

SAINT JOHN VIANNEY HIGH SCHOOL

540A LINE ROAD
HOLMDEL, NEW JERSEY 07733
Phone: 732-739-0800
Fax: 732-739-0824
Website: www.sjvhs.org

OFFICE HOURS: 7:30 AM – 3:00 PM (*September–June*)
SUMMER HOURS: 8:00 AM – 2:00 PM (*July–August*)



CALENDAR & HANDBOOK

(Posted on SJVHS website)

Accredited By: AdvancED Education Protocol

MISSION STATEMENT

With eyes firmly fixed on the Gospel of Jesus Christ and the Roman Catholic Tradition, Saint John Vianney High School strives to form an open and welcoming community of faith and academic excellence in which students will become lifelong lovers of learning, who devote themselves to lives of leadership and service, living fully the message of faith.

PHILOSOPHY

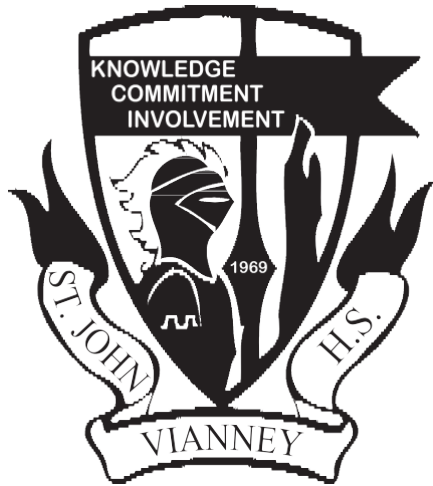
Saint John Vianney High School places before itself the inherent dignity and worth of the human person as its foundation and governing principle. As such, the individuals who make up this institution, students, faculty, and staff stand at the heart of our purpose. As a Christian institution, we strive to be animated by the life-giving Spirit of God who lovingly teaches and guides us along our educational and spiritual journey. The faculty and staff of Saint John Vianney High School seek to incarnate that teaching and guiding presence of the Holy Spirit to the students through their committed involvement. Ever aware of God's steadfast love for humanity, Saint John Vianney High School will never tire of attending to its students' educational and spiritual needs.

OBJECTIVES / GOALS

Saint John Vianney High School will:

- Place the students within the Roman Catholic tradition of prayer, service, and morality while respecting the individual faith background of each student.
- Provide a comprehensive curriculum that recognizes the individual needs, talents, and differences of students.
- Work in cooperation with parents to help the students develop harmoniously their physical, intellectual, and moral abilities, strengthened by honor and integrity (Vatican II, *Gravissimum Educationis*, 1).
- Cultivate personal responsibility and maturity of each student through participation in class as well as through numerous clubs, organizations, and sporting teams.
- Help the students assess their academic and vocational goals and the means for realizing them.
- Prepare students for the challenges of the 21st century by utilizing technology and other 21st century skills within their entire academic program.
- Develop intellectual curiosity in the entire school community, leading to the continual pursuit of knowledge.

Saint John Vianney High School admits students of any race, color, national and ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs.



SCHOOL SEAL

An unfurled banner, bearing the title “Saint John Vianney High School,” frames a shield. The shield represents the priestly Cure of Ars, the school patron, by a hand raised in absolution; and symbolizes, by knight and lance, the courage needed to realize the motto emblazoned across the standard.

OUR PATRON

John Vianney was born into a French peasant family in the village of Dardilly. At an early age, he was attracted to the religious life but did not have the necessary background and education. After much discouragement from family, friends and clergy, he nonetheless began his studies for the priesthood and found them extremely difficult and almost impossible. He still persevered in studying and prayed constantly for divine assistance. After years of hard work and much determination, he was finally ordained a priest. He became most renowned for his personal holiness and his marvelous work in the confessional. The conversion of thousands of hardened sinners is attributed to the Cure d’Ars. In spite of numerous obstacles and temptations, he always remained true to his vocation, which became a source of inspiration to all who knew him. More exhausted from his unceasing labor than from old age, he died in 1859. In 1900 Pope Pius XI canonized John Vianney and proclaimed him the patron of all diocesan priests. We who have him as the patron of our school can learn much from his example of faith, dedication, determination and selflessness, and certainly we should pray that those qualities which won Heaven for him might also become a part of us.

VICTORY MARCH

Saint John Vianney High we’re true,
Our loyal hearts are all with you.
With colors gold and white in sight,
Shouting Lancers, Lancers,
Go fight, team, fight!
Our team will always bring us fame,
As we go on to win each game.
Our Lancer team cannot be stopped,
Saint John Vianney remains on top

ALMA MATER

As we go through school and look at the world as we find it,
Let us strive that in these years we shall grow each day.
Firm in knowledge of the goal that we all must work for,
To be strong, and staunch, and true.
To be strong, and staunch, and true our whole life through.
From this knowledge then will stem
Christian love and commitment,
At a moment in our life when the world is torn.
And the question we must ask only we can answer.
Do we care enough to pledge
The involvement of our life for all mankind?

SCHOOL MOTTO

Knowledge – Commitment – Involvement

SCHOOL COLORS

Gold and White

SCHOOL NICKNAME

“Lancers”



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ADMINISTRATION / ADMINISTRATIVE STAFF / PERSONNEL

SCHOOL TELEPHONE SYSTEM – The telephones at Saint John Vianney High School are operated by an auto-attendant system, including voicemail messaging. All incoming calls are answered by the auto-attendant system. All faculty and staff have a voicemail that may be accessed by pressing their extension number.

ADMINISTRATION	
Mr. Steven C. DiMezza, President	152
Mrs. Margaret Kane, Principal	111
Mr. Richard Lamberson, Assistant Principal / Athletics	114

ADMINISTRATIVE STAFF	
Ms. Colette Campanella, Main Office	110
Ms. Megan Casey, Communications / Marketing	141
Mr. Paul Coccoziello, Academic Support Advisor	142
Mrs. Susan Deatherage, Administrative Asst to Deans	124
Mrs. Anna DeJesus, Assistant Business Manager	122
Mrs. Chiara Del Cogliano, Student Activities	232
Mrs. Flo D'Elia, Technology Asst / Media Specialist	131
Mr. Brett Donnelly, Building Rentals Coordinator	110
Mrs. Pat Ferraioli, Administrative Asst to President	152
Mr. Daniel Fierro, School Spirit Shop	213
Mr. Adam Finck, Security	118
Ms. Patti Gilmartin, Director of Enrollment Management	155
Mr. Mike Griggs, Maintenance Foreman	130
Mr. Eddie Hernandez, Assistant Dean of Students / Community Coach	126
Mr. Shannon Hoadley, Security Coordinator	138
Ms. Patty McCarthy, Human Resources	153
Mr. Tom McKenna, Network Administrator	134
Ms. Kelly Meany, Alumni & Public Relations Coordinator	144
Mrs. Diane Mullen, Athletic Assistant	150
Mrs. Christine O'Connor, Enrollment Management	117
Mrs. Samantha Scagnelli, Administrative Asst to Principal	111
Mr. Chris Scoles, Assistant Network Administrator	257
Ms. Staci Shalkowski, Student Activities, Enrollment Mgt	252
Mr. Pat Smith, Campus Minister / Christian Service / Catholic Athletes for Christ (CAC)	234
Mr. Dave Tuschmann, Dean of Students	123
Mrs. Dawn Zic, Business Manager	261

GUIDANCE STAFF	
Mr. Mark Southern, Director of Guidance	156
Mrs. Krista Conklin, Counselor	116
Mrs. Christine Keeling, Counselor	119
Ms. Anne Koeck, Administrative Asst to Director	120
Ms. Deana Scribner, Counselor	268
Mr. Dan Struble, Student Assistance Counselor	256

DEPARTMENT LEADERS	
Business / Technology , Mrs. Margaret Kane	111
English / Fine Arts , Mrs. Jessica Gadaleta	121
Guidance , Ms. Jenna Schebell	156
Mathematics / World Language , Mrs. Judy Smith	115
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ROTC – Air Force , Mr. Rich Lamberson	114

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Health Protocols for the 2023-2024 School Year

Attendance – Attendance in class is essential to learning. Students who elect to be fully virtual with medical documentation must remain fully virtual for the calendar length of the Term. Students who are not fully virtual are expected to come to school each day unless they are ill.

- Students will have ten (10) unexcused absences per Term.
- Attendance in school in all classes is essential. If a student exceeds ten (10) unexcused absences in Term 1 **or** Term 2, the student will not receive credit for the course.
- If a student logs on to class from home, that is an unexcused absence unless a doctor's note is provided.
- An absence will be excused if a doctor's note is provided.
- If the student exceeds the ten (10) unexcused absences, the student and parents/guardians will have to follow the Credit Recovery Appeal process and present information to be reviewed by the Credit Recovery Committee. The committee will determine if a student receives credit for the course.

All absence notes must now go directly to the Nurse's Office. **There is no Perfect Attendance Award.** Attendance will be taken in each class. Students will be marked present if they are in the classroom. If your child logs on virtually and attends class virtually, it will be counted as an unexcused absence unless the student returns to school with a medical note. A medical note will change the absence to an excused absence. If a student is present for two or more virtual classes, they cannot attend sports/extracurricular activities on that given day, and it is considered an unexcused absence unless a doctor's note is presented. If you are a full-time virtual student, you can come to sports. At no time should a sick student come to sports practice.

Virtual Attendance – If a child logs on from home, the teacher must be able to see the student to mark him/her present. If a student's camera is off, the student will be marked absent. If a student is marked absent, the parent/guardian will receive a phone call notifying him/her that the student is absent from class. If a student shuts off his/her camera during class, a parent/guardian will receive a call from the school alerting them to the absence. Cameras and microphones must always be enabled.

Technology Use – Students and parents signed the *Acceptable Technology Usage Agreement* when they registered at SJVHS. Students are expected to follow the proper technology usage rules. Cameras and microphones must always be enabled when a student is logged on to class from home if they are a virtual learner. If they are not enabled, students will be marked absent.

Technology usage also includes social media usage and school information/images. No student shall post any image or video of an SJVHS class / classroom / hallway / students / teacher / staff / administrator on social media without the written consent from administration. If a student does violate this policy, the student will face suspension.

Remote Technical Assistance – SJVHS will have a *Technology Help Desk Hotline* for students who are working from home on any given day. The hotline number is 732-739-0800 ext. 134. A dedicated technical email helpline is also at techhelp@sjvhs.com. If your child has technical difficulty from home during the school day, our Tech Department will be able to provide remote technical assistance from the school directly to your child's computer. We are investing in the updated technology to help your child have the best real time learning experience.

Illness in School – If a child shows signs or symptoms of Covid or any illness while in school, the school nurse will have him/her picked up immediately by a parent/guardian. The student will not be allowed to go home by bus. The parent/guardian must take the student to the doctor, even if there is no fever. The student will not be allowed to return to school without a medical note of clearance from a doctor. The medical note must be submitted directly to the Nurse's Office upon return to school. **NO STUDENT WILL BE ALLOWED TO RETURN TO SCHOOL WITHOUT A MEDICAL CLEARANCE** if sent home by the nurse from school.

Visitors – Parents/guardians are encouraged to call the school and make an appointment with an administrator or a Guidance counselor if they have a concern that requires a face-to-face meeting.

Buses – The school bus is an extension of the school building. Students are expected to behave on the bus. If an incident or misbehavior is reported, the Dean's Office will attend to the incident. If the student misbehaves on the bus during the ride, the student could lose the privilege of riding the bus.

