

St. Viator Parish School

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St. Viator

“Act Justly, Love Tenderly, Walk Humbly With God and Each Other”
Micah 6:8

2019-2020 Parent-Student Handbook

Parent-Student Contract

We, the undersigned Parent(s) and Student(s), have read the Parent-Student Handbook for this school year and agree to work with the School in upholding its Catholic philosophy.

The Parent-Student Handbook is available for your review at our school's website:
www.stviatorschool.org

SPECIFICALLY, WORKING TOGETHER WITH TEACHERS AND STAFF, WE WILL:

- ✚ Be faithful in our religious mission and strive to develop strong prayer lives.
- ✚ Support St. Viator Parish School and its 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 19, 2019



St. Viator School Parent/Student Handbook

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St. Viator Parish School

established 1965

INTRODUCTION

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.

This Handbook is only a guide. This Handbook is not a contract. The Diocese 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 Diocese of Las Vegas and St. Viator Parish School.

Diocese of Las Vegas
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In the event that changes are made, the parents will be given notification of such changes in writing through the communication folder distributed to the children in their homeroom. The Principal is the official representative of the school and is the appropriate person to address parent questions regarding school policy and procedures.

NON-DISCRIMINATION POLICY

The Diocese 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.



Be it known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in its classes, the model of its faculty, the inspiration of its students.

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.

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

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

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

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

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

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

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

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

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

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

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

SCHOOL-WIDE LEARNING EXPECTATIONS

School-wide Learning Expectations are defined as what a student should know, understand and be able to do by graduation. These learning expectations have been collaboratively developed by our Students, Parents, Teachers, Staff and School Board, reflecting the School Policy and Mission Statement of St. Viator Parish School.

Through our School-wide Learning Expectations our goal is to develop active faith-filled Catholics who are life-long achievers, effective communicators, responsible decision makers, and culturally aware/global citizens.

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:

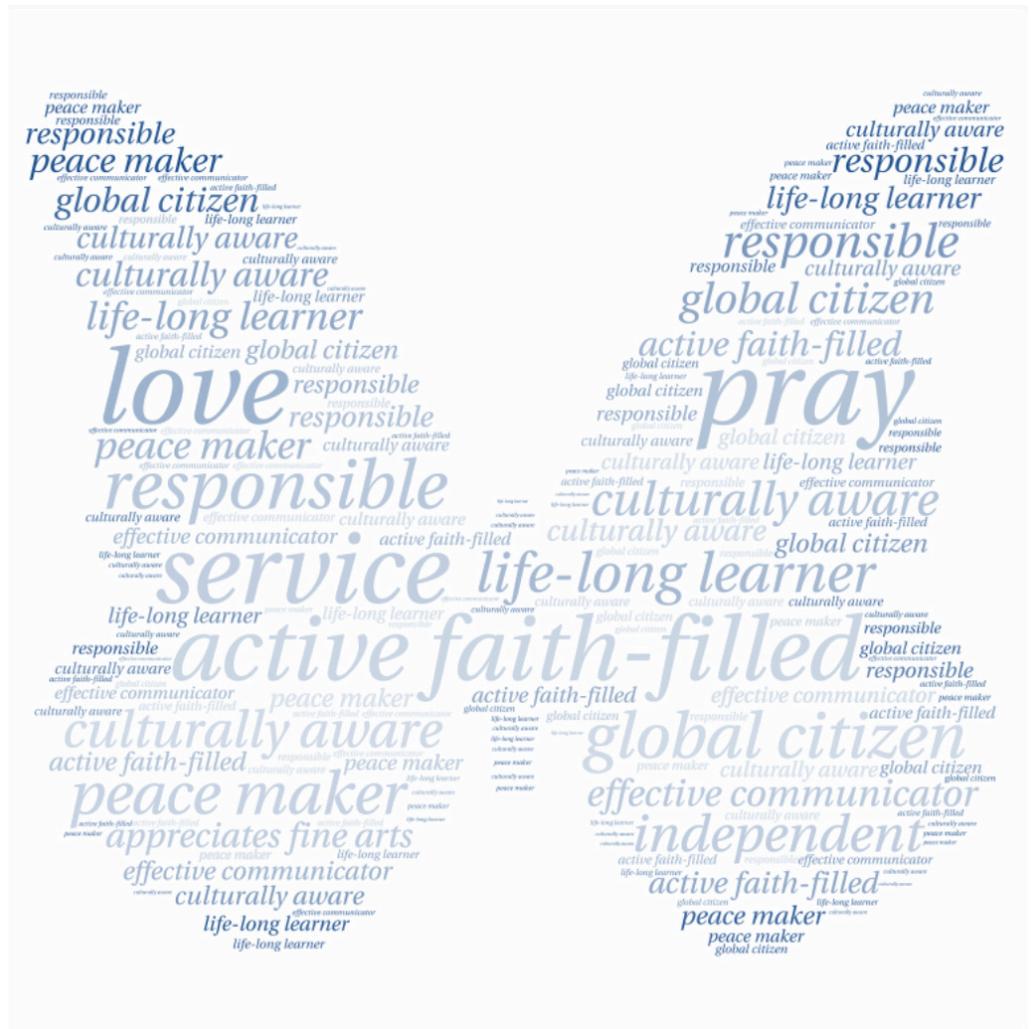
- a. speak well
- b. listen to others
- c. write ideas clearly
- d. read with understanding and enjoyment
- e. understand the tools of technology and use them responsibly

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:

- follow the Golden Rule
- respect themselves and each other
- are peacemakers
- appreciate and care for all of God's creation
- 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 graduation." The following pages will detail the manner in which we achieve these expectations as well as the rationale for this process.

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 lifelong 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

Revised April 12, 2010

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

Revised April 12, 2010

School-wide Rubric for culturally aware/global citizens who:

Indicators:	Highly developed	Developed	Emerging	Exploring
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

Revised April 12, 2010

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. (Adapted from Fontana USD)
 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.

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 2014 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 21st Century" from the Archdiocese of Cincinnati is used by St. Viator School to guide the teaching of curriculum areas.

PARENTS AS PARTNERS IN THE EDUCATIONAL MISSION

PARENT ROLE IN SCHOOL COMMUNITY

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

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

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

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

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

Financial 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. Teachers are available to parents either by appointment, phone messages or email to discuss a child's progress and development or any concerns a parent may have about their child. When parents and teachers communicate in a positive and courteous manner with one another, children benefit. Grades 3-8 parents should check Rediker PlusPortals on a regular basis before contacting the teacher.

HOW PARENTS CAN POSITIVELY PRESENT THEIR CONCERNS

Parents begin by contacting their child's teacher if they have a concern or a problem with a class. They may do so by leaving a message on the teacher's voice mail (dial the appropriate teacher's extension number plus #7), or by sending a note to school with their child. The parents also have access to PlusPortals 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. 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.

PARENT-TEACHER CONFERENCES

The school will schedule an annual conference during the first trimester for all parents to meet with their child's teachers. The school expects all parents to attend these conferences in PK through 5th Grades. Conferences in Junior High are mandatory for students and parents when grades fall below 2.0 or as requested by parents. The dates of these conferences appear on the school calendar.

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

PARENT-TEACHER 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. Please see the website for details on all the committees you are welcome to join.

