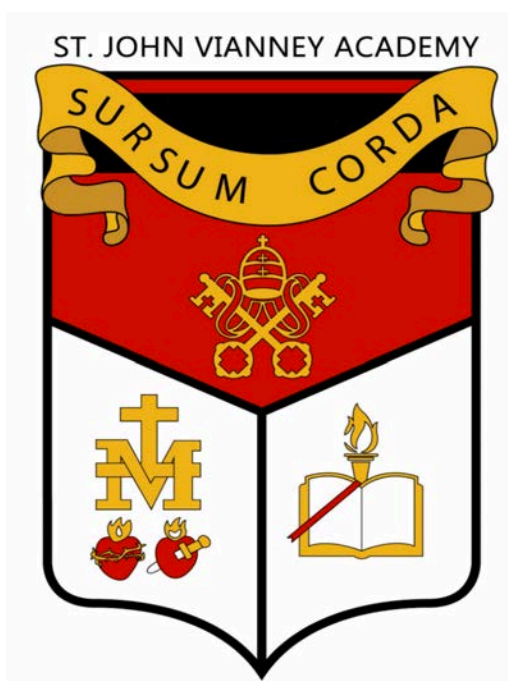


St. John Vianney Academy



Parent + Student Handbook 2024-2025

On behalf of the entire faculty and staff, I would like to welcome you to St. John Vianney Academy's 2024-2025 program year!

*This handbook provides an explanation of the procedures which allow our program to operate smoothly and efficiently. **It is expected that all parents and students read, understand and follow the material contained herein.** Please sign and return the enclosure to indicate that you and your children have reviewed this material.*

As John Paul II says in his Catechesi Tradendae,

“Family catechesis...precedes, accompanies, and enriches all other forms of catechesis.”

Accordingly, as we work together, let us not forget the awesome responsibility we have as parents and teachers.

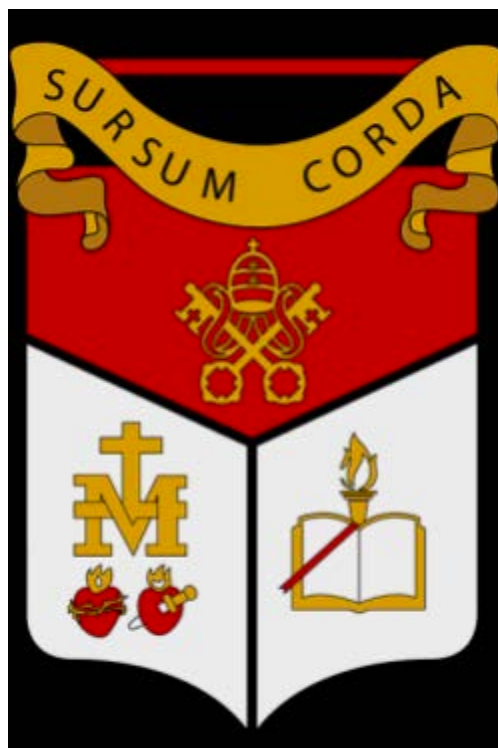
It is Better to Build Children than to Repair Men.

Crest Legend

SURSUM CORDA –
“Lift up your hearts”

Marian Cross: Represents Mary's presence at the foot of the cross and Jesus' command to “Behold, your mother”.

Immaculate & Sacred Hearts: Represent Jesus and Mary's ever loving & sacrificing hearts and our love for Jesus and Mary.



KEYS - Represent our fidelity to the Magisterium of the Roman Catholic Church.

Scripture: Represent our search for Truth with the light of the scriptures.

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ACADEMIC HONESTY:

St. John Vianney Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another person's work or ideas as one's own — cheating or plagiarizing — will be treated with utmost gravity and considered grounds for suspension or expulsion.

ADMISSIONS:

St. John Vianney is open to all qualified students without regard to race, color, creed, nationality or ethnic origin. The program does not discriminate on the basis of race, color, disability*, medical condition, sex, or national and/or ethnic origin in the administration of any of its policies. This policy does not conflict with the priority given to the admission or employment of Catholics.

- ** While the program does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the program are based upon the student's emotional, academic and physical abilities and the resources available to the program in meeting the student's needs.*

All students will go through a family interview prior to admittance to St. John Vianney. An admissions committee will recommend enrollment based upon many factors including, but not limited to, classroom environment, space available, sibling enrollment status, etc. Faculty input is an essential element of this decision, since they know the chemistry of their classes most intimately.

All students of St. John Vianney who exhibit satisfactory academic and social performances may receive an invitation to re-enroll for the coming academic year. This invitation will need to be accepted by a given date in order to ensure a place in the class for the coming year.

ADMISSIONS PROCEDURE:

- 1) Application and re-enrollment fee \$100.
- 2) Interview:
Headmistress
- 3) Conference of committee
- 4) Placement Decisions BEGIN February 28th due to the need of waiting for current families to make priority enrollment decisions for the coming year.
- 5) Acceptance or continue on the waiting list will be notified with a letter or email.

ATTENDANCE:

Absence: If a student is absent, the parent should notify the program. A note should accompany the student upon return to the program, and be turned in to the teacher. *Remembering that every student is a member of the class, even when not present in the class, the student is responsible for obtaining and completing all classwork.*

The program grants excused absences for illnesses or emergencies. **Please try to schedule medical and dental appointments on Mondays, Wednesdays and Fridays.** Any student who is absent four days during the semester may be subject to a failing grade in that course.

Appointments: For security purposes the campus gates are locked throughout the day. They will only be opened during morning arrival, recess, lunch and dismissal. Please schedule pickups or drop offs during those times only.

Tardiness: For security purposes the **campus gates will be locked at 9:15am.** If the student is tardy he/she will have to wait until recess for gates to be unlocked, or call the Headmistress.

BATHROOM:

All bathroom needs should be attended to during scheduled breaks. Class time is not to be interrupted for this purpose unless an emergency occurs. Bathrooms are to be used for their intended purposes only and **everyone** is expected to help keep bathrooms clean and orderly.

