



Father John V. Doyle School

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www.fjvd.org

The Parent-Student Handbook lists current Father John V. Doyle School Policies and Regulations. Parents/Guardians and students are responsible for compliance with these policies/regulations and must acknowledge receipt of the handbook no later than one week following the start of school. Students may be held from attending class until they have handed in the signed form. Every single circumstance upon which decisions are to be made is not contained within this handbook. The Administration of Father John V. Doyle School has the right to exercise their discretion as situations arise. A student's attendance at the school may be terminated at any time at the discretion of the Pastor and the Administration. All administrative decisions are final.

2017-2018

Student Name: _____

Homeroom: _____

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Father John V. Doyle School 2017-2018

August '17						
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May '18						
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June '18						
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Progress Reports 10/13/17
 Trimester 1 Ends 11/28/17
 Tri 1 Report Cards 12/8/17
 Progress Reports 1/26/18
 Trimester 2 Ends 3/13/18
 Tri 2 Report Cards 3/23/18
 Progress Reports 4/27/18
 Tentative Last Day 6/14/18
 Final Report Cards 6/14/18

- ** Professional Day & Back to School Night!
- FR Faculty Retreat
- O Orientation: Grades preK, K, 6, & New Students in grades 7 & 8
- ☺ First Day of School for grades K-8
- PK First Day of School for preK
- PD Professional Day - No School for Students
- ED Professional Day - Dismissal at 11:35am
- Cf Parent Conferences - No School for Students
- ### Holiday/Vacation

FOUNDATIONAL PRINCIPLES

MISSION STATEMENT

The Mission of Father John V. Doyle School is to provide students with a solid, well-rounded education based on Roman Catholic Tradition.

We live the Word of God in a caring, safe, and nurturing environment.

ACCREDITATION

Father John V. Doyle School is accredited through the New England Association of Schools and Colleges.

PHILOSOPHY

Father John V. Doyle School is a parochial school supported by the parishioners of SS. John and Paul Parish. We, the members of the Father John V. Doyle School community, believe that the goal of education is to foster and encourage a love of learning, which we view as a lifelong process. We strive to meet the needs of the entire student body academically, socially, and spiritually. Our goals are accomplished through the teaching of our academic subjects, as well as the additional values of respect, responsibility, and reverence. We believe that solid instruction in these areas will provide our students with the academic and the moral background to be able to undertake the challenges that will confront them in high school and beyond. We dedicate ourselves to helping our students incorporate their learning experience into their total life experience, always remembering love of God, love of community, and love of self.

In the academic realm, we believe that every student has the right to learn, and every teacher has the right to teach. We strive, therefore, to create an environment that is stimulating, creative, and challenging, yet structured. We seek to make the classroom environment one that supports each learner's abilities by paying attention to individual needs, and by encouraging the unique talents of each individual. It is important that each student be encouraged to achieve his/her fullest potential.

We believe that one of the most successful ways of realizing our academic objective is to maintain strong communication between school and family. Keeping parents informed of students' progress is essential. Soliciting the assistance of parents in meeting our educational goals is the best way to help students realize the importance of their classroom work.

In teaching the values of respect and responsibility we believe that actions speak louder than words and that they can best be taught by living those values ourselves. We strive to create a family atmosphere within our classrooms, one in which students feel free to express themselves, but also one in which they will learn to respect and tolerate the opinions of others. Realizing that students learn primarily by example, we strive to show respect in all our actions, from discipline to casual conversation. In addition, we take our teaching responsibilities very

seriously and work hard to always be prepared. In turn, we expect our students to take full responsibility for their work and their actions.

As a Catholic institution, we place reverence as the controlling guideline in all our actions. The moral teaching of the Roman Catholic Church is the foundation of the ethics of all members of the Father John V. Doyle School community. We stress the need for a Christian environment, one in which teachers strive to imitate Christ's life, and to teach as He did, so that we may better help children help themselves. We believe that beyond the academic background we give our students, we must also strive to generate a strong sense of community and enlighten students as to what their role in that community should be.

Father John V. Doyle School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school's program requirements.

GOAL and OBJECTIVES

Our goal is to develop students to their fullest potential: spiritually, intellectually and socially.

Religious Objectives

1. Provide many opportunities for experience of Catholic tradition, such as gathering for Morning Prayer, prayer services and paraliturgies, monthly Masses, celebrations of religious feasts and Holy Days, learning about the lives of saints, classroom prayer, etc.
2. Offer the Catholic perspective whenever controversial issues are discussed.
3. Present students with many opportunities to participate in Christian service, for example: Advent and Lenten service projects, visits and letters to nursing homes, 'Tis the Season, and special classroom service projects.
4. Incorporate Christian teaching into all disciplinary practices in order to demonstrate justice and fairness within the school community.

Academic Objectives

1. Use a variety of teaching techniques to reach every student.
2. Maintain high standards while allowing for differences among students.
3. Provide extra support to those students who are in need.
4. Offer supplementary challenges to advanced students.
5. Encourage students to actualize their full potential.
6. Assess student progress frequently by using a variety of tools, including observation and standardized testing.
7. Maintain frequent communication between home and school in order to keep parents informed of their child's progress.
8. Provide students with a solid academic background that will enable them to achieve success in high school.
9. Encourage students to nurture curiosity and love of learning.

Social Objectives

1. Give students the opportunity to participate in functions outside of the classroom but inside of the school.
2. Give students opportunities to interact within the school and within the community so they can develop a sense of correct conduct.
3. Offer opportunities to develop an individual sense of fairness in social settings.
4. Encourage respect for others, awareness of the talents of others and themselves and the development of social graces.
5. Create settings that allow parents and students to socialize with other parents and students of our school and community.

ADMINISTRATION, FACULTY and STAFF

*Father Paul R. Grenon, **Pastor***

The Pastor is the spiritual leader of the parish, which is defined as a faith community. He is responsible for presenting and fostering the Christian message according to the mind of the Church and the needs of the people. The Pastor and associate priests play an integral part in the spiritual development of the students.

*Mrs. Jae Smith, **Principal***

The Principal is the administrator of the school. The Principal is responsible for administration of the educational program of the school and the implementation of school policies.

FACULTY and STAFF

The people essential to the success of our educational endeavors are the faculty. It is their responsibility to direct the formation of the Christian attitude and to be facilitators of knowledge and skills to their students. They respect and are concerned for the personal dignity of each child, yet impose restrictions on that child for the common good. The faculty succeeds only with the cooperation of the parents. This mutual cooperation results in the achievement of our common goal: the complete development of the child.

