistent with the requirements of this Policy.

The Plan *shall* include, but not be limited to the adoption or adaptation of the Model Bullying Prevention Policy. At minimum, each Plan shall include:

- statements prohibiting Bullying and Retaliation;
- procedures for Staff, students, parents, guardians and others to report Bullying or Retaliation;
- procedures for responding to and investigating reports of Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation consistent with the school's disciplinary policies
- strategies for protecting from Bullying or Retaliation a person who reports Bullying, provides information during an investigation of Bullying or witnesses or has reliable information about an act of Bullying;
  - procedures for notifying the parents or guardians of a Targeted Student and an Aggressor;

The Plan shall afford all students the same protection regardless of their status under the law.

The Plan may include, but not be limited to:

- a provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, Staff, custodians, athletic coaches, advisors to extracurricular activities and volunteers to prevent, identify and respond to Bullying;

- provisions for informing parents and guardians about the Bullying prevention curriculum of the school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school or school plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber-Bullying;
- provisions related to the creation and maintenance of records of investigations, which is strongly encouraged by the Diocese.

The Plan shall be reviewed and updated periodically and as needed.

The Principal and/or his or her designee is responsible for the implementation and oversight of the Bullying prevention and implementation plan within his or her school.

**Available Consultation:**

If any Staff member has questions concerning this Policy, he or she is encouraged to contact the Diocesan Schools Office.

***MODEL CATHOLIC SCHOOL BULLYING PREVENTION POLICY***

**Preamble.**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. “Here is my commandment,” says Jesus, “that you love one another as I have loved you” (John 13:34). As bearers of the divine image, members of the



school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

**Definitions.**

*For the purpose of this Policy the following definitions shall apply, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

“Aggressor” means a student who engages in Bullying or Retaliation.

“Bullying” is the **repeated** use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Targeted Student, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Student or places the Targeted Student in reasonable fear of such harm;
- causes damage to the Targeted Student’s property;
- places the Targeted Student in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Targeted Student;
- infringes on the rights of the Targeted Student at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, isolation/exclusion, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Targeted Student” is a student against whom Bullying or Retaliation has been perpetrated.

**Prohibition Against Bullying and Retaliation.**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

- on School Grounds owned, leased or used by a school;
- at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- at a school bus stop;
- on a school bus or any other vehicle owned, leased or used by the school; or,
- through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

### **Reporting.**

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the Principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

### **Retaliation.**

Retaliation against a Targeted Student, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited. Every effort will be made to keep the identity of the reporter confidential.

### **Response and Investigation.**

The school takes seriously all reports of bullying.

Upon receipt of a report of bullying the Principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. Due to unforeseen circumstances, if three school days is not feasible to investigate, the targeted student must be provided a time-line when the investigation will take place.

The School reserves the sole discretion to determine the scope and adequacy of the investigation. The investigation may be reported to local law enforcement.

Anyone with questions about the investigation should direct those questions to the Principal.

### **Violations.**

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Targeted Student, the Aggressor, and any other affected persons about available community resources: Social Services, family service worker, social worker, counselor, Catholic Charities.
- notify law enforcement if circumstances warrant notification

**Training.**

All staff will receive initial training of this policy, followed by an annual review here after, and, at the discretion of the Principal, for volunteers who have significant contact with students.

**Publication and Notice.**

The Principal shall provide written or electronic notice of this Policy to the Staff, and include this policy in the school handbook.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This Policy shall be available in the administrative offices of the school.

Diocese of Winona-Rochester  
Catholic School Policy on Gender Identity for Students for St. John Vianney  
Catholic School

*Mission*

Catholic schools in the Diocese of Winona-Rochester perform an essential ecclesial ministry, the ultimate purpose of which is evangelization and formation leading to salvation.<sup>1</sup> Because of the nature of this ministry and the profound responsibilities associated with it, Catholic schools must faithfully impart the truth of Jesus Christ and his Church in all they teach and do. In addition, a Catholic school is subject to the authority of the Church through the diocesan bishop, and its curriculum must be founded on and consistent with the principles of Catholic doctrine.<sup>2</sup>

Catholic education focuses on the integral development of the human person: body, mind, and spirit. Specifically, with regard to issues surrounding gender identity, Catholic schools in the Diocese of Winona-Rochester shall teach students the truth about the human person (anthropology) and human sexuality, as well as counter any ideology or cultural trend that denies this truth. This applies in a special way to *gender ideology*—the belief, along with the social and cultural movement it fosters, that sex is not an objective, biological reality but rather that notions of male and female are determined by individuals’ subjective and changing perceptions of self.<sup>3</sup> Essential beliefs and doctrinal principles to be addressed in the school curriculum include the following:

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<sup>1</sup> Sacred Congregation for Catholic Education, *The Catholic School* (March 19, 1977), nn. 7–9.