CELL PHONES:

The students are not allowed to use personal cell phones on campus.

CHECK OUT:

Any student who **must** leave campus during program hours is required to be signed out with the teacher. Please send the child to campus with a note in the morning for their teacher. The student can be picked-up only during recess, or lunch. Please plan accordingly. **No student is allowed to leave campus without checkout and until the parent/guardian has picked them up.**

CHEATING:

Cheating is dishonor against one's integrity. This is its real destructiveness and a St. John Vianney Academy student should be honorable enough to avoid it. All offenses will be referred to the program director. Offenses will be dealt with appropriately, and this includes liability to expulsion.

CLASS:

Most of the students' time in the program is spent in the classroom. The quality of the education the students receive depends principally upon their attention and effort in class and study outside of class. See particular classroom policy (as prescribed by the individual teachers for their classes) for specifics. Also, being mindful of the following will help make the students' class time more effective:

1. Be on time for class, quiet, and with books and materials ready.
2. Raise hand until recognized by teacher.
3. Always put things back in their proper place.
4. Students are responsible for work when absent.
5. Students should tidy their desk areas at the end of each class and generally participate in maintaining room cleanliness.
6. Teacher must grant permission for the student to leave the classroom.
7. The student should respect others and their property, as they would want to be respected. Do not touch what is not yours without permission.
8. The student should respect each teacher as another human person. The life of the professional educator is dedicated to enriching students' lives and making each student a prudent and more knowledgeable individual.

CLASSROOM:

Classrooms are centers of learning and should reflect an environment of professionalism. Quiet and orderly behavior is the general rule. Also, students should stay clear of the teacher's desk and podium, unless called forward to it. White/Chalk boards are also only for program work and are to be used with teacher permission only. Finally, do not take things off of, or store personal things on, classroom bookshelves unless directed to by the teacher.

CLOSED CAMPUS:

For reasons of safety and liability, the program will not allow students to leave campus without a parent/guardian. Parents, grandparents, and friends may not

visit or stay on campus during the school day without the advance consent of the Headmistress.

COMMUNICATIONS:

Teachers, parents, and administrators need to communicate openly on a regular basis regarding the progress of the child. Newsletters, conferences, telephone calls, and notices containing various information are all part of an effort to provide productive communication. **Please respect the free time of our teachers. Try to make an appointment** to talk with the teacher either prior to or following the program day.

Confidentiality:

Common sense dictates that communication between parties often calls for confidentiality. This can be difficult at times given the temptation to gossip. However, for the sake of the institution and our families we are bound by the virtue of prudence to quell this desire.

Also, utmost care should be taken to **not** discuss many things in front of our children, especially disagreements with the program or teacher. Disagreements will occur, and so might just anger toward others' mistakes or wrongdoing, but such disagreement and anger must be dealt with prudently, on an adult to adult basis. The natural consequence of not following this procedure is that the child comes to the classroom/program disrespecting the teacher and this will hinder the education of all. Children cannot as easily make the distinctions adults can and, therefore, have a much harder time both respecting and disagreeing with their teachers, especially when they observe their parents' disagreeing with their teachers. For them it is often one or the other. For parents and teachers, prudence is therefore imperative when discussing disagreements about program matters.

Phone Calls:

(Incoming) Feel free to call at any time to set up a conference, ask questions, and/or relay a message to a student or teacher. Except in emergencies, neither teachers nor students will be interrupted to take phone calls. In case of emergency, a message will be taken and relayed as quickly as possible.

CONDUCT: [CODE OF CHRISTIAN CONDUCT]

The student also understands and commits to living in accord with St. John Vianney Academy's Statement of Faith and upholds the subsequent statements as

well. It also needs to be clear that the program has the right to discipline or ask a student to withdraw for any reason, and that failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

It should go without saying that cheating, stealing, violence and disrespect should not occur. In order to be clear, and to establish the program's legal rights of religious liberty, we uphold the subsequent statements as well. It also needs to be clear that the program has the right to discipline or ask a student to withdraw for any reason, and that failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

The following brief list of examples of improper behavior is offered to help guide students in determining what proper behavior is. Running/playing in classrooms and hallways, undue loudness, practical jokes, physical roughness, smoking, demeaning or cruel behavior to others in speech or action, inappropriate speech or actions, dangerous activity such as climbing trees, and leaving campus during program hours are examples of improper behaviors which will be dealt with appropriately.

Each student's individual actions reflect on the program's reputation. When combined with the intimate size and corresponding delicate nature of the community, scandalous actions, even outside of program hours, may require discipline or removal from the program, upon approval of the Board of Governors, upon recommendation by the Program Director.

COURTESY:

Students are encouraged to address all adults by name (Yes, Mr. Smith; No, Mrs. Jones). In the event the name of the adult is not known, the student should use "yes, sir" or "no, ma'am" as is appropriate. "Please," "Thank you," "May I?" and "I apologize" are also standard phrases of courtesy, as is **asking permission** whenever borrowing something which is not ours.

Students are expected to extend appropriate courtesies to any campus visitors. If the classroom is visited by a guest, the student closest to the door should open the door and all students shall rise from their desks and remain standing until otherwise directed. Students should always welcome guests. In the event of a social gathering, they should ensure that guests are served first or shown office, restrooms, etc. (Escort them, rather than tell them.) As representatives of their program, students should behave in a courteous manner to everyone.



