



Elementary School

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# PARENT & STUDENT HANDBOOK

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St. Viator Elementary School  
4140 W. Addison, Chicago, IL 60641-3913  
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[www.stviatorchicago.org](http://www.stviatorchicago.org)



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2018 – 2019 Faculty and Staff**

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## **INTRODUCTION**

This handbook comes to you as a guide and source of information concerning St. Viator School, its operations, policies, rules, and programs. This handbook is available on the school's website to be used as a reference throughout your child's education at St. Viator School. Hard copies are available from the school office upon request.

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep school families informed of all changes as soon as possible. Some changes may need to be made immediately due to unforeseen circumstances. Notice of amendments will be sent home to parents via the weekly newsletters or through e-mail communication. St. Viator School operates as part of the Office of Catholic Schools, Archdiocese of Chicago. We follow all regulations outlined within all archdiocesan handbooks and policies.

Parents should read this document thoroughly, discuss it with their children, and return the handbook acknowledgement page to school. A hard copy of the acknowledgement page is sent home as part of your back to school paperwork in August.

## **ST. VIATOR SCHOOL HISTORY**

St. Viator School was founded in 1902, fourteen years after the Clerics of St. Viator founded St. Viator Parish. Fr. Thomas McCormick, the pastor of the parish at that time, chose the Sisters of St. Joseph to be the teachers in the school. At the beginning, there were 40 school children taught by two sisters.

At first, the school was a modest building located near the parish's frame church. In 1910, the original part of the present school building was built. The church was on the first floor and the classrooms were on the second and third floors. From 1916 until 1924, the Sisters of St. Joseph also ran a girls' high school in the school building. In 1929, when the present Church was dedicated, the entire building became an elementary school. St. Viator School is, and always will be, guided by Fr. McCormick's belief that setting high standards for education is an utmost priority.

## **ABOUT ST. VIATOR SCHOOL**

St. Viator School is a professionally staffed, AdvancED and Illinois State accredited Catholic elementary school serving a diverse community on the northwest side of Chicago. The school curriculum adheres to the religious, academic, and technological standards of instruction of the Archdiocese of Chicago. Also, in accordance with Archdiocesan policy, St. Viator School does not discriminate in admission, hiring, or administration of educational policies on the basis of sex, race, color, national, or ethnic origin.

## **ST. VIATOR SCHOOL MISSION**

St. Viator School is a culturally diverse Catholic school deeply committed to the development of the mind, body, and soul of each unique student. Under the sponsorship of St. Viator Parish, our school mission is to instill a lifelong love of learning, a respect for all people, and a commitment to Catholic social justice and peace. Our partnership with parents, parish, and community enables us to provide our student body with a well-rounded Catholic education. St. Viator Elementary School strives for academic excellence by developing the individual potential of each student through our dedicated faculty and staff, extensive curriculum, extracurricular activities, use of enabling technology, and service.

## **ST. VIATOR SCHOOL PHILOSOPHY**

St. Viator School is a Catholic educational community, which is an integral part of St. Viator Parish. The faculty and staff, along with the members of the parish community, guide the students in developing their own sense of Catholic identity, Christian faith, community participation, and service.

We acknowledge the vital role of parents as the primary educators of their children. We endeavor to work with parents to develop the religious, moral, intellectual, creative, and physical potential of each child.

We promote academic excellence for our students through a variety of methods. All children come to school from diverse cultural backgrounds and with varying levels of development. These differences are addressed through our curriculum, which is designed to challenge and stimulate all learners in a safe and nurturing environment.

We believe that, as teachers, we are also lifelong learners. We are committed to updating our skills and knowledge, to develop students who model charity, peace, and justice while functioning as responsible members of society.

## **CATHOLIC IDENTITY**

St. Viator Catholic elementary school is a ministry of St. Viator Parish in Chicago that is sponsored by The Clerics of St. Viator. Our relationship with the parish, the Clerics of St. Viator, and the Archdiocese of Chicago helps strengthen our mission and calls us to educate and love in the name of God. Students that enroll at St. Viator are all educated in the Catholic tradition, called to live the Gospel values, and participate in our prayer life. Although the community represents various faith communities, everyone is taught to be respectful and reverent for the Church and everyone's individual faith journey.

## **ADMISSIONS POLICY**

Non Discrimination Policy: St. Viator School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate on the basis of gender, race, color, or national and ethnic origin in the administration of its educational policies, scholarship and loan programs, athletic, or other school-administered programs.

Parents should understand that all students admitted to the school, both Catholic and non-Catholic, will participate in Catholic religious instruction as well as other activities related to the Catholic identity of the school. St. Viator admits students that are not Catholic provided that these students will not displace Catholic students. We strive to admit all students who are seeking placement at St. Viator.

When transferring from another school to St. Viator School, the student's most recent report card must first be presented to the principal. A conference with the principal may be held prior to admission.

- 3 Year old Pre-School students must be 3 on or before September 1<sup>st</sup>
- 4 Year old Pre-School students must be 4 on or before September 1<sup>st</sup>
- Kindergarten students must be 5 years old on or before September 1<sup>st</sup>

### **DOCUMENTS REQUIRED:**

- Original/Certified Birth Certificate
  - Baptismal Certificate if baptized (for any religion)
  - Up-to-date immunizations, health, and dental records due the first day of school to comply with the local and State of Illinois health requirements
  - For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. Upon written request from the receiving school, all records from the previous school shall be transferred within ten days provided financial obligations to the school have been met.
  - In all cases, the transfer, health records and Unofficial Record (if needed) must be sent within 10 days
- School personnel must verify that the person enrolling the child is the legal guardian of the child before accepting the student.

The preschool and kindergarten programs, which are part of the elementary school and under its administration, are exempt from IL Department of Children and Family Services (DCFS) licensing as defined in "Facilities and Programs Exempt from Licensure", IL DCFS Licensing Standards Part 377, Section 377.3. To maintain ISBE recognition and DCFS license exempt status, schools should only serve children who are 3 or 4 years of age on or before September 1 of the current school year in their preschool programs. Children who turn 3 after the September 1 deadline are technically 2 year olds. Accepting them in the preschool program negates a school's ISBE recognition and requires DCFS licensing.

### **Kindergarten and First Grade**

- Kindergarten students must be 5 years of age on or before September 1 of the current school year. For exemptions to this policy, see Early Entrance to Kindergarten Procedures below.
- First grade students, who will be 6 years old on or before December 31, based upon the school's assessment of the child's readiness, may begin first grade in the fall under certain conditions. The child must have attended a nonpublic preschool, continued her/his education at that school through kindergarten, and been taught by an appropriately certified kindergarten teacher.

If a student or family thinks they have not been treated fairly in regards to their application, they may appeal to a committee that will review their application. This review committee is comprised of the pastor of the parish, a member of the parish council, and one non-parent member of the school board.



## A PARENT'S ROLE IN EDUCATION

We, at St. Viator School, consider it a privilege to work with parents in the education of children. We believe parents are the primary educators of their children; therefore, it is your right and duty to become the primary role models for the physical, emotional, and spiritual development of your child's life. Your choice of St. Viator School involves a commitment and exhibits a concern for helping your children to recognize God as the greatest good in their lives.

Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and to others. Ideals taught in school will not be well-rooted in children unless these are nurtured by the example of morality based on gospel values and by a personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Viator School, we trust you will be loyal to this commitment. During these formative years (PreK to 8), children need constant support from parents and the school to best develop physically, spiritually, emotionally, and academically.

Parents and teachers need to form an educational partnership that supports, challenges, and nourishes each student to reach his or her full potential. It is important that parents and teachers maintain respectful, positive, and open communication, always keeping the school's mission in mind. It is equally important for students to see that their parents and teachers are united in their efforts. If a school concern arises, it is vital for parents to speak with the teacher or administrator in order to obtain a complete understanding of the situation, keeping in mind that some conversations should occur only among adults. Evidence of mutual respect between parents and teachers will model mature behavior and relationships.

Students are naturally eager to grow and learn; however, sometimes in the process of maturation, new interests may cause them to lose focus. If this process occurs, the student needs both understanding and discipline. At times, while your child may perceive discipline as restrictive, boundaries and limits, both at home and at school, provide a young person with guidance and security.

It is essential that students take responsibility for grades earned and are accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. The parent's role is to help guide and value this responsibility.

Together, let us begin this year with a commitment to partnership as we support one another in helping develop your child's fullest potential.

As partners in the educational process at St. Viator School, we ask parents:

To set rules, times, and limits so that your child:

- gets to bed early on school nights
- has monitored digital access
- arrives at school on time and is picked up on time at the end of the day
- is dressed according to the school dress code
- completes assignments on time
- has a nutritional hot or sack lunch every day.

We also ask parents to:

- actively participate in school activities such as Parent-Teacher Conferences
- see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- notify the school with a written note or email when the student has been absent or tardy
- notify the school office when the student will be absent by 8:00 a.m.
- notify the school office of any changes in contact information
- meet all financial obligations to the school
- inform the school of any special situation regarding the student's well-being, safety, and health
- promptly complete and return to school any requested information
- read school notes and newsletters and show interest in the student's total education
- support the religious and educational goals of the school
- support and cooperate with the behavioral expectations and discipline policy of the school
- treat everyone (teachers, parents, administration, coaches, and staff) with respect and courtesy in discussing student matters

## FINANCIAL OBLIGATIONS

Parents/guardians are required to adhere to the payment schedule for tuition.