SCHOOL COMMUNICATIONS WITH PARENTS

Throughout the school year, parents receive information from the school in different formats. Beginning in August, parents receive a packet from the school containing important information for the school year. Communication also includes parent/student conferences; curriculum outlines for all grades; weekly Viator Voice; Parent/Student, Athletic, and Volunteer Handbooks; Alert Solutions, and for Grades 3-8 PlusPortals provides continuous information regarding academics and attendance.

Website

Our school website is www.stviatorschool.org. There is a wealth of information located on the site. The Parent-Student Handbook and the Monthly Calendar is posted. You can also obtain information about the Foundation, PTO and all school activities. You should check the site regularly.

Parent-Student Handbook & Calendars

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

Viator Voice— Yellow Classroom Communication Folder

The school newsletter, the Viator Voice, will be emailed at least once weekly. Information on the Viator Voice is also listed on the web site. Look for the yellow weekly communication folder every Tuesday. 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 to sign the folder, fill out and 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 \$2.00 if the folder needs to be replaced.

Back-to-School Night—Curriculum Presentation

Two curriculum presentations will occur during the first month of school.

Grade 6, 7 and 8 parents 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. At the end of the evening, parents may visit their homeroom teacher.

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.

Rediker PlusPortals Gr. 3-8

PlusPortals is a web-based information system from Rediker. Parents are able to gain immediate access to their children's grades and students can track their progress. Parents and students should be checking PlusPortals on a daily basis. There should be no surprises at the end of a trimester if you are monitoring PlusPortals. 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. PlusPortals 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 BOARD

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

The purpose of the Board:

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

To discuss an issue at a School Board meeting your concern must be placed on the agenda. You must contact the School Board President to have this done. This must be done to allow the appropriate parties to prepare quality answers to concerns.

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 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.

Note: All drivers must be 25 years of age or older.

CLASSROOM STRUCTURE/CURRICULUM

PREKINDERGARTEN

The general needs of the Prekindergarten child and the Kindergarten child are similar. They need the same type of guidance in their physical, emotional, social and intellectual development. We believe that for the PreKindergarten child the following is important:

1. A young child learns through the medium of play.
2. A positive self-image is important in the development of the whole child.
3. Children should be taught respect and sensitivity toward the needs and feelings of others and themselves.
4. Children need to have meaningful, concrete experiences that are fundamental to later learning.
5. Exploration and experimentation are basic to creative thinking and problem solving.
6. The school will provide an environment that will stimulate curiosity, a questioning attitude, and an eagerness for learning.
7. Prekindergarten for each child should be a successful experience of happy and healthy living.
8. Upon entering PreKindergarten your child **must** know their full name, their parents' name, be able to dress them self, put their shoes on correctly, **and be able to use bathroom facilities on their own and be completely toilet-trained.**

Prekindergarten is a place where young children learn as they play and as they share experiences with other children. It is a place where they are provided with a variety of materials and experiences suited to their individual needs, and where they are offered guidance and encouragement as they learn.

This is a crucial period of development when parents and teachers educate the child by being loving and understanding, by acting as role models to show them how to pattern their behavior. Positive Christian behavior is the goal at St. Viator Primary Campus.

At the beginning of the school year we work with the children on social adjustment, learning to cooperate with each other, and sharing. Many new materials will be introduced for play and exploration. As the year continues we will spend time developing certain skills, habits and attitudes and work on their readiness skills to prepare the preschool child for entrance into Kindergarten. The ability to listen and pay attention is of utmost importance for success in school.

Physically, most prekindergarten children are developing their fine and gross motor skills. At four or five years old, children may have developed their motor skills to the point where they can ride a tricycle or skip rope, but activities which require use of fine motor skills such as cutting, pasting, and holding a pencil, etc. may still be difficult. Developing these fine and gross motor skills are a part of the readiness program. The children have an opportunity for structured and free play activities on a daily basis.

Our program covers religion, language arts, math, art, music, physical education, science and social studies. The Religion series is "I am Special" (Sunday Visitor). Through stories, games and other experiences, this readiness program for four-to-five year olds introduces the children into the regular routine of religious instruction. Formal prayers are taught and spontaneous prayer is encouraged. Conversational Spanish will be taught using DVD's (once a week) and reviewed throughout the year.

PREKINDERGARTEN DRESS: In warm weather, shorts and T-shirts are acceptable. Halter tops, boys tank tops, crop tops, or anything exposing the back or tummy are not acceptable for school. For safety on the playground, proper fitting tennis shoes with velcro closures are required. Socks must be worn with shoes. Children have a hard time participating in our outdoor activities unless they are wearing sneaker-like shoes. Cowboy boots, jelly type shoes, party shoes and sandals are not permitted for boys or girls. Prekindergarten children have the option of wearing the same uniform as the kindergarten students

KINDERGARTEN

Our Kindergarten Program is a full day program and will consist of, but not limited to, the following activities:

ACADEMIC CURRICULUM:

- **Religion:** Our series is "Blest Are We" by Silver Burdett. We will also work on various projects during the church seasons. Formal prayers are taught and spontaneous prayer is encouraged.
- **Language Arts:** We use the Harcourt Brace Common Core Journey Series. Students will be using authentic literature and extension activities to learn to read. These lessons incorporate various strategies, such as phonics skills (sounding out), context clues (such as pictures) and the use of sight words. The lessons also teach children to think about and make personal connections to stories and poems through discussions and response strategies. **There should be daily reading at home for a minimum of 15 minutes.** This is required of all students. At first you will read to your child and as the year progresses, your child will begin to read to you
- **Spanish:** Conversational Spanish will be taught..
- **Math:** Our series is "Progress in Mathematics" by Sadlier/Oxford. We will be covering topics such as patterning, counting, ordering, comparing numbers, measurements, recognizing and counting coins, telling time and addition and subtraction.
- **Handwriting:** Handwriting will be incorporated into all areas. Neatness and proper formation of letters will be stressed. Children will learn to print their first and last names.
- **Science and Social Studies:** Science and Social Studies will be integrated into the curriculum. Individual units in these subject areas will also be introduced. Simple Solutions science is used to enhance the curriculum.
- **Physical Education, Art, and Music:** These subjects will be taught each week. The teachers' aides provide a physical education program and the Art teacher instructs the class once a week.

- **Computer:** In each classroom all children have the opportunity to work on Reading, Math, Science, and Language Activities on computer programs, iPads and SmartBoard.

HOMEWORK: Homework will be assigned in Kindergarten. It will be a reinforcement of what was taught in class. Parents will be given more information on homework near the end September. The children are encouraged to review their daily take-home papers with their parents for reinforcement.

CONFERENCES: Scheduled conferences will be held in the fall. We will follow the main campus schedule. Scheduling information will be sent home prior to conference week. **All parents are required to attend a conference.**

UNIFORM: Kindergarten students are required to wear the following uniform: grey or navy polo long or short sleeved shirt, navy pull on pants or uniform shorts, navy skorts, (optional - girls blue plaid jumper with navy or black bike shorts and white blouse), Mayfair ankle socks, white or navy tights or knee socks, and solid black tennis shoes with Velcro (mandatory).

ELEMENTARY – GRADES 1 – 2 – 3

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

Learning in the elementary campus is designed with consideration for level of readiness and individual abilities. Emphasis areas include religion, language arts, and mathematics as well as social studies, science, computer, Spanish, physical education, music, art and library skills.

In addition to preparation for receiving the sacraments of Reconciliation and Eucharist, the religion curriculum focuses on our relationship with God and others, elements of the Mass and the Church as a community. Participation in service projects is encouraged. Language Arts encompasses reading, phonics, grammar, spelling, listening and speaking skills and the 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.

