



**2020-21**

**School Handbook**

**[www.sjvsonline.org](http://www.sjvsonline.org)**

**(708)562-1466**

**Heidi Reith - Principal**

**27 N. Lavergne Ave  
Northlake, IL 60164**

## **Mission Statement**

St. John Vianney School brings students closer to Christ through comprehensive formation in an authentically Catholic environment.

Our goal is to prepare students who will graduate with academic competence, moral uprightness and a genuine commitment to their family, the Church and society. By developing a student's academic abilities, character and faith values, they will be well prepared to grow into not only a responsible citizen, but a mature and active Catholic.

We believe that each student is a child of God and is called to become a Saint by giving glory to God at all times. Each student is called upon to imitate Jesus Christ and Our Blessed Mother, while modeling the saints of the past. By witnessing to the Catholic Faith with a goal of transforming the culture to one of greater charity and peace, we strive to aid each student in the pursuit of fulfilling his/her vocation in life and aid them in extending the Kingdom of Christ on earth.

## **Philosophy of St. John Vianney School**

We believe that parents, as principle educators, have the primary responsibility for their children in all aspects of growth and education and entrust their children to the school community for support in those areas. Therefore the faculty and staff of St. John Vianney School, working together with parents, are responsible for educating the whole child to prepare him/her to assume the responsibilities of an authentic Catholic in the areas of academics, character, faith and service.

### **Our Beliefs:**

- As the source and summit of our lives as Catholics, we place the Eucharist at the center of all we do. We devote ourselves fully to authentic, Catholic Education in order to establish and further spread the Kingdom of the Sacred Heart of Jesus through the sovereignty of the Immaculate Heart of Mary. This is why the instruction we provide will be centered on our Eucharistic Lord, rooted in Catholic Tradition and Scripture and based on living out the virtues as well as the corporal and spiritual works of mercy.
- Each child is unique and must assume the responsibility of his/her own learning, in doing so, they will develop a positive self-image.
- Striving for academic excellence and providing a flexible structure for learning, teachers will meet each child's needs on an individual basis.
- In order to incorporate a comprehensive approach, the educational environment will contain a core curriculum focused around academic, character and faith formation with an ultimate value placed on charitable service and evangelization.

## **Vision of a St. John Vianney Graduate**

It is our goal to prepare students who will graduate with academic competence, moral uprightness, a vibrant relationship with Christ and a genuine commitment to their family, the Church and society.

### **A SJVS Graduate will:**

- Demonstrate a sense of Catholic awareness through prayerful, spiritual, and moral behavior.
- Live daily by the Ten Commandments and Precepts of the Church.
- Fulfill the great two commandments: “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind... you shall love your neighbor as yourself”.
- Understands the responsibility we all have as Catholics to spread the faith and build up Christ’s Church.
- Offer time and help to those in need without being asked.
- Have developed the ability to listen carefully.
- Treat all people with dignity by being accepting of other people without being judgmental.

## **The St. John Vianney Shield**

The St. John Vianney Shield depicts four integral components of our educational community:

The Open Book – The Bible, seen as an open book, represents our Catholic faith-based education and our beliefs shared with the parish community.

The Torch – This is a sign of the academic program taking place within the school and its light to the future.

The Alpha and Omega – These symbolize the journey through life and continued religious and educational growth of all community members – parents, pupils, personnel, and parishioners.

The Cross – This reminds us of the sacrifices made by Christ and all who labor to promote and nourish the learning environment. It further attests to the continued strength of the physical plant, which is a tribute to those parishioners who provided it.

## **School Certification**

After a joint evaluation by the Illinois State Board of Education and the Office of Catholic Education, St. John Vianney received state certification and recognition by the Office of Catholic Education and the Archdiocese. They specifically highlighted the strong and religion based curriculum. The faculty was particularly commended for their dedication and enthusiasm.

St. John Vianney School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

ST. JOHN VIANNEY SCHOOL ADMITS STUDENTS OF ANY RACE, COLOR, SEX, NATIONAL AND ETHNIC ORIGIN TO ALL RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS IN THIS SCHOOL.

ST. JOHN VIANNEY SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF EDUCATIONAL POLICIES. THE SCHOOL ENDEAVORS TO EDUCATE ALL STUDENTS WITHIN THE LIMITS OF THE SCHOOL’S EDUCATIONAL PROGRAM.

IT IS THE POLICY OF ST. JOHN VIANNEY SCHOOL TO PROVIDE EQUAL OPPORTUNITY IN EMPLOYMENT TO ALL EMPLOYEES AND ALL APPLICANTS FOR EMPLOYMENT. NO PERSON SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT BY REASON OF SUCH INDIVIDUAL'S RACE,

COLOR, SEX, NATIONAL ORIGIN, AGE, MILITARY DISCHARGE, MARITAL STATUS, MENTAL OR PHYSICAL HANDICAP UNRELATED TO THE ABILITY TO PERFORM THE DUTIES OF THE POSITION, EXCEPT WHEN ONE OF THESE CHARACTERISTICS IS A NECESSARY QUALIFICATION OF A POSITION.

The Principal or his/her designee reports an instance of drug violations, use of firearms or drug incidents to local law enforcement as required by the School Reporting of Drug Violations Act (105 ILCS 127)

The Principal or his/her designee will report immediately to local law enforcement of an written complaints from school personnel concerning instances of battery committed against school personnel at the school. Those will be reports within 3 days using the (SIRS) system. ( 105 ILCS 5/10-21.7)

The case Plyler v. Doe is applicable to non-public schools and SJV does not withhold services to immigrant children lacking legal status.

## **Daily Schedule**

### **Daily attendance is required**

7:35-7:55	Students will arrive at their scheduled bell time and will complete a health screen
8:00	Recitation of Morning Prayers
11:10	Lunch for grades Pre-school, Kindergarten, 1, 2, 3 & 4*
11:50	First lunch ends
12:10	Lunch for grades 5, 6, 7, & 8*
12:30	Second lunch ends
Dismissal:	Students will be dismissed at their scheduled bell time and door, to provide for social distancing guidelines protocols. *Lunch times may need to be adjusted to accommodate social distancing guidelines.

## **Emergency Closing**

When the weather is severe in the morning, refer to stations WBBM (780), WIND (560), WGN (720), or WMAQ (670). They will report any emergency closings of school. Please do not call the convent or the rectory. Determination is made on the availability of bus transportation, the ability of the teachers to safely get to school, and the safety of the children. ANY PARENT IS ALWAYS FREE TO KEEP HIS/HER CHILD HOME EVEN IF SCHOOL IS OPEN, IF HE/SHE DETERMINES THAT IT IS UNSAFE TO SEND HIM/HER.