Uniforms – If a student is in school, the student must be wearing an SJVHS uniform. The link to our uniform code can be found on our school website under the Parent tab. If a student is not in the building and participating in virtual learning, the student must wear SJVHS gear. This can be an SJVHS team t-shirt, and SJVHS t-shirt, an SJVHS sweatshirt, or a gym uniform. If a student is not wearing SJVHS gear on the virtual screen, the student will receive a detention.

Dismissal – Students will be dismissed at the end of the day. If a student will be leaving school with a friend's parent/guardian at the end of the school day, the student must bring a note to the Dean's Office allowing permission for him/her to leave with someone other than their own parent/guardian. Students should be picked up no later than 1:45 pm Mondays thru Thursdays, and 12:45 pm on Fridays, for Early Dismissals.

If a student will be driving home with an upperclassman, the student must have a note on file with the Dean's Office allowing him/her permission to leave the school with an upperclassman. *No phone calls will be accepted.*

If your child chooses to leave school when classes are dismissed, the Saint John Vianney High School administration and staff are not responsible for your child's safety and well-being. Parents are strongly encouraged to use family location-based services to be able to monitor their child's movements following the school day.

Discipline – Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet, or during the school day.

Saint John Vianney High School is a ministry of the Diocese of Trenton. As such, this school follows all doctrines and teachings of the Roman Catholic Church, and operates under the authority of the Bishop of the Diocese of Trenton, together with the administration of the Department of Catholic Schools.

TRANSFER STUDENT INFORMATION

- No senior will be considered for transfer unless a move from out-of-state or other extraordinary circumstances. Seniors need to have 2 letters of recommendation for college recommendations.
- Transfer students cannot be considered for valedictorian or salutatorian.
- “P” grades are not calculated into GPA – still receives credits.
- The following year(s), no credit can be given for any course that was not awarded by the previous school. Courses retaken at SJVHS will receive SJVHS grades and credit.
- Transfer students are only eligible for NHS if already eligible at sending school, prior to coming to SJV.
- Not eligible for end-of-year awards until completion of one full year at SJVHS (unless able to produce 4th marking period grades from previous school). Transfers midyear must produce marking periods 1 and 2.
- GPA based on SJVHS credits and quality points, but courses taken at previous school are counted in the graduation requirements.
- Only SJVHS grades will appear on the SJVHS transcript. Transfer students are responsible for providing their grades from previous school to the colleges.
- Parents/Guardians of athletes who are NCAA eligible are responsible for ensuring their academic eligibility is on track before transferring into SJVHS.

GUIDANCE SERVICES

Our Guidance Services are dedicated to a Catholic Christian Ministry for the school community and are based on the democratic concept of the dignity and worth of the individual; that each individual can develop, to the best of his/her ability, the capacity to solve one’s own problems and to make one’s own decisions.

We offer a full range of guidance services with special emphasis on college and post high school planning. We also coordinate services of local, state, and federal agencies for our students and parents. The basis for services at Saint John Vianney High School is counseling: counseling with individuals and counseling with groups. During counseling sessions, time is devoted to personal, career, and academic concerns.

Our goal is to have our graduates be self-sufficient and able to understand and deal confidently with the expectations of society. Please feel free to utilize our services at every opportunity. An integral part of our services is the management of information – information about careers, colleges or vocational and technical schools, information about

an individual student’s interests, achievements, aptitudes, and plans; information about local, state, and national sources of financial aid; and information about local and state resource agencies.

Guidance Services also include:

- A comprehensive testing program to evaluate students’ aptitude and talents. **The College Board number (CEEB#) for Saint John Vianney is 310568.**
- Meetings for all parents by grade levels.
- Updated webpage information about college representative visits, open houses, available scholarships, and career highlights.
- *Scoir*, which is a web-based guidance management system that can collect, organize, and analyze detailed information about a student’s post- secondary plans to help students and families make better decisions.

CREDIT WITHDRAWAL / CREDIT RESTORATION

Students who surpass the maximum ten (10) absences in a course will have their credit withdrawn and will receive a “W” on their report card if they are earning a passing grade. If they are failing the course, they will receive an “F” on their report card.

To avoid withdrawal of credit due to excessive absences, parents may be required to attend a meeting with the student’s guidance counselor once the student’s absences exceed five (5) in a course or Term. As soon as the student attains his/her 10th absence in a course, the Guidance office will notify the student and parent(s)/guardian(s) of the withdrawal of credit. Parent(s)/ guardian(s) will receive written notification from the Guidance Office in the mail. The student, upon credit being withdrawn, may appeal to the Attendance Appeals Committee to have the credit restored via the following procedures:

- Student must file the “Appeal for Credit Restoration” form with their counselor.
- Counselor will submit signed appeal to the Committee.
- Committee will rule on appeal, either Credit Withdrawn (student must attend summer school or tutoring) or Appeal Honored.
- Student, parent(s)/guardian(s), counselor, Administration, and appropriate teachers will be notified of Committee’s ruling. Credit may be restored before grades are officially processed.

GRADING SYSTEM & POLICIES

A+ = 98 - 100	B+ = 87 - 89	C+ = 78 - 79	D+ = 72 - 73
A = 93 - 97	B = 83 - 86	C = 76 - 77	D = 70 - 71
A- = 90 - 92	B- = 80 - 82	C- = 74 - 75	F = 0 - 69

The year is divided into two terms or four nine-week marking periods. Students take four courses each eighteen weeks, or half year. Final grades are determined by the marking period grades and final exam of the term just completed. Courses are taught eighteen (18), or thirty-six (36) weeks. In general, courses are completed in 18 weeks or two marking periods.

REPORT CARDS

When a marking period ends, parents can check Power School for marking period grades. Refer to the school calendar for marking period closing dates. Power School may be inactivated until all obligations have been met. Obligations may include tuition, textbooks, computer equipment, athletic uniforms, Dean's Office, etc.

PROGRESS REPORTS

Parents should log onto Power School frequently to check their child's current status throughout each marking period. SJVHS does not send progress reports.

NON-CUSTODIAL PARENTS

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information on the academic progress of their child/ren unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

N.B. Parents must sign and date a statement that they read the school handbook and agree to be governed by it. This form is to be collected at the beginning of the school year and kept on file.

PASSING REQUIREMENTS

"D" is the lowest grade a student may receive in order to meet the passing requirements. A grade below "D" means that a student is failing to do most of the required course work. Any student who does not complete all required course work will receive a grade of "I" (Incomplete). Students must submit all "incomplete" work to the course teacher no later than two weeks after the end of the marking period in which the grade of "Incomplete" was earned. Failure to meet this deadline means the student can receive a grade of "zero" (0) on all missing work. The student's final grade for the Marking Period (and/or Term) will be determined with the "zero" (0) grades included.

CLASS RANK

Saint John Vianney High School does not publish class rank.

VIRTUAL LEARNING

No student who participates in virtual learning for one full term or more during their time at SJVHS will be considered for Valedictorian or Salutatorian. Virtual learning must be an entire term and must be supported by medical documentation.

WEIGHTED COURSES

Students on Home Instruction for extended periods of time will receive a non-weighted grade.

N.B. Attendance in Honors, AP, Dual Enrollment and/or ECA courses is mandatory in order for a student to receive a weighted grade.

HONOR ROLL AND HONOR ROLL AWARDS

An Honor Roll will be posted following each marking period. The Honor Roll will consist of two categories:

Honor Roll of Distinction: Straight "A's" in all subjects.

Honor Roll: A's or B's in all subjects.

Awards for Honor Roll of Distinction and Honor Roll will be given at an annual Awards Ceremony to all students who have attained Honor Roll for the first three quarters of any current year, and the 4th quarter of the previous year at SJVHS. Honor roll is based on the semester grade. Senior honor roll is counted as 4th quarter in Junior year and all 4 marking periods in Senior year.

N.B. Any student who has an incomplete grade for the marking period and does not make up the work within two (2) weeks may not be eligible for the Honor Roll, regardless of the mark he/she receives for the course.

COURSES TAKEN OUTSIDE SJVHS REGULAR SCHOOL DAY FOR ENRICHMENT

Courses taken outside of SJVHS must be approved by the administration in advance of registering for the course. Courses taken outside of SJVHS cannot fulfill core requirements unless they are remedial courses or approved in advance by the administration. Enrichment courses are the result of 60 hours with a certified teacher or a full credit college course. The resulting grade will be entered on the Permanent Record but not computed for GPA as an additional course. This course will not be counted to meet prerequisites of other courses.

COURSE QUALITY POINTS AND AVERAGES

For the purpose of calculating GPA's, numbers are assigned to the letter grades earned as follows:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4	B = 3	C = 2	D = 1
A- = 3.6	B- = 2.6	C- = 1.6	F = .0

A.P. and Dual Enrollment Courses:

All quality points are increased by .7 units.

If a student does not take an AP exam, the .7 units weighting will be removed from the transcript, and the student will then receive the .5 weighting given for an honors course. *DE students must not exceed 3 absences per college/university requirement to receive credit for a course.*

Students may not add or switch to Dual Enrollment (DE) courses for Term 1 after July 1st of the academic year. Students may not add a Term 2 DE course after October 15th of the academic year.

Honors Courses:

All quality points are increased by .5 units.

INCOMPLETE WORK: The student will receive an “Incomplete” only through the Guidance Office with permission of the Guidance Director. This will be given in place of a grade only in the case of an extended absence for illness (more than one week) and only if that absence has interfered with the completion of course requirements. **Students must submit all “incomplete” work to the course teacher no later than two weeks after the end of the marking period in which the grade of “Incomplete” was earned. Failure to meet this deadline means the student can receive a grade of “zero” (0) on all missing work. The student’s final grade for the Marking Period (and/or Term) will be determined with the “zero” (0) grades included.**

MEDICALLY EXCUSED: A student must submit, to the school nurse, a statement from a physician excusing him/her from Physical Education for a specified time interval. During this time, the student will take Health with the regular class. While the student is not able to participate in physical activity, he/she will follow the protocol established by the Physical Education/Health Department and be present with his/her class unless otherwise stated under the protocol. **If a student has a doctor’s note to alter the dress code, the student may not participate in extracurricular activities, including sports.**

STUDENT ABSENCES: *FAMILY HOLIDAYS THAT INTERFERE WITH A STUDENT’S ATTENDANCE IN SCHOOL ARE TAKEN AT RISK TO THE STUDENT. IT IS PARTICULARLY DIFFICULT BECAUSE OF OUR INTENSIFIED BLOCK SCHEDULING. THE ADMINISTRATION FEELS STRONGLY THAT TEACHERS ARE UNDER NO OBLIGATION TO GIVE EXTRA TIME AND ATTENTION TO A STUDENT WHO HAS BEEN ABSENT FROM SCHOOL BECAUSE OF A VACATION. DE students must not exceed 3 absences per college/university requirement to receive credit for a course.*

HOMEWORK ASSIGNMENTS: If a student knows beforehand that he/she will be absent from school for a medical reason, the student is responsible for notifying each subject teacher in advance. If a student is ill and it appears that three or more school days will be missed, the parent/student should check the teacher’s Canvas page for assignments that are due during this time. If a student is absent for an extended period of time (3 consecutive days or more due to illness), the parent should contact the Guidance Office so that arrangements can be made for Home Instruction.

HOME INSTRUCTION: Home instruction is provided by the state to students who will be out of school for an extended period of time due to illness. Students must submit a doctor’s note to the Guidance Office with a specific diagnosis. Approval for home instruction is determined by MOESC.

