

# St. Viator Parish School

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**St. Viator**

*"Act Justly, Love Tenderly, Walk Humbly With God and Each Other"*

*Micah 6:8*

## 2023-2024 Parent-Student Handbook

# *St. Viator School Parent/Student Handbook*

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# *St. Viator Parish School*

*established 1965*

## *INTRODUCTION*

Dear Parents and Students,

Welcome to St. Viator Parish School! In choosing St. Viator School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The St. Viator School Handbook is a sincere effort to foster a better understanding of your school and its assets as well as to coordinate the cooperative efforts of all who are involved in its programs. We ask that when you receive it, you read it and become familiar with the guidelines as outlined. Both parents/guardians and students are responsible for reading and supporting all of the policies, rules, and regulations as presented in this Handbook.

The Archdiocese of Las Vegas and St. Viator Parish School reserve the right to unilaterally change the policies contained in the handbook at any time, to cancel any policy, or to decline to apply any particular policy to a given situation if it would best serve the interests of the Archdiocese of Las Vegas and St. Viator Parish School.

The administration reserves the right to change the Handbook deemed necessary by the administration. In the event that changes are made, the parents will be given notification of such changes via email and/or updates will be reflected on the school website.

The Parent/Student Handbook reflects the policies of St. Viator Parish School for the 2023-2024 school year. The Principal is the official representative of the school and is the appropriate person to address parent questions regarding school policy and procedures.

Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Viator Parish School during the 2023-2024 school year.

The faculty and staff of St. Viator Parish School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In partnership,

Dr. Katie Kiss

Principal

# *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 administration, 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.
- ❖ Challenge students with a curriculum that maintains high standards for all students while adapting to individual learning styles and abilities.

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

- ❖ To develop in each student the acceptance of God as a loving Parent.
- ❖ To develop within the student an appreciation of the Mass, Sacraments, Scriptures and prayer as vital and beautiful expressions of Christian life.
- ❖ 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.
- ❖ To encourage students to be witness to their faith and culture.

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

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

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

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

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

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

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

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

## *SCHOOL-WIDE LEARNING EXPECTATIONS*

School-wide Learning Expectations are defined as what a student should know, understand and be able to do by 8th grade graduation. These learning expectations have been collaboratively developed by our students, parents, teachers, staff and school boards, reflecting the School Policy and Mission Statement of St. Viator Parish School.

**St. Viator Parish School Students Are:**

**1. Active Faith-Filled Catholics who:**

- a. pray everyday
- b. live each day as Jesus did
- c. demonstrate a spirit of service
- d. share the teachings of Jesus with others
- e. understand and participate in the teachings and traditions of the Catholic Church

**2. Lifelong Learners who:**

- a. love to learn
- b. use and apply basic skills
- c. develop independence in learning
- d. utilize critical thinking skills
- e. appreciate fine arts
- f. value every life situation as a learning experience

**3. Effective Communicators who:**

- a. speak well
- b. listen to others
- c. write ideas clearly
- d. read with understanding and enjoyment
- e. understand the tools of technology and use them responsibly

**4. Responsible Citizens who:**

- a. make good choices

- b. think before they act
- c. help and take care of others
- d. accept accountability for their actions
- e. recognize, appreciate, and use their God-given talents

**5. Culturally Aware/Global Citizens who:**

- a. follow the Golden Rule
- b. respect themselves and each other
- c. are peacemakers
- d. appreciate and care for all of God's creation
- e. recognize that everyone is equal in God's eyes

**Indicators/Rubrics for School-Wide Learning Expectations:** School-Wide Learning Expectations are defined as "What students should know, understand, value, and be able to do by 8th grade graduation." A School-Wide Learning Expectation of significance is an expectation that is a result of meaningful and authentic learning experiences over time. Students will be able to exhibit a culmination of their learning in a real world context that has significant purpose and meaning for them and others. The following pages will detail the manner in which we achieve these expectations as well as the rationale for this process. At St. Viator Parish School, all students will be equipped with the knowledge, competencies, and orientations needed for success in a thinking, meaning-centered curriculum.

**School-Wide Rubric for Active Faith-Filled Catholics Who:**

Indicators:	Highly developed	Developed	Emerging	Exploring
a. pray everyday	Students actively and enthusiastically participate in daily prayer experiences	Students routinely participate in daily prayer experiences	Students periodically participate in daily prayer experiences	Students rarely participate in daily prayer experiences
b. live each day as Jesus did	Students consistently model Christian behavior in the classroom and on the playground	Students model Christian behavior in the classroom and on the playground	Students occasionally model Christian behavior in the classroom and on the playground	Students rarely make an effort to model Christian behavior in the classroom and on the playground
c. demonstrate a spirit of service	Students willingly and enthusiastically share their time, talent and treasure to promote social justice in the service of others	Students share their time, talent and treasure to promote social justice in the service of others	With some prompting, students share their time, talent and treasure to promote social justice in the service of others	Students rarely share their time, talent and treasure to promote social justice in the service of others
d. share the teachings of Jesus with others	Students' actions always reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions usually reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions sometimes reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions rarely reflect Jesus' Gospel message in everyday life (use of Life Skills)

e. understand and participate in the teachings and traditions of the Catholic Church	Students confidently demonstrate in words and actions their knowledge of the Catholic faith	Students are able to demonstrate in words and actions their knowledge of the Catholic faith	With some guidance, students demonstrate in words and actions their knowledge of the catholic faith	Students cannot demonstrate in words and actions their knowledge of the Catholic faith

### **School-Wide Rubric for Life-Long Learners Who:**

Indicators:	Highly developed	Developed	Emerging	Exploring
a. love to learn	Students consistently demonstrate a high level of enthusiasm and enjoyment about learning	Students usually demonstrate enthusiasm and enjoyment about learning	Students sometimes demonstrate enthusiasm and enjoyment about learning	Students rarely demonstrate enthusiasm and enjoyment about learning
b. use and apply basic skills	Students consistently demonstrate an in-depth understanding and application of basic skills	Students generally demonstrate understanding and application of basic skills	Students occasionally demonstrate understanding and application of basic skills	Students seldom demonstrate understanding and application of basic skills
c. develop independence in learning	Students consistently engage in assignments and activities without prompting	Students typically engage in assignments and activities without prompting	Students engage in assignments and activities after numerous prompts	Students do not engage in assignments and activities without prompting
d. utilize critical thinking skills	Students critically analyze and evaluate topic and content in-depth on a regular basis	Students analyze and evaluate topic and content to draw logical conclusions	Students draw some logical conclusions from topic and content	Students are not always able to draw logical conclusions about topic or content
e. appreciate fine arts	Students constantly integrate fine arts into their products and performances	Students generally integrate fine arts into their products and performances	Students integrate fine arts into their products and performances with some prompting	Students never integrate fine arts into their products and performances



f. value every life situation as a learning experience	Students describe in-depth what they learned from the experience and what they could do differently next time	Students describe with detail what they learned from the experience and what they could do differently next time	Students briefly describe what they learned from the experience and what they could do differently next time	Students make little attempt to describe what they learned from the experience and what they could do differently next time
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### **School-Wide Rubric for Effective Communicators Who:**

Indicators:	Highly developed	Developed	Emerging	Exploring
a. speak well	Students speak in a highly focused, coherent and organized manner, clearly addressing the intended audience	Students speak in a focused, coherent and organized manner that addresses the intended audience	Student ideas sometimes lack focus, coherence and organization, and only partially address the intended audience	Student ideas are unfocused, incoherent and disorganized, and do not address the intended audience
b. listen to others	Students listen consistently and contribute constructively and with insight to class discussions	Students listen and contribute with some insight to class discussions	Students listen and contribute to class discussions	Students don't often listen and contribute very little to class discussions
c. write ideas clearly	Students write with clarity, purpose, understanding, and creativity, utilizing a variety of sentence structures and word choice	Students write related quality sentences and paragraphs, utilizing varied sentence structures and word choice	Student writing does not clearly communicate knowledge and is loosely organized with limited sentence structure and word choice	Student writing is brief and underdeveloped; sentences are fragmented with careless or inaccurate word choice
d. read with understanding and enjoyment	Students demonstrate a thorough and insightful comprehension of the text by understanding the full message, including subtleties	Students demonstrate sufficient and accurate comprehension of the text by understanding the full message, including subtleties	Students demonstrate partial (mostly literal) comprehension of the text	Students demonstrate insufficient and/or inaccurate comprehension of the text
e. understand the tools of technology and use them responsibly	Students demonstrate highly effective and responsible use of technology tools, abiding by the SVS Internet Use Policy	Students demonstrate effective and responsible use of technology tools, abiding by the SVS Internet Use Policy	Students demonstrate partially effective and responsible use of technology tools	Students demonstrate ineffective and irresponsible use of technology tools

### **School-Wide Rubric for Responsible Citizens Who:**

Indicators:	Highly developed	Developed	Emerging	Exploring
a. make good choices	Students prioritize connections related to decisions and apply concepts and reasoning to support decision making	Students make connections related to decisions and apply concepts and reasoning to support decision making	Students make minimal connections related to decisions and apply limited concepts and reasoning to support decision making	Students make no connections related to decisions and cannot apply concepts and reasoning to support decision making
b. think before they act	Students develop highly effective strategies for problem-solving	Students develop effective strategies for problem-solving	Students develop some strategies for problem-solving	Students have not developed strategies for problem-solving
c. help and take care of others	Students demonstrate a high degree of compassion and empathy when responding to others	Students demonstrate compassion and empathy when responding to others	Students demonstrate some degree of compassion and empathy when responding to others	Students demonstrate little or no compassion and empathy when responding to others
d. accept accountability for their actions	Students demonstrate a high degree of ethical behavior and honesty while showing an openness to suggestions for improvement	Students generally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students occasionally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students seldom demonstrate ethical behavior and honesty, and hardly ever show an openness to suggestions for improvement
e. recognize, appreciate, and use their God-given talents	Students consistently reflect upon and utilize their strengths and abilities	Students usually reflect upon and utilize their strengths and abilities	Students occasionally reflect upon and utilize their strengths and abilities	Students infrequently reflect upon and utilize their strengths and abilities

### **School-Wide Rubric for Culturally Aware/Global Citizens Who:**

Indicators:	Highly developed	Developed	Emerging	Exploring
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a. follow the Golden Rule	Students consistently demonstrate a high degree of positive interaction with others	Students usually demonstrate a high degree of positive interaction with others	Students occasionally demonstrate positive interaction with others	Students rarely demonstrate the ability to positively interact with others
b. respect themselves and each other	Students persistently demonstrate a high level of reverence for themselves and others	Students typically demonstrate a high level of reverence for themselves and others	Students sometimes demonstrate reverence for themselves and others	Students have difficulty demonstrating reverence for themselves and others
c. are peacemakers	Students consistently strive to create and promote a harmonious environment in the classroom and on the playground	Students generally strive to create and promote a harmonious environment in the classroom and on the playground	Students strive to create and promote a harmonious environment in the classroom and on the playground from time to time	Students do very little or nothing to create and promote a harmonious environment in the classroom and on the playground
d. appreciate and care for all of God's creation	Students consistently practice good stewardship	Students usually practice good stewardship	Students occasionally practice good stewardship	Students rarely practice good stewardship, even after frequent reminders
e. recognize that everyone is equal in God's eyes	Students constantly and genuinely demonstrate an appreciation and acceptance of diversity	Students generally demonstrate an appreciation and acceptance of diversity	Students sometimes demonstrate an appreciation and acceptance of diversity	Students seldom demonstrate an appreciation and acceptance of diversity

## ACCREDITATION

The Western Association of Schools and Colleges (WASC) is the accrediting commission for elementary schools and The Western Catholic Educational Association (WCEA). In February of 2020 St. Viator went through the accreditation process and was awarded full accreditation for the next six years. The Graded Course of Study, "Teaching for the 21<sup>st</sup> Century" from the Archdiocese of Cincinnati is used by St. Viator School to guide the teaching of curriculum areas.

# ADMISSIONS / TUITION / WITHDRAWAL POLICIES

**Non-Discrimination Policy:** The Archdiocese of Las Vegas complies with all applicable state and federal law with regard to the administration of its educational policies including, without limitation, the admission of students and administration of all other school-related programs.

**PreK and Kindergarten Age Admission Requirements:** Children entering Pre-K must be four (4) years of age by Sept 30<sup>th</sup>. Children entering Kindergarten must be five (5) years of age by Sept 1<sup>st</sup>. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

**Admission Requirements PK -8th grade** During the application and admissions process, all new students seeking admission are evaluated based on an entrance exam, current standardized test scores and report cards. An interview with the student may be part of the admission process. This interview may not include the student's parent or guardian.

**Required documents include:**

- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Health Records
- Immunization Records
- Report Cards
- Standardized Test Results
- Current report card and standardized test results (grades K-8).
- IEP or 504 Plan and any other diagnosing paperwork documenting a neuropsych evaluation (These must be presented at the time the application is submitted.)

All new students will be given a trial period of not less than one trimester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Viator Parish School. The recommendation and decision of the school is final. St. Viator Parish School will make **reasonable** accommodations for learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered **reasonable**, the student may need to be separated from St. Viator Parish School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Viator Parish School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Viator Parish School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

**Admission Criteria:** St. Viator School may have fewer openings at a grade level than applications. An email letter of acceptance, rejection or placement on the waiting list will be sent to each family applying for admission.