In case of severe weather during the school day, the children will be kept at school until the weather improves or unless parents come for them.

The emergency closing center at [www.emergencyclosings.com](http://www.emergencyclosings.com) is a fast easy way to find out if school is closed. Enter in St. John Vianney to find out if school is closed. Attempts will be made to post on the school website at [www.sjvsonline.org](http://www.sjvsonline.org) if school is closed.

\* On days when there is an emergency school closing, all after school events and athletic games are also cancelled.

## School Visitors

The office of Catholic Education for the Archdiocese of Chicago requires all elementary and secondary schools to have in effect a crisis management plan. St. John Vianney School has such a plan. **Therefore, please be advised that no adult, other than school personnel, may enter the building, either before or after school, without reporting to the office first.** If you will be going to any other part of the building it will be necessary to inform the office where you are going, your purpose, and how long you will be in the building. If approved, you must sign in on the "Visitor's Log" and you will be given a **VISITOR'S BADGE**, which must be worn at all times while in the school. **All visitors must schedule an appointment in advance.**

## Non-Custodial Parent

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

## Admissions

St. John Vianney School shall accept children whose parents seek to have them admitted for the purpose of religious and academic formation. Priority shall be given to (in order) children of parishioners, transfer students from other Catholic schools, Catholic children of non-parishioners, and transfer students from public schools.

The religious education program at St. John Vianney School will present the central doctrines of Catholic faith and provide prayer, liturgical and other faith experiences for the students. **The school stresses the importance of the celebration of the Eucharist and the attendance at Sunday liturgy and requests that parents have made and continue to make full commitment to this as well.**

A child entering preschool, kindergarten, or first grade must be 3, 4, 5 or 6 years old by September 1 of the current year. Registrations for these grades must be accompanied by a birth certificate.

Transfer, academic and health records are required of all new students entering first through eighth grade. Health records are required of all pre-school, kindergarten, first graders who enter school for the first time, as well as for all sixth graders.

All students transferring into St. John Vianney School from k through eighth grade will be admitted on a probationary status and must be seen by the school administrator. This procedure is necessary to properly evaluate and identify children whom we may not be able to serve.

# Finances

## Books and Fees

St. John Vianney School has a graduated tuition schedule including a full payment plan. The policies are available through the office. A fee is required of all registered students to cover the Archdiocesan Service Fee, the rental of books, and the use of consumable books and supplies. Students will be expected to reimburse the school for lost or damaged school and library books and for vandalism repairs or replacements. Please note that ONE text with ancillary materials can run approximately \$90.00 per child. Thus, the textbook fees and tuition cover approximately seventy percent of the operating cost of the school.

## Parishioners' Letter

Parishioners are defined as registered members of the parish or other Catholic parishes in the area **who attend church weekly and use Sunday envelopes. All others are defined as non-parishioners.**

## Tuition Payment

Tuition, book fees and the fundraising fees will be combined into one total dollar amount. The total amount will be divided into 12 (or 10) monthly installments. The first payment for the 10 month plan is due on June 15<sup>th</sup> for the coming year. Payments are made to FACTS TUITION. Forms have been sent home explaining the FACTS TUITION program and payment arrangements. If you have questions, please call the school office. Due to the fact that a school's services cannot be continued if payments are not received, **bills that are past due 10 days after the due date of the 15<sup>th</sup>, will result in student non-admittance on the 25<sup>th</sup> of the month.** Families with students in Preschool, Kindergarten and grade 8 are expected to complete their tuition payments in May before the student finishes the school year.

## Lunch Orders

St. John Vianney participates in the National School Lunch Program through the Archdiocese of Chicago. Children from families whose income is at or below the federal guidelines are eligible for free or reduced meals. An application form is made available at the school office at the beginning of each school year.

Lunch order are completed online on a monthly basis, registration for an account is required. Extra lunches are only available when students who have ordered lunches are absent. Therefore, it should not be assumed that a student who forgets a lunch is able to have one provided for him/her. When a lunch is forgotten, one will be provided at the regular cost of \$3.15, milk 50¢  
**PLEASE REMEMBER: LUNCH ORDERS WILL NOT BE ACCEPTED UNLESS ORDERS ARE PLACED ON TIME.**

Students who do not order hot lunch **must** bring a brown bag lunch to school with them in the morning. If it is absolutely necessary to drop off a lunch for a student who has forgotten one, it

must be brought to the school office. **Food Delivery services will not be accepted. School personnel will take it to the cafeteria. Per Archdiocese policy, only those volunteers who have been VITRUS trained, and successfully completed the volunteer paperwork may volunteer at school. Following this policy, lunches brought to the office will be picked up by the student or brought to the lunch room by office staff not the parent/adult dropping off the lunch.**

To encourage a healthy school and positive healthy lunches, if you're packing a sack lunch please choose items other than a fast food lunch for your child's lunch.

### **Food Allergy Policy**

Due to an increasing spread of severe peanut/nut allergies among students, please limit the following food items brought into the building. SJV makes all attempts to be a Nut Free building.

- Peanuts
- Peanut oil
- Any other type of nut or nut oil

### **Food & Birthday Treats**

Birthday treats and parties in class are not permitted. During this school year, Covid-19 health & safety protocols do not permit students to share materials, treats or food items.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for, and properly handled. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators.

### **Attendance**

To reinforce steady academic progress, it is important that students have daily regular and prompt attendance. **If a student is ill, a call should be made to the office on the first day of absence.** A dated note with the reason for illness should accompany the child on his/her return. Should your student run a fever, the student needs to rest at home for one additional day after the student is fever free. **Should a student be absent for three consecutive days, or be hospitalized, a Doctor's note must be brought to the office upon the student's return to school.** It is important that the office be informed of a student's absence because of contagion, or simply because both home and school should know the whereabouts of the child. If a student is tardy, a note or call should come to the office. Excessive tardiness will be recorded according to State Policy. It is important to keep all emergency contact phone numbers current.

**Absence from school** is defined as *not physically present on a required attendance day.* **Tardy** is defined as *not physically present at the posted opening of a regular required student*

*attendance day.*

**Examples:** If the posted school hours are 8:00 A.M. to 3:30 P.M., the student who arrives at 8:10 A.M. is **Tardy**. A student who arrives at 11:30 A.M. is **Absent for the morning session**. A student who was present in the classroom when roll call was taken at 8:00 A.M., but leaves the school due to illness at 11:30 A.M. is **Absent** for the afternoon session.

Students who come to school with a visible rash, **must bring a Doctor's note** to school granting the students attendance privilege. Students with a rash and not having a note will be sent to the office, parents will be called to take the child home and to the doctor.

