

## **I. MISSION STATEMENT AND PHILOSOPHY**

### **VISION STATEMENT**

St. Viator Parish School is developing the future today through Catholic Education.

### **MISSION STATEMENT**

St. Viator School provides a quality Catholic education where the gospel message of Jesus Christ is lived, learned and shared in a safe learning environment. The administrations, faculty, staff, students, parents, clergy, and parish community collaborate to develop the whole person spiritually, morally, academically and physically.

### **STATEMENT OF SCHOOL PHILOSOPHY**

St. Viator School Community strives to learn, live, and share the Gospel message of Jesus Christ in a safe learning environment.

We, as educators of the students of St. Viator School,

- Hold, as primary, belief in God.
- Recognize and support the role of parents as the primary educators of their children.
- Strive continuously to work toward a deeper understanding of each student as a unique individual.
- Encourage the development of a positive self-image in all members of our school community.
- Guide students to become spiritually, academically, and socially responsible and well-rounded members of society consistent with Church doctrine and in light of the pertinent documents on Catholic education.
- Encourage students to lead full meaningful lives in Christ and recognize the value of Christian Community.
- The challenging curriculum maintains high standards for all students while adapting to individual learning styles and abilities.

Educators continuously update our understanding of the teachings and traditions of the Catholic Church.

The **religious goals** of St. Viator School are:

1. To develop in each student the acceptance of God as a loving Parent.
2. To develop within the student an appreciation of the Mass, Sacraments, Scriptures and prayer as vital and beautiful expressions of Christian life.
3. To guide the student in developing religious values including the realization that actions of love toward others are a means of expressing God's presence in self and others.
4. To encourage students to be witness to their faith and culture.

The **social goals** of St. Viator School are:

1. To encourage each student to develop communication skills with others and to use them in a responsive and positive way.
2. To develop a social conscience in students that lead them to an awareness of social justice.
3. To recognize and respect diversity and other individual differences ( ie. physical, intellectual, learning)
4. To emphasize the family as a unit of society where love, understanding, and respect are fostered.

The **intellectual goals** of St. Viator School are:

1. To introduce students to a sequential and challenging curriculum of studies, while leading them to make appropriate decisions in life situations.
2. To motivate students to seek knowledge as its own reward, to develop their creativity, and to establish good study habits.
3. To help students reach their potential in the attainment of knowledge.
4. To prepare students to participate in technological advances.
5. To prepare students to use critical thinking skills

The **physical and psychological goals** of St. Viator School are:

1. To help students develop and maintain healthy and positive self-images.
2. To instill in them an awareness of responsibility for their own actions.
3. To promote the physical fitness of students.
4. To foster good sportsmanship.
5. To provide health education and screenings.
6. To help students solve conflicts.

The **cultural goals** of St. Viator School are:

1. To develop in students an appreciation of the arts.
2. To encourage students to express their creativity academically.
3. To provide a variety of cultural experiences.

### **PARENT ROLE IN SCHOOL COMMUNITY**

Each parent, as a member of the St. Viator School community, has four roles to perform.

**Spiritual Role:** The preeminent goal of St. Viator School is faithfulness to the teachings of Christ. Fidelity to the mission is the shared responsibility of all members of the school-parish faith community – students, parents, principal, faculty, clergy, and parishioners alike. A parent’s decision to enroll their child in this Catholic school is witness of their commitment to these principles. As members of the Viator community, parents agree:

1. To model Christian behavior for their child in the home and in social situations.
2. To take an active role in their child’s religious education and formation at school and in the parish by attending Mass on Sunday.
3. To participate regularly in religious celebrations sponsored by the school and the parish.
4. To involve themselves in the religious education and formation of their children at home by supporting the religious instruction imparted by the school.

**Academic Role:** While parents accept their role as the primary educators of their children, they understand that they share this role with the teachers of their children. Parents exercise their role by:

1. Helping their child with his or her homework.
2. Reviewing their child’s assignments, projects, etc. on a regular basis and providing appropriate encouragement and assistance.
3. Monitoring their child’s academic progress and when necessary, looking for ways to help their child improve his or her performance.
4. Familiarizing themselves with the rules and regulations of the school.

**Financial:** Parents assure the school’s continued pursuit of religious and academic excellence by their financial support. Parents do so by:

1. Paying their tuition, fees and using SCRIP.
2. Supporting school-parish sponsored fund-raising events.
3. Participating annually in the parish stewardship program.
4. Supporting special school and classroom projects.

**Physical:** As participants in the School-Parish faith community, parents are required to participate in the physical tasks necessary to operate St. Viator School. Parents do so by:

1. Participating in the activities sponsored by the Parent Teacher Organization (PTO).
2. Volunteering their time and expertise to assist the school staff as library assistants, room parents, and office workers.
3. Taking Virtus classes and completing updates, if volunteering.

## **II. PARENTS AS PARTNERS IN THE EDUCATIONAL MISSION**

### **PARENT-TEACHER ORGANIZATION (PTO)**

The PTO provides a forum whereby parents can exercise a role as co-partners with administration and faculty to promote the moral, educational, and physical welfare of students, and to maintain open lines of communication with the school's administration. PTO collaborates with the administration to improve school programs, to encourage school families to always model positive values, and to provide funding to the School through its fundraising projects.

### **PARENT-TEACHER CONFERENCES**

The school will schedule an annual conference during the first trimester for all parents to meet with their child's teachers. The school expects all parents to attend these conferences. The dates of these conferences appear on the school calendar.

Parents are encouraged to contact teachers, as deemed necessary, at other times during the year. If parents wish to meet with a teacher, they should contact the teacher and request an appointment. Teachers' daily schedules do not allow them time to meet with parents who come to the school without an appointment.

### **PARENT-TEACHER RELATIONSHIPS**

Parents are partners with the school in helping their children grow in Christ and become the most they can be. Teachers are available to parents either by appointment, phone messages or email to discuss a child's progress and development or any concerns a parent may have about their child. When parents and teachers communicate in a positive and courteous manner with one another, children benefit. Grades 4-8 parents should check Power School on a regular basis before contacting the teacher.

### **HOW PARENTS CAN POSITIVELY PRESENT THEIR CONCERNS**

Parents begin by contacting their child's teacher if they have a concern or a problem with a class. They may do so by leaving a message on the teacher's voice mail (dial the appropriate teacher's extension number plus #7), or by sending a note to school with their child. The parents also have access to Power School which will link them to each staff member's email. The parents and teacher may then decide whether setting up a meeting is the best way to handle their concerns.

Should there be a need for further discussion of the problem after the initial conversation and/or meeting, the Administration may choose to meet together with the parents and teacher in order to try to resolve the concern to the mutual satisfaction of the parents and the school.

If the first two steps do not produce a resolution, the Pastor may consult with all parties and, after reviewing all available to him, render a final decision.

### **PARENT QUESTIONS REGARDING POLICY AND PROCEDURES**

The Principal is the official representative of the school and is the appropriate person to address parent questions regarding school policy and procedures.

Each child's teacher is the appropriate person to contact about academic, emotional and social progress. For Grades 4-8, Power School is the main resource for checking your child's academic progress and should be checked regularly.

## **SCHOOL COMMUNICATIONS WITH PARENTS**

Throughout the school year, parents receive information from the school in different formats. Beginning in August, parents receive a packet from the school containing important information for the school year. Communication also includes parent/student conferences; curriculum outlines for all grades; weekly Viator Voice; Parent/Student, Athletic, and Volunteer Handbooks; School Reach, and for Grades 4-8 Power School provides continuous information regarding academics and attendance.

### **Orientation Day**

Parents and students are to attend Orientation Day before the first day of classes. They will:

- Meet their child's teacher
- Pick up books (Gr. 1-5 only)
- Purchase school supplies
- Volunteer for PTO Committees /Foundation Committee/Scrip Program
- Receive information about co-curricular activities

### **Parent Packet**

At the Orientation Day, parents receive a packet containing the following:

- Letter to Parents
- Admissions Contract
- Emergency and Medical Information Cards
- Parent/Student Contracts
- Book Store Price List
- Milk Order Form
- Locker Contact Grades 6-7-8
- Extended Care Program Packet for registered families
- Scrip Information
- Volunteer Sign-Up form

All signed forms are due back in the office by the Friday of the first week of school.

### **Website**

Our school website is [www.stviatorschool.org](http://www.stviatorschool.org). There is a wealth of information located on the site. The school Parent-Student Handbook and the Monthly Calendar is posted along with the weekly Viator Voice. You can also obtain information about the Foundation, PTO and all school activities. You should check the site regularly.

### **Parent-Student Handbook & Calendars**

The Parent Student Handbook is posted on the school website. If you do not have internet access you may obtain a hard copy from the school office. A twelve-month academic calendar listing all school activities, sports, and events is also posted on our website and will be updated on a regular basis. At the end of the school year, the school will send a one-page calendar of key dates for the next school year.

### **Viator Voice—Tuesday Weekly Envelope**

The oldest or only child of the family will receive the school newsletter, the Viator Voice, in the family envelope every Tuesday. The Viator Voice also is posted on our website. It is important that parents ask their child for the envelope because it contains updates and information about school events. Parents are to sign the envelope, enclose all required forms, etc. and return it on Wednesday with their child so that it can be used each week. Families will be charged \$2.00 if the envelope needs to be replaced.

### **Back to School Night – Meet the Faculty**

Meet the Faculty Night is generally during the second week of school. The principal will first introduce the faculty and then talk about this year's school goals, activities, etc. Next, parents will go to their child's or children's classroom (Gr. 1-5 only) where the teachers will review their curriculum and the class goals and procedures for the school year. Gr. 6, 7 and 8 teachers will present their material and goals right after the introductory talk.

### **Evening Parent Programs**

The school will schedule various types of programs in the evenings for parents. Programs will have a specific focus, e.g., parenting classes, exhibition or performance of a school organization, field trips, etc.

### **School Directory**

Each family will receive a copy of the school directory in the Tuesday envelope at the end of September. If a parent does not want his/her home address and phone number listed, he/she must indicate this on their registration form. The school directory is private information for our school families only. The information contained in the directory is provided as a courtesy to St. Viator School parents and must not be used or disseminated in any way for commercial or business purposes. This includes, but is not limited to, providing the directory to a business for purposes of generating a customer mailing list for any business entity.

### **Power School Gr. 4-8**

Power School is a web-based information system from Apple. Parents are able to gain immediate access to their children's grades and students can track their progress. Each family is given a secure pass code for each of their children so that they can access the student information.

If a student loses the pass code, a parent must write a request to obtain the code. Do not call school. The written request must be given to the office and the student will receive the pass code as soon as possible.

### **SCHOOL BOARD**

The St. Viator School Board has, as its primary goal, the intellectual, spiritual and emotional development of the students of St. Viator School according to the teachings of Jesus Christ and the Catholic Church.

The purpose of the Board shall be:

1. To develop, define and review the policies which shall govern the operation of St. Viator School, and to promote the implementation of said policies;
2. To develop said policies in accordance with the canon, usages and customs of the Catholic Church and the Diocese of Las Vegas, including the rules and regulations of the Diocesan Office of Education;
3. To provide direction, counsel and advice in the operation of St. Viator School.

### **VOLUNTEERS**

One factor that helps make our school great is the number of volunteers who assist in the various programs of the school. Their presence strongly states their interest and support for learning. Parents are welcome to serve as volunteers. The PTO/Foundation/Scrip Committees all have sign-up sheets on Orientation Day. A Volunteer Form is sent home in the parent packet on Orientation Day. All volunteers who work with children are required to attend Virtus the Diocesan Workshop, "Protecting God's Children", complete monthly bulletins online, and obtain a copy of the Diocesan policy on sexual misconduct and harassment, and be fingerprinted in the school office.

### **III. CLASSROOM STRUCTURE/CURRICULUM**

#### **PRIMARY UNIT – PRE-K AND KINDERGARDEN (Also see Primary Campus Handbook p. 41)**

The primary unit is comprised of the pre-school (ages 4-5), and the kindergarten (ages 5-6). The program developed by the early childhood staff enhances the physical, emotional, and intellectual development of the young child. On a practical level, these objectives are achieved by providing the young child with a warm and stimulating environment. The students have the opportunity to interact within a Christian atmosphere. Play is an important way to learn for the young child, and it is an essential part of the curriculum. In addition, daily activities include teacher-directed lessons, small group work, and individual attention. Emphasis is placed on learning from the immediate environment and in providing many concrete experiences consistent with the developmental stages of young children aged 4-6. Large and small motor activities, musical and science experiences, and skills necessary to the development of reading and math readiness are encouraged in the early childhood unit.

### **ELEMENTARY UNIT – GRADES 1 – 2 – 3**

The elementary unit is comprised of first, second, and third grade students. The elementary unit strives to meet and develop the spiritual, intellectual, emotional, and social needs of each child in a positive and caring environment. Relationships branch out from family to include neighborhood and school. The first steps toward independence and self-responsibility are nurtured in these grades. The student improves in his/her ability to think logically and can form concepts, see relationships, and solve problems as long as they involve objects and situations that are familiar.

Learning in the elementary unit is designed with consideration for level of readiness and individual abilities. Emphasis areas include religion, language arts, and mathematics as well as social studies, science, computer, Spanish, physical education, music, art and library skills. In addition to preparation for receiving the sacraments of Reconciliation and Eucharist, the religion curriculum focuses on our relationship with God and others, elements of the Mass and the Church as a community. Participation in service projects is encouraged. Language Arts encompasses reading, phonics, grammar, spelling, listening and speaking skills and the writing process. Through a variety of literature, the student is immersed in language skills and emerges into a reader and writer. Mathematics in the elementary grades concentrates on the development of concepts, problem solving, critical thinking and the mastery of basic facts. Social studies and science introduces the student to the world around them. In addition to physical education classes, students have a daily recess. These classes provide students an opportunity to interact with peers, exercise their bodies, and learn appropriate social skills. In the elementary grades, students are expected to spend between twenty to thirty minutes on homework each night. In addition to homework, students are expected to read and practice basic math facts nightly.