- A non-refundable registration fee per student must be paid to reserve a space for the student(s) for the following school year
- Tuition is paid in full in July, or the family may sign up for monthly payments through FACTS Tuition and Management. Families may choose to pay over 9, 10 or 11 months. Late fees will be assessed through FACTS. Credit card transactions will be assessed a service fee.
- Fees will be charged as a down payment in June through FACTS. Student and Technology Fees are charged per student. The Lunch Supervisor Fee is charged per family. There is a mandatory \$400 fundraising raffle fee charged per family charged in August. Families may choose to sell these raffle tickets to offset their cost.
- In the event that families become delinquent in their payments, additional reminders will be given. If the family is not working with the business office, and is still not current in tuition payments, then the student will not be able to attend school until they are cleared by the business office.

No school records (e.g., report cards, progress reports, diplomas, etc.) will be released until all financial obligations have been paid in full. In accordance with the State of Illinois Code, records of transfer students will be released/forwarded within 10 days of settlement of all outstanding financial obligations.

It is advised that when families face financial difficulties, they speak immediately with our school Operations Director or with the Principal. In certain specific situations, special arrangements can be made with a family with the agreement of the Principal.

### Financial Assistance

St. Viator makes every effort to provide families in need of financial assistance the means necessary to allow every child a place at our school. Families who need assistance are encouraged to complete an application for financial assistance online through FACTS. The financial aid/scholarship committee will review all applications and contact the families during May to inform them of their ability to help. St. Viator works with scholarship programs such as Big Shoulders and Caritas through the Archdiocese of Chicago in order to offer this assistance.

## THE BOARD OF SPECIFIED JURISDICTION

St. Viator Catholic School is operated by St. Viator Parish, Chicago, Illinois, a Roman Catholic Parish of the Archdiocese of Chicago. The school is established to carry out the teaching ministry of the Catholic Church. As such, the religious and educational work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of Chicago.

### **Introduction and rationale:**

The Board of Specified Jurisdiction shall have as its primary concern the ministry of Catholic elementary school education: the spiritual, intellectual, physical, emotional, and social development of the students. The Board, operating in conformity with the policies of the Archdiocese of Chicago, under the guidance of the Archdiocesan Office of Catholic School, the Superintendent of Schools, and the Pastor of St. Viator Parish, shall concern itself with specified areas pertaining to the general excellence of Catholic education at St. Viator School.

Working in close collaboration with its canonical administrator, the Pastor, and administrative officer, the Principal, and hearing its many stakeholders this Board of Specified Jurisdiction shall work in the specified areas in order to enable the school community to reach its agreed upon goals. These goals will be related to, but not limited to, the overall goals established by the Archdiocese of Chicago, the Archdiocese of Chicago Board of Catholic Schools, and the parish goals established by the parish council.

## OFFICE HOURS

August 15 through last week of school      Monday through Friday      7:15 a.m. to 4:00 p.m.

## SCHOOL HOURS

Pre-Kindergarten/ 3 Year olds/HALF Day	Monday-Wednesday-Friday	7:50 a.m. to 11:00 a.m.
Pre-Kindergarten/ 4 Year old/HALF Day	Monday through Friday	7:50 a.m. to 11:00 a.m.
Pre-Kindergarten/ 3&4 Year old/FULL Day	Monday through Friday	7:50 a.m. to 2:55 p.m.
Kindergarten	Monday through Friday	7:50 a.m. to 2:55 p.m.
Grades 1 through 8	Monday through Friday	7:50 a.m. to 3:00 p.m.

Students must not arrive on the school grounds before 7:40 a.m. Supervision cannot be provided before school in the morning. Our entrance bell rings at 7:50 a.m. Children must not enter the building before the entrance bell rings. Parents should not enter the school building to see a teacher without first signing in at the office. Teachers generally do not have time in the morning when the bell rings to speak with parents. Please schedule your appointments with teachers through email or by calling the school office at least 24 hours in advance.

## ATTENDANCE

All students are required to attend school on a daily basis. A student's progress depends in large part on daily attendance. Repeated absences may result in an inadequate accomplishment of educational tasks and goals during the school year. This may be sufficient grounds for repetition of a grade or a recommendation of enrollment at an alternative school.

**PLEASE NOTE:** Children experiencing fever, nausea, vomiting, or diarrhea should NOT be sent to school. A student exhibiting any of these conditions will be sent home. Students must be fever-free for 24 hours before returning to school.

## TARDINESS

Students are expected to be on time for school. The arrival of a student to the classroom after 8:00 a.m. constitutes tardiness. Until 8:05 a.m. the student should report directly to the classroom, and the teacher will mark them as tardy. After 8:05 a.m., the student must report to the office before going to class to obtain a tardy slip. Students are not allowed entry to their class unless they have the tardy slip.

Parents are expected to send a written excuse to the teacher regarding tardiness. Continued tardiness may result in a detention, an exclusion from school activities, and/or in-school suspension. Parent involvement may be required to resolve the issue.

## ABSENTEE PROCEDURES

The following actions are required if a child is absent from school.

- Call the school office at 773-545-2173 or send an email to [office2@stviatorchicago.org](mailto:office2@stviatorchicago.org) to report your child's absence **before 8:00 a.m.**

- Messages may be left on the voice mail. If parents do not notify the office, school personnel must contact the parents at home or work to investigate the unreported absence.
- In addition to the phone call, a written note must be sent to the teacher when your child returns. The note must indicate the date(s) and reason for the absence. Students returning after suffering a communicable disease must present a note from a doctor verifying that they are no longer contagious.
- If a student has been absent for five or more school days in a row, a written, dated note from a doctor that states the reason for the absence must be returned to the school.
- During prolonged absences, students can easily fall behind in their studies. To help prevent this, parents should make arrangements for acquiring the student's assignments either by having these brought home by a sibling, a fellow student, receiving them by email, or by picking assignments up after school dismissal. Please notify the office in the morning if you will be picking up homework at the end of the day.

### **EARLY DISMISSAL FOR AN INDIVIDUAL STUDENT**

Without a written request from a parent, no student will be dismissed from school during class hours. Such requests must be submitted to the school office for approval. The scheduling of medical or dental appointments during school hours is discouraged. If a child becomes ill during the school day, a parent will be notified by the school and will need to take the child home as soon as possible. The parent must come to the office to sign out the child before leaving school.

### **EMERGENCY CLOSINGS**

As a general rule, St. Viator School will remain open during inclement weather. The school board has endorsed an Emergency Closing Policy. St. Viator will not close due to cold temperature warnings. If the only concern is the cold temperature, the school will remain open but will implement adjustments to keep the students safe. The school will make changes such as inside pick-up and drop-off, students may wear gym uniforms, and parents are still allowed to keep their children home if they are concerned about their safety. The school may still close if the weather presents hazardous environmental or driving conditions from snow or ice. If we must cancel school because of severe weather conditions or for any other reason, parents will receive a phone call from "School Reach<sup>®</sup>", our automated phone system.\*\*\* Closings will be announced on WGN-AM (720 Radio) and WGN-TV (Channel 9) as well as on most local television and radio stations. School closings are also posted on our Facebook page and on our school website <http://www.stviatorchicago.org>.

\*\*\* All families need to have current phone numbers on file in the office.

## **LUNCH**

We maintain a “closed campus” policy, which prohibits children from leaving the school boundaries during their lunch period. Parents may choose to send lunches to school with their children in the morning or participate in our Hot Lunch Program from FSP, which is offered on a daily basis. Parents are reminded to provide healthy food. Gum is never allowed. Parents should not bring food to their children during school hours. Carbonated beverages and “fast food” are not permitted.

Birthday treats may be passed out with the homeroom teacher’s prior approval. The treats are to be simple and manageable. St. Viator School is supporting the Archdiocese of Chicago Student Wellness Policy; therefore we encourage students and parents to bring healthy snacks/treats to school. Some examples of healthy treats are fruit, Jell-O, cheese, and crackers. We strive to be a safe and inclusive environment for all students. Please check with the teacher regarding any food allergies or concerns.

## **AFTER SCHOOL HOURS**

Students must proceed home as soon as possible after dismissal from school. They may not loiter around the school grounds after school hours. If the child is not picked up shortly after dismissal, they will need to attend Kid Care, and the parent will be accountable for any fees.

From time to time it may be necessary for a child to be kept after school for clubs, disciplinary action, or other reasons. If a child must stay later than 3:00 p.m., the parent will receive prior notification either by means of a telephone call or a note from the school via email. Safety patrols will be off-duty after 3:10 p.m.; therefore, parents are required to ensure that their children reach home safely.

## **KID CARE**

St. Viator’s Kid Care Program offers before and after school supervision for students enrolled in St. Viator School only on school days. The program operates between 7:00 a.m. and 7:50 a.m. and between 2:55 p.m. and 6:00 p.m. Kid Care services are available on most half days. A detailed description of the program and fees, as well as registration and fee payment forms, can be accessed on the school website. Information and forms are also available in the school office.

## **VISITORS / VOLUNTEERS SCHOOL SECURITY**

School visitors (volunteers, parents, etc.) must come to the main office door and ring the doorbell. For safety and security reasons, all visitors are required to sign in at the office when they enter the building for any reason. All visitors and /or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure and exit through the main office door after signing out.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

## **SAFETY PATROL**

Parents are responsible for the safety of their children traveling to and from school. The purpose of the safety patrol is to assist in the safe conduct of students to and from school. Patrols are stationed at busy intersections to help safeguard the children and students are expected to cross streets at the guarded corners; however, St. Viator School and the Catholic Bishop of Chicago accept no liability for the safety of children to or from school. There may be times, due to circumstances beyond the control of the school, when a student is not on duty at a crossing. Parents are asked to instill in their children respect and obedience for the patrol persons and crossing guards.