PreK – Mrs. Christine Kortick & Mrs. Rachel Pare’

Kindergarten – Mrs. Cheryl Coderre

First Grade – Ms. Melanie Cunningham

Second Grade – Mrs. Lauren Sheldon

Third Grade – Mrs. Lora Marcantonio

Fourth Grade – Mrs. Judy Burns

Fifth Grade – Mrs. Collette Maynard

Middle School Religion – Mrs. Martha O’Keefe

Middle School Literature/Language Arts – Mrs. Kathleen Brusic

Middle School Math – Mr. Stephen Perretta

Middle School Science – Mrs. Nicole Elliot

Middle School Social Studies – Mr. Dennis Godin

Middle School Spanish – Mrs. Alexis Heller

Resource Department – Mr. Edward Emmott

Technology – Mrs. Francine Adamo

Art – Mrs. Cheryl Olszewski

Physical Education – Mrs. Jodi-Lyn Wheeler

Administrative Assistant – Mrs. Joyce Labossonniere

Receptionist – Mrs. Patricia Jarvis

School Nurse – Mrs. Patti-Dee Cioe

Facilities Supervisor – Mr. John Ludka

Support Staff – Mrs. Kathleen Jussila, Mrs. Charlene Bassett, & Mrs. Debbie Moone

ADMISSION and ENROLLMENT

GUIDELINES FOR ADMISSION AND CONTINUING ENROLLMENT for Students in Catholic Schools Affiliated with the Diocese of Providence

1. The primary purpose of Catholic schools is to impart the Gospel of Christ and the teachings of the Catholic Church in the context of an “academically rigorous and doctrinally sound program of education and faith formation.”
2. Parents, guardians who wish to enroll their children in a Catholic school are expected to accept and support this mission, and to live in a way that is consistent with this mission, especially in matters essential to the faith and morals of the Catholic Church.
3. Questions of admission or continuing enrollment of students in Catholic schools should be decided at the local level that is by the pastor of the parish and/or the principal of the school, the policies of the Diocese of Providence and the requirements of the Code of Canon Law being carefully observed.
4. In disputed cases, the final decision about the admission or continuing enrollment of students in Catholic schools will be made by the pastor and/or principal after the parties have attempted to resolve the dispute through a process of thoughtful dialogue. The Catholic Schools Office of the Diocese should be involved in this consultation.

ANNUAL ENROLLMENT CONTRACT FOR CURRENT STUDENTS

Enrollment Contracts are sent home via current students as soon as the tuition rates are established, usually sometime between March/April. The contract has indications as to whether a student is reserving a place for the upcoming academic school year or if a student is not planning on returning to the school. The Enrollment Contract must be completed by every family. Contracts are expected to be returned to the school within one month’s time with a required \$200 deposit. The Enrollment Contracts are mailed out to new registrants. Included with the contract is paperwork from FACTS Management, the company which processes tuition payments for Father John V. Doyle School.

TUITION AND FINANCIAL ASSISTANCE

Tuition may be paid in full, twice a year, or monthly through a payment service. Students may be denied the right to take exams if tuition is not fully paid. If exams are not taken, an incomplete mark is given on the report card until tuition is paid and exams taken. Financial assistance is available to active parishioners. Forms are available online at www.factstuitionaid.com. In order to qualify, a family must be parishioners of Saints John and Paul Church for at least one year, attend church regularly, and be current with the present tuition. A committee selected by the pastor will make decisions based on the information they receive from the reporting company.

ATTENDANCE

SCHOOL DAY

School begins at 8:00 AM and ends at 2:30 PM. Students must be in attendance from 8 AM through at least 11:25 AM in order to be marked present for that school day. There will be 8 professional development days on which students will be dismissed 11:35 AM. These will occur on the first Wednesday of every month from October through May. On these days, there will be no hot lunch provided and no After School Care. Buses will run starting at 11:35 AM on those days.

ARRIVAL

Morning supervision for grades K-8 begins on the side blacktop or in the gym (weather dependent) at 7:40 AM. Students who arrive before this time must attend Before School Care and will be charged a fee (see Before and After School Care section). Students on buses who arrive before 7:40 AM will be monitored. At 7:45 AM, students will be escorted by faculty into the gym. In inclement weather, students who arrive after 7:40 AM will proceed directly to the gym.

PreK students who arrive between 7 AM and 7:40 AM must attend Before School Care and will be charged a fee (see Before and After School Care section). PreK students who arrive after 7:40 AM should always go directly into their classroom.

DISMISSAL

At 2:25 PM grades K through 5 will be dismissed from either the blacktop side classroom doors or through the blacktop side hallway door. **All parents are to wait outside on the gym end of the blacktop for their children, even in inclement weather.** Grades 6 – 8 will be dismissed through the doors at the end of their hall. Bus students will be dismissed at 2:30 PM. Parents are asked **not** to come into the school at this time. **No** student may wait unsupervised for a ride at the end of the crosswalk. Parents are expected to be prompt in picking up their children. If you are ten or more minutes late, students will be safely cared for in our After School Care program. Program fees will be charged. Students waiting for practice or play rehearsal should go to their assigned areas and wait there quietly.

Normal, routine dismissal procedures for each child will be followed unless we receive a note or phone call requesting a change. No student will be released to non-parents/guardians unless a note or a phone call is received prior to pick-up. For your child's protection, identification may be required.

Please note that students should not return to the building after 3:00PM to retrieve materials that have been forgotten. The reasons are numerous: to teach our students to be responsible and that there are consequences for their actions, for safety issues, and to show respect for those using the school after hours, etc.

TARDINESS

Tardiness is a very serious matter. The school day begins promptly at 8:00 AM and it is important that every child be present and ready to participate in Morning Prayer. Any student arriving after the 8:00 AM bell (unless performing duties as an altar server, on a school bus, or with a written dental/medical note from the doctor) is considered tardy and will be marked as such in school records. Students arriving after the bell must sign their name, class and date on the tardy form located on the desk in front of the secretary's office. Teachers also keep a separate record to account for students who may neglect to sign in. Younger students will be escorted to the classroom by office staff. Under no circumstances is the parent to bring the student directly to the classroom.

Students tardy more than three times during the school year will not be eligible for the Perfect Attendance Award. Ten unexcused tardies may result in exclusion from extracurricular activities and/or a parent conference may be requested.

ABSENTEEISM

If a student is to be absent the parent should notify the school office at 821-3756 between 7:30 AM and 10:00 AM. If such notification is not received, the school nurse may call your home or workplace. A note explaining the student's absence is expected upon the student's return to school. Homework due the day of an absence is expected to be handed in upon return to school. Homework to be made up from the absence is expected to be handed in within 2 days of returning to school. Tests must be made up within two days of return or a failing grade may be given, unless it was a prolonged absence that is accompanied by a doctor's note.

Students who are absent for 30 days or more within one school year will be considered truant and a parent conference will be required. The need to repeat a grade level will be considered for students who are absent 60 or more school days within one school year.

Students **MUST** be in attendance on the day of any extracurricular event in order to attend that event. Any student who is dismissed from school during the course of the day may not return to participate in any extracurricular event. This includes but is not limited to dances, sports practices and games, club meetings, etc.

EMERGENCY CLOSURES

If school must be closed, delayed, or dismissed early due to poor weather conditions or other emergencies, notification will go out through RIBA (Rhode Island Broadcasters Association). Check your local television and radio stations for these notifications. You may also sign up for alerts to be sent directly to your cell phone or email address through the RIBA Cancellation Alert Sign Up link on our school website (www.fjvd.org). Announcements cancelling school in the town of Coventry apply to Father John V. Doyle School unless otherwise indicated. **It is the responsibility of parents to make sure that their child has a clear understanding of what to do and where to go when school is dismissed early.**

EARLY DISMISSAL AND EXTENDED VACATIONS

In the event of an emergency you may call the school office at 821-3756 to make arrangements for early dismissal. All children must be signed out at the office. Students are responsible for any work missed when they leave early. For the sake of your child's educational growth, **we ask you to make every effort not to pick up your child before the dismissal bell.** It is extremely distracting to other students for a child to prepare to go home early. If children are to appreciate the importance of education and responsibility to their task as learners, school must be a priority in their lives and those of their families. Frequent early dismissals, excessive tardiness or vacations during school time give the opposite message.