INTERMEDIATE– 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. Religion, Science, Social Studies, English, Literature, and Mathematics are the core of the junior high academic curriculum.

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

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

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

SCHOOLWIDE PROGRAMS

Computer Education (Grades PK-8)

The computer curriculum includes keyboarding, word processing, database, spreadsheet, drawing skills, online research and multimedia presentations. Skills are introduced and taught at age appropriate levels to students in four-year-old preschool program through eighth grade. Many assignments and projects are coordinated with grade level teachers.

Student use of the Internet is in support of instruction and research. Firewalls are installed to protect the student's access to inappropriate sites. Each student is required to sign a contract regarding use of computers. In order to assure the proper use of Internet accounts and resources, all students and parents must sign the school's Internet agreement before the student has permission to access the Internet at school. Signing the Technology Acceptable Use Policy indicates that the user will abide by the rules governing Internet access as stated in the contract and will not hold the school, its personnel and/or the Diocese of Las Vegas liable in the event of a breach of this contract by the user.

Almost every classroom is equipped with a Smart Board, Video Streaming capabilities and many other sources to enhance learning.

Junior High 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 addition, the Foundation Board agreed to assist St. Viator Parish School with lease payments on 220 Apple iPad Air 2s for our Junior High Students.

With 75% 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 insuring our students exceed our school-wide learning expectations and are instructed on understanding the tools of technology and to use them responsibly.

My Access Writing Program (Grades 5-8)

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 ECRA 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.

Conflict Resolution Program (Grades K-8)

During the first trimester, students in K-8 will be involved in a comprehensive program. Skills and concepts learned will be reinforced throughout the school year. **Peer Mediators:** Students in Junior High can sign up to be trained as peer mediators with the counselor. As part of this program parents and students sign a contract reflecting their responsibilities in the program. The junior high students will cover study skills and have quiet study halls each week. To compliment our programs, we have introduced students to Kelso's Choices for additional choices in problem solving and positive choices.

Diocesan "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

God's Own Making 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 available for purchase by 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.

Library/Media Center (Grades 1-5)

Students in grades one through five 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 bar code.

Music/Art (Grades K-5)

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 and for grades 5-8 angel singers, and bell choir.

Band (Grades 5-8)

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

Clubs and Other Activities (Grades 1-8)

St. Viator School has numerous clubs and co-curricular programs for our students. Please see the school website for a complete list of the current activities.

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

Students attend grade level Masses (Grades 1-4 and Grades 5-8) on alternate weeks. All school Masses are held on Wednesday each week (with the exception of unique circumstances which are reflected in the school calendar). Throughout the year Prekindergarten and Kindergarten students will be celebrating Mass with us. 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, especially during Advent and Lent.

REFLECTIONS AND DAILY PRAYER

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

ACADEMICS

DAILY SCHEDULE

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 3:05 PM will be placed in the Extended Care Program and appropriate fees will be charged. **School closes at 2:45 PM** children must leave the school grounds promptly unless involved in an after school supervised activity. **The playground is closed at 2:45 PM to all except Extended Care and school authorized practices.**

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

Prekindergarten and Kindergarten—Arrival and Departure Times

- 7:45 Cafeteria open for parents and students
- 8:00 Teacher/Aide brings students to classroom
- 2:45 School ends at 2:45 for PK and K. Parent picks up students at the classroom. Students remaining on campus after 3:00 PM will be walked to Extended Care.

Gr. 1-5—Arrival and Departure Times

- 7:45 Gate opens for Gr. 1-5
- 8:00 Grades 1-5 Attendance Bell
- 2:45 School ends at 2:45 for Grades 1-5. Students remaining on campus after 3:00 PM will be walked to Extended Care by the aides in the parking lot.

Gr. 6-8—Arrival and Departure Times

- 7:35 Gate opens for Junior High Students only
- 7:45 Grades 6-8 Attendance Bell
- 7:50 Junior High 1st period begins.
- 2:35 School ends at 2:35 for Junior High. All Junior High students must be picked up by 2:45 PM.

Gr. PK-8 Lunch and Recess Schedule

<u>GRADES</u>	<u>LUNCH</u>	<u>RECESS</u>
Prekindergarten	11:55-12:25	12:30-1:00
Kindergarten	10:50-11:20	11:20-11:50
1 st , 2 nd , 3 rd	10:50-11:30	11:10-11:30
4 th & 5 th	11:35-12:15	11:55-12:15
6 th , 7 th , 8 th	12:20-1:00	12:40 – 1:00

REPORT CARDS

Report Cards are the primary means for the school to communicate the academic progress of children to parents. Reports Cards are distributed at the end of each trimester. The Diocesan Report Card is given on three different levels. **1.** Grades PK-2 (un-graded), **2.** Grades 3-5, **3.** Grades 6-8. This format reports students' progress with greater depth and sensitivity. Individual skills are listed under each subject area to indicate strengths and areas of concern. Percentiles will be used instead of the letter grade. The report cards are computer generated, so the parents keep the report card and return only the signed envelope. Parents should consult the school calendar for the dates students receive these reports. 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. Gr. 3–8 may check PlusPortals daily for academic progress.

GRADE POINT SCALE, GRADE 3 – 8

A+	100 - 97
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	Below 60, Grade Standard not met

Grades 1-2

S	100 - 90
P	89 - 80
N -	79 - 70
L -	69 and below

HONOR ROLL

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

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

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

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

ACADEMIC HONORS, GOOD SAMARITAN AWARDS

At a school assembly, held after each trimester, students in grades 4 through 8 receive recognition for making the academic honor roll. Good Samaritan awards are given out monthly for Grades 1 – 8 at Prayer and Flag.

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 Graded Course Study, Growing Together. The following guidelines are part of the promotion decision.

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

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

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

Summer School and/or tutoring is 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 requirements and a written assessment of each student.

Retention

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

Placement

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

HOMEWORK

Homework is an extension of class work and students must be conscientious about completing this task because it is part of the whole learning process. All students should do some studying at home each day; even if it is only to review the day's lessons. Homework is due on the date assigned by the teacher. Parents must make any request for additional time to complete an assignment in writing to the teacher. This special request must be approved by the teacher. **In Grades 6-8 if homework is late the following grading scale will apply: 1 day 60%, 2 days 50%, 3 or more days late 0% at the teacher discretion depending on circumstances.**

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 Rediker, PlusPortals. It is the student's responsibility to check the planner for missing assignments along with checking with each teacher regarding class work expectations.

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

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

<u>Approximate Time</u>	<u>The Time May Vary Due To</u>
Grades 1-2-3 15 to 30 minutes	1. Planning of long-range assignments
Grades 4 30 to 45 minutes	2. The student's ability, skills, and
Grades 5 & 6 45 to 60 minutes	interes
Grades 7 & 8 60 to 90 minutes	

Kindergarten: Homework will be assigned in Kindergarten. It will be a reinforcement of what was taught in class. Parents will be given more information on homework near the end of September. The children are encouraged to review their daily take-home papers with their parents for reinforcement.

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 eighth grade trip to Washington, D.C., the seventh grade three-day class trip to Carson City, Nevada, and the sixth grade trip to Science Camp. If needed, financial assistance is 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 not a right, but a privilege.** Students must meet behavioral requirements to participate and excessive checks and/or alert detention slips will lead to the children being denied the privilege of participating. To participate in the overnight field trips all financial obligations must be current as of February 15th of the current year and continue to be current until the date of the trip.