Every effort should be made to avoid taking students out of school for vacation. Parents who must plan vacations during the school year should consult the attendance calendar that is provided during the first month of school. If it is necessary to take students out of school during class time, it is important that the work is made up **AFTER** the child returns. It is unreasonable to expect that a vacation length amount of work can be prepared for a student before the vacation takes place.

All Covid-19 protocols for illness must be followed, as defined by the Office of Catholic Schools for students who are ill and sent home and for returning to school. See the guidelines provided by the Office of Catholic Schools.

### **Tardy Policy**

In order to provide a learning environment for all students, on time attendance is required. Continued tardiness will be addressed by the Principal. Student's start fresh every Qtr. Teachers have policies and procedures in place in their rooms to encourage on-time attendance and reward students for on-time arrivals. It is an expectation that students arrive on-time.

### **Medication**

Children are **not allowed** to keep any medication (prescription or over the counter) with them in school. The secretary will hold medication if it is sent to the school with specific written instructions. Children will be allowed to take the medicine only in the school office. The school is not allowed to dispense any medication that is not the property of the child and not sent with instructions from home or a Doctor's prescription. However, students who require the use of an inhaler are to keep them on their person, and a Doctor's instruction letter must be on file with the school.

Epinephrine auto-injectors and diabetes medication are allowed for self-administration/self-carry. Parents may use the form in the school office to sign off for student carry/use.

## **Procedures For Dropping Off And Picking Up Students**

**(These guidelines are for the safety of the students.)**

**Before school drop-off:**



### Morning Drop-Off & Afternoon Pick-up

1. Students will be given a drop off & pick up time and door location.
2. Please adhere to your child's drop off and pick up time to allow for social distancing and safety protocols upon entering and exiting the building.
3. Drop off and pick up on Lavergne Ave will be on the East side of street and students will exit the car on the passenger side to the sidewalk.
4. Drop off and pick up in the parking lot on the East side of the school, will be one way only. Enter from Doyle Drive and exit onto Wolf Road by the church.
5. Parents are asked to remain in your vehicles at drop off time.
6. Students will not be permitted to walk through or around the building to their vehicles, they must use the designated door for their grade.

**STUDENTS MUST BE PICKED UP BY THEIR DESIGNATED PICK UP TIME .  
EXTENDED DAY IS BY REGISTRATION ONLY, STUDENTS NOT REGISTERED FOR  
EXTENDED DAY AND NOT PICKED UP ON TIME ARE SUBJECT TO BE BILLED THE  
STANDARD EXTENDED DAY FEES FOR LATE PICK UP FEES.**

1. Extended Day Pick-up between 2:40 p.m. and 6 p.m. will be buzzed Door #7
2. Parents will not be permitted to enter the building, a staff member will escort your child to the door to be signed out.

## Transportation

Bus service is not provided.

## Extended Day Program

St. John Vianney School offers a program of supervision for children of working parents from dismissal at 2:30 until 6:00 p.m. More information is available through the school office.

### Extended Day Program Guidelines

1. 1. Students must be registered and attend on a regular basis, space is limited. We will no longer be able to provide extended care on a drop in basis.
2. Participants must be enrolled in St. John Vianney School and complete an emergency form.
3. Extended day is from 2:30-6:00. Before school care is available starting at 6:30 a.m.
4. The cost is \$6.00 an hour per family with one child and \$8.00 an hour per family with more than one child. The charge for before school care is \$8.00. (THERE WILL BE AT \$1.00 PER MINUTE CHARGE FOR ANY CHILD PICKED UP AFTER 6:00 P.M.).
5. Payment for the program is to be made to FACTS Tuition on the following months tuition bill

Parents who neglect to make their payments on time will result in their children not being able to return to the program the following Monday.

6. Snacks are NOT provided and children are encouraged to bring something (apart from their lunches) to have after school.
7. The extended day program is only provided on school days.
8. Students will be expected to keep the regular code of discipline as during the school day.
9. Special attention is called for respect and obedience to adult authority.
10. **STUDENTS WILL ONLY BE DISMISSED TO ADULTS.** YOU MUST COME INTO THE SCHOOL EACH DAY TO PICK UP YOUR CHILD/CHILDREN WHO ARE IN THE PROGRAM. THIS PROCEDURE WILL MAKE CERTAIN THAT WE ARE RELEASING YOUR CHILD TO AN AUTHORIZED PERSON. THIS IS TO ENSURE THE SAFETY OF YOUR CHILD. YOU **MUST** SIGN YOUR CHILD IN OR OUT AT THE TIME OF DROP-OFF OR PICK-UP.

ACCEPTANCE OF REGISTRATION AND/OR CONTINUANCE IN THE PROGRAM IS AT THE DISCRETION OF THE ADMINISTRATION.

### **Independent Parent/Student/Teacher Conferences**

Three way communication is encouraged at all times. Parents are asked to make every effort to consult with the teacher when a clarification is needed about a situation between the child and the teacher. For most situations, the principal need not be consulted at all and if the principal is, the parent will be re-directed to the teacher if the teacher has not been contacted. The principal should be consulted when three way communication- parent, teacher, and child has been used and a satisfactory resolution to all parties has not been reached

Teachers are at school from 7:30 a.m. - 2:45 p.m. If parents wish to see teachers, they are asked to call school and make an appointment or leave a message or email for the teacher to contact them. Parents and visitors are not permitted to talk with a teacher while the teacher is involved with a class. **Parent/Teacher/Principal conferences are to be held virtually. If an in person meeting is necessary, it must be scheduled in advance.** Parent/teacher conferences are planned in the school calendar and can be scheduled whenever either party sees a need. Report cards are given quarterly and progress reports are sent at regular intervals.

### **Parent Conferences**

All school, Parent/Teacher Conferences are held with the first report card in early November and are pre-scheduled. There is a second Parent Teacher Conference in March.

## **Mid-Term Progress Reports**

Reports are sent to parents between report cards to report students' progress. Please see the Friday folder for the monthly calendar and dates of the Mid-term.

## **Communication to Parents**

A weekly Digital Friday Folder is sent home by email to our school families to keep them informed of upcoming events. The monthly calendar of events can be found on our school website. It may contain changes from the annual calendar. You may also find information at our website: [www.sjvsonline.org](http://www.sjvsonline.org). PowerSchool online will aid parents and students in viewing grades and attendance as well as classroom newsletters.

## **School Educational Records**

St. John Vianney has designated the following information contained in the Education records of its students as Directory Information: (1) student's legal name, (2) address, (3) telephone number, (4) birth date, (5) place of birth, (6) participation in school activities, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) awards received, (10) previous school attended, (11) student's photograph, (12) parish in which the student resides. This is the type of information normally used in yearbooks, athletics, musical and dramatic publications, student honor rolls, parent organization club directories, and other similar publications.