<sup>2</sup> Canon Law Society of America, *Code of Canon Law: Latin-English Edition* (Washington, DC: CLSA, 1999), cann. 803 §§1–2, 804 §1, 806.

<sup>3</sup> “Transgenderism and Interventions for Gender Dysphoria,” in *Catholic Health Care Ethics: A Manual for Practitioners*, 3rd ed., ed. Edward J. Furton (Philadelphia: National Catholic Bioethics Center, 2020), 37–1.

1. Human beings are created as male and female in the image and likeness of God (Gen. 1:27). Human dignity is grounded in this special creation.<sup>4</sup>
2. Sexual difference is willed by God as part of the divine plan. The complementarity that results from sexual differentiation is ordered to the human good and in particular to marriage and family life (*Catechism*, nn. 369, 2333).<sup>5</sup>
3. The human person is a body–soul union, and the body is a constitutive aspect of the human person (*Catechism*, nn. 364, 365).<sup>6</sup>
4. Human biology demonstrates that sex is determined at conception (XX/XY chromosomes) and can be objectively observed even before birth.
5. Humans are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of self (*Catechism*, n. 2393).<sup>7</sup>
6. Humans must care for and respect their bodies, which is a constituent dimension of their being. The human body may not be treated as a “piece of property” or “manipulate[d] as a thing or an instrument over which one is master and arbiter.”<sup>8</sup>
7. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love.

In addition to addressing to these essential beliefs, Catholic schools in the Diocese of Winona-Rochester shall be prepared to offer to students, faculty, staff, administrators, volunteers, and parents well-founded and developmentally appropriate educational resources regarding gender

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<sup>4</sup> *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Conference of Catholic Bishops/Libreria Editrice Vaticana, 2000 update), n. 2393. All subsequent citations appear in the text.

<sup>5</sup> See Francis, *Laudato si'* (May 24, 2015) n. 155.

<sup>6</sup> See National Catholic Bioethics Center (NCBC), “Brief Statement on Transgenderism,” *National Catholic Bioethics Center Quarterly* 16.4 (Winter 2016): 600–601, doi: 10.5840/ncbq201616457; and John A. Di Camillo, “Gender Transitioning and Catholic Health Care,” *National Catholic Bioethics Quarterly* 17.2 (Summer 2017): 219–220, doi: 10.5840/ncbq201717221.

<sup>7</sup> See Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church* (Washington, DC: US Conference of Catholic Bishops, 2004), n. 224; and Congregation for Catholic Education, *Male and Female He Created Them* (February 2, 2019), n. 4.

<sup>8</sup> Pontifical Council for Pastoral Assistance to Health Care Workers, *New Charter for Health Care Workers* (Philadelphia: NCBC, 2017), n. 47.

ideology, including but not limited to resources that: (1) clarify the terms commonly employed, particularly *gender dysphoria*, *transgender*, and *disorder of sexual development*; (2) accurately present the realities of contemporary, medically accepted interventions for gender dysphoria, including gender-affirming therapy, puberty-blocking and cross-sex hormones, and sex-reassignment surgeries;<sup>9</sup> and (3) demonstrate how the Catholic Church responds to gender ideology with truth and love based on the writings of Pope Francis, Pope Benedict XVI, and other sources of ecclesial guidance.<sup>10</sup>

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<sup>9</sup> “Transgenderism and Interventions for Gender Dysphoria,” 37.5–37.11.

<sup>10</sup> Francis, *Amoris Laetitia* (March 19, 2016), n. 56; Francis, *Laudato si'*, n. 155; Benedict XVI, Address to the Roman Curia (December 21, 2012); and Congregation for Catholic Education, *Male and Female He Created Them*, n. 19.

