



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)

**St. Viator Elementary School  
2011 – 2012 FACULTY & STAFF**

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**\*\*\*To be filled in at a later time\*\*\***

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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. Please keep this booklet handy as a reference throughout your child’s education at St. Viator School. In the event of loss, replacement copies of this booklet are available at the school office.

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 Wednesday Folder or through e-mail communication.

The parent/guardian is asked to read this document thoroughly, share it with the student/s and return the acknowledgement page to school.

## **ST. VIATOR SCHOOL HISTORY**

St. Viator School was started in 1902; 14 years after the Clerics of St. Viator founded the St. Viator Parish. Father 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. But 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 floor. 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 Father McCormick's belief that setting high standards for education is an utmost priority.

## **ABOUT ST. VIATOR SCHOOL**

St. Viator School is a professionally staffed; Illinois State accredited Catholic elementary school serving a diverse community. The school’s educational programs provide spiritual, academic and technological challenges. The school adheres to the academic and religious 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 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 life long 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 strive to promote academic excellence for our students through a variety of methods. All Children come to school with varying levels of development and from diverse cultural backgrounds. 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.

## ADMISSIONS POLICY

St. Viator School admits students of any race, color, sex, 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 race, color, sex or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs or athletic and other school related programs.

Parents should understand that all students, both Catholic and non-Catholic, admitted to the school will participate in Catholic religious instruction as well as other activities related to the Catholic character of the school.

When transferring from another school to St. Viator School, the student's most current report card must first be presented to the principal. A conference with the principal must 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 (for any religion)
- Social Security Number
- Up to date immunizations, health, and dental records due the first day of school



## PARENTS ROLE IN EDUCATION

We, at St. Viator School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Viator School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest 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), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good 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. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.



## PARENTS AS PARTNERS

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
- 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 lunch every day that they brought from home or was ordered through FSP

To actively participate in school activities such as Parent-Teacher Conferences

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

To notify the school with a written note when the student has been absent or tardy

To notify the school office of any changes of address or important phone numbers

To meet all financial obligations to the school

To inform the school of any special situation regarding the student's well-being, safety, and health

To complete and return to school any requested information promptly

To read school notes and newsletters and to show interest in the student's total education

To support the religious and educational goals of the school

To support and cooperate with the discipline policy of the school

To treat teachers with respect and courtesy in discussing student problems

## 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 Catholic School, shall concern itself with specified areas pertaining to the general excellence of Catholic education at St. Viator Catholic School.

Working in close collaboration with its canonical administrator, the Pastor, and administrative officer, the Principal, and hearing its many publics 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 parish goals established by the parish council.



## OFFICE HOURS

September through last day of school                      Monday through Friday                      7:15 a.m. to 3:15 p.m.

## SCHOOL HOURS

Pre-Kindergarten/ 3 Year olds	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/ 4 Year old/FULL Day	Monday through Friday	7:50 a.m. to 2:40 p.m.
Kindergarten	Monday through Friday	7:50 a.m. to 2:40 p.m.
Grades 1 through Eight	Monday through Friday	7:50 a.m. to 2:45 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 checking in at the office. Teachers generally do not have time in the morning when the bell rings to speak with parents. Please schedule your teacher appointments when necessary.

## ATTENDANCE

A student's progress depends in large part on regularity of attendance. Repeated absences may result in an inadequate accomplishment of educational tasks and goals during the school year and may be sufficient ground for repetition of a grade.

**PLEASE NOTE:** If your child has a fever or is experiencing nausea, vomiting or diarrhea please do not send him/her 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. This encourages responsible behavior and develops good life-long habits. The arrival of a student to his or her classroom after 8:00 a.m. constitutes tardiness. Until 8:05 a.m. the student should report directly to the classroom; after 8:05 a.m., the student must report to the office before going to class to obtain a tardy slip. Students are not permitted into their class unless they have the tardy slip.