The school may disclose directory information without the consent of the parent of a student less than 18 years of age. If you, as the parent of a student who is under 18 or as the student who is 18 or older, wish to prevent consent or under the circumstances described in Guidelines for School Records, you must file a form with St. John Vianney at 27 N. Lavergne prior to the first day of school in any school year. Forms for this purpose are available at the school.

If you do not file such a form, the school assumes that you do not object to the release of the designated Directory Information.

## **Textbooks**

Textbooks are purchased by the school and rented to the students. Since the textbooks are the property of the school, the parents are requested to see to it that good care be taken of the books at home, and are to remind the children to keep the books neatly covered at all times. Books covers are available in the school office, free of charge, until the supply runs out. In cases of undue damage or lost books, parents are liable for the cost of the books.

## **Electronic Equipment**

Electronic games are not encouraged in school. If found, items will be taken to the office and will be picked up by student's parents. Cell phones must be turned off and left in the student's backpack or locker or turned into their classroom teacher if designated to do so. Use of a cell phone during school hours is not permitted. Cell phones may ONLY be used during NON-SCHOOL hours to contact parents/family for BRIEF, necessary conversations. If students are abusing this privilege, the cell phone will be confiscated and left with the principal. Parents will need to arrange a meeting with the principal to pick up the phone. The use of tablets, kindles or other reading devices are permitted for educational purposes upon the discretion of the teacher.

## **Catholic Identity of School**

### **Mass**

Students attend Mass weekly on Fridays unless there is a special Feast day during the week. School Masses begin at 8:30 am.

### **Confessions**

All students who have received the sacrament of Confession are given the opportunity to go to confession during school time. This year we will have a confession scheduled 2 times before Christmas.

### **Eucharistic Adoration Chapel**

We encourage families to visit the Eucharistic Adoration Chapel. It is open 24 hours a day and located in the Convent at Lavergne and West Ave. Students also visit Jesus in the Chapel with their teachers, when the Chapel is open. During the Covid-19 pandemic safety protocols, the Chapel will remain closed.

### **Devotions: Rosary & Stations of the Cross**

Parents are encouraged to attend our all school Rosary devotions to be held each week of October and May. Additionally, parents are invited to attend our Stations of the Cross to be held on the Fridays during Lent.

### **Sacramental Preparation**

Second-grade students will be prepared to receive their First Holy Communion, as well as their First Confession as part of the second grade curriculum. Seventh grade students will be prepared to make their Confirmation as part of the seventh grade curriculum. Parents are expected to assist their students throughout the school year to ensure that their children are fully prepared. **There will be mandatory monthly parent Faith Formation meetings for parents of our First Holy Communicants and Confirmandi.** Students will meet with parish priests before receiving

their respective sacrament for individual interviews. In the interviews, the students will need to demonstrate that they are fully aware of the meaning of the Sacrament and that they are well prepared. The parish priest and school faculty may suggest that the reception of a Sacrament be postponed if a student is not properly disposed.

## **Altar Boy Program**

The parish will offer Altar Server training to Saint John Vianney boys who have made their First Communion. These students will serve at the various school masses throughout the year. The students will also serve at Sunday masses and funerals throughout the week.

## **Dress Code**

Students in grades 1-8 are expected to wear a school uniform and a gym uniform as outlined in the school uniform bulletin. Parent cooperation and support is expected in regard to the uniform policy and in regard to the overall cleanliness of their children.

UNIFORM DAY - Complete uniform

DRESS-UP DAY - Girls should have a **dress or skirt at knee length** or dress pants. Boys should wear dress shirts. Jr. High boys should wear a tie. Please NO T-SHIRTS or JERSEYS.

JEANS DAY - Jeans and gym shoes are allowed, NO TIGHT JEANS.  
We ask that students wear a polo shirt, collared shirt/nice shirt. We request no T-shirts or jerseys to be worn. However, SJV spirit wear is acceptable.

## **School Uniform**

The uniform supplied by Schoolbelles, Inc. will be the official uniform for St. John Vianney School for the current school year. (Preschool students do not have a uniform). All students will be expected to be in this uniform. A link to the Schoolbelles site can be found on our website [www.sjvsonline.org](http://www.sjvsonline.org)

### **Description:**

#### **Kindergarten Girls:**

White polo shirt or/and white turtleneck

Navy pants\*

Gym shoes (worn daily)

Navy blue tights may be worn with the uniform skirt instead of knee high socks.

\*Students sit frequently on the ground and therefore navy pants are requested

#### **Kindergarten Boys:**

Light blue polo shirt  
Navy pants  
Gym shoes (worn daily)  
During the winter months, a navy sweater or sweatshirt may be worn.

### **Girls - Grades 1-5**

White collared blouse with plaid jumper  
If a sweater is worn - navy cardigan uniform sweater  
White or blue knee socks or crew socks

### **Girls - Grades 6-8**

White tailored blouse with plaid skirt (**knee length**) - blouse to be tucked into the skirt.  
If a sweater is worn - navy blue V-neck long sleeved or sleeveless pullover sweater  
White or blue knee socks or crew socks (no ankle socks allowed).  
Brown or Black dress shoes.

### **Girls - Grades 1-8**

Girls may wear plain navy slacks with a white tailored blouse tucked into the slacks if the weather circumstances warrant it. A navy blue uniform sweater may be worn with the slacks. Navy blue tights may be worn with the uniform skirt instead of knee high socks.  
**\*\*Navy blue sweat pants or warm-up pants are **not allowed** during school day under uniform skirts.**

### **Boys - Grades 1-5**

Light blue knit polo shirt and navy blue dress twill slacks. Slacks must be straight legged, no elastic cuffs, no extra pockets or detailing.  
If a sweater is worn it must be navy blue cardigan sweater  
White or blue socks  
Gym Shoes

### **Boys - Grades 6-8**

White dress shirt with navy blue tie –shirt to be tucked into slacks.  
Navy blue dress twill slacks. Slacks must be straight legged, no elastic cuffs, no extra pockets or detailing.  
If a sweater is worn, it must be navy blue V-neck pullover sweater  
White or blue socks.  
Brown or black dress shoes.

## **Gym Uniform**

Gym uniforms (grades 1-8) consist of navy cotton trunks and navy cotton/polyester T-shirts with the school name and crest on them and appropriate gym shoes with socks. They can be purchased from the St. John Vianney Athletic Association. Order forms are available in the school office.

Because of the possibility of theft or loss, no jewelry of any kind is to be worn by any students on their Gym days.