### **INTERMEDIATE UNIT – GRADES 4 & 5**

The intermediate unit consists of fourth and fifth grade students. Every year in the life of a child is filled with significant growth. Visually we see the physical side – size, facial features, and strength. A child grows and matures in other dimensions. The intermediate grades see a student develop in many areas – personality, character, faith, responsibility, and friendship. Family life begins to share the spotlight with outside interests and friends. Keeping up with this growth and finding a balance is a challenge shared by both parents and teachers. The intermediate grades attempt to help the students find that balance.

Education in the Catholic faith is a priority. Religion is not just taught in a formal class; spiritual growth and continuing development of Christian values are an integral part of every school day. The curriculum includes the academic subjects of Reading, Math, Grammar, Science, Social Studies, Spelling, and Handwriting. Students also have classes in Spanish, Computer Education, Physical Education, Art and Music. There is an emphasis on developing and using good writing skills in all subjects. Daily homework/study time of forty-five to sixty minutes is required.

Classes are grade level, with consideration made for individual needs and abilities. Computer technology is integrated in areas of the curriculum where it enhances the educational program. The students are offered a variety of opportunities for growth in other areas as well. Participation on school sport teams begins in fifth grade with an instructional emphasis and progresses to inter-league competition. Students in the unit participate in school government by electing classroom representatives to serve as members of the Student Council. These are exciting years with many opportunities.

### **JUNIOR HIGH UNIT – GRADES 6 – 7 – 8**

The junior high unit consists of sixth, seventh, and eighth grade students. The goal in junior high is to work in cooperation with parents to assist students as they develop spiritually, academically, physically, socially, and morally. This goal is achieved through departmentalization, each teacher being responsible for a particular area of the curriculum. Religion, Science, Social Studies, English, Literature, and Mathematics are the core of the junior high academic curriculum.

Religion is more than an academic subject; it is a way of life. The religion program in junior high has two goals: to contribute to the spiritual growth of each teen and to invite each one into responsible participation in the life and work of the faith community. Students learn through such educational techniques as small-group projects and discussions, shared study, reflection, journaling, and prayer, where they experience themselves as a small faith community within the larger Church community.

The junior high faculty is dedicated to helping students recognize and appreciate their own academic talents and the academic talents of others. In accordance with St. Viator expectations, approximately sixty to ninety minutes a day is a reasonable allotment of time for homework. This includes review and enrichment as well as long-range assignments. Classes in Physical Education, Spanish, and Computer complement the core curriculum and contribute to the development and well being of the student.

The ultimate goal of the junior high program is to send students to high school who have a solid moral and ethical foundation, are academically prepared, and are life-long learners.

## **SCHOOLWIDE PROGRAMS**

### **Computer Education**

The computer curriculum includes keyboarding, word processing, database, spreadsheet, drawing skills, online research and multimedia presentations. Skills are introduced and taught at age appropriate levels to students in four-year-old preschool program through eighth grade. Many assignments and projects are coordinated with grade level teachers. The school uses an Internet filtering system to preserve the integrity of the learning environment.

Student use of the Internet is in support of instruction and research. Any student accessing the Internet through the school's resources must sign an Internet use contract.

### **Conflict Resolution Program**

During the first trimester, students in K-8 will be involved in a six week comprehensive program. Skills and concepts learned will be reinforced throughout the school year. **Peer Mediators:** Students in Junior High can sign up to be trained as peer mediators with the counselor. As part of this program parents and students sign a contract reflecting their responsibilities in the program. In the 2<sup>nd</sup> and 3<sup>rd</sup> trimester the junior high students will cover study skills and have quiet study halls.

### **Library Center**

Students in grades one through eight visit the library weekly to select reading materials. Story times are offered for the younger children; the librarian teaches library skills to all children. These presentations cover a variety of topics so that students learn how to access information on their own from a variety of resources. The library is fully automated and the student's ID Badge is also their library card with bar code.

### **Music/Art**

The goal of the program is to develop in each child an appreciation for art and music. The music program also places special emphasis on teaching liturgical music to students so that they can sing at school and parish liturgies. It offers the children's choir, angel singers, and bell choir.

### **Band**

The St. Viator Band Program provides an opportunity for students to develop an understanding and appreciation for music as an art through listening, analysis, and performance. This program instills in students an awareness of their own musical talent. A student receives instruction in a woodwind, brass, or percussion instrument of choice. This program is open to all students in grades 5 through 8.

### **Clubs**

The Chess Club is open to all ages and meets on Mondays and Wednesdays from 7:00-7:45 AM in the cafeteria. The Jump Rope Club, *The Blazers*, is also open to all ages and meets on Wednesday mornings from 7:00-7:45 AM in the gym. The Art Club meets on Fridays—times and age groups are listed on our website.

### **Geography Club**

The Geography Club is open to grades 4-8. Two sessions meet for Grades 4-5 and Grades 6-8 every Friday at 7:15 to 7:45 am.

## **IV. RELIGIOUS FORMATION AND INSTRUCTION**

### **RELIGIOUS EDUCATION CLASSES**

Religious Education classes are taught to students everyday for 30 minutes in grades K – 4 and for 45 minutes in Grade 4 and 50 minutes in grades 5-8. Teachers conduct all classes in light of the “Gospel Message” and Catholic doctrine. The whole school environment tries to reflect “Jesus” in all of its activities. Each classroom has a special place for the Word of God, the Bible, and a liturgical calendar reminding everyone of the Church seasons.

### **SPIRITUAL DEVELOPMENT**

St. Viator School takes its direction in religious education from the threefold purpose delineated by the American Bishops in their pastoral, To Teach as Jesus Did – to teach doctrine, to build community, and to serve others.

### **MASS**

Students attend grade level Masses (Grades 1-4 and Grades 5-8) on alternate weeks. All school Masses are held on the first Friday of each month (with the exception of unique circumstances which are reflected in the school calendar). Students also attend Mass at the opening and closing of the school year, Holy Days and special occasions. Parents should consult the monthly calendar to know which classes are attending Mass each week. A different group of students and teachers help plan the weekly liturgy. Parents are always welcome and are encouraged to attend whenever possible. Students are required to wear their dress uniforms to Mass.

### **RECONCILIATION SERVICES**

In conjunction with our religion program, the children will take part in Reconciliation celebrations according to the Church seasons, especially during Advent and Lent.

### **REFLECTIONS AND DAILY PRAYER**

Each school day begins with Morning Prayer and ends with a student led prayer before dismissal. Students learn to offer their day, work and play to Jesus and offer thanks to God for blessing our parish, classmates and staff. On Monday, students gather for Morning Prayer and the flag ceremony. Students in each grade learn specific formal prayers. Each class is encouraged to set aside time for prayer and quiet reflection as an expression of their faith.

### **RETREATS**

Students participate in retreats or days of spiritual reflection as part of the sacramental preparation programs as well as for specific classes during the year.

### **REVERENCE IN CHURCH**

Church is a special place of worship and prayer. Some behaviors, which are acceptable in other contexts, are not appropriate in church. We can best participate fully in the liturgy by responding to the priest’s invitation to prayer and raising our voices in song with the choir.

### **SACRAMENTS**

Any student enrolling at St. Viator who has not received a sacrament by the grade level students generally receive sacraments in the Diocese of Las Vegas may arrange for catechetical instruction. The school and parish will expect parents to attend all meetings in preparation for the sacraments.

## SERVERS

Students may volunteer to be altar servers as early as fourth grade. After they have received training, they are assigned to serve at school liturgies. The school encourages students to continue to be involved in this ministry throughout their elementary school years.

## V. ACADEMICS

### DAILY SCHEDULE

**Students should not arrive before 7:30 AM unless they have an early meeting or class.** Students remaining past 3:05 PM will be placed in the Extended Care Program and appropriate fees will be charged. **School closes at 2:45 PM** children must leave the school grounds promptly unless involved in an after school supervised activity. **The playground is closed at 3:00 PM to all except Extended Care and school authorized practices.**

#### Primary Campus PreK/K—Arrival and Departure Times

8:15 – 10:55	PreK AM Session
11:45 – 2:25	PreK PM Session
8:15 - 2:30	Kindergarten

#### Kindergarten Lunch & Recess

Lunch 11:40 – 12:05
Recess 12:05– 12:30

#### Main Campus Gr. 1-8—Arrival and Departure Times

**Children may not play in the schoolyard or on play equipment before school.**

7:45	Classrooms are open for Grades 1-8 and students report directly there.
8:00	Attendance Bell
2:45	School ends at 2:45. <b>All students must be picked up by 3:00 PM.</b> Students remaining on campus after 3:00 PM will be sent to Extended Care.

#### Gr. 1-8 Lunch and Recess Schedule

##### GRADES

6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>  
1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>  
4<sup>th</sup> & 5<sup>th</sup>

##### LUNCH

11:30 – 11:50  
12:00 – 12:20  
12:25 – 12:45

##### RECESS

11:55 – 12:05  
12:20 – 12:40  
12:45 – 1:05

## REPORT CARDS

Report Cards are the primary means for the school to communicate the academic progress of children to parents. Reports Cards are distributed at the end of each trimester. The Diocesan Report Card is given on three different levels. **1)** Grades K-2 (un-graded), **2)** Grades 3-5, **3)** Grades 6-8. This format reports students' progress with greater depth and sensitivity. Individual skills are listed under each subject area to indicate strengths and areas of concern. Percentiles will be used instead of the letter grade. The report cards are printed on NCR paper, so the parents keep the report card and return only the signed envelope. Children in Pre-kindergarten receive Progress Reports in January and May in place of Report Cards. Parents should consult the school calendar for the dates students receive these reports. Parents are to sign and return Report Card Envelope (grades K-8) and Progress Reports (Pre K) to the school. The school will hold the third trimester Report Card if there is a final tuition payment pending or other monies due. Gr. K–3 will receive interim progress reports. Gr. 4–8 may check Power School daily for academic progress.

### GRADE POINT SCALE, GRADE 3 – 8

A	Excellent	100 - 94
B	Above Average	93 - 85
C	Average	84 - 70
D	Below Average	69 - 60
F	Grade Standard not met	

## HONOR ROLL

The academic honor roll is special recognition for any 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade student who exhibits academic achievement according to one of the following criteria.

High Honors	100% - 98%
First Honors:	97 – 94%
Second Honors:	93 – 85%
Special Effort Honors:	Teachers will select students for this award.

The total percentage includes the following subjects: Religion, Reading, Language Arts, Math, Science, and Social Studies. (Physical Education, Spanish and Computer in Jr. High). Students must have 70% or above in all subjects to be eligible for the Honor Roll. A grade of D or U in academics or an unsatisfactory mark (U) in any subject or conduct area will disqualify the student from honor roll.

Gold Medallions are awarded to those that have achieved a 94% or above in all subjects all year. Gr. 8 is awarded at Graduation and Gr. 4-7 will receive the award on the last day of the school year.

## ACADEMIC HONORS, GOOD SAMARITAN AWARDS

At a school assembly, held after each trimester, students in grades 4 through 8 receive recognition for making the academic honor roll. Good Samaritan awards are given out weekly for Grades K – 8 at Prayer and Flag.

## INTERNET CONTRACT

In order to assure the proper use of Internet accounts and resources, all students and parents must sign the School's Internet agreement before the student has permission to access the Internet at school. Signing the Internet Contract indicates that the user will abide by the rules governing Internet access as stated in the contract and will not hold the school, its personnel and/or the Diocese of Las Vegas liable in the event of a breach of this contract by the user.

## GRADUATION AWARDS

Students graduating 8<sup>th</sup> grade may receive the following awards for their accomplishments while attending St. Viator School:

**Faith in Action Award:** To receive this award, the student must show courtesy, kindness and respect for fellow students and teachers. They have consistently given of their time to be altar servers for our school masses and well masses for the St. Viator parish community.

**The President's Excellence in Education Award:** To receive this recognition, a student must first have achieved above the 85<sup>th</sup> percentile in standardized testing in either math or reading. Second, the student must have a minimum cumulative grade point average of 85% since the 4<sup>th</sup> grade.

**President's Outstanding Achievement Award:** To receive this award, the student must demonstrate unusual commitment to learning in academics despite various obstacles.

**American Citizenship Award:** To receive this award students must first do their best on a daily basis. Second, the student must show extraordinary responsibility as a student as well as a member of the St. Viator Community.

**Gold Chords:** Gold Chords are awarded to those students who have been on the Honor Roll all 3 trimesters during their 8<sup>th</sup> grade year.

**Outstanding Achievement Award:** To receive this award the student must reflect outstanding achievement in a subject area. This judgment is to be supported by tangible evidence that is comprised of either results of testing, portfolio assessment or special projects.

**Diocese of Las Vegas Athlete of the Year Awards:** This award recognizes outstanding athletes in various sports.

**Attendance Awards: All Years High Percentage Attendance Award:** This award recognizes those students with

a high percentage of attendance throughout their years at St. Viator.

**Perfect Attendance Award:** Students must have perfect attendance for the entire school year.

**Co-curricular Activities Award:** Students are awarded certificates for participation in the various sports and co-curricular activities.