Extended family vacations during school are not approved. These should be scheduled during school breaks. There are many more factors to education than written work and nothing can substitute for the instruction, interaction, and hands-on experience that take place in the classroom. Teachers are not required to give out work ahead of time nor are they obligated to provide make-up work for unexcused absences. Any missed assignments that are provided must be completed within five school days of the student's return to school. Failing grades may be issued for all work not made up within this time. All missed exams must be made up within two days of return from absence, or a failing grade may be given. Alternate arrangements will be considered for an extended illness accompanied by a doctor's note.

BEFORE AND AFTER SCHOOL CARE

There are Before and After School Care programs available for students in grades PreK – 8. Information regarding fees, schedules and registration can be obtained from the school office. Before School Care is delayed by the same time frame as school delays are announced. There is no After School Care when the school dismisses early due to weather or professional development, planned or unplanned early dismissals.

ACADEMIC POLICIES

ACADEMIC PROGRESS

Progress reports are sent out in the middle of each trimester to students in grades 1-8. Report cards are distributed three times yearly to all students. Grades are determined by scores received within four areas: classwork, homework, independent work, and assessment. As each teacher and classroom is unique, that which is considered classwork, homework, independent work, or even assessment, may vary dependent on the subject taught and/or the grade level.

The following key indicates the level of academic progress in grades 1-3:

- 5 Exceptional work; always exceeding expectations
- 4 Proficient at grade level; always meeting expectations and sometimes going beyond
- 3 Satisfactory progress; grade level work usually meeting expectations
- 2 Limited progress; struggling to meet expectations
- 1 Does not meet minimum expectations

The following key indicates the level of academic progress in grades 4-8:

90-100 Demonstrates consistent strength and progress

80-89 Demonstrates steady progress

70-79 Demonstrates some progress and understanding of the material

65-69 Demonstrates limited progress and understanding of the material

< 65 Does not meet minimum requirements

PARENT-STUDENT-TEACHER CONFERENCES

We welcome your requests for conferences throughout the school year. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office at 821-3756 or by sending in a note/email to your child's teacher. Parents/guardians are encouraged to contact their child(ren)'s teacher(s) at any time during the year to discuss questions and concerns. The best method to reach teachers is through email (all emails are listed on the school website). Parents/guardians may also call the school office and leave a message for the teacher.

In addition, after Progress Reports are distributed in the first trimester, parents are encouraged to attend a Parent-Student-Teacher conference on a specified day. Notices will be sent home in advance and parents/guardians may sign up for a specific time to speak with the teacher regarding their child's progress. The Middle School teachers meet with parents/guardians/students as a team.

HOMEWORK/CLASSWORK

Homework is a necessary part of each student's educational program and will be assigned to your child as a means of reinforcing basic skills that have been introduced in the classroom. Each student is expected to complete the assigned homework and to spend additional time in study and review. Each student in all grades, with the exception of Kindergarten, is given an agenda book and is expected to record all short and long-term assignments. Please check this book on a regular basis. If your child is not using this agenda book please contact the teacher for an explanation. Additionally, middle school teachers maintain an active section on the school web site (www.fjvd.org) which posts both short and long term assignments. This information is available to assist parents/guardians; students are expected to primarily use their agendas in order to develop necessary organizational skills.

The time allotment for homework in each grade is as follows:

Kindergarten: At the discretion of the teacher

Grades 1 – 3: Not to exceed 20 minutes daily

Grade 4: Not to exceed 30 minutes daily

Grade 5: Not to exceed 45 minutes daily

Grades 6 – 8: Not to exceed 2 hours of written work daily

Students have certain academic expectations. These expectations have not been met if a student:

- has not done homework or a class assignment.
- has incomplete homework or a class assignment.
- is unprepared for class.

Students in grades K-5 with missing or incomplete work are expected to complete their work either in school or for homework. Parents/guardians will be notified of the missing or incomplete work at the discretion of the homeroom teacher.

Students in grades 6-8 with missing or incomplete work are expected to complete their assignments in study hall that same day. Missing or incomplete work may be given a lowered grade at the discretion of the classroom teacher. Failure to make up this work within an appropriate amount of time may result in a grade of 0 (zero) for that assignment. Excessive missing homework will result in a significantly lower overall grade. An Academic Notice will be sent home informing parents of the reason for the unmet expectations. This notice must be acknowledged by a parent or guardian and responded to or returned to school the following day. Students may receive a one-hour detention after numerous academic notices and/or be placed on academic probation due to excessive academic issues. Study hall is available to middle school students each day during lunch. Students are either assigned to attend or may voluntarily do so to make up work and/or to receive help from the monitoring teacher.

ACADEMIC PROBATION

A student in grades 6 – 8 whose progress and/or effort has faltered during any interim period may be placed on academic probation. Not meeting minimum objectives and/or weak effort during any interim marking period may result in a student being placed on academic probation. Interim evaluations will occur periodically during each trimester. Academic probation is designed to encourage students to focus on learning as their primary responsibility. Students on academic probation are expected to attend study hall and/or after school help sessions, as available.

Any student on academic probation is not eligible to participate in any of the school's athletic, extracurricular, or social events until teachers and administration have determined that progress and/or effort have improved.

PROMOTION AND RETENTION

At the end of each school year, students who have mastered the appropriate knowledge, skills and concepts for their grade, and exhibit readiness for work at the next level, will be promoted to the next grade. Students who have not met minimum objectives in a major subject will not be promoted to the next grade unless the student successfully completes a tutorial or summer school program approved by the principal and teacher in each course failed.

If promotion is in question, the teacher will be in contact with both of the parent(s)/guardian and the administration no later than March 15th. Every effort will be made to assist the

struggling student. If there is no significant improvement by June, the principal will request a conference with the parent(s)/guardian and the faculty members who work with that student. Such a conference is designed to help all concerned arrive at a decision that will most benefit the student.

CHRISTIAN SERVICE REQUIREMENTS

All sixth, seventh, and eighth grade students are expected to perform a minimum of ten (10) Christian Service hours per year, accruing some time each trimester. Further details will be announced in their Religion classes.

ACADEMIC ACHIEVEMENT AND AWARDS

Honor Roll: Each marking period students in grades 6 – 8 are recognized for their academic achievement based on their ability and effort. To earn Honor Roll status, the student’s report card must meet academic requirements as well as be free of all negative marks in conduct and effort.

Christian Witness Award: This award is given to all grades at the end of the school year to students who demonstrate the values we are teaching and who work to their fullest academic potential.

Book Awards: These awards are for students in grades 6 – 8 and are given in the seven major subject areas to a student in each grade who demonstrates a love for the subject combined with consistent effort, enthusiasm, and strong scholarship.