Plain (no stripes or names) navy sweatpants may be worn for Gym from December 1<sup>st</sup> to March

31<sup>st</sup> or with the Gym teacher's permission. These may be purchased from Target, Wal-Mart, etc. Slip-on or backless, clog type, gym shoes, are not allowed. All gym shoes must be full gym shoes and be worn with visible white socks.

ALL GYM AND UNIFORM ITEMS SHOULD BE IDENTIFIED WITH STUDENT'S NAME.

## Girls

Make-up, jeans, excessive jewelry (including buttons, hair accessories or dangling earrings), bright finger nail polish and long artificial fingernails are not allowed. Additionally, only one earring is allowed per ear, to be worn in the ear lobe. Pre-K through 5<sup>th</sup> grade girls may wear solid white gym shoes. Jr. High girls may wear plain flat, black shoes or brown black/solid dress shoes. Shoes must be properly laced. This means no slip-ons, clogs, mules, boot style, sandals, open toed, open heeled or platform shoes. A separate pair of gym shoes will be worn during gym class ONLY. Hair must be clean and well kept. Purses must be kept in lockers throughout the school day. No visible tattoos are allowed, permanent or temporary.

## Boys

Boys' slacks that require belts should be belted. Shirts must be worn tucked in slacks. Black low cut dress shoes, oxford or loafer styles are required for Jr. High boys. Pre-K through 5<sup>th</sup> grade boys wear solid white gym shoes. Earrings and excessive jewelry (necklaces and bracelets) are not allowed. Hair must be kept clean, well kept and short. (It should not touch the shirt collar in the back and not cover eyebrows in the front). If a teacher or the principal requests a haircut, students have 3 days to comply or may be asked to stay home. No visible tattoos are allowed, permanent or temporary. No visual facial hair will be tolerated.

**For all students: COLORING OF HAIR IS NOT ALLOWED**

## Discipline

The development of mature, responsible, and respectful individuals is a high priority for St. John Vianney School and this is reflected in the discipline of the school. It is necessary to develop attitudes and habits of self-discipline fostered within the education's programs of the school and fostered and encouraged in the home. It is also important to provide structures/limits within which the students conduct themselves. This section describes a broad range of conduct that is prohibited in St. John Vianney School.

Because the following does not include all types of misconduct, the student/s who commit an act of misconduct not listed shall be subjected to the discretionary authority of the classroom teacher, designated authority figures and the principal or his/her designee.

The policies and administrative procedures apply to actions of students during school hours, before and after school, while on the school property, while traveling on vehicles funded by St. John Vianney School, or at all school sponsored events, and when the actions affect the mission or operation of St. John Vianney School.

SJV follows all Archdiocesan Anti-bullying or Cyberbullying policies. Student shall not be subject to bullying behavior, during school, or any school sponsored event.

## **Behavior Outside Of School**

The rules of behavior expected of the students of St. John Vianney School during the school time are expected of students any other time or place that they represent St. John Vianney. This is especially important at fundraisers and at athletic events on the school premises, outside of school time, or at sites away from school.

### **Conduct/Detention Referrals Grades 3-8**

Students may receive a conduct/detention referral for behavior that teachers deem serious or repetitive. Conduct/detention referrals are to be served on the next school day.

The following procedures will be in effect:

1. All conduct/detention referrals must be signed by a parent and returned to school the next school day.
2. Any students who earns 3 conduct/detention referrals will be required to meet with the principal, homeroom teacher, teachers who issued conduct/detention referrals and at least one of their parents. A plan for change of behavior will be developed and signed by all parties present. A written contract for action will be listed.
3. After a 4<sup>th</sup> conduct/detention referral the following occur:  
At 4 – 1 day in-school or home suspension  
At 5 – 2 days in-school or home suspension  
At 6 – 3 days in-school or home suspension
4. After receiving the 6<sup>th</sup> conduct/detention referral expulsion procedures will be discussed and the student will serve 3 days of school suspension. If the majority is for missing work the suspension is in the school. If the majority is for behavior the suspension is at home.

Areas that would warrant a conduct/detention referral will be for the following infractions:

- A. Refusing to follow directions of any teacher, after being warned
- B. Deliberate disobedience
- C. Not having proper materials in class
- D. Vulgar and/or abusive language or actions
- E. Violation of required school uniform unless excused by Principal
- F. Distraction to the classroom instruction
- G. Defacing and/or damage to school property, and referral to the Principal
- H. Fighting and referral to Principal
- I. Excessive tardiness according to State policy
- J. Verbal abuse to other students and teachers
- K. Gum chewing on school grounds
- L. Talking back to teachers



- M. Consumption of food and /or beverages during school time without specific permission from the teacher
- N. Entering classroom without a teacher present or without teacher permission
- O. Touching or taking of teacher's or peer's property without permission
- P. Loitering around lockers
- Q. If a student earns 3 homework reports they will be issued 1 conduct referral
- R. Public displays of affection
- S. Possession of a cell phone and/or pager.
- T. Compromising the safety of other children and/or adults.
- U. Bullying of other students on or off campus
- V. Sexting by mobile device or other
- W. Online harassment of students, staff, teacher or other

In most cases a student will be dismissed from St. John Vianney School for the following offenses:

- A. Verbal or bodily threats to teachers or other students
- B. Possession of, having used, or under the influence of marijuana, any misuse of narcotics, tobacco, alcohol, or any sedative drug or chemical substance. A report or any disciplinary action taken by the school, for misuse of drugs will be attached to the student's transcripts sent to any other school, which the student may attempt to transfer. A copy will be sent to law enforcement.
- C. Possession of knives or any dangerous weapons
- D. Expulsion procedures will immediately take effect if any student shows evidence of gang affiliation, this includes gang symbols being displayed on belongings or school property.

Although the above procedures are normally followed, the principal may depart from these if the situation, in his/her judgment, requires another alternative.

The principal will excuse a child from the required school uniform, provided a note is presented, and if this is not a habitual practice. If a note does not accompany the student, a conduct referral slip will be given to the child.

## **Notice of Concern**

A Notice of Concern is a form letter to help with the communication between teacher and parent. *A Notice of Concern is not a disciplinary action.* A Notice of Concern can be sent home for the following reasons (not limited to):

1. Excessive Homework Reports
2. Changes in student's academic performance
3. Athletic probation
4. Repeated behaviors that cause concern
5. Behaviors that may result in future disciplinary actions

## **Conduct Referrals For Junior High Students**

Junior high students (6,7,and 8 grade) will be given a homework report for every missing homework assignment. After 3 homework reports, a conduct referral may be written.

Students may also receive conduct referrals for behavior that teachers deem serious or repetitive.

All conduct referrals must be signed by a parent and returned to school the next school day.