Tardiness interrupts the flow of the lesson in progress and wastes valuable teaching/learning time. It is also an injustice to classmates who are disturbed by the latecomer. Parents are expected to send a written excuse to the teacher regarding tardiness.

Continued tardiness may result in a detention and/ or in school suspension. A parent conference will be required to resolve the issue.



## ABSENTEE PROCEDURES

If your child is absent from school, you are required to:

1. Call the school office at 773-545-2173 **before 8:00 a.m.** or send an email to [JSchraeder@stviatorchicago.org](mailto:JSchraeder@stviatorchicago.org) to report your child's absence.
2. Messages may be left on the answering machine. This procedure is established for your child's own safety. If parents do not notify the school, school personnel must contact the parents at home or work to investigate the unreported absence. Therefore, your cooperation will be greatly appreciated.
3. 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) of absence and the reasons therefore. A student returning after suffering a communicable disease must present a note from a doctor verifying that he or she is no longer contagious.
4. If a student has been absent for five or more school days in a row, a written, dated note from a doctor which states the reason for the absence must be returned to the school.
5. During prolonged absences, a student can easily fall behind in his or her studies. To help prevent this, parents should make advance arrangements for acquiring the student's assignments either by having them brought home by a brother, sister, fellow student, or by picking them up themselves 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 his or her parents, no student will be dismissed from school during class hours. Such request must be submitted to the principal for approval. The scheduling of medical or dental appointments during school hours is discouraged. If a child becomes ill during the school day, parents will be notified by the school to come take the child home. Parent /adult must come to the office to sign out the child before leaving school.

## EMERGENCY CLOSINGS

As a general rule, our school will remain open during inclement weather. 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 also be announced on most radio stations, however, WGN-AM (720 Radio) and WGN-TV (Channel 9) are notified first. School closings are also posted on our web site <http://www.stviatorchicago.org>

It is our policy to close automatically whenever the Chicago Public Schools are closed because of inclement weather conditions.

\*\*\* 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 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 all students, parents, and guardians to bring healthy snacks/treats to school. Some examples of healthy treats are fruit, Jell-O, cheese and crackers. Etc.

## AFTER SCHOOL HOURS

Students must proceed home as soon as possible after dismissal from school. They must not loiter around the school grounds after school hours.

From time to time it may be necessary for a child to be kept after school for disciplinary or other reasons. If a child must stay later than 3:00 p.m., his or her parents will receive prior notification either by means of a telephone call, a note from the school or by verbal message conveyed through their child. Safety patrols will be off duty after 3:00 p.m., so parents will be obliged to see that their child reaches 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 2:40 p.m. and 6:00 p.m. Kid Care services are available on most half days. Registration forms and fees are available in the school office.

## VISITORS / VOLUNTEERS SCHOOL SECURITY

School visitors (volunteers, parents, etc.) must come to the main office door. Ring the door bell. For safety and security reasons, each person is required to sign in at the office when he/she enters 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. Exit must be 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 student during the day. This is an interruption to the teacher and to the educational process.



## SAFETY PATROL

Parents are responsible for the safety of the child 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 safeguard the children; therefore, students are expected to cross streets at the guarded corners. Patrol persons are also stationed at the parking lot entrance for the safety of the children. However, by providing this service, St. Viator School and the Catholic Bishop of Chicago accept no liability for the safety of the child. 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, please park in the designated parking spaces and walk with you 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 Chicago Archdiocese. 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

ILLINOIS STATE LAW requires that **before school begins** in the fall, ALL children entering for the first time (any grade); all children entering Preschool 3 & 4, Kindergarten, Grade 1 children and again upon entering and sixth grade must have a physical examination as well as up to date immunizations and health history. Children 6 years of age or below also need a lead screening. **Children will NOT be permitted to come to school until this requirement is fulfilled.** Dental Examinations are required for children in kindergarten, second 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.