1. St. Viator Church parishioners with a child currently enrolled in the school.
2. St. Viator parishioner.
3. Archdiocese of Las Vegas parishioners with a child enrolled in the school.
4. Archdiocese of Las Vegas parishioners.
5. Non-Catholics with a child enrolled in the school.

## 6. Non-Catholics

Archdiocese of Las Vegas parishioners must have an affidavit signed by the Pastor of their Archdiocese of Las Vegas parish.

**Admission Contract:** Every family with a child enrolled at St. Viator School must have on file in the school office a signed Parent Student Handbook Agreement. Parents and students must return this contract to the school office by the end of the first week of the new school year. The Parent Student Handbook Agreement acknowledges:

- Parents and students agree to abide by the policies and procedures in the school handbook.
- Prompt payment of tuition is a factor in determining continued enrollment.
- 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 forms, keeping their child's immunizations current, etc.
- Probationary Period: All new students are accepted for a probationary period of one year. If at the end of each trimester, a student's conduct, effort and/or grades are found to be unsatisfactory, or if parents have failed to meet all conditions outlined in the acceptance statement, the student's enrollment can be canceled.

**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.

- Tuition is due on the 15<sup>th</sup> of each month (July through April). Tuition is considered late as of the 15th day of each month and is subject to a \$30 late charge. Tuition may be paid by cash, check, electronic automatic payment, or by credit card. Credit card payment will be charged according to the tuition schedule. Credit card and debit card payments will be charged a 3 percent fee.
- Parents who have difficulty with their tuition payments are encouraged to contact the Bookkeeper and the Principal before their accounts become delinquent. We will work with your family. Please do not let a financial challenge prevent you from reaching out. All requests for assistance are strictly confidential.
- A family's tuition account is considered delinquent when it is two months in arrears. Parents, who have not contacted the Bookkeeper and/or Principal prior to their account becoming two months behind, face possible removal of their children from the school. The principal will consult with the pastor and a decision will be made and communicated to the family.
- Scrip: Use of scrip is part of the St. Viator School Tuition program. A minimum of \$250 profit from all scrip purchases per year per family is required. Record keeping spans from March of the current school year through February of the following school year. Families not wishing to participate will be invoiced for the \$250 buyout. The Scrip Program was designed to defer rising costs in school tuition and also to assist with capital improvements for the school. All Scrip orders are purchased online. Orders need

to be turned into the school office by Wednesday at noon to be delivered Friday. The program costs the parents nothing. It is a dollar for dollar program. Parents purchase gift cards for the amount the card is worth. There are over 500 vendors available online.

## *FINANCIAL POLICIES*

**Financial Policies for Registration:** Registration for the next school year takes place in February. If the tuition account (which includes all fees) 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. If a parent does not secure registration for the following year by the end of February and the family HAS NOT communicated with the administration, the student seat will be forfeited to make room for new families to attend.

**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.

**Financial Assistance:** It is important to note that through the generosity of members of the 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.

St. Viator is committed to making financial aid available to new and returning students as needed. Application for admission to St. Viator should not be discouraged because of affordability of tuition, we believe in giving every child the opportunity to receive a high-quality Catholic education.

Parents seeking tuition assistance may do so through the Nevada Choice Scholarship Program. Currently, the State of Nevada has various Scholarship Grant Organizations (SGOs). SGOs award annual scholarships (up to \$8,132) to eligible students entering eligible grade levels from eligible households to help them attend an eligible private school of their choice. The private school scholarships are for tuition and fees, including textbooks and supply fees. For additional information please visit:

[http://www.doe.nv.gov/Private\\_Schools/Nevada\\_Choice\\_Scholarship\\_Program/](http://www.doe.nv.gov/Private_Schools/Nevada_Choice_Scholarship_Program/)

Parents are also invited to apply for Archdiocesan Tuition Assistance (if/when funds are available). In order to receive Archdiocesan tuition assistance, parents are first required to apply to an SGO to determine eligibility and demonstrated need. After notification from SGOs, you may apply to FACTS online and the Diocesan Tuition Assistance Committee will review all requests. Parents will be notified of the results no later than September of each year.

## *WITHDRAWAL/CHANGE OF RESIDENCE*

**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.

**Withdrawn Students:** Families must notify the school in writing if a student is withdrawn from the school. The school will not forward records for students who withdraw with an outstanding balance.

Parents transferring their child to another school should send an email to the principal indicating the last day of attendance. St. Viator will forward school records to the new school upon receipt of a withdrawal form/ release form signed by the student's parents or guardian. Before leaving St. Viator, students must turn in all of their textbooks, iPad, charger, brick and cord to their teachers and take with them all personal possessions. **Families withdrawing must pay the current month's tuition.** St. Viator will process official transcripts only after families have paid their accounts in full.

**Withdrawn Students Seeking to Reapply:** Students who are withdrawn from St. Viator Parish School during or at the end of the school year must formally reapply as a new student. Applicants must take an assessment exam and the family must interview with the Principal to determine whether re-admittance would be in the best interest of both parties. The school reserves the right to deny re-admittance for students wishing to return to St. Viator Parish school.

## *RELIGIOUS FORMATION AND INSTRUCTION*

**Religious Education Classes:** Religious Education classes are taught to students everyday for 30 minutes in grades K–3, 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:** The church is considered part of the campus. In enrolling your child, you are giving permission for your child to attend Mass and other events in the church. Students attend grade Masses (Grades PK-8) on alternate weeks. All school Masses are held on Wednesday each week at 8:15am (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 Viator Voice or 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 of 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. Prayer before lunch and after recess is a daily occurrence.

**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 Archdiocese of Las Vegas may arrange for catechetical instruction through the Religious Education Office. The school and parish will expect parents to attend all meetings in preparation for the sacraments.

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

## CURRICULUM

**Pre-K and Kindergarten:** The primary program consists of the PreKindergarten (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.

**Grades 1-2-3:** The elementary program consists 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 at these grade levels are 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 Jane Schaffer 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 lunch 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.

**Grades 4-5:** The intermediate program 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 develop and change – 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-Grades 6-7-8:** The junior high 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 plus their homeroom Religion class. 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.

The curriculum guidelines for the Archdiocese of Las Vegas are provided from the Diocese of Cincinnati's Graded Course of Study.  
<https://resources.catholicaoc.org/offices/catholic-schools-office/educator-resources/curriculum>  
St. Viator Parish School offers students opportunities for growth in the following major subjects:

**Religion:** Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. Liturgical services are held on Wednesday of alternating for weeks for the entire school community. Students in Grades 2 through 8 take the ARK (Assessment of Religious Knowledge) Test in April.

**Fine Arts:** 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 for the lower grades, a Cantor Club for grades 5-8, and a handbell choir.

**Handwriting:** Students in grades PK-2 are taught how to form letters correctly in manuscript utilizing the Zaner-Bloser Handwriting program. Students in grades 2 and 3 are taught how to form cursive letters correctly utilizing the Zaner-Bloser Handwriting program. Students in grades 2-8 are expected to submit handwritten work in cursive when requested.

**Language Arts:** Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature. Students in Grades 4-8 take the Jane Schaffer Writing Program Standardized Assessment in April.

**Mathematics:** Mathematics Skills, Pre-Algebra, Algebra I and Algebra Honors. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into instructional math groups. Student math averages, math scores on standardized tests, and the 6th grade teacher recommendation based on observations of student skills, effort, and ability determine placement. All Junior High math groups will complete the same curriculum. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

**Physical Education:** Physical fitness programs appropriate for each grade.

**Health:** Physical, nutritional, social emotional health appropriate for each grade 5-8.

**Science:** General Sciences and Laboratory Experiences.

**Social Studies:** History, Geography, Economics, State History, and Current Events.

**Computer Education (Grades PK-8):** Student use of the Internet is in support of instruction and research. Firewalls are installed to protect the student's access to inappropriate sites. 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.

Each family is required to sign the *Technology Acceptable Use Policy Agreement* (Appendix C) regarding student use of electronics, ensure the proper use of the internet and all digital programs and resources. Signing the Technology Acceptable Use Policy Agreement 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 Archdiocese of Las Vegas liable in the event of a breach of this contract by the user.

Every classroom is equipped with screen and video streaming capabilities to enhance learning with a dedicated iPad.

Throughout their years at St. Viator Parish School, students are taught the following concepts in technology classes: Google apps for education, typing, word processing, data base, spreadsheets, web design, integration with curricular subjects and digital citizenship: effective use of social media, internet predators, online threats, hacking, internet etiquette, appropriate and ethical use of technology.

**Library/Media Center:** Students in grades PreK-8 will 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 also used as a research facility especially in the upper grades. The library is fully automated and the student's ID Badge is their library card with a barcode.

**Grades PreK-8 iPad 1:1 Program:** In November 2015, our Foundation Board graciously approved a portion of the proceeds of the November 2015 dinner and auction to be used to advance the technology initiatives of St. Viator Parish School. This included funds to improve the technology infrastructure with cabling, security, wireless access, and a firewall. In 2021, the EANS Grant allowed for St. Viator Parish School to make lease payments for 425 iPads for every student in the school.

With a majority of our St. Viator Parish School graduates attending Bishop Gorman High School, we embarked on this mission to fully prepare our students for Bishop Gorman and ultimately create problem solvers of the future. Today, information technology is woven into every aspect of our children's lives with smartphones in every pocket and instant access to knowledge of virtually every kind. The objective is no longer to teach children how to use the technology; but how to use the technology to best teach children.

This new iPad program mirrors that of Bishop Gorman High School, including its policies and procedures. This is a tremendous educational opportunity and a privilege that comes with great responsibility. St. Viator students should be able to handle this incredible responsibility with appropriate guidance from both faculty/staff and parents/guardians. We are committing time and resources towards ensuring our students exceed our school-wide learning expectations and are instructed on understanding the tools of technology and to use them responsibly. The school will hold report cards and diplomas of students who have not returned or paid for lost or damaged iPads.

**My Access Writing Program (Grades 4-8):** This is an award winning Web-based tool that builds better writers. It is an outstanding tool that helps provide the students with the opportunity to write on a variety of topics that help them to become better writers as well as prepares them to take standardized tests. The students receive immediate prescriptive feedback that engages and motivates them to succeed. It provides the students with an objective assessment of their work with a qualified outside source. It stores student's work in an online portfolio where students can work on their assignment anywhere and any time that they have access to a computer and the internet, thereby gaining unlimited opportunities to practice writing. The writing is scored on a 6-rubric scale that will be correlated with our JSWP writing assessment.

**Accelerated Reading Program (Grades 1-8):** The Accelerated Reading Program's main goal is to develop lifelong learners who love to read. This program is based on the fundamental principle that practice improves reading. It combines the power of computer technology with a set of sound teaching strategies in a new and effective way. This combination is called Reading Renaissance. Reading Renaissance enables the teachers to give students large amounts of reading practice and helps them to monitor and guide that practice. The teacher's have the ease of using the STAR reading assessment tool to find out the student reading level. When a student finishes a book they take an Accelerated Reader Reading Practice quiz, which is a brief check of reading comprehension. Both the student and teacher receive immediate feedback about the student's understanding of the book. When a student earns points they may shop at the Accelerated Reading Store with their class. There is also a point club in each classroom and the library. An award certificate is given at the end of the year ceremony for student achievement in each classroom.

**Archdiocesan "Safe Touch" Program (Grades K-8):** This is a sexual abuse prevention program. The creators of the *Protecting God's Children* program developed the *Touching Safety* program as well. This program is provided to us by the Las Vegas Diocese and is part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

**Family Life Sexuality:** *Family Life* is a program of Catholic values for human sexuality. The purpose of this program is to focus on the moral and religious dimension of human sexuality. The program respects the role of parents and focuses strongly on the Catholic values that help to form the gift of our human sexuality. There is a family resource book provided to the families. The themes addressed in each grade level are *Respect for Life Sexuality as Relational* and *Life Giving, Love Giving*. *Wonders of Life* is a special fourth session for Grade 5. It addresses the physical and emotional changes occurring in the transition from childhood to adolescence.

**Clubs and Other Activities (Grades PreK-8):** St. Viator School has numerous clubs and co-curricular programs for our students. Please see the school website, or stop by the office for a complete list of the current activities.

## STUDENT EDUCATIONAL TESTING

**Grades 2-8 Standardized TERRA NOVA 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 sessions. Students 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. An overall report as given to the School Board is available in the office and on our website. If students are absent, and there is not sufficient time to make up the testing, the student will not have a record of standardized test progress for the entire academic school year.

**Grades PreK-8 Standardized STAR READING/MATH Testing:** Students will complete STAR testing 4 times per year (or more depending on grade level and teacher decision). PreKinder and Kinder complete STAR Early Literacy. Grades Kinder-8 complete STAR Reading. Grades 1-8 complete STAR Math. Parents receive reports of student progress at every trimester.

**Individual Student Testing:** The school and/or parents may initiate the process of requesting a complete neuropsychological testing battery in order to gain additional information and recommendations to assist the teachers and parents to meet the individual student's learning needs. Without this information it can be difficult to provide the best education for the student to be successful. It is the parent's responsibility to provide the school with copies of all private testing and evaluation reports, which will affect student performance. Parents who refuse to complete this testing for their child may be asked to separate from the school.

