2026 - 2027

School Handbook

www.sjvsonline.org

(708)562-1466

27 N. LaVergne Ave

Northlake, IL 60164

Updated
July 21, 2026

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. All of our programs are planned according to the directives of the proper educational authorities: the Church, the State, and Diocesan Schools Office. The curriculum for each grade includes the following subject areas: Art, Language Arts

(English, Reading, Spelling, and Handwriting), Foreign Language, Mathematics, Music, Physical Education, Religion, Science, Social Emotional Learning, Social Studies and Technology

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 written complaints from school personnel concerning instances of battery committed against school personnel at the school. Those will be reported 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.

Faith's Law

Faith's Law Requirements/Responsibilities (v. 8.16.2023)

Faith's Law Hiring Process
1. Require the applicant to swear or affirm that he/she is not disqualified from employment using ISBE's Sexual Misconduct Disclosure. Collect form.

2. Require the applicant to complete ISBE's Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form for each employer where they had contact with children/students.

3. Conduct all other required background checks including, but not limited to, fingerprint-based

background checks for new hires, reference checks etc.

Contractors are required to:
• Perform the sexual misconduct employment history reviews for its employees prior to the assignment of an employee to perform work at a school in a position involving direct contact with children or students. The review shall remain valid as long as the employee remains employed by the same contractor, even if assigned to perform work for another school.

• Maintain records documenting employment history reviews for all employees as required and, upon request, provide school access to the records of the employee(s) assigned to the school.

• Prior to assigning an employee to work at a school in a position involving direct contact with children or students, the contractor must inform the school of any instance of sexual misconduct known to the contractor.

Allegations of Abuse

RECEIPT
1. The school must respond to allegations of abuse by school employees, contractors, or volunteers regardless of how they are received: directly from the student, from a third-party, anonymously via phone call, a social media post, etc.

REPORT
2. Call the Department of Children and Family Services (DCFS) to make the report:1-800-25-ABUSE. This is your obligation as a mandated reporter.

3. Inform Nelly Bonilla, Director, Office of Child Abuse Investigations and Review Office for the Protection of Children and Youth, via email or phone (773) 573-0191 of the allegations,

4. Notify your Regional Director.

REMOVE
5. If the allegation is made against:
- An employee--contact your Vicariate HR Manager (VHRM) to place the employee on paid administrative leave pending the investigation.
- A contractor--notify the vendor that the contractor is not permitted at the school pending the investigation.
- A volunteer--notify the volunteer they are not permitted to volunteer pending the investigation.

RELAY (COMMUNICATE)
6. If the allegation is one of sexual misconduct, OPCY and Legal Services will determine if the alleged conduct should be classified as sexual misconduct under Faith's Law:
- In consultation with OPCY, provide developmentally appropriate notice to the student that the allegation will be shared with the student's parents and inform the student of

available resources.
- In consultation with OPCY and Legal Services, inform the student's parents or guardians of the allegation by phone or an in-person meeting. Provide written notice to the student's parents or guardians of the alleged misconduct along with available resources.

7. In consultation with OCS Communications notify the school community of the allegation and removal of the employee, contractor, or volunteer pending the investigation.

REVIEW (INVESTIGATE)
8. Upon the conclusion of the DCFS/Police investigation, consult with your VHRM and OPCY to determine if and/or how an internal investigation will be conducted.

RESOLVE
9. OPCY or your VHRM will inform you whether the allegations will be presented to the Lay Advisory Board and whether you will need to await the Board's recommendations.

10. If the allegation was against an employee, consult with your VHRM/Regional Director to implement the final action with respect to the employee.

11. If the allegation was one of sexual misconduct under Faith's Law
- When any formal action has been taken relating to the employment of the alleged perpetrator, in consultation with OCPY, provide the student developmentally appropriate notice that the action will be shared with the student's parents or guardians and inform the student of available resources. In consultation with OPCY and Legal Services, provide the student's parents or guardians written notice of the formal action and available resources.

12. If the employee, volunteer, or contractor is reinstated, consult with OCS Communications to notify the school community of the outcome.

Adopted September 29, 2023

Parent/Guardian Conduct

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school, and negative social media content. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian.

In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and/or of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from school.

Daily Schedule

Daily attendance is required

6:30 am — Extended Day opens: (Buzz in @ Door #6, Wolf Rd.)
7:35 am — Morning doors open: All grades (Door #1, LaVergne Ave.)
7:55 am — Morning doors lock: (Tardy)
2:30 pm — Dismissal: PK– 1st → Door #6 (Wolf Rd.); 2nd – 8th → Door #1 (LaVergne Ave.)