EXAMINATIONS: Final exams/projects are an integral part of the learning process. These examinations/projects are administered on the days listed in the Calendar. Final exam grades comprise 15% of the final average grade. Final exams or projects are required for all students, except for any student who has failed both marking periods or his/her family has outstanding financial obligations; that student will **not** be allowed to take his/her final exam. **All students, including seniors, in Advanced Placement courses must take their AP exams. Students enrolled in an AP course(s) must register for the exam by November 2023. Failure to pay and sit for the exam will lead to a failure grade for both terms of the AP course, and a \$40.00 cancellation fee must be paid. The course failure will be calculated into the student’s GPA.**

FINAL EXAM EXEMPTION POLICY

Grades 9, 10 and 11 – Term 1: A student with an A (93-100) when averaging MP1 and MP2 in a course, and with less than three disciplinary infractions in Term 1, may request to be exempt from **one** final exam.

Term 2 Final Exam: A student with an A (93-100) when averaging MP3 and MP4 in a course, and with less than three disciplinary infractions in Term 2, may request to be exempt from **one** final exam.

Grade 12 – Term 1: A senior with an A (93-100) when averaging MP1 and MP2 in a course, and with less than three disciplinary infractions in Term 1, may request to be exempt from a final exam.

Grade 12 – Term 2: A senior with an A (93-100) when averaging MP3 and MP4 in a course, and with less than 3 disciplinary infractions in Term 1, may request to be exempt from a final exam. Seniors may request to be exempt from up to four (4) final exams per term, if the student meets the A average and has less than three disciplinary infractions.

Students, including seniors, who are enrolled in courses that have projects or essays as their final assessments, and meet the prerequisites listed above, must complete the project and or essay before the date of the final exam. The student does not have to be present on the day of the final exam, but the grade on the project or essay will be counted as the final exam grade.

Students enrolled in Advanced Placement courses do not have final exams, but they must take the AP exam(s). Students who are enrolled in Dual Enrollment courses with either Brookdale Community College, Seton Hall University, Georgian Court University, or University of Delaware, along with the ECA students, must comply with the exam policy of the college or university, as followed by SJVHS.

During exam days, SJVHS has an OPEN CAMPUS which means students are only required to be at school during the exam block.

FAILURE AND REMEDIATION: Every opportunity is provided to enable the student to perform satisfactorily in all courses. Remediation because of failure may occur either by attending an approved summer school, an approved virtual high school program, or private tutoring with a certified tutor in the course or repeating the course in the next school year. Students have the opportunity to make up two failed courses over the period of four years during the regular school calendar. If the course is not offered in an approved summer school, or special circumstances warrant, the Guidance Director will determine an appropriate replacement for the course.

Any student who fails three (3) subjects in a term may be asked to withdraw from Saint John Vianney High School. Three (3) or more failures in senior year, regardless of the number of credits, may prevent a student from receiving a diploma.

ACADEMIC PROBATION: Any student who fails one or more courses at the end of a Term will be placed on Academic Probation. Failure of one course results in Academic Probation for the succeeding Term. Failure of two or more courses results in Academic Probation for the succeeding two Terms. Students who are placed on Academic Probation and fail one or more courses during the probation period may be asked to withdraw from Saint John Vianney High School. Please refer to the Academic Honesty and Integrity policy. Any student who fails a course may be mentored by a staff member.

REQUIREMENTS FOR GRADUATION

All students must carry a full schedule.

To graduate from our School, students must acquire 150 credits*. Students are required to complete an approved course of study* which includes the following disciplines and credits:

Theology - 4 *	Physical Ed/Health - 2 **	To Advance to 10th Grade – 35 credits
English - 4	Lab Science - 3	To Advance to 11th Grade – 70 credits
Mathematics - 3 (thru completion of Alg. II)	U.S. History - 2	To Advance to 12th Grade – 110 credits
World Language – 2 ***	World History/Cultures - 1	To Graduate – 150 credits

*May vary for transfer students.

**PE requirement may vary for AP/ECA students.

The privilege of receiving a diploma is reserved for those who have fulfilled all the requirements for graduation. Seniors need to have accumulated 150 credits in order to graduate from SJVHS. Likewise, a senior who fails a course in his/her last term but has sufficient number of credits (150) will be permitted to participate in the graduation ceremony but will not receive a diploma until the failure has been

cleared. In order to earn a diploma from SJVHS, a student must be enrolled full-time in his/her senior year and be taking a full schedule of approved SJVHS courses. All seniors must pass both marking periods in Term 2 in order to complete requirements for a diploma. Students may not take outside courses to graduate early.

At the Graduation ceremony, students are not allowed to decorate their caps, and can only wear issued SJVHS regalia at graduation.

COMMUNITY SERVICE HOURS FOR SENIORS: Seniors must complete 30 hours of community service during grade 12, and hours must be documented and approved by the administration during the 2023-2024 school year.

COLLEGE ADMISSIONS: All colleges are looking for candidates who have pursued the most rigorous program of studies that is available. Naturally, each college and each major have its own specific requirements, but the list below with designated content area courses can be used as a base on which to plan. All students who apply to colleges will have the minimum. It is best to offer more.

English - 4	Lab Science - 3	Electives - 3 (English, Social
Social Studies - 3	World Language - 2	Studies, Mathematics,
Mathematics - 3		Science, World Languages)

**COURSE FAILURES AND ELIGIBILITY FOR
EXTRA-CURRICULAR ACTIVITIES**

1. Student eligibility for extra-curricular activities will be reviewed at the end of each marking period by the Director of Guidance, Athletic Director, and Counselors.
2. Any student who fails more than one course at the end of Marking Period 1 (quarter grades), Term 1 (final grades), Marking Period 3 (quarter grades), and/or Term 2 (final grades) will be ineligible to participate in any extracurricular activity from that point forward until the ineligibility is satisfied. For 1st marking period multiple failures, this date is March 1st of the current school year. For 1st term and/or 3rd marking period multiple failures, this period extends until the end of the current school year. For 2nd term multiple failures, students must make up credits over the summer of the same school year in order to be eligible for activities. *Rules may vary for transfer students.*
3. Students who are found to be ineligible for participation will begin their ineligibility on the first day of the new marking period.
4. In Addition: In order to be eligible for any extracurricular activity for the first marking period of the succeeding year, a student must have passed by the end of freshman year-35 credits, sophomore year-70 credits, and junior year-110 credits by September 1st of the new school year.
5. All athletes must adhere to all School, Conference and State regulations with regard to "fair play". Any athlete that is disqualified by an official must adhere to all state guidelines with regard to the suspension. At the Varsity level, the school will match the state's suspension (1 game from state = 1 additional game from school, 2 games from state = 2 additional games from school, etc.)
6. If a student is failing 2 or more courses during a marking period, the student may NOT go on field trips.

COURSE SELECTION POLICY

Every effort is made to provide curriculum offerings that will meet both the academic and personal interests of the student. Counselors, teachers and administrators assist the students in selecting courses which are most beneficial for them. Parents must approve the course selection and are encouraged to provide assistance to their children in the selection of their courses. In order to facilitate the educational process and avoid confusion and delays in the Fall, the following policies are established:

1. Any requested change in a student's selected courses must be made when the course selections are given to the student for parent's signature. The typical changes that are made:

- a. When a student fails a pre-requisite course, and the selected course cannot be taken.
 - b. When a student fails a course and needs to make up the course for credit.
 - c. When a student has been misplaced in a course.
2. If, because of failure in a pre-requisite course, the selected course cannot be taken, a conference with the Guidance Office must be scheduled within two weeks of failure notification in order to discuss the student's status at Saint John Vianney High School and to revise course selection. Once the school year starts, any change must be approved by the student's Guidance Counselor and Department Chairperson for courses involved.
3. All requests for schedule changes must be made through the Guidance Office. **All schedule changes for Term 1 must be completed during the first full week of school. All schedule changes for Term 2 must be completed during the first full week of that term.** Thereafter, any changes which are in the best educational interests of the student will be permitted with administration and Director of Guidance approval. Incoming freshmen requesting placement in Advanced Math courses will be tested soon after their acceptance into Saint John Vianney High School. A student demonstrating competence on the Departmental Exams will be scheduled for one of the advanced courses.

All students taking dual enrollment courses must register with the college and pay the enrollment fee to the college by the date set forth by the college.

TUITION POLICY

Parents have three (3) payment plan options for tuition payment at Saint John Vianney High School. (All plans are processed through Facts Management Company: and Smart Tuition):

- **Option 1** – The entire tuition must be paid no later than May 20th for the coming academic year, entitling you to a discount.
- **Option 2** – Two (2) equal payments are automatically deducted from your bank account with 1/2 due in June and 1/2 due in November.
- **Option 3** – Ten (10) equal payments are automatically deducted from your bank account beginning in June and ending in March. All plans are processed through FACTS Management Company.

THESE ARE THE ONLY PLANS AVAILABLE - NO EXCEPTIONS CAN BE MADE. NO PAYMENTS WILL BE ACCEPTED AT THE SCHOOL.

Penalties for late payments:

- An additional fee will be charged to your account by the receiving bank.
- Falling two (2) months behind in payments will **REQUIRE YOU TO APPEAR BEFORE THE TUITION REVIEW BOARD, AND YOUR CHILD WHO IS A STUDENT AT SJVHS WILL BE PLACED ON ADMINISTRATIVE SUSPENSION AND UNABLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES.** In addition, report cards, diplomas, and transcripts will be withheld, students will not be able to take final exams, and PowerSchool will be blocked, until all financial obligations have been satisfied.
- Any failure to meet the tuition obligations CAN result in your child not being permitted to attend classes. Until all financial obligations with respect to the student have been satisfied in full, the School will have no obligation to transfer credits, grant a diploma, or release interim or end- of-year records or transcripts. Also, SJVHS reserves the right to use collection agencies and other legal means to collect unpaid tuition.

WITHDRAWAL

The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the School reserves the right to require the parent to withdraw his/her child. This is a very serious decision that is not made lightly. Any student who wishes to transfer from SJVHS during the school year must follow this procedure:

1. The student's parents must sign a "Request for Transfer Form" before records can be released.
2. All outstanding debts must be paid before the student's records will be released.
3. All school property — library books, state books, tablets, ID Cards, athletic uniforms, etc. — must be returned.
4. The hall locker and gym locker must be thoroughly cleaned and emptied.
5. The "Request for Transfer Form" must be signed by all the appropriate school staff and returned to the Admissions Office before transcripts can be released.

The following tuition schedule will apply if the student withdraws:

Withdrawal Date:	From 6/15/23 - 9/2/23	25% of Tuition is payable to SJVHS
	From 9/2/23 - 11/1/23	50% of Tuition is payable to SJVHS
	From 11/1/23 - 1/1/24	75% of Tuition is payable to SJVHS
	After 1/1/2024	100% of Tuition is payable to SJVHS

NO EXCEPTIONS WILL BE MADE! The same tuition schedule applies to students who are asked to withdraw or who withdraw to avoid expulsion.

The student's records will NOT be forwarded to the next school until all the above has been satisfactorily completed.

NO REFUND IS ISSUED ON FEES PAID TO SAINT JOHN VIANNEY HIGH SCHOOL

Saint John Vianney High School advises parents to defer transferring a student until the work of the current semester is completed for the good of the student and in consideration of both schools involved. Those students transferring at the end of the school year should notify the school as early as possible and obtain a Request for Transfer Form from the Admissions Office during Final Exams.

LIBRARY MEDIA CENTER (LMC)

A well-used Media Center is the hub of the school's academic endeavors.

Media Center Hours: Monday through Friday, 7:30 AM - 3:00 PM

LIBRARY MEDIA CENTER GUIDELINES

1. Digital Resources are available 24/7 through links on the SJVHS webpage (SJV Library Collections). Please contact the Media Specialist for assistance with remote access.
2. Most books may be checked out for two (2) weeks and may be renewed after the librarian has approved the renewal.
3. Reference books and periodicals **do not** circulate out of the Media Center.
4. A fine of ten cents per day will be charged for overdue books.
5. No pupil owing a fine may borrow another book until the fine is paid.
6. All damaged and lost books must be paid for by the person to whom the book was charged.
7. Lost books should be reported to the Library Media Center

immediately. Fines stop when the lost book is reported.