#### *SUPPORT SERVICES*

**Teacher Assistants:** Teacher assistants are present in grades PreK-5 to support and enhance student learning. Duties vary per the teacher of the class. Each teacher aide is responsible for duties outside their particular classroom i.e., supervision of lunch, recess and specials and assists with dismissal.

**School Nurse:** A full-time licensed nurse is available at St. Viator Parish School. The health of your children and our school staff is our prime focus. While a great deal of time is spent on treating children with injuries or illness, a large focus is also spent on prevention. These are a few of the activities covered each year for the specific grades: hand-washing instruction for all grades; hygiene for fourth graders; oral care instruction for grades PK-5; puberty education for grade 5. Specific topics as they arise in each class: asthma, severe allergies, influenza.

**School Counselor:** The role of the counselor at St. Viator School is to provide services that will facilitate an educational and developmental process for all students. The counselor serves the school community through personal, social and academic counseling. The counselor 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, and the mandated Safe Touch program for all grades. The counselor 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 include academic advising and social, personal, or behavioral concerns. The counselor 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: 1) asking permission of the teacher at the beginning of class, 2) stopping by the main office and filling out a request form (before or after school, during lunch/recess, or between class changes) 3) stopping by the counseling office and filling out a request form 4) filling out a counselor request form 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 the 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 themselves 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.

**Educational Specialists:** An instructor is available for individual or small group instruction when a child is referred through the SIP process.

## *SUPPLIES*

Teachers create a supply list for students. A detailed list is made available to all students by grade level throughout the summer and at the beginning of the school year. Students need their materials every day. Children should have backpacks in order to carry and protect their books when coming to and leaving school. **The backpacks must fit in the student cubbies.** If assigned, students must cover their textbooks.

## DAILY SCHEDULE FOR STUDENTS

Students should not arrive before 7:30 AM unless they have an early meeting or class. If a student does have a meeting or class, siblings should come to school at regular time. Students arriving before 7:30 am or remaining past 3:00 PM will be placed in the Extended Care Program and appropriate fees will be charged. School closes at 2:45pm children must leave the school grounds promptly unless involved in an after school supervised activity. The playground is closed at 2:45pm to all except Extended Care and school authorized practices. Children may not play in the schoolyard or on play equipment before or after school.

**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. This is very disruptive to the teachers and classrooms in regular sessions. If necessary, a parent may choose to have the child go to the function and be marked absent.

### **Gr. PK-3—Arrival and Departure Times**

7:45 am Gate opens for Gr. PK-3 Students prepare for the new school day.

8:00 am Attendance bell and instruction begins

2:30 pm PreKindergarten dismissal from the east side classroom doors.

2:45 pm K-3 dismissal from classrooms.

All PreK students must be picked up by 2:40pm.

All K-3 students must be picked up by 2:55pm.

Any children remaining will be escorted to extended care for a charge.

### **Gr. 4-8—Arrival and Departure Times**

7:35 am West Gate opens for Gr. 4-8, students

7:45 am Grades 4-8 Attendance Bell

7:50 am 1<sup>st</sup> period begins.

2:35 pm Gr. 4-8 Dismissal through the West Gate and the Loop Lots.

All Junior High students must be picked up by 2:45 pm.

Any children remaining will be escorted to extended care for a charge.

### **Gr. PK-8 Lunch and Recess Schedule**

**PreKindergarten** = 11:00 am-12:00 pm

**3rd, 4th, 5th** = 11:35 am-12:15 pm

**Kinder, 1st, 2nd** = 10:50 am-11:30 am

**6th, 7th, 8th** = 12:20 pm-1:00 pm

## VISITS TO THE SCHOOL

**Staff Parking:** The parking spots in the loop are designated for staff parking. Parents may not park in the loop lot. If parents have a meeting at the school before 8:15 am you must park in the church lot and walk to the office in the designated walk area. No child, with or without an adult, is permitted to walk through the loop area during arrival and dismissal times.

**Visitor Parking:** There are designated marked spots for Visitor parking in the lot closest to the school office accessible from Eastern Ave. Parents may park there very briefly to drop off forgotten items or for early outs due to illness or appointments.

**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 items dropped off 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 office.

## *ARRIVAL AND DISMISSAL PROCEDURE*

**Arrival to the Church Parking Lot:** Grades PK – 1, park your vehicle in the church parking lot and walk your child(ren) to school East gate entrance. Stay in the designated walk areas.

**Arrival to Loop Drop Off:** Grades 2-8 can use the loop to drop off. If parents of students in grades 2-8 choose to use the loop, **drivers do not get out of the vehicles. If a student cannot independently exit the car with all supplies, the student cannot use the loop.** 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—also, there is NO left turn onto Eastern nor Flamingo.** Once you have made your lane choice, you must stay in that lane. 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. Students are to walk to the nearest 4 foot opening and proceed in the designated walk areas to school.

**Dismissal:** Parents of students in grades PreK-3 must park in the main church lot and walk up to the school entering the East gate entrance. Please have your family placard visible for staff. Families that forget their family placard must go to the main office to gain admittance to the school property. All parents are to remain outside the school gates until the gates are opened at dismissal times.

Students who are not picked up by 2:40 pm (PreK) 2:45 pm (grades 4-8) or 2:55 pm (grades Kinder-3rd) on full days and 12:00 pm (4-8) 12:10 (PreK-3rd) on early dismissal days will be sent to our Extended Care Program. Parents/guardians will be charged for an hour of service. Students waiting for siblings in after school activities must be picked up by parents or go to Extended Care. 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. After 3:00 PM only Extended Care students and students attending school activities are allowed in the playground areas.



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

**Unsupervised Time Before and After School:** Grades PreK-4 students are not allowed on campus before 7:35 am unless attending a school club/activity. Any student arriving prior to 7:35 am will be signed into the Extended Care Program until 7:45 am. Jr. High students are not allowed on campus before 7:30 am.

Any Jr. High students arriving prior to 7:30 am will be signed into the Extended Care unless attending a school club/activity. When entering 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.**

Students may not leave the campus without an authorized adult. 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.

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

### **DURING THE SCHOOL DAY**

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.

### **CAFETERIA AND LUNCHES**

Students must bring a nutritional lunch to school daily. 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 Administration.

For the convenience of the parents and students, St. Viator School also offers a hot lunch program. Lunches must be purchased for each month in advance and are non-refundable as vendors purchase food and materials in advance. The order forms with the menu will be sent home in the yellow folder. 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.** Please be sure to keep a copy of your order form to know what days your child has lunch ordered. In addition, students may purchase non-fat or 1% white milk and/or non-fat chocolate milk. A form is sent home at the beginning of the school year to purchase milk.

# ATTENDANCE

**Regular and punctual attendance is required. Grades PreK-3 students are to be in their respective classroom, sitting in their assigned seat by time the 8:00 am bell rings. All students in grades 4-8 are to be in their homeroom and ready to begin the day by the time the 7:45 am bell rings.** Experience has indicated that there is a correlation between class attendance and successful academic achievement. Any student arriving at school after the above bell times must go to the office to sign in and will be marked tardy.

**Tardiness: A student who is tardy to school must report to the Main Office immediately upon his/her arrival at school.** The school office personnel will give the students a late slip to give to their teacher. 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. 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.

**Absences:** When a student is absent from school, parents should report an absence immediately to the school by leaving a message on the school's voicemail phone system (732-4477 extension 104). 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. This policy is for the protection of the St. Viator Parish School students and is aligned with the state statutes of the state of Nevada. 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.

**Types of absences:** 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 leaves early or arrives 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:

- All parents are to come to the main office to pick up their child and sign them out.
- 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.

- 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 the time they left the doctor's office. The student must sign in and obtain an authorization slip to return to class.
- The school office personnel will make sure that students get back to their classroom. No parent may walk their child to the classroom.

**Unexcused: (Absence Not Due To Illness):** Absences cause a serious disruption in the continuity of the student's schooling. Vacation during school time is strongly 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 are not required to give student's assignments before the 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 parents should notify the Principal, 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. Parents are responsible for instruction of student's academic work missed. \* 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.

**Excessive Tardies:** Excessive tardies hinder the integrity of a student's academic progress. Parents will be notified of excessive tardies via a letter from the Principal. A family conference may be required for any student arriving late more than five times per trimester.

**Excessive Absences:** Excessive absences hinder the integrity of a student's academic progress. A student may 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 absence beyond three days 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:** To pick up your student earlier than the normal dismissal time, you must contact the office as soon as possible either via email, phone call, or a note sent in with the student. An early-out slip will be issued and given to the homeroom teacher at the start of the 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. Failure to alert the office about the early dismissal can cause disruption to the classroom and a possible delay in retrieving your child on time.

## *ACADEMICS*

**Report Cards:** Report Cards are the primary means for the school to communicate the academic progress of children to parents. There are three trimesters in a school year. Report Cards are distributed at the end of each trimester. The Archdiocesan Report Card is offered in two separate formats: Grades PK-2 (standards based) Grades 3-5 (grade point scale). Individual skills are listed under each subject area to indicate strengths and areas of concern (all

grade levels). Percentiles will be used instead of the letter grade (Grades 3-8). Parents should consult the school calendar for the dates students receive the report cards. The report cards are computer generated and the parents keep each trimester's report card and return only the signed envelope. Parents are to sign and return Report Card Envelope (Grades PK-8) to the school. The school will hold trimester Report Cards if there is a tuition payment pending or other monies due. Gr. PK-2 will receive interim progress reports (at the halfway point between each trimester).

### **PRE KINDERGARTEN**

#### **Evaluation Codes on Report Card**

VG= Very good progress

S= Satisfactory progress

N= Needs time, experience and improvement

#### **Indicators for Sub-Topics: Personal, Social and Work Habits**

No Mark = Satisfactory

+ = Area of strength

- = Needs growth

### **KINDERGARTEN**

#### **Evaluation Codes on Report Card**

E= Excellent progress

VG= Very good progress

S= Satisfactory progress

N= Needs time, experience and improvement

L= Limited progress

U= Unsatisfactory progress

#### **Indicators for Sub-Topics: Personal, Social and Work Habits**

No Mark = Satisfactory

+ = Area of strength

- = Needs growth

### **GRADE 1-2**

#### **Evaluation Codes on Report Card**

S= Strong progress

P= Satisfactory progress

N= Needs improvement

L= Limited progress

U= Unsatisfactory progress

\* = Ability adjusted curriculum

W= Working on Standards below grade level

#### **Indicators for Sub-Topics: Personal, Social and Work Habits**

No Mark = Satisfactory

+ = Area of strength

- = Needs growth

### **GRADE 3 – 8**

#### **Evaluation Key on Report Card**

97-100 = A+

93-96= A

90-92= A-

87-89= B+

83-86= B  
80-82= B-  
77-79= C+  
73-76= C  
70-72= C-  
67-69= D+  
63-66= D  
60-62= D-  
0-59= F

\* = Ability adjusted curriculum

W= Working on Standards below grade level

#### Indicators for Sub-Topics: Personal, Social and Work Habits

No Mark = Satisfactory

N= Needs improvement

U= Unsatisfactory

**The weighted grading system for Grades 3-8 is composed of summative and formative grades.** All summative assessments such as tests and quizzes will count for 80% of the student's grade. All formative assessments such as homework and classwork will count for 20% of a student's grade. Gr. 3–8 may check FACTS for academic progress frequently.

## *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 detention. Plagiarism is an automatic failure for the assignment i.e., copying material from the internet.**

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:**

- To a learning experience that reinforces a Catholic system of values.
- To be given the opportunity to learn the essence of the Catholic principles for living a Christian life.
- To have the opportunity to attain a high level of academic excellence.
- To be given the means to express creative potential and individuality.
- 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:**

- To strive to be Christ-like in word and deed.
- To recognize the dignity and value of each person.
- To respect the rights and property of parents, teachers, and fellow students.

- To attain a level of excellence in his or her studies according to his or her ability.
- To develop an attitude of reverence for God, the Church and our neighbors.

## *HOMework*

**Homework:** It is important for parents to maintain a learning environment at home by setting up a regular time for children to do their homework each day. Homework is an extension of classwork 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. Students must make any request for additional time to complete an assignment in writing to the teacher. This special request must be approved by the teacher. **In Grades 3-8 students must speak to their teachers immediately when work is missing to discuss submitting the assignment as soon as possible. Late homework may be accepted for partial credit at the discretion of the teacher. Homework submitted after the unit or chapter assessment has been given will not be accepted.**

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 and in FACTS. It is the student's responsibility to check the Google Classroom and FACTS 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. Good reading habits help strengthen the decoding and comprehension skills learned at school. Kindergarten and First grade students can begin to develop this habit as soon as they begin to read.

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 Allotment for Homework:**

Grades K, 1,2= 15-30 minutes

Grades 3,4= 30-45 minutes

Grades 5 = 45-60 minutes

Grades 6,7,8= 60-90 minutes

\*Completion time may vary due to: planning of long-range assignments, the student's ability, skills, and interest.

## 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 monthly for Grades 1 – 8 at Prayer and Flag.**

**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.

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

The total average includes one credit each for the following subjects: Religion, Reading, Language Arts, Math, Science, Social Studies, plus one combined credit for all electives. 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 the honor roll.

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

## 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. However, 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. Attendance is a key component for promotion.