Breakfast/Lunch/Recess Schedules

BREAKFAST	7:35 AM - 7:55 AM **Fridays after Mass grades 3 - 8	All Grades
Recess A	11:00 am - 11:15 am	1st - 4th
Lunch 1	11:15 am - 11:45 am	PK, K, 1, 2, 3, 4
Recess B	11:45 am - 12:00 pm	PK & K
Recess C	12:15 pm - 12:25 pm	5, 6, 7, 8
Lunch 2	12:25 pm - 12:45 pm	5, 6, 7, 8

Parent visits to the office must be scheduled in advance. Parent meetings will not be held during arrival & dismissal times per school safety protocols.

Emergency Closing

Emergency school closings will be communicated via School Wide email, website update, and the Remind App. Please do not call the convent or the rectory. Determination is made on the availability of 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.

Attempts will be made to post on the school website at 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 canceled.

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 Buckly Amendment with respect to the rights of 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. 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, will result in student non-admittance on the 11th day of past due balance.** 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 orders 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.
PLEASE REMEMBER: LUNCH ORDERS WILL NOT BE ACCEPTED UNLESS ORDERS ARE PLACED ONLINE AND 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 for students. School personnel will take it to the cafeteria. Per Archdiocese policy, only those volunteers who have been VIRTUS 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.

Birthday Treats/Celebrations/Classroom Celebrations

We love celebrating birthdays! To make sure every child feels special while keeping our classrooms safe and focused, here's how birthdays will be recognized at school:

- **School Celebration:** Each student will receive a fun birthday surprise from SJV on their special day.
- **No Food or Treats:** Please do not send food, candy, or goody bags for birthdays, holidays, or classroom celebrations. This helps us respect allergies, health needs, and personal preferences.
- **Invitations:** Birthday party invitations may not be handed out at school.
- Any snacks or treats for celebrations will be provided by the school.

Guidelines to Remember

- Save birthday parties for outside of school so class time can stay focused on learning.
- Trust us to celebrate your child, we'll make sure they feel recognized with a special treat from SJV.

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 students miss 5% or more of school days (9 or more days) parents/guardians will be required to meet with school administration to create an attendance plan. If a student is tardy, a note or call should come to the office. 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*.

Excused Absences

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons will be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

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/SEL Director. Students start fresh every quarter. Teachers have policies and procedures in place in their classroom to encourage on-time attendance and reward students for on-time arrivals. It is an expectation that students arrive on-time. Students in grades 5th - 8th will follow the middle school tardy policy. Students will serve an after school detention for every 3 tardies.

Tardy is defined as *not physically present at the posted opening of a regular required student*

attendance day. Excessive tardiness will be recorded according to State Policy. **Truancy** is considered as unexplained absences of 9 days or more during the school year. Students may be required to withdraw and/or may be retained for truancy. If a student is repeatedly absent without adequate reason, the principal will require a meeting with the student's family.

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.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

Mental Health Protocol and Assessments

St. John Vianney School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co curricular activities at St. John Vianney School.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.

3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.

- Treat information received from the student/family/treating medical provider confidentially.
- All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.

2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

3. Reentry back to St. John Vianney School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

- Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
- Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. John Vianney School.

4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.

5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.

- The purpose of this meeting is to review the recommendations from the assessment and treatment plan and

to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

- Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

Medications and Medical Emergency Action Plans

St. John Vianney follows the policy and procedures of the Archdiocese of Chicago Office of Catholic Schools regarding school medication. All parents/guardians receive a packet containing a copy of the school medication procedures, Medical Information and Emergency Notification Form, and the Medical Authorization Form (now combined with the Physician's Request for Self- Administration of Medication and Parent/Guardian Permission and Authorization Form) at the beginning of the school year. Parents should read the procedures carefully and familiarize themselves with the various forms. A Medical Information and Emergency Notification Form MUSTbe returned for every child. No medication will be dispensed unless the proper authorizations are received! If a student's asthma action plan indicates it is necessary, they are allowed to carry inhalers with them and self-administer the medication. Students with acute allergies that require the use of an Epi-pen will be allowed to bring a labeled one with the student's name and doctor to the office to store for use in an emergency. All medical devices must have the doctor's name on them (or their container) and students must have the proper forms completed and on file in our school office.

Parents/Guardians shall notify the school in writing of any diagnosed allergies, or other diagnosed medical concerns. For serious allergies, or other diagnosed medical concerns the principal (or designee) shall meet with the Parent/Guardian to develop a written set of procedures, as well as an Emergency Action Plan, to ensure a safe environment for the child. School personnel may administer epinephrine auto-injectors ("EpiPens") with the approval of the parent/guardian, and with proper authorization from the principal and training.

Administration of Medical Cannabis:
Students are not permitted to use or possess cannabis in our schools except in accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Supply of Undesignated Opioid Antagonists Policy:
In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

School hours: 7:35 am - 2:30 pm
After-school hours: 2:30 pm - 6:00 pm
Maintained in the following designated secure locations: School Office

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact. Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student’s parent(s) or

guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as school hours: after-school hours: maintained in the following designated secure locations: a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Procedures For Dropping Off And Picking Up Students
(These guidelines are for the safety of the students.)