A. Any student who received three conduct referrals will be required to meet with the principal, homeroom teacher, teachers who issued conduct referrals and at least one of their parents. A plan for change of behavior should be developed and signed by all parties present.

B. If three additional conduct referrals are received a student must serve an in-school suspension (work away for regular classroom). A parent/teacher conference with the principal, homeroom teacher, teachers who issued conduct referrals and at least one of their parents. A review of the earlier plan should be done and revisions should be made to help the student change behavior and signed by all parties present.

C. If a student receives three additional conduct referrals the student will be suspended from school for at least one day. A parent conference must be held to evaluate previous behavior plans, any changes will be signed by all parties present. If the students' behavior does not improve after the third conference the student could be subject to expulsion from the school.

D. Students who receive three or more conduct referrals in any quarter will not be allowed to attend field trips or participate in special activities at the discretion of the homeroom teacher. Parents will be asked to accompany these students on field trips and for special events.

## **Detention And Study Hall**

Detentions are served during student's lunch/recess period unless other arrangements are made with the homeroom teacher. When warranted, after-school detentions may be assigned to be served in the school office.

A student who is given a homework report, for a mandatory study hall, will serve their detention during lunch recess. The assignment for which the homework report was given must be completed and checked in with the monitoring teacher, then the student will be allowed to work on other written work or may be allowed to return to recess.

Under special circumstances, a student may be required to stay after school to receive academic help from teachers.

## **Homework Reports**

Junior High students (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade) will be given a homework report and be required to attend study hall for every missing and/or incomplete homework assignment.

## **Playground Safety**

The St. John Vianney daily schedule and the parking lot provide only a limited amount of time and space for play. For the students' safety the playing of rough games is not allowed on the playground. No ball playing and any running games will be allowed in the morning before school.

## **School Safety**

School administrator(s) will notify parents via school messenger email blast on the occasion that any weapon is found on campus.

Administrators, teachers and staff take bullying behavior very serious. Reporting and intervention of behaviors will follow an investigation checklist found in the school office. Families and students are encouraged to report bullying behavior in person or anonymously in writing in the drop box in the school office.

## **Gum**

**Gum is not to be chewed in or around the school building.**

## **Lunchroom**

In the lunchroom students are:

- To stay seated until their lunches have been eaten.
- To use low toned voices.
- Never to throw or deliberately waste food.
- Never leave the lunchroom or the playground without permission.
- Not to take food outside.
- To leave their places clean.
- To leave the lunchroom with the rest of the group when lunch is over.
- To always inform the supervisors of the presence of any strangers.
- Lunches will not be eaten in the gym when recess is inside.

## **Search And Seizure**

We reserve the right to inspect all school property including lockers.

## **Sexual Harassment**

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who

engage in any type of sexual harassment may be subject to appropriate discipline, including suspension and or dismissal.

Retaliation of any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

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

### **Child Abuse**

By law the State of Illinois requires school personnel to inform the department of Children and Family Services of any allegation/suspicion of child abuse/neglect. All School employees are Mandated Reporters as required by DCFS.

### **Missing Children's Act**

Per (325 ILCS 50/5) the school regularly flags reports for and current or former student reported missing by the IL State Police.

### **Student Records**

St. John Vianney has adopted the following guidelines for school records. These guidelines describe your rights to your child's records maintained by St. John Vianney.

These rights include:

1. Right to inspect: Following school procedures you have the right to look at all of your child's records in your child's permanent record.
2. Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the request for the information meets one of the limited circumstances described in the guidelines.
3. Right to request correction: You have the right to present evidence that the school shall amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.

Student Health records must include a Dental, and Physical Exam for new students and those entering Kdg, 2<sup>nd</sup> and 6<sup>th</sup> gr. Vision exam is required for those entering Kdg and new students.

*Exclusion will occur on October 15<sup>th</sup> or nearest Friday if health files are not turned into the office. An annual sports physicals must be completed and turned in prior to participation in sports practices or games.*

## **Transfers**

Transfers must be requested in writing. All records will be sent to the receiving school by regular mail.

## **Homework**

Work to be completed at home is assigned by the classroom teacher. Parents should check with their children to make sure that assignments have been completed. Occasionally a parent may feel that conditions at home prevented completion of the work. A note to the teacher with an appropriate explanation is acceptable.

Homework should be a time for parents to see how their children are doing and to help where necessary or to get help where needed.

## **Report Cards**

Report Cards will be distributed four times a year, once after each quarter. Students in 7<sup>th</sup> grade will take the Illinois and U.S. constitution exam and must pass in order to graduate.

Interpretation of Scholastic Grades:

To earn a grade of “A” the student:

1. Consistently does more than is required.
2. Has a wide vocabulary at his/her command.
3. Is always alert; participates actively in discussions.
4. Displays initiative and originality in discussions.

To earn a grade of a “B” the student:

1. Does more than is required.
2. Is prompt, neat and thorough and usually accurate in his/her work.
3. Takes part in class discussion.
4. Does not waste time; makes use of spare minutes to improve penmanship studies, reads a book, or does some other assignments.

To earn a grade of “C” the student:

1. Does required daily assignments with comparative freedom from carelessness.
2. Contributes something to most class discussions.
3. Is reasonably thorough and prompt in assignments.

4. Completes all assignments after a school day absence.

To earn a grade of “D” the student:

1. Usually does less than is required.
2. Is listless and inattentive in class.
3. Shows very little interest or desire to learn.
4. Seldom does his/her daily assignments or does them without interest.

### **POWERSCHOOL**

Letter grades will be given to students in grades 3-8

For Pre-K to grade 2 will use a developmental grade scale. It includes descriptions such as Mastered, Successful, Emerging, and/or not yet/rarely demonstrates. See you child’s teacher for more information about student progress.

### **Honor Roll**

The purpose of awards is to recognize students who try and who perform well in school.

At the primary level the emphasis is on children understanding themselves, learning to read, learning basic math and adjusting to school. We need to reward the child’s effort, which he/she can control.

### **Primary Grades (1-3)**

The primary teachers, Grades 1-3 will only give an award for effort called EFFORT RECOGNITION. The criteria will be determined by each classroom teacher.

### **Grades 3 - 8**

Teachers in grades 3 - 8 will give awards for:

A=4	B=3	C=2	D=1	U=0
	First honors		3.7-4.0	
	Second honors		3.2-3.6	
	Effort award		3.0-3.1	

To receive any of the awards a student may not have a score of 1 or 2 in any of the Successful Learner Traits on the report card.

### **Organizations**

The St. John Vianney School Board consists of the Pastor, Principal, and other members of the community at large. The Board recommends policies and advises on financial matters. The board is a consultative advisory council to the Pastor and Principal.