**Student Leadership Awards:** This award recognizes those students who have participated in Student Government, National Junior Honor Society and the Do Something Committee.

**Presidential Physical Fitness Award:** To receive this award, the student must achieve an outstanding level of physical fitness. Students who score at or above the 85<sup>th</sup> percentile on 5 specific events are eligible for this award.

**The National Physical Fitness Award:** To receive this award a student must score at or above the 50<sup>th</sup> percentile on 5 specific events. This demonstrates a basic, yet challenging level of physical fitness.

**Bishop Gorman Award:** Scholarship of \$250. A student must be recommended by the school administration for this award.

**Knights of Columbus Citizenship and Achievement Award:** The student chosen for this award must demonstrate by his/her actions a knowledge of the responsibilities of citizenship. He/she must have a scholastic record that makes them worthy of the award and should have demonstrated an awareness of our Holy Faith.

**Rocky Mountain Talent Search:** If a student scores in the 90<sup>th</sup> percentile on their standardized test they are qualified to take the Plus, the S.A.T. or A.C.T.

## PROMOTION AND RETENTION

Children learn and grow at their own pace. It is important that the school is supportive of each child's needs and allows each child the time to gain mastery of critical skills.

### Promotion

To promote students to the next grade level, they must demonstrate competency in meeting subject area objectives as stated in the Graded Course Study, Growing Together. The following guidelines are part of the promotion decision.

In the Elementary Grades (1-2-3), St. Viator promotes students based on their satisfactory mastery of (1) reading skills appropriate to grade level (i.e., at the minimum, the completion of the first half of the reading series for the student's grade level) and (2) mathematic and language arts skills appropriate for the student's grade level. The school also bases the decision of student promotion on maturity factors that include social, emotional, psychological and physical development appropriate for the student's grade level.

In the Intermediate Grades (4 & 5), St. Viator promotes students who have maintained at least a 65-69 average for the school year. This includes Language Arts, Reading/English, Mathematics, and two of the following subject areas – Social Studies and Science.

In the Junior High Grades (6-7-8), St. Viator promotes students who have maintained at least a 65-69 average for the school year. This includes English, Mathematics, Science and two of the following subject areas – Religion, Reading, and Social Studies.

Summer School is required for any student that achieves a 65% or below in the required subjects. The summer school session must have an approved curriculum requirements and a written assessment of each student.

### **Retention**

Before the school will decide to retain a child in the same grade for the following year, it will have a clear understanding of the student's abilities and achievements and will have initiated a process to evaluate the student's progress before reaching any decision. It will remain the school's primary objective to provide the child with the best educational opportunities within its means. A student may also be retained or placed rather than promoted into the next grade if there are more than **twenty absences** for the school year.

### **Placement**

Placement denotes that a student will be given a probationary year to achieve success. A decision will be made at the end of the placement year to as to whether or not the child will be promoted to the next grade.

### **Students in Kindergarten and First Grade**

In February, teachers will meet with the principal regarding any student who may not be ready for promotion at the end of the school year. The principal schedules a conference with the child's parents and teachers in order to discuss the academic concerns of the student and begin an intervention process.

In April the principal schedules a second conference with the parents and teachers in order to review the information gathered and get an update on the student's progress after six to eight weeks. If the student has not made sufficient progress, the school will notify the parents at the time of the second conference that retention is a possibility.

In May the principal schedules a third conference with the parents and teachers and reviews all information pertinent to monitoring the student's progress. The principal then communicates the decision reached on promotion or retention.

### **Students in Grades 1 – 8**

In January teachers will meet with the principal regarding any student who may not be ready for promotion at the end of the school year. The principal schedules a conference with the child's parents and teachers in order to discuss the academic concerns of the student and begin an intervention process. One outcome of the conference may be that the child needs an educational evaluation.

In March the principal schedules a second conference with the parents and teachers in order to review the information gathered and get an update on the student's progress after six to eight weeks. If the student has not made sufficient progress, the school will notify the parents at the time of the second conference that retention is a possibility.

In May the principal schedules a third conference with the parents and teachers and reviews all information pertinent to monitoring the student's progress. The principal then communicates the decision regarding promotion or retention.

### **HOMEWORK**

Homework is an extension of class work and students must be conscientious about completing this task because it is part of the whole learning process. All students should do some studying at home each day; even if it is only to review the day's lessons. Homework is due on the date assigned by the teacher. Parents must make any request for additional time to complete an assignment in writing to the teacher. **In Grades 4-8 if homework is late the following grading scale will apply: 1 day 60%, 2 days 50%, 3 or more days late 0%.**

If a student is absent, he/she has the same number of days as the absence to turn in the assignments to each teacher. It is the student's responsibility to find out what assignments and/or tests need to be made-up. If the work is turned in later than the acceptable number of days, the late policy will go into effect. Long-term projects or reports are exempt from this policy. The assignment must be turned in on the due date even if the student is not in attendance at school. Exceptions will be considered on an individual basis. Daily class work and homework are recorded by each homeroom teacher in a class assignment book. It is the student's responsibility to check the planner for missing assignments along with checking with each teacher regarding class work expectations.

Teachers encourage all students to read for a minimum of 30 minutes daily. Students do not have to do all the reading at one time; it may be even more beneficial for some students to spread out their reading time during the day. Good reading habits help strengthen the skills learned at school. First grade students can begin to develop this habit as soon as they begin to read. It is important that parents continue to maintain a learning environment at home by setting up a regular time for children to do their homework each day.

Since students learn and accomplish tasks at different rates, it is sometimes difficult to determine specific lengths of time students need to complete homework assignments. Parents should discuss any concerns regarding homework with their child's teacher.

#### Approximate Time

Grades 1-2-3	15 to 30 minutes
Grades 4	30 to 45 minutes
Grades 5 & 6	45 to 60 minutes
Grades 7 & 8	60 to 90 minutes

#### The Time May Vary Due To

- Planning of long range assignments
- The student's ability, skills, and interest

### **EDUCATIONAL TRIPS**

St. Viator School considers educational trips part of the instructional program. The teachers plan educational trips to provide learning experiences that supplement those of the classroom. Teachers will send home consent forms prior to the planned trip and they must be returned promptly to the teacher. Students will usually be assessed a fee to cover bus transportation and any necessary entrance fee. These educational trips range from attendance at theater performances, museums, historical sites, nature preserves and other points of interest in the Las Vegas area, to extended tours such as the annual eighth grade trip to Washington, D.C., the seventh grade class trip to Carson City, Nevada, and the sixth grade trip to Science Camp. If needed, financial assistance is available for these trips. Students are required to obtain parental approval for any school-sponsored off-campus activity. **Educational trips are not a right, but a privilege.** Students must meet behavioral requirements to participate and excessive checks and/or alert detention slips will lead to the children being denied the privilege of participating. Also, all school financial obligations must be paid up to date in order for your child to participate in these trips.

### **VI. PHILOSOPHY OF DISCIPLINE**

Overall, the code of behavior we aspire to at St. Viator School is to live as Jesus did. We believe in the words Jesus spoke, "You shall love the Lord your God with all your heart, and with all your soul and with all your mind" (Matthew 22:37) and "Love one another even as I have loved you" (John 13:34). We also believe that once a student admits he/she made a mistake, apologized and accepted the consequences of his/her actions, we forgive as Jesus did.

Discipline is very important at St. Viator not as a means of repressing the child, but as a means of protecting the child and giving him/her emotional stability through a set of routines and responsibilities. Good education is very much dependent upon the maintenance of effective learning conditions within the classroom and on the school campus. These conditions can be described as the presence of a friendly, yet businesslike rapport in which students and school personnel work cooperatively toward mutual goals. It is also the absence of distractions, frictions, and disturbances, which interfere with the functioning of the students, the class and the school.

"The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion."

We expect students to act in a respectful and courteous manner at all times. For example:

- In church, students should be reverent and participate meaningfully in all liturgical celebrations.
- Courtesy demands respect for all property and possessions.
- Students speak in a respectful manner to classmates and to adults.
- Students are to follow classroom rules and procedures set up by the classroom teacher. The teacher will deal with classroom misconduct with appropriate consequences.
- Students in Extended Care are expected to follow all school rules.

## **STUDENTS RIGHTS AND RESPONSIBILITIES:**

### **ACADEMIC INTEGRITY**

St. Viator School seeks to establish an atmosphere in each classroom that actively fosters academic integrity. Teachers recognize that academic integrity is important to the learning environment. Students should also recognize that academic integrity is an integral part of the learning process. Academic dishonesty by students degrades their character and reputation and impedes the teaching/learning process. Any action intended to obtain credit for work that is not one's own is considered academic dishonesty and will result in a zero grade and a Level III detention. Plagiarism is an automatic failure for the assignment.

### **POLICIES AND PROCEDURES:**

Schools should be a safe learning environment for all students at all times. As a member of the St. Viator School Community, each student must recognize his or her rights and responsibilities as an active participant in our Faith Community.

#### **The student has the right**

1. To a learning experience that reinforces a Catholic system of values.
2. To be given the opportunity to learn the essence of the Catholic principles for living a Christian life.
3. To have the opportunity to attain a high level of academic excellence.
4. To be given the means to express creative potential and individuality.
5. To be afforded the opportunity to participate as a Christian citizen and as a potential leader in our Faith Community.

#### **The student has the ethical responsibility**

1. To strive to be Christ-like in word and deed.
2. To recognize the dignity and value of each person.
3. To respect the rights and property of parents, teachers, and fellow students.
4. To attain a level of excellence in his or her studies according to his or her ability.
5. To develop an attitude of reverence for God, the Church and our neighbors.

## **GENERAL SCHOOL CONDUCT**

St. Viator School works to maintain a safe, orderly, and reputable academic institution. Therefore, the school expects its students to avoid situations, both on and off campus, where activities are contrary to its stated philosophy and policies and detrimental to the good order and reputation of the school. The school, acting in place of the parents, is responsible for maintaining an atmosphere of safe, orderly and appropriate conduct among its students while they are on campus or attending school-sponsored events.

If a student has scholastic, disciplinary, or social problems, the following discipline procedures will apply.

The list of unacceptable behaviors is not limited to those listed below or those cited on the Student Alert & Detention Form. The following behaviors are not permitted on school premises, on field trips, or related school activities and could result in an automatic detention, suspension or expulsion.

1. Use or possession of alcohol, tobacco, and/or illegal drugs, weapons of any kind or objects intended to intimidate anyone.
2. Fighting or throwing objects,
3. Inappropriate talking, running, or other disturbances,
4. Inappropriate written or verbal language,
5. Bringing ipods, cell phones, toys, radios, or electronic game boards without teacher permission,
6. Chewing gum.



### **ALERT/DETENTION GOALS AND PROCEDURES (See pages 18 & 19 Alert Notice Sample)**

The goals of the program are.

1. Help the student to have a clearer understanding of his/her role and responsibility as a student.
2. Provide a more consistent and safe learning environment for all students.
3. Help all students to identify areas of behavior that cause disruption to the overall educational atmosphere or contribute to grades that are at an unacceptable level. The behaviors listed on the alert/detention form are there to give a clearer definition of the expected roles and responsibilities of each student. These are similar to the behaviors listed on the report card. They are not responsibilities that go beyond the norm. They are the necessary behaviors for the safety of each child and the success of the teaching-learning process.
4. Help to promote fairness and a just system of consequences for unacceptable behavior. By this, we mean the teacher will not need to use valuable teaching-learning time to address inappropriate behavior. The teacher can address this behavior in a quick and timely manner so that all students may use their time wisely. Since students are ultimately responsible for their behavior, positive or negative, each student has the opportunity to look at their patterns of behavior and decide on appropriate alternative actions. Parents can assist in helping their child to choose a plan that will help them grow and develop. The plan can include any areas of student growth.
5. Keep parents informed of their children's difficulties in the area of work habits and social development, so that they may have the opportunity to help their children before they receive their child's quarterly report card. Children are in the learning process in all the above areas. We do not expect the children to be perfect. Every child, at some time, will have difficulty following the expected rules. This is part of the growing process. One of our objectives is to alert the child and parent to any consistent pattern of difficulty so that we can better assist them in their learning process. These are not just behaviors that define conduct, but work and study habits as well. Identifying the problem is the first step in finding a solution.

Some important ideas to keep in mind when your child brings home an alert or detention.

1. Ask your child what happened. Ask questions to help clarify your child's perception.
2. If your child's perception of the situation is not clear, please call the teacher. Remember, teachers and parents are working together.

**Example:** A student receives an Alert Notice for not pushing in his/her chair. On the surface this seems like a very inconsequential action, but consider the following:

1. Teachers remind students of the importance of having a clear access to the aisles if there should be an emergency, e.g. fire, etc. Safety of all children comes first.
2. Teachers remind students frequently as a class and individually before they give out alert notices.
3. Some children do not recognize the importance of following directions unless there is some response that gets their attention, such as an Alert Notice. Many verbal reminders do not work.

We do not intend the discipline program to be punitive in nature, but rather a technique to guide children to understanding that there are always logical consequences for all our behaviors or actions.

Alerts/Detentions are a parent's notification of inappropriate behavior. Parents must sign and return all alerts/detentions indicating that they have received the notice. Your signature does not necessarily mean that you agree with notice only that you received it. If you need further clarification concerning the notice please call the staff member who issued the notice.

We do not like to assign detentions, but sometimes it is necessary due to repeated violations of the rules. Junior High students will be given a twenty-four hour period (minimum) in which to make transportation arrangements prior to the day they are assigned to serve a detention.