8. **No food, drink, or gum is permitted in the LMC.**

COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Saint John Vianney High School is equipped with state-of-the-art technology for all students. The SJVHS campus is hard-wired and wireless for computer and Internet access. Our students are taught the proper use of their hardware and software. Their use is supervised by the faculty, staff, and administration. In our one-to-one tablet PC environment, our students are expected to follow established procedures and policies, defined by the SJVHS administration, on hardware, digital and Internet use. SJVHS's technology policy statement complies with the Diocese of Trenton's Acceptable Use Policy Statement. A contract regarding the student's use, responsibility, and obligation of this equipment is signed by the student, parent/guardian, and principal during the SJVHS registration process. This contract is binding for the duration of the student's enrollment at SJVHS. **All students are responsible for:**

1. the care of their tablet PC. Any damage determined to be malicious will incur a fine to cover repairs.
2. backing up their files to cloud storage as provided by SJVHS.

NURSING SERVICES

All students coming to the Nurse's Office must have a pass from the teacher whose class they are leaving.

- All extended gym excuses require a doctor's certificate. If a student is medically excused from PE, the student may not participate in physical extracurricular activities, including sports.
- No student is permitted to visit the medical suite during change of periods.
- No student will be admitted to the suite at any time without a pass, except in cases of emergency.
- Students must see the nurse for early dismissals due to illness, i.e., students become ill during the school day. They **may not** use cell phones to contact parents or designated emergency persons, requesting those persons take them out of school for early dismissals because of feeling ill. Failure on a student's part to follow this regulation may result in disciplinary action through the Dean's Office.
- If it is determined that the student is to go home, the parent will be contacted. Arrangements for the transportation home are the responsibility of the parent(s) or guardian(s). The person picking up the student must sign out the student. If the student is a driver, the school must have verbal permission from a parent before the student may drive home.

All new students are required to have a physical by their private physician. No student will be admitted unless physical forms and immunizations are complete and up to date.

N.J. State Guidelines for the Administration of Medications in School Medication that is required four (4) times a day or more may be given at school. Any medication that is given less than four times a day should be given at home. The parent or guardian must complete a medication form for the administration of the prescribed medication at school (available in the Nurse's Office). The second portion of the form must be completed by a private physician.

Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, time of administration, and the side effects.

The medication must be brought to the school in the original container, appropriately labeled by the pharmacy. Please send in only the amount needed for school hours. Students who use an epi-pen or asthma inhaler must have the self-medication form signed by their doctor stating they are capable of, and instructed in, the proper self-administration of the medication. The student should carry the medication at all times.

POLICY REGARDING ATHLETIC PHYSICALS AND INJURIES

- All completed SJVHS Athletic Physical Examination forms should be handed in to the school nurse by the deadline date in order to be eligible for the first day of tryouts. A new physical is required for each school year. Please make a copy of the completed form for your own records. Student athletes must register on **"Big Teams"** for sports. Check the SJVHS website under "Athletics" for instructions and current info.
Fall-7/31/2023 Winter-10/15/2023 Spring-2/15/2024
- The nurse will issue clearance when all the proper paperwork is complete, and the process is concluded.
- No student may participate in any sport including tryouts and practices without being cleared by the nurse.
- A health history update is required by NJSIAA for those students trying out for subsequent sports in a school year. This update must be signed by a parent/guardian stating there is no change in status since the physical.
- If an injury or illness requiring medical attention occurs, or if a medical treatment, procedure, or surgery is performed, the athlete is automatically ineligible for further participation.
 - The athlete is to report to the nurse and the athletic trainer with the doctor's note on the day the student returns to school.
 - If an injury occurs during the athletic activity, the coach will submit the report to the nurse's office and trainer.
 - After the coach completes a report, the athletic trainer will issue Insurance forms. **DO NOT SEND DOCTOR BILLS TO THE SCHOOL.**
 - The student will be ineligible to participate until a doctor's note stating that the student may resume competitive sports and the date is submitted.
 - Any medical evaluation for any injury requires a clearance note. This note is required even if the doctor says the student can return the same day. Only then will the student be cleared to return to the sport.
- Any family seeking medical care of any kind must stay "In Network" for all school-related injuries. If you choose to use a physician or medical service "Out of Network" you will be responsible for all out-of-pocket expenses. If you stay "In Network" the Diocese of Trenton (NOT SJV) has secondary insurance for students taking part in school-sanctioned activities. If you, the family, chooses to go "Out of Network", the Diocese of Trenton's insurance will NOT pick up any costs.

THE SCHOOL SCHEDULE

A block schedule creates a longer block of time for instruction. The 4x4 schedule enrolls students in four courses that meet every day for 90 days. Year-long courses are completed in oneseester.

STATE BOOKS

Textbooks for most courses are on loan to the students from local Boards of Education. Each student is responsible for each book received and must return the book at the completion of the course.

Please note the policy for book returns:

- State books must be covered at all times. (**Book socks are not allowed as they damage book bindings!**)
- Full payment is required to replace lost books.
- Damage fees are charged for books returned in poor condition.

STATEBOOKS FOR EACH COURSE MUST BE RETURNED WHEN THE FINAL EXAM FOR THE COURSE IS TAKEN. Once the exam has concluded and the book has not yet been handed in, it is considered LATE, AND A \$10.00 LATE FEE IS ASSESSED. LOST BOOKS must be paid for in full when the final exam is taken. If payment is not made before the exam concludes, a \$10.00 LATE FEE must be added to the cost of the missing book.

Report cards, access to Power School, diplomas, and transcripts will be withheld for any student whose book return remains unsettled.

BELL SCHEDULES (As of 9-1-2023)

"A" Schedule		
Regular Day-Mon thru Thurs		
74 Minutes		
Warning Bell	8:01	
Block 1	8:05	9:19
Block 2	9:23	10:37
LUNCH-1 st Floor	10:37	11:07
Cleaning	11:07	11:22
LUNCH-2 nd Floor	11:22	11:52
Warning Bell-Bk 4	11:47	
Block 4	11:52	1:06
Block 5	1:10	2:24

"A" Schedule		
Regular Day-Friday Only		
70 Minutes		
Warning Bell	8:01	
Block 1	8:05	9:15
Block 2	9:19	10:29
Snack in Class	10:29	10:42
Block 4	10:46	11:56
Block 5	12:00	1:10
Student Dismissal		1:10
LUNCH		
Buses leave on time @		2:30

"B" Schedule		
Half Day		
63 Minutes		
Warning Bell	8:01	
Block 1	8:05	9:08
Block 2	9:12	10:15
Block 4	10:19	11:22
Block 5	11:26	12:29

"C" Schedule		
Liturgy/Assembly-Mon thru Thurs		
55 Minutes		
Warning Bell	8:01	
Block 1	8:05	9:00
Block 2	9:04	9:59
Liturgy/Assembly	10:05	11:05
Return to Class	11:10	11:15
LUNCH-1 st Floor	11:15	11:45
Cleaning	11:45	12:00
LUNCH-2 nd Floor	12:00	12:30
Warning Bell	12:25	
Block 4	12:30	1:25
Block 5	1:29	2:24

"C" Schedule		
Liturgy/Assembly-Friday Only		
52 Minutes		
Warning Bell	8:01	
Block 1	8:05	8:10
Liturgy/Assembly	8:15	9:15
Block 1-Snack	9:20	9:30
Block 1	9:30	10:22
Block 2	10:26	11:18
Block 4	11:22	12:14
Block 5	12:18	1:10
LUNCH	1:15	2:23
Student Dismissal		1:10
Teacher Dismissal		1:20

2-Hour Delayed Opening		
Snow/Emergencies		
43 Minutes		
Warning Bell	10:01	
Block 1	10:05	10:49
Block 2	10:53	11:37
LUNCH-1 st Floor	11:37	12:07
Cleaning	12:07	12:22
LUNCH-2 nd Floor	12:22	12:52
Warning Bell	12:37	
Block 4	12:52	1:35
Block 5	1:39	2:22

FIRE DRILL PROCEDURES AND OTHER EMERGENCIES

STUDENT RESPONSIBILITIES:

1. A fire drill is in progress from the first sound of the fire alarm until the P.A. announcement stating that the drill has been officially concluded.
2. **Absolute silence must be maintained throughout the drill from beginning to end.**
3. Follow directions (as posted in each classroom) for exit to be used. Leave the room in single file unless otherwise directed by a teacher or member of the staff.
4. Remain in single, orderly lines on the stairs in order to ensure a speedy exit and to avoid congestion at the exits.
5. Once outside, remain grouped as a class at least 100 feet away from the building and facing away from the building. Attendance will be taken by the teacher.
6. When the signal is given, re-enter the building using the same exit/entrance which was used to leave the building, unless otherwise directed.
7. Maintain single, orderly lines on the stairs and/or at exits when re-entering the building.
8. Once inside the classroom, remain seated in absolute silence until the fire drill is officially concluded.
9. Violations of the above regulations may result in disciplinary action through the Dean's Office.

GENERAL DIRECTIVES

1. Students who are with the Nurse, Librarian, Guidance Counselors, Campus Minister, etc., will be supervised by these members of the staff for the duration of the drill.
2. Teachers and/or members of the staff who are not in a classroom at the sound of the alarm should check bathrooms before leaving the building and close any windows or doors in the area. All lights should be turned to the OFF position.
3. Gym teachers who are in class (the Gym) at the sound of the alarm should check the locker rooms before leaving the building.

LOCKDOWN

IN THE EVENT OF AN OFFICIAL LOCKDOWN, SAINT JOHN VIANNEY HIGH SCHOOL WILL FOLLOW THE INSTRUCTIONS OF OUR LOCAL, COUNTY, STATE, AND FEDERAL OFFICIALS.

INCIDENT REPORT

A student who has an accident in school, on his/her way to or from school, by bus or walking, or while engaging in a school activity away from school, must notify the teacher or other person in charge of the nature of the accident and the time and manner in which it happened as soon as possible. "Incident Report" forms are available in the Nurse's Office.

CHANGE OF ADDRESS

Any change of address, marital status, home/cell business telephone numbers, emergency contacts if a parent cannot be reached (name, cell phone number) or change of parish that occur during the year are to be reported to Staci Shalkowski via email sshalkowski@sjvhs.org. Address changes can also be made on the SJVHS website behind the Parent Portal. For changes in **marital status**, please email Staci Shalkowski the name, address, home/cell telephone numbers and email address, if additional mailings are needed by this person.

STUDENT IDENTIFICATION CARDS

All students are issued an ID card that **must be worn around the student's neck at all times**. Failure to follow this will result in disciplinary action by the Dean of Students. Students must also carry the card with them at all after-school activities and be able to produce it if

asked to do so. At any time during the school day or at after-school activities, a student may be asked to present an ID card to a member of the staff and is obliged to comply with such a request. A lost ID card and/or lanyard must be reported by the student to the Dean's Office. Replacement costs for these are:

Office. Replacement cost for these are:

I.D. Card – \$10.00 Lanyard – \$5.00

STORMY WEATHER

- Channel NJ 12 TV STATION ANNOUNCES OUR CLOSINGS.
- SJVHS sends out automated phone calls, and email messages, to all families, students, and staff. If you need to repeat the automated phone call that you received, call **844-224-7995** then press 1, but you must call from the phone number that the original call was made from because the system identifies the message and you by your phone number.
- The SJVHS webpage, "Alert" section at the top of the Homepage, announces the details of School closings.