**Promotion:** To promote students to the next grade level, they must demonstrate competency in meeting subject area objectives as stated in the curriculum guidelines for the Archdiocese of Las Vegas (provided from the Diocese of Cincinnati's Graded Course of Study).

<https://resources.catholicaoc.org/offices/catholic-schools-office/educator-resources/curriculum>  
The following guidelines are part of the promotion decision.

In the Elementary Grades (PreK-2), St. Viator promotes students based on their satisfactory mastery of (1) reading and language arts skills appropriate for the student's grade level and (2) mathematics 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 (Grades 3-5), St. Viator promotes students who have maintained at least a 65 average for the school year. This includes Language Arts, Reading/English, Mathematics, Social Studies and Science.

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

Summer School and/or tutoring may be required for any student that achieves a 65% or below in the required subjects. The summer school session or the tutoring credentials must have an approved curriculum and a written assessment for the student.

**Placement:** Placement to the next grade level 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 as to whether or not the child will be promoted to the next grade. A student may also be placed rather than promoted into the next grade if there are more than **twenty absences** for the school year.

**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 rather than promoted into the next grade if there are more than **twenty absences** for the school year.

**Academic Probation:** A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who **can** learn, but who choose **not** to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher). Academic probation may be extended for an additional two weeks. At the end of the academic probation period, a student who has made no effort toward improvement, may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated, and the parents will be responsible for the remainder of the tuition based on the Financial Obligations policy.

## *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.

## *PERSONAL BELONGINGS*

The school reserves the right to search anything brought on to school property. Personal electronic devices such as pocket video games, laser pens, etc. do not belong in school. No sports equipment should be brought to school. No toys should be brought to school. The school will not be responsible for personal items if they are taken, lost, or damaged. If the student uses them on school grounds, these items will be taken away and parents will have to retrieve them. Upon dismissal students are to go to their assigned places and/or rides. The courtyard is not a playground.

**Student Identification Badge:** Each student is required to wear a St. Viator identification badge at all times while on campus. The badge should be left at school daily. The I.D. card is used as the library card. If it is lost or damaged, must pay a fee of \$10.00 to replace a lost or damaged badge.

**Searches/Inspections/Seizures:** Students do not have a right of privacy in their lockers, bags, backpacks, computers, or in any other property belonging to St. Viator School/Archdiocese of Las Vegas, or that was brought onto the property of St. Viator School/Archdiocese of Las Vegas. Property belonging to St. Viator School/Archdiocese of Las Vegas includes, but is not limited to: lockers, desks, storage areas, computers and/or other work space. Personal property brought onto the Archdiocesan/St. Viator School premises, includes, but is not limited to: backpacks, purses, bags, computers, i-pods, game-boys, cellular telephones, and vehicles. St. Viator School/Archdiocese of Las Vegas reserves the right to search such property at any time, without warning, to ensure compliance with our policies, including, without limitation, policies on safety, theft, drug and alcohol use/possession, etc. Accordingly, no student, parent, or other person on the St. Viator School/Archdiocese of Las Vegas premises should have an expectation of privacy while on St. Viator School/Archdiocesan property or while attending a school event at any location. Failure to cooperate in searches or inspection may result in disciplinary action, up to and including expulsion.

**Lockers:** Each student is assigned a locker or cubby in which to store textbooks. iPads may not be stored in lockers. All students must purchase a lock in the school office. The locks and lockers are the property of St. Viator Parish School. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only

at specified times. The school reserves the right to inspect lockers at any time. If a student abuses this privilege, the locker use will be suspended. If a student loses his/her combination lock, he/she must purchase a new lock in the office. A \$20.00 fine is charged. Lockers and the locker area must be kept neat and litter free. Unassigned lockers may not be used. Lockers may not be decorated.

**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. 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, damaged, or not returned by students.

**Cell Phones:** Cell phones pose a distraction to the learning process. The practice of students bringing cellphones to school is strongly discouraged. However, if a student needs a cell phone due to an after-school event, students may bring the cell phone to school. All cell phones are to be turned off before the child enters the gate to the campus and when first entering the campus, cell phones must remain in student backpacks turned off. Cell phones should at no time during the day be ON. Anyone who is caught using a cell phone on school grounds will face disciplinary actions. If a cell phone is taken away, the parent and/or child will need to come to the office to reclaim it and discuss the disciplinary actions to be taken. The administration reserves the right to search the contents of a confiscated cell phone.

Parents may not text, email or call their students during the school day. If parents need to communicate with their students, the school office phone is available should an emergency arise.

## *VIDEOS AND PHOTOS*

Students and or Parents/Guardians may not record another student, parent, or teacher without the expressed written consent of the individual being recorded. Failure to comply with this policy may result in the student/family being separated from the school. St. Viator School requires permission from all parents to use their child's picture or video on its website, or for any public purposes. Parents can only take pictures of their family at school events unless prior permission has been received from the school administration. This is to protect the privacy of all our school families. Pictures or videos should not be published on any personal website/facebook/youtube, etc. without the permission of the parents, guardian or school.

## *SOCIAL MEDIA*

Engagement in online blogs such as, but not limited to Facebook, Twitter, Instagram, Snapchat, TikTok, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. No parent or student should open a Facebook, Twitter, Instagram, Snapchat, TikTok, etc. account under the name of the school or a particular grade or school organization. The only official social media accounts are the ones created and monitored by the St. Viator

Parish School administration. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

## ***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.

St. Viator Parish 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. Conduct whether inside or outside of the school that is detrimental to the reputation of the school will be addressed by the administration. 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.

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.

St. Viator Parish School expects students to act in a respectful and courteous manner at all times. For example:

- Students are to follow classroom rules and procedures set up by the classroom teacher.
- 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.
- Students in Extended Care are expected to follow all school rules.

**Prohibition of Bullying, Intimidation and Harassment:** Bullying, harassment and/or intimidation of any student on school property, at school-sponsored functions or through electronic means (on or off campus) are prohibited. St. Viator School is committed to each student's successful education within a safe and respectful atmosphere.

All reports of bullying are to be reported immediately to the Diocese of Las Vegas Director of Safety and Emergency Management.

Students also have the opportunity to use SafeVoice. This is a tip system used to report threats to the safety or well being of students. Students may use the SafeVoice tool to report concerns about their friends or themselves with the option of remaining anonymous.

As used in this policy, “bullying, harassment, and/or “intimidation” means unwelcome, intentional conduct that is not authorized by law which is either severe or is repeated over time in a situation where an imbalance of power exists between those involved.

Intentional conduct means the act or conduct is willfully, knowingly, and with deliberate intent to hurt or harm a person or that person’s property.

- An imbalance of power can exist on the basis of, but not limited to, a students’ physical strength, their access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and vary in different situations, even if they involve the same people.
- Bullying, harassment, and/or or intimidation can take various forms, including physical or social, oral or written (including electronic writings).
- Bullying, harassment, and/or intimidation may be motivated by an actual or perceived personal characteristic, which include, without limitation, race, religion, national origin, socioeconomic status, disability, sex, sexual orientation, etc.
- Behavior that may not qualify as bullying, harassment, and/or or intimidation may nevertheless be inappropriate and subject to disciplinary action.

**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 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.

**Investigation of Report:** Within one business day of the receipt of a report the school, with guidance from the Director of Safety and Emergency Management, will commence a preliminary investigation into the allegation to obtain further information and to ascertain whether the allegation has merit, which may include speaking with the alleged bully and the alleged victim. If, after the initial investigation, there is substance to the allegation, the parent(s) of the alleged victim will be contacted within the next business day. Additional investigation, as well as reports to the authorities, may occur thereafter depending on the facts and circumstances of the matter. Bullying, harassment, intimidation, and the making of false reports are all considered serious infractions. See APPENDIX A for further detail on Respectful Learning Environment and discipline policies and procedures explanations.

**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 a conference has occurred.

**Behavior Contracts:** Students with serious or numerous detentions/referrals together with 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's 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.

**Suspension/Expulsion:**

A suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, parent/guardian, and the school the time needed for resolving a problem. Suspension is considered a serious matter, which could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension. Grounds for suspension include, but are not limited to, the following:

1. Violation of any Federal, state or local laws.
2. Conduct that harms the good name of Sr. Viator Catholic School.
3. Violation of school policies, rules or regulations such as:
  - a. Disrespectful attitudes: a. Inappropriate or disrespectful comments/actions or arguing with a teacher/staff member.
  - b. Questioning a teacher's/supervisor's authority.
  - c. Harassing/bullying fellow students.
  - d. Violent fighting (parents/guardians are called immediately and students sent home-out of school suspension):
    - i. Causing physical harm or injury (or attempting to injure).
    - ii. Provoking a fight.
    - iii. Losing control (temper tantrums).
  - e. Disruption/disturbance of class:
    - i. Ignoring classroom rules.
    - ii. Ignoring playground and/or lunchtime rules.
  - f. Profane language:
    - i. Using vulgarity or profanity (whether written or spoken).
    - ii. Using profane or vulgar signs or actions.
  - g. Repeated refusal to do or complete required work.
  - h. Stealing or cheating (includes plagiarism).

- i. Vandalism (deliberate destruction or damage of property-parish, school, staff or student).
- j. Violation of Technology Use Agreement policies.
- k. No improvement following a Disciplinary Referral.

### **Duration of Suspension**

Solely the Principal determines the length and type of suspension. Either in-school or out of school suspension may be imposed for infractions. The type of suspension imposed depends on the severity and/or nature of the offense. In school suspension and out of school suspension are not interchangeable.

### **Admission Following Suspension**

Re-admission requires evidence that the problem that led to the suspension has been resolved. In addition, the student must be accompanied back to school by his/her parent/guardian and must have completed all work assigned during the suspension.

### **Expulsion**

Expulsion is the removal of a child from attendance at St. Viator Catholic School by the Principal and the Pastor as a result of (but not limited to) such things as:

1. Behavior so serious that future attendance is not acceptable. Involvement with drugs, alcohol and/or weapons, on or off school grounds is one area that constitutes cause for immediate expulsion.
2. A consistent pattern of disruptive/disrespectful behavior. Three suspensions or any combination thereof.
3. A consistent refusal to complete schoolwork may result in expulsion.
4. Gross lack of improvement following suspension(s) may result in expulsion.
5. Other behavior or action deemed serious by the Principal.

### **Expulsion Procedures**

Expulsion procedures follow Diocesan regulations.

These include:

1. The Principal shall make a recommendation for expulsion to the Pastor.
2. Notification of the Superintendent, Archdiocese of Las Vegas.
3. Notification of the parents/guardians.
4. If parents/guardians so request, a meeting with the Pastor and the Principal will take place at which time the reasons will be made known (as stated in written form).
5. Documentation for the incident(s) leading up to the recommendation for expulsion shall be presented.

6. Following the meeting, the Pastor and Principal, after consulting with the Superintendent of Catholic Schools, will make the final decision regarding the recommended expulsion.
7. Parents/guardians will be notified of the decision.

**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.

The education of your child is a partnership between you and the school. If, in the opinion of the administration, the partnership is irretrievably broken, you may be required to withdraw your child from the school. 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.

**Alcohol, Drug, and Sex Education:** The school offers educational programs to students on the topics of alcohol, drugs and sexuality.

## ***EDUCATIONAL TRIPS***

**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 may be assessed a fee to cover 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.

There are also extended field trips such as the annual week-long 7th and 8th grade trip to Washington, D.C. and the 6th grade trip to Pali Science Institute in Southern California. If needed, financial assistance may be available for these trips. To receive financial assistance students must participate in all fundraisers.

Students are required to obtain parental approval for any school-sponsored off-campus activity. Educational trips are a privilege not a right. 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. To participate in the overnight field trips all financial obligations must be current.

### **Field Trip Rules:**

- All school rules are enforced.
- Chaperones are to stay with their assigned group.
- Supervision is both mental and physical. Be sure your attention is on the students.



- If your own grade level student is on the trip, he or she must not be treated any differently than any other child.
- Parents may not allow their child to play on their cell phone.
- Parents may not take or post pictures of students on personal social media accounts.
- Parents may not bring younger siblings of their student on the field trip
- Parents may not take personal or work calls while on a field trip. If there is an emergency, please alert the teacher to take over your group and step away momentarily.
- The following Archdiocesan forms must be completed prior to all field trips:
  - Field Trip Parental/Guardian Consent Form and Liability Waiver
  - Field Trip Questionnaire (required for ALL Volunteers donating services for field trips)
  - Field Trip Transportation Policy
  - Field Trip Driver Information Sheet

## ***LOST AND LEFT***

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left area. Students/parents should come to the office to inquire about a lost item. Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy. The student's **full name** or **last name and homeroom** should be written on all clothing, especially jackets, gym clothes, and lunch boxes. This should be updated each school year.

## ***LIBRARY BOOKS AND MATERIALS***

Students must return library books and materials when due weekly. No student may check out more books and materials until they have returned overdue books and/or materials. A fee will be assigned to any student who loses or damages an item checked out from the library.

## ***PARTIES AND GIFTS***

**Birthday Observances:** Students in Grades Pre-K through Grade 8 are celebrated on their birthday by way of a grade level specific birthday acknowledgement. Parent organized Birthday celebrations are not permitted. This also includes the celebration of birthdays in the school cafeteria during lunch periods or on the sidewalk after school. Party invitations may only be passed out on school grounds if the entire class is invited. The school will not release contact information of students or families for the purposes of distributing party invitations. Students are **NOT** permitted to bring in balloons, etc. for their classmate's birthday. Junior High lockers should not be decorated on the outside for any celebration. Special transportation for birthday parties should be done away from school, i.e., pick up by limos, etc.