The following guidelines apply to all assigned detentions:

### **GRADES 1 through 8**

- Students in grades 1, 2, 3 Five (5) Alert Notices in the same trimester equal one detention. Students start at zero at the beginning of every trimester.
- Students in grades 4, 5 Four (4) Alert Notices in the same trimester equal one detention. Students start at zero at the beginning of every trimester.
- Students in grades 6,7, 8 Four checks in a week's time equals one detention. Checks are not sent home, it is the child's responsibility to keep parent's informed of their behavior and warnings. Written slip for detention will be sent home.

The student will receive an Alert/Detention Notice with two copies. One copy is for the parent's records and the second copy the parent should sign and return to the school. The teacher will have circled either alert or detention and filled out the appropriate information. **The parent/guardian must sign the Notice and return it to the teacher on the following school day.** Not signing this form does not nullify the notice.

### **Grades One through Five Detention**

### **Junior High Detention (Grades 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>)**

When? During their Lunch/Recess Time

When? 2:50 until 3:50

Where? Assigned Area

Where? Assigned Classroom

What? Assignment TBA

What? Assignment TBA

An assignment may be a problem solving exercise that will help the child to reflect on his or her behavior in the situation and help to find more appropriate ways to handle the problem or situation in the future. Teachers are assigned on a rotating basis a week at a time to do detention.

### **Detention Procedures (Grades 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>)**

1. Students serve detentions after school on Wednesday. The school reserves the right to assign detentions on another day, as deemed necessary, e.g., Level II and Level III citations require students to serve a second and sometimes a third detention the same week, etc.
2. Students should be in the designated detention room by 2:50 PM. and will remain there until detention ends at 3:50 PM. Students arriving late to detention may result in their assignment of another detention.
3. Siblings should be picked up at regular dismissal time.
4. The proctor will dismiss students assigned to detention at 3:50 PM.
5. Students who have accumulated more than one detention will serve the oldest detention first and they will be assigned another date for any detentions yet to be served.
6. Students are to bring pencil/pen and paper with them to detention. The proctor also has the option to give a specific assignment or appropriate task.
7. Disruptive behavior by a student during detention is cause for the proctor to assign them another detention.
8. Students must bring a written request from a parent or guardian, asking permission of the administration to reschedule the date of a detention, or have the parent or guardian call the school. Prior approval of the

- administration is required to change the date of an assigned detention.
9. Students failing to serve a detention without prior permission of the administration will receive an additional detention. Should the student not serve either of these two detentions, the student will be placed on in-school suspension.
  10. A second detention will result in a parent /student /teacher and or principal conference and loss of all extra-curricular activities including class field trips for the week following the date the detention was earned.
  11. A third detention will result in a house suspension and possibility of a written student behavior contract and loss of all extra curricular activities for the remainder of the trimester.
  12. A fourth detention and every detention thereafter during a trimester will be held on Saturday\*. If unacceptable behavior continues, required parent conferences will be necessary. Suspension or expulsion may result when unacceptable behavior persists.
  13. Level II and Level III detentions may be assigned to as a Saturday detention. Saturday detentions begin at 7:00 AM and end at 10:00 AM. **\*There is a monetary fee attached to Saturday detentions.**

**Required Parent Conferences:** A Required Parent Conference occurs with the parent, student and administration. If an RPC has been called, the student may not return to his/her class until such conference has occurred.

### **Behavior Contracts**

Students with serious or numerous detentions referrals and their parents may be required to sign a Behavior Contract with St. Viator School as a condition of continued enrollment. Failure on the part of students to fulfill the terms of this contract may result in suspension or immediate expulsion, depending on the gravity of the situation and the ultimate determination of the Principal.

### **Disciplinary Probation**

Serious/chronic acts of irresponsibility demand greater accountability and more directed efforts toward correction. A student on probation is assigned a determined period of time to give evidence that his/her behavior and attitude have improved and are consistent with the expectations of the whole school community. During the period of probation, the student will be required to meet with the counselor and /or the assistant principal on a regular basis to work through the problem area[s] and to develop a program of improvement. At the end of the period of probation, the Principal will review the student's behavior and attitude based on teacher and counselor and/or the assistant principal observations. There must be clear evidence of improvement. The student who is placed on disciplinary probation and his/her parent(s) must sign a Behavior Contract as explained above. Generally, the length of the period of probation is the equivalent of one trimester.

Evidence of improvement means that the Principal or Assistant Principal, when evaluating the student, sees that the problem area has been resolved and the student demonstrates sincerity in trying to live up to his/her responsibilities within the school. Violation of the probation terms will require that the student and parent(s) meet with the Principal. The Principal's decision may result in dismissal of the student during the probationary period.

A student council officer, class representative or Honor Society member placed on disciplinary probation will be removed from office for the remainder of the term of office. Any homeroom representative, alternate homeroom representative or representative-at-large placed on disciplinary probation will be denied participation in Student Council until the period of probation is completed.

### **Social Probation**

Serious violations of school rules require greater accountability of the student. Restrictions may be placed on his/her participation in co-curricular activities for some period of time (e.g., attendance at athletic events or dances and participation on an athletic team or in clubs, etc.) in accordance with each activity's approved by-laws and constitution and the policies of the school.



SAMPLE ALERT/DETENTION FORM – GRADES 1-5

ST. VIATOR SCHOOL  
STUDENT ALERT AND/OR DETENTION FORM

GRADES 1-5  
FORM

Student \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

\* ITEMS COULD RESULT IN AUTOMATIC DETENTION DEPENDING ON THE SEVERITY OF CIRCUMSTANCE  
CIRCLE PLACE: CHURCH CLASSROOM GYM PLAYGROUND COURTYARD RESTROOM ASSEMBLY PARKING LOT

\* **BEHAVIOR**

- Disobey school regulations
- Disrespectful of the rights & property of others
- Disrespects authority
- Disruptive behavior in class
- Failure to show up for detention
- Fails Follow Directions
- Harassment (verbal/physical)
- Inappropriate language
- Misuse of property
- Speaks at inappropriate times
- Tardy to class
- Tardy to school
- Other

\* **UNIFORM**

- Hair
- Jewelry
- Makeup/nail polish
- Shirt
- Skirt/pants/shorts/shorts
- Socks/belt
- Sweater
- Other

**ACADEMICS (ALERT ONLY)**

- Absentee work not submitted
- Does not work well in group
- Improper use of time
- Incomplete assignments
- Missing assignments
- Unacceptable assignments
- Unprepared for class

**COMMENTS/ASSIGNMENT**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's signature \_\_\_\_\_

Teacher's signature \_\_\_\_\_

**Students in grades 1-2-3**

Five (4) Alert Notices in the same trimester equal one detention.  
Students start at zero at the beginning of every trimester.

**Students in grades 4-5**

Four (3) Alert Notices in the same trimester equal one detention.  
Students start at zero at the beginning of every trimester.

Teacher circles **ALERT** or **DETENTION**  
Then, circles the number

Alert Slip  
1 2 3 4

Detention Slip  
1 2 3 \_\_\_\_\_

Assistant Principal \_\_\_\_\_

Your child now has a detention on \_\_\_\_\_. Your child has \_\_\_ alert slips for the trimester. Detention will be during lunch and recess in an assigned area.

Failure to return detention slip signed by parent to the homeroom teacher and/or failure to stay for detention will constitute another detention.

**PARENT NOTICE:** This alert/detention slip is notification to parents that their child was cited for a disciplinary infraction. Your signature only signifies that you have read this communication and serves as verification for the school that parents have been kept informed.

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## DESCRIPTION OF LEVELS OF UNACCEPTABLE BEHAVIOR

The level of the disciplinary response to unacceptable behavior is in proportion to the level of the violation. Any of the following behaviors may result in an automatic detention.

### LEVEL I: MINOR VIOLATIONS

A student receives a minimum of a one hour detention.

1. **Classroom Misconduct** - Any student, who acts in a manner, which causes disruption to a class, is subject to the teacher's classroom regulations. Classroom misconduct may result in a Level I detention. Continued misconduct referrals will lead to the student being placed on disciplinary probation.
2. **Disruptive Devices** – St. Viator School does not permit students to bring electronic devices or any other non-related school items to school without teacher permission. Any such device or item will be confiscated if a student is found using or possessing it on campus during school hours. The student in violation is subject to a Level I detention.
3. **Dress Code** - Students who are inappropriately dressed will receive alert slips or checks and this may lead to a detention. Depending upon the circumstances, the student may be sent home to become appropriately dressed. Repeated violations of the dress code will result in a parental conference with the administration and may lead to disciplinary probation.
4. **Failure to Comply with Procedures** - All students are expected to comply with routine school procedures, including but not limited to: **wearing a student I.D. Badge**, presenting it when requested by a school official, and returning detention slips and other required school forms signed by a parent on time. Students not in compliance with these school procedures are subject to a Level I detention.
5. **Food/Drink Outside of Cafeteria** – During the school day, students may eat or drink beverages only in the cafeteria unless teachers give special permission; e.g., snack time. Furthermore, eating, chewing gum and drinking beverages are not allowed in the gym at any time. Violators are subject to a Level I detention or sanctions assigned by classroom teachers. Gum chewing is strictly prohibited everywhere on campus.
6. **Foul Language** - Students who use obscenities, profanity or any other kind of inappropriate gestures or written/verbal language on campus or at any school-related activity are subject to a Level I detention.
7. **Late Arrivals or Early Dismissals** - Any student arriving late or leaving early must sign in and out in the School Office. Students who fail to do so are subject to a Level I detention.
8. **Misconduct** - Students are expected to conduct themselves in a manner that is conducive to the school's safe, orderly and non-disruptive atmosphere. Behaviors such as, but not limited to, horseplay, shoving, pushing, swatting, roughhousing, etc. are prohibited any time students are on campus or at any school-related activity. Students involved in misconduct are subject to a Level I detention.
9. **Tardiness** - A student may only accumulate three excused tardies in the same trimester. All tardies after the third become an alert, which may lead to a detention.
10. **Tardy to Detention** - It is the student's responsibility to be on time in order to serve detention. No student is excused from serving detention without the express, prior approval of the Administration. A student, who arrives more than five minutes late to detention, will not only serve that day's detention but will be assigned another detention for the following day.

### LEVEL II: SERIOUS VIOLATIONS

A student receives a minimum of two one hour detentions. Depending upon the circumstances of the Level II violation, the student may also be suspended and/or placed on disciplinary probation at the discretion of the Principal.

1. **Academic Dishonesty** – Cheating, including but not limited to plagiarism, on any kind of academic work through the use of any form of dishonesty is a serious offense. A student who cheats will receive a **"ZERO"** grade on the academic work involved. The trimester grade will be lowered in proportion to the importance of the academic work. Cheating will also result in Level II sanctions. Teachers will file a report on each case of cheating with the Assistant Principal. A second offense may result in disciplinary probation and a required parent conference.
2. **Dishonesty** - Each student is expected to be truthful in his/her contacts with all members of the St. Viator community, especially administration, faculty and staff members in the pursuit of their duties. For this reason, any student who exercises dishonesty toward a member of the administration, faculty or staff by any means of lying, deliberately withholding of information, or other form of deception will be subject to Level II sanctions.
3. **Disrespect** - All members of the St. Viator community are expected to respect one another. Disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity, or contemptuous behavior directed toward any school personnel or another student. Any student acting in this manner will receive Level II sanctions. Depending on the circumstances, the student may be placed on disciplinary probation, suspended or expelled.
4. **Forgery** - A student signing another person's signature or inciting a third party to forge a signature on school documents, including but not limited to, report cards, alert/detention notices, passes, and official forms will receive Level II sanctions.
5. **Insubordination** - Insubordination is defined as refusal to comply with reasonable rules and regulations or refusal to obey reasonable directions or instructions of any school personnel, i.e., continually not following the mandatory dress code. Any student acting in this manner will receive Level II sanctions.
6. **Smoking** - Smoking, tobacco chewing and dip are demonstrated health risks and prohibited by civil law for minors and are forbidden before, during and after school in every area of the building as well as on school grounds. Smoking is prohibited at any and all school-sponsored events whether on or off campus. Possession of matches, lighters or tobacco products constitutes intent to smoke and is a violation of the smoking policy. A student who violates the smoking/tobacco policy will receive Level II sanctions for a first offense. A second violation will result in Level III sanctions including disciplinary probation. Smoking and tobacco items will be confiscated.

### **LEVEL III: VERY SERIOUS VIOLATIONS**

A student receives a minimum of three one hour detentions. Depending upon the circumstances of the Level III violation, the student may also be suspended and/or placed on disciplinary and/or social probation at the discretion of the Principal.

1. **Alcohol or other Drug Use or Possession** - A student who receives, possesses, purchases, uses, or is under the influence of alcohol, marijuana, drugs, or any illegal substance, or is in possession of any drug-related paraphernalia on school property or at any school-related function will be suspended immediately, will receive Level III sanctions for a first offense, and may be liable for expulsion. A second offense will result in an immediate Disciplinary Review Conference for a consideration of expulsion.
2. **Computer/software Tampering (Viruses)** – Students are expected to respect the computer hardware and software that the school provides for their use. Violations include, but are not limited to, physical damage done to computer equipment, tampering with software, adding software or viruses to school equipment, and copying or altering documents or software belonging to the school or other students. **Students in violation are subject to Level III sanctions as well as loss of computer privileges.** A second violation or major incident may result in expulsion.