## **PARKING**

Please observe the No Parking signs along the west side of Kedvale Avenue during school hours. Cars will be ticketed.

In order to have a safe and efficient way for parent drivers to drop-off and pick-up their children, a routing procedure is in effect at the beginning and end of the school day.

Drivers enter the school parking lot through the alley just west of the Recreation Center at Waveland Avenue. Drivers exit via the east/west alley behind the Church and Rectory to Keeler Avenue.

Maps outlining the route are available from the school office.

A few guidelines:

- Always exercise caution when driving where children are present.
- Drop-off your children only in the designated area along “No Parking” at the east end of parking lot.
- Do not park or wait in the traffic lanes. If you must see your children to the door, park in the designated parking spaces and walk with your child to the door.
- Kedvale Avenue is closed to all traffic at the beginning and end of the school day. Do not move the barriers. Do not try to drive around the barriers or park in front of the barriers.
- Parents should not drop-off or pick-up their children on Addison Street. Too often this involves double parking. On this busy street, double parking is dangerous and illegal.
- Parents need to be good role models. Respect needs to be shown to the patrol persons.

## **STUDENT INSURANCE**

During the first week of school, insurance is offered to students through a reputable company that serves many schools in the Archdiocese of Chicago. Parents must sign the application for the insurance indicating whether or not they wish to accept the coverage and must return the form to school. We must see a signed application for each child in school regardless of whether or not parents accept the coverage.

## HEALTH

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

### Health Examinations and Proof of Immunization

All children in Illinois shall present proof of 1) a health examination within the current year; 2) of being up to date on all required immunizations as follows:

- immediately prior to or upon entrance into any public, private or parochial pre-school or transferring from outside of the State of Illinois;
- prior to entering preschool, kindergarten or the first grade;
- upon entering sixth and ninth grades.

### Medical Exemptions

There are two avenues by which a physician may exempt a child from a required immunization. One is a physician statement of immunity and the other is a medical objection. A physician statement of immunity or medical objection must be signed by a physician and attached to the student's "Certificate of Child Health Examination" form.

Children six years of age or below also need a lead screening. Dental examinations are required for children in kindergarten, second grade, and sixth grade. Eye examinations are required for children entering Kindergarten. Medical and dental services are offered by the Chicago Department of Health in cooperation with the Board of Education.

## CHANGE OF CLOTHES POLICY

For students in Grades PreK, K, 1 and 2, it is highly recommended that at least one extra set of clothes be kept in his/her backpack in case of spilled food or personal hygiene/bathroom incidents. Be sure to change out the clothes as the weather changes.

In the following instances, parents will be called to bring their child clean or proper clothes.

- If a child has violated the school dress code or is not in the proper full uniform
- If a child has had an accident

In extreme cases, a child will be sent home after an accident to be cleaned properly for sanitary reasons.

## MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.



## Procedures

1. Administration of Medication: No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form approved and signed by the school principal.

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. The Medication Authorization Forms are available in the school office.

The school retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization Form. If the school denies a request and authorization for the administration of medication, parents must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent or designee-administer the medication in school.

2. Self-Administration. A student may self-administer medication at school if so ordered by his or her prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and made available for the student to self-administer in accordance with the student's Medication Authorization Form. If child needs to self-administer cough drops, a written note must be sent to the classroom teacher prior to the self-administration.
3. Appropriate Containers. It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:
  - a. Prescription – labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) OR
  - b. Manufacturer – labeled for non-prescription over-the-counter medication.

## Head Injury Policy for Students

Any student who experiences an injury to the head, parents will be notified by phone as soon as possible. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the activity and shall not return to school or activity until cleared by an appropriate health care professional with a written note.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in athletics include appropriate health-care professionals, teachers, coaches, officials, parents, teammates, etc. and, if conscious, the student (if age appropriate).

The full IHSA Protocol for Implementation of NFHS Sports Playing Rule for concussions should be shared with all coaches, officials, teachers, school administrators, parents, guardians, trainers, school nurses and student athletes.

[http://ihsa.org/documents/sportsMedicine/IHSA\\_Protocols\\_for\\_NFHS\\_Concussion\\_Playing\\_Rule.pdf](http://ihsa.org/documents/sportsMedicine/IHSA_Protocols_for_NFHS_Concussion_Playing_Rule.pdf)

## **Allergy and Epi-Pen**

All students with severe allergies who have been prescribed epinephrine auto injectors (EpiPens) and other emergency medication should carry them in metal-lined pouches or 'fanny packs' while in school and there should be an understanding between the parents/guardians with the school administration on who has consent to use the EpiPen if the child is incapable. See authorization form.

Illinois law allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or do not have a current known allergy. The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. Schools are not required to maintain extra EpiPens; however, without an emergency supply, dialing 911 is the only option school personnel have if a student forgets his/her EpiPen and has an anaphylactic or a first time reaction.

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur no liability for the administration of an EpiPen, provided the school nurse or trained personnel acted in good faith when administering the EpiPen to a student whom he or she believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred. If a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of the Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

If accepting a student with a life-threatening allergy, the principal will collaborate with the parents and staff to develop an action plan to address their needs and possible safety measures.

In the event of an allergic reaction, these general steps should be taken immediately:

- The injection of epinephrine if the child is unable to administer it him/herself OR the administration of other medication as directed by a physician on the Medication Authorization Form (i.e., inhalers).
- Contact emergency medical services immediately regardless of the continuance of symptoms.
- Contact the parent/guardian to inform them of the student's reaction.
- Complete the OCS Accident/Incident Report and follow up with the OCS Regional Director within 24 hours.

## **Asthma Guidelines**

Asthma is the most common chronic condition of childhood. Comprehensive, individualized asthma education focuses on improving medical management, which means recognizing and responding to attacks and medication.

A Doctor's signature is no longer required for a student to carry and self-administer an asthma inhaler in school. Only parent permission and prescription label are necessary. See authorization form in the appendix, if applicable.

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a student, provided that the parents of the student provide the school with written authorization from the parents for the self-administration of medication or for use of an epinephrine auto-injector, written authorization from the student's physician or physician assistant.

The parents of the student must also provide the school with the prescription label, which shows the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is

administered, or for use of an epinephrine auto-injector, a written statement from the student's physician or physician assistant containing the following information:

1. the name and purpose of the epinephrine auto-injector
2. the prescribed dosage
3. the time or times at which or the special circumstances under which the epinephrine auto-injector is to be administered.

### **Diabetes**

In the event that St. Viator enrolls a student who has diabetes, the school will follow the State of Illinois Care of Students with Diabetes Act. We will follow the recommended guidelines from the Act and all archdiocesan recommendations.

## **EMERGENCY INFORMATION RECORDS**

On the opening day of school, an Emergency Information Form is sent home to each family. Parents must fill out and return these forms the very next day. It is extremely important that the school has names and phone numbers of adults authorized to take responsibility for your children in the event of an emergency when parents cannot be reached. It is also important that this record be kept up to date. Changes in phone numbers, emails, work hours, or any other information required on the emergency records must be communicated to the school at once.

### **PARENT NOTIFICATION OF ILLNESS, INJURY, OR ACCIDENT**

When a student becomes ill or is injured, the parent is contacted. If the illness or injury occurs off school grounds, the principal is also notified.

- Medical and Emergency Notification Information and Authorization for Medical Treatment form shall be on file for each student. The record should include name, address, and phone number of the family physician, and authorization for the school administration to request transportation to a hospital for an injured or seriously ill student.
- If the parent/guardian or emergency contact person cannot be reached, the administrator calls the police or paramedics and places the matter in their hands. A school representative should accompany the student to the hospital.

## **CHANGE OF INFORMATION AND/OR TRANSFERS**

Any change of address, emails, or home/cell phone numbers must be reported to the school office. In the event that parents move and/or transfer children out of St. Viator School, they must notify the school office so that necessary documentation can be prepared and appropriate release forms can be signed. No records will be transferred to the new school until all financial obligations to St. Viator School have been discharged.

### **Student Records**

Student records are kept securely in the school office. Parents have the right to inspect those files upon request. These requests should be made at least two days prior to the inspection. Files may not be taken from the office. Only the principal may show the file to the parents.

St. Viator abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

All requests for student transcripts and/or records for applications or transferring will be completed in two business days. Parents should request this information with enough time to meet any dealines.

## **SCHOOL/HOME COMMUNICATION**

### **Communication Channels**

Communications between parents and teachers or parents and the administration work most efficiently and effectively when everyone is aware of and follows the proper channels.

- For concerns or questions about academic achievement or classroom behavior of a student, contact the classroom or special-subject teacher involved. If the concern persists, contact the administration.
- For concerns or questions involving school issues not related to the classroom, such as uniform requirements, after-school programs, financial issues, etc., contact the school office.
- For concerns or questions involving traveling teams, intramural practice, tournaments, or other activities sponsored by the St. Viator Athletic Association, contact the coach or activity coordinator. If the concern persists, contact the athletic director or athletic administrator. If no adequate resolution is achieved, the athletic administrator will arrange a meeting with the parent, coach, athletic director, and the principal.

### **Communication Methods**

St. Viator School has a number of ways in which information is sent to parents.