- 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 child is on the trip, he or she must not be treated any differently than any other child.
- We hope you enjoy the outing, but remember your first obligation is to the students.
- The following Diocesan 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

PHILOSOPHY OF DISCIPLINE

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

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

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

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

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

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.

POLICIES AND PROCEDURES:

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

The student has the right

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

The student has the ethical responsibility

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

GENERAL SCHOOL CONDUCT

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

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 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 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.

Investigation of Reports

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 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

A student will receive an out-of-school suspension for gross misconduct, or when the student must be removed from school for the general welfare of the school, or for the benefit of the student involved. The student is not allowed on school grounds or permitted to attend or participate in any school function on or off campus on the day or days of the out-of-school suspension. For the student to be readmitted to school, the parent and student must meet with the Principal. The suspension is a minimum of one full school day. Previous assignments due will be accepted and graded, but the student will receive a failing grade for tests, quizzes and other class work given during the time of suspension.

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 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.

SUPPORT SERVICES

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.

COUNSELING

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 Safe Touch 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/psychologist.

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

SMALL GROUP PROGRAM

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

The groups are voluntary and confidential so the child must agree to be in the group or it will not be beneficial to anyone. The nature of 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 themself 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.

TEACHER AIDES

Fulltime teacher aides are present in grades PreK-1st. The 2nd & 3rd grade teachers share an aide as do 4th and 5th. 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 parking lot.

EDUCATIONAL SPECIALISTS

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

STUDENT EDUCATIONAL TESTING

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

Individual Student Testing: The school and/or parents may initiate this process 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 privately requested testing and evaluation reports, which will affect student performance.

EXTENDED CARE PROGRAM

For your convenience, we provide 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 6:45 AM to 7:45 AM and 2:30 PM until 6:00 PM. Late fees will be assessed for those picking up after 6:00 PM. It may be utilized monthly, weekly, or on a drop-in basis as needed by the parents. The drop-in program may not be utilized on Minimum days.

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.**

ADMISSIONS/ATTENDANCE

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. **Acceptance should not be presumed.**

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

St. Viator parishioners must have an affidavit signed by the Pastor of St. Viator Church.
Diocese of Las Vegas parishioner must have an affidavit signed by the Pastor of their Diocese 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 Admission Contract. Parents and students must return this contract to the school office by the end of the first week of the new school year. The Admission Contract acknowledges: **(1) Parents and students agree to abide by the policies and procedures in the school handbook**, (2) A parent's obligation to pay tuition by the 15th 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.

ATTENDANCE

Regular and punctual attendance is required. **All grades 1-5 students are to be in their respective classroom, sitting in their assigned seat and ready to begin the day before the 8:00 AM bell rings. All students in grades 6-8 are to be in their homeroom and ready to**

begin the day before the 7:45 bell rings. Experience has indicated that there is a correlation between class attendance and successful academic achievement. Any student arriving to school after 8:00 AM must go to the office to sign in and will be marked tardy. A student shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed, and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed. This also applies to minimum days.

When a student is absent from school, parents should observe the following: Parents should report an absence immediately to the school by leaving a message on the school's voice mail phone system (732-4477 extension 104). 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.

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

Early Dismissal: 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.

TYPES OF ABSENCE

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

Excused

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

Medical Appointments

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

- 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 they 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.

Absence not due to Illness (Unexcused)

Absences cause a serious disruption in the continuity of the student's schooling. Vacation during school time is discouraged. The decision for the absence is the responsibility of the parents and the student; it should take into consideration the student's academic status in school, with serious thought given to the impact of the absence. Students whose grades are average or below in any class cannot afford to take extended time off from class. The classroom learning environment and discussions cannot be recreated.

Teachers are not required to give student's assignments before their absence. Immediately upon returning to school the student is responsible for meeting with their teacher/teachers to access missed work. The student and his/her parent should notify the school office and his/her teachers in writing, at least one week prior to the anticipated absence. The school accepts no responsibility for work missed on extended absences. 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.

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 session. If necessary, a parent may choose to have the child go to the function and be marked absent or come to school after the function and be marked late.

TARDINESS

A student who is tardy to school must report to the Main Office immediately upon his/her arrival at school. The student must get a late slip before going to class. Students who do not get late slips will be marked absent. The Main Office will make the decision whether the student's tardiness to school is excused based on the circumstances, e.g. a traffic accident delayed the student's arrival to school, a power outage at home, or a weather related problem, such as flooding. The student may only accumulate three excused tardies in the same quarter. After

three excused tardies, any tardy thereafter the school will consider as unexcused and therefore each subsequent tardy may lead to a detention. Students will receive alert notices for all unexcused tardies. 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. Five unexcused tardies for students in Junior High in one trimester will result in a detention. The school office personnel will give the students a late slip to give to their teacher. Students in Grades 1-3 will be escorted to their classroom. **No parent may walk his or her child to the classroom after the gate closes.**

GENERAL PROCEDURES

PERSONAL BELONGINGS

Personal electronic devices such as pocket video games, laser pens, etc. do not belong in school. No sports balls should be brought to school. The school will not be responsible for these things if they are 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.

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**/Diocese of Las Vegas, or that was brought onto the property of **St. Viator School**/Diocese of Las Vegas. Property belonging to **St. Viator School**/Diocese of Las Vegas includes, but is not limited to: lockers, desks, storage areas, computers and/or other work space. Personal property brought onto the Diocesan/**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**/Diocese 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**/Diocese of Las Vegas premises should have an expectation of privacy while on **St. Viator School**/Diocesan property or while attending a school event at any location. Failure to cooperate in searches or inspection may result in disciplinary action, up to an including expulsion.

CELL PHONES

ALL cell phones are to be turned off as soon as the child enters the campus and when first entering their homeroom they are to be placed in the cell phone bin. Anyone who is caught using a cell phone on school grounds between the hours of 7:00 AM and 3:00 PM will face disciplinary actions. If a cell phone is taken away, the parent and child will need to come to office to reclaim it and discuss the disciplinary actions to be taken. The school office phone is available from 7:00 AM until 3:30 PM. Also, each classroom teacher has a phone in their room should an emergency arise.

LOST AND FOUND

Students/parents should come to the office to inquire about a lost item. The school will discard articles not claimed periodically. To avoid losing “things” students must take care to keep their books, etc. with them. They should attend to their personal items at all times. The student’s **full**

name or **last name and homeroom** should be written on all clothing especially jackets, gym clothes, and lunch boxes. This should be updated each school year.

LOCKERS

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

LIBRARY BOOKS AND MATERIALS

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

SCHOOL OFFICE/STUDENT SUPPLIES

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

SUPPLIES

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

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

GYM, CAFETERIA, and ATHLETIC FIELD

School activities have priority over all other outside events. All activities must be scheduled after 5:30 PM if gym/cafeteria are available. The use of the gym, cafeteria or athletic field must be scheduled with the office. These facilities may only be used by St. Viator students with proper supervision and with permission from administration.

Gym:

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

LUNCHES

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

Any parent bringing his/her child’s lunch to school after 8:00 AM should write the **child’s name and grade** on the lunch and bring it to the school office before 10:30 AM. The office staff will make sure the child receives the lunch at the assigned time.

For the convenience of the parents and students, St. Viator School offers a hot lunch program. Lunches must be purchased for each month in advance. The order forms with the menu will be sent home in the 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.