3. **Harassment or Threats** - St. Viator teaches its students to value each individual for the human potential he/she possesses and seeks to provide a learning environment free from any form of harassment. Harassment/threatening remarks shall be defined as, but not limited to, continued or aggravated verbal, written, and/or physical abuse based upon race, ethnic background, religion, gender, or any other reason. **A student who harasses another member of the St. Viator community will receive Level III sanctions and, depending upon the circumstances, may be expelled.**
4. **Theft** - Each student should respect the school's, teachers', and fellow classmates' property. In reference to the school's or another person's property, theft includes, but is not limited to: stealing, misappropriation, breaking in and/or unlawful entry, possession of property that has been reported stolen, unauthorized possession, etc. A student involved in any way in an act of theft will be required to make restitution and will receive Level III sanctions. Future incidents or major theft may result in expulsion. The school is not responsible for lost or stolen property.
5. **Truancy** - A student who is absent from campus for part of the day or for the entire school day without legitimate permission from parents and without approval from the Principal is considered truant from school. The student will receive Level III sanctions for truancy. The student will also receive a failing grade for all class work, assignments due, quizzes, and tests missed while truant. Parents will be notified.
6. **Vandalism** - Students are expected to respect school property, as well as the property of other people. Vandalism includes, but is not limited to the willful destruction, damaging or marring of the school/parish property or another person's property. A student involved in an incident of vandalism will be required to make restitution and will receive Level III sanctions. A future incident of vandalism or one, which causes major damage, may result in expulsion.
7. **Violence** - Violence includes, but is not limited to, pushing or shoving in anger, fist fighting and any other kind of physical assault (abuse) against another person. Because of the nature of this type of activity and the danger of permanent injury, any student involved in a violent act will receive Level III sanctions. Depending upon the circumstances, the student(s) involved may be expelled.

#### **LEVEL IV: TOTALLY UNACCEPTABLE BEHAVIOR**

A student meets with the Principal. If the Principal determines the student to be guilty of the Level IV violation, the student will be expelled.

1. **Sale or Distribution of Alcohol or Drugs** - Any student selling, distributing or transferring drugs or alcohol at school or at any school function will be suspended immediately. The student will be subject to expulsion and police charges, whether the exchange took place on or off campus.
2. **Threats of bringing a weapon or doing bodily harm** - Students must not make threats to bring weapons to school or threaten bodily harm to anyone. When the administration is made aware that a student(s) has threatened to bring a weapon to school, or has threatened bodily harm to another student the administration will investigate. The administration will inform the teacher(s) and interview the student(s) immediately or upon their arrival at school the next day. Parents of the student(s) will be notified. The student(s), and his/her locker, book bag, backpack and desk will be searched. Teachers, students and staff pertinent to the situation will be interviewed. Parents of all students involved in the threat will be informed of the results of the investigation. The student(s) will not be permitted to attend school until there is a satisfactory resolution. If there is validity to the threat the student(s) will be subject to disciplinary actions, which may include suspension, expulsion and police charges.
3. **Weapons and Explosives** - Students are not to have weapons or explosives of any kind in their possession or on school grounds. Any weapon or explosive found will be confiscated, the police will be notified, and the student will be subject to Level IV sanctions.

In addition to the aforementioned descriptions, gross misconduct, chronic violations of any combination of Level I, II, and/or III rules, or serious violations of Level II or III rules, may subject the student to meet with the Principal for a consideration of expulsion.

### **Disciplinary Review Process**

The Principal conducts a disciplinary review where any student may have committed gross misconduct, chronic violations of any combination of Level I, II, and/or III rules, or serious violations of Level II or III rules. The Principal must conduct a conference in all cases of Level IV violations.

#### **Level IV Violations**

All Level IV violations ordinarily require an immediate conference with the Principal. If the Principal determines that the student is guilty of the violation, the student will be expelled. For gross misconduct, chronic violations of any combination of Level I, II, and/or III rules, or serious violations of Level II or III rules, the Principal may require a student to appear before her for a consideration of expulsion.

#### **Appeal**

The student's parent(s) or guardians reserve the right to appeal a decision of expulsion by the Principal. They must base their appeal on substantial new evidence or rationale not previously considered by the Principal, made in writing, and submitted directly to the Pastor within two (2) school days after notification by the Principal of the decision. Failure to follow the appeal process properly may nullify and void the parent's (s') or guardian's appeal on behalf of the student.

#### **Final Decision upon Appeal**

The Pastor will make the final decision regarding any appeal of the Principal's decision regarding expulsion. Depending upon the circumstances of the Principal's decision, the Pastor, at his sole discretion, may not have to meet with the parent(s) or guardian and/or the student to determine the outcome of the appeal where the Pastor decides that there is no basis for the appeal.

## **VII. STUDENT SERVICES**

### **COUNSELING/SCHOOL PSYCHOLOGIST**

The role of the counselor/psychologist at St. Viator Grade School is to provide services that will facilitate an educational and developmental process for all students. The counselor/psychologist serves the school community through personal, social and academic counseling. The counselor/psychologist organizes and administers a guidance program that disseminates information to support students in planning goals. Some of the services provided include: academic planning and interpretation of various tests, classroom guidance lessons and small groups. The counselor/psychologist is available to meet with parents during the time of Parent-Teacher Conferences and daily through appointments scheduled through the counseling office. Items to discuss with the counselor/psychologist include academic advising and social, personal, or behavioral concerns. The counselor/psychologist serves as a facilitator for administrators, teachers, parents and students. The counseling relationship is confidential in nature unless a student has displayed intent to hurt herself/himself or others.

### **COUNSELING APPOINTMENTS**

There are four primary ways available for a student to make an appointment with the school counselor/psychologist.

- Asking permission of the teacher at the beginning of class
- Stopping by the main office and filling out a request form – before or after school, during lunch/recess, or between class changes
- Stopping by the counseling office and filling out a request form
- Counselor request forms are also available in each classroom

## SMALL GROUP PROGRAM

The counselor may offer voluntary, confidential small groups during the school year covering a variety of topics including but not limited to: divorce, loss, anger management, time management, study skills, and self esteem.

The groups are voluntary and confidential so the child must agree to be in the group or it will not be beneficial to anyone. The nature of groups require that they be small (six to eight similarly aged students) and cohesive therefore the students must agree to work with each other. Some screening will take place and every student who wants to participate in a group may not be able to do so. If this occurs, the counselor will make every effort to form another group, or to refer the student and parents to outside groups as well as offer individual attention.

The purpose of the group is:

- To provide an opportunity for emotional healing from a death, a divorce, or any other painful transition in the family unit.
- To assist in building a stronger sense of self-esteem, to help the student see that he/she is not alone
- To help the child improve social and academic skills

The groups are confidential in nature and the counselor may not discuss individual/group comments with parents unless a student has displayed intent to hurt herself/himself or others.

## INTERVENTION ASSISTANCE TEAM

Effective intervention on behalf of students requires parents and teachers working as a team. This approach assists the child's teacher in determining what intervention strategies may prove effective in assisting a student who is struggling academically. The intervention team may include any of the following persons: the principal, assistant principal, parents/guardian, student's current teacher or teachers, the student's previous teacher or teachers, nurse, and counselor.

## STUDENT EDUCATIONAL TESTING

**Grades 2-8 Standardized Testing:** It is **very important that children attend school** the week of the standardized testing. There will be little time to make up any test and students do not focus as well in make-up situations. They need to get sufficient rest and eat a good breakfast in order to do their best. Terra Nova Standardized tests are administered to students in Grades 2-8 in the fall of each year. Parents will receive a summary of their child's testing results.

**Individual Student Testing:** Parents should contact the principal to initiate this process. It is the parent's responsibility to provide the school with copies of all privately requested testing and evaluation reports, which will affect student performance.

## EXTENDED DAY CARE PROGRAM

The Extended Day Program provides professional care, supervision, recreation, and enrichment activities for the child who attends St. Viator School. It serves families who desire both a Catholic school education and supplementary day care. The Extended Care Program is on the Main Campus located in the Art/Music Room, cafeteria/gym and playground for Grades PreK-8.

The Extended Care Program is open from 2:30 PM until 6:00 PM. It may be utilized monthly, weekly, or on a drop-in basis as needed by the parents. The drop-in program may not be utilized on Minimum days. There is no supervisor of students prior to 7:40 AM.

Children not enrolled in the Extended Care Program but remaining on Campus after 3:05 PM and students in after school activities who are not picked up immediately after the conclusion of the activity, will be placed in the program at an hourly rate fee per child.

### Extended Care Fees

To participate in the Extended Care Program you must complete the registration paperwork and submit the registration fee. Registration fee for the program is \$50.00 per child (non refundable).

An Extended Care Card must be purchased in advance from the school office. Each card entitles the family to 20 hours of service. Families receive a discounted hourly rate by buying three to five cards at a time. The cost is the same for each child. Each card can be used for more than one student in the same family. Parents only pay for the hours that their child/children attend. Time is charged in hourly increments. A parent picking up a child 5 minutes after the hour will be charged the whole hour.

Rates for Cards:           1 card or 20 hours = \$140 or \$7.00 per hour, per student  
                                   3 cards or 60 hours = \$360 or \$6.00 per hour, per student  
                                   5 cards or 100 hours = \$500 or \$5.00 per hour, per student

Extended Care staff members will punch the card for each hour used by each child. If the adult picking up the child forgets their card, they will be given an invoice for that day. The invoice may be paid for by punching their card or by direct payment. Cards are not refundable if lost. The drop in rate of \$8.00 per hour will be charged if in the event the parent does not have a card. *Minimum Day drop in rate* will be \$48.00/not the regularly hourly rate.

## VIII. ADMISSIONS/ATTENDANCE

### ADMISSIONS

St. Viator School does not discriminate based on race, color, sex, national or ethnic origin in any of its policies, programs, or activities. Scholastic ability and/or achievements are not the only basis of student admission.

### ADMISSION CRITERIA

St. Viator School gives priority to families with school age children based on the following criteria:

1. Children of registered parishioners, who are actively involved in the life of
  - a. The St. Viator Parish Community.
  - b. The St. Thomas More Community
2. Children from other Catholic parishes with no school.
3. Children transferring from a Catholic school.
4. All other applicants.

### ADMISSION CONTRACT

Every family with a child enrolled at St. Viator School must have on file in the school office a signed Admission Contract. Parents and students must sign and return this contract to the school office by the end of the first week of the new school year. The Admission Contract acknowledges: **(1) Parents and students agree to abide by the policies and procedures in the school handbook**, (2) A parent's obligation to pay tuition by the 15<sup>th</sup> of each month, and (3) Receipt of the pertinent data relative to a parent's responsibilities at the school. This includes such items as reading the Parent/Student Handbook, updating emergency cards, keeping their child's immunizations current, etc.

### ATTENDANCE

Regular and punctual attendance is required. **All students are to be in their respective classroom, sitting in their assigned seat and ready to begin the day before the 8:00 AM bell rings.** Experience has indicated that there is a correlation between class attendance and successful academic achievement. Any student arriving to school after 8:00 AM must go to the office to sign in and will be marked tardy. A student shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed, and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed. This also applies to minimum days.

When a student is absent from school, parents should observe the following: Parents should report an absence immediately to the school by leaving a message on the school's voice mail phone system (732-4477 extension 104) or at the Primary Campus for pre-kindergarten and kindergarten children (732-0012). Parents should call the school before 8:00 AM. Please indicate your name, the student's name, homeroom teacher and room number, reason for the absence, and the expected duration of the absence. If a homeroom teacher marks a student absent and the parent has not called the school, the school will ordinarily contact a parent at home or at work to verify the child's whereabouts. Failure of a parent or guardian to cooperate with the school in this procedure may jeopardize the safety of their child. When the student returns to school after an absence, the parents must send a written note to the school stating the reason for the absence.

**Excessive Absences:** Excessive absences hinder the integrity of a student's academic progress. A student will be placed (rather than promoted) into the next grade if there are more than **twenty absences for that school year**. There may be exceptions due to long-term illness, etc. where the parents and the principal work out an arrangement with a tutor. Any long-term absence must have a written letter from their doctor to verify the illness. Any student with excessive absences may be required to attend summer school to move to the next grade.

**Early Dismissal:** If a student has a note for an early dismissal the student is to come to the school office and obtain an early-out slip before school begins. The early-out slip should be given to the student's homeroom teacher at the start of the school day. The student's parents or authorized adult must come into the office and meet the student there. Before leaving the school grounds, the parent or adult must sign the student out.

## TYPES OF ABSENCE

All absences are recorded as not present. Attendance records are legal documents and must be kept accurately.

### **Excused**

Every absence requires an acceptable explanation, since the uniqueness of the learning experience in the classroom and the presentation of a lesson can never be recaptured after an absence. Students who do not have an acceptable explanation will not be readmitted to the classroom until a parent is contacted by phone. The school will consider a student's absence as excused if due to illness, injury or family emergency. **When absent, a student may not attend or participate in any school activity on the same day as the absence. It is the students' responsibility to meet with each teacher to obtain missed work.**

### **Medical Appointments**

Parents are asked not to schedule doctor and dental appointments or other appointments during the school day. If it is unavoidable that a student leave early or arrive late, such a request must be made in writing by a parent. When a child has an early dismissal or is returning to school from an appointment the procedure is as follows:

1. All parents are to come to the main office to pick up their child and sign them out.
2. Students will meet them in the office (if notified prior to your arrival or they will be called for from the office). No student is permitted to wait in the parking lot for a ride for reasons of student safety.
3. When students return to school from a doctor's appointment, they are to come to the school office and present a signed slip from the doctor listing the time of the appointment and they time they left the doctor's office. The student must sign in and obtain an authorization slip to return to class.
4. The school office personnel will make sure that students get back to their classroom. No parent may walk their child to the classroom.