- The school yellow is sent home on Wednesdays when there is a form to be completed or we have critical information to send you. Families are required to read the information contained in the folder, and return the folder to school on Thursday.
- The principal emails a weekly newsletter that includes critical school information, digital fliers, and school updates. All submissions for the folder or newsletter must be approved by the Principal. Content for the folder must be sent to school no later than the Tuesday morning of the week you want it distributed. There is no guarantee that the item will be in the folder if it arrives later. What week the item goes in is the sole discretion of the principal.
- Teachers communicate with parents on a weekly basis using a digital classroom newsletter.
- On occasion, letters or permission slips will be sent home with students on days other than Wednesday. Parents are asked to read the letters and return the signed slip as requested.
- A school-year calendar is sent to parents when they register the previous May and copies are available in the school office. Monthly calendars are sent home before the beginning of each month and are sent electronically in the principal newsletter. Calendar events may also be found on the school website. The calendar will be updated as needed throughout the school year. Parents and students should stay current on school events.
- The School Reach® telephone system is used to send out time-sensitive information such as school closings.
- General information about the school and up-coming activities is available on the website.
- Information on student assessment is available on Power School® for students in grades 2 through 8.

In order to handle communications in the most efficient manner and reduce the use of paper, St. Viator is making an ongoing effort to use email for routine communications, such as the Principal's Newsletter and the classroom newsletters. As a result, it is important that correct email addresses are on file in the school office.

The teachers have St Viator email addresses; these are provided at the beginning of this handbook and can also be found on the school website. Email is the most efficient means of initial correspondence between teachers and parents. If emails are sent to teachers during the school day, they may not have a chance to

answer until after school hours. Teachers will respond to emails received during the school week within a 24-hour period. No email communication may take place over weekends or holidays. Please copy the principal on any significant email sent to a teacher.

### **In-person Communication**

Teachers are always happy to meet with a parent in person. If you wish to meet with a teacher or administrator, please email, send a note, or call the office to arrange for an appointment. Parents may not confer with teachers while students are entering the building during morning drop-off or while children are in the classroom. No one will be allowed in the school building without first signing in at the office, where you will receive a visitor pass.

## **FAMILY TRIPS**

St. Viator School strongly disapproves of students missing school because of family trips or vacations, even with parent approval. If children are taken out of school for family trips, parents must first notify the office and the teachers, and must assume responsibility for keeping their children's studies up to date. Teachers will not give work prior to a student's absence. It will be the student's responsibility to make up missed work when they return; however the student's grade may be affected because of a lack of participation.

## **LIBRARY**

Grades PK3 through 6<sup>th</sup> attend library class weekly. Preschool and Kindergarten students have a story time and activity. Older students check out books that interest them, read, and work on research for classwork. Learning activities such as chess, checkers, map and puzzle sheets are also available. First and second graders may check out books for one week. Older students may check out books for two weeks. Notices are sent out for late books. If a book is lost or not returned, the price of the book is charged to the student. All books need to be returned before long holiday breaks.

## **FIELD TRIPS**

Field trips are significant educational experiences. These trips are financed by parents and supervised by teachers and chaperones with the proper Virtus training. Parents must sign permission slips. Children's class behavior may be a decisive factor in determining whether or not they will be allowed to participate.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Class participation in a particular field trip over consecutive years does not ensure that a trip will occur on a regular basis, nor will all classes have same number of field trips.
- All field trips require the prior approval of the principal.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A field trip is a privilege and not a right.

## **CHAPERONES**

Adequate supervision must be provided for all field trips. Chaperones must be 21 years of age. All chaperones (volunteers) must be in compliance with the Protecting God's Children and Youth regulations.

Compliance requirement for Volunteers\*\*\*

- Criminal Background Screening
- Code of Conduct
- Child Abuse and Neglect Tracking System (CANTS)
- Safe Environment Training - Virtus

\*\*\*Please see separate handbook page “Safe Environment Requirements for Volunteers” for full details

## **SAFE ENVIROMENT REQUIREMENTS FOR VOLUNTEERS**

### **Protection of Children and Youth**

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements for all volunteers who work with children are as follows:

#### **Criminal Background Screening**

- All volunteers who work with children must complete an online background check.
- No one may begin to volunteer unless the criminal background check has been completed and approved.
- All volunteers are required to complete the form online.

#### **Code of Conduct**

- All volunteers who work with children must read, sign, and date the Code of Conduct Personnel Acknowledgement Form.
- The signed Code of Conduct form is to be kept in the volunteer file at the place of employment/ministry.

#### **Child Abuse and Neglect Tracking System (CANTS) --- to be filled out annually**

- All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking system (CANTS 689) form. The form is to be given to the school office for processing.
- One copy is mailed, by St. Viator, to the Department of Children and Family Services (DCFS), Springfield, and a copy is retained in the volunteer file in the school office.

#### **Safe Environment Training/ Virtus**

- All volunteers who work with children must attend the Virtus/Protecting God’s Children training program within three months of service.
- Verification of completing Virtus Training is filed in the volunteer file at the school.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God’s Children) are posted on the Archdiocese of Chicago website. (Register online)
- If the volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.
- All coaches must complete the Mandated Training for Coaches.

Note: All of the above forms are available in the school office as well as online at [www.archchicago.org](http://www.archchicago.org) under the Protecting God’s Children link. All forms, except the CANTS form, are available in English, Spanish and Polish.

## CHILD CUSTODY

St. Viator School abides by the provisions of the *Family Educational Rights and Privacy Act* with regard to parents' rights of access to their child's school records. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## CHILD ABUSE/NEGLECT

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.

Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

## STUDENT SUPPORT SERVICES

St. Viator strives to provide academic and social/emotional support for students. The following support systems are available through teacher referrals and parent requests.

- A part-time school social worker is available for small group sessions, individual student support, emergency counseling sessions, and family support. If a student or family is in need of regular ongoing therapy, then an outside therapist should be consulted.
- Our full-time Reading Specialist provides academic support and is a resource for families wanting individualized academic testing. The reading specialist provides small group differentiation for students who are either struggling and excelling academically.
- Title I academic support is available for students who are eligible based on academic testing, teacher recommendations, and other federal guidelines.
- Title I academic counseling is available for students who are eligible based on academic testing, teacher recommendations, and other federal guidelines.
- A Response to Intervention (RtI) Committee of teachers and support staff meet as needed to provide resources for teachers and parents when a student has not responded to current classroom interventions.

## STUDENT MENTAL HEALTH

Students' mental health is just as important as their physical well-being and academic achievement. On occasion, the school may contact the parent regarding concerns that have arisen. These concerns could stem from:

- Student reported concerning activity (online or in class)

- Student behavior interferes with his/her ability to participate in or benefit from services, activities, or privileges provided by the school.
- Student behavior interferes with his/her academic performance.

If student behavior is determined by school administration to be a cause for concern, the parent must submit official documentation verifying that their child has been seen by a licensed and qualified mental health professional and that their child is not a threat to him/herself or others.

## **EXTRACURRICULAR ACTIVITIES**

St. Viator School offers a robust athletic program and provides high quality programs and numerous clubs to enrich the whole child from preschool to 8<sup>th</sup> grade.

Altar Servers	Girl Scouts
Art Zone	National Junior Honor Society
Band	Piano
Boy Scouts	Safety Patrol
Choir	Student Council
Enrichment Clubs	Yearbook

## **ATHLETIC ASSOCIATION**

The Athletic Association exists for the purpose of providing athletic opportunities in extracurricular sports programs. These extracurricular activities include, but are not limited to:

- Competitive traveling teams
- Intramural activities
- Cross Country
- Itty and Itty Bitty Basketball for Grades PreK 4 - 3
- Primary Gym activities for Grades PreK – 4

## **PARENT ASSOCIATION**

The purpose of the Parents Association’s events and activities is community building. Profits from the Parents Association are used to fund school projects and programs for the benefit of a well-rounded education. The purpose, aims, and objectives of the St. Viator Parent Association are:

- to provide opportunities for parents to get to know one another
- to sponsor activities and events for our children, parents, and staff that will build school spirit
- to raise funds for the benefit of the school
- to encourage mutual understanding among the faculty, students, and parents
- to contribute to the wellbeing of the school community
- to encourage the participation of all parents in the life of the school and the education of their children.

Events hosted by the Parent Association include:

Adult Nights Out	Reading Night
Annual Halloween Party	Teacher Appreciation Lunch
Annual Valentine’s Dance	Welcoming Tea for new parents/children PK3 – KDG



Dine and Donate  
Movie Nights for Children

Winterfest Cookies and Hot Chocolate  
Fun Run

## **ST. VIATOR PARISH SACRAMENTAL POLICY**

### **Parent Participation**

The family is the primary community for sacramental preparation. The participation of parents is an essential and vital part of a child's preparation to celebrate a Sacrament. Parents are required to participate in all parent meetings and other activities associated with their child's preparation.

### **GENERAL REQUIREMENTS FOR SACRAMENTAL PREPARATION**

In order to celebrate a Sacrament a child must:

- Be baptized Catholic with a copy of the certificate filed in the School/Religious Education Office
- Participate in a school or parish Religious Education program for a minimum of two consecutive years (including the present year)
- Attend Sunday Mass on a regular basis
- Complete all preparation classes
- Participate in all retreats, practices, and other program requirements.

### **PREPARATION FOR BAPTISM, RECONCILIATION, COMMUNION, AND CONFIRMATION**

BAPTISM	Our Parish offers preparation for Baptism for children in grades 1-8 and their parents. A parish celebration of Baptism is held at the conclusion of this preparation.
RECONCILIATION	Ordinarily, preparation takes place during the 2 <sup>nd</sup> grade. A parish celebration of First Reconciliation is held prior to the celebration of First Eucharist.
EUCCHARIST	Ordinarily, preparation takes place during the 2 <sup>nd</sup> grade. A parish celebration of First Eucharist is held at the conclusion of this preparation.
CONFIRMATION	Preparation takes place during the 7 <sup>th</sup> grade. A parish celebration of Confirmation is held at the conclusion of this preparation.