CLASSROOM LUNCH SCHEDULE

<u>GRADES</u>	<u>LUNCH</u>	<u>RECESS</u>
Prekindergarten	11:55-12:25	12:30-1:00
Kindergarten	10:50-11:20	11:20-11:50
1 st , 2 nd , 3 rd	10:50-11:30	11:10-11:30
4 th & 5 th	11:35-12:15	11:55-12:15
6 th , 7 th , 8 th	12:20-1:00	12:40 – 1:0

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

SUPERVISION DURING LUNCH/RECESS

The school will assign Teacher's Aides employed by the school to monitor the lunch room and playground during lunch and recess. The playground fee helps covers the cost for this supervision.

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.

PARTIES AND GIFTS

Teachers may schedule class parties for special events with the approval of the Principal. **Due to food allergy issues no food treats are allowed.** Birthday celebrations are not permitted during school hours. This also includes the celebration of birthdays in the school cafeteria during lunch periods. Students are NOT permitted to bring in balloons, etc. for their classmate's birthday. Junior High lockers should not be decorated on the outside for any celebration.

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

VIDEO AND PHOTOS

St. Viator School requires permission from all parents to use their child's picture or video on it's 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 children's parents, guardian or school.

STUDENT IDENTIFICATION BADGE

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

ARRIVAL AND DISMISSAL PROCEDURE

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

1. **Church Parking Lot:** Park your vehicle in the church parking lot and walk your child(ren) to school or meet them after school in the designated areas. Stay in the designated walk areas.

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

UNSUPERVISED TIME BEFORE AND AFTER SCHOOL

Grade PK through grade 5 students are not allowed on campus before 7:30 AM unless attending a school club/activity. Any student arriving prior to 7:30 AM will be directed to our Extended Care Program until 7:45 AM. Jr. High students will be allowed on campus at 7:30 AM. Any Jr. High student arriving prior to 7:30 will be directed to Extended Care unless attending a school club/activity. Before school, students must wait quietly outside their classroom. No running, playing tag, etc. is permitted. After school, families must pick up their children promptly unless the child is participating in a supervised school activity. All siblings of students in after school activities must go to Extended Care or leave the campus. **Students do not have permission to use the playground before or after school.**

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

PICK-UP CHILDREN AT END OF DAY

All parents are to remain outside the school gates (by the primary grades). When the bell rings the East Campus gates will be opened to release the Junior High students at 2:35 PM. Parents will not be permitted to enter the school grounds until 2:45 PM as classes are in session for grades 1-5. Students are to go directly to the location where their parents are waiting for them. If parents normally pick up their children in front of the cafeteria, students should wait for their ride home in this area designated for pick-up. Parents should be watching their children at all times when walking through the parking lots. If you do not want your child walking through the parking lot then you should use the loop and have your children come directly to your car when you reach the fence at the top of the loop. Students should not wait in the church parking lot for their ride.

Students who are not picked up by 3:00 PM on full days and 12:15 PM on early dismissal days will be sent to our Extended Care Program. Parents/guardians arriving after 3:00 PM should pick up their child at Extended Care and they will be charged per hour of service. Students waiting for siblings in after school activities must go to extended care or must be picked up by parents.

AFTER SCHOOL SAFETY

1. 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.
2. First and foremost, a driver who stops in the turn lane on Eastern to drop off or pick up students places those children in harm's way, while at the same time being in violation of the motor vehicle code.
3. There is no drop off or pick up on Rochelle.
4. Two lanes turning out of Flamingo or Eastern is very dangerous. The 2nd lane would have to go out into the center lane of oncoming traffic and we do not have a light to control traffic on Flamingo nor Eastern. We respectfully ask that you be patient and all turn from one lane right onto Eastern or Flamingo and proceed into the traffic flow. Our parking lot is usually emptied of all cars by 3:15 PM.

VISITS TO THE SCHOOL

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

WITHDRAWAL/CHANGE OF RESIDENCE

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

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

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

HEALTH/SAFETY ISSUES

There is a fulltime nurse employed by St. Viator School.

ACCIDENTS

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

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

The student's family is financially responsible for any medical treatment. The school provides a student accident insurance policy (see page 46).

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.

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 a medication during school hours.

CONTAGIOUS DISEASE CONTROL

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

- General feeling of nausea or malaise
- Sore throat, unusual paleness, earache or running nose
- Red eyes and running nose, coughing and sneezing
- Body temperature above 99.6 degrees or higher
- Severe pain
- For 24 hours after the first dose of an antibiotic is given to treat a bacterial or viral illness
- For 24 hours after fever or vomiting

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 judges that the child is too ill to remain at school, the parents must come to the school office and pick up their sick child. Teachers will send the child's books, etc. to the office. If a child is too sick to stay in school, he/she may not participate in any other school activities that day.

HEALTH ROOM 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, 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. These will be kept in the student's cubby or backpack.

The school nurse will notify the parent/guardian if health room 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.

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 this rule.*

STRANGER DANGER

Each year, parents should reinforce the danger of accepting rides or gifts from strangers. Children should not accept literature or handbills from strangers. Parents should teach children that police officers are their friends and will help them at any time they are in trouble. (See section—Video and Photos on page 35.

CHILD ABUSE/NEGLECT, REPORTING ALLEGATIONS/ SUSPICION

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

ALCOHOL, DRUG AND SEX EDUCATION

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

CLOSING OF SCHOOL/EMERGENCY

In the event of severe weather, loss of water or electrical service, etc., the school 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. The Fire Department personnel comes to both campuses for a once a month fire and/or shelter in place drills. In each room, there is a sign indicating the exit to use.

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 evacuation.

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 Plus Portal Notify messenger program will be used to contact all parents if necessary.

SAFETY RULES — In Case of Fire

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

GUIDELINES FOR PERSONAL APPEARANCE

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

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

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

Facial Hair: No facial hair is allowed. Boys must shave regularly to remove beard, mustache or excessive sideburns. **Jewelry:** Girls with pierced ears may wear one pair of stud earrings. Dangling earrings or ear cuffs are not permitted. Students may wear a simple watch (no smart watches) or 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.

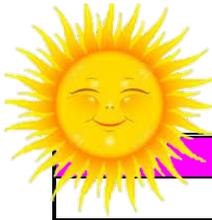
UNIFORM REQUIREMENTS

Uniform Seasons: See the following uniform requirements for both winter and summer.

- **Summer Uniforms:** Required from the first day of school through October 31, 2019.
 - **Winter Uniforms:** Required from November 1, 2019 through February 28, 2020.
- Outer Jackets/Coats** may be worn on extremely cold days for outdoor activities only.

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

- **Mandatory Dress Uniform:** The dress uniform as listed per grade 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 K-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 jacket may be worn over P.E. uniform, but not instead of it. On spirit day students may wear a spirit tee shirt.