### **Absence not due to Illness (Unexcused)**

Absences cause a serious disruption in the continuity of the student's schooling. Vacation during school time is discouraged. The decision for the absence is the responsibility of the parents and the student; it should take into consideration the student's academic status in school, with serious thought given to the impact of the absence. Students whose grades are average or below in any class cannot afford to take extended time off from class. The classroom learning environment and discussions cannot be recreated. **Teachers will not give student's assignments before their absence.** Immediately upon returning to school the student is responsible for meeting with their teacher/teachers to access missed work. The student and his/her parent should notify the school office and his/her teachers in writing, at least one week prior to the anticipated absence. The school accepts no responsibility for work missed on extended absences.

If the above procedures are not followed, the absence is considered unexcused and a failing grade will be given for all work missed, including tests and quizzes.

### **School Functions/Siblings**

Students are not allowed to leave their regularly scheduled class to attend their siblings various functions, i.e., PreK, and Kindergarten graduation, Dare graduation, etc. This is very disruptive to the teachers and classrooms in regular session. If necessary, a parent may choose to have the child go to the function and be marked absent or come to school after the function and be marked late.

### **TARDINESS**

#### **Tardiness to School**

A student who is tardy to school must report to the Main Office immediately upon his/her arrival at school. The student must get a late slip before going to class. Students who do not get late slips will be marked absent. The Main Office will make the decision whether the student's tardiness to school is excused based on the circumstances, e.g. a traffic accident delayed the student's arrival to school, a power outage at home, or a weather related problem, such as flooding. The student may only accumulate three excused tardies in the same quarter. After three excused tardies, any tardy thereafter the school will consider as unexcused and therefore each subsequent tardy may lead to a detention. Students will receive alert notices for all unexcused tardies and these may result in a detention. If tardiness to school continues, the sanctions will increase as explained in the "Consequences for Unacceptable Behavior" section herein and a parent conference will be held with the principal. The school office personnel will give the students a late slip to give to their teacher. Students in Grades 1-3 will be escorted to their classroom. **No parent may walk his or her child to the classroom.**

### **IX. GENERAL PROCEDURES**

#### **PERSONAL BELONGINGS**

IPods, collector's cards, pocket video games, etc. do not belong in school. No sports balls should be brought to school. Upon dismissal students are to go to their assigned places and/or rides. The courtyard is not a playground. The school will not be responsible for these things if they are lost or damaged. If the student uses them during school hours, these items will be taken away and parents will have to retrieve them.

**CELL PHONES** are to be turned off and placed in backpacks as soon as the child enters the campus. Anyone who is caught using a cell phone on school grounds between the hours of 7:00 am and 3:00 pm will face disciplinary actions. The cell phone will be taken away and parent and child will need to come to office to reclaim it and discuss the disciplinary actions to be taken. The school office phone is available from 7:00 am until 3:30 pm. Also, each classroom teacher has a phone in their room should an emergency arise.

#### **LOST AND FOUND**

Students/parents should come to the office to inquire about a lost item. The school will discard articles not claimed periodically. To avoid losing "things" students must take care to keep their books, etc. with them. They should attend to their personal items at all times. The student's **full name** or **last name and homeroom** should be written on all clothing especially jackets, gym clothes, and lunch boxes. The homeroom should be updated each school year.

#### **LOCKERS**

The use of lockers is a privilege for junior high students (Gr. 6-8). Students may only use a locker if there is a school lock on it at all times. All locks must be purchased in the school office. If a student loses his/her combination lock, he/she must purchase a new lock in the office. If a student abuses this privilege, the locker use will be suspended. All personal items should be kept in the lockers. Students will have access to lockers before and after school, lunchtime and according to class schedules. Lockers and the locker area must be kept neat and litter free. Unassigned lockers may not be used.

The lockers are the property of the school. Student use of the locker is exclusive only with regard to other students, but not to the official representatives of the school. Students will be required to sign a “locker contract” at the beginning of the year. Lockers may not be decorated.

### **LIBRARY BOOKS AND MATERIALS**

Students must return library books and materials when due. Overdue books/ materials cause inconvenience to those students who are waiting to use them. No student may check out more books and materials until they have returned overdue books and/or materials. The school will hold the report cards and diplomas of students who have not returned, lost or damaged library books and school textbooks until the students’ family have returned the materials or paid the school the cost to replace lost or damaged school materials.

### **SCHOOL OFFICE/STUDENT SUPPLIES**

Students may purchase some basic classroom supplies at school. They may do so before and after school. The school will post a list of supplies and their cost in each classroom.

### **SUPPLIES**

Teachers inform students regarding what supplies they need for class. A detailed list is distributed to all children by grade level at the beginning of the school year. Students need the following everyday: a pencil case with pens, pencils, an eraser, composition books, loose-leaf paper and a ruler with metric measurement. At the end of the school year, the school provides a detailed list of supplies needed for the following year.

Children should have backpacks in order to protect their books when coming to and leaving school. Students must cover their textbooks. **Students may not bring suitcases to school;** classrooms do not have enough space to store them. Backpacks need to be able to fit into classroom cubbies.

### **GYM AND CAFETERIA**

School activities have priority over all other outside events. All activities must be scheduled after 5:30 PM if gym/cafeteria are available. The use of the gym and cafeteria must be scheduled with the office. The loft area is not available for use. It is set up for choir, student leadership activities and other school functions.

**Gym:** A monthly calendar will be hung inside the gym indicating the date and time each group is scheduled. General Issues: Refer to the Athletic Handbook for detailed information.

- No food or drinks (except water) are allowed in the gym. Coaches are responsible to see that all players, adults, etc. abide by this policy.
- Coaches and athletes must clean the gym and restrooms of any trash, personal items, etc. left after their use and be sure to turn out all lights and lock all doors.
- Anyone staying to watch an athletic game/other activity must go directly to the gym and stay in the gym. Students must be accompanied by an adult. Spectators are not permitted to wander the school grounds. This refers to games at St. Viator and games at any other parish school. Any student who does not follow the rules either on our campus or other campuses will not be allowed to attend future games/ activities conducted after school.

**Cafeteria:** A monthly calendar will be hung inside the cafeteria indicating the date and time each group is scheduled.

## LUNCHES

Students may bring a nutritional lunch to school daily and they should write their name on it. They may not bring glass containers to school for reasons of safety. As a rule, students are not to eat lunch outside the cafeteria unless they receive prior approval from the Principal.

Any parent bringing his/her child's lunch to school after 8:00 AM should write the **child's name and grade** on the lunch and bring it to the school office. The office staff will make sure the child receives the lunch at the assigned time. After 11:00 AM., any parent bringing their child's lunch should place it on the table just inside the door to the cafeteria or give it to one of the cafeteria workers.

For the convenience of the parents and students, St. Viator School offers a hot lunch program. Lunches must be purchased for each month in advance. The order forms with the menu will be sent home in the Tuesday envelope. The due date is noted on the card and the school calendar. Lunch cards must be filled out correctly or they will be voided and returned. **LATE LUNCH ORDER FORMS WILL NOT BE ACCEPTED.**

<u>GRADES</u>	<u>LUNCH</u>	<u>RECESS</u>
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	11:35 – 11:50	11:55 – 12:05
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	12:00 – 12:20	12:20 – 12:40
4 <sup>th</sup> & 5 <sup>th</sup>	12:25 – 12:45	12:45 – 1:05

After lunch and before recess all students are to place (not throw or toss) their lunch boxes or bags on the bench or lockers in front of their classroom. When the lunch period is over all students should pick up their lunch boxes or bags. Table Cleaners: Students assigned to clean the tables are to pick up any leftover trash on the table and floor and put it in a trash container.

## SUPERVISION DURING LUNCH/RECESS

The school will assign Teacher's Aides employed by the school to monitor the lunch room and playground during lunch and recess.

When the bell rings at the end of the recess period, students must stop playing. They stand and wait for a signal to line up. At the signal, they proceed to their designated area. Their teachers will meet them there and walk the students back to class.

## MILK PROGRAM

St. Viator Parish School participates in a milk program subsidized by the State of Nevada. The cost paid by families participating in this program is substantially lower than what individual families would pay at the retail level. Students may purchase skim, 2% white and 2% chocolate milk. Children who qualify for assistance will receive milk at no charge. A form is sent home at the beginning of the school year explaining this program.

## SNACKS

Students in grades 1-5 may bring a nutritional snack for break time in the morning. This will enable them to renew their energy so they can continue to do their best. **Allowable snacks** are fresh fruit, dried fruit, (no fruit cups) vegetables, (i.e, apple slices, orange wedges, grapes, bananas, raisins, carrots or celery sticks) string cheese, cheese cubes or slices. **NO OTHER SNACKS ARE ALLOWED.** If a teacher observes that the snack is interfering with teaching and learning, the teacher may tell the student to put the snack away.

## PARTIES AND GIFTS

Teachers may schedule class parties for special events with the approval of the Principal. Birthday celebrations are not permitted during school hours. This also includes the celebration of birthdays in the school cafeteria during lunch periods. Students are **NOT** permitted to bring in balloons, etc. for their classmate's birthday, which also includes the decorating of lockers.

Students may not exchange personal gifts at school, e.g. including Christmas gifts, valentines, etc. Party invitations must be distributed off school property unless all members of the class are invited, e.g. all girls, all boys, or the entire class. Friends can share gifts with friends away from school, thus avoiding the chance that a classmate feels left out. Special transportation for birthday parties should be done away from school, i.e., pick up by limos, etc.

### STUDENT IDENTIFICATION BADGE

Each student is required to wear his/her St. Viator identification badge at all times while on campus. **The badge should be left at school at all times.** The I.D. card doubles as the student's library card and milk card. If it is lost or damaged, a student is to see the School Librarian about getting a replacement card. Students must pay a fee of \$10.00 to replace lost, damaged (do not write on badge) or stolen cards.

### PHOTOCOPIES

Students and parents may have photocopies made by the office personnel at 10 cents per copy.

### ARRIVAL AND DISMISSAL PROCEDURE

The safety of our students is our priority. Please follow the directions and allow the time needed to follow the proper procedures. Families have two options in the morning and three in the afternoon. All vehicles will enter from Flamingo Road and proceed to school along the driving lane in front of the church and parish center. See map at the end of this handbook.

1. **Church Parking Lot:** Park your vehicle in the church parking lot and walk your child(ren) to school or meet them after school in the designated areas. Stay in the designated walk areas.
2. **Horseshoe Drop Off:** As you make the right turn toward the school, you will have a choice between two lanes. The left lane will exit to **Flamingo Road ONLY**, and the right lane will exit to **Eastern Ave., ONLY—there is NO left turn onto Eastern nor Flamingo**. Once you have made your lane choice, you must stay in that lane. **There is no longer a parking space for drop off.** In order to keep traffic moving and to assure the safety of everyone, make sure your child(ren), with their belongings, are ready to exit the vehicle. **NOTE: Cars in the Eastern Ave. Lane: Children should exit the car from the driver's side. Drivers do not get out of the vehicles.** Students are to walk to the nearest 4 foot opening and proceed in the designated walk areas to school.
3. **Staff/Visitor Parking Only:** There are two parking areas. **Parking areas cannot be used as drop off or pick up zones.** The parking area next to the Flamingo line is for **staff use only**. The parking area next to the Eastern line is for parents/visitors who have business in the school office from 8:15 AM to 2:15 PM. If you have business **before 8:15 AM or after 2:15 PM you must park in the church lot** and walk to the office in the designated walk area. All cars parked in church parking lot must exit onto Flamingo. **No child, with or without an adult, is permitted to walk through the drop off area during arrival and dismissal times.**
4. **Afternoon dismissal:** Pick up will follow the same pattern. Enter from Flamingo and choose either Eastern or Flamingo exit lane. Your child(ren) should be waiting for you in the designated pick up areas. If your child(ren) is not waiting for you when you enter, **do not stop and wait**. Exit and re-enter or park in the church parking lot. If you are parked for business (see #3 above) you may not exit until 3:10 PM. After 3:00 PM only Extended Care students and students attending school activities are allowed in the playground areas.

### UNSUPERVISED TIME BEFORE AND AFTER SCHOOL

#### **Prior to 7:30 AM there are no faculty or staff on campus to supervise children.**

Students are not allowed on campus before 7:30 AM unless attending a school club/activity. Before school, students must wait quietly outside their classroom. No running, playing tag, etc. is permitted. After school, families must pick up their children promptly unless the child is participating in a supervised school activity. All siblings of students in after school activities must go to Extended Care or leave the campus. **Students do not have permission to use the playground before or after school.**

Once children leave the campus after school, they may not return except for supervised activities. The Extended Care Program uses the playground at 3:00 PM.

## **BEFORE SCHOOL PROCEDURES**

The safety of our students is our priority. When students are dropped off they are to proceed to courtyards and remain there, **NOT** go back to parking area or cafeteria. The students are to wait patiently in front of their classroom until the doors are opened. No running or roughhousing.

## **PICK-UP CHILDREN AT END OF DAY**

All parents are to remain outside the school gates (both primary area and school office area) for their children. When the bell rings the gates will be opened. **Classes are in session until 2:45 PM parents are not to wait by the classrooms.** Students are to go directly to the location where their parents are waiting for them. If parents normally pick up their children in front of the cafeteria, students should wait for their ride home in this area designated for pick-up. Students should not wait in the church parking lot for their ride.

Students who are not picked up by 3:05 will be sent to our Extended Care Program. Parents/guardians arriving after 3:05 should pick up their child at Extended Care and they will be charged for an hour of service. Students waiting for siblings in after school activities must go to extended care or be picked up by parents.