## *Policy Elements*

### 1. Admission and Retention

A student diagnosed with gender dysphoria may be admitted to St. John Vianney school as long as the student, along with his or her parents or guardians, agrees that the student will abide by standards of conduct set by the school:

- a. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those teachings that address human sexuality.
- b. A student may be ineligible for continued enrollment if the student's expression of gender, gender identity, or sexuality causes confusion or disruption at the school or if it appears to mislead others, cause scandal, or have the potential for causing scandal.
- c. Respectful, critical discussion of Catholic teaching in the classroom is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings indicates that a student is not a proper fit for the school. The student code of conduct shall address this potentiality, and the code shall be signed by the student and parents or guardians at the beginning of each school year.

## 2. Conduct and Expectations

Students shall conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events. In this policy, *sex* is defined as “the biological condition of being male or female as based upon physical differences at birth.”<sup>11</sup>

- a. Any expression of a student’s gender identity that causes disruption or confusion regarding the Church’s teaching on human sexuality is prohibited.
- b. Students shall abide by the dress code that corresponds with their biological sex.
- c. Students shall participate in competitive athletics in accord with their biological sex.
- d. Students shall use bathrooms and locker rooms that correspond with their biological sex.  
Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis.
- e. When applicable during school-related functions, students shall have access to and use facilities and accommodations that correspond with their biological sex.
- f. When attending school-sponsored functions as a “couple,” especially dances and prom, students may only bring a member of the opposite sex.

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<sup>11</sup> Denise Donohue and Dan Guernsey, *Human Sexuality Policies for Catholic Schools* (Manassas, VA: Cardinal Newman Society, 2016), 5. Policy elements in this section are adapted from this document.



### 3. Names, Pronouns, and Records

- a. Students shall be addressed at all times by their legal names and referred to with pronouns consistent with their biological sex.
  - 1) Addressing students by a preferred name instead of a legal name (even when the name is gender-neutral), or referring to them by a preferred pronoun that is inconsistent with their biological sex, is not acceptable. Doing so would express a falsehood (i.e., the child *is* the wrong sex) and signal that the school accepts gender ideology. Addressing a student by a gender-neutral nickname could be permissible in some circumstances. This is a matter of prudential judgment.
  - 2) Using preferred names and pronouns will cause confusion for other students and could act as a source of scandal. *Scandal* is defined as “an attitude or behavior which leads another to do evil.” It “takes on a particular gravity by reason of the authority of those who cause it or the weakness of those who are scandalized.” Scandal is particularly serious, or grave, when it is “given by those who by nature or office are obliged to teach and educate others (*Catechism*, nn. 2284, 2285).
- b. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student’s legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name and seeks to have records changed, the records will be released in the following format: “*Original name*, a.k.a. *New Legal Name*.”

4. Counseling and Health Services:
  - a. The school shall communicate with parents or guardians about their child's behavior at the school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, and welfare of their child except when advised otherwise by law enforcement or a social service agency.
  - b. The school may require counseling to address behavioral health issues for students diagnosed with gender dysphoria. Such counseling shall be provided by a licensed mental health provider who understands and respects Catholic anthropology, preferably one who is a practicing Catholic. Catholic schools shall not provide or refer students for so-called gender-affirming psychotherapy.
  - c. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones for students.
  - d. While the Catholic Church does not approve of gender-affirming therapies or the use of hormones and surgeries that assist a person in transitioning his or her gender, the Church recognizes that appropriate medical care may be necessary in cases of true genetic or physical anomalies, also known as disorders of sexual development.

### Cell Phone/Watch Policy

St. John Vianney School knows that some of our students have a cell phone for many different reasons. This is a parental choice for each child/family. Due to the nature of how our elementary school functions, it is not necessary for students to have access to their phone during the day. It is highly encouraged that students leave their phone at home. If families feel that their child must have his/her phone at school, the phone must stay in his/her backpack and must remain shut off. Phones are not to be used within the school building or on school property, on school days by any SJV students. This includes when students are in the classroom, hallway, bathrooms, locker rooms, lunch room, recess, or at Kidstop. Cell phones may not be used during basketball practice or games by players. If a phone is found to be in use by a student, it will be removed from the student's possession and taken to the office. The student's parent/guardian will be responsible for retrieving the cell phone from the office.

St. John Vianney School knows that some of our students have a smart watch, including, but not limited to, Apple watches and Fitbit watches. These types of watches are not allowed at school. Watches that receive text messages, phone calls, have apps on them, etc are included in this "not allowed" category. Students who have watches that are strictly for telling time and/or counting steps will be allowed at the discretion of the teacher. If the watch that only tells time or counts steps becomes a distraction for the student, the student will be asked to leave it at home.