Daily Schedule for Core Days (Tues and Thurs)

8am	Mass (drop off at 7:45am grades 1st-8th)
8:30 -8:40am	Campus drop off. (Children below 3rd grade must be walked to their classroom by a parent/guardian or older sibling.)
8:45	Morning Assembly (Flag Salute, Scholar's Pledge, Morning Prayers, Virtue Talk, Birthdays, Announcements) Parents invited.
9:00-10:15	Morning Routine and Math Lesson
10:15-10:30 am	First Recess: All Grades
10:30-11:45	Reading and Writing Lessons
11:45 am	Grace and Lunch at Picnic Tables
12:10-12:30	Lunch Recess
12:30-12:40	The Angelus in Chapel
12:45 pm	Our Father Prayer – Afternoon Lessons: Science/Social Studies
1pm *	Preschool ends
1:45-2:00 pm	Afternoon Recess: All Grades
2:00-2:30	Art
2:30-2:45	Clean up and Divine Mercy Chaplet
3:00 pm	Dismissal

DECORATION:

Images serve as reminders or impediments to our goals as a program, which are professional, educational and spiritual. This is in accord with our program's maxim that *external order produces internal order*. Therefore, we encourage decorations which are supportive of our goals, e.g., family life and spirituality. For this reason, all images for books, binders, book bags, etc. are limited to family, saints and nature. As always, defer to the discretion of the teacher.

DELICATE ISSUES:

St. John Vianney Academy has a unique character in the modern world of education. We exist to aid parents in their vocational responsibility to educate their children. Thus, in order to carefully provide education on behalf of those parents who have entrusted us with this grave responsibility, we take into account both the needs of each child in acquiring the knowledge proper to his age while also veiling certain delicate issues so as to not scandalize the more innocent of our students. This is most important in the area of sexual mores, but also applies to other topics including, but not limited to, music, movies, violence, abuse, etc.

What is our model? Scripture. God's own references to many of the more delicate topics show a veiled and beautiful approach to discussing varied topics. We follow the Church's direction in allowing the home to gradually teach the children the details of these issues.

At ALL levels, great care must be taken in responding to questions raised by students, who are naturally inquisitive but can lack prudence. Delicate topics should be addressed appropriately and then referred to the parents so the students can complete the learning in the home environment. Co-ed classes require particular discretion because the presence of both sexes can make imprudent discussion of these issues embarrassing for students and create serious morale problems as a result. Such problems can often outweigh the benefits of discussing such issues in the first place.

Most importantly, due regard must be given in all grades to preserving age-appropriate innocence and to avoiding introducing into the minds of

students images which are at best distracting, often unduly disturbing and, at worst, occasions of sin.

DESTRUCTION OF PROPERTY:

Out of respect for the benevolence of God's creation and His material gifts, destruction or defacement of program or personal property will result in disciplinary action as well as requisite restitution.

DISCIPLINE:

Vatican II decree, *Optatam Totius*, states, "human maturity...will be chiefly attested to by a stability of character, the ability to make carefully weighed decisions, and a sound judgment of people and events" (no.11)

Because we are made in the image and likeness of God, we have the faculties to know and to will (and therefore, to love), but the intellect must inform the will in order to act rightly. Part of this knowledge is self-knowledge, thus each of us must "know thyself". Development of character involves three stages: **1) self-knowledge, leading to 2) self-discipline, leading to 3) self surrender, i.e., the service of others.** This overall development is achieved through growth in human virtues (good habits and qualities of character).

To effect this in a unified manner with the home, St. John Vianney Academy will implement discipline with an eye to virtue. This will lead and guide our children, individually and collectively, to become well-developed, well-balanced, self-disciplined, personally happy, ready to work hard and be of service to others, each according to his or her own unique talents and personal style. This is achieved by focusing on self-discipline skills which will be applied at varying degrees though all grades at St. John Vianney.

We look forward to a successful program of discipline where a series of correct and true criteria are shared, respected and put into action by home and program. At St. John Vianney, we will center these criteria on the development of the child's character by modeling and teaching, and then putting into practice the natural virtues according to the developmental age of the child. We look forward to the result being well formed men and women who will be faithful, and, therefore, successful in their Faith, their vocations and their careers.

DRESS CODE:



SJVA SCHOOL CODE:

Lands' End 900187618

Uniform Policy

DRESS CODE:

Students should arrive and leave campus in uniform. For a professional atmosphere, we follow these rules:

All students are to present themselves in a neat and clean manner at all times out of respect for themselves and others.

GIRLS

General

All girls are expected to maintain skirt lengths **at or below the knee**.

Regular Uniform

Polo shirt – Lands' End- Red or White. (Students should have at least 1 polo shirt with the SJVA logo from Lands' End. Their other polo(s) need not have a logo and can be purchased elsewhere. Girls wearing jumpers do not need the logo because it is not visible under the jumper anyway.)

Skirt or Jumper- Lands' End red Plaid.

Preschool girls can wear a navy jumper if the plaid is not available in their size. Navy jumpers are available at Lands' End in toddler size or at Children's Place.

Shorts - For modesty during outdoor activities and for warmth in cold weather, **shorts or leggings are to be worn under the skirts.**

BOYS

General

1. All boys are expected to maintain their uniforms and personal appearance in a clean, neat, and orderly fashion.
2. All shirts must be tucked in while on campus except *during* sports activities.

Regular Uniform

Polo shirt – Lands' End- Red or White. (Students should have at least 1 polo shirt with the SJVA logo from Lands' End. Their other polo(s) need not have a logo and can be purchased elsewhere.)

Pants or shorts - Navy Uniform Slacks (purchasable from Dennis, Target, A+ Uniform in Oxnard, etc.)

Lands' End Preferred School # 900187618

PLEASE PUT NAME ON CLOTHING SO ITEMS CAN BE CLAIMED!
e.g., Avery No-Iron Clothing Labels, White, Assorted, Pack of 45 (40700)



Students should arrive and leave campus in uniform. For a professional atmosphere, we follow these rules:

- All students are to present themselves in a neat and clean manner at all times out of respect for themselves and others; e.g., well groomed, clean shaven and wearing **properly**-sized, clean clothing, without holes, stains, etc.
- No dyed hair, tattoos(this includes fake tattoos), body piercings (pierced ears okay), or dangle earrings.
Please do not send children to school with expensive or gaudy jewelry or smart watches.
- Shoes must be kept clean.