When roads begin to get hazardous around Saint John Vianney High School, we may dismiss students who drive (with their passengers) earlier than bussed students because the transportation companies do not fall under the jurisdiction of our School.

STUDENT DRIVING AND PARKING REGULATIONS

Licensed drivers shall be permitted to drive their car to school. Each student who drives a car to school must register it with the Dean's Office. The school is NOT RESPONSIBLE for damage to any car or the contents of any car.

1. At the time of registration, the following conditions must be met in order to obtain a parking permit for the school year:
 - a. A valid N.J. Driver's License and Vehicle Registration for the current year.
 - b. Proof of insurance of car which is being registered and name of insurance company.
 - c. Payment of non-refundable \$30.00 Registration Fee.
 - d. Students must return the SJVHS Parking Lot Rules & Regulations sheet to the Dean's Office signed by both the student and a parent/guardian.
2. Students parking on school grounds without properly registering their car shall be subject to a \$10.00 fine and/or removal of their vehicle from school grounds at the owner's expense.
3. **SPEED LIMIT AT ALL TIMES IS NOT TO EXCEED 15 mph.** A fine of \$10.00 will be issued for speeding violations.
4. Students driving their car to school must park in the student section of the parking lot.
5. A Saint John Vianney High School registration sticker must be displayed on the left rear window (driver's side).
6. Reckless or careless driving will not be tolerated. A student who is in violation of these rules is subject to a fine of \$10.00 and/or disciplinary actions.
7. The Dean's Office is to be notified if a different car is brought to school.
8. Students are required to obey and follow all one-way signs posted and directional arrows.
9. Students are not allowed to park in faculty parking areas, in fire lanes, in visitor parking areas, and in front of the school building.
10. Students are required to make complete stops at all marked stops.
11. Driving from school grounds during school hours without permission is **not** permitted.

12. Failure to comply with any parking lot regulation will result in:
 - a. **First offense** - Fine of \$10.00
 - b. **Second offense** - Towing at owner's expense
 - c. **Third offense** - The removal of the student's driving and parking privileges at SJVHS
13. All New Jersey Motor Vehicle Laws are enforced by Holmdel Township Police. They are empowered to write traffic summonses on school property.

Students are reminded that the parking lot is "OFF LIMITS" during regular school hours unless permission is obtained from the Dean's Office or a member of the Administration.

FIELD TRIPS

1. Students whose Daily Attendance Record reflects a number of absences approaching the limit per semester will not be permitted to participate in the trip.
2. Students whose conduct record reflects frequent infractions of the student conduct code of behavior will not be permitted to participate in the trip.
3. Students will be required to arrange for transportation home if the trip concludes after normal school hours.
4. Students will be responsible for submitting a signed **PARENTAL APPROVAL FORM** and making payment for the trip by the date requested.
5. Students will be required to follow the **DRESS CODE** stipulated for the trip.
6. All students scheduled to attend a retreat **must** attend the retreat. Students who choose not to attend will receive an unexcused absence.
7. Failure to meet any of the above requirements will bar the student from participating in the trip.
8. Students who are failing two (2) or more courses during a marking period may NOT be permitted on a field trip.
9. Medical students must be medically cleared by the Nurse.

TELEPHONES

If a student needs to use the phone for any reason, he/she must report to the Dean's Office or the Main Office for permission. Please refer to our cell phone policy found in the Discipline section of this Handbook.

We ask parents to recognize our obligation to interrupt classes as little as possible during the school day.

PLEASE DO NOT CONTACT (CALL OR TEXT) STUDENTS DURING THE SCHOOL DAY

IF THERE IS AN **EXTREME EMERGENCY**, PLEASE CALL THE MAIN OFFICE. The Main Office does not have a messenger service. Please limit visits to the main office for forgotten items as it disturbs the classroom learning environment.

VISITORS

1. All visitors **must** report to the Main Office to register for a visitor's badge with one of the main office assistants.
2. No unauthorized persons are to walk through the halls or interrupt classes. This also applies to after school hours.
3. Students are not permitted to bring visitors into school during class time for any reason.

USE OF BUILDING

Students are not permitted to remain in the building after school or to use any part of the facilities — such as the gym, stage, art room, computer, etc. — *unless under the direct supervision of a moderator or teacher who is present during the time the activity is taking place.*

STUDENT DINING ROOM – BREAKFAST & LUNCH TIME

1. All food or beverages must be consumed **only in the designated areas.**
2. Students must observe orderly lines that respect a first come, first-served principle. No cutting or being let in by friends.
3. Seniors may eat outside in the mall at the tables provided, weather permitting. Freshmen, Sophomores, and Juniors may not go outside the building.
4. Students must assume responsibility for the disposal of their own trash and for cleanliness of the table when leaving. Any violations will result in disciplinary actions.
5. Students must observe the cleanliness of chairs for other people's use by keeping their feet and food or drinks off these surfaces.
6. Students are forbidden to throw food, food containers, drink containers, paper, etc. Violations will result in disciplinary action.
7. Students are to respond courteously to requests and instructions of cafeteria monitors and personnel.
8. Food or drink is prohibited anywhere on the first or second floor of the academic wings.
9. No students may be beyond the senior plaza when outside during lunch time. The bleachers and ball fields are "OFF LIMITS."
10. Student lunch credit is to be paid back to the Dean's Office on the next school day. If credit is granted on a Friday, credit must be paid back the following Monday. Credit should be paid back to the Dean's Office only. Failure to pay lunch credit on the following day will result in an After School Detention.
 - 2nd Request – will result in a Saturday Detention
 No student will receive lunch credit if he/she has an outstanding or unpaid balance.

LOCKERS

The student lockers (hall and gym) are the property of Saint John Vianney High School and are on loan to the students. The school reserves the right to inspect such lockers. Pupils are to use only assigned lockers and are NOT TO GIVE LOCKER COMBINATIONS TO ANY OTHER STUDENT. Unauthorized locks (those not purchased from the school) may be removed.

Students are reminded that **THE SCHOOL CANNOT BE RESPONSIBLE FOR LOST OR STOLEN PROPERTY.** Do not leave personal property unattended or around the hallways. Be certain that locks are securely closed after each use. All lockers are to be completely emptied at the end of the school year, and free of any graffiti, or students **will be subject to a fine.** Damage to a locker could result in a fine and/or disciplinary actions.

Students are required to purchase a lock for their gym lockers.

DRESS CODE REQUIREMENTS 2023-2024

Students are expected to be in full dress code upon entrance to the school building each day.

The administration reserves the right to determine the appropriateness of any student's hairstyle, use of make-up, and/or jewelry.

Fads will be dealt with as they arise. **SCHOOL UNIFORMS MAY NOT BE MODIFIED FOR DRESS DOWN DAYS.**

If you have a doctor's note to alter the dress code, you may NOT be able to participate in extracurricular activities, including sports.

LACED NUBUCK SHOES OR LACED SPERRY SHOES SOLD AT FLYNNO'HARA ARE MANDATORY FOR BOYS AND GIRLS.

(Beige, Black, or Brown) See the school website for shoe details www.sjvhs.org

STUDENT I.D. TAGS ON LANYARDS WILL BE ISSUED AND MUST BE WORN AROUND THE STUDENT'S NECK AT ALL TIMES

YOUNG LADIES

- Required: Any combination of the following items. All must be purchased from FlynnO'Hara Uniform Company:**
 - Plaid Skirt (length should be 4" from the middle of the knee)
 - Khaki/Black Slacks
 - White/Black SJV Polo Shirt (must always be tucked in)
 - Khaki/Black Shorts (length should be 4" from the middle of the knee)
 - Approved School SJV Fleece/Sweater (must wear uniform shirt underneath)
- Required but not necessary to purchase from FlynnO'Hara:**
 - Solid White Oxford Blouse (must always be tucked in)
 - White, Gray, Black, or Gold T-shirt may be worn under the uniform shirt (No lettering on T-shirts)
 - Solid White/Black knee socks or crew socks are **mandatory** with skirts, or SJV logo socks.
 - Solid White/Black opaque tights may be worn underskirt
 - Solid White/Black socks **only** are required with pants/shorts or SJV Logo socks
- NOT ALLOWED AT ANYTIME:**
 - No thermals or t-shirts with any design or lettering under the blouse
 - No skirts rolled at the waistband or skirts/pants with cut off or slit hems
 - Shorts cannot be rolled or cut, and pants may not be cut into shorts (must be purchased from FlynnO'Hara)
 - No headwear may be worn or carried at any time
 - No "CROCS" of any kind
 - No sandals, clogs, slippers, or shoes without backs, heels, or toes, including "UGGS"
 - No sunglasses worn or carried
 - Body piercing shall be limited to the ear lobe (**NO GAUGE, BARS, EYEBROWS or NOSE PIERCINGS**)
 - No visible tattoos on students
 - Hoop earrings should be a maximum of ½" in diameter and be limited to three (3)
 - No two-toned hair color, **hair must be its natural color**
 - Headbands (only solid black, white, or beige are allowed)
 - No leggings, yoga pants, or tight-fitting sweatpants

Warm/Cold Weather

The SJVHS polo shirt from FlynnO'Hara may be worn from Labor Day to Thanksgiving, and from Easter Break through the last day of school. The oxford dress shirt/blouse must be worn from Thanksgiving until Easter break. FlynnO'Hara-SJVHS approved fleece, sweater, or blazer may be worn with the appropriate required shirt underneath (SJVHS Polo or button-down). Full zipper fleeces must be zippered half-way up.

SENIORS – THE SJVHS POLO SHIRT FROM FlynnO'Hara MAY BE WORN ALL YEAR LONG

N.B. Students on medical disability (i.e., crutches, casts, etc.) must dress appropriately, modestly, and neatly, with the approval of the Dean's Office. All medical disability notes should be given to the Nurse for approval prior to the start of the school day.

DISCIPLINE VIOLATIONS (INCLUDING DRESS CODE)

IF A STUDENT RECEIVES THREE (3) DEAN'S DETENTIONS (FOR ANY REASON) IN A TERM:

- The student forfeits dress down privileges for the remainder of the term, including special school activities, and is ineligible for exam exemptions.
- Every seven (7) disciplinary violations, detentions, or suspensions PER TERM will result in a Saturday Detention.

YOUNG MEN

- Required: Any combination of the following items. All must be purchased from FlynnO'Hara Uniform Company:**
 - Khaki/Black Cotton Pants/Shorts
 - White/Black SJV Polo Shirt (must always be tucked in)
 - Plaid School Tie
 - Approved School SJV Fleece/Sweater (must wear uniform shirt underneath)
- Required but not necessary to purchase from FlynnO'Hara:**
 - Solid White Oxford Dress Shirt (must always be tucked in)
 - BELTS** are required and must be plain black or brown
 - Shirts must be tucked into pants
 - Collar buttons must be buttoned
 - Long sleeve buttons must be buttoned
 - Long sleeve T-shirts are not allowed under short-sleeve polo/dress shirts
 - White, Gray, Black, or Gold T-shirt may be worn under the uniform shirt (No lettering on T-shirts)
 - Solid White/Black socks **only** are required with pants/shorts or SJV logo socks
- NOT ALLOWED AT ANYTIME:**
 - No thermals or t-shirts with designs or lettering under the uniform oxford or polo shirt
 - No pants worn below the hips
 - No headwear may be worn or carried at any time
 - No "CROCS" of any kind
 - No sandals, clogs, slippers, or shoes without backs, heels, or toes, including "UGGS"
 - No sunglasses worn or carried
 - Body piercing shall be limited to the ear lobe (**NO GAUGE, BARS, EYEBROWS or NOSE PIERCINGS**)
 - No visible tattoos on students
 - Shorts cannot be rolled or cut, and pants may not be cut into shorts (must be purchased from FlynnO'Hara)
 - No ponytails, faux hawks, Mohawks, or etchings (including eyebrows)
 - No nail polish of any kind
 - No two-toned hair color: **hair must be its natural color**
- Hair:** Must be worn at appropriate length and must be off the collar when at full length. No ponytails, man buns, or rattails of any type. The administration reserves the right to judge the appropriateness of any student's hairstyle.
- Young men must be clean shaven at all times.**

Warm/Cold Weather

The SJVHS polo shirt from FlynnO'Hara may be worn from Labor Day to Thanksgiving, and from Easter Break through the last day of school. The oxford dress shirt/blouse must be worn from Thanksgiving until Easter break. FlynnO'Hara-SJVHS approved fleece, sweater, or blazer may be worn with the appropriate required shirt underneath (SJVHS Polo or button-down). Full zipper fleeces must be zippered halfway up.