Perfect Attendance Award: All students are eligible for this award which is given out at the end of the year. Perfect attendance is based on our school records. Any student with more than three unexcused late marks will be ineligible for this award.

ATHLETIC PROGRAM

Father John V. Doyle School's athletic program is provided entirely by volunteers. These volunteers give their time and talent to the students, making them a gift and a blessing to the children and to the mission of Father John V. Doyle School.

Coaches are certified through the CAL program. They must all have a **National Criminal Background Check** and attend a **Safe Schools Presentation** before acceptance as a coach for Father John V. Doyle School.

Father John V. Doyle School is a member of the Catholic Athletic League (CAL) which provides the opportunities to learn skills in a variety of sports and to compete in those activities both through the Diocese of Providence and the state of R.I.

DIOCESE OF PROVIDENCE CATHOLIC ATHLETIC LEAGUE MISSION

The Catholic Athletic League is organized in order to give the children of this diocese a place to share, grow and interact in a safe environment. The design of the league offers all children a

place to compete in a caring, nurturing environment in order to help them develop physically, socially, emotionally and spiritually.

SPORTS ELIGIBILITY CRITERIA

Academic eligibility for sports participation is an effort to encourage our student athlete to maintain high academic standards and to balance this with their athletic efforts.

Any student on academic probation (see Academic Probation section) is not eligible to participate in any of the school's athletic practices or games until teachers and administration have determined that progress and/or effort have improved.

Any student absent from school (or dismissed during the course of the school day) may not participate in any athletic event – practice or game – that day.

SPORTS OFFERINGS – *dependent upon availability of volunteer coaches*

Cross Country:

FALL season runs from September through October

Grade 6/7/8 co-ed team

No experience necessary

Fee to play

Basketball:

WINTER season runs from November through March. Practice starts in October

Grades 1/2/3 CYO Instructional co-ed team

Grades 4/5/6 Junior boys and girls teams

Grades 7/8 Grammar boys and girls teams

No experience necessary

Fee to play

Soccer:

SPRING season runs through April through May

Grades 4/5/6 co-ed team

Grades 7/8 co-ed team

No experience necessary

Fee to play

Volleyball:

SPRING season runs March through May

Grade 6/7/8 co-ed team

No experience necessary

Fee to play

RESPONSIBLE SAINTS

We expect families and friends of our student athletes to:

- Encourage good sportsmanship by demonstrating support for all athletes, coaches, and officials at every game, practice, or event.
- Place the emotional and physical well-being of student athletes ahead of any personal desire to win.
- Support coaches and officials in providing a positive, enjoyable experience for all.
- Discourage any behaviors or practices that would endanger the health and well-being of athletes.
- Treat other players, parents, coaches, fans, and officials with respect and refrain from verbal indignities.
- Teach student athletes to play by the rules and to resolve conflicts with civility and without resorting to hostility or violence.
- Respect the coaches and officials and their authority during games and not question, discuss, or confront coaches at the game site.
- Discuss any issues or concerns with the coach at an agreed upon time and place.
- Help ensure that the sport is enjoyable for student athletes and remember that the game is for the athlete and not for the adults.
- Support a drug, tobacco, and alcohol-free sports environment for student athletes at FJVD games and events.

SPORTS FEES

Parents/guardians are responsible for and will incur a small fee for student participation in each sport. Fees will be determined and communicated before the beginning of each season.

HEALTH

ILLNESS/INJURY

Any student who becomes ill or injured while in school will be sent home. Parents will be notified and asked to pick up their child. Any student who is ill prior to the start of school should be kept home.

When deciding on whether or not to keep a child home from school, the following guidelines should be followed:

- Student should stay home with fever of 100 degrees Fahrenheit or greater
- Students should stay home at least 24 hours after becoming symptom free and/or fever-free without anti-pyretic.

Students who are sick are unable to learn and risk the spread of disease to otherwise well children. Certain contagious illnesses should be reported to the school, including conjunctivitis, strep throat, head lice, and any other communicable disease. In the event of a contagious illness, a notice will be sent to parents in that grade. Student privacy is always maintained.

Parents should always call the school if their child will be absent. If the absence is due to illness, it is helpful when further details are provided about the nature of the illness to help track cluster illnesses.

A physician's note is required if a student is to be excused from Physical Education class. Also, documentation from a physician explaining student restrictions from gym/recess/other is required if a student is using a wheelchair, crutches, limb wrap/splint/cast, or has another medical issue requiring a restriction.

DISPENSING OF MEDICATION

School nurse is only able to administer medication if she has a written order from a licensed health provider. This includes over the counter medications as well as prescription drugs. All prescription medications brought to school must be in a prescription container appropriately labeled by a pharmacist. (Pharmacists will label a duplicate, empty container for school use). Over-the-counter medications should be in the original container. Medication should be given by the parent/guardian to the school nurse or appropriate staff member at the beginning of the school day. A Medication Consent Form must be completed and signed by the licensed health provider and should accompany any medications to be dispensed in school. Any medications kept in school must be picked up by the parent/guardian by the end of the school year or must be disposed of by the school nurse.

FOOD ALLERGIES

A safe environment must be provided to all students with severe and/or life threatening food allergies. When necessary, a classroom will be deemed "Peanut/Nut Free" meaning no peanut/nut containing products are allowed at any time in that classroom. Further, no food products may be brought or sent in to any class to be shared for class celebrations. Other food allergies and allergens may exist and accommodations are made to ensure the safety of the student. If your child has a severe peanut/nut allergy, you may elect for them to be seated at one of the peanut/nut-free tables in the lunchroom.

IMMUNIZATION REQUIREMENTS AND PHYSICAL EXAMS

State law mandates that all students are up to date with required immunizations or have an appropriate exemption form on file. Students in PreK, Kindergarten, and 7th grade must meet certain health requirements (refer to www.fjvd.org for up to date information) or attendance in class may be deferred until all requirements are met.

Parents/Guardians are responsible for submitting both **physical** and **dental** exam forms from their providers each school year. The forms are to be dated within a 12 month period. Having these forms submitted each year will help ensure the student has met all health requirements and will keep their health record up to date.

HEALTH SCREENINGS

Certain screenings are required by state law and are performed during the school year. These screenings include vision, hearing, and scoliosis. These screenings may be performed by an

outside agency and/or the school nurse. Notifications regarding screenings are sent out in advance. These screenings do not have to be repeated if already completed by the family physician. In order for a student to be exempt from above screenings, a parent must provide documentation from physician/dentist.

CHILD ABUSE POLICY

State law mandates that any suspicion of child abuse observed by the school staff be reported to the proper authorities IMMEDIATELY.

AIDS POLICY

A policy has been established in the Catholic Diocese of Providence stipulating the process for deciding about the attendance of a student with Acquired Immune Deficiency Syndrome (AIDS) or the continued employment of a teacher with AIDS in a Catholic school in the diocese. The policy outlines a procedure in which confidentiality is maintained and decisions are made on a case by case basis. This policy is similar to that used in Rhode Island public schools and in many Catholic schools throughout the nation. Inquiries may be directed to the school principal.