Our business at St. John Vianney Academy is professional, rather than social in nature. So to promote a professional atmosphere where learning and respect are pursued, the following directives are akin to codes found in many corporations in our country. Even golf courses, restaurants and jury duty require codes of dress. So, in our efforts to give our students a head start, we hope to prepare them for the real world, as well as eternal life.

Immediate rectification of any dress code infraction will be required so as to maintain uniformity and consistency in the application of these directives. This can require disciplinary action, uniform rental or even that parents come back to campus to get their child, depending on the nature of the infraction and history of violations.

DROP-OFF/PICK-UP

Parents need to park their vehicles and students need to be escorted onto the campus. Students may be escorted onto campus by siblings in 3rd grade or above. All Students must be on campus by 9am. Parents are welcomed and encouraged to join in morning prayers and the Pledge of Allegiance in the courtyard at 8:45am. Parents and visitors must leave by 9:15am, unless other arrangements to be on campus have been made. The campus gates will be locked at 9:15am.

Scheduled early pick-ups must be made during recess or lunch times and prior notice must be communicated with the program director and teacher. Gates will be open at 1pm for preschool pick-up. Gates will be locked again at 1:15pm when afternoon classes resume.

Gates will open again at 3:00pm for dismissal of grades TK through 8th. Parents must come to the gate to acquire children.

All students should be off the campus by 3:30pm, unless staying for after school activities. Students staying for after school activities, must be signed out by a parent/guardian or other responsible party.

EXPULSION/RECOMMENDED WITHDRAWAL:

A student may be expelled immediately or recommended for withdrawal by the headmaster for egregious misconduct or continuing neglect of basic rules and expectations. A lack of cooperation on the part of parents with program norms and principles may be grounds for dismissal of the student. As justice demands, all circumstances will be considered. However, the decisions of the Headmistress, if confirmed by the Board of Governors, will be final.

EXTRA-CURRICULARS:

In order to participate in extracurricular activities one must:

- ◆ Maintain a minimum of a C average in core classes.

Students whose grades approach or dip below minimum may be *required* to attend a guided study hall in order to retain place on team or cast, since sometimes an activity requires that particular student's continued presence, e.g., a character in the play when approaching final performance, and the performance necessitates their participation.

- ◆ Not be on academic or disciplinary probation.
- ◆ Participate *fully* in defined activities of the sport/club.

Extra-curricular events are never an excuse for homework not being done.

FACILITIES:

Good stewardship demands we take good care of the facilities at all times. We must leave the campus in the same, if not improved, state that we found it.

FINANCIAL AID:

Although its very existence depends upon each family making the maximum possible financial contribution, the program intends, to the extent possible, to make the education it offers available to all who desire it. Accordingly, financial aid is available on the basis of need. Those wishing to request aid must complete the necessary forms available upon request. Given a limited amount of funds available, this must be newly applied for each academic year and must be submitted BEFORE June 1st or funds may not be available.

FINANCIAL POLICY:

Details of the tuition/fees are described on the yearly Tuition Contract. This contract must be returned with the confirmation of your family's acceptance of our invitation/acceptance letter by the specified date. Tuition payments are based on a 10 month period from August 1st through May 1st. Any other incidental fees (e.g.. field trips) should be paid as noted in the particular request.

IMPORTANT: Because we have obligations to creditors and the families of our teachers, we need to request that everyone be prompt with their tuition and other fees. To this end we have established the following policy:

If an account becomes past due after the tenth of the month, a past due First Notice will be sent. The tuition is due within seven days after receipt of this notice. If a parent is unable to pay, they are requested to make an appointment with the Headmistress to discuss the situation. If payment is not received, a past due Second Notice will be sent. Seven more days will be given to reconcile an account. **NOTE: All payments go to paying past debt before current obligations.**

FIRE/EARTHQUAKE/LOCK-DOWN DRILLS:

Periodic drills will be conducted to ensure the safety of all the children in the event of a fire, earthquake or other emergency. Upon leaving the building, we request all students to walk in silence, single file, arms at sides and stay in their group. All classes, upon exiting their rooms, should proceed to the southeast corner of the property in the parking lot lined up in separate lines according to class. Teachers: Count, monitor, bring class back to room.

FOOD & DRINK:

All food and drinks are to be consumed only in designated eating areas and at scheduled snack and lunch times. All leftover food and trash is to be disposed of immediately. No eating or drinking (water excepted) is permitted in the classroom unless designated as a class celebration or seminar. Classroom lunches are allowed during inclement weather. Gum is not allowed on the school premises or at St. John Vianney Academy functions.

FUNDRAISING:

California spends well over \$10,000 per year to educate a student. However, in order to accommodate our families, we aim to keep our tuition relatively low. To make up the difference we ask all families to help fundraise in order to meet our lean budget. Each family commits to a minimum of \$2,000 in fundraising. Most of us can do much more if we participate in the activities the program offers. In fact, without us averaging more, we could not run the program. Please do your best to help out!

GRADING POLICY:

St. John Vianney strongly emphasizes learning. The same emphasis should be given to learning at home. Both classroom and home should be an environment where learning is fulfilling and its own reward.

The teachers at St. John Vianney Academy understand this policy and grade accordingly and so our grades will reflect the learning of each student. If the student is having excessive difficulties the grades will reflect this. In addition, any grade of F will require parental signature and return. If extra credit is given, program policy limits it to a maximum of one grade point.

GRIEVANCE POLICY:

We take our path from Our Lord's teaching found in St. Matthew's Gospel [Matt. 18, 15-17] *15. If thy brother shall trespass against you, go and tell him his fault, between him and you alone. If he listens to you, you have gained your brother. 16. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses. 17. If he refuses to listen to them, tell it to the church (i.e., the next higher authority).*

HALLWAYS:

In order to maintain a safe, orderly environment in the building, fitting for study, quiet hallways should be maintained. This prohibits running, roughhousing, and wandering during classes. Junior High students will check in with the Headmistress for the study hall if there is a wait for the next class which is more than 20 minutes.