**MEDICATION:** 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.

State law forbids school personnel, including teachers, administrators, administrative staff, to administer medication to students. If medication is necessary to maintain the student in school, parents are asked to consult their physician in order to determine if the administration can be scheduled outside of school hours. If this is not possible, the parent must adhere to the **Medication Authorization** form distributed on the opening day of school.

If it is that a child self-administers cough drops a written note must be sent to the classroom teacher.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

## 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 child/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, work hours or any other information required on the emergency records must be communicated to the school **at once.**

## CHANGE OF INFORMATION AND/OR TRANSFERS

Any change of address or home/cell phone numbers should 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.



## SCHOOL/HOME COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, St. Viator School uses a Wednesday folder system. Official folders containing all correspondence are sent home on Wednesdays and should be returned the following day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. There is a \$1.00 replacement charge for folders that are lost. Information is not sent home if the Wednesday folder has not been returned.

Official school-wide emergency communications are sent using the School Reach® phone broadcasting system.

All submissions for the Wednesday Folder must be approved by the Principal. Content for the folder must be sent to school no later than the Monday of the week you'd like the item to go in. There is no guarantee that the item will be in the folder if it arrives later. What week the item goes in is at the sole discretion of the principal.

## 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 would 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 cooperate with the school in making homework effective

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.

## FAMILY TRIPS

If children are taken out of school for family trips, parents must first notify the office and must assume responsibility for keeping their children's studies up to date. Teachers will not give work prior a student's absence. It will be the student's responsibility to make up missed work.

## LIBRARY

Class schedules are arranged so as to permit each student the opportunity to spend an appropriate amount of time in the school library each week for selection and reading of books suitable to their individual interests and abilities.

## TUITION

Annually, a statement of tuition policies and parent responsibilities will be provided by St. Viator School at Parent Commitment Night in the spring.



## FIELD TRIPS

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

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
3. All grades do not always have the same number of field trips.
4. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
5. 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 ENVIRONMENT 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 YEARLY**

- All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking system **CANTS 689** forms. 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: 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 after being accepted as a volunteer)
- 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

**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, a 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.



## EXTRACURRICULAR ACTIVITIES

Altar Servers	Eucharistic Ministers
Band	Piano
Boy Scouts	Safety Patrol
Choir	Student Council
Drama/ SCRIPT	Yearbook
Enrichment Clubs	

## ATHLETIC ASSOCIATION

The Athletic Association is an organization of the parish school. It 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
- Girls on the Run Program
- Itty and Itty Bitty Basketball for Grades PreK 4 - 3
- Primary Gym activities for Grades PreK – 4

## PARENT ASSOCIATION

**The purpose, aims and objectives of the St. Viator Parent Association are:**

- to provide opportunities for parents to get to know each other
- 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

**Just some events hosted by the Parent Assn. are:**

Annual Halloween Party  
Skate with Santa  
Movie Nights for Children  
Chuck E Cheese Night Out

Welcoming Tea for new parents/children PK3 – KDG  
Trivia Night  
Teacher Appreciation Lunch  
A Variety of Adult Nights Out

The By-Laws for the SVPA are available in the school office.



## ST. VIATOR 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:

1. Must be baptized Catholic with a copy of the certificate filed in the School/Religious Education Office
2. Participate in a parish School or parish Religious Education program for a minimum of two consecutive years (including the present year)
3. Attend Sunday Mass on a regular basis
4. Complete all preparation classes
5. Participate in all retreat, practices, etc.

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

BAPTISM	Our Parish offers preparation for Baptism for children in grades 1-8. 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 are 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.

### 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:

**“A HONORS”:** 6 “A”s out of 7 major subjects with nothing lower than a “B” in the remaining subject, and nothing lower than a “B” in Computer, Gym and Spanish

**“B HONORS”:** 6 “B”s out of 7 major subjects with nothing lower than a “C” in the remaining subject, and nothing lower than a “C” in Computer, Gym and Spanish.

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

Passing grades (+) are required in Music and Art

The Trimester Honor Roll is posted on the first floor outside the school office.