SAFETY

PARKING LOT PROCEDURES

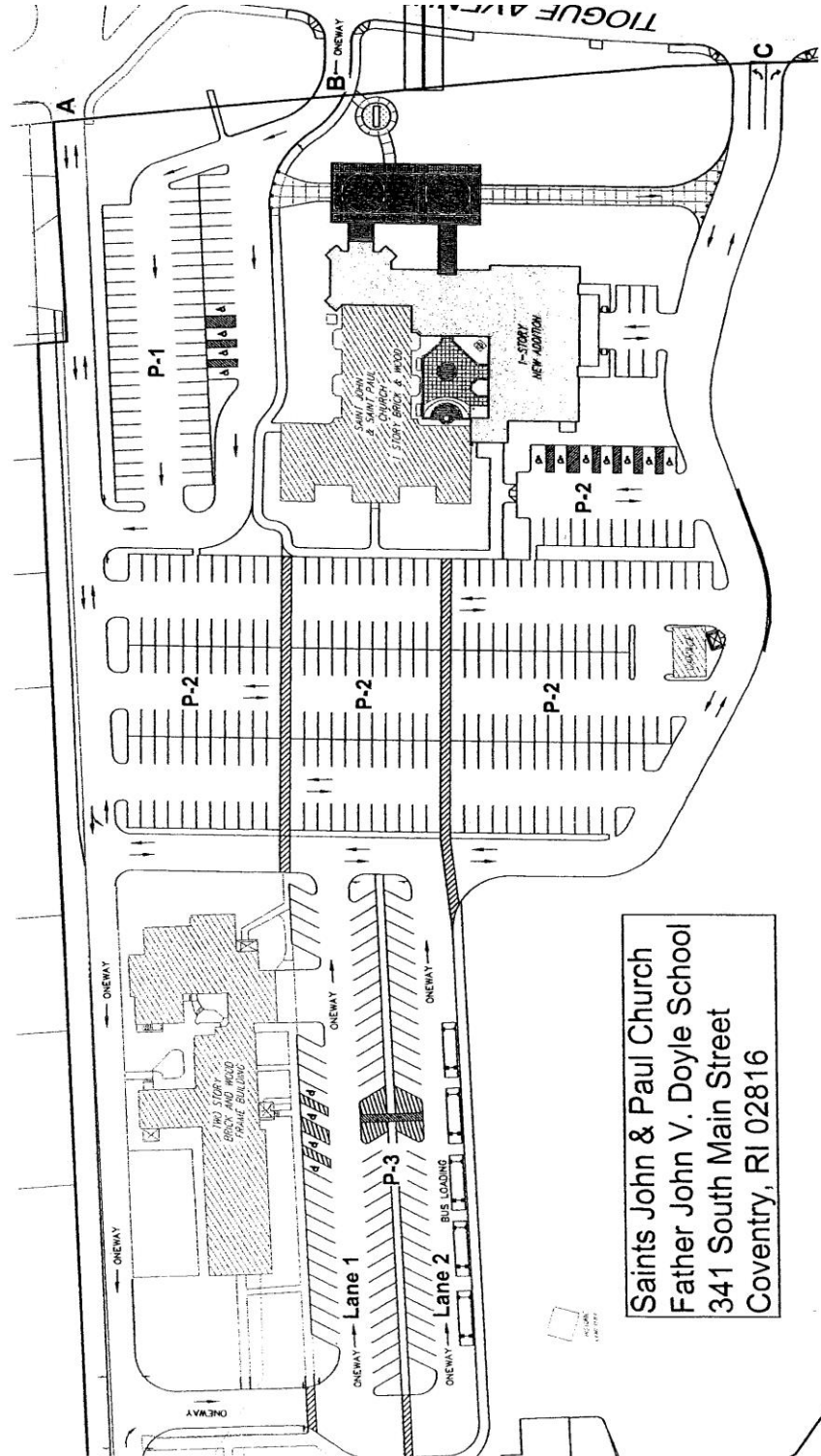
Safety in our parking lot is a joint responsibility. Please observe ALL traffic and parking regulations when entering and exiting school property. Please become familiar with the traffic pattern and share it with others who may be picking up your child.

Always enter and exit grounds cautiously at 5 mph in school zones. **Observe arrows** for one-way traffic flow. **Stop** at crosswalk. Do not proceed through crosswalk until all is clear. Students are not allowed to be picked up or dropped off within the lane of traffic. Please watch for pedestrians at all times. All bus safety laws must be followed, including not passing buses that are loading/unloading.

Please help keep our students safe by following these additional parking lot procedures...

- Use of Drop-Off spaces are for active drop-off only; parking and/or leaving your car in front of the gym is NOT allowed.
- If you wish to walk your child into the building, your car must be in a designated parking space in the lot - NOT on the access road in back of the rectory or at the curbs.
- Please be respectful of the drop-off line and keep it moving!
- Parking/Stopping is NOT allowed on the access road in back of the rectory or at the curbs at dismissal.
- Parking/Stopping is NOT allowed in front of the gym at dismissal.
- Students may get into cars that are IN parking spaces only.

- Smoking is never allowed anywhere on school grounds - including the parking lot and access roads.
- These procedures are to be followed at every drop-off/dismissal, rain or shine!
- Please share this information with all those who pick up our students.



Saints John & Paul Church
 Father John V. Doyle School
 341 South Main Street
 Coventry, RI 02816

EMERGENCY DRILLS

In accordance with the General Education Laws of the State of Rhode Island, rapid dismissal drills are held 15 times during the year. Eight are conducted during the months of September, October, and November and seven during the months of December to June. **Two of these drills must be lockdowns and two of them evacuations.** No advance of these drills is given. Students, faculty, and staff are expected to walk quickly and in silence to their appointed places of assembly away from the building.

BULLYING

Father John V. Doyle School prohibits all forms of harassment, bullying, retaliation, and discrimination based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability.

The prohibition against harassment, discrimination, bullying, and retaliation applies to all students on all sites and activities that the School supervises, controls, or where it has jurisdiction under the law, including on school premises and school-sponsored functions, events or activities, including field trips, athletic activities and school-related transportation. Also prohibited is harassment, discrimination, bullying, and retaliation that does not take place on school grounds, but when such actions create a hostile environment at school for the victim, infringes on the victim's rights at school, or materially and substantially disrupts the education process or the orderly operation of a school. This includes acts or threats conducted by electronic communication, including all forms of social media. Reports or complaints of harassment, bullying, retaliation, or discrimination should be brought to the attention of the classroom teacher and / or school administration. Principal/pastor maintains discretion in instances of unresolvable situations or relationships.

Bullying: Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct may or may not be related to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability. Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property.

Discrimination: Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability.

Harassment: Harassment is oral, written, graphic, electronic, or physical conduct on school property or at a school-related event, function or activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability, that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the programs or activities, by creating a

hostile, humiliating, intimidating, or offensive educational environment. For purposes of this policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

Retaliation: Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, or for aiding or encouraging the filing of a report or complaint.

WEAPONS AND ILLEGAL SUBSTANCES

Father John V. Doyle School does not allow weapons or illegal substances of any kind. Students found with any of these in their possession will be immediately removed from class and the proper authorities will be notified. Expulsion will be seriously considered.

TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of the Technology Acceptable Use Policy is to set criteria for the acceptable use of technology at Father John V. Doyle School for educational purposes, research and communication by our employees (“providers”) and students (“users”). The policy provides guidelines but does not attempt to state all permitted or prohibited activities. Father John V. Doyle School has the right to prohibit any technology use by providers and users not stated in the policy.

Providers and users have access to Father John V. Doyle School technology which includes local network resources, Internet service, and a variety of digital devices and software. In some cases a provider may be granted permission to use personal technology not accessible through Father John V. Doyle School. All uses of said technology are intended to support the effective implementation of Father John V. Doyle School’s curriculum and business requirements and as such are subject to the terms of the Technology Acceptable Use Policy. Only educational software and digital tools approved by the school may be used for instructional purposes.

The comprehensive Technology Acceptable Use Policy is distributed to each student separately from this handbook. The policy must be read, signed by both a parent and the student, and returned to school by the end of the second week of school. Failure to do so will result in the student not being able to use any of the school technology until the signed form is returned.

NON-CUSTODIAL PARENT PROTOCOL

Divorced parents will be granted all rights and privileges accorded to all other parents, unless the principal receives an official copy of a restraining order or court order granting to one or the other parent. In such cases, school officials shall not allow a non-custodial parent to take possession of a student while that student is under the responsibility of the school, unless the custody order provides otherwise. School officials will follow whatever stipulations and directives are contained in any restraint or custody order until such order expires.

USE OF STUDENT IMAGES

During the course of the school year, photos/images of students may appear in newspapers, our website, our Facebook page, marketing campaigns, and other communication. The school may also publish examples of student projects, reports, other work, and the Middle School Honor Roll. Parents/guardians who prefer that a student's photo/name/work not be published may "opt out" by indicating that preference when signing/returning the student handbook receipt at the beginning of the school year. If the student handbook receipt does not indicate the preference to "opt out" then it is understood that the student's photo/name/work may be used.

VISTOR/VOLUNTEER SAFETY PROTOCOL

All visitors and volunteers must report to the school office upon entering the building, sign in, and wear a yellow Visitor's Badge. **No adults may enter a classroom during instructional time** without the specific authorization of a teacher or staff member. If a conference is desired it may be set up through the office or by a note to individual teachers. **For security reasons, all visitors must enter and exit the building using the school office entrance.** Please remember to sign out and return the Visitor's Badge.

Volunteers are people who give freely of their time to help Father John V. Doyle School in a variety of capacities. This ministry of service is a vital part of the continued relationship between home and school.

- **ALL** volunteers are **REQUIRED** to have a BCI check done and take part in the Safe Environment Training before coming into the classrooms.
- All volunteers are to sign in and out at the school office upon entering and leaving the school. Please remember, for security reasons, all visitors must enter and exit the building using the school office entrance.
- Students are individuals with varying abilities. It is extremely important that the student's behavior or academic abilities be kept confidential. If a concern should arise, discussion should be held with the teacher in charge, not with other parents or teachers who are unable to resolve or settle a situation that may occur.
- Our teachers have different styles and methods in working with our students. Father John V. Doyle School is fortunate to have a variety of expertise in the field of education. Students benefit from exposure to the teachers' many and varied talents. Each class is different and will be handled differently by each teacher.
- We appreciate all those who give their time to help chaperone field/class trips. Please review with the teachers prior to the trip as to what kind of assistance is expected and needed for the trips to be successful for all concerned.
- If you are unable to help on a day on which you are expected, please call in and notify the school or send in a note with your child so that other arrangements can be made.
- Volunteers are not allowed to take photos of our students.
- When on school property, please use your cell phone only in the case of an emergency. Students are not allowed to use/view cell phones during the school day.

ASBESTOS MANAGEMENT POLICY

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos management plans have been developed for Father John V. Doyle School, which has asbestos containing materials present. These plans are for the current school year, and are available and accessible at our school and also at the LEA administrative office.

EMERGENCY INFORMATION CARD

An emergency information card is sent home at the beginning of each school year. Please fill it out completely and accurately and return it to school promptly. It is imperative that the school office be notified immediately of a change of address, phone number, or of a change in emergency information during the academic school year. Whenever a change of email takes place, parent/guardian must also register the new email with the FJVD Email Distribution List on the website.

STUDENT CONDUCT

AWARDS AND COMMENDATIONS

Angel Awards in Grades K-5

Angel Awards are a form of positive motivation for the younger grades. Any student who is seen doing an act of kindness or is being especially helpful or cooperative may be given an Angel Award. Students are responsible for collecting their awards. When a student has collected ten, that student may submit them to the principal for a “no-uniform day” certificate. The no-uniform day date will be set by the principal and listed on the certificate. The date listed is the only date on which the student may use this award.

Middle School Recognition

Honor Roll is posted each trimester for students in grades 6-8 who meet the following requirements:

- High Honors with Distinction - average grade of core subjects = 95 and above (with all grades above 85)
- High Honors - average grade of core subjects= 90-94.99 (with all grades above 85)
- Honors - average grade of core subjects=85-89.99 (with all grades above 80)

In addition, for a student to qualify for the Honor Roll, all grades in subjects based on a 5-1 rubric scale must be 3 and above AND student must have achieved a level or Satisfactory or better for all Values/Skills.

At the end of the year, Book Awards are given by the middle school teachers to recognize one student in each subject area who embodies the spirit of that particular subject. Students are also recognized for their participation on sports teams and in clubs.

End of Year Awards

The following awards are presented at the end of each school year:

- Perfect Attendance Award (grades K-8)
- Christian Witness Award (grades 2-8)
- Highest Academic Achievement Award (grades 6-8)

STUDENT CONDUCT GUIDELINES AND CONSEQUENCES

Discipline is as fundamental in education as it is in life. It is important that discipline be seen as a means of encouraging the individual growth of the student rather than as a means of retribution or as a deterrent to misconduct. We strive to promote self-discipline in the members of the student body. Students are expected to accept responsibility for their own actions. Since the conduct of each student affects the entire school body, each student is expected to promote a positive educational environment. Under no circumstances may a parent excuse a student from observance of the rules and policies of the school.

All consequences are subject to the discretion of the administration and may include, but are not limited to, a warning, parent conference, conduct referral, detention, exclusion from school activities, suspension, or expulsion. Conduct Referrals and Detention Notices must be signed by parent /guardian and returned the next day to the principal. A parent conference may be required after the first detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Students serving in-school class exclusion will not attend classes and will complete assignments in an administrator's office. Students serving at-home class exclusion are responsible for all missed assignments and class work.

ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in scholarship. Students and faculty alike must obey rules of honest scholarship, which means that all academic work should result from an individual's own efforts.

Consequences for incidents of plagiarism are as follows:

- first offense – detention and a 0(zero) on the assignment;
- second offense – classroom exclusion, parent conference, and a 0 (zero) on the assignment;
- on the occasion of a third offense, parents will be immediately notified and student will be placed on 2 day at-home suspension;
- expulsion will be considered in the event of a fourth offense.

CONDUCT POLICIES

Off-Campus Conduct

The administration of Father John V. Doyle School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

School Bus Rules

All school bus rules must be followed in accordance with the regulations set forth by the Coventry Public Schools.