P.E.A.C.E. (Parents and Educators About Catholic Education) This association is for the advancement of Catholic Education and the welfare of all the children of this parish school. It shall attempt to enhance the parent's and teacher's role in the education of the child by providing an opportunity for parents and teachers to work together for the good of the child and to grow in mutual respect in order to benefit the school both socially and financially. All parents of children attending SJV are considered members of the P.E.A.C.E. Association.

The St. John Vianney Athletic Association provides an interscholastic sports program for boys and girls in grades 4-8. Volleyball, basketball, cross country and cheerleading are offered. Membership on the association board is open to those who are association members and who come to meetings regularly that are published and open to the public. The Athletic Association is directly responsible to the school principal..

## **Activities**

### **Fundraising**

St. John Vianney School and its organizations sponsor a variety of fundraising activities throughout the year for which the support of the St. John Vianney families is needed.

### **Sacramental Program**

St. John Vianney School participates in the parish sacramental program in conjunction with the St. John Vianney Religious Education Program for students who attend the public school. Parents of children in Sacramental Preparation years are asked to attend meetings throughout the year in order to prepare as a family for the upcoming Sacrament.

## **Athletics**

**\*\*We are currently awaiting guidance on the returning to play, during the pandemic. This information will be updated when possible. The following information refers to regular participation, upon resuming activities.**

Athletics are offered on an interscholastic basis for both boys and girls sponsored by the St. John Vianney Athletic Association. Participation is offered on a varsity and junior varsity level depending on the team sport, and student enrollment. The following sports are offered to children in grades 4-8: cheerleading, cross country, volleyball and basketball. The Association, in a Catholic manner, promotes fair play, good sportsmanship and the tradition of volunteering. All Athletic Association staff members are volunteers. An Athletic Family Pass may be purchased from the membership director; this pass entitles members of the immediate family admission to all regular season home games. *An annual IHSA sports physicals must be*

*completed and turned in prior to participation in sports practices or games, this is separate from a school physical.*

## **PART I**

### **ATHLETIC ASSOCIATION ELIGIBILITY GUIDELINES**

Probation is a warning period in which the student/athlete has an opportunity to improve in those academic/behavioral areas in which the faculty feels the student is lacking. The probation notice informs the coaches, student, and parent that the student is not exhibiting appropriate behavior in school and or sufficient effort or achievement. If there is a need for improvement in any of these areas, we feel that the need should be addressed immediately.

Probation lasts for a 2 school weeks, during which time the student is allowed to play in any scheduled games and is expected to participate in practice. If the student improves, no further action is taken. Student progress is continually evaluated. Therefore, if at any time during the school year the student is once again not behaving properly or working up to his/her academic ability, he/she will once again be placed on probation.

If a student on probation does not show any improvement of his/her behavior/academic progress becomes worse, or if a student exhibits extreme behavioral problems, the student may be placed on suspension. A student on suspension will practice and attend games but will not participate in games. Suspension lasts for two school weeks. If a student does not correct the problems that place him/her on suspension within the week, he/she can have suspension renewed.

Probation and suspension notices are generally sent out on Mondays effective for 2 weeks beginning that day. At any time, the principal may place a student on or take a student off probation or suspension.

IT IS OUR HOPE THAT ATHLETIC ELIGIBILITY WILL BE CONSIDERED A PRIVILEGE AND THAT MAINTAINING ELIGIBILITY WILL BE A MOTIVATING FACTOR IN STUDENT'S BEHAVIOR AND ACHIEVEMENT.

## **PART II**

### **SUSPENSION AND PROBATION**

Students are placed on probation whenever they receive grades below 75% on test scores or bi-weekly average. Students who consistently (usually, but not limited to three times) receive probation are placed on suspension. While a student is on suspension:

1. They may not register for a sport team.
2. During the first suspension they may attend team practices but cannot participate in any game or event. The student must attend the game but cannot dress in the team uniform.
3. During the second suspension the student must bring all his/her books to practice session and do homework. The student may not play in any game nor wear the team uniform.



4. During the third suspension the coach will hold the student's uniform. The student will be required to bring all books to practice and do homework. The student will not be allowed to neither play in any game nor wear the team uniform.
5. After the fourth suspension the student is subject to dismissal from the team. His/her status must be reviewed by the teachers and the coaches.

### **CONDUCT AT EXTRA-CURRICULAR OR ATHLETIC EVENTS**

NO HATS OR HEAD COVERING SHALL BE WORN INSIDE THE SCHOOL BUILDING, THIS INCLUDES ALL EXTRA CURRICULAR ACTIVITIES AND/OR SPORTING EVENTS WHICH TAKE PLACE IN THE SCHOOL BUILDING AFTER REGULAR SCHOOL HOURS.

- A. To understand that behavior of students during regular school day must be also exhibited at all activities.
- B. To display respect, consideration and courtesy for students, staff and visitors.
- C. To practice self-control at all times and accept the decision of staff.
- D. To be responsible for their behavior and not influenced by the crowds.
- E. Good sportsmanship should be the goal of each student at all times. Booing an opponent or official is out of order.
- F. No Loitering-standing by idly, lingering aimlessly.
- G. No Profanity- using language, gestures, pictures, etc. which are offensive to accepted standards of decency.
- H. No Trespassing – the unauthorized presence of any person on any school property or the unauthorized attendance of any person at any activity, or the unauthorized entry into school or private property.
- I. No Vandalism – destroying or defacing school property or others.
- J. No Verbal abuse - name-calling, racial or ethnic slurs, or derogatory statements addressed to others, which precipitate disruption of the school program or incite violence.
- K. Discipline with accordance to school guidelines, a written referral will be signed and given to the school principal. Persons who do not display acceptable conduct or who violate school rules at an athletic event will be requested to leave, if a parent is unreachable the minor will be escorted to wait at the parish rectory.

### **Athletic Association Parent/Guardian Expectations and Responsibilities**

This is a volunteer program. All Athletic Association staff are volunteers, and long hours are put into this program by our staff to provide the children here at St. John Vianney a program that not only teaches Athletics but also supports Christian values.

**The Archdiocese of Chicago Rules and Guidelines:** Parent/Guardians are expected to support and encourage their children's efforts by volunteering time at athletic events, attending games, tournaments and cheering the team on. Parents are to provide transportation to and from all activities. Coaches are not expected to provide such transportation. Parents/Guardian are expected to contribute their time and services by working the Gym during athletic events at the

admission table at the concessions in support of the program. The program is dependent upon everyone's help to maintain a high level of quality and success. Failure to meet this responsibility will result in your child's ineligibility to participate in the program. This contribution is separate from the time contributed by other organizations of the school/parish and employees of the school/parish.