ATTENDANCE POLICIES

Prompt, regular attendance is essential to academic success. Parent(s)/guardian(s) are expected to foster these good habits in the student both for the benefit of students' current academic achievements and to encourage mature adult behavior in the future. Students may acquire up to ten (10) absences per school term and retain credit for missed classes. More than 10 absences in a particular class (exceptions are made for excused absences) will result in automatic withdrawal of credit for the course. **The student must be in class at least two (2) full blocks to be considered PRESENT for the day.**

Dual Enrollment students must not exceed 3 absences per college/university requirement to receive credit for a course.

ABSENCE FROM SCHOOL

On the day a student will be absent from school, a parent/guardian must call the Dean's Office (732-739-0800 ext. 124) between 7:30 and 9:30 AM and state the reason for absence. This call does not replace an absentee note presented to the Nurse's Office.

The absentee note must include the following information:

- Student's FULL name
- Reason for absence
- Exact date(s) of absence
- Parent/guardian signature

Records kept in the Dean's office must include the reason and frequency of absence. This information is often sought by college admission offices, possible employers, insurance agents, and law enforcement agents. Failure to present a valid absentee note immediately upon return to school will result in disciplinary action, as the student will be considered TRUANT on the day(s) he/she was absent from school.

TRUANCY

Students who are absent from school without the consent of a parent/guardian are considered TRUANT. No credit can be given in any course for work missed because of truancy. Specifically, a student will be considered truant in the following instances:

- Leaving the school grounds at any time of the school day before dismissal without the proper consent of a parent/guardian and/or member of the school Administration, including early dismissals and Christian Service.
- Failure to bring a valid absentee note for any day(s) of absence from school.
- Arriving late to school and failing to report to the Dean's Office immediately upon arrival.
- Failure to attend any or all regularly scheduled classes or mandatory school functions for unauthorized reasons.

Truancy is a serious act of misconduct, the consequences for which may be suspension. Repeated truancy may result in expulsion from school. Parent(s)/guardian(s) of truant students may be required to attend a parent conference to discuss the truancy.

LATENESS

Students who arrive to school or class after the Late Bell has rung are considered LATE. Students arriving late to school or class are responsible for arranging to make up any due assignments if they have an EXCUSED lateness. UNEXCUSED lateness will result in loss of credit for classes missed and/or due assignments.

- Students who are late and miss more than one-half of a class shall be considered absent from that class.
- Students arriving after 9:30 AM must have a note from a parent/guardian stating the reason for lateness.
- Lateness will be considered UNEXCUSED unless the student provides appropriate verification (i.e., official notes from medical or dental professionals, court officials, motor vehicle examiners) upon arrival. Parental notes are not accepted for unexcused lateness.

- Each term, the first three (3) lates, excused or unexcused, will be without penalty. Each succeeding lateness will be penalized as follows:

*4th Late – One lunch detention.

*5th Late – Two lunch detentions.

*6th Late – One lunch detention and one after school detention.

*7th Late – Three (3) hour Saturday detention.

Students must be in school two (2) full blocks in order to participate in extracurricular activities. Any student who arrives at school after 8:30 AM or who leaves school early because of illness or early dismissal must supply the Nurse with a physician's note in order to participate in any extracurricular activities on the same day.

Excessive lateness may result in disqualification from extracurricular activities.

EXCUSED ABSENCES

The only excused absences are field trips, Christian Service, remedial education, one (1) documented verified college interview (seniors only), medical excuses verified by physician's note, court appearances, funeral (immediate family), reception of sacraments (immediate family), the road test for a driver's license, and being sent home by the nurse who has determined that the student is too ill to remain in school. If a student uses his/her cell phone to call for an early dismissal, a detention will be assigned. **All notes for excused absences must be brought to the Nurse's Office within two weeks from the date of the student's return to school or the absence will not be excused.** Students will not be considered absent while participating in a school-sponsored activity. **Any days missed due to personal/family vacations will count toward the ten (10) unexcused absences.**

As the need arises, an appeals procedure allows a student's attendance record to be reviewed by the Attendance Appeals Committee to determine if extenuating circumstances affected his/her ability to attend school and if the absences may be considered excused. Documentation is required to support the absence(s) in such appeals, e.g. Physician statements, court appearance summons, etc. Appeal for restoration of credit form should be picked up in the guidance counselor's office, taken home to be signed by parents, and returned to the counselor.

EARLY DISMISSALS

All students requesting to be dismissed early during the school day **must present a note signed by a parent/guardian to the Dean's Office before 8:00 a.m. It is mandatory that all early dismissal notes are signed by a parent/guardian.** A parent/guardian should sign the student out of school at the requested time of dismissal. Students who drive to school may sign themselves out. Any student who leaves the school without being signed out will be considered TRUANT and may be suspended. Saint John Vianney High School recognizes the following situations which create legitimate need for early release from school **but will still count toward the maximum allotted ten days of absence:**

- **Appointment with Physician/Dentist** – A note from the physician or dentist on his/her stationery, prescription pad, or appointment card, may serve as verification of a scheduled appointment.
- **Driver's License Test** – Presentation of the Driver's Permit/License with date and time the test will serve as verification of the scheduled appointment.
- **Court Appearance** – Presentation of a court order/summons may serve as verification of a scheduled court appearance.

Students must be in school **two (2) full blocks** in order to participate in extracurricular activities. (Any student who arrives at school after 8:30 AM or who leaves school early because of illness or early dismissal must supply the Nurse with a physician's note in order to participate in any extracurricular activities on the same day.)

DISCIPLINE

Any actions or behavior deemed in violation or contrary to the teaching or mission of the Catholic Church by a student may lead to his/her dismissal from Saint John Vianney High School. We are here to educate the whole child through the lens of the Catholic faith. A positive and constructive working relationship between SJVHS and the student is essential to the fulfillment of the School's educational purpose. Therefore, the School reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if (1) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community; (2) a student, parent, guardian or other individual closely associated with a student fails to cooperate with the School or disregards or is unable to abide by these rules and regulations; or (3) the School determines that the continued involvement of a parent or guardian with SJVHS is not in the best interest of a student or the School.

The discipline code of the School has been designed to maintain order in the school so that each student and the entire student body can function properly. Our goal is to make each student aware that a breach of discipline affects him/her and the total group in some way. To counteract this negative effect, we hope to develop positive sanctions which will rectify the harm done to the individual or to the school group. The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. **The principal reserves the right to amend any policy of the school (including discipline) when it may become necessary.**

DETENTION

Any member of the faculty or staff may assign a detention to a student for misbehavior, such as, but not limited to, these offenses:

- Disrespect toward any member of the staff or another student.
- Any action which results in disruption of class/school activities.
- Loitering.
- Tardiness to school or class.
- Violation of the Dress Code. *
- Failure to report to the Dean's Office.
- Eating food or drinking beverages in Academic wings.
- Use/display of ear buds in the building during the school day.
- Minor defacing of school property.
- Bringing any electronic device to class; playing during class time.
- Inappropriate expression of affection. The Administration reserves the right to determine what appropriate and inappropriate expressions of affection are.

Guidelines for Detention:

1. The student must be given at least one week's notice before an after-school detention is to be served.
2. Any teacher may hold an individual classroom detention lasting up to one hour on any designated day, with 24 hours' notice.
3. Students who fail to report to a teacher's detention will be assigned two (2) detentions by the Dean's office.
4. A copy of the detention notice will be placed in the student's file in the Dean's Office.
5. If a student receives two detentions on the same day, one will automatically be moved to the next available date. The severity and/ or frequency of infraction(s) will determine the detention. **Lunchtime detentions:** 11:05 to 11:35 AM (no food, drink, or talking). Failure to appear results in an after-school detention. **After school detentions:** 2:35 to 3:35 PM. Students will report on time, in uniform, and with sufficient schoolwork for one hour.

*** Any student receiving 3 or more Dean's Detentions (including Dress Code violations) will not be exempt from his/her exams.**

SATURDAY DETENTION

A student is required to report to school on Saturday morning for detention for continued infractions of acceptable student behavior. Saturday detention will be 3 hours long. (Time to be determined). Students are required to pay \$10.00 upon entrance to Saturday Detention. This fee is charged to cover the cost of the detention monitor.

1. A student who fails to attend a Saturday Detention will be suspended pending a parent conference with the Dean of Students.
2. Once a Saturday Detention has been scheduled, the student will be required to pay the \$10.00 fee for missed or a rescheduled Saturday detention.

Any student who receives a Saturday detention is ineligible to participate in any extracurricular activities on the day of that detention, no matter what time the activity takes place. Any violation of this will result in the student being suspended from that activity until further notice.

Any student missing a **Saturday Detention** without a valid note or reason will incur any or all of the following:

***Two Saturday Detentions *Further Disciplinary Action**

**Parents will be notified in advance by the Dean's Office. The only excuses accepted are death in the family or a doctor's note.*

Listed below is an outline of the basic rules, regulations and procedures of discipline at SJVHS. The School will identify and remove students who are incorrigible or who require an inordinate amount of educators' time and energy at the expense of the attention that better-behaved students deserve. Educators try to encourage and aid students in behavior and values adjustment, but limits for accomplishing this do exist within the school setting. Educators have neither the training nor the time for dealing with extreme cases. Please note that no refund on fees paid to SJVHS shall be provided when a student is asked to withdraw.

SENIORS – ARRIVALS & DEPARTURES

Students who are enrolled in 12th Grade may be granted the privilege to arrive later in the school day or leave the school and/or return with proper documentation from SJVHS, signed and dated by a parent/guardian, and the student. The reasons to be allowed this privilege during the established school day are as follows:

1. To go to Christian Service at designated sites, days and times as determined by the Campus Minister and the administration at SJVHS.
2. If enrolled in a Dual Enrollment course that has designated non-instruction days, a student may arrive at school ten minutes before Block 2 if Block 1 has a non-instructional day, or he/she may leave during Block 5 on a non-instruction day.
3. Any student arriving at school after the beginning of Block 1 must immediately check in with the Dean's Office.
4. A student who is leaving during a Block 5 non-instructional day must sign out in the designated log in the Main Office before leaving the building for the day.
5. As a student of SJVHS, you are a representative of the school on and off campus. Students will be held to the policies in the Student Handbook/Calendar during the school day on and off campus.
6. Students who are drivers may only transport themselves. No friends or classmates can be transported.
7. Leaving campus or arriving late is a privilege. The Administration at SJVHS, at any time, may revoke this privilege.
8. Students and parents will not hold Saint John Vianney High School or the Diocese of Trenton liable for transportation while off campus.