## **AFTER SCHOOL SAFETY**

- Students are not permitted to leave campus without a parent or authorized adult. Students walking home or to another destination must have written permission by their parent/guardian to do so. The written and signed authorization must be on file in the school office.
- First and foremost, a driver who stops in the turn lane on Eastern to drop off or pick up students places those children in harm's way, while at the same time being in violation of the motor vehicle code.
- There is no drop off or pick up on Rochelle.

## **VISITS TO THE SCHOOL**

When school is in session all gates will be closed and automatically locked from the outside. Gates will only open from inside the campus. All parents and visitors coming to the school campus for any reason will have to enter through the school office. Any parent/visitor must sign in at the office and pick up a volunteer or visitor badge to wear. They must sign out when leaving the school campus. Parents need to clearly label notes, lunches, keys, etc. left for students. Parents do not have permission to drop by classrooms to see their child or to see a teacher during the hours of instruction. Likewise, parents may not walk their children into classrooms without the approval of the teacher.

## **WITHDRAWALS/CHANGE OF RESIDENCE**

Families changing their place of residence or telephone numbers must contact the school office immediately with the new address and telephone number.

Parents transferring their child to another school should send a letter to the principal indicating the last day of attendance. St. Viator will forward school records to the new school upon receipt of a release form signed by the student's parents or guardian. Before leaving St. Viator, students must turn in all of their textbooks to their teachers and take with them all personal possessions.

St. Viator will process official transcripts only after families have paid their accounts in full.

## **X. HEALTH/SAFETY ISSUES**

### **ACCIDENTS**

Students should report all accidents to the office that occurred on the way to school, during the school day, and at a school sponsored event on campus after school. In the case of a serious injury, the school will call 911, call parents/guardian listed on their emergency form, and complete an accident report.

School personnel will follow only approved first aid measures in the event of an accident at school. A school official will make every effort to notify parents/guardian immediately of an injury requiring medical care. In the event the school cannot reach the parents, the school will call the child's physician.

The student's family is financially responsible for any medical treatment. The school provides a student accident insurance policy (see page 39).

### **EMERGENCY CARDS**

The Emergency Card, kept in the office, is the school's link to parents if a child has an emergency while at school. Parents must fill these cards out completely as a requirement of admission. Parents are responsible for notifying the school office whenever information on the card changes. The school sends new emergency cards home on Orientation Day with all parents and students so that the most current family information will be on file. Children in Pre-K and Kindergarten receive two cards; one card is kept in the main office and one in the kindergarten classroom.

Should it happen that parents are out of town while school is in session, parents must send a note to the school office with the name and phone number of the person entrusted to be the guardian of their child(ren) in the event the school needs to contact the family because of an emergency.

### **HEALTH RECORDS**

St. Viator School requires all students to have filed with the school a student-health record in order to attend classes. An immunization record is also required for all students. School Health Records are a requirement set by the State of Nevada; all students and schools must be in compliance. Students may be excluded from attending school if records are not up to date.

Parents are required to complete and return the "Medical Health Form" regarding pertinent health information that pertains to student accidents, illnesses, surgeries and allergies. The Medical Health Form is due in the school office on or before the first attendance day of the new school year.

Parents are to return, on or before the first attendance day, the following forms: (1) the Medical Health Form, (2) the Emergency Medical Form, (3) a copy of the immunization and boosters record, and (4) the Medication Form. This last form has information that identifies children who must take a medication during school hours.

### **CONTAGIOUS DISEASE CONTROL**

The home and school must work together to safeguard the health and welfare of the child and prevent the exposure and spread of childhood illnesses. A parent should keep a child home when any of the following symptoms of a contagious disease are apparent.

- General feeling of nausea or malaise
- Sore throat, unusual paleness, earache or running ears
- Red eyes and running nose, coughing and sneezing
- Body temperature above 99.6
- Severe pain

## ILLNESS AT SCHOOL

In the event a child becomes ill at school, the child will be sent to the office. The school nurse or a member of the office staff will check the child's temperature and when the symptoms indicate, the school will call the parents or guardian. If the office staff judges that the child is too ill to remain at school, the parents must come to the school office and pick up their sick child. Teachers will send the child's books, etc. to the office. If a child is too sick to stay in school, he/she may not participate in any other school activities that day.

## MEDICATIONS

Providing medical care is the primary responsibility of parents and the school does not assume this responsibility. Whenever possible, the school prefers that students, taking medication, do not need to do so during school hours. If it is necessary that students take medication during school hours, the following policy applies: Parents must fill out a Daily Medication Form and Diocesan Permission Form.

If a student requires medication during school hours, the parent must fill out a medication form provided by the office: stating the type of medicine the child takes, the dosage amount, and time of day the medicine should be administered by school personnel. Prescription or non-prescription medication must be in the **original bottle** and properly labeled. Parents must bring the medication to the office. The school will put the parent note on file and the medication will be stored in a secured place in the nurse's office. Office staff will inform children when they should come to the office for their medication.

The school does not provide aspirin or its equivalent to children. **Children do not have permission under any circumstances to bring or carry on their person any type of prescription or over-the counter medication. This also applies to cough drops. This policy is necessary for the welfare and safety of all students.**

## STRANGER DANGER

Each year, parents should reinforce the danger of accepting rides or gifts from strangers. Children should not accept literature or handbills from strangers. Parents should teach children that police officers are their friends and will help them at any time they are in trouble.

## CHILD ABUSE/NEGLECT, REPORTING ALLEGATIONS/ SUSPICION

By law, the State of Nevada requires school personnel to inform Children Protective Services of any allegation or suspicion of child abuse or neglect.

## ALCOHOL, DRUG AND SEX EDUCATION

The school offers educational programs to students on the topics of alcohol, drugs and sexuality.

## CLOSING OF SCHOOL/EMERGENCY

In the event of severe weather, loss of water or electrical service, etc., the school will notify local radio and TV stations to broadcast this information. School families will also be notified by phone through *Schoolreach*.

## FIRE DRILLS / SHELTER IN PLACE / EVACUATION OF PREMISES

The school will schedule drills from time to time at different periods of the day. It is important that students move quickly and in an orderly manner to the assigned exits as soon as the alarm sounds. In each room, there is a sign indicating the exit to use.

## SAFETY RULES — In Case of Fire

1. Absolute SILENCE; listen for instructions.
2. Windows shut; lights off; doors closed.
3. Proceed single file out proper exit.
4. Walk to assigned area and wait for further instructions.

## **XI. UNIFORMS PERSONAL APPEARANCE**

### **GUIDELINES FOR PERSONAL APPEARANCE**

Students should have a sense that they are going to “School” for a specific reason. At St. Viator, we have six goals for our dress code. (1) To create an atmosphere conducive to learning; (2) to promote student safety; (3) to be in good taste and ensure modesty; (4) to project a good image of the school; (5) to be easily observable and enforceable, and (6) to allow for comfort and a feeling of “equality” for all. Enrollment at St. Viator Parish School implies agreement with and acceptance of the dress code.

All students are to arrive at St. Viator Parish School properly attired. **The Principal has final say with regard to appropriate interpretation of the dress code.** Therefore, parents must present any special requests in writing to the Principal for consideration of an exception to the dress code.

#### **General Standards**

**Hair:** Students cannot have eccentric hairstyles, e.g. coloring, tinting, bleaching, streaking, highlighting, frosting, etc. Boys’ hair is to be an appropriate length and a well-groomed (combed) style. Boy’s hair should not be touching shirt collar, or covering ears, or flipping up. **All students’ bangs must be out of their eyes. No hair should be hanging in face and constantly fussed with during the school day.**

**Facial Hair:** No facial hair is allowed. Boys must shave regularly to remove beard, mustache or excessive sideburns. **Jewelry:** Girls with pierced ears may wear one pair of earrings. Dangling earrings are not permitted. Students may wear a simple watch or necklace with a religious symbol. No other body piercings are allowed.

**Make-up:** Girls may not wear lipstick, facial and eye make-up, jewelry, nail polish, etc.

**P.E. Shorts:** Girls in grades 5 through 8 may wear school P.E. shorts under their skirts. Girls in grades 1 through 4 may wear shorts appropriate for the length of the jumper.

**Shirts:** Shirts must be tucked in at all times at the belt or waistline. Colored or design T-shirts or turtlenecks under blouses or shirts are not permitted. Long sleeve uniform polo shirts are available for cold weather.

**Shoes/Socks:** Grades 1-8 must wear the school approved uniform shoes. No other shoes are allowed. Only plain white crew socks may be worn.

**Skirts/Skorts/Shorts:** **The skirts/skorts/shorts must be at the knee.**

**School Pants** must not bag at the ankles or drag on the ground. **Belts must be worn at all times**, no sagging. No hip hugger pants or excessively tight pants may be worn. Pants must be **approved** uniform.

**Fleece Jacket:** Fleece jackets with the school logo are part of the Formal Dress Uniform for every student. They should fit properly and not have any rips or torn areas. In the classroom students may only wear the fleece jacket if feeling cold. **Outer Jackets/Coats may be worn on extremely cold days for outdoor activities only.**

#### **Uniforms**

Students should have a **NEAT, CLEAN AND APPROPRIATE APPEARANCE** within the following guidelines. School uniforms are required for all students in grades K through 8. All uniforms must fit properly and be worn in an appropriate way. Large, baggy and oversized uniforms will not be permitted. All shirts must be tucked in at all times. Skirts/skorts must not be rolled.

**Mandatory Dress Uniform:** The dress uniform as listed per grade below will be worn on Mass days, special occasions and field trips. Parents will be notified of the special days requiring the dress uniform. The grades attending the weekly Mass are noted in the school calendar and will be listed in the Viator Voice every Tuesday.

**P.E. Grades 5-8:** P.E. uniforms may be worn to school the day the student is scheduled for P.E. class, with the exception of Mass Day or special days when the dress uniform is mandatory. Fleece jacket may be worn over P.E. uniform, but not instead of it. On spirit day students may wear spirit tee shirt.

**Uniform Requirements**

<p><b>Kindergarten <u>Girls and Boys:</u></b>          Grey or navy polo with logo, long or short sleeve          Navy pull on pants or shorts          Royal fleece jacket with logo          Black tennis shoes          White crew socks, no logo</p>	<p><b>Kindergarten <u>Girls (optional):</u></b>          Navy knee length skort          Navy knee length short          Navy stretch twill pants          Mayfair knee length plaid jumper          White dress blouse with logo (jumper)</p>
<p><b>Boys <u>Grades 1– 3 Dress Uniform</u></b>          Navy pleated front pants          Navy or black belt          White oxford dress shirt w/logo          Navy tie          Navy sweater vest with logo          Royal fleece jacket with logo          White crew socks—no logo          Solid black tennis shoes</p>	<p><b>Boys <u>Grades 1-3 Casual Uniform</u></b>          Navy pleated front pants          Navy flat front or pleated shorts          Navy or black belt          Grey polo with logo, long or short sleeve*          Royal fleece jacket          White crew socks—no logo          Solid black tennis shoes</p>
<p><b>Girls <u>Grades 1-3 Dress Uniform</u></b>          Mayfair knee length plaid jumper          White Peter Pan blouse with logo          Navy crossover tie          Royal fleece jacket with logo          White crew socks—no logo          Solid black tennis shoes</p>	<p><b>Girls <u>Grades 1-3 Casual Uniform</u></b>          Grey polo with logo, short or long Sleeve*          Navy knee length skort          Navy knee length shorts          Navy stretch twill pants          Royal fleece jacket with logo          White crew socks—no logo          Solid black tennis shoes</p>
<p><b>Girls <u>Grades 4-5 Dress Uniform</u></b>          Mayfair knee length plaid skirt          White Oxford blouse w/logo*          Navy crossover tie          Navy sweater vest with logo          Royal fleece jacket with logo          White crew socks—no logo          Solid black tennis shoes</p>	<p><b>Girls <u>Grades 4-5 Casual Uniform</u></b>          Grey polo w/logo, short/long sleeve*          Navy knee length skort          Navy knee length shorts          Navy stretch twill pants          Royal fleece jacket with logo          White crew socks—no logo          Solid black tennis shoes</p>
<p><b>Boys <u>Grades 4-5 Dress Uniform</u></b>          Navy pleated front pants          Black or navy belt          White oxford dress shirt w/logo          Navy tie          Navy sweater vest with logo          Royal fleece jacket with logo          White crew socks—no logo          Solid black tennis shoes</p>	<p><b>Boys <u>Grades 4-5 Casual Uniform</u></b>          Grey polo w/logo, short/long sleeve*          Navy pleated front pants          Navy flat front or pleated shorts          Navy or black belt          Royal fleece Jacket          White crew socks—no logo          Solid black tennis shoes</p>
<p><b>Mandatory Dress Uniform:</b>          Fleece jacket optional for dress uniform depending on weather.          K-5 Royal Fleece          6-8 Navy Fleece</p> <p>*Gr. 1-5 White polo shirts are not available for purchase at Dennis but may still be worn this year.</p>	<p><b>Spirit Day Options for all students:</b>          Spirit tee shirt          Navy sweatshirt w/Mayfair plaid logo          School Club tee shirts</p> <p><b>Other optional winter items:</b>          K-5 Royal Microfibre jacket w/logo          6-8 Navy Microfibre jacket w/logo</p>

<b>Girls</b> <b><u>Grades 6, 7, 8 Dress Uniform</u></b> Khaki twill knee length skirt box pleat White oxford blouse with logo Navy sweater vest with logo Navy crossover tie Navy fleece jacket with logo White crew socks—no logo Solid black tennis shoes	<b>Girls</b> <b><u>Grades 6, 7, 8 Casual Uniform</u></b> Khaki stretch twill pants Khaki knee length skirt Khaki knee length shorts Navy polo shirt with logo Navy fleece jacket with logo White crew socks—no logo Solid black tennis shoes
<b>Boys</b> <b><u>Grades 6, 7, 8 Dress Uniform</u></b> Khaki pleated front pants Black or navy belt White oxford dress shirt Navy tie Navy sweater vest with logo Navy fleece jacket with logo White crew socks—no logo Solid black tennis shoes	<b>Boys</b> <b><u>Grades 6, 7, 8 Casual Uniform</u></b> Navy polo shirt with logo Khaki pleated front pants Khaki flat front or pleated shorts Black or navy belt Navy fleece jacket with logo White crew socks—no logo Solid black tennis shoes
<b><u>Girls and Boys Grades 5-8</u></b> <b><u>Physical Education Uniforms:</u></b> P.E. royal blue shorts and grey t-shirt P.E. royal blue sweatpants and sweatshirt	<b><u>Spirit Day Options for all students:</u></b> Spirit tee shirt Navy sweatshirt w/Mayfair plaid logo School Club tee shirts
<b><u>Mandatory Dress Uniform:</u></b> Fleece jacket optional for dress uniform depending on weather.	<b><u>Optional winter items:</u></b> Navy Microfibre jacket w/logo 6-8 Royal Microfibre jacket w/logo K-5

**Club Uniforms:** Students in Scouts, Campfire Girls, Brownies, etc. may wear their formal, approved uniform to school on the day of their club meeting.