Teachers may schedule seasonal class parties for special events with the approval of the Principal. Students may not exchange personal gifts at school, e.g. including Christmas gifts, valentines, etc. Friends can share gifts with friends away from school, thus avoiding the chance that a classmate feels left out.

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

**Parent Role in the 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 Role:** 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 Role:** 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 CMG Connect classes and completing updates, if volunteering.

**Parent-Teacher Relationships:** Parents are partners with the school in helping their children grow in Christ and become the most they can be. Parents are encouraged to contact teachers during the year. Teachers are easily accessible via email but parents may call the school and leave a voicemail for the teacher or send a note with their student. Teachers' daily schedules do not allow them time to meet with parents who come to the school without an appointment. If

parents wish to meet with a teacher, they should contact the teacher and request an appointment. Teachers will discuss a child's progress/development and can share any challenges or concerns about the student. When parents and teachers communicate in a positive and courteous manner with one another, children benefit. Grades 3-8 parents should check FACTS on a regular basis before contacting the teacher.

**FACTS:** FACTS is a web-based student information system from Facts Management. Parents are able to gain immediate access to their children's grades and students can track their progress. **Parents and students should check FACTS on a daily basis.** There should be no surprises at the end of a trimester if you are monitoring FACTS. Students need to take responsibility to know what their work is and when it is due. Each family is given a secure login for each of their children so that they can access the student information. FACTS is updated on a weekly basis and students/parents must review often. Should an error or question arise concerning an individual assignment or test grade, it must be addressed and corrected promptly and will be final in two weeks.

**School Website:** Our school website is [www.stviatorschool.org](http://www.stviatorschool.org). There is a wealth of information located on the site. Past Viator Voice Publications, The Parent-Student Handbook and the Monthly Calendar are posted. You can also obtain information about the Foundation, PTO and all school activities. Parents should check the site 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: the yellow folder (with important papers sent home and returned), school texts, school emails, the weekly Viator Voice (sent on Fridays), Parent-Student Handbook, Athletic, and Volunteer Handbooks; Alerts, and for Grades 3-8 FACTS provides continuous information regarding academics and attendance.

**Parent-Student Handbook & Calendars:** The Parent Student Handbook is posted on the school website. 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:** The school newsletter, the Viator Voice, will be emailed once weekly on Fridays. Viator Voice publications are available on the website.

**Yellow Classroom Communication Folder:** Look out for the yellow weekly communication folder! This is a yellow folder the teacher sends home. It is important that parents ask their child for the yellow classroom communication folder because it contains updates and information about school events. Parents are asked to return all required forms, etc. and send it on Wednesday with their child so that it can be used each week. Families will be charged \$5.00 if the folder needs to be replaced.

**Back-to-School Night—Curriculum Presentation:** Two curriculum presentations will occur during the first month of school (August).

- **Grades PK through 5 parents** gather in the gym for opening prayer and remarks. After which, parents will then walk to their student's homeroom class. We recognize that parents may need to attend several homerooms; thus, there are several sessions planned in each homeroom.

- **Grade 6, 7 and 8 parents** gather in the gym for opening prayer and remarks. After which, parents will then walk to their student's homeroom class. Junior High teachers will have an opportunity to present the core curriculum objectives and their class expectations and procedures. Parents will follow their child's schedule with classes rotating every ten minutes.

**Parent-Teacher Conferences:** The school will schedule an annual conference during the first trimester (October) for all parents to meet with their child's teachers. The school expects all parents to attend these conferences in PK through 5<sup>th</sup> Grades. Conferences in Junior High are mandatory for students and parents when grades fall below 2.0 or as requested by parents or teachers. 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.

**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 emailing, leaving a message on the teacher's voice mail or by sending a note to school with their child. The parents have access to FACTS that 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.

**Parental Custody:** Within a family, if there has been a divorce or remarriage, or never married occurrence, and custody is shared, please ensure there is a court signed document which outlines the shared custody arrangement for the student. Please provide the principal with a copy of the court order and resubmit if any changes occur during the year.

**Non Custodial Rights to Records:** 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.

**Student Records:** The school will not release official school records, including but not limited to report cards, 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. The school requires a 24-hour notice. 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.

**Parental Interference:** Normally, a student is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be required to separate the student(s) from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Repeated instances of disrespect or insubordination to school administration
- Refusal to adhere to school policies, procedures, and regulations
- Interference in matters of school administration, discipline, or finance
- Refusal to accept administrative decisions surrounding academic or disciplinary matters
- Refusal to accept Diocesan policies
- Advocating positions that are in conflict with Catholic moral and/or doctrinal definitions as related to the operations of the school

The Catholic Church and St. Viator School recognize parents as the primary educators of their children. The education of students at St. Viator is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

**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.

**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, the PTO sponsors the Healthy Kids Fun Run and various other fundraisers. Please see the website for details on all the committees you are welcome to join.

**Foundation:** The St. Viator School Foundation was founded in 1988 as the official fundraising arm of St. Viator School. A group of parents came together with school and parish officials to find a way to provide a source of capital and operating revenue to assist the mission of St. Viator School.

The first parents who shaped the Foundation believed so strongly in the mission of St. Viator School that the proceeds of the first ten years' work were invested and not spent. Most of the founding parents' children had graduated from St. Viator School before the proceeds were spent, yet every one of them believed in the mission of the school for future children.

These parents created an organization and an annual event, the St. Viator School Foundation Dinner and Auction, which is now one of the most successful fundraisers of any Catholic School in America. The Foundation Dinner and Auction is also a well-recognized and supported event in the Las Vegas Community.

When the months of planning and working are over, the children of St. Viator are the beneficiaries. A portion of the proceeds is invested for future needs of the school, while the remaining amount is invested in a major capital expenditure. The interest earned on the

Foundation money is used to supplement the operating budget of the school. By creating and continuing to fund the Foundation, parents benefit by lower tuition and better facilities.

In order to plan and carry out this annual event, a large committee of parents is needed. Parent volunteers support the event by organizing this event, securing donations for the auction, advertisements for the program and by selling seats for the dinner among other things. Parents attend the event to enjoy an entertaining evening out with friends while supporting their children's education and mission of St. Viator School. All parents are invited to volunteer to support the largest fundraising event of the 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 and Foundation 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 view the CMG Connect webinar curriculum. "Protecting God's Children", obtain a copy of the Diocesan policy on sexual misconduct and harassment, and be fingerprinted in the school office. St. Viator school has a volunteer handbook for review.

**Volunteer Drivers:** While bus transportation is provided for all field trips, please be aware that whenever a volunteer driver is utilized, the following documents must be completed: the Driver Information Sheet, Field Trip Liability Waiver (Adult) and submit a Field Trip Questionnaire. Each driver must provide a copy of a current, valid driver's license, which will be processed through DMV. All of the above must be accomplished prior to a volunteer participating in any event. Volunteer's names must be recorded on the Parish/School volunteer list that is sent monthly to the Diocesan Finance Office. All drivers must be 25 years of age or older.

## *CO-CURRICULAR PROGRAMS*

**Mission Statement for Co-Curriculars:** St. Viator Parish 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.

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

### **Activity**

Art Club  
Chess Club  
Children's Choir  
National Junior Honor Society  
Page Turners Book Club  
Student Government  
  
Yearbook  
Science Fair (all Catholic Schools)  
Spelling Bee (all Catholic Schools)  
Forensics (all Catholic Schools)  
Geography Bee (all Catholic Schools)

### **Grade Level of Participants**

K through 8<sup>th</sup> grade  
K through 8<sup>th</sup> grades  
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  
8<sup>th</sup> grades (must meet academic qualifications)  
4<sup>th</sup> and 5<sup>th</sup> grades  
4<sup>th</sup>, 5<sup>th</sup> (representatives only),  
6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> (officers elected in May)  
7<sup>th</sup> and 8<sup>th</sup> grades  
7<sup>th</sup> and 8<sup>th</sup> grades (Required entry-part of class)  
5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades  
7<sup>th</sup> and 8<sup>th</sup> grades  
5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades

Athletics\* 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades  
Cheerleading\* 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades  
\*Students are chosen to participate through try-outs.

**After School Events:** 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. All students must be picked up promptly after co-curricular activities at St. Viator and all other schools.

## ***STUDENT ELIGIBILITY REQUIREMENTS FOR CO-CURRICULAR ACTIVITIES***

**Academic Requirements:** St. Viator School requires that each student in grades 4 through 8 must have a 2.0 Average and be passing all classes to be eligible for co-curricular activities. Administration and Junior High teachers will evaluate a student's performance **periodically** 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 try out for various activities if they have an F in any class.

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

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.

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

**Behavior Requirements:** 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.

- |                     |                             |
|---------------------|-----------------------------|
| 1. First Detention  | warning, no ineligibility   |
| 2. Second Detention | one week ineligibility      |
| 3. Third Detention  | one trimester ineligibility |
| 4. Fourth Detention | administrative discretion   |

In addition, there will be behavior checks bi-weekly. The office has the behavior records from all teachers for each student. Junior High teachers report weekly to the office, students 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.

## ***SCHOOL GYM RULES***

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 must go directly to the gym and stay in the gym. Students must be accompanied by an adult. Spectators/players 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.

## ***EXTENDED CARE PROGRAM***

For parent convenience, St. Viator Parish School provides an Extended Care Program for children who arrive on campus before 7:30 AM or remain on the school grounds after 3:00 PM. The Extended Care Program provides professional care, supervision, recreation, and enrichment activities for the children who attend St. Viator School. It serves families who desire both a Catholic school education and supplementary day care. The Extended Care Program is located in the cafeteria/gym, classroom 3B, the computer lab, and the playground for Grades PreK-8.

The Extended Care Program is open from 7:00 AM to 7:45 AM and 3:00 PM until 5:30 PM. Late fees will be assessed for those picking up after 5:30 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.

Children not enrolled in the Extended Care Program but remaining on Campus after 3:00 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. **Please refer to the Extended Care Handbook for a complete explanation of the program.**

## ***NURSE OFFICE VISITS***

The school nurse will notify the parent and or guardians of all serious health problems or injuries seen in the health office during the day. Minor issues such as stomachaches, headaches, falls in the playground requiring a bandaid, a scratchy throat, may be treated with a rest period, water, quiet time, bathroom break, etc. and the parent/guardian will not be routinely notified. Students with wetting or soiling issues will generally be provided with cleaning supplies and clean clothes and sent back to class. The school nurse and teacher may ask that the parents provide a



change of underwear, socks, and uniform bottoms if wetting or soiling accidents become frequent.

The school nurse will notify the parent/guardian if the nurse's office visits are becoming too frequent. The school nurse will consult with the child's teacher to help determine if a pattern of avoiding classroom work or tests or generalized anxiety about school is emerging. The school nurse may make a referral to the school counselor for the student and/or parent if the student is showing signs of stress or anxiety.

## ***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, evaluate the child's symptoms, and when the symptoms indicate, will call the parents or guardian. If the office staff determines 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 sent home for fever, vomiting or diarrhea, the child must stay home from school the next day (Ex: child sent home Monday from school due to vomiting, the child must stay home on Tuesday and is eligible to return Wednesday.

## ***HEALTH/SAFETY ISSUES***

There is a full time nurse employed by St. Viator School and a campus security guard contracted through the Archdiocese of Las Vegas. The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Viator makes no claim to be an allergen or peanut-free school. For your information, please be advised that the school routinely uses pest control and air fresheners.

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.

- **24 hours or more after fever, vomiting or diarrhea**
- **Body temperature above 100.4 degrees or higher**
- General feeling of nausea or malaise
- Sore throat, unusual paleness, earache or running nose
- Red eyes and runny nose, coughing and sneezing
- Severe pain
- For 24 hours after the first dose of an antibiotic is given to treat a bacterial or viral illness

**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 will 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) Student Medical Information Form, (2) a copy of the immunization and boosters record, and (3) the Medical and Medication Information Packet. This last packet has information that identifies children who must take medication during school hours.

**Allergies:** St. Viator Parish School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Crisis Plan will be activated. The emergency medical services will be called immediately.

**Food Allergy Policy:** St. Viator Parish School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Holy Cross School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child.

**Asthma/Allergy Medication:** Immediate access to reliever inhalers and Epi-Pens is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen. All inhalers/Epi-Pens must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

**Record Keeping:** At the beginning of each school year, or when a child joins, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

**Classroom/School Safety:** Teachers must be familiar with the Emergency Information of students in their classes and respond to emergencies as per the emergency protocol documented in the SVS Crisis Plan. Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers are educated annually about the risk of allergies. The classrooms have easy communication with the school nurse. Teachers on playground duty can contact the nurse via walkie talkies.