## REPORT CARDS / PROGRESS REPORTS

Report cards are distributed to students in Grades PK through 8 at the end of each trimester. These provide an indication to the parents of the academic, social, and personal progress of the students. The report card envelope is to be signed and returned to school. In addition, mid-trimester Progress Reports are sent home for all grade levels. Teachers input grade updates on a weekly basis on Power School for students in 2<sup>nd</sup> to 8<sup>th</sup> grade. Parents are provided access to these updates throughout the school year, and are encouraged to monitor their child's progress throughout the year.

### ACADEMIC ACHIEVEMENT / GRADING SCALE:

A+	99-100	B-	85-86	C+	83-84	D+	75-76	F	0-68
A	95-98	B+	91-92	C	79-82	D	71-74		
A-	93-94	B	87-90	C-	77-78	D-	69-70		

## HONOR ROLL

Students in Grades 4 through 8 can qualify for the Honor Roll according to the following criteria.

**To qualify for "A HONORS" you must fulfil all of the following criteria.**

- Six "A"s out of seven major subjects with nothing lower than a "B" in the remaining subject
- No grade lower than a "B" in all minor subjects
- All passing grades in any pass/fail subjects

**To qualify for "B HONORS" you must fulfill all of the following criteria.**

- Six "B"s out of seven major subjects with nothing lower than a "C" in the remaining subject
- No grades lower than a "C" in all minor subjects
- All passing grades in any pass/fail subjects

**MAJOR SUBJECTS:** English                      Science                      Mathematics                      Social Studies  
Reading                      Spelling                      Religion

Two (2) conduct detentions and any type of suspension will eliminate a student from the honor roll.

The St. Viator Trimester Honor Roll is posted on the first floor outside of the school office at the end of each trimester.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year for all parents. Teachers will contact parents if additional conferences are needed. If at any time parents believe their child is encountering problems, they should not hesitate to call the school and request a conference. The value of conferring with the teacher cannot be overestimated. Appointments must be scheduled in advance by mutual arrangements with the teacher. These appointments cannot occur during school hours. A note or phone call to the school requesting an appointment will receive prompt attention.

## STANDARDIZED TESTING

The ACT ASPIRE TEST is a nationally normed test, is administered each year in the spring to grades 3<sup>rd</sup>-8<sup>th</sup> grade. The testing program covers Reading, English, Math, Science, and Writing. These test scores help to compare students at St. Viator to those throughout the country. The significance and value of the test lies in its year-to-year progression for each student, feedback for instruction, and for the class as a whole.

## GRADUATION

An eighth grade student must have completed all requirements for graduation in order to be issued a St. Viator diploma. Diplomas will be awarded to those St. Viator students who have:

- completed the school's academic requirements
- achieved a passing grade on the Constitution of the United States and the State of Illinois examination
- adhered to the school's code of conduct
- returned all school materials
- maintained no outstanding balances on tuition or other required financial obligations.

Diplomas will not be awarded and participation in graduation activities will not be allowed until all financial obligations are paid in full.

It is our hope that every 8th grade student remains in good academic and behavioral standing so that all graduations activities can be attended; however, a student may be denied the privilege of participation in the formal graduation ceremony or other events related to graduation, as determined by the principal, for behaviors that are contrary to the mission and values of St. Viator School.

## HOMEWORK

Homework is assigned with great care for the purpose of fostering habits of independent study. Also, it is intended to help students in reviewing, comprehending and/or enriching subject matter taught in class. It allows parents, on a nightly basis, to observe and to evaluate the progress of their child. Because children possess varying degrees of ability and concentration and engage in various activities, it is difficult to estimate a definite time span to be spent doing homework; however, parents should ordinarily expect that their children will be assigned some homework every night.

Parents are encouraged:

- To provide sufficient time and favorable working conditions
- To show interest in the child's work
- To support the school by stressing the value of homework

In the event that an emergency prevents completion of an assignment, the parent must write a note of excuse. This note should not request omission of the assignment, but will act as a temporary postponement.

In addition to completing homework, students should make a habit of reading at home if time permits. The time for homework, study, and reading will vary from day to day and between grade levels, but may average from one to two hours for older students. Please make sure that your child(ren) do their homework in a well-lit, quiet area without television, loud music, or other distractions.

*For your child's grade specific homework policy, please contact their homeroom teacher.*

## ACADEMIC HONESTY

Students are expected to conduct themselves in an honest and transparent manner at all times. Academic dishonesty is not acceptable under any circumstances. The school utilizes multiple tools to support this policy. Plagiarism is one form of academic dishonesty and is defined and described to increase awareness and compliance.

- Plagiarism is presenting someone else's ideas or work as your own.
- Plagiarism is stealing, period.
- Make sure to read the site [www.plagiarism.org](http://www.plagiarism.org) to understand how plagiarism works and how to avoid it.

The near-instant availability of information has made the quick "cut-and-paste" technique common in schools when students write essays or research papers and projects. This is, legally and morally, a form of stealing. The legal and moral considerations, as well as the ways to plagiarize, are too many to include here and are beyond the scope of this handbook. Please note: faculty will have access to services such as [turnitin.com](http://turnitin.com) to evaluate the authenticity of student work. The following is a brief listing taken from [www.plagiarism.org](http://www.plagiarism.org), which all students, parents, and teachers are directed for full information on the subject.

### Examples of plagiarism

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a direct citation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

## CURRICULUM

Going Beyond the Core: The Archdiocese of Chicago Catholic Schools are voluntarily integrating the Common Core State Standards (CCSS) into our rich tradition because we view the standards as being in the best interest of the children and families we serve. At this point, we are beginning the professional development and implementation of core subjects: Mathematics and ELA.

The CCSS standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs. The standards:

- Are aligned with college and work expectations;
- Are clear, understandable and consistent;
- Include rigorous content and application of knowledge through high-order skills;
- Build upon strengths and lessons of current state standards;
- Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society; and are evidence based.

## SCHOOL UNIFORMS

All students in Grades KDG – 8 are required to wear the appropriate school uniform. Pre-Kindergarten students do not wear uniforms but should comply with the remainder of the uniform policy. We expect each student to respect and comply with the uniform regulations. Parents will be notified in writing if a child arrives at school out of uniform, unless a written note to the principal is presented in advance stating an acceptable reason for violation of the dress code. Parents will receive a notice if their child's cleanliness or grooming is found to be deficient. The importance of good grooming is emphasized at St. Viator.

Students are responsible for having clothes and articles marked so they can easily claim them if lost or found. Uniforms need to be in good condition and of appropriate size at all times.

After three out-of-uniform violations, the student will become ineligible to participate in the next all school out of uniform day.

School uniform may be purchased from:

Schoolbelles Uniform Co.  
Harlem-Foster Shopping Center  
7254 West Foster  
Chicago, IL 60656  
847.375.1394 / [www.schoolbelles.com](http://www.schoolbelles.com)  
St. Viator's code: S1371

### UNIFORM CODE

#### **BOYS: Grades K-8**

Navy blue dress slacks or navy corduroy pants (no cargo pants)  
Long or short sleeve light blue polo or dress shirt with school logo  
Only a plain white t-shirt may be worn under the uniform shirt (no t-shirts with colors, writing or other decoration)  
All shirts must be tucked in.

#### **GIRLS: Grades K-4**

Navy plaid V-Neck uniform jumper or navy dress slacks or navy corduroy pants  
Long or short sleeve white uniform blouse with a rounded plain collar or white long or short sleeve knit polo shirt  
Students wearing shirts or pants must wear a uniform shirt with the school logo.

#### **GIRLS: Grades 5-8**

Navy plaid uniform skirt or navy dress slacks or navy corduroy pants  
Long or short sleeve white uniform blouse with a rounded plain collar or a white long or short sleeve knit polo shirt with the school logo.

#### **GIRLS: ALL GRADES (K-8)**

Uniform skirt/jumper length must be at least knee length  
Blouses must be tucked into the jumper/skirts or slacks, unless it is the ribbed bottom polo  
Pants/skirts may not be rolled up or worn below the natural waistline

**BOY AND GIRLS PK 3 and PK4** – Gym shoes should be worn every day

## **WARM WEATHER POLICY**

Our warm weather policy is in effect from opening day until October 1st and from May 15th until the last school day. You will be notified by the principal if an extension of these dates occurs based on weather conditions.

**BOYS:** Navy blue dress shorts and a light blue polo shirt with school logo

**GIRLS:** Navy blue dress shorts and a white polo with school logo or blouse

**SHOES:** Regular school shoes are to be worn by boys and girls

## **MISCELLANEOUS UNIFORM ITEMS**

**CELL PHONES:** All cell phones must remain turned off and in their locker/coat room/ back pack. Any phone being used in school will be confiscated and sent to the office. A parent must pick-up the cell phone.

**HAIR:** Plain, traditional haircuts only. No unusual haircuts/hairstyles, mohawks, shaved sections or part. Hair should be a natural color. Cans of hairspray should not be brought to school.

**JEWELRY:** No dangling earrings, bracelets or other distracting jewelry. Ear cuffs are not permitted. Rings are limited to one per hand. Girls may wear post earrings, one per ear only. Boys may not wear earrings of any type.