Infringement of bus rules three consecutive times will result in the loss of bus privileges for one day. A notice will be presented to the student on the day of the third infraction. This notice will inform the parent/guardian that the student has lost his bus privilege, and that the parent must provide transportation on the designated day. The notice must be signed by the parent/guardian and returned to school the next day. The next warning (4th) will result in a three-day suspension of bus privileges. A fifth violation will result in the loss of bus privileges for the rest of the trimester.

Lunchroom Policies

Students are expected to follow all school rules when in the lunchroom. Students must be seated when eating.

Respect for Others in our School Community

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Students, parents, or teachers do not have the right to touch or verbally abuse others. If necessary, the proper authorities will be notified. Additionally, parents are held to the same standard as students in regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parent/child. If the partnership breaks down, parents can be required to withdraw the child from school.

Drugs, Alcohol, Inappropriate Behavior

If any teacher, student, staff member or adult has any reason to suspect that a person in the building is under the influence of drugs or alcohol, they should report said incident to the administration immediately. The person shall be escorted from the building immediately at the direction of the administration. The police should be notified as soon as possible, if warranted. In the event that any teacher, student, staff member or other adult views (or has reason to suspect) loud, argumentative, inappropriate, or other behavior that is disruptive to the school environment, that person shall report the behavior to the administration immediately. The protocol above shall be followed.

Care of School Property

Students can best show their appreciation of our school by taking care of the building, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. **Chewing gum anywhere on school grounds at any time is not permitted.**

Electronics

Students are not permitted to carry or wear electronic media devices in the school building or at any school function except with the specific permission of a teacher or administrator. Such devices include but are not limited to; iPods, earbuds/phones, or other devices which may be deemed inappropriate by the school administration. Failure to abide by this policy will result in confiscation of the device by the teacher or administrator. The device will be returned only to a parent or guardian. Students are allowed to use e-readers, such as Kindles or Nooks, as their “independent reading book” during free reading time for reading purposes only.

Students are not allowed to use cell phones in the classroom. Cell phones are allowed for emergency use **only**. They must remain **turned off** in lockers or backpacks unless permission for use has been given by a teacher or administrator. Students found in possession of their cell phone without school permission will have the phone taken away. Arrangements must be made with an administrator for its return. Cell phone use at extracurricular events is limited to transportation plans. Students may call home to confirm transportation near the end of events. Cell phones may **NOT** be used **during** extracurricular events. Privacy issues inhibit this use since photo images may be linked to the Internet or be otherwise used without permission.

The school is in no way responsible for any damage or loss to these items. If used by a student without permission, these items will be removed from the student and may be picked up at the office by a parent or guardian only.

Locker Policy

Lockers are a privilege for the upper grade classes. Students are to provide their own combination locks. A list of all locker numbers and combinations must be kept both in the classroom and the principal’s office. The administration has the right to open any locker at any time. It is expected that students will keep their lockers neat and clean. No food or drink should be stored in the locker. All contents must be removed by the last day of classes.

DRESS CODE

UNIFORM

Uniforms promote impartiality and equality within the school. This can only be achieved if each student conforms to the uniform dress code. Parents can encourage pride in Father John V. Doyle School by purchasing official school uniforms from Donnelly’s. Older students should be capable of being responsible for coming to school in proper uniform. Younger students may need guidance of parents. Uniforms should **always** be neat and clean.

Students are expected to be in full uniform at all times unless they receive a no-uniform day as a reward. Students not in full uniform will be first given a verbal warning. Continued non-compliance will be treated as blatant disrespect and student will receive a conduct notice.

Ordering & Delivery

In May, families will receive a Donnelly's order form for purchasing uniforms for the following school year. All uniform clothing should be ordered at this time. Donnelly's schedules a day for measuring students, usually at the end of May, in the event you are unsure of a size to order. During the school year you should contact Donnelly's directly to order replacements for damaged, lost or outgrown uniform items.

Donnelly's will deliver all uniform orders to the school during summer vacation. You will receive a postcard to inform you of the date of this delivery. If you are unable to pick up the items you ordered at this time, Donnelly's will hold your order at their main store. If an item does not fit the student, changes can be easily made when you pick up your order.

Boys' & Girls' Uniforms

K – 4 Red Polo shirt (differing styles for boys' & girls)

5 – 8 Red or Gray Polo shirt (differing styles for boys' & girls)

Solid Black uniform pants (ordered separately – boys' pants & girls' slacks). A belt must be worn if needed to keep pants at waist level. Cargo pants or other style pants which do not match the uniform pants from Donnelly's may not be worn.

¼ Zip Pullover (Red, Black, Gray) or Black Fleece Vest (sweatshirts may not be worn).

Polo shirts should always be tucked in.

Solid Black shoes must be worn with the uniform.

Small earrings on girls and a watch (boys and girls) are allowed to be worn. Other jewelry, such as earrings on boys, long chains, and bracelets, are not part of the uniform and may not be worn. See Non-Uniform Apparel section for information on hair and nails.

Girls' Uniform Options

K – 4 Jumper (no more than three inches above the knee) **Please allow for growth.**

White uniform blouse

Red Crewneck Cardigan, ¼ Zip Pullover (Red, Black, Gray) or Black Fleece Vest (sweatshirts may not be worn).

5 – 8 Skirt (not to be rolled and may be **no more** than three inches above the knee) **Please allow for growth.**

Red or Gray Polo shirt

Red Crewneck Cardigan, ¼ Zip Pullover (Red, Black, Gray) or Black Fleece Vest (sweatshirts may not be worn).

K – 8 Make-up is not allowed.

Gym Uniform

All students must be properly attired in order to attend gym class.

Black Sweatpants with logo

Red Tee Shirt with logo (shirts may not be adorned with personal writing or autographs)

Red Sweatshirt with logo

Solid White or Black ankle socks

Sneakers (properly tied)

Warm Weather Options - may be worn before Columbus Day and after Spring Vacation only.

Black uniform shorts (boys' & girls' shorts ordered separately; cargo or other style shorts are not acceptable).

K – 4 Red Polo shirt; **5 – 8** Red or Gray Polo shirt

Solid Black ankle socks

Solid Black shoes

Gym warm weather option – Black shorts with logo

Footwear

Solid Black shoes must be worn with all uniforms except the gym uniform. If boots are worn to school, they must be removed once in the classroom and replaced with solid Black shoes (or sneakers on gym days). Flip-flops, sandals or other open-toed (or open-backed) shoes are not allowed.

Girls must wear solid Red, White, Gray, or Black knee socks/tights with the jumper or skirt. Tights must be cotton, not sheer or nylons.

Boys' Black or White socks must cover the ankle when worn with shorts or pants. Stretch pants or additional leg wear that is worn while walking to school or waiting for the bus should not be worn in the building. Socks should never cover pant cuffs. Pant cuffs should not be rolled.

NO UNIFORM DAY APPAREL (and other uniform-related items)

On days when individual students or the entire student body does not have to wear the school uniform, good taste and decency should dictate the kind and style of clothing worn. All clothing must be neat and clean! Examples of non-acceptable clothing items are: short-shorts, bike shorts, tight-fitting outfits, flip-flops, exposed midriffs, T-shirts with inappropriate messages, old, worn or ripped jeans, spaghetti-strap tanks, see-through or low cut blouses, etc.