### 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. They cannot occur during school hours. A simple note to the school requesting an appointment will receive prompt attention.

### TESTING PROGRAM

Terra Nova Tests are administered annually in the spring to students in grades 3 to 8. The testing program covers reading, language arts, math, science and social studies. The results are sent home to parents when they become available.



## SCHOOL UNIFORMS

All Students in Grades One through Eight are required to wear the appropriate school uniform. Pre-Kindergarten and 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 remainder of the uniform policy. We expect each student to respect and comply with the uniform regulations. Students are not permitted to deviate in any way from the uniform code as stated below and on the following pages. 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 a “good 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 School.

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

**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.**

School uniform may be purchased from:

Schoolbelles Uniform Co.  
“Oaks Shopping Center”  
1527 Lee Street  
Des Plaines, IL 60018  
847-375-1394 / [www.schoolbelles.com](http://www.schoolbelles.com)  
**St. Viator’s code: S1371**

## UNIFORM CODE

### **BOYS: Grades One through Eight**

Navy blue dress slacks or navy corduroy pants  
Long or short sleeve light blue polo or dress shirt

Only a plain white or St. Viator tee shirt may be worn under the uniform shirt. (No colored tee shirts, Tee shirts with writing or other decoration.) Cargo pants are not allowed. **All shirts must be tucked in.**

### **GIRLS: Grades One through Four**

Navy plaid V-Neck uniform jumper or navy dress slacks or navy corduroy pants  
Long or short sleeve white uniform blouse with either a rounded or pointed plain collar or a white ribbed bottom knit polo shirt. (Polo shirt may be worn outside the jumper/skirts or slacks)

### **GIRLS: Grades Five through Eight**

Navy plaid uniform skirt/split skirt or navy dress slacks or navy corduroy pants  
Long or short sleeve white uniform blouse with either a rounded or pointed plain collar or a white ribbed bottom knit polo shirt

### **GIRLS: ALL GRADES**

- Uniform skirt/jumper length should be no shorter than knee length
- Blouses must be tucked in jumper/skirts or slacks
- Pants/skirts may not be rolled up or worn below the natural waistline



Uniform Code continued from previous page:

## **GYM UNIFORM**

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

**Pre-Kindergarten and Kindergarten:** Gym Shoes

**Grades One Through Eight:** St. Viator gym shorts or St. Viator long sweatpants  
St. Viator Tee Shirt  
Gym Shoes

- On rainy/ snowy days there must be a change of shoes when walking to the gym.
- Yoga pants, Nike, striped or any other type of sweatpants are not permitted.
- Spirit wear may not be worn to gym classes and does not replace the regular gym uniform

**Students without the proper gym uniform will not be allowed to participate in gym activities**

## **WARM WEATHER POLICY:**

Our warm weather policy is in effect opening day until October 1st and May 15th until the last school day. Extensions of these dates may occur based on weather conditions.

**BOYS:** Navy blue dress shorts and a blue polo/shirt (No cargo pants)

**GIRLS:** Navy blue dress shorts and a white polo/blouse (No cargo pants)

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

## **DRESS DOWN DAYS**

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



## UNIFORM CODE/ ALL STUDENTS

### Grades One through Eight

- CELL PHONES:** All cell phones must remain turned off and in a locker/coat room/ back pack. Any phone ringing 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 or shaven sections. Hair should be natural color. Cans of hairspray should not be brought to school. Headscarves are not allowed.
- 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. (Earrings are often a symbol of male gang affiliation, and may not be worn by male students on school property regardless of whether such earrings are intended to be gang symbols.)
- MAKE UP:** No make up, nail polish or artificial nails. Cologne, perfumes and after-shave are prohibited.
- SHOES:** Shoes should be leather, black or dark brown. No canvas, athletic-type, clogs, sandals, platforms, moccasins, crocs or boot-type shoes for school. This includes Vans®, Airwalks®, Skechers®, etc. Shoe heels should not be higher than 1 inch. All shoes should cover the entire foot. Backless shoes are not permitted because of safety walking up/down stairs. 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, this includes dress down days.
- SOCKS/TIGHTS:** White, navy or black socks (minimum ankle length) or white, navy, or black tights only.
- 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 cardigan or pull-over sweaters, or St. Viator sweatshirts may be worn, provided a uniform shirt or blouse is worn underneath allowing the collar to be shown on the outside. Plain navy blue sweatshirts, fleece tops, and hooded sweaters or sweatshirts are not permitted.