St. Viator School Summer Uniform ~ August 12, 2019 through October 31, 2019
 Grades K-5 March 1, 2020 through the last day of school

Girls	Boys
Kindergarten	Kindergarten
Grey Polo with logo short sleeve	Grey Polo with logo, long or short sleeve
Navy pull on shorts and/or 2-tab skort	Navy pull on shorts
Royal fleece jacket with logo	Royal fleece jacket with logo
All black tennis shoes with Velcro (white or black sole), no slip on or dress shoes	All black tennis shoes with Velcro (white or black sole), no slip on or dress shoes
Mayfair socks or white crew socks – logo optional	White or navy crew socks – logo optional
Optional: knee length Mayfair plaid jumper with navy or black bike shorts, white dress blouse with logo	
Grades 1-3	Grades 1-3
Casual Uniform	Casual Uniform
Grey polo with logo, short sleeves	Grey polo with logo, short sleeves
Navy Irvington knee length shorts or knee length stretch shorts	Navy Irvington flat front shorts
Navy 2-tab skort	Black or blue belt
Royal fleece jacket with logo	Royal fleece jacket with logo
White crew socks – logo optional	White or navy crew socks – logo optional
All black tennis shoes (white or black sole), no slip on or dress shoes	All black tennis shoes (white or black sole), no slip on or dress shoes
Dress Uniform	Dress Uniform
White Peter Pan blouse with logo	White oxford dress shirt with logo
Mayfair knee length plaid jumper	Navy Irvington flat front pants
Navy or black bike shorts for under jumper	Navy or black belt
Navy crossover tie	Navy tie
Royal fleece jacket with logo	Navy sweater vest with logo
Mayfair ankle socks or white crew socks – logo optional	White or navy crew socks – logo optional
All black tennis shoes (white or black sole), no slip on or dress shoes	All black tennis shoes (white or black sole), no slip on or dress shoes
Grades 4-5	Grades 4-5
Casual Uniform	Casual Uniform
Grey polo with logo, short sleeves	Grey polo with logo, short sleeves
Navy Irvington knee length shorts or knee length stretch shorts	Navy Irvington flat front shorts
Navy 2-tab skort	Navy or black belt
Royal fleece jacket	Royal fleece jacket
White crew socks	White or navy crew socks – logo optional
All black tennis shoes (white or black sole), no slip on or dress shoes	All black tennis shoes (white or black sole), no slip on or dress shoes
Dress Uniform	Dress Uniform
White oxford or taylor blouse with logo	White oxford dress shirt with logo
Mayfair knee length plaid skirt with navy or black bike shorts	Navy Irvington flat front pants with black or navy belt
Navy crossover tie	Navy tie
Navy sweater vest with logo	Navy sweater vest with logo
White crew socks – logo optional	White or navy crew socks – logo optional
All black tennis shoes (white or black sole), no slip on or dress shoes	All black tennis shoes (white or black sole), no slip on or dress shoes
Physical Education Grades K-5 ~ Summer Uniform Boys and Girls	
P.E. Royal blue shorts and grey t-shirt with logo, White crew socks and black athletic shoes	
Alternate Dress Days	
Spirit Day Boys and Girls ~ Spirit tee shirt with uniform bottoms (see above casual/P.E. Uniform)	
Free Dress Non-Uniform Dress Code – Girls and Boys	
Dresses–may have one-inch straps, no less ; skirts <i>Must be 2 inches above the knee.</i>	Jeans, pants, knee length shorts Not permitted: extremely baggy, tight, or ripped jeans/pants, no leggings
Not Permitted: halter tops, strapless, spaghetti straps, tank tops, midriff tops, pajamas	Shoes: appropriate shoes Not Permitted: flip fops, sandals, backless shoes

Uniform Vendor: Dennis Uniform, 5275 S. Arville St., Suite B124, Las Vegas, NV 89118

Phone: 702-252-7341, www.dennisuniform.com. School Code J4M

4/2/19



St. Viator School Winter Uniform ~ November 1, 2019 through February 28, 2020
Grades K-5

Girls	Boys
Kindergarten	Kindergarten
Grey Polo with logo, short or long sleeve	Grey Polo with logo, long or short sleeve
Navy pull on pants	Navy pull on pants
Royal fleece jacket with logo	Royal fleece jacket with logo
All black tennis shoes with Velcro (white or black sole), no slip on or dress shoes	All black tennis shoes with Velcro (white or black sole), no slip on or dress shoes
Mayfair ankle or white crew socks/navy tights or knee highs	White or navy crew socks – logo optional
Optional: knee length Mayfair jumper with navy or black bike shorts, white blouse with logo, navy tights/knee highs	
Grades 1-3	Grades 1-3
Casual Uniform	Casual Uniform
Grey polo with logo, short or long sleeves	Grey polo with logo, short or long sleeves
Navy Irvington flat front pants or stretch twill pants	Navy Irvington flat front pants
Navy 2-tab skort (with knee highs or tights)	Black or blue belt
Royal fleece jacket with logo	Royal fleece jacket with logo
White crew socks, logo optional, navy knee highs or tights	White or navy crew socks – logo optional
Solid black tennis shoes, no slip on or dress shoes	Solid black tennis shoes, no slip on or dress shoes
Dress Uniform	Dress Uniform
White Peter Pan blouse with logo	White oxford dress shirt with logo
Mayfair knee length plaid jumper	Navy Irvington flat front pants
Navy or black bike shorts for under jumper	Navy or black belt
Navy crossover tie	Navy tie
Royal fleece jacket with logo	Navy sweater vest with logo
Navy tights or knee highs	White or navy crew socks - logo optional
All black tennis shoes (white or black sole), no slip on or dress shoes	All black tennis shoes (white or black sole), no slip on or dress shoes
Grades 4-5	Grades 4-5
Casual Uniform	Casual Uniform
Grey polo with logo, short or long sleeves	Grey polo with logo, short or long sleeves
Navy stretch twill pants	Navy Irvington flat front pants
Navy 2-tab skort (with navy tights or knee highs)	Navy or black belt
Royal fleece jacket	Royal fleece jacket
White crew socks, logo optional, navy tights or knee highs	White or navy crew socks – logo optional
All black tennis shoes (white or black sole), no slip on or dress shoes	All black tennis shoes (white or black sole), no slip on or dress shoes
Dress Uniform	Dress Uniform
White oxford or taylor blouse with logo	White oxford dress shirt with logo
Mayfair knee length plaid skirt with navy or black bike shorts	Navy Irvington flat front pants with black or navy belt
Navy crossover tie	Navy tie
Navy sweater vest with logo	Navy sweater vest with logo
Navy tights or knee highs	White or navy crew socks – logo optional
All black tennis shoes (white or black sole), no slip on or dress shoes	All black tennis shoes (white or black sole), no slip on or dress shoes
Physical Education Grades K-5 ~ Winter Uniform Boys and Girls	
P.E. Royal blue sweatpants and sweatshirt with logo	
White crew socks and black athletic shoes	
Optional Cold Weather Wear K-5 ~ Navy sweatshirt with Mayfair plaid logo	
Alternate Dress Days	
Spirit Day Boys and Girls ~ Spirit tee shirt with uniform bottoms (see above casual/P.E. Uniform)	
Free Dress Non-Uniform Dress Code – Girls and Boys	
Dresses – may have one-inch straps, no less; skirts - 2 inches above the knee with tights or knee highs.	Jeans, pants Not permitted: extremely baggy, tight or ripped jeans/pants, no leggings
Not Permitted: halter tops, strapless, spaghetti straps, tank tops, midriff tops, pajamas	Shoes: appropriate shoes Not Permitted: flip fops, sandals, backless shoes, high heels