CELL PHONE POLICY / ELECTRONIC DEVICES

(Including Wireless Smart watches and earbuds)

The display or use of cell phones, photo or video cameras, or other electronic devices, including Wireless Smart Watches, for any purpose, is prohibited before or during school hours. Cell phones or other electronic devices found or used before or during school hours will be confiscated, as follows:

- **1st Offense** – The phone will be held by the Deans until the end of the school day, with a \$25.00 fine that must be paid the next school day, and a Saturday detention will be issued for the use/display of the phone. If the \$25.00 fee is not paid the next day, a \$5.00 fee will be added each additional day the fine is not paid.
- **2nd Offense** – The phone will be held by the Deans until the end of the school day with a \$40.00 fine that must be paid the next school day, and two Saturday detentions will be issued for the use/display of the phone. If the \$40.00 fee is not paid the next day, a \$5.00 fee will be added each additional day the fine is not paid.
- **3rd Offense** – Administration has the right to determine the punishment for the third offense and any offenses thereafter.

SJVHS does not assume responsibility for lost or damaged cellphones confiscated for violation of school policy. Money collected from cellphone violations will be used in the pool of resources that fund the variety of charitable endeavors SJVHS engages in throughout the school year.

DANCES / PROMS / SPECIAL EVENTS

In addition to the Proms (formal), other dances are scheduled throughout the year. These informal dances are for Saint John Vianney High School students and their guests. Any student who has been expelled or has withdrawn from Saint John Vianney to avoid expulsion, or a past guest who has not followed the rules, must be given permission by the administration to attend. Students must be in school **two (2) full blocks** in order to participate in extracurricular activities. (Any student who arrives at school after 8:30 AM or who leaves school early because of illness or early dismissal may not participate in any extracurricular activities on the same day.) Any student attending an SJVHS-sponsored event must attend school the following school day. For example, if the event is on a Thursday, you must be present in school on Friday; if the event is on a Friday, you must be in school on Monday.

TICKETS: Sold at the door ONLY to SJVHS students with I.D. CARD, and guests previously registered. Individual tickets must be purchased.

VISITORS: No guest will be admitted at the door unless previously registered.

DANCES/PROMS/SPECIAL EVENT HOURS: 6:00 – 9:00 PM (unless otherwise announced). No one can enter later than thirty (30) minutes after the event begins or leaves earlier than its announced ending without permission from the supervising administrator. Underclassmen events are for SJVHS students only, unless otherwise stated.

SMOKING/VAPING/USE OF SMOKELESS TOBACCO PRODUCTS:

Prohibited by law anywhere on Saint John Vianney High School property.

DRUGS/ALCOHOL: Strictly forbidden. Violators will be subject to severe disciplinary measures.

BACKPACK POLICY

Backpacks must remain in lockers at all times. Also, only pre-approved computer cases will be allowed. Violators will be subject to disciplinary action.

STEALING

Theft or possession of stolen property is prohibited. Due to the serious nature of this problem, a student whose misconduct relates to this issue will be subject to any or all of the following options, depending on the gravity of the situation:

*Notification of Parents *Suspension and/or *Expulsion

ACADEMIC HONESTY AND INTEGRITY

Saint John Vianney High School's school-wide policy on academic honesty and integrity is detailed on the SJVHS website. In essence, cheating, plagiarizing, and any form of academic dishonesty, passing or accepting information, will not be tolerated. Should a student violate this policy, parents will be notified by the teacher. Students who violate the Academic Honesty and Integrity Policy will be written up by the teacher through an Academic Honesty and Integrity Code Violation Form. Parents will receive a copy of this form; the original will be filed in the Principal's Office. Violators may receive an automatic zero on the assignment in question upon first violation; further violations may result in loss of credit for the course.

HARASSMENT / INTIMIDATION / BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

DEFINITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to, posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

RETALIATION

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

REPORTING INCIDENTS OF DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING

Individuals who have reason to believe that a violation of this policy has occurred are to contact the student's teacher. School personnel are to report any violations of the antiharassment policy to the principal within a school day.

RESOLVING COMPLAINTS OF DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING

In the course of resolving a complaint under this policy, the School will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the School as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to the finding that harassment, intimidation, or bullying has occurred.

MANDATORY SUSPENSION / TERRORISTIC THREATS OF VIOLENCE

Students that initiate, advocate, or promote terroristic threats against another student or towards any school staff member, openly or otherwise, and/or threaten the safety of the SJVHS community will receive a mandatory 3-day, out-of-school suspension. In addition to a mandatory minimum 3-day suspension, the student will appear before the school's Discipline Board who will determine appropriate action if allowed to return to school. The student will not be allowed to return to school without proper documentation from a licensed Psychiatrist or Psychologist. Nothing in this policy shall supersede or negate any existing New Jersey Law regarding required reporting to local law enforcement officials.

DISCIPLINE VIOLATIONS (INCLUDING DRESS CODE)

If a student receives 3 dean's detentions (for any reason) in a term:

1. The student forfeits dress-down privileges for the remainder of the term, including special school activities.
2. Students will be *ineligible* for exam exemptions.
3. Every 7th disciplinary violation, detention, or suspension PER TERM will result in a Saturday Detention.

JUDICIARY COMMITTEE

When warranted, a Judiciary Committee will convene to review circumstances with Athletics or Discipline, and the Committee will decide if further action should be taken.

PROBATION

Violations of the Student Code of Conduct may be followed by a probationary period. The length of the probation will be determined by the seriousness of the infraction. A student who violates school rules while on probation will be liable for expulsion. The School has the right

to refuse students on probation the opportunity to go to school-sponsored trips and to participate in school-sponsored activities. A student placed on probation may be asked to withdraw from Saint John Vianney if he/she is issued two detentions or one suspension during the probation period or if he/she violates the terms of the probationary contract. **The Principal reserves the right to amend any policy of the school (including discipline) when it may become necessary.**

SUSPENSION / EXPULSION

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

IN-SCHOOL SUSPENSION

Parents will be notified about in-school suspension. A student is required to report to the Dean's Office in full uniform on the morning of the suspension. The student must bring his/her lunch, laptop, or any learning materials. The student must complete assignments or assessments posted on Canvas during the suspension time. Failure to complete the assignments will result in the student receiving a zero. Any student who receives an in-school suspension is ineligible to participate in any extracurricular activities on the day of the suspension, no matter what time the activity takes place. Any violation of this will result in the student being suspended from that activity until further notice. A student who misses in-school suspension must bring in a physician's note as an excuse or further disciplinary action may be taken.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged. Expulsion, if warranted, is addressed by the Office of the Superintendent for the Diocese of Trenton.

While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion, and not limited to:

- Arson.
- Assault of any kind.
- Continued and willful disobedience or /defiance of authority.
- Alleged criminal activity, including pending criminal charges or indictment.
- Cyber-bullying.
- Extortion or attempted extortion.
- Stealing, gambling, vandalism.
- Fighting.
- Gross disorder including mob action.
- Defacing or destruction of school property or another student's or employee's property.
- Harassment, of any kind, of students or personnel.
- Hazing of a student or group of students.
- Inappropriate use of cellphone.
- Violation of the Acceptable Use Policy (use of the internet

and digital devices).

- Improper use of social networking sites.
- Noncompliance with behavioral contract.
- Possession of a weapon or look-alike weapon.
- Possession and/or trafficking of pornographic materials.
- Possession, use and/or sale of an illegal substance.
- Verbal and/or physical threats.
- Any behavior that threatens the safety or lives of staff, students, or visitors to the school.

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes. In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate, or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three Diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

MANDATORY SUSPENSION / TERRORISTIC THREATS OF VIOLENCE

Students that initiate, advocate, or promote terroristic threats against another student or towards any school staff member, openly or otherwise, and/or threaten the safety of the SJVHS community will receive a mandatory 3-day, out-of-school suspension. In addition to a mandatory minimum 3-day suspension, the student will appear before the school's Discipline Board who will determine appropriate action if allowed to return to school. The student will not be allowed to return to school without proper documentation from a licensed Psychiatrist or Psychologist. Nothing in this policy shall supersede or negate any existing New Jersey Law regarding required reporting to local law enforcement officials.

DISCIPLINE BOARD

In keeping with the dictates of fairness and procedural due process, the Discipline Board is established to hear cases of repeated misconduct or actions subject to expulsion. The Discipline Board may be composed of staff and students. The student has the right to present and defend his/her case to the Board. (Only parents/guardians may attend with the child). The Board will judge each offense as to its seriousness and will determine appropriate actions with the approval of the Principal.

DRUGS AND ALCOHOL (INCLUDING MARIJUANA)

SJVHS has a zero-tolerance policy regarding drug and alcohol usage. Through Knowledge, Commitment, and Involvement, we use a collaborative effort between students, parents, and the SJV community to deter students from going down the path of drug and alcohol use/abuse. Our goal is to enhance all aspects of school life in order to produce healthy, positive, and productive citizens. Attendance at a Catholic high school is a privilege, not a right. We hold students and their parents/guardians to a high standard of behavior in areas that affect the well-being and safety of all students. All students and parents are required to consent to participate in every aspect of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at SJVHS. This agreement will remain binding during the student's enrollment through graduation. It shall be the policy of SJVHS that student consumption or possession of any contraband, tobacco product, vaping device, controlled substance, marijuana, alcohol, or any illicit drug is prohibited. Any student found to be in possession of, or engaged in the sale, purchase, or use of an illicit drug or alcohol on school property is grounds for immediate expulsion.

SJVHS STUDENTS WILL BE SCREENED FOR DRUG USAGE AS FOLLOWS:

1. If a student appears to be under the influence of drugs, marijuana, or alcohol (sleeping in class, incoherent speech, and/or general appearance are basic indicators).
2. Any student found to be using marijuana or in possession of any marijuana or contraband including, but not limited to, cigarettes, chewing tobacco, nicotine substance, or vaping devices, will be drug-tested in addition to facing disciplinary action by the School. This includes 2 Saturday Detentions and removal from attendance at extracurricular activities for a minimum of 2 weeks or more. (After completion of the suspension, the student will only be able to return upon the recommendation of the Student Assistance Counselor or Principal).
3. **Random Screening:** Any student enrolled in SJVHS is subject to screening for drug usage on a randomly selected basis. The Student Assistance Counselor (SAC) will randomly generate a number list to be matched against student ID numbers to determine student participation.
4. **Follow up screening:** Any student found to be in violation of this policy and administrative regulation will be subject to follow-up screening during the duration of the student's time at SJVHS.
5. Pursuant to the Model School Agreement, 1999 revision, article 5, subsection 2, the police will inform the School of any student's arrest, adjudication, and disposition. Upon receiving this notification, the student will be tested for drug usage.
6. Noncompliance of SJVHS Drugs and Alcohol Policy by a student, parent, or legal guardian may result in immediate dismissal.

CONSEQUENCES FOR A CONFIRMED POSITIVE TEST:

1. The student will be placed on alcohol/drug/marijuana probation to last the duration of his/her enrollment at SJVHS.
 - Parents will have a confidential meeting with the SAC and Dean of Students. Within seven (7) days from this meeting, the student must have an appointment with a licensed Substance Abuse Counselor and engage in counseling. Counseling will consist of six (6) psycho-educational sessions and six (6) urine screens. The student must also comply with any clinical recommendations made by the licensed counselor.
 - All clinical recommendations and results of the urine screens must be provided to the SAC. The urine screens must show a continuing decrease in levels until a zero reading is achieved, and that zero reading must be maintained.
 - Upon completion of necessary treatment, the student must submit to follow up urine screens that will be requested by the Student Assistance Counselor.
2. Failure to comply with alcohol/drug/marijuana probation in any way may result in the School requesting the family to voluntarily withdraw the student from SJVHS.
3. Unwillingness to comply with the withdrawal procedures after breaking the probation contract will result in a mandatory expulsion board hearing.