HOMEWORK:

Homework is given daily so students can practice the concepts and skills taught in the classroom in order to develop mastery of them or otherwise be prepared for class. It is also one of the best exercises in personal responsibility for a child. Hence, please refrain from bringing in work that a child has left at home - *it is best that they face the consequences of their actions*. The amount of homework depends on the grade level, the course, and the particular student. *Also, students in the **older grades** will be assigned more independent work, as they are becoming more independent learners, which will be reviewed and discussed in class to ensure that the proper learning of concepts has occurred before being tested.*

Parents are strongly encouraged to help create a neat and orderly environment conducive to study (i.e., a desk or table in a quiet, low traffic area and without music or TV in the background). A very helpful organizational tool is to pencil in homework time on a calendar just as you would pencil in a piano lesson.

If, for a valid reason, a student could not complete a homework assignment, they need to submit a note explaining two things: 1) why you could not complete it on time; and 2) when you promise to turn it in. Upon collection, either homework or this note must be turned into the teacher. Failure to comply with this, or the promised “turn-in” date will result in a failing of that assignment and teacher-determined discipline.

HONOR CODE:

All St. John Vianney Academy students should avoid dishonesty at any time, but especially in the trusted area of homework and tests.

INJURY or SICKNESS:

If a student becomes ill during program hours to the point where he or she cannot continue in class, the student should report to the teacher for release to the headmaster's office.

If a student has a fever or communicable illness (cold, flu, measles, chicken pox, etc.), that student should remain home until the period of contagion is passed.

KINDNESS:

This item is included in order to emphasize the importance of this virtue in a world so filled with selfishness and brash nastiness. Our Christian baptism calls us to heroic Charity; kindness to all of God's children is a pre-eminent manifestation of this virtue. It will be a mark of St. John Vianney Academy students.

LOST AND FOUND:

Items left after class will be collected and will go into the Lost and Found box. Items marked with student names will be returned. **PLEASE mark ALL uniform and other personal items.**

LUNCH/RECESS:

Lunch is to be eaten during the lunchtime at the specified location. All classrooms will be locked during lunch and recess times. All students are to follow playground rules and the direction of any lunch guard or adult. Any parties (e.g., class birthday party) need to be arranged with the teacher before the day or morning prior to the intended event. We will eat in the classrooms on hot days.

Recess -

Students need and want a time during the day to engage in self-directed activity. **A primary use of this break is to take care of restroom needs.** Recess is also provided for that breath of fresh air, a moment of solitude, a private conversation, or a game of four-square. Supervising teachers and parents are the authority during recess. Please follow the direction of the attending supervisor should they guide you in any way. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive, unsafe or demean an individual are forbidden.

MEDICATION:

Medication includes: prescriptions, over-the-counter medicine, herbal medicines, vitamins, cough drops, etc. If a student is to take medication while at the program, that student or parent shall bring medicine and signed release form. Release forms are available if needed. The medication will be kept by homeroom teachers until needed, then dispensed by proper authority. According to **State Law**, “over the counter” drugs or pain relievers cannot be administered to the children by program personnel without the release form and parent-provided dosage. All medication must be in the original container and not outdated.

NOTICES:

All notices which are posted or distributed on campus must have prior approval from the Headmistress.

PARENTS ON CAMPUS:

In order to maintain the environment and order of a program, please follow the following parameters governing parents’ role when the program is in session:

- 1) Schedule appointments with the teacher so the classroom does not become an impromptu meeting place. Parents, grandparents or friends are not allowed on campus during school hours without prior authorization from the Headmistress.
- 2) If any correction is necessary, please advise the teacher to do this as it is their responsibility. Refrain from disciplining students on campus when it undermines the authoritative responsibility of the teacher, i.e. inside the classroom.
- 3) All drop-off items should be arranged with the teacher, e.g., lunches.
- 4) The teacher’s lounge area should be respected as their private work area. Parents and children should avoid entering this area.

PARENT-TEACHER CONFERENCES:

Parents have the opportunity to meet with the teachers and confer regarding their child’s progress throughout the program year. It is important that both parents attend these conferences. Families are given ample opportunity to plan for these conferences as they are all included on the program’s yearly calendar.

PARKING:

Please use marked parking spaces in the parking lot. Students are reminded that driving is a privilege and that reckless driving on church grounds will result in the revocation of this privilege.

PERSONAL ITEMS:

Each year personal items get “lost.” In order to keep this distraction at a minimum:

All personal effects (clothing, lunch boxes, backpacks, etc.) shall be labeled with the student’s name.

No toys, roller-blades, skateboards, magazines, game cards, electronic music items, cell phones, pagers, cameras, trinkets, electronic games, or related items are to be brought to the program. *These items will be confiscated and returned to the parent by the teacher.* (If an item **must** be brought to the program because of some after-program event, that **item should be stored with the teacher – not backpacks** -during the day or it will be subject to confiscation.) Extra clothing is an exception to this rule.

PLAGIARISM:

Plagiarism is one form of cheating, one which can have dire consequences in the “real world.” As we promote intellectual honesty, as well as preparation for the “real world,” we treat infractions very seriously. Also, for reference, please understand that Plagiarism is defined as: *“the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.”* [Interestingly, Plagiarism is derived from the Latin, *plagiarius*, meaning “kidnapper.”]

PROBATION:

Parents will be notified of academic probation when a student earns a grade-point average below a C in the core courses for one quarter, OR, an F in any core course semester grade. Once on probation, any missing assignment or D grade on a test or quiz will result in a phone call to the parents. Failure to maintain a C average in academic courses may result in dismissal the following quarter. Maintenance of a C average for two consecutive quarters will result in the student being removed from probation.

A student on disciplinary probation who enters the Discipline Action Cycle will enter at the third level of the Cycle, (see Appendix A).