# ***MEDICATIONS***

We encourage all medications to be given at home by the parent(s) and/or guardian(s) of our students. If your child needs medication at school, whether it is a prescription medication, such as an Epipen or a rescue inhaler, or an over-the-counter medication, such as Tylenol or ibuprofen, the following guidelines must be followed:

- Each medication must have a current written prescription identifying the student, the medication, and must give the dosing instructions for your child signed by your child's primary health care provider. The following must be done each school year.
- The parent must sign a Parent Request for Administration of Medication Form
- The medication must be provided in the original packaging to the school health office.
- The prescription label on prescription medications serves as a written prescription and does not require an additional prescription.
- Students are not permitted to carry medications in their backpacks or on their person, with the exception of Epipens or rescue inhalers under certain conditions.
- The health care provider must write a prescription that the child has the ability to self-medicate and the parent must sign a permission form in the health office. The child must also keep the prescription box or label and the parent-permission slip with them and be able to produce these documents if asked.
- All medications will be stored in a locked cabinet in the school health office.
- **There will be no exceptions to these rules.**

# ***EMERGENCY INFORMATION FORMS***

The Emergency Information Form, kept in the office, is the school's link to parents if a child has an emergency while at school. The emergency information is derived from the Family Registration Form. Parents must fill this form out completely as a requirement of admission. Parents are responsible for notifying the school office whenever personal or emergency information changes.

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.

# ***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/guardians listed on their emergency form, and complete an accident report.

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also

be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

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

The student's family is financially responsible for any medical treatment. The school provides a student accident insurance policy (contact the Archdiocese of Las Vegas for more information).

## ***CLOSING OF SCHOOL/EMERGENCY***

In the event of severe weather, loss of water or electrical service, etc., the school families will be notified by text or email through the school communication alert system.

## ***FIRE DRILLS / SHELTER IN PLACE / LOCKDOWN / 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. Each homeroom teacher also practices drills with their children periodically. In each room, there is a sign indicating the exit to use. The Fire Department personnel come to campus once a year to examine our monthly log of fire and/or shelter in place drills.

Each classroom has an emergency folder outlining procedures for various emergency situations. i.e. earthquake, fire, bomb threat, disruptive or unruly person. Emergency folders are updated each year. These folders also contain emergency lists with parent names/phone numbers, emergency contact names/phone numbers etc. This information is used in the case of all school evacuations.

In the event of an emergency situation that would require the evacuation of our school, all students and teachers from St. Viator Parish School will be directed to the Parish Church first or Helen J. Stewart School. This would become the evacuation pick-up point for our students. Helen J. Stewart is located at 2375 East Viking Rd, just north of St. Viator Parish School (take Eastern to Viking). The FACTS messenger program will be used to contact all parents if necessary.

Safety Rules: In effect for all emergency drills:

- Absolute SILENCE; listen for instructions.
- Windows shut; lights off; doors closed.
- When directed, proceed single file out proper exit.
- When directed, walk to the assigned area and wait for further instructions.

## ***STUDENT PERSONAL APPEARANCE GUIDELINES***

All students are to arrive at St. Viator Parish School properly attired. 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.

The Administration has final say with regard to appropriate interpretation of the dress code. Therefore, parents must present any special requests in writing to the Administration for consideration of an exception to the dress code. If the student is not in compliance with the dress code the parents may be called to come pick up their child from school.

**All Students’ Hair Guidelines:** Students cannot have eccentric hairstyles, e.g. NO highlighting, coloring, tinting, bleaching, streaking, ombre highlights, frosting, cut out designs, or permanent or semi-permanent extensions. All students’ bangs must be out of their eyes.

**Boys’ Hair:** is to be an appropriate length and a well-groomed (combed) style, no spiking, no combing forward in the eyes, no shaved cut out designs. Boy’s hair should not be touching shirt collar, or covering ears, or flipping up. No hair should be hanging in the 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 stud earrings. Dangling earrings are not permitted. Students may wear a watch and a necklace with a religious symbol. No other body piercings are allowed.

**Make-up:** Students may not wear lipstick, facial or eye make-up, jewelry, nail polish, acrylic or fake nails, etc.

**Hair Bows:** All hair bows must be the colors of the school uniform. No other colors are allowed.

## ***STUDENT UNIFORM GUIDELINES***

Students should have a neat, clean, and appropriate appearance. School uniforms are required for all students in grades Pre Kindergarten through 8th grade. 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.

**Uniform Dress Code Enforcement:** Students who are in violation of the dress code are subject to be written up for dress code infractions. Examples of infractions include: wearing non-uniform pants/shorts, polo shirts with logos, shorts/skirts/skorts hemmed above the minimum length requirement, or inappropriate footwear. The Administration may provide students who are dressed inappropriately with alternative clothing.

**Casual Uniform:** The casual uniform is to be worn daily except on Dress Uniform or P.E. days.

**Dress Uniform:** The dress uniform will be worn on Mass days, special occasions and some 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 Monday.

**P.E. Grades PreK-8:** P.E. uniforms must be worn to school the day the student is scheduled for P.E. class, with the exception of special days when the dress uniform is mandatory. Fleece jackets may be worn over P.E. uniform, but not instead of it.

**Free Dress:** Occasionally, the school may announce free dress days. This privilege is reserved for students who comply consistently with the school's uniform dress code policy and will be revoked for those students who do not. Students may earn free dress if they have 3 or less dress code infractions between trimesters. Decisions made about the appropriateness of free dress are the sole responsibility of the school and its officials. Students dressed inappropriately will lose free dress privileges for the balance of the trimester. Dress code decisions are made solely by the school administration and are not subject to appeal.

**Free Dress Guidelines:** All students must wear school appropriate shoes on free dress days. Girls may wear dresses, skirts, or shorts no more than 2 inches above the knee, jeans or pants with appropriate tops. Boys may wear jeans, pants, or shorts with appropriate tops. Dress code regulations regarding footwear remain in place. Free Dress is not allowed on the days the dress uniform is mandatory (including Mass days.)

**Not Permitted on Free Dress Days:** short shorts, leggings or any kind (pants or shorts version) hats, halter tops, strapless/spaghetti strap tops and or dresses, tank tops, midriff tops, pajamas, flip flops, slippers, sandals, high heels or backless shoes. Clothing with profanity, inappropriate pictures or symbols, extremely baggy, torn, or too tight clothing is not to be worn.



# Girls

6/20/22

Daily Uniform	
PreK – Grade 4	Grade 5 - 8
Plaid skort or skirt with navy bike shorts	Plaid skort or skirt with navy bike shorts
Navy shorts or pants	Khaki shorts or pants
Grey polo with logo	Navy polo or navy performance polo with logo
Mayfair socks, white athletic socks, navy knee highs or navy tights – logo optional	White athletic socks, navy knee highs, or navy tights – logo optional
Royal fleece jacket with logo	Navy fleece jacket with logo
Dress Uniform may be worn daily-optional	Dress Uniform may be worn daily-optional
Dress Uniform	
PreK – Grade 4	Grade 5 - 8
Plaid Jumper, skort or skirt with navy bike shorts	Plaid skort or skirt with navy bike shorts
White peter pan blouse with logo	White oxford blouse with logo
Crossover navy tie	Crossover navy tie
Navy sweater vest with logo (with skort or skirt)	Navy sweater vest with logo
Mayfair socks, white crew socks – logo optional	White athletic socks – logo optional
Royal fleece jacket with logo	Navy fleece jacket with logo
Shoes	
PreK – Grade 8	
All black tennis shoes (white or black sole) no slip on or dress shoes	
P.E. Uniform PreK – Grade 8	
Summer	Winter
Navy shorts with logo	Navy sweatpants with logo
Grey performance shirt with logo	Navy sweatshirt with logo crew neck or zip
	Grey performance shirt with logo
White crew or athletic socks, black athletic shoes	
Free Dress	
Any alternate dress day ~ please review and follow requirements in the St. Viator School Parent Student Handbook pages 41-46	



5275 Arville St., Suite B124, Las Vegas, Nevada 89118

Phone: 702-252-7341

St. Viator School Code: J4M

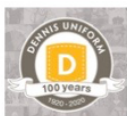
[www.dennisuniform.com](http://www.dennisuniform.com)



# Boys

6/20/22

Daily Uniform	
PreK – Grade 4	Grade 5- 8
Navy shorts or pants (PK, K pull-on waist)	Khaki pants or shorts
Grey Polo with logo	Navy polo or navy performance polo with logo
White or navy crew socks – logo optional	White or navy crew socks – logo optional
Navy or Black belt (Gr. 1-3)	Navy or black belt
Royal fleece jacket with logo	Navy fleece jacket with logo
Dress Uniform	
PreK – Grade 4	Grade 5- 8
White oxford dress shirt	White oxford dress shirt
Navy pants or shorts	Khaki pants or shorts
Navy or plaid tie	Navy or plaid tie
Navy or black belt	Navy or black belt
Navy sweater vest with logo	Navy sweater vest with logo
White or navy crew socks – logo optional	White or navy crew socks – logo optional
Shoes	
PreK – Grade 8	
All black tennis shoes (white or black sole) no slip on or dress shoes	
P.E. Uniform	
PreK – Grade 8	
Summer	Winter
Navy shorts with logo	Navy sweatpants with logo
Grey performance shirt with logo	Navy sweatshirt with logo crew neck or zip
	Grey performance polo with logo
White crew or athletic socks, black athletic shoes	
Free Dress Days	
Any alternate dress day ~ please review and follow requirements in the St. Viator School Parent Student Handbook pages 41-46	



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## **RESPECTFUL LEARNING ENVIRONMENT APPENDIX A**

Increasingly, the media has been filled with disturbing stories about bullying in our nation's schools. We all know that bullying can cause pain and embarrassment and at the very least has no place in any school or institution that is about the dignity of human persons, about life. The fact that some of the most prominent incidents have not happened at a Catholic school does not imply that we can be complacent. Our challenge as Catholic educators is to be alert to any behavior that does not align with the values we hold and attempt to promptly stop such behaviors, should they occur.

The Archdiocese of Las Vegas believes that everyone should enjoy our schools equally, feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. This is essential if a positive learning environment is to exist. As stated in our school's Mission and Philosophy Statements, our schools are committed to developing a framework for moral reasoning and ethical decision-making. The faculty and staff of each school takes this responsibility seriously and endeavors to assist you in developing Catholic attitudes and behaviors as an integral part of your child's growth process. Further, our curriculum, Schoolwide Learning Expectations, and Life Skills support the necessary opportunities which allow students to grow in a school community of faith where Gospel values are nurtured and sustained.

### Definitions:

- As used in this policy, "bullying, harassment, and/or intimidation" means unwelcome, intentional conduct that is not authorized by law which is either severe or is repeated over time in a situation where an imbalance of power exists between those involved.
- "Intentional conduct" means the act or conduct is willfully, knowingly, and with deliberate intent to hurt or harm a person or that person's property.
- An imbalance of power can exist on the basis of, but not limited to, a student's physical strength, their access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and vary in different situations, even if they involve the same people.
- Bullying, harassment, and/or or intimidation can take various forms, including physical or social, oral or written (including electronic writings).
- Bullying, harassment, and/or intimidation may be motivated by an actual or perceived personal characteristic, which include, without limitation, race, religion, national origin, socioeconomic status, disability, sex, sexual orientation, or other protected categories.
- "Cyber-bullying" means bullying, harassment and/or intimidation through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication, and includes any written, verbal or pictorial information.

Behavior that may not qualify as bullying, harassment, and/or or intimidation may nevertheless be inappropriate and subject to disciplinary action. The law encourages schools to adopt policies that ensure "a safe and respectful learning environment." The victim is not responsible for being a target of bullying. Such behaviors will not be tolerated. As stated within our Parent/Student handbooks, such behaviors may result in suspension/expulsion



**Archdiocese of Las Vegas  
Respectful Learning Environment**

**We believe all Archdiocese of Las Vegas students should:**

- Value student differences and treat each other with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school's policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert to your surroundings, especially in places without adult supervision, e.g., bathrooms.
- Support students subjected to bullying.
- Talk to teachers, counselors, and parents about concerns and issues regarding bullying.
- Work with other students and faculty, to help the school deal with bullying effectively.
- Be a good role model for other students and support them if bullying occurs.
- Participate fully and contribute to classroom lessons dealing with bullying.

Students who have been bullied or have seen someone being bullied, should tell the bully to stop the behavior and speak to an adult, (parent and/or faculty member) about the incident.

**We believe all Archdiocese of Las Vegas parents should:**

- Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
- Discuss regularly with their child their feelings about school work, friendships, and relationships.
- Inform faculty of changes in their child's behavior or circumstances at home that may change a child's behavior at school.
- Keep themselves and their child informed and aware of school bullying policies.
- Alert faculty if any bullying has occurred.
- Support the faculty's intervention policies.

**As a student of the Archdiocese of Las Vegas, I have read and agree to abide by all of the above.**

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

**As a parent of an Archdiocese of Las Vegas student, I have read and agree to abide by all of the above.**

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

## **APPENDIX B**

### **DISCIPLINE POLICIES AND PROCEDURES**

The goals of the discipline 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 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.

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 the notice, only that you received it. If you need further clarification concerning the notice please call the staff member who issued the notice. Some important ideas to keep in mind when your child brings home an alert or detention:

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

St. Viator Parish School does not intend the discipline program to be punitive in nature, but rather a technique to guide children to understand that there are always logical consequences for all our behaviors or actions.

The following guidelines apply to all assigned detentions:

**Students in grade 5-** Six checks in a week's time equals one detention. Checks are not sent home, it is the child's responsibility to keep parents informed of their behavior and warnings. Written slip for detention will be sent home.