## **TECHNOLOGY USE BY STUDENT**

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

#### **PURPOSE**

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.

With access to computers and people all over the world comes 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:

1. Violating student' rights to privacy/confidentiality
2. Attempting any unauthorized access to any computer system
3. Downloading unacceptable materials
4. Re-posting personal communication without the author's prior consent
5. Violating copyright law
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, and other illegal activity and for political purposes
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel
8. Changing or attempting to alter any configurations, programs, password on any computer system
9. Using a school computer without the knowledge/approval of school personnel responsible for the computer
10. Using inappropriate language, pictures, and gestures in any form on the Internet
11. Using the Internet for entertainment or limited self-discovery function
12. 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. Therefore, the school encourages parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

The student and parent/guardian must sign an Internet use agreement before the student is given access to the school's Internet resource. School personnel or the parent/guardian 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 cost 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/guardian is responsible for any damage caused by the student's inappropriate use of the Internet/ computer systems.

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

Prior to the use of a student's account of the St. Viator School technology resources, the parent or guardian 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/Guardians 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.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

### **BLOGS**

Engagement in online blogs such as, but not limited to, MySpace®, Zanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## 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 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, teacher and principal that an optimum 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.

1. Continual disruptive conduct
2. Lying, cheating or stealing
3. Leaving school, school grounds or classroom without permission
4. Use of vulgar, obscene language/ gestures or defaming language
5. Bringing knives, fireworks or weapons to school
6. Any form of vandalism or theft
7. Fighting or other acts of violence
8. Possession or use of tobacco, drugs or alcohol
9. Bullying or harassment of any nature
10. Any evidence of gang related signs, gestures, symbols, colors or clothing
11. 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 society in protecting students against disruptive or illegal conduct.

The school and the parents are partners in the education of children/adolescents. 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.



## **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 3:30 p.m. unless otherwise noted on the detention slip.

## **DRUG POLICY**

When there is evidence to indicate that a student possesses, purchased, used, sold or distributed, or is under the influence of a controlled behavior-affecting substance (e.g. marijuana, narcotics, alcohol, etc.) on the school grounds or at a school sponsored activity, the student shall be suspended immediately. The student and parent or guardian will be requested to meet with the principal as soon as possible.

The principal will decide a plan of remediation. Remediation within the school may be recommended, counseling may be required, or expulsion from school may be pursued.

## **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 an employee or student who exercises his or her 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.

## **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.



## BULLYING / HARASSMENT

As Catholics 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,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to
  - place the student or students in an unreasonable fear of harm to the student or student's person or property
  - pause a substantially detrimental effect on the student or student's physical or mental health;
  - interfere substantially with the student or student's academic performance;
  - Interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

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

<b>Physical</b>	Punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling
<b>Verbal</b>	Name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet
<b>Emotional</b>	Intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure
<b>Sexual</b>	Includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

**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 school-sanctioned events or activities
- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel 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 by a student or students may result in suspension and/or expulsion from the school.**



## **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 are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/Guardians 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**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, billy clubs, bats, pipes, sticks and any other object that causes bodily harm.

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

Parents/Guardians 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 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 item prohibited by law or by school policy.

## CONCLUSION

The guidelines and information presented in this booklet are intended to help establish a good mutual relationship and understanding between the home and the school. The children need to know that their parents, teachers, principal and other school personnel cooperate together for their best interests and for their education toward becoming good, loving and intelligent Christian individuals.

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 Wednesday Folder or through e-mail communication.



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