Parents must be aware of ongoing health of their student athlete. Concussion protocols are followed by the coaches and volunteers. Any head injury must be followed up by a visit to the Doctor prior to release and back to full participation. ( 2016). ( 105 ILCS5/10-20.53)

#### Worker's requirements during the Fall, and Winter/Spring sports

The number of required hours is based upon the number of students participating in the program, as well as the number of student athletes in your family, therefore is subject to change. Presently, the work requirements are as follows:

- ◆ **1<sup>st</sup> child participating in athletics**  
**=20 hours commitment (4 shifts @ 5 hours each)**
- ◆ **2<sup>nd</sup> child participating in athletics**  
**=10 hours commitment (an additional 2 shifts @ 5 hours each)**
- ◆ **3<sup>rd</sup> child participating in athletics in two sports (cheerleading/basketball)**  
**=35 hours commitment (one additional shift @ 5 hours each)**

Example: Child participating in cheerleading and basketball commitment 30 hours.  
Commitment (6 shifts @ 5 hours each)

Each sport that child participates in, equals one athlete. Anyone who feels they are unable to fulfill the requirements due to hardship must submit in writing to the Association the explanation, it will then be discussed and decided to what compensation will be appropriate. In the event your child drops from a team, becomes ineligible, or injured you will still be expected to fulfill your obligation. All fees are non-refundable.

## **Acceptable Technology Use Policy**

### **Introduction**

St. John Vianney School recognizes that access to technology in school gives students great opportunities to learn, engage, communicate and develop skill that will prepare them for work, life and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide the privilege of access to technology **is** for students and staff use.

The goal of this responsible use policies to ensure students, faculty, staff, and parents will benefit from the learning opportunities afforded by technology. This policy outlines the guidelines behaviors that are users **are** expected to follow when using school technologies or when using personal own devices on the school campus, including:

- The school network is intended for educational purposes.

- School network accounts are to be used only by the **operas owner** of the account for its intended purpose
- All activity over the network **are** using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with their policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources **can** result in disciplinary action.
- The school **makes** a reasonable effort to ensure student safety and security online, but will not be held accountable for any harm or damage is that result from use of school technologies.
- Users of the school’s network or other technologies are expected to alert school officials immediately of any concerns for safety or security.

### **Applicable Technologies**

**This response will use** policy applies to both school own and personally own technologies equipment utilizing the schools network, the school’s Internet connection, and/or private networks/Internet connections access from school on devices at any time. This Responsible Use Policy also applies to privately own devices accessing the schools network, the school’s Internet connection, and/or private networks Internet while on school property.

### **Usage Policies**

All technologies provided by the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

### **Web Access**

The school provides its users the privilege of access to the Internet, including websites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with the CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users waive all rights to privacy related to activity that is performed on its network.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and on the intended use of the material, not on whether a website has been blocked or not.

## **Email**

The school may provide users with the privilege of an email account for the purpose of school related communication. Availability and use maybe restricted based on the school's policies. If users are provided with email accounts, the account should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or questionable origins; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. The school retains the rights, communications, and content of the Account and all messages and communications sent through it and received by it

## **Privacy Policy**

The school does not print any ownership, privacy or an expectation of privacy in the contents of any message, including email, or other Internet activities involving the schools resources or equipment. The school may, for a legitimate reason, perform the following:

- Users shall have no expectation of privacy in the contents of their personal files on the network. Users shall comply with laws, regulations, and policies covered by the Family Education Rights and Privacy Act (FERPA) in handling student educational records.
- Users, whether using a school owned or personally own device, grant the school to install or otherwise employ strategies to lock and or wipe the device to protect the school's network or facilitate other school initiatives (i.e. testing).
- All computer files on school system-owned computers belong to the school district. Therefore accessing these computer files are not considered surveillance and privacy laws do not apply.
- Routine maintenance and monitoring of the network or audits may lead to the discovery that a user has or is violating the law or the schools Responsible Use Policy.
- Users should be aware that their personal computer files may be available under State public records laws and are discoverable in litigation.
- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

## **Personally Owned Devices Policy**

Student should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours - unless in the event of an emergency or as

instructed by a teacher or staff for educational purposes. Please remember, this Responsible Use Policy applies to privately-owned devices accessing the St. John Vianney network while on school property.

### **Etiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for the things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone numbers, address, Social Security number, birthday or financial information, over the Internet. If you see a message or content that makes you concerned for your personal safety bring it to the attention of an adult immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, disrespecting, excluding, and cyberstalking are all examples (but not an exhaustive list) of cyberbullying. Don't be mean. Engaging in these behaviors, or any online activities intended to harm (Physically or emotionally) another person, may result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Responsible Use**

I will:

- You school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content online.
- Cite sources when using online sites and resources for research.
- Be cautious to protect the safety of myself and others.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Irresponsible Use**

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use language online that would be irresponsible in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

The Archdiocese of Chicago, Office of Catholic Schools, and St. John Vianney School are not and will not be responsible for damage or harm to persons, files, data, or hardware. While the school employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness or comprehensive nature of the deployed solutions. The school also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the school, its affiliates, or employees. Any additional charges a user accrues due to the use of the schools network are to be borne by the user.

### **Violations of Policy**

Violation of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

### **Damaged Devices**

Chromebooks and ipads are property of St. John Vianney School, it is expected that students take care of devices issued to them. Devices that are damaged are subject to a replacement fee or repair fee. The device will be accessed by the technician and fees will be charged accordingly.

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL OFFICE.**

**I have read and fully understand and agree to the above Athletic Association workers policy and Athletic Eligibility Guidelines.**

I have read and discussed with my child(ren) the conduct at Extra-Curricular or Athletic Events as well as Concussion protocols and fully understand.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Athletes' signature \_\_\_\_\_ Date \_\_\_\_\_

Athletes' signature \_\_\_\_\_ Date \_\_\_\_\_

Athletes' signature \_\_\_\_\_ Date \_\_\_\_\_

**AMENDING THE HANDBOOK**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

**Parent/Student Handbook Agreement**

After having received, all parents are to review, discuss and will abide by the information contained in this Parent/Student handbook for the current school year.

**Upon receiving the handbook, all parents/guardians are considered INFORMED of school policy. Additionally, they are required to sign below to show their consent to abide by the regulations contained herein.**

FAMILY LAST NAME ( PRINT) \_\_\_\_\_

I have read the information contained in this School Handbook, and I agree to abide by these regulations.

\_\_\_\_\_ Date \_\_\_\_\_

(Parent Signature)

\_\_\_\_\_  
(Student Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Student Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Student Signature) Date \_\_\_\_\_

\_\_\_\_\_  
(Student Signature) Date \_\_\_\_\_