RECORD KEEPING POLICY/

STUDENT STATEMENT OF CONFIDENTIALITY:

All student cumulative (cum) folders and personnel files are maintained by the headmistress/headmaster and are kept strictly confidential with access available only to teachers, administration and appropriate personnel. All student cum folders and personnel files are official records, property of the program.

Parents have the right to view their child's cum folder and personnel have the right to access their file. It is appropriate to give a 24-hour notice of request to review a cumulative folder or personnel file. Any viewing is to be supervised. Nothing may be removed or altered in an official file during a viewing. If there is any question or dispute of contents, the matter must be directed, in writing, to the administrator for resolution. The administration's response should be in writing; both documents become part of the official record. All official records are kept for a minimum of seven years.

RUNNING/PLAYING:

In the interest of safety, running and ball playing are not allowed in the buildings, near the front door, nor on the courtyard patio. Due to corporate liability, safe play will be required of all students on campus.

SCHOLAR'S PLEDGE:

To be recited each morning with the Pledge of Allegiance.

I pledge to seek the truth and to love all that is good and beautiful.

I will strive to achieve clarity of thought, nobility of character and purity of heart.

I will pursue my education with diligence, humility, and sincerity, embracing excellence and renouncing mediocracy.

I will treat my teachers and peers with the utmost dignity and respect.

I will honor myself and my family by giving my best effort daily.

I will honor God by developing the gifts He has given me to the best of my ability.

Above all I will aspire to the wisdom of a life lived in faith, hope, and charity, fulfilling my destiny as a child of God.

SERVICE:

Parents: As with most programs, St. John Vianney Academy does not cover operating expenses through its modest tuition. Therefore, in order to keep tuition costs in check, we have to rely on the generosity of our parents. We would like every family to aim at giving a minimum of twenty (20) hours per year. This can be in the form of cleaning, volunteering as a room parent, and especially in working on our two major fundraising campaigns. We would also like for each family to donate through solicitation of local businesses items for the annual auction dinner.

Students: In order to begin fostering the virtue of charity to others, St. John Vianney Academy requests all of its high school students to participate in service activities throughout the year.

SPIRITUAL PROGRAMS:

Parents: The home and program should be of one mind for the most effective education to take place. Therefore, we implore parents to make the effort to know the nature of St. John Vianney Academy more closely by frequent participation in the spiritual activities that we provide.

Students: Students will participate in daily prayers and weekly Mass along with other Sacraments at various times. We will also be providing the opportunity to participate in youth groups, retreats, and apostolic activities.

Again, the spiritual life is central to the whole *raison d'être* (reason for being) of St. John Vianney Academy and so participation is expected by the students. We recognize that religion must be assented to by the heart, and therefore, do not force religion but foster an environment in which the students can freely embrace what the Church offers.

SPORTS EQUIPMENT:

NAMES should be on ALL PERSONAL equipment. Recess equipment brought by students will be kept in a storage bin. Please be responsible to put ALL equipment away at the end of the recess/day. Students are not to get equipment out, unless directed by a teacher.

STUDENT COUNCIL:

The St. John Vianney Student Council operates for the purpose of providing the students an opportunity to gain experience in leadership and government. Aligned with the notion that government serves the people, the Council's responsibilities are twofold: 1) promote spirit in the program through the sponsorship of various events, planned and conducted by the Council under the direction of the Advisor; 2) promote a spirit of service and Charity that should mark the student body of St. John Vianney Academy. Elections for Executive Council and Class Representatives in grades 7-12 are held in May of each year for service during the following program year.

STUDENT PRIVILEGES:

Special programs and field trips are privileges that must be earned by the students. These and other privileges are offered to students who demonstrate they are mature and trustworthy, (e.g. no current misbehavior, incompletes or lack of fulfilling basic course requirements).

STUDY HALL:

Study Hall is a class, requiring standard classroom procedures regarding tardiness, working quietly and alone.

SUSPENSION:

Most suspensions are in-program suspensions and will run from one to three days, depending on the severity of the infraction and prior discipline record.

TEACHERS' LOUNGE:

Out of respect for teachers' privacy, non-faculty members are asked to not enter the teachers' lounge. Teachers will meet students in the office lobby if they are needed.

TEXTBOOKS/NOTEBOOKS:

All books used in the program are property of the program and are loaned to the students for use during the program year. Textbooks are very costly, so please handle them with respect. Please use the following guidelines:

1. All textbooks (other than consumables) must be covered by the student.
2. Carefully place and remove books from book bags to minimize wear.
3. Appropriate bookmarks may be placed in books.
4. Books are not to be used to store other items, e.g., homework assignments, handouts, etc. (so binding is preserved).
5. Lost or damaged books must be paid for by the families.
6. **DO NOT write in books, even in pencil, unless consumable.**
7. **Regarding notebooks, binders, books, etc:**
 - a. No graffiti/doodling/stickers on exterior.
 - b. No advertising covers.
 - c. Any exterior decoration limited to pictures of family, saints or nature.

TRANSFER/WITHDRAWAL:

Students transferring or withdrawing from St. John Vianney Academy, for any reason, are to comply with the following procedure:

- ◆ Parents must meet with the Headmistress before proceeding with the withdrawal process.
- ◆ Parents must then obtain the necessary withdrawal forms.
- ◆ All books must be returned to the office.
- ◆ All financial obligations must be fulfilled before any grades or transcripts will be forwarded.

Appendix A

DISCIPLINE WARNING CYCLE

In order to encourage and develop the virtues requisite on self-discipline, and to keep discipline personal, teachers will deal with all first issues of discipline, e.g., tardiness, uniform infraction, lack of preparation, etc. Common sense dictates this is the first line of treatment, in order to help the student grow in awareness. Frequent repetition of offenses indicates a different type of problem, one which requires “discipline”. We ask students and parents to support this more personal approach to forming character.