**MAKE-UP:** No make-up, nail polish or artificial nails. Cologne, perfumes, and after-shave products are prohibited.

**SHOES:** Shoes must be leather, black, navy, or dark brown. No canvas, athletic-type, clogs, sandals, platforms, moccasins, crocs, or boot-type shoes are permitted. Shoe heels cannot be higher than one inch. All shoes should cover the entire foot. Backless shoes are not permitted. Shoes are to be tied or Velcro closed at all times. "Heelys" or any other wheeled shoes are not permitted in the building at any time.

**SOCKS/TIGHTS:** White, navy, or black socks must be worn (minimum ankle length). Girls may wear white, navy, or black full length tights. Leggings may not be worn under the skirt.

**SPIRIT WEAR:** Spirit wear may only be worn on designated days. Spirit wear does not replace the regular school or gym uniforms.

**SWEATERS:** Only navy blue cardigans or pull-over sweaters, St. Viator gym or uniform applique sweatshirts may be worn, provided a uniform shirt or blouse is worn underneath with the collar visible. Plain, navy blue sweatshirts, fleece tops, and hooded sweaters or sweatshirts are not permitted. Sweaters require a school logo.

## **DRESS DOWN DAYS**

Appropriate dress is still required. All regulations stated on previous pages are in effect on dress down days unless otherwise noted in writing. We do not allow leggings, ripped jeans, spaghetti straps, halter tops, spandex, tube tops, or any other tops that expose skin.

## **GYM UNIFORM**

The following items are required for the gym program and will be enforced.

*Please note: Spirit wear may not be worn to gym classes and does not replace the regular gym uniform.*

**Pre-Kindergarten:**

Gym Shoes

**Grades K - 8**

St. Viator gym shorts or St. Viator long sweatpants

St. Viator gym T-Shirt or gym sweatshirt

Gym Shoes

- On snowy days, the student must bring a change of shoes when walking to the gym.
- Yoga pants, athletic labels, tear away or any other type of sweatpants are not permitted.

Students without the proper gym uniform may not be allowed to participate in gym activities, which could lead to lower grades in gym class. Students not prepared for gym will remain at school for that period.

## **DIRECTORY INFORMATION**

Directory information may be released to the general public, unless a parent requests that any or all directory information not be released on their child. Schools shall notify parents annually of the information that is considered “directory information” and of the procedures to be used by parents or guardians to request that specific information not be released. Without written notification to the principal, the school assumes that the parent does not object to the release of designated directory information.

Information that may be designated as directory information shall be limited to:

- 1) Identifying Information: student name and address, e-mail address, telephone number, date of birth, birthplace, participation in school activities, weight and height of members of athletic teams, dates of attendance, awards received, previous schools attended, the student’s photograph, and the parish in which the student resides.
- 2) Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, sporting or fine arts programs, except that:
  - A) No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or guardian, as applicable; and
  - B) No image on a school security video recording shall be designated as directory information; and
  - C) No student Social Security Number (SSN) or student identification (ID) or unique student identifier can be designated as directory information.
- 3) Academic awards, degrees, and honors;
- 4) Information in relation to school-sponsored activities, organizations, and athletics;
- 5) Major field of study; and
- 6) Period of attendance in school.

Directory information may be released to the general public, unless a parent or guardian requests that any or all the directory information not be released on his or her child. Schools shall notify parents or guardians annually of the information that is considered to be “directory information “and of the procedures to be used by parents and guardians to request that specific information not be released. Without written notification to the school administrator, the school assumes that the parent or guardian does not object to the release of the designated directory information



## **TECHNOLOGY ACCEPTABLE USE BY STUDENT**

### **Regulations for Student Acceptable Use of School Technology Resources**

St. Viator School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in school by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers and people all over the world comes with the potential availability of material that may not be considered to be of educational value in context of the school setting. St. Viator School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

### **REGULATION TEXT**

Improper use of the St. Viator School Technology Resources is prohibited. Uses of the St. Viator School Technology Resources that are prohibited include, but are not limited to:

- Violating student' rights to privacy/confidentiality
- Attempting any unauthorized access to any computer system
- Downloading unacceptable materials
- Re-posting personal communication without the author's prior consent
- Violating copyright law
- Using the school's technology resources for financial gain, credit card fraud, electronic forgery, or other illegal activity or for political purposes
- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel
- Changing or attempting to alter any configurations, programs, or passwords, on any computer system
- Using a school computer without the knowledge/approval of school personnel responsible for the computer
- Using inappropriate language, pictures, or gestures in any form on the Internet
- Using the Internet for entertainment or limited self-discovery function
- Using the Internet for unauthorized purchases.

## **GENERAL INFORMATION**

School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. The school, therefore, encourages parents to have a discussion with their children about Gospel values and how those should guide student activities while using the Internet.

The student and parent must sign an Internet use agreement before the student is given access to the school's Internet resources. School personnel or the parent may withdraw student Internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent is responsible for any damage caused by the student's inappropriate use of the Internet/ computer systems.

## **PARENT CONSENT FOR STUDENT USE OF THE ST. VIATOR SCHOOL TECHNOLOGY RESOURCES**

Prior to the use of a student's account of St. Viator School technology resources, the parent of the student must provide written authorization.

## **STUDENT ACKNOWLEDGEMENT**

All students who use the St. Viator School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

## **TECHNOLOGY USE OUTSIDE OF SCHOOL**

Parents are primarily responsible for the student's appropriate and ethical use of technology outside of school; however, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Student will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the students and their families.

## BLOGS AND VIDEOS

Engagement in social media may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty, other students, or the parish.

## GUIDELINES FOR COMMUNICATING ELECTRONICALLY WITH MINORS

Electronic communication includes (but is not limited to) use of cellular phones, webcams, email, text messaging, and instant messaging and, electronic publication of content on websites, message boards, blogs, and social networking sites.

All decisions related to the means used to communicate electronically with minors should be made by a pastor or principal, rather than by individual employees or volunteers.

Before communicating with minors electronically, obtain written permission from parents to do so. Ask parents, in writing, which forms of communication they prefer be used to contact their children. **Teachers, catechists, coaches, youth ministers and others should not collect student e-mail addresses and phone numbers from students; this information must be provided, in writing, by parents.** In the case of young children (i.e., elementary school and middle school students), only parents should be contacted directly. In the event minors are contacted directly by employees or volunteers, parents must be copied on the content of all messages (although the duplicate message need not be sent using the same means of communication used to contact the minor).

The content of electronic communication should be brief and on topic. When communicating with a minor, write or speak as if you are also communicating with their parents; the boundaries that must be respected in oral communication extend to electronic communication. All communication must conform to Archdiocesan Safe Environment Training and the Code of Conduct ([http://www.archdiocese-chgo.org/keeping\\_children\\_safe/code\\_of\\_conduct.shtml](http://www.archdiocese-chgo.org/keeping_children_safe/code_of_conduct.shtml)).

Communication that violates the Code of Conduct will not be tolerated, regardless of the medium used to convey it. Except in extraordinary circumstances, all communication between adults and minors should take place between the hours of 7:00 a.m. to 10:00 p.m. This includes the posting of content to websites and social networking sites.

### Cellular Phones/Text Messaging

Whenever possible, use school or office lines to conduct ministry/school-related conversations.

Except in cases of emergency, do not call minors directly (e.g., on a minor's cellular phone). Instead, call parent or family lines. Avoid sharing your personal cell phone number with minors. Do not communicate with minors via text messages. A possible alternative to the use of traditional text messaging is the use of Twitter or social networking sites (see point one under "Social Networking Sites.")

### Email

Listed here are the guidelines for the adults in the community such as teachers, staff, and coaches. Please inform the office if they are not being followed.

Do not contact minors using a personal email address. Only official Archdiocesan or parish accounts should be used for communication. If possible, always copy parents on emails sent to minors. In the case of certain minors (i.e., elementary school and middle school students), only email parents. Do not add minors to

personal, electronic mailing list (e.g. when sending or forwarding an email unrelated to educational or ministry-based activities, do not add minors to the list of recipients.) If you receive an inappropriate personal communication from a minor, keep a copy of the message and inform your supervisor.

### **Social Networking Sites**

Employees or volunteers should not use personal social networking site accounts to contact minors. Instead, a parish or school can create a group or organization page used strictly for education or ministry-related communication. These accounts must be registered to the school or parish, instead of to individuals within an organization. All group pages or ministry/education-related accounts should be titled to reflect their official nature. Passwords to such accounts should be accessible to at least two employees.

- No personal contact information should be listed in the profile fields. Only official email addresses, office phone numbers and job titles should be listed.
- Account settings should be set to maximize privacy.
- While schools and parishes are free to publicize their presence on social networking sites, minors should not be sought out as “friends” (i.e. individually invited via site communication tools to associate with the group or page.)
- Do not post pictures of minors or “tag” pictures of minors (i.e. label photos to increase their accessibility or visibility on a site.)
- Only comment on education or ministry-related threads.
- Do not use instant messaging programs (e.g., Facebook chat).
- Official walls and pages must be frequently monitored for inappropriate posts. Inappropriate posts should be promptly removed/deleted. A specific individual should be responsible for monitoring sites and removing inappropriate content.
- If third parties create unofficial groups or fan pages about your group, periodically review them for inappropriate content (e.g., unauthorized use of logos, bullying, harassing or defamatory language, etc.) You may report these pages/groups/users to the hosting site and ask that they be removed.

All content posted by employees and volunteers must reflect Catholic teachings and values.