Extremes of hairstyle or nail color (for example, but not limited to: bangs covering the eyes, black nail polish, hair past shirt collar for boys, excessive and/or unkempt facial hair, unnatural hair colors, carving of graphics, two sharply different colors at once, spikes, mohawks, beading more than 1 week after return from a vacation, etc.) are also considered to be inappropriate and not in compliance with the uniform. The Administration and Faculty reserve the right to determine the appropriateness of any hairstyle, hair or nail color, or non-uniform outfit.

Students must come to school in full uniform on days when we celebrate Mass or participate in any function held in the church. No-uniform days which are given as rewards to specific students

(as opposed to the whole school) must be used on the specified date for that month only. Students may not pick and choose the day to be out of uniform. Only students whose names are on the no-uniform list for that date may be out of uniform. No-uniform days will not occur on a day on which we will be attending Mass.

CLASSROOM EXPECTATIONS

SUPPLIES

Agenda books are provided for all students in grades 1 – 8. They help to strengthen organizational skills and encourage parent communication. If necessary, new agendas may be purchased from the principal. All other supplies are to be brought in by students and replenished as needed. Some classes will require the use of notebooks and/or folders. We use specific colors for specific subjects: religion = yellow, math = blue, literature/reading = red, language arts = black, social studies = purple, science = green, Spanish = white, and technology = orange. Please refer to specific class supply lists.

It is very important that ALL students are prepared for Art. Students will NOT be allowed to borrow supplies if they are not prepared. Such students will forfeit art for that week. Required Art supplies include: pencils and eraser, ruler, crayons, colored pencils, scissors, both thick and thin markers, white glue, glue sticks. Grades 3 – 8 will also need: a black fine tip permanent marker and a black ultra-fine tip permanent marker. It is the student's responsibility to notify their parents when supplies need to be replenished.

PARTY INVITATIONS

Invitations that are to be sent out to the entire class, all of the boys, or all of the girls can be sent home through the classroom. If only some of the class/boys/girls are to be invited, those invitations may not be sent out through school.

FIELD TRIPS

All students are expected to accompany their classes on scheduled field trips. A class trip is primarily planned as a learning experience for the students. Therefore, any student missing a trip may be expected to complete some sort of report or project pertaining to the missed educational experience. Participating students must use the transportation provided by the school. Chaperones including parents must comply with the Safe Environment Policies of the Diocese. Chaperones may not be accompanied by other children or adults while serving in the official capacity of a chaperone.

Students may not attend a class field trip if their permission slip has not been signed and handed in to the teacher. The only acceptable permission slip is "Catholic Mutual Group Field Trip Form, Appendix K." Verbal permission will not be accepted in lieu of a signed permission slip.

All class field trips are by invitation only. Students whose behavior and/or attitude do not warrant inclusion on a field trip will be placed in another classroom where they will work on assignments until their class returns. All monies collected for a field trip are non-refundable.

MILK, LUNCH, AND SNACKS

Milk is available daily. It is paid for on a monthly basis. Hot lunches are also available. Please refer to the notice sent home at the beginning of the school year for prices and menu. Money for hot lunches must be sent in on the specified monthly due date. Late orders cannot be accepted. All classes have a morning snack break. Students are responsible for their own snacks. Due to student allergies, snacks may not be brought or sent into the classroom to be shared.

LOST AND FOUND

All clothing should be labeled with your child's name and grade. Please check clothing monthly as these labels sometimes wash out. All lost clothing will be held in the cabinet in the front lobby. Unclaimed clothing will be donated to charity on a regular basis.

TEXTBOOKS

All hardback texts must be covered to protect the books for future use. Please do not use self-adhesive book covers on hardback books. Students are responsible for payment if the book is damaged. If the textbook is lost, a new book will be ordered and the cost of the new book plus shipping and handling will be charged.

PARENT INVOLVEMENT

PARENT TEACHER ORGANIZATION (PTO)

All registered school families are automatic members of the Parent Teacher Organization, which meets/works throughout the school year. The PTO sponsors various after school and evening social and fundraising events; coordinates the school room parent program; keeps parents informed of school-related issues in the community, and makes sure every voice is heard. All parents and guardians are encouraged to be active members and participants in the school and in our PTO. The PTO Board meets a minimum of five times throughout the year. PTO standing committees (including but not limited to: fundraising, social, and PR) are encouraged to meet on a monthly basis.

ROOM PARENT PROGRAM

Room Parents are volunteers from each class and work under the auspices of the Parent Teacher Organization. Room Parent duties vary from grade to grade and class to class. Information regarding the responsibilities of a room parent will be given to each family at the beginning of the year through the PTO. Volunteers in addition to our room parents are **always** needed. Parents and guardians are encouraged to get involved! All volunteers must have a completed BCI check and have submitted verification of the Safe Environment Training program.

COMMUNICATION

Communication between home and school is of vital importance. **The primary means of communication is through our FJVD distribution list. It is the responsibility of parents/guardians to provide the school with current email addresses.** A variety of information, some time-sensitive, is sent home at the end of each week via the distribution list. In addition, other important information may be sent out via the distribution list at any point during the week. Teachers and parents/guardians stay in close contact through email, phone calls, notes, and conferences. We encourage families to check for FJVD email on a regular basis.

If a problem arises at school, parents/guardians are encouraged to talk to their child first to better understand the situation. Then, if necessary, contact the teacher for further discussion. If more information is still needed, the principal can also be contacted.

Middle School Sample Schedule for 2017 - 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:15	Prayer Service followed by Homeroom				
8:15 - 8:30	Spelling plus... in Homeroom				
8:30 - 9:20					
9:20 - 10:10					
10:10 - 10:20	Break	Break	Break	Break	Break
10:20 - 11:10					
11:10 - 12:00					
12:00 - 12:40	Lunch	Lunch	Lunch	Lunch	Lunch
12:40 - 1:30					
1:30 - 2:20					
2:20 - 2:30	Home Room Prayer and Dismissal				

Activity Period Schedule 6 Academic periods plus one Activity Put Activity Period into desired slot		Delay Day Schedule Class order is the same, times are different		MASS DAY SCHEDULE Class order is the same, times are different	
8:00 - 8:15	Home Room	9:00 - 9:15	Home Room	8:00 - 8:15	Home Room
8:15 - 9:00	1	9:15 - 10:00	1	8:15 - 9:00	1
9:00 - 9:45	2	10:00 - 10:45	2	9:00 - 9:45	2
9:45 - 9:55	Break	10:45 - 10:55	Break	9:45 - 10:00	break & travel time
9:55 - 10:40	3	10:55 - 11:40	3	10:00 - 11:00	Mass
10:40 - 11:25	4	11:40 - 12:25	4	11:00 - 11:45	3
11:25 - 12:10	5	12:25 - 1:00	Lunch	11:45 - 12:25	4
12:10 - 12:50	Lunch	1:00 - 1:40	5	12:25 - 1:00	Lunch
12:50 - 1:35	6	1:40 - 2:20	6	1:00 - 1:40	5
1:35 - 2:20	7	2:20 - 2:30	Dismissal	1:40 - 2:20	6
2:20 - 2:30	Dismissal			2:20 - 2:30	Dismissal