4/2/19



**St. Viator School Winter Uniform ~ November 1, 2019 through February 28, 2020
Grades 6, 7, & 8**

Girls	Boys
Grades 6, 7, 8	Grades 6, 7, 8
Casual Uniform	Casual Uniform
Navy polo shirt with logo – short or long sleeves	Navy polo shirt with logo - short or long sleeves
Navy performance polo with logo	Navy performance polo with logo
Khaki gabardine box pleat skirt (1 inch above the knee) with tights or knee highs	Khaki flat front twill pant
Navy or black bike shorts (for under skirt)	Navy or black belt
Khaki flat front stretch pant	Navy fleece jacket with logo
Khaki Irvington flat front twill pant	White or navy crew socks – logo optional
Navy fleece jacket with logo	All black tennis shoes (white or black sole), no slip on or dress shoes
White crew socks – logo optional, navy tights or knee highs	
All black tennis shoes (white or black sole), no slip on or dress shoes	
Dress Uniform	Dress Uniform
White oxford blouse with logo	White oxford dress shirt
White taylor blouse with logo	Khaki Irvington flat front pants
Khaki gabardine box pleat skirt (1 inch above the knee)	Navy or black belt
Navy or black bike shorts (for under skirt)	Navy tie
Navy sweater vest with logo	Navy sweater vest with logo
Navy crossover tie	Navy fleece jacket with logo
Navy fleece jacket with logo	White or navy crew socks
Navy tights or knee highs	All black tennis shoes (white or black sole), no slip on or dress shoes
All black tennis shoes (white or black sole), no slip on or dress shoes	
Physical Education Grades 6, 7, & 8 ~ Winter Uniform Boys and Girls	
P.E. Royal blue sweat pants and sweat shirt with logo White crew socks Black athletic shoe	
Optional Cold Weather Wear 6-8 ~ Navy Microfibre jacket with logo; Navy sweatshirt with Mayfair plaid logo	
Alternative Dress Days	
Spirit Day ~ Spirit tee shirt with uniform bottoms (see above casual/P.E. Uniform)	
Girls	Boys
Free Dress Non-Uniform Dress Code	Free Dress Non-Uniform Dress Code
Dresses – may have one inch straps no less	Jeans, pants – extremely baggy or tight pants are not permitted
Skirts & dresses - must wear with tights or knee highs	
<i>All above ~ no more than 2 inches above the knee</i>	
Jeans, pants	
Shoes: appropriate shoes – see not permitted below	Shoes: appropriate shoes – see not permitted below
Not Permitted: halter tops, strapless, spaghetti straps, tank tops, midriff tops, pajamas and leggings, flip flops, sandals, high heels or backless shoes	Not permitted: flip flops, sandals, backless shoes
Uniform Vender	
Dennis Uniform	St. Viator School Code: J4M
5275 S. Arville St., Suite B124	www.dennisuniform.com
Las Vegas, Nevada 89118	Phone: 702-252-7341

Alternate Dress Code/Free Dress: The above uniform alternate dress applies to First Communion, grade 8 Graduation, and other school events. Boys may wear slacks, jeans or shorts. Extremely baggy, torn, or too tight clothing is not to be worn.

Students must wear school appropriate shoes on free dress days. No slippers or pajama pants. Clothing with profanity, inappropriate pictures or symbols will not be permitted. Hats are not permitted. There is no "Free Dress" on days the dress uniform is mandatory including Mass days.

LOANER TEXTBOOKS

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

The cost of each textbook is between \$50 and \$75. The school plans to use textbooks for several years before replacing a textbook with a new edition. Students will be billed for a new text book as soon as the textbook is lost or damaged.

RESPECT FOR SCHOOL PROPERTY

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

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

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

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

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

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

CO-CURRICULAR PROGRAM

MISSION STATEMENT FOR CO-CURRICULARS

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

STUDENT CODE OF BEHAVIOR

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

STUDENT ELIGIBILITY REQUIREMENTS

Weekly Requirements

ACADEMIC

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

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

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

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

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

BEHAVIOR

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

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

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

STUDENT ACTIVITIES

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

Activity	Grade Level of Participants
Art Club	K through 8 th grade
Band	5 th , 6 th , 7 th , and 8 th grades
Chess Club	K through 8 th grades
Children's Choir	3 rd , 4 th , 5 th , 6 th , 7 th , and 8 th grades
Hobby Fair	6 th grade (REQUIRED)
National Junior Honor Society	8 th grades (must meet qualifications)
Page Turners Book Club	4 th and 5 th grades
Piano and Voice Lessons	All Grades (Private lessons paid by parents)
Student Government	4 th , 5 th (representatives only), 6 th , 7 th , and 8 th (officers elected in May)
The Stallion Status Journalism	5 th , 6 th , 7 th , and 8 th grades
Yearbook	7 th and 8 th grades
Science Fair (all Catholic Schools)	7 th and 8 th grades (Required as part of grade)
Spelling Bee (all Catholic Schools)	5 th , 6 th , 7 th , and 8 th grades
Forensics (all Catholic Schools)	7 th and 8 th grades
Geography Bee (all Catholic Schools)	5 th , 6 th , 7 th and 8 th grades
Athletics*	5 th , 6 th , 7 th , and 8 th grades
Cheerleading*	5 th , 6 th , 7 th , and 8 th grades

*Students are chosen to participate through try-outs.

Anyone staying to watch an athletic game must go directly to the gym and stay in the gym. 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.

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.

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:

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

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

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

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

FINANCIAL POLICIES

REGISTRATION

Registration for the next school year takes place in January. 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.

RETURNED CHECKS

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

STUDENT RECORDS

The school will not release official school records, 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.

Rights of Non-Custodial Parent

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

FUNDRAISERS

There are two fundraisers during the school year. The first one is the APEX Fun Run overseen by the PTO. The second fundraiser is the candy drive. One hundred (100%) percent of the profit goes directly to field trips. If the junior high students participate in this fundraiser, they could reduce their trip cost. Most of the field trip monies are used to charter buses. We take buses for the safety of our children. All buses are hired through the administration office where the bus prices and insurance coverage are checked. Each company must be diocesan approved.

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 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.

Scrip

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.

Use of scrip is part of the St. Viator School Tuition program. A minimum of \$200 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.

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 15th 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 Principal before their accounts may become delinquent. Families may learn that they qualify for tuition assistance. All such 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 Principal and/or Pastor prior to their account becoming two months behind, face possible removal of their children from the school. The principal and pastor will review all such cases and then render a decision.
- ❑ Prompt payment of tuition is a factor in determining continued enrollment.

FINANCIAL ASSISTANCE

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

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/

Parents are also invited to apply for Diocesan Tuition Assistance (if/when funds are available). In order to receive Diocesan 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.

APPENDIX A:



**THE ROMAN CATHOLIC
DIOCESE of LAS VEGAS**

Respectful Learning Environment

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 Diocese 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 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 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



Diocese of Las Vegas Respectful Learning Environment

We believe all Diocese 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, counselor, 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 Diocese 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 Diocese of Las Vegas, I have read and agree to abide by all of the above.

Student Signature

Date

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

Parent Signature

Parent Signature

Date _____

DISCIPLINE POLICIES AND PROCEDURES

The goals of the program are.

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

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

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

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

1. Teachers remind students of the importance of having a clear access to the aisles if there should be an emergency, e.g. fire, etc. Safety of all children comes first.
2. Teachers remind students frequently as a class and individually before they give out alert notices.

- Some children do not recognize the importance of following directions unless there is some response that gets their attention, such as an Alert Notice. Many verbal reminders do not work.

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

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

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

The following guidelines apply to all assigned detentions:

Grades 1 through 8

- Students in grades 1, 2, 3 Five (5) Alert Notices in the same trimester equal one detention. Students start at zero at the beginning of every trimester.
- Students in grades 4, 5 Four (4) Alert Notices in the same trimester equal one detention. Students start at zero at the beginning of every trimester.
- Students in grades 6, 7, 8 Four checks in a week’s time equals one detention. Checks are not sent home, it is the child’s responsibility to keep 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.