Repeated offenses will be referred to the dean in the form of a Demerit/Detention Notice slip or teacher recommendation. One who is repeating offences ostensibly lacks commitment to the program order. Hence, this student moves into the disciplinary realm of correction. More serious disciplinary issues will also be directly referred to the office.

DISCIPLINE ACTION CYCLE

STEP ONE: If a student receives a detention, he will serve the detention in the detention hall (lunchtime).

STEP TWO: If a student receives three detentions within one quarter, the student is sent to the office:

1. A conference with the parents, student, and program director will be scheduled.
2. The student will be withdrawn from extra-curricular activities.
3. A plan will be developed to correct and monitor behavior. Return to extracurricular activities will be contingent upon the student following the plan.
4. A date to review the contract will be determined.
5. The Discipline Cycle will be reviewed with the parent.

STEP THREE: If a student is sent to the office a third time within a quarter or in extreme cases when the program director determines the seriousness of the action warrants starting at Step Three

1. The student meets with the headmaster.
2. The program notifies the parent that a suspension of up to three days has been earned. The length, and type, in-program or out-of-program, will be determined by the program director.
3. A conference will be held with a parent, student, and headmaster to write a plan with a measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. All program work missed during the period of suspension must be completed before the student rejoins the class.

6. A probationary time period to monitor and review progress will be set once the student is ready to return to class.

Step three can be repeated as long as a student is able to demonstrate that learning from mistakes is occurring and shows willingness to contribute to a positive learning environment. When little or no change is evident and program personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

STEP FOUR: The program director will recommend expulsion.

1. The decision to expel a student rests with the program director and Board of Governors.
2. If expulsion is the decision, the student's parents will be notified in writing, the reasons for expulsion will be given, and the right to request a hearing will be explained.
3. The expulsion may be reconsidered by the headmaster and Board of Governors when a written request for a special hearing is made by the parent.

A very few, serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four.

Appendix B – Demerit Notice

DEMERIT/DETENTION NOTICE

Student: _____

Given by: _____

Date: _____ Demerits: _____

_____ Disruption in class

_____ Lack of respect

_____ Repeated uniform infraction

_____ Repeatedly unprepared for class

_____ Hallway/playground infraction

_____ Other: _____

Comments: _____

Parent Signature/Comments: _____

Please sign and return to the office.

Appendix C

Taken from Character Building by David Isaacs, Four Courts Press.

	Ages 0-7	From 8-12	From 13-15	From 15-18
Predominant Cardinal Virtue	Justice	Fortitude	Temperance	Prudence
Principal Theological Virtue		Charity	Faith	Hope
Key Human Virtues	Obedience Sincerity Orderliness	Fortitude Perseverance Industriousness Patience Responsibility Justice Generosity	Modesty Moderation Sociability Friendship Simplicity Patriotism Respect for others	Prudence Flexibility Understanding Loyalty Audacity Humility Optimism

Result:

*Happiness
and
Human Maturity!*



Mission Statement

In fidelity to the truths of our Holy Catholic Church, the mission of Saint John Vianney Academy is to assist parents in their duty of fostering within their children growth in the theological, intellectual and moral virtues.

We strive in every task to inculcate in our students the profound insight of Saint Augustine: “You have made us for Yourself, O Lord, and our hearts are restless until they rest in You.”

Expected Program wide Learning Results

(Grades 7-12)

St. John Vianney Academy students grow in the theological, intellectual and moral virtues, pursuing Heaven, the Truth, and the Good by becoming persons who:

THEOLOGICAL

- 1- Cultivate the baptismal gifts of Faith, Hope, and Charity*
- 2- Know, defend, and live the Holy Catholic Faith*
- 3- Frequent Mass, the Sacraments, and traditional Catholic devotions*
- 4- Show reverence to God and His Creation*

INTELLECTUAL

- 1- Attain the tools of life-long learning: the liberal arts of grammar, logic, and rhetoric*
- 2- Seek to understand what is true, desire what is good, and love what is beautiful*
- 3- Explore the splendors of Creation through the precision of empirical science and mathematics*
- 4- Examine, from a Christocentric perspective, human nature in history and in the master works of literature*

MORAL

- 1- Form and inform a correct and Catholic conscience so as to better delight in the things one ought to delight in and to shun the things one ought to shun*
- 2- Grow in virtue, which is the fruit and seed of morally good acts, making possible self-mastery, ease, and joy in leading a morally good life*
- 3- Contribute to the common good of civil society by accepting the duties of citizenship, promoting the dignity and sanctity of all persons inherent in an authentic Culture of Life, and exercising stewardship over the natural world*
- 4- Recognize the resounding call to life-long conversion of heart, thereby engendering compassion and forgiveness for our fellow man*

Expected Program wide Learning Results

(Grades PreK-6)

St. John Vianney Academy students grow in the theological, intellectual and moral virtues, pursuing Heaven, the Truth, and the Good by becoming persons who:

***T*HEOLOGICAL**

- 1- Live Baptismal gifts*
- 2- Live the Faith*
- 3- Pray*
- 4- Are reverent*

***I*NTELLECTUAL**

- 1- Are learners*
- 2- Seek the Good, the True, and the Beautiful*
- 3- Explore creation*
- 4- Study stories*

***M*ORAL**

- 1- Form conscience well*
- 2- Grow in virtue*
- 3- Be helpful*
- 4 - Convert hearts*

Standards and Statements on Religious Nature of St. John Vianney Academy

Even in – perhaps *especially* in – a changing moral climate, God’s people can continue to make a profound impact as faithful witnesses to His love and truth. Given the freedom to live out and exercise our faith, we can engage a hostile social and political culture in ways that offer clear light and enduring hope amid the gathering spiritual darkness. Therefore, in order to further clarify what St. John Vianney Academy has always stood for, to elucidate her founding principles, we hereby open the handbook with the following statements and codes – all of which derive from our nature and our relationship as children of God, and all which we adhere to out of the deepest convictions.