RETENTION OF RECORDS

No documentation pertaining to a student's screening for drug use will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Student Assistance Counselor and will be destroyed upon the student's graduation.

SMOKING / VAPING / SMOKELESS TOBACCO

Smoking is not permitted in the school building, on the school campus or on the school buses. Likewise, smokeless tobacco or marijuana is not permitted. The act of carrying any smoking material such as cigarettes, matches, lighters, or tobacco is a violation of this section. Violations will result in a Saturday Detention and removal from, and attendance at, extracurricular activities for a minimum of 2 weeks or more. This policy includes the use of electronic (and other) vaping devices, containers of liquid for use in vaping devices, and any other paraphernalia associated with vaping. If students bring such materials into SJVHS, they will be confiscated, and

students will suffer the same consequences as with the previously listed smoking materials. Any student found to be using marijuana or in possession of any marijuana or contraband including, but not limited to, cigarettes, chewing tobacco, nicotine substance, or vaping devices, will be drug-tested in addition to facing disciplinary action by the School. This includes a Saturday Detention and removal from, and attendance at, extracurricular activities for a minimum of two (2) weeks or more.

VAPING IN RESTROOMS

If any student is found to be in a restroom at the time a vape detector is activated, the parent will be notified, and the school Student Assistance Counselor will conduct an on-site urine test for drugs/marijuana/nicotine. If the lab test and/or instant test is positive, the parent will be responsible to pay for the current cost of the testing within seven days of the test date. Students who test positive will be placed on probation and subjected to random urine testing.

STUDENT ACTIVITIES PROGRAM

When students enter Saint John Vianney High School, new horizons open for them. The curriculum is designed to meet the academic needs and interests of all students, and the Activities Program complements that aspect of the school. Both during the lunch/activity period and in the after-school hours, students find many opportunities to meet new friends, develop new interests or hobbies, or take part in new competitions.

Whether their interests lie in athletics or drama, performing some service to the needy or making music, writing newspaper copy or taking pictures, some organized group, moderated by a member of the faculty, exists to meet those interests and develop those talents. SJVHS hopes that every student will participate in at least one extracurricular activity. The students are encouraged to explore these opportunities for becoming socially involved. Learning to work with others in a spirit of mutual respect and cooperation is as vital to a student's growth and development as performing to the best of one's ability in academics. The personal rewards are countless. Various clubs seek membership each new school year.

CLUBS AND ACTIVITIES

The following types of clubs will be offered throughout the school year. Please check our website for the most active Club listing:

- *Fine Arts
- *Service Clubs
- *Publications
- *Academic Clubs
- *Social Clubs
- *Liturgical Assistants

STUDENT GOVERNMENT

Class Cabinets - A Class Cabinet consists of four (4) Officers and a team of representatives for each class. It is comprised of officers and representatives elected by each class. Each class level has its own cabinet. The primary responsibility of the class cabinet is to organize class-level activities and to generate support from the class for the growth and development of the SJVHS community.

Student Senate - The Student Senate is a team which represents the student body to the school administration. It meets with the administration regularly throughout the year, although the students may request a meeting at any time when the need arises. The Student Senate is comprised of students from each class. The president of each class is automatically a member by virtue of his/her office.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society (NHS) is an organization that gives recognition to **junior and senior** students who have achieved outstanding performance levels in Scholarship, Leadership, Character, and Service. Induction of new members into the Cure d'Arts Chapter of Saint John Vianney High School takes place each year. Candidates for the NHS are chosen by a Selection Committee, who evaluate each candidate according to a points system (see school website for explanation and Criteria Table). The criteria for selection of new members are based on the following:

SELECTION OF CANDIDATES:

Scholarship is the basis of eligibility. Additionally, candidates must meet the requirements for Character, Leadership, and Service. Candidates who have qualified are evaluated by a Selection Committee via the candidates' completed application packet and Criteria Table. The merit of the Scholarship, Leadership, Character, and Service categories submitted is determined solely by the Selection Committee. The final decision is made by a majority vote. **Failure of a candidate to complete the selection process properly and/or on time will result in ineligibility.**

CHARACTER:

The candidate must demonstrate the highest standards of honesty, reliability, fairness, and tolerance for others. Candidates should be free of disciplinary actions due to academics (cheating, plagiarism), conduct, suspension, probation, truancy, and dress code violations.

LEADERSHIP:

The candidate must take an active, constructive lead in classroom and school activities, showing an independent initiative not only in academic areas but in all aspects of the school community.

SCHOLARSHIP:

Candidates must maintain a cumulative grade point average of **3.75**, no rounding.

SERVICE:

The candidate must demonstrate the desire to put service to others above self-interest and personal gain, giving time, effort, and talent for the good of the class, school, or community.

TRANSFER STUDENT'S ELIGIBILITY in the National Honor Society:

Transfer students must be enrolled at Saint John Vianney High School for at least one (1) full year in order to be eligible for membership, unless already eligible in NHS at their previous school.

CHRISTIAN SERVICE RECOGNITION

Students who volunteered 30 hours of service will be recognized for their outstanding dedication to Living the Gospels. To be recognized for outstanding service, the requirements include:

1. Completion of 30 or more hours of service.
2. Submission of service hours by **March 31, 2024**.
3. **Senior Service** is a mandatory graduation requirement of 30 hours completed during the senior year; 30 hours to graduate, 40 or more hours for the Christian Service Award.
4. **Sophomore and Junior Service** must be completed between the months of **April 1, 2023 to March 31, 2024**.
5. **Freshmen Service** must be completed between the months of **June 15, 2023 to March 31, 2024**.

Please be sure to follow these additional guidelines:

6. Hours will not be counted if they are done for family (including family businesses).
7. Parents and/or current students cannot verify service hours in X2Vol.
8. Hours must be submitted through X2Vol.com. See "SJV Students" section on Canvas for information on how to log hours using X2Vol.com (SJV Students>Course Content>X2Vol).
9. A letter from the Site Manager documenting hours CANNOT replace submitting hours through X2Vol.
10. Starting with the Class of 2026 there will be a rolling total of service hours throughout the student's 4 years at SJVHS. Seniors and subsequent classes moving forward who secure 100 or more hours during their tenure will be recognized with a Christian Service Award in their senior year.

GOLD & WHITE AWARD

The purpose of this award is to recognize students who embody the school's motto of **KNOWLEDGE, COMMITMENT, INVOLVEMENT**. It recognizes those who participate in curricular and extracurricular activities with merit. Students must earn a total of 40 points during one school year. A **MINIMUM** number of points is required in certain categories. The balance of points may be from the students' choice of activities. In any category, a **MAXIMUM** of 12 points will be counted for the student's record. (Any activities which occur in the 4th marking period will count for the following year.)

Minimum requirements for the Gold & White Award:

- Three (3) points in **ONE** of the following categories:
Athletics – Clubs – Chorus – Drama
- Three (3) points in **ONE** of the following categories:
*Fundraising: Class Level fundraisers, Walkathon.
*Service to SJVHS.

The balance of the points (totaling 40 max) may be earned from combinations of any other categories, **not to exceed twelve (12) points** in any one category. Points are credited by the moderator/coach after careful review of the student's degree of participation. In some cases, credit earned may be LESS than the maximum allowed.

ADVANCEMENT OFFICE

The Advancement Office sets out year after year to develop understanding and support among the various constituencies of Saint John Vianney High School. It fosters relationships with alumni, parents, friends, and business partners to generate additional financial resources required to complete the mission. The Advancement Office strives to reach the school's goals through our Annual Fund, alumni relations, advertising and marketing, public relations, and online communications. Its objective is to build deep and long-term relationships with alumni, stakeholders, and potential partners to ensure increased support in the future.

FUNDRAISING

No individual associated with SJV or an SJV organization, team, or club can hold or run their own fundraising event without approval by the Advancement Office. The school will host approved "school-wide fundraising events", and parent organizations and teams can participate in these events. Any team or parent organization that participates in a "school-wide fundraising event" would receive a percentage (%) of the net profit.

The only fundraising event that a team may run, **MUST have prior approval by the Fundraising Committee**. The Committee is looking for fundraising events that do NOT focus on our current parent community.

The leader of the organization, team, or club will be solely responsible for the actions of all assistants, parents, and students associated with his/her organization. A "*not knowing*" excuse of the actions of individuals associated with the SJV organization is **NOT ACCEPTABLE**.

Each employee leader of the SJV organization, team, or club can apply for a fundraiser. The proposal(s) must be submitted to the Advancement Office *“in writing”* on the “Event Profile Request” form (mailbox in main office). **A submitted request is not an approval.** Do not begin any planning for the submitted fundraiser until the event has been approved. Please submit the request form four (4) weeks prior to the event date if there are NO LICENSE REQUIREMENTS. If there is a LICENSE REQUIREMENT, please submit the request form at least ninety (90) days prior to the event date to allow time for processing of the license.

BANQUETS

The School Administration suggests that all team or club banquets be held at Saint John Vianney High School. The employee leader of the team/club will choose from several SJV-approved caterers. The parents and family members will be charged admission, and the coaches and players will be sponsored by the team/club if there are funds available through the team/club’s summer account. The employee leader of the team/club may choose to hold the banquet outside of SJV; however, the team/club summer account cannot be used to supplement the players’ or coaches’ costs.

The balance from the team/club’s summer account can be utilized to purchase gifts for the seniors; however, the gifts should be coordinated **solely** by the employee leader of the team/club. All purchases must follow the school’s purchase order (PO) procedures. **NO** reimbursements will be made to the employee leader or parents without a prior approved PO.

MONEY COLLECTION

No individual associated with SJV or an SJV organization, team, or club can maintain any type of bank account outside the school with the purpose of collecting monies for that SJV organization, team, or club.

Any money that is collected outside of a fundraising event, i.e., donations, must be placed into the annual campaign through the Advancement Office and restricted to that specific organization, team, or club.

VIANNEY INSTITUTE

The Vianney Institute of Learning is the division of Saint John Vianney High School that offers enrichment classes and programs both during the school year and over the summer. Programs are developed for students in grades 6-12 and are open to SJVHS students as well as students in the local community. For more information, visit our website at www.vianneyinstitute.org.

PARENT TEACHERS ASSOCIATION (PTA)

The Saint John Vianney High School Parent Teachers Association (PTA) is an organization which fosters working relationships among parents of the school community, and with representatives of the school itself, to help SJVHS meet its students’ needs both in and out of the classroom. The PTA provides hospitality for many school events, including Open Houses, Memorial Mass, National Honor Society Induction, and the Senior Communion Breakfast. The PTA also sponsors several social events which include a new family/transfer student BBQ. The PTA Executive Board meets monthly and is a part of the Diocesan PTA organization. Every parent is urged to become an active member in the SJVHS community through the PTA. Parental involvement in this school organization compliments all that the faculty and staff strive to accomplish for the young men and women enrolled in SJVHS.



SAINT JOHN VIANNEY HIGH SCHOOL
2023-2024
ACKNOWLEDGMENT of Parent / Student Handbook

I realize that Saint John Vianney High School may change, delete, or add to any of the policies or practices described in the handbook from time to time in their sole and absolute discretion, and with, or without, prior notice. The school will make every attempt to give timely notice of substantive changes in policy. The monthly calendar events can be found on the school's website www.sjvhs.org and will contain the most *current* information.

My name and signature below acknowledge that I have received, read, understand, and accept the guidelines presented in the Saint John Vianney High School Parent/Student Handbook.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)

Student Signature _____ Date _____

Student Name _____ Grade _____
(Please Print)

Please sign, date, and return this page to Dean's Office
by Friday, September 29, 2023. Thank you!