**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 parents 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 should be signed by the parent and returned 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.**

#### **Detention Procedures (Gr. 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>)**

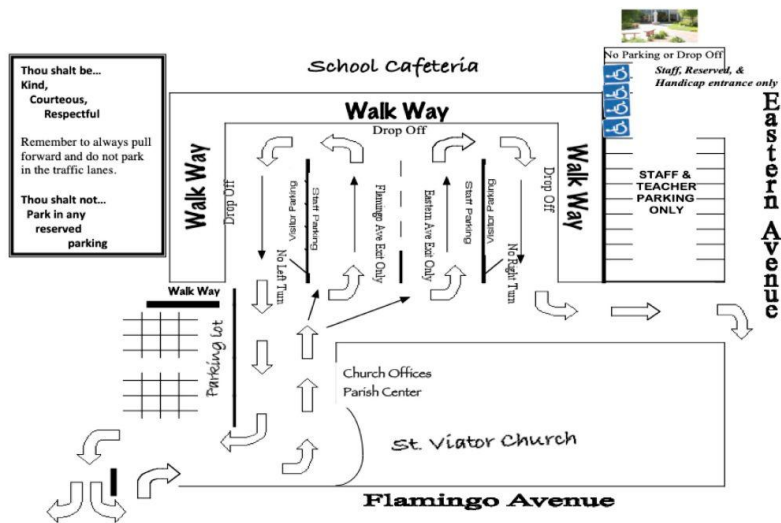
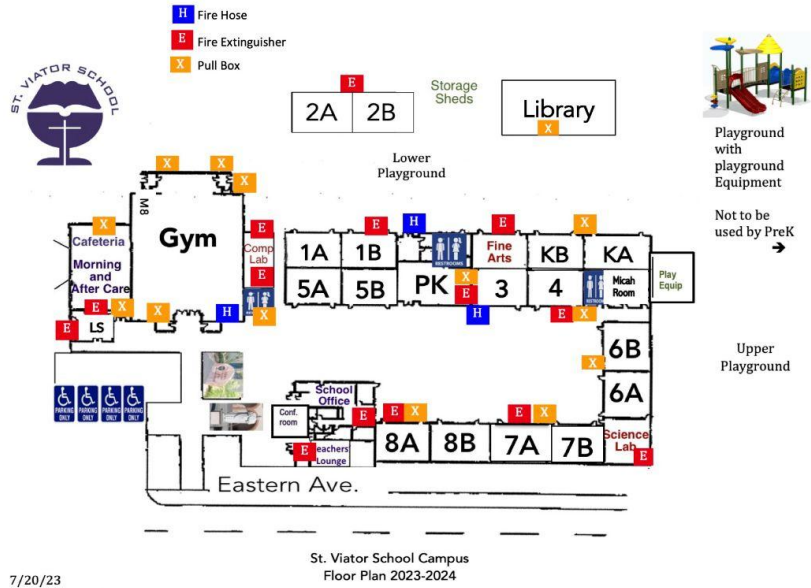
1. Students serve detentions after school on Thursday. The school reserves the right to assign detentions on another day, as deemed necessary. Some violations require students to serve a second and sometimes a third detention the same week, etc.
2. Students should be in the designated detention room by 2:45 pm and will remain there until detention ends at 3:45 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 3:45 pm.
5. 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.
6. 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.
7. A second detention will result in a parent /student /teacher and or principal conference and loss of all extra-curricular activities for the week following the date the detention was earned.

8. A third detention will result in an in-house suspension and possibility of a written student behavior contract and loss of all extra curricular activities for the remainder of the trimester.
9. If unacceptable behavior continues, required parent conferences will be necessary. Suspension or expulsion may result when unacceptable behavior persists.

<b>Student Alert</b> St. Viator Parish School 702-732-4477	Student	Date
	Grade	Date of Incident
	Teacher	Time of Incident
<b>Notice to Parents</b> The purpose of this report is to inform you of a disciplinary incident involving the student.		
<b>Reason(s) for Referral:</b> <input type="checkbox"/> Failure to Observe School Rules <input type="checkbox"/> Annoying to Classmates <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Destructive to School Property <input type="checkbox"/> Hitting another student <input type="checkbox"/> Excessive Talking/Loudness <input type="checkbox"/> Disrespectful to Authority <input type="checkbox"/> Rude/Disrespectful <input type="checkbox"/> Misuse of Property <input type="checkbox"/> Disrespectful to the rights & property of others <input type="checkbox"/> Other _____		
<b>Action and Recommendation(s):</b> <input type="checkbox"/> Held Conference with Student <input type="checkbox"/> Changed Student's Seat <input type="checkbox"/> Removed Student from Classroom <input type="checkbox"/> Lunch Recess Removed <input type="checkbox"/> Telephoned/Emailed parent <input type="checkbox"/> Parent Conference Requested <input type="checkbox"/> Other _____		
<b>Signatures:</b> Student _____ Parent _____ Administration _____		

<b>Student Detention</b> St. Viator Parish School 702-732-4477	Student	Date
	Grade	Date/Time of Incident
	Teacher	Location of Incident
<b>Notice to Parents</b> The purpose of this report is to inform you of a disciplinary incident involving the student.		
<b>Reason(s) for Referral:</b> <input type="checkbox"/> Failure to Observe School Rules <input type="checkbox"/> Academic Dishonesty <input type="checkbox"/> Other _____ <input type="checkbox"/> Destructive to School Property <input type="checkbox"/> Disrespectful to the Rights & Property of others      _____ <input type="checkbox"/> Disrespectful to Authority <input type="checkbox"/> Rude, Discourteous, Inappropriate Language      _____ <input type="checkbox"/> Excessive Talking/Loudness <input type="checkbox"/> Violation AUP/misuse of property      _____ <input type="checkbox"/> Tardies _____		
<b>Action and Recommendation(s):</b> <input type="checkbox"/> Held Conference with Student <input type="checkbox"/> Changed Student's Seat <input type="checkbox"/> Removed Student from Classroom <input type="checkbox"/> Lunch/Recess Removed <input type="checkbox"/> Telephoned/Emailed parent <input type="checkbox"/> Parent Conference Requested <input type="checkbox"/> Other _____		
<b>Signatures:</b> Student _____ Parent _____ Administration _____		

<b>Student Suspension</b> St. Viator Parish School 702-732-4477	Name	Date
	Grade	Teacher
<b>Notice to Parents</b> The purpose of this report is to inform you of a disciplinary incident involving the student.		
<b>Reason for Suspension</b> _____ _____ _____		
<b>Date of Suspension</b> _____ <b>In House</b> _____ <b>At Home</b> _____		
<b>Signatures:</b> Student _____ Parent _____ Principal _____		





**APPENDIX C**  
**St Viator Parish School**  
**Technology Acceptable Use Policy**  
**User Agreement and Permission Form**

**“Do not conform yourselves to this age but be transformed by the renewal of your mind,  
that you may discern what is the will of God, what is good and pleasing and perfect.”**  
**Romans 12:2**

At Saint Viator Parish School (hereafter referenced as SVS), we believe that technology is a vital means to assist those who carry out the educational ministry of this school. The computer resources (systems) utilized within the SVS Network are provided for use by SVS employees, registered students and specifically identified parents of registered students and volunteers approved by the pastor or school administration. To gain access to these computer resources and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to school.

**Acceptable Use Policies**

**Catholic Christian Behavior:** All system users are responsible for good Catholic, Christian behavior on the school computer networks. The use of computers on campus is a privilege, not a right. All system users must agree to be respectful of this equipment and not abuse or mistreat it. Students are responsible for proper conduct on the school's computer network; when using computers and equipment, including personal devices; and when using network and online information resources.

The school expects its students, parents, and faculty to use information technology in a responsible and ethical fashion in compliance with all applicable laws and with Catholic moral principles, both in and out of the school setting. Accordingly, users may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity (including modern day variations or nuances of profane or vulgar language), indecency, illegal use of drugs, illegal use of alcohol or other illicit activities.

Information technology may not be used to promote destruction, defamation, threats, teasing, or harassing or harm towards other students, parents, the school, or school personnel. Disciplinary action can include, but is not limited to revoking computer use privileges and suspension/expulsion from school campus.

**Network:** Vandalism or intentional modification of system setting will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student, including the fee for a technician to restore the systems. Students are aware that they are not permitted to change local workstation settings, such as screen savers and desktop



settings and are not to turn off any file servers. Equipment will be shut off only when told to do so by a teacher. Network administrators may review files and communications to maintain system integrity and insure that the system is being used responsibly. Students will not attempt to circumvent the school's security and filtering systems. Users should not expect their files stored on any service or computer would be private. SVS does not guarantee the safety of individual account holders' files. Users are encouraged to make back up copies of their files.

**Filtering:** Technology access is designed for educational purposes. Even though SVS takes every precaution and uses filtering, students may still encounter inappropriate material. It is impossible for the school to restrict access to all controversial materials and cannot be held responsible for materials acquired in use.

**Appropriate use:** Users are responsible and trusted to use technology in an appropriate manner. Students are expected to use the Internet on campus for directed educational use as their teachers assign work.

- **The use of the school's name may not be used or referenced in any personal websites and social media networks at any time or for any reason unless authorized by Administration.** Social media network websites include but are not limited to "Facebook, Twitter, Instagram, Google+, Pinterest, TikTok,, etc." If a student has an individual account on any social media site, they are not allowed to reference or show pictures of anything associated with St. Viator Catholic School, including uniforms or logos. Materials and communications should be consistent with Catholic moral principles, including any materials posted on their sites by other individuals.
- **It is prohibited to use any type of instant messaging and any type of unauthorized social media during school hours.** Instant messaging and social media use must be authorized by Administration. If the instant messaging program or social media site is setup to start automatically and appears on the computer screen at any time constitutes the use of an instant messaging program and violates this Acceptable Use Policy. All programs that allow for online live chat between users are strictly prohibited for student use.
- **It is prohibited to access sites or images primarily showcasing sexually explicit material.** If a student or adult accidentally accesses an inappropriate site, they must inform a teacher or the school administration within one (1) hour in order to verify that the access was a mistake and in order to avoid possible disciplinary action for accessing a prohibited site. Any user that is found in violation of purposely accessing sites as outlined in this paragraph will be referred to the school administration or parish pastor for appropriate disciplinary action as deemed appropriate by administration and state law.
- **It is prohibited to access computer games or applications unless authorized by a teacher or school administration for academic use.** Any student that is found in violation of playing unauthorized games or utilizing applications as outlined in this paragraph may be suspended from all school participation and activities for an indefinite period of time at the discretion of administration. Appropriate classroom use of computer resources (systems) includes all of the restrictions and guidelines for personal use, and, in addition, appropriate classroom use of computer resources (systems) means that a certified staff member, teacher aide or librarian is monitoring students when computers are in use to ensure that the use is classroom and age appropriate and that the rules and guidelines are followed. Infractions will be reported to administration immediately.

- **Students are not authorized to use cameras (computer webcam's, cell phone cameras, digital cameras, etc.) while on parish property.** In addition, students are not authorized to record conversations, etc. Students cannot activate web cams on SVS workstations via any website. The only exception to this paragraph is if the teacher, school administration, or pastor approves the student taking pictures for specific lesson plan assignments or special functions.
- **Personal Devices:** No personal devices are allowed on campus other than cell phones.
- **Student cell phones will be collected at the start of the school day.** Cell phones are to be turned off at the gate and not turned back on until the student has left the campus through the gate. The phones will be locked away in the teacher's cabinet. Any student who is found in possession of using a cell phone during the school day, will have the phone collected by the faculty/staff member and turned in to the office. The parent will be required to collect the phone from the school office and the student will be banned from bringing a phone to school for a period of time determined by administration.
- **Private browsing settings are unauthorized.** If there is a question regarding acceptable use, the history may be accessed for any computer.
- **Plagiarism, Copyright and Personal Property:** Plagiarism takes many forms, some of the most common include: "cutting and pasting" to create a paper from several sources; downloading and use of free research papers; and copying an article from the web, online or electronic database. System users must respect all rules of personal property and copyright. Ownership of text, music, software, and other media is protected to the full extent of the law. Plagiarism or copying another student's computer files to present as their own work is a violation of the academic honor code and will be subject to disciplinary actions as described in the Parent/Student Handbook. Students may not impersonate another's identity on the school's computer network, virtual networks, electronic resources, or websites. Students may not use the network in a way that hampers its use by others.
- **Passwords:** The work of all users is valuable; therefore, the user is responsible for any use of his/her account, username and password and must report any unauthorized use immediately. All users agree to accept full responsibility for the security, confidentiality, use of their passwords, and for any and all sites accessed with their passwords. In addition, they agree to protect all information contained on any system owned by SVS and they agree to protect the system from any abuse with their accounts. Users agree not to use or attempt to use anyone else's account. Owner should immediately report to their teacher/supervisor any unauthorized use.
- **Personal Use:** These computer resources (systems) are primarily for parish business, research, and academic use; only school staff is allowed to access personal email. All staff should keep personal email usage on their SVS email account to a minimum. Students might obtain authorization to access their personal email account; and then only when directed to do so by their teacher for educational purposes.