## BEHAVIOR GUIDELINES

In an effort to create an atmosphere conducive to learning, rules of behavior have been adopted by St. Viator School. The manner in which our students conduct themselves reflect on them, their parents, and their school. Every action contributes to the St. Viator School community and the reputation of the entire student body; therefore, courteous behavior and respect for the rights and property of others is expected of all students in the classroom, throughout the school building and grounds, in church, and at all school functions.

Appropriate behavior will be based on the St. Viator Guidelines for Success:

- Respect
- Responsibility
- Honesty
- Effort

To be used in conjunction with the PeaceBuilders® principles of:

- Praise People
- Give Up Put-Downs
- Seek Wise People
- Notice Hurts
- Right Wrongs
- Help Others

When these guidelines are broken, a child decreases the peace in the classroom or the school and, as a result, someone or something is hurt.

## BEHAVIOR MANAGEMENT PLAN BY GRADE

### **Preschool and Kindergarten**

Behavior Management plans include both positive reward systems, such as sticker charts and golden tickets, as well as stoplight clip charts. Individualized plans may be developed as needed. Plans will be formed based on teacher observations of interactions of students, and data collection of the behavior.

1. Teacher gives verbal warning/talks with student.
2. If the behavior continues that day, the the student moves their clip or loses their positive reward.
3. If the student is able to regain their positive incentives, or move their clip back up with improved behavior.
4. If inappropriate behavior continues, the teacher will contact the parents and an appropriate negative consequence may be given.
5. If a pattern develops, then an individualized intervention plan will be created. The Rtl teacher committee may be used as a resource for this student.

### **GRADES 1 THROUGH 3**

Teachers will have discretion over the specific way in which student infractions are handled and recorded during the day; however, teachers will base their plans around the three-strikes system.

1. Verbal warning with redirection
2. Second warning (move to yellow etc.)
3. Final warning (move to red etc.). This warrants communication with a parent. The student will also face a consequence (time out from recess, etc.).

If a pattern develops, then an individualized intervention plan will be created. The Rtl teacher committee may be used as a resource for this student.

It will be made known to the parent that if a student continues to behave inappropriately, a conference will be called with the teacher, the parents, and an administrator to discuss next steps.

Teachers will keep a record when a student ends on red for the day. Teachers will also decide whether or not they will implement a reward system. These systems will be on a per teacher basis.

### **GRADES 4 THROUGH 8**

With repeated violations, children will be separated from the current class activity to allow them to calm themselves and think about how they can contribute to the positive learning environment in the classroom. Parents will be notified when a child is separated from a class activity.

If a pattern develops, then an individualized intervention plan will be created. The Rtl teacher committee may be used as a resource for this student. Parents will be contacted to contribute to the discussion to find ways to help their child contribute to a positive learning environment.

### **ASSERTIVE DISCIPLINE PLAN**

1. Warning
2. Interventions
3. Loss of privilege or time out
4. Parent notification
5. Individualized action plan
6. Detention

## **SCHOOL DISCIPLINE**

Students at St. Viator School are expected to practice behavior appropriate to a learning situation at all times. They are to be polite, courteous, and respectful of faculty, peers, parents, and themselves. Consequences for uncooperative or disruptive behavior must be applied consistently and must be appropriate to the infraction. A discipline system is meant to discourage unacceptable behaviors and encourage expected, positive behaviors resulting in a better learning environment. St. Viator School recognizes the parent as the child's first and most important teacher. It is through the cooperation of parent, student, teachers, and principal that an optimal learning environment is created and maintained. Parental help in reinforcing appropriate school behavior is encouraged, expected, and valued.

The teachers address ordinary classroom misbehavior. If a child is consistently uncooperative, the principal is asked to assist. Parents will be informed in the event of serious or continual misconduct whether inside or outside the school or program\*. The teachers will have privately discussed the child's behavior with him or her before parent notification. Suspension from school may be imposed only after all other means of correction have been unsuccessful. Occurrences of serious misconduct may result in possible suspension or expulsion.

\*Misconduct is defined as acting in a manner that causes disruption to a class, argumentative behavior, or any behavior that is not conducive to the school's safe, orderly, and non-disruptive atmosphere.

- Continual disruptive conduct
- Lying, cheating or stealing
- Leaving school, school grounds, or classroom without permission

- Use of vulgar, obscene language/ gestures or defaming language
- Bringing knives, fireworks, or weapons to school
- Any form of vandalism or theft
- Fighting or other acts of violence
- Possession or use of tobacco, drugs, or alcohol
- Bullying or harassment of any nature
- Any evidence of gang related signs, gestures, symbols, colors, or clothing
- Defamatory or threatening statements made on social media

Appropriate conduct is required at all school-sponsored events.

St. Viator School reserves the right to search all school property, lockers, and personal property if there is a suspicion of possession of drugs, alcohol, weapons, tobacco, paraphernalia, or missing/stolen items. School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to, and need for, privacy. The interest of individual students in securing personal privacy must be balanced against the interest of the community in protecting students against disruptive or illegal conduct.

*The school and the parents are partners in the education of students. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.*

## **CHEWING GUM POLICY**

Students are NOT allowed to chew gum within the St. Viator school building during and after school hours. Students who are caught with gum will be asked to properly dispose of the gum. Repeat offenders will receive consequences that may include service to the school, conduct referral, or detention.

## **DETENTION**

Detention notices are issued to students in Grades 4 through 8 on the day of the infraction. The notice must be signed by the parent and returned to the teacher on the following day. Please note the date when the detention will be served. Parental cooperation and support are important in this matter of discipline. If the detention notice is not signed and returned on the following day, the parent will be called. After three detentions, a parent-teacher conference may be required. Time for detention is immediately after school until 3:45 p.m. unless otherwise noted on the detention slip.

## **SUBSTANCE ABUSE BY STUDENT**

Substance is defined as illegal drugs and drug paraphernalia, alcohol, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

#### SCHOOL PROCEDURES FOR HANDLING VIOLATIONS

- Notify the parent/guardian and suspend the student during the school investigation.
- Notify local law enforcement authorities immediately as directed by law.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).
- Notify the school's Regional Director of the incident; fax a copy or send a PDF of the completed Accident/Incident Report within 24 hours to the Regional Director.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

### **PUBLIC AFFECTION**

Students are expected to use good judgment and refrain from displays of affection during school, on school grounds, or at school activities or events.

### **HARASSMENT**

The pastor, administration, and staff of St. Viator School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.



## **SEXUAL HARASSMENT**

Sexual harassment by an employee of another, by an employee of a student, by a student of an employee, or by one student of another, in any form, is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against employees or students who exercise their right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth in this handbook.

## **RESPECTFUL BEHAVIOR TOWARDS ALL SCHOOL EMPLOYEES**

Upon receipt of a written complaint from any school personnel, the principal shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The principal also must notify the Illinois State Police (ISP) within three days of each incident through the School Incident Reporting System (SIRS).

## BULLYING

As Catholic Peacebuilders we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, directed toward another student or students, occurring on or off campus at any time.

Bullying acts or conduct can include, but are not limited to, the following:

- Physical**      Punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling
  
- Verbal**        Name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication or platform.
  
- Emotional**    Intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, , manipulation of friendships, isolating, ostracizing, peer pressure or inappropriate comments regarding personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
  
- Sexual**        Includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment or abuse involving actual physical contact or sexual assault.
  
- Cyber**         Cyber-bullying can include all of the above as well as the use of electronic tools, devices, videos, social media sites, blogs, and websites to harm a student or students with text, photos or videos.

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school-sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All members of the Catholic school community, parents, teachers, staff, administrators, athletic volunteers, and others, are expected to work together in preventing bullying and promoting Gospel and PeaceBuilder values in a Christ-centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

### **Bullying Protocol**

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the *Bullying/Harassment School Incident Reporting Form A* from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete Form A within a day and give the form directly to the principal, keeping a copy for her/his personal records.



## **STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT**

1. **INTERVENTION:** The inappropriate/unacceptable conduct should be stopped immediately.
2. **INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.
3. **DETERMINATION:** Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.
4. **RESPONSE:** Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

Appropriate disciplinary consequences will be applied to offending students including detentions, the possibility of suspension, and /or expulsion. Consequences may also include removing the student from teams, student council, trips, dances, and other events sponsored by St. Viator

## **GANG ACTIVITY**

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic School. Intimidation and/or disrespect of any person is unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm towards others
- Symbols that may be gang-related in the manner displayed including, but not limited to, jewelry, jackets, sweatshirts, hats, or other forms of apparel
- Display of signs/symbols that may be gang-related on paper, notebooks, textbooks, and other possessions
- Conduct on or off premises that may be gang-related
- Imitation of gang signs, symbols, actions, clothing, etc., at play before or after school, at recess, on or off school grounds.

Parents are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

## **WEAPONS AND FIREARMS**

To uphold the dignity of the human person, the sacredness of human life, and to provide a safe, secure environment students shall not carry, possess, or use weapons in school, or on school premises. School premises include all property managed by St. Viator Parish such as the school building, parish, church, gym, and the parking lot. Weapons include, but are not limited to, the following: knives, handguns, bats, pipes, sticks, and any other objects that may cause bodily harm.

School authorities have the right to inspect and search lockers, desks, back packs, parking lots, and school property.

Parents of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to immediately report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

### **Searches of School Property**

All property of the school, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

### **Searches of Student's Person and Personal Property**

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia, or other items prohibited by law or by school policy.