Grades One through Five Detention

Junior High Detention (Gr.s 6th, 7th & 8th)

When? During their Lunch/Recess Time

When? 2:40 until 3:40 Wednesdays

Where? Assigned Area

Where? Assigned Classroom

What? Assignment TBA

What? Assignment TB

Students in grades 4 & 5 may receive an after school detention if the incident or situation warrants it. An assignment may be a problem solving exercise that will help the child to reflect on his or her behavior in the situation and help to find more appropriate ways to handle the problem or situation in the future. Teachers are assigned on a rotating basis a week at a time to do detention.

Detention Procedures (Gr. 6th, 7th & 8th)

1. Students serve detentions after school on Wednesday. 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 2:50 PM and will remain there until detention ends at 3:50 PM. Students arriving late to detention may result in their assignment of another detention.
3. Siblings should be picked up at regular dismissal time.
4. The proctor will dismiss students assigned to detention at 3:50 PM.
5. Students who have accumulated more than one detention will serve the oldest detention first and they will be assigned another date for any detentions yet to be served.
6. Students are to bring pencil/pen and paper with them to detention. The proctor also has the option to give a specific assignment or appropriate task.
7. Disruptive behavior by a student during detention is cause for the proctor to assign them another detention.
8. Students must bring a written request from a parent or guardian, asking permission of the administration to reschedule the date of a detention, or have the parent or guardian call the school. Prior approval of the administration is required to change the date of an assigned detention.
9. Students failing to serve a detention without prior permission of the administration will receive an additional detention. Should the student not serve either of these two detentions, the student will be placed on in-school suspension.
10. A second detention will result in a parent /student /teacher and or principal conference and loss of all extra-curricular activities including class field trips for the week following the date the detention was earned.
11. A third detention will result in a house suspension and possibility of a written student behavior contract and loss of all extra curricular activities for the remainder of the trimester.
12. A fourth detention and every detention thereafter during a trimester will be held on Saturday*. If unacceptable behavior continues, required parent conferences will be necessary. Suspension or expulsion may result when unacceptable behavior persists.
13. In some situations as deemed necessary by Administration, detentions may be assigned to a Saturday detention. Saturday detentions begin at 7:00 AM and end at 10:00 AM. ***There is a monetary fee attached to Saturday detentions.**

Student Alert St. Viator Parish School 702-732-4477	Student	Date
	Grade	Date of Incident
	Teacher	Time of Incident
Notice to Parents		
The purpose of this report is to inform you of a disciplinary incident involving the student.		
Reason(s) for Referral:		
<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 _____	
Action and Recommendation(s):		
<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 _____		
Signatures:		
Student _____	Parent _____	Administration _____

Student Detention St. Viator Parish School 702-732-4477	Student	Date
	Grade	Date/Time of Incident
	Teacher	Location of Incident
Notice to Parents		
The purpose of this report is to inform you of a disciplinary incident involving the student.		
Reason(s) for Referral:		
<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	_____
Action and Recommendation(s):		
<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
Other _____		
Signatures:		
Student _____	Parent _____	Administration _____

Student Suspension St. Viator Parish School 702-732-4477	Name	Date
	Grade	Teacher
Notice to Parents		
The purpose of this report is to inform you of a disciplinary incident involving the student.		
Reason for Suspension		

Date of Suspension _____ In House _____ At Home _____		
Signatures:		
Student _____	Parent _____	Principal _____



APPENDIX C:
St Viator Catholic 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 Catholic 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 it’s 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 individuals 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+, Pintrest, Xanga, MySpace, 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 function.
- **Student cell phones will be collected at the start of the school day.** 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. If the phone is brought to school and used during the school day, there will be a fine of \$100 after the first time the student's phone has been turned into the office.
- **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, user name 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 e-mail. All staff should keep personal email usage on their SVS email account to a minimum. Students might obtain authorization to access their personal e-mail 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, device, or any other equipment that occurs as 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.

- Junior High 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 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

Saint Viator Parish School



Extended Care Handbook 2019-2020

Saint Viator Parish School
4246 S. Eastern Ave.
Las Vegas, NV 89119
(702) 732-4477, Ext 133 (Cafeteria)
(702) 732-4477, Ext 117 (3B Homework Room)

EXTENDED CARE PROGRAM REGISTRATION FORM for 2019-2020

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: \$50 per child

After School Rates for registered students: \$5.00 per hour per child.

Morning Care for registered students: \$2.00 per day

Drop-in Status: Unregistered drop-ins would be \$10.00 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 2019-2020

We are pleased to announce that St. Viator Parish School offers an Extended Care Program to support of our children and parents. The program is staffed by school employees, and on occasion, volunteer personnel. The program begins on the first official day of school with supervision from 6:45 am to 7:45 a.m. and again from 2:45 p.m. until 6:00 p.m. and on early dismissal days from 12:00 p.m. – 6:00 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.

Sincerely,

Mrs. Tracy Brunelle, Principal

GOAL

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 of others is encouraged.

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 \$50 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 \$50 registration fee.

FEE SCHEDULE:

Non-Refundable Registration Fee: \$50 per child

After Care Rates for registered students: \$5.00 per hour, per child billed monthly.

Morning Care Rates for registered students: \$2.00 per hour, per child billed monthly.

Drop-in Status: Unregistered drop-ins will be billed \$10.00 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 3:00 p.m. Any student waiting on the school campus after 3:00 p.m. on regular days and after 12:15 p.m. on early dismissal days will be signed into Extended Care and charged the drop-in rate for that time.
- Extended Care provides a healthy snack upon arrival. 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. They are: the school cafeteria, classroom 3B, and the main campus playgrounds. 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** signed and dated by you. Identification will be required.
- All students must be picked up no later than 6 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 6:00 p.m. It is common courtesy to the staff to respect the time of closure. 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 if the coordinator ascertains that a late pick-up or a history of late pick-ups occurs. 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 6:00 p.m. there will be an additional fee of \$15 per child for every 15 minutes past 6:00 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.

MINIMUM DAY DROP IN RATE

Early dismissal days (minimum day) are very difficult to staff, and parents are strongly urged to plan in advance for these days. The rate for non-registered drop-ins for Minimum Day Care is \$10.00 per hour per child. To utilize this program the school office must be notified before noon.

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. Remember the success of the program requires the cooperation of all.

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 other 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 director 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.

PERSONAL BELONGINGS

Children do not change clothes for the Extended Care Program. Children will be outside for play on most days. It is expected that parents be responsible to check for all correct clothing including outerwear at the time of pick-up. Staff members are not responsible for lost clothing.

PARENTAL RESPONSIBILITIES

With the children's safety and well-being in mind, it is most important that the parent fill out the emergency form and adhere to the instructions given. 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 their parents for permission that day.

Parents are also responsible for prompt fee payment and prompt pickup in accordance with their contracted schedule. For contracted and drop-in arrangements, the latest pickup time is 6:00 p.m. Staff members are scheduled only until 6:00 p.m. After that time, parents will be charged a late fee as previously indicated. Should late pickup occur more than once, it will be suggested that you make arrangements for a designated alternate driver who can pick up your child by 6:00 p.m. If these arrangements are not made, if your account is not kept current, or after the third late pickup, your child may not be allowed continued use of the program.

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

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, ext. 133**. 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.**

Thank You

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!