Students are not permitted to use the computer resources for personal interest or searches. Other personal Internet use is allowed so as long as the use is non-profit, legal, does not interfere with the primary use of the system in any way, and the use

conforms to all other use rules in this agreement. Personal use should be minimal. Users may only order services or merchandise that are directly school related and which fall under the appropriate guidelines for network use. All matters concerning the merchandise and services ordered from a seller, including but not limited to purchase terms, payment, warranties, guarantees, maintenance and delivery are solely between the seller and the user. SVS and its systems administrators shall not be a party to such transactions or be liable for any costs or damages, whatsoever which arise, directly or indirectly, from transactions. The name of the school or the parish shall not be used in any transactions and the school and parish will not be held liable financially or otherwise for any purchases made online.

- **Software Installation:** Students and staff are not authorized to install software programs on any computer that is owned by SVS. A request via email or in writing; needs to be submitted to the school administration identifying the software program that needs to be installed. The school administration will evaluate the software program to ensure that it will not impact the current SVS network.

#### **Supplementary Details:**

- All electronic devices brought on campus may be subject to search. The school maintains the right to monitor student use of all technology on campus, including personal devices.
- Students and parents will reimburse the school for any damage to school or other individual's computers, laptops, devices, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designees will carry out the necessary repair in such situations.
- Users who perceive any violation of this agreement are required to report the alleged violation to the school administration or pastor. Students report to their teacher or the school administration. Failure to comply with these rules may result in disciplinary actions, up to and including dismissal from school, and the loss of the privilege of using computers, and other equipment or technology service, and/or accessing the Internet at St. Viator.
- Teachers are expected to review rules, guidelines, password confidentiality/responsibility and appropriate use with their students on an on-going basis. They are also expected to remind students that computer work is not privileged communication and that a history of computer usage is accessible by technology support personnel.
- All students must abide by the iPad 1:1 program handbook.
- Due to the continuous advancements in technology, additional restrictions and use guidelines may be instituted at any time and throughout the school year. SVS reserves the right to unilaterally amend this agreement. Notice will consist of a verbal or written notification or an email announcement sent to all registered users. Posting of the amendment on the school website: [stviatorschool.org](http://stviatorschool.org) constitutes notification to all school registered users. Use of SVS systems after the effective date of the amendments constitutes acceptance of the new terms.

**As a user of the St. Viator School computer network, I have read the Technology Acceptable Use Policy and agree to abide by all rules and prohibitions as stated in this policy.**

Name: (print)

---

Position: Student \_\_\_\_\_ Teacher: \_\_\_\_\_ Staff Member: \_\_\_\_\_ Volunteer: \_\_\_\_\_

Signature

Date

**As the parent or legal guardian of the minor student signing above, I have read the policy printed above and agree to be responsible for my child's adherence to all rules and prohibitions as stated in this policy. I give my permission for my child to use computers owned by SVS.**

Signature of parent/guardian

Printed Name

Date

**APPENDIX D Extended Care**

*Saint Viator Parish School*



*Extended Care Handbook  
2023-2024*

*Saint Viator Parish School  
4246 S. Eastern Ave.  
Las Vegas, NV 89119  
(702) 732-4477, Ext 124*

## EXTENDED CARE PROGRAM REGISTRATION FORM for 2023-2024

Family Name \_\_\_\_\_ Family# \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

Father \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Emergency# \_\_\_\_\_

Mother \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Emergency# \_\_\_\_\_

Parent(s) or Guardian(s) with whom the child resides: \_\_\_\_\_

Contact/Billing Email: \_\_\_\_\_

List any chronic health conditions (allergies, asthma, etc.). \_\_\_\_\_

In addition to parents, authorized pick-up persons (must present ID):

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Name: \_\_\_\_\_ Contact # \_\_\_\_\_

### EXTENDED CARE PROGRAM FEE SCHEDULE

**Yearly Registration Fee:** \$75 per child

**After School Rates for registered students:** \$10.00 per hour per child.

Morning Care for registered students: \$10.00 per day.

**Drop-in Status:** Unregistered drop-ins would be \$15.00 per hour per child on the first event.

**The registration fee will need to be paid after the second drop-in.**

St. Viator Parish School reserves the right to amend the Extended Care Handbook for just cause. Parents will be promptly notified in writing if changes are made. We have read and agree to be governed by this handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EXTENDED CARE PROGRAM FOR 2023-2024

The Extended Care Program of St. Viator Parish School provides children with a Catholic environment extending the philosophy of St. Viator Parish School into the hours after school during the school year (closed on school holidays). The program serves the children of parents who work outside the home. There is a clear academic component, which includes homework time, as well as art, computer time, games and activities. The program provides safety, care, supervision and recreation.

The entire program is under the administration of the school principal; a coordinator, teachers and other caregivers staff the St. Viator School Extended Care Program. The staff members

work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect for others is encouraged.

We are pleased to announce that St. Viator Parish School offers an Extended Care Program to support our children and parents. The program is staffed by school employees. The program begins on the second day of school with supervision from 7:00 a.m. to 7:45 a.m. and again from 2:45 p.m. until 5:30 p.m. and on early dismissal days from 12:00 p.m. – 5:30 p.m.

The pages contained in this handbook explain the philosophy and goals, admissions, daily release, discipline policies and the fee schedule. Please be sure to read through everything carefully and sign the statement at the end of this handbook. With your cooperation and courtesy, the staff will be able to continue this much needed service.

### **ADMISSIONS POLICY**

St. Viator Parish School agrees to provide Extended Care for a student and, in return, the parent(s) agree to pay a fee to support the rules of the program. Fees are the sole support of the school Extended Care Program. St. Viator School or Parish does not subsidize it.

All students in the program must have a registration form, a release form and a medical information form on file for the Extended Care Program. Parents must complete and return these forms along with the \$75 non-refundable registration fee, per child.

Parents who choose to use the Extended Care Program on an irregular (or drop-in) basis are required to register their child and pay the yearly \$75 registration fee.

### **FEE SCHEDULE**

**Non-Refundable Registration Fee:** \$75 per child

**After Care Rates for registered students:** \$10.00 per hour, per child billed monthly.

**Morning Care Rates for registered students:** \$10.00 per hour, per child billed monthly.

**Drop-in Status:** Unregistered drop-ins will be billed \$15.00 per hour, per child on the first event. The registration fee will be billed after the second drop-in.

In order to continue to serve the children in an adequate and fair way it is necessary that all payments be prompt and complete. Extended Care Program participation may be suspended at any time for families with delinquent accounts.

Invoices will be emailed on a monthly basis and payment must be received 15 days from invoice date. If payment is not received within 15 days of the invoice date, a late fee of \$30 per child will be assessed per month. Payment should be made in the school office. Fees can be paid by check, cash or by using a credit or debit card at a 3% service charge. Checks should be made out to St. Viator School. The school office is responsible for the collection of fees. Late pick-up fees must be paid with the next regular payment of the program fees or the child *may* be dismissed from the program.

## DAILY PROCEDURES

Students should report to the cafeteria immediately upon dismissal. Supervision of students on the school campus ends at 2:40 p.m. 2:45 pm and 2:55 pm on regular days and after 12:10 p.m. on early dismissal days. Remaining students will be signed into Extended Care and charged the drop-in rate for that time.

Extended Care provides a healthy snack daily. Permission by the coordinator to bring a snack from home may be given in a case where the child has food allergies. Parents should send in written notification of any food allergies.

Each day a homework period is scheduled for all students, as necessary. It is the child's responsibility to know what homework has been assigned. It is the responsibility of parents to check homework assignments at home. The older students may have more work than can be completed during the homework period.

Designated areas/rooms will be provided for the program. Schoolyard space for outdoor play will be available. Children should not be in any other part of the school building without the direct knowledge and permission of a staff member.

Your child can only be released to you or persons designated on the registration form. If someone else is to be responsible for your child, we must have notice in writing or via email signed and dated by you. Identification will be required.

All students must be picked up no later than 5:30 p.m. Your child(ren) must be signed out of the program by you (or your designee) initialing the attendance log and indicating the pick-up time.

**For liability purposes:** Once your child has been signed out they must remain under parental supervision at all times if they will be staying on campus.

**Pick-Up Time:** This program ends at 5:30 p.m. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals. If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be charged. Parents enter school by the designated door to pick up children. Official attendance records are kept for the Extended Care Program. Accurate times must be recorded when the child is picked up by an adult.

**Late Pick-Up fee:** If a parent arrives after 5:30 p.m. there will be an additional fee of \$1 per minute, per child for every minute past 5:30 p.m. Fee for late pick up must be paid with the next regular payment fees. These fees apply on a regular or drop-in status.

## DISCIPLINE POLICY

Please be advised that since the Extended Care Program is an extension of the school program, all rules contained in the Parent Student Handbook apply.

All children and adults in the Extended Care Program are expected to act in a cooperative and respectful manner toward the adults in charge, other students in the program, as well as all school/students property.



Any disciplinary action deemed necessary at the time of an incident will be discussed with the parent or guardian by the staff member in charge as soon as possible. Recurring incidents will be brought to the attention of parents/guardians, the director, and the administration. If there is a serious discipline problem with your child he/she will be given a discipline referral that you will be expected to sign before your child returns to the program. The school administration will take action on matters of serious misconduct or behavior. Any further problem may result in immediate suspension or expulsion from the program.

## HEALTH CONCERNS

Health is always a concern of the school staff. Extended Care Program staff must be aware of chronic health concerns of the child and how to respond in case of emergency. Please check to see that you have provided any special health information on the registration form.

The Extended Care Program follows the policy of St. Viator Parish School with regard to health issues. Medication will be dispensed through the school office between 8:00 a.m. and 2:45 p.m. provided the appropriate release statement is signed and on file.

***No medication will be dispensed while children are in the Extended Care Program except under emergency conditions. If there is an emergency medication that the child may need administered, an additional prescription must be given to the Extended Care Department and a copy of the appropriate Diocesan form must be on file in the office. If a child becomes ill while attending the program, a parent/guardian will be notified (or another person listed on your emergency card if the parent/guardian cannot be reached).***

**Food allergies:** Parents of children with special dietary needs should discuss them with the Extended Care Supervisor and give written notification of "forbidden" foods. If something serious should occur and the building is evacuated the children will be taken to a designated place. Parents will be given information as to the site chosen.

## ILLNESS OR ACCIDENT

In cases, which appear to be of minor nature, first aid will be administered on the premises.

In cases which appear to be serious, the Extended Care Coordinator will make every effort to notify the parent or guardian and to carry out the instructions as given on the emergency form. If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act accordingly to their best judgment for the welfare of the child. Students may be covered by the school insurance.

Parents will be expected to make provisions for taking sick children home. The Extended Care Program does not have a nurse on staff or capabilities for the transportation of children.

Fire drills and emergency procedures will be coordinated with school policy.

## PARENTAL RESPONSIBILITIES

With the children's safety and well-being in mind, it is most important that the parent fill out the emergency form. Please be sure to give any information that will ensure your child's well-being and update it whenever necessary.

Parents, guardians, or authorized drivers should not take children from the school campus or other areas without first notifying the program staff and signing the child out.

Extended Care personnel will not permit children to leave the facility unless accompanied by a parent, guardian, or a person whose signature is on the emergency form. For the child's safety, telephone requests will not be granted. There is always the possibility that a person other than a parent or guardian might telephone. Valid identification for newly authorized persons will be requested.

Students may not make same day arrangements on their own to go home with other students. Arrangements must be made in advance with both parents and a written note, signed by the parent, must be given to the director. Students may not be allowed to call or email their parents for permission that day.

Review sign-out procedures, pickup instructions, campus sweep and the school calendar with authorized drivers.

### **CUSTODY**

The school should have copies of custody decrees or other documents relating to a parent's contact with the child if both parents do not have custody. Extended care should have this information so the staff will know when, if ever, a child may be released to the non-custodial parent.

### **TELEPHONE USE**

The Extended Care phone number is **702-732-4477**. Please instruct your child that the Extended Care phone is for Extended Care business. **Please call the staff as a courtesy, if you are going to be late.**

Our staff wishes to give your child the very best care. In order to accomplish this, we need to work together. We seek your support and cooperation. We recommend that the family review this Handbook together. Please indicate that you have read the contents of this Handbook by signing and returning the Parent Signed Agreement and returning it to Extended Care or the front office on your child's first day of attendance in the program.

Please communicate with us on any special needs your child might have and inform us of any events that might influence your child's behavior such as lack of sleep, an illness, death in the family, or change in family routine. We will respect any confidence shared with us for the welfare of your child.

We want your child to think of the Extended Care Program as an extended home away from home. We want the children to be happy, active, and interested. We want them to socialize, to make friends, to feel secure, and to have FUN!

*St. Viator Parish School*  
*Parent-Student Handbook Agreement*

We, the undersigned Parent(s) and Student(s), have read the Parent-Student Handbook for this school year, agree to follow all policies as outlined in the handbook, and agree to work with the School in upholding its Catholic philosophy. Specifically, working together with teachers and staff we will:

- Be faithful in our religious mission and strive to develop strong prayer lives.
- Follow St. Viator Parish School rules, regulations, and guidelines.
- Support home and school functions.
- Present legitimate concerns to the teachers and school administration.
- Be punctual and responsible with tuition and fees.

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

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

\_\_\_\_\_  
Student Signature(s)

\_\_\_\_\_  
Grade

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please sign and return by  
Monday, August 21, 2023