## WELLNESS POLICY

Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

### Procedures

- Schools of the Archdiocese shall comply with applicable federal, state, and local laws that are in place to ensure the wellness of students.
- Schools of the Archdiocese shall comply with goals established by the Office of Catholic Schools to ensure nutrition education, physical activity, and other school-based activities that promote student wellness.
- Nutrition guidelines shall be followed in the school's food service program.

## STUDENT WELLNESS POLICY 105

### Belief Statement

St. Viator Elementary School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

### Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity, and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity, and other school based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

### Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of developing many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things one can do to maintain and improve one's physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

St. Viator Elementary School will comply with the goals for Student Wellness established by the Archdiocese of Chicago, Office of Catholic Schools as stated on the following pages.

## GOALS FOR STUDENT WELLNESS

### Goals for Nutrition Education

- Students in preschool through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
- Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help them incorporate healthy eating and physical activity.

### Goals for Physical Activity

- Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Elementary schools shall provide a daily, supervised recess period to all students.
- Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs, or other like activities.

### Goals for other School-Based Activities Designed to Promote Student Wellness

#### *Consistent School Activities and Environment – Healthy Eating*

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family, and school staff.
- School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training.
- Students, parents, school staff, and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (My Pyramid) such as fruits, vegetables, low-fat dairy foods, and whole grain products.
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation, or service of food on the school campus shall be limited to authorized personnel.

#### *Consistent School Activities and Environment – Physical Activity*

- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

#### *Food or Physical Activity as a Reward or Punishment*

- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in recess or physical education class as punishment.

#### **Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day**

- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing, and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:
  - a la carte offerings in the food service program;
  - food and beverage choices in vending machines, snack bars, school stores;
  - food and beverages sold as part of school-sponsored fundraising activities.
- Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods, and whole grain products, wherever and whenever food is sold or otherwise offered at school.

#### **Guidelines for School Meals**

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### **Measuring Implementation & Community Involvement**

- The Archdiocesan Superintendent of Schools or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.
- The principal of each campus shall be responsible for implementation of the wellness policy.
- Individual schools shall involve parents, students, representatives of the school food service program, the school board/advisory committee, school administrators, and the public to consult in the development of the wellness policy. This will be demonstrated through their involvement in reviewing, and being listed on the individual school wellness checklist.
- The Archdiocesan Superintendent of Schools or designee, based upon feedback from individual schools, may revise the wellness policy as appropriate.

#### **Healthful Food and Beverage Options for School Functions Attachment A\***

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff, and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice



- Peanut butter with apple wedges or celery sticks\*
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)\*
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)\*
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)\*
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

*This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

\* Parents need to be mindful of those with allergies or food sensitivities when they make their snack choices. Student health concerns always comes first.

## **CONCLUSION**

The guidelines and information presented in this handbook are intended to help establish a solid mutual relationship and understanding between the home and the school. Children need to know that their parents, teachers, principal, and other school personnel cooperate for their best interests and for their education towards becoming good, loving, and intelligent person of faith.

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. Notice of amendments will be sent home to parents via the weekly newsletters or through e-mail communication.

*No school code of conduct or handbook can explicitly state every school rule, regulation, or policy. The school reserves the right to interpret and develop policies and regulations as necessary based on the philosophy, objectives, and mission statement of St. Viator School.*



# PHOTO/ACADEMIC PERMISSION FORM

## Media Consent

### MEDIA CONSENT FORM

On occasion, St. Viator uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins, social media, and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Please check and sign below:

\_\_\_\_\_ My child's photo or academic work may be published in any format including group or individual photos.

\_\_\_\_\_ My child's photo or academic work may **NOT** be published in any format including group or individual photos.

### PLEASE PRINT:

Name of student \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

This form will remain in effect until the parent/guardian request a change in writing.

**If you do not return this from by Monday, August 22, 2016, it will be assumed that you give permission for your child's photo or academic work to be included in any form of communication.**

## FIELD TRIP PERMISSION FORM

School Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

Destination: \_\_\_\_\_

Date \_\_\_\_\_

Grade/Class \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Teacher/Supervisor \_\_\_\_\_

### EDUCATIONAL PURPOSE OF THE FIELD TRIP

\_\_\_\_\_

**Please note the following:**

\_\_\_\_ Students will wear school uniforms.

\_\_\_\_ Students may wear casual clothes suited for the field trip and in accord with school dress code.

\_\_\_\_ Students will bring their lunches labeled with name/grade

\_\_\_\_ Lunch will be provided for the students.

\_\_\_\_ Students may purchase lunches at their own expense.

\_\_\_\_ Other: \_\_\_\_\_

**Transportation:**

Bus – provided by \_\_\_\_\_

Public – provided by \_\_\_\_\_

Walking Route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

***Print first and last name of student on line below***

I/we, the parent(s)/guardian(s) of \_\_\_\_\_ request that the school permit my/our son/daughter to participate in this field trip as described above. I/We understand that this is an educational trip and a valid extension of the classroom experience. In consideration of the making of arrangements by the school, I/we release and save harmless the school and any and all school personnel from any and all liability for any injuries, loss, or other claims arising or resulting from the trip.

***Print first and last name of Mother/Guardian:***

Mother/Guardian \_\_\_\_\_

Father/Guardian \_\_\_\_\_

Mother/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

***Print first and last name of Father/Guardian:***

Father/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

***Note: Teachers will have each student's Medical and Emergency Notification Authorization for Medical Treatment on the trip.***

***Cost of Field Trip*** \_\_\_\_\_ ***Due on or before*** \_\_\_\_\_

***Please place the permission form and the required fee in an envelope. Include student's name, grade, and room number.***

## School Field Trip Pre-Approval Form to the Principal

Staff Member: \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_

Staff Member: \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_

In conjunction with grades/organization: \_\_\_\_\_

**Educational/Trip Purpose:**

- Itinerary details must be attached, listing accommodations for students with special needs (e.g., accessibility)
- Sample Field Trip Permission form must be attached

**Destination:** \_\_\_\_\_

**Destination Address/Phone:** \_\_\_\_\_  
(Address, City, State) (Phone Number)

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Number of:** Students: \_\_\_\_\_ (Give the office a list of schools attending by grade/homeroom)  
 Staff Members: \_\_\_\_\_ Names: \_\_\_\_\_  
 Chaperones\*: \_\_\_\_\_ Names (Attach list)  
 Organization Members\* Names: \_\_\_\_\_

**\*All chaperones and organization members must be over 21, must have successfully completed all safe environment requirements, and must be approved by the principal.**

**Name of Transportation Company:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Workers' Compensation, Auto Liability, and Certificate of Insurance from the bus company on file? Yes No  
(Circle)

**Estimated Costs**

Transportation \$ \_\_\_\_\_  
 Admission \$ \_\_\_\_\_  
 Fees \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 (other)

**Total Cost \$** \_\_\_\_\_ (The office should receive all receipts)  
**Student Cost \$** \_\_\_\_\_  
**Additional Funding Source (i.e. grant, etc.):** \_\_\_\_\_

**The staff member must receive formal approval before telling students about the field trip and giving out permission slips. Once approved, staff members need to obtain copies of the Medical and Emergency Notification Authorization for Medical Treatment for each student attending the trip. Staff members also need to either cancel or arrange for school lunches to be brought on the trip. Notify the principal of any changes.**

Staff Member Signature: \_\_\_\_\_ Staff Member Signature: \_\_\_\_\_

Principal Approval \_\_\_\_\_ (Date) \_\_\_\_\_ Date \_\_\_\_\_ (Date)



# PARENT & STUDENT HANDBOOK Signature Page

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## SIGNATURE PAGE

\_\_\_\_\_  
Date

**I have received and read the Parent and Student Handbook and agree to follow the school policies and procedures stated therein.**

***BOTH parent and student signatures are required.***

\_\_\_\_\_  
Parent Name (Please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Signed form must be returned the school office no later than August 31, 2016**



## Accident/Incident Reporting Form

**School:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
 Male  Female

**Adult:** \_\_\_\_\_ **Position:**  Employee  Volunteer  Visitor  
**Situation:**  Accident  Incident

<p><b>Note:</b> Please provide objective and factual statements below. Use and attach a second sheet if necessary. <b>Describe what happened.</b></p>   <p><b>Where did the accident/injury happen?</b></p>   <p><b>What was going on before the incident?</b></p>   <p><b>Names of Students/Adults involved:</b></p>   <p><b>Who was supervising the activity?</b></p>	<p><b>Was emergency assistance required?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> First Aid</p> <p><input type="checkbox"/> Paramedic <input type="checkbox"/> Fire Dept.</p> <p><input type="checkbox"/> Police</p> <p><b>Was parent/guardian/family member notified?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>By whom? _____</p> <p><b>Was the injured student/adult taken to the hospital by emergency personnel?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Who accompanied the student to the hospital?</b></p> <p>Name: _____</p> <p><b>If medical attention was required, was Gallagher Bassett notified?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Did anyone injured refuse medical attention?</b></p> <p>Name: _____</p>	<p><b>Please list the name(s) of a witness to the accident, injury, or incident:</b></p>          <p><b>Additional information regarding response from the parent/guardian, local emergency, or police authority:</b></p>
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**Signature of School Representative** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of School Principal/President** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

FAX (312-534-5295) this form to the Regional Director/Secondary Field Expert at the Office of Catholic Schools and fax (312-534-9805) to the Archdiocese of Chicago risk Manager within 24 hours OR email a PDF copy of this report to the Regional Director/Secondary Field Expert and to the RISK MANAGER (Don Turlek@dturlek@archchicago.org) within 24 hours. GALLAGHER BASSETT INSURANCE (630-932-3400)