MISSION STATEMENT

St. John Vianney Academy, an independent, coeducational classical program, founded by lay Catholics to assist families in their fulfillment of their primary responsibility for educating their children, seeks to form students in faith, reason, and virtue through a classical education in the Roman Catholic tradition.

In fidelity to the truths of our Holy Catholic Church, the mission of Saint John Vianney Academy is to foster within the students growth in theological, intellectual, and moral virtues. Our goal is to support parents as the primary and principal educators of their children. St. John Vianney Academy is a hybrid program; professional teachers partner with committed parents to provide an excellent education.

Students spend two days per week on campus (T/TH), receiving professional instruction in all core subjects and fine arts. The other days of the week, students study at home under the supervision of a parent, using the St. John Vianney Academy created syllabus as a guide.

STATEMENT OF FAITH

St. John Vianney Academy is inspired and guided by the Gospel of Christ. Our main goal is to educate and form the students in Christ. The program is committed to faithfulness and fidelity to the magisterium of the Roman Catholic Church. The curriculum and daily routine reflect our dedication to forming young minds and hearts, that is, to seek and love the divine truth in both creation and revelation through a classical education in the Roman Catholic tradition. We strive in every task to inculcate in our students the profound insight of Saint John Vianney: “You have made us for Yourself, O Lord, and our hearts are restless until they rest in You.”

Given today’s political and legal climate, we further clarify certain aspects of the understanding of our statement of Faith as it relates to our civic and cultural division, found in the appendix of this handbook.

CODE OF RELIGIOUS CHARACTER

St. John Vianney Academy is, first and foremost, a program in the Roman Catholic tradition. This is why we will enjoy daily prayer, regular sacraments, ongoing religious instruction and other religious activities, displays and projects in the Christian tradition, directed and modeled by our faculty and guests.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith does not exhaust the extent of our faith. The Magisterium speaks with final authority concerning divinely revealed truth, morality, the proper conduct of mankind, and biblical interpretation, and is the sole and final source of all that we believe. For purposes of St. John Vianney Academy’s faith, doctrine, practice, policy, and discipline, our Board and Headmaster are the Academy’s representative to work with the local Bishop

or his delegate and ascertain that the final interpretive meaning and application is in accordance with the constant teaching of the Catholic Church.

STATEMENT ON THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

Man and woman are created by God in His image and likeness. (Gen 1:27.) This means that “[m]an and woman have been created, which is to say, willed by God: on the one hand, in perfect equality as human persons; on the other, in their respective beings as man and woman. ‘Being man’ or ‘being woman’ is a reality which is good and willed by God: man and woman possess an inalienable dignity, which comes to them immediately from God their Creator. Man and woman are both with one and the same dignity ‘in the image of God.’ In their ‘being-man’ and ‘being-woman,’ they reflect the Creator’s wisdom and goodness.” (Catechism of the Catholic Church (“CCC”) 369.) Therefore, to reject one’s biological gender is to reject the work of the Creator and imply that God made a mistake. God does not make mistakes.

As God’s image bearers, man and woman have inalienable rights and ensuing responsibilities. Man and woman should be treated with dignity and respect. They should also lead lives worthy of the dignity of their unique gender. This is done by living chastely — a call all baptized Christians are called to follow. (CCC 2348.)

Chastity is “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.” (CCC 2337.) A chaste person respects the gift of sexuality given to him or her by God and “maintains the integrity of the powers of life and love placed in him.” (CCC 2337.) Chastity is an exercise of self-mastery and free will since man and woman can either govern their passions and be at peace or be dominated by them and become unhappy. (CCC 2339.) “Man’s dignity therefore requires him to act out of conscious and free choice, as moved and drawn in a personal way from within, and not by blind impulses in himself or by mere external constraint.” (CCC 2339.)

As man and woman “put on Christ”—the model for all chastity—they pledge to lead a chaste life consistent with their vocation either by consecrating themselves to God or entering the Sacrament of Marriage. (CCC 2348.)

Married people are called to live conjugal chastity. (CCC 2349.) In marriage, the conjugal act becomes “the complete and lifelong mutual gift of a man and a woman. The virtue of chastity therefore involves the integrity of the person and the integrality of the gift.” (CCC 2337.)

“Marriage” has only one meaning: the matrimonial covenant, by which one man and one woman unite themselves in a lifelong partnership ordered toward the well-being of the spouses and the procreation and upbringing of children. (Code of Canon Law 1055.) By its very nature, the marriage bond “is perpetual and exclusive.” (CCC 1638.) God commands that the gift of sexual intimacy occur only between spouses of the opposite sex who are joined in Holy Matrimony.

Therefore, any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

But God is merciful to all sinners. He offers redemption to all who confess and forsake their sins, seeking His forgiveness and Mercy through Jesus Christ in the sacrament of confession. (Cf. Matt 16:19, Is 22:22, Matt 18:18, Jn 20:21, Jn 20:22-23.)

In the spirit of Christ, every person deserves to be treated with compassion, love, respect, and dignity, regardless of his or her position on Church teaching. Hateful behavior is inconsistent with the Gospel of Christ and the doctrine of the Catholic Church and should always be repudiated.

In order to preserve the integrity of the Catholic Church as the Body of Christ, it is imperative that all church employees and volunteers agree to and abide by this Statement on Marriage, Gender, and Sexuality. Church employees and volunteers have a special duty to live this statement since they serve as role models for society and the church community.

Dear Parents,

Please review the St. John Vianney Academy Handbook together with your students. **Please sign and return this form to St. John Vianney Academy.** The handbook identifies policies, procedures, rules and expectations. It is important that staff, students, and parents work together to support each other in keeping our environment safe and positive for everyone.

Please contact your child’s teacher or the Headmistress if you have any questions or would like to discuss the handbook.

I have read and understand the contents and agree that I/my child(ren) will abide by the policies and procedures contained therein.

Parent Signature Date

Student Signature Date

Student Signature Date