**Spirit Day:** Every Wednesday, students may wear a spirit tee shirt or a school sponsored club tee shirt.

**Exceptions:** Parents must request in writing to the Principal for any exception to the dress code.

**Uniform Vendor:** Dennis Uniforms  
 4610 Arville Street  
 Las Vegas, Nevada 89103  
 Phone: 702-252-7341  
[www.dennisuniform.com](http://www.dennisuniform.com)

**NON-UNIFORM (FREE DRESS) DAY DRESS CODE:** When students are given permission to have a “Free Dress Day” the following guidelines are to be followed. Girls may wear a dress, skirt, jeans, slacks or shorts/appropriate length (no more than 3 inches above the knee). Halter tops, strapless, spaghetti straps (dresses may have one inch+ straps), tank tops or midriff tops are not permitted. The uniform policy applies to First Communion, 8<sup>th</sup> Grade Graduation and other school events. Boys may wear slacks, jeans or shorts. Extremely baggy clothing is not to be worn.

No flip flops or backless shoes. No slippers or pajama pants. Clothing with profanity, inappropriate pictures or symbols will not be permitted. Hats are not permitted. There is no “Free Dress” on days the dress uniform is mandatory including Mass days.

## **LOANER TEXTBOOKS**

Students must return all non-consumable school textbooks issued to them for their use at the end of the school year in good condition. Students are to cover all textbooks loaned to them for their use by the school. Book covers are available to students in the school office. Students are to keep the books assigned to them free of writing, torn pages, punctures, etc. **The school will assess a fine to students who have improperly maintained loaner textbooks. The school will also require full payment of school textbooks lost or not returned by students.**

The cost of each textbook is between \$40 and \$60. The school plans to use textbooks for several years before replacing a textbook with a new edition. Students will be billed for a new text book as soon as the textbook is lost or damaged.

## **RESPECT FOR SCHOOL PROPERTY**

Students are to respect school property because it is a means to facilitate the educational goals of the school. This property includes, but is not limited to, textbooks, desks, lockers, restrooms, computer equipment, audio-visual equipment, athletic equipment, playground equipment, cafeteria tables, as well as the cafeteria itself.

If students should accidentally damage or lose school property, they are to report it to the office or teacher. If a student has deliberately damaged or been careless with school property, the student responsible must pay for the damages or replacement of lost equipment. Should the loss or damage of school property be a case of theft or vandalism, the student will be subject to possible suspension or expulsion.

**Locker Area:** The locker area is to be kept neat and litter free. Students must pick up any trash on the ground and put it in the closest school trash container. Books or personal items are not to be left on planter walls or seats. Decorating lockers is not allowed.

**Litter:** All students should be aware to pick up any litter they see on the ground and dispose of it in the nearest school trash can.

**Restrooms:** Restrooms and restroom passes are to be used for the purpose they're intended. It is not a place to gather and chat. Remember to flush the toilet, wash your hands and put all papers in the trash.

**Gates:** For safety purposes, if you are the last one to go through a gate, please close it behind you.

## **X. CO-CURRICULAR PROGRAM**

### **MISSION STATEMENT FOR CO-CURRICULARS**

St. Viator School recognizes that it is a combined parent and school responsibility to provide the finest environment for the development of our youth. We believe that only by offering programs to students, which strive to achieve high standards, can we hope to maintain an outstanding reputation in education, activities and athletics.

### **STUDENT CODE OF BEHAVIOR**

St. Viator students pride themselves on being students and members of our community. They not only represent themselves and their families, but also their fellow classmates, the school, and their teachers and coaches. As our programs continue to grow and prosper, our students will constantly be in the eye of the school community and the public. They will strive to be leaders and conduct themselves in such a manner as to be praised as exemplary children.

## STUDENT ELIGIBILITY REQUIREMENTS

### Weekly Requirements

#### ACADEMIC

St. Viator School requires that each student in grades 4 through 8 must be passing all classes for a one-week period to be eligible for co-curricular activities (this does not include tryouts). Administration and Junior High teachers will evaluate a student's performance **EACH TUESDAY** while his/her sport or activity is in season and while school is in session. If the student is declared ineligible (one F) by the Administration, his/her period of ineligibility will be a **minimum of ONE WEEK**, beginning on the following Monday and concluding the following Sunday. The moderator of the activity or the athletic director will notify the student of his/her eligibility status. Students may tryout for various activities.

**If a student is declared ineligible before a vacation period, the student will remain ineligible until the first Sunday after school is back in session.**

### Grading Period

A student who has been declared academically ineligible for four weeks within an academic trimester will be immediately withdrawn from participation in any co-curricular activity or activities for the length of the season.

A student who has been declared ineligible (two or more F's in any subject) may NOT attend practices, meetings, rehearsals, or participate in games or activities for the arts, athletics, organizations and publications.

A student who feels that extenuating circumstances resulted in his or her ineligibility may appeal in writing to the Administration.

#### BEHAVIOR

A student representing St. Viator must also represent himself well behaviorally in the classroom. For this reason, any student receiving two or more detentions will be ineligible for a specified amount of time. Detentions accumulate per trimester.

- |                     |                             |
|---------------------|-----------------------------|
| • First Detention   | warning, no ineligibility   |
| • Second Detention  | one week ineligibility      |
| • Third Detention   | one trimester ineligibility |
| • Fourth Detention+ | administration discretion   |

In addition, there will be behavior checks bi-weekly. The Vice Principal has the behavior records from all teachers for each student. Junior High teachers email the Vice Principal daily with checks. There will be a one-week warning period where the student will meet with the counselor to discuss behavior modifications. If the behavior improves, there will be no ineligible week. If the behavior does not improve (per the teacher) then the student will be ineligible for one week.

## STUDENT ACTIVITIES

Many of these programs meet weekly before and/or after school.

	<u>Grade Level of Participants</u>
Art Club	2 <sup>nd</sup> through 8 <sup>th</sup> grade
Athletics*	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades
Band	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades
Cheerleading*	7 <sup>th</sup> , and 8 <sup>th</sup> grades
Chess Club	2 <sup>nd</sup> through 8 <sup>th</sup> grades
Children's Choir	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades
Forensics	7 <sup>th</sup> and 8 <sup>th</sup> grades
Geography Bees	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades
Hobby Fair	6 <sup>th</sup> grade ( <b>REQUIRED</b> )
Jump Rope	ALL GRADES
Math Fax	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades
National Junior Honor Society	7 <sup>th</sup> and 8 <sup>th</sup> grades
News Broadcast	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grades
Piano and Voice Lessons	ALL GRADES ( <b>Private lessons paid by parents</b> )
Science Fair	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grades ( <b>Required as part of grade</b> )
Spelling Bee (Catholic Schools)	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades
Spelling Bee (County)	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades
Student Government	4 <sup>th</sup> , 5 <sup>th</sup> (representatives only), 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades (officers)
Yearbook	7 <sup>th</sup> and 8 <sup>th</sup> grades

\* Students are chosen to participate through try-outs.

Anyone staying to watch an athletic game or other activity must go directly to the gym and stay in the gym. Any student at an after school event must be with a designated responsible adult for the entire event, or the student will be referred to the Extended Care Program at the daily rate for that program. Spectators are not permitted to wander the school grounds. This refers to games at St. Viator and games at any other participating school. Any student who does not follow the rules either on our campus or other campuses will not be allowed to attend future games/activities conducted after school. Coaches and faculty of after school events are not responsible for their students' siblings. If a sibling is left unsupervised by a parent or designated adult, removal from the sports team may become necessary. All students must be picked up promptly after co-curricular activities at St. Viator and all other schools.

## OFF-CAMPUS CONDUCT

In off-campus situations that do not have any connection to St. Viator's educational and co-curricular programs, the school expects its parents to exercise their role as the primary educators and disciplinarians of their children. The school exercises limited jurisdiction for student misconduct that may occur off-campus.

In determining whether a specific non-school activity off-campus violates the spirit of the statement above and requires the intervention and response of the school, the administration will consider each of the following criteria:

- The seriousness of the violation according to the school's philosophy, school policy or federal, state, or local ordinance;
- Whether or not the incident occurred at or in relation to a school-sponsored event;
- Direct connection to or public mention of the "St. Viator" name in reference to the incident;
- The proximity of the location of the occurrence to the school's campus;
- Conduct or consequences threatening the safety and/or harmony of members of the school community;
- Conduct or consequences obstructive to the good order and educational and moral climate of the school;
- Police charges, judicial appearances, convictions, and/or any other civil or criminal actions that may have been taken.

In those off-campus situations where one or more of the seven criteria listed above applies, the administration may deem it necessary to act for the good of the school community. The offending student will be subject to any and all of the “Disciplinary Measures” identified in this handbook.

Violations of federal, state, and local ordinances and/or the fundamental philosophy of St. Viator Parish School not specifically mentioned herein are also cause for disciplinary action by the school.

**Leaving Campus:** Students may not leave the campus without an authorized adult accompany them. Students may not walk to any fast food restaurant, convenience store or any other location across Eastern or Flamingo Streets without an authorized adult. Any student who leaves the campus unaccompanied by an adult may be suspended or be assigned to a Saturday detention.

## **XI. FINANCIAL POLICIES**

### **INSURANCE**

The school provides accident insurance for all students. This coverage is secondary to any family coverage. The school insurance policy covers students for accidents occurring during the school day when under school supervision.

### **REGISTRATION**

Registration for the next school year takes place in March. If the tuition account is in arrears, all payments are first applied to past due amounts; therefore a student is not considered having paid the registration fee if an outstanding balance exists. In addition, if a child is evidencing problems regarding his/her academic standing, attitude, Christian Behavior, or attendance/tardiness, registration may be denied.

Academic achievement is the normal basis used by teachers/administration to promote students to the next grade level. Occasionally, the administration, in consultation with the teacher(s), may recommend that a child repeat a grade level because the child has not achieved the minimum competencies required to advance. In such instances, the administration will meet with the family prior to reaching a final decision as to whether the child may return to St. Viator Parish School and, as a condition, be required to repeat the school year. Summer School will be required for students being “placed” in the next grade level.

### **RETURNED CHECKS**

There is a \$35.00 charge for all checks returned to St. Viator School marked N.S.F. by the bank. The administration reserves the right to require a family to make payments in cash after an N.S.F. check.

### **STUDENT RECORDS**

The school will not release official school records of a student whose financial account is in arrears.

#### **Confidentiality of School Records**

Parents of a current student and students over 18 years old have the right to access their records. Before the school will release records, the parent of a currently enrolled student or students over 18 years old must sign a school release of records form. The documents the school may release will be noted on the form.

#### **Rights of Non-Custodial Parent**

St. Viator School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Viator 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.

## **TUITION POLICIES AND PROCEDURES**

Tuition is the primary source of revenue to operate St. Viator School. The annual tuition schedule is a plan to help parents budget their payments and thus meet their commitment to support the school's educational program. Prompt payment of tuition is considered an obligation parents make to the school. Please put your family number on all checks and correspondence.

1. Tuition is due on the 15<sup>th</sup> of each month (July through April). Tuition is considered late as of the 25th day of each month and is subject to a \$30 late charge.
2. Parents who have difficulty with their tuition payments are encouraged to contact the Principal before their accounts may become delinquent. Families may learn that they qualify for tuition assistance. All such requests for assistance are strictly confidential.
3. A family's tuition account is considered delinquent when it is two months in arrears. Parents, who have not contacted the Principal and/or Pastor prior to their account becoming two months behind, face possible removal of their children from the school. The principal and pastor will review all such cases and then render a decision.
4. Prompt payment of tuition is a factor in determining continued enrollment.
5. Families must be current with tuition payments in order to participate in the ST. Viator parish private music lessons.

## **FINANCIAL ASSISTANCE**

It is important to note that through the generosity of members of St. Viator community and the resources of the Parish itself, we are able to provide limited financial aid to those students committed to a St. Viator School education and in need of some assistance to achieve their goal.

Families applying for financial assistance should contact the school office and ask for a Financial Aid application (FAF). Families should mail or send the completed application form to the school principal or pastor.

Families who receive financial assistance may not participate in St. Viator parish private music lessons.