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 NEVER BE DISMISSED TO A TRANSPORTATION SERVICE SUCH AS UBER OR LYFT.**

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 3:30 p.m. will be buzzed Door #8
2. Extended Day Pick-up between 3:30 p.m. and 6 p.m. will be buzzed Door #6
3. Parents must sign children out of extended day.

Transportation

Bus service is not provided.

Extended Day Program Guidelines

St. John Vianney School offers a program of supervision for children of working parents from dismissal at 2:30 until 6:00 p.m. The Illinois State Board of Education (ISBE) recognizes St. John Vianney School. St.John Vianney School morning care, preschool, and extended care are license-exempt and are not licensed or regulated by DCFS. Register for Extended Day in the school office.

1. Students must be registered and attend on a regular basis, space is limited.
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.
    - Morning Care - Students must be escorted into the building and to the extended day room by the parent to sign in.
    - After Care - parents must come into the building to sign out their child(ren)

- Parents who do not sign in or sign out their children in person are subject to being charged for the entire before (1.25 hours) or after (3.5 hours).

4. For aftercare the cost is $10.00 an hr. per family with one child and $13.00 an hr. per family with more than one child. Morning cost is $10.00 an hour per family with one child and $13.00 an hour per family with more than one child. (**NOTE:** THERE WILL BE A **$1.00/MINUTE** CHARGE FOR ANY CHILD NOT PICKED UP BY 6:00PM)
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. The extended day program is ***only*** provided on school days.
7. Students will be expected to keep the regular code of discipline as during the school day.
8. Special attention is called for respect and obedience to adult authority.
9. **STUDENTS WILL ONLY BE DISMISSED TO ADULTS ON THE STUDENTS PICK-UP FORM .**

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 redirected 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 may be held virtually or in-person. 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. **Conferences or meetings will not be held during drop-off or during breakfast. Request a scheduled meeting time.**

Parent Conferences

All school Parent/Teacher Conferences are held with the first report card in October/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 Digital Friday Folder is sent home by email to our school families to keep them informed of upcoming events as well as a newsletter when there is school news to share, most Fridays will have school communications, however not every Friday will have new information. 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. PowerSchool online will aid parents and students in viewing grades and attendance.

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. 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 the 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, NO RIPPED 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

Description:

Kindergarten Girls:

White polo shirt or/and white turtleneck
Navy pants**Students sit frequently on the floor and therefore navy pants are requested
Gym shoes (worn daily)
Navy blue tights may be worn with the uniform skirt instead of knee high socks.

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 1-4

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 5-8

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 navy blue or white knee high socks. **Navy blue sweatpants or warm-up pants are **not allowed** during school day under uniform skirts.

Boys - Grades 1-4

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 5-8

White dress shirt with navy blue tie –shirt to be tucked into slacks. **(Ties can be rented from the office for $2 per day)**
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.
Because of the possibility of injury, theft or loss, no jewelry of any kind is to be worn by any students on their Gym days. ONLY the school purchased gym uniform may be worn. Additional uniforms may be purchased at the beginning of the school year.

Plain (no stripes or names) navy sweatpants may be worn for Gym from December 1st to March 31st 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. STUDENTS WHO ARRIVE OUT OF UNIFORM WILL BE GIVEN A GYM UNIFORM AND CHARGED ON YOUR FACTS ACCOUNT FOR THE COST OF THE UNIFORM.

Girls

Make-up, jeans, excessive jewelry, and artificial fingernails are not allowed. Girls may wear nail polish. Additionally, only one earring is allowed per ear, to be worn in the ear lobe. Pre-K through 4th grade girls may wear solid white gym shoes. Jr. High girls may wear plain flat, black or brown 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. 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 grades 5 - 8. Pre-K through 4th grade boys wear solid white gym shoes. Earrings and excessive jewelry (necklaces and bracelets) are not allowed. No visible tattoos are allowed, permanent or temporary.

Registration shall be completed in conformance with procedures prescribed by the State Board of Education. Information required for registration shall include assurances of compliance (i) with federal and State laws regarding health examination and immunization, attendance, length of term, and nondiscrimination, including assurances that the school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, and (ii) with applicable fire and health safety requirements.

For all students: Coloring of hair, and graphics or designs shaved into hair or facial hair is not permitted.

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.
Students 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 student 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 4th 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 6th 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/or teachers/staff
K. Gum chewing on school grounds
L. Talking back to teachers/staff
M. Behaviors that compromise personal boundaries or privacy, including in the washroom
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. Failure to turn in cell phone
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
X. Coloring of hair, and graphics or designs shaved into hair or facial hair

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

Students may be given a homework report for missing homework assignments, at the discretion of the classroom teacher.. After 3 homework reports, a conduct referral may be written.

Students may also receive 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 the 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^{th}, 7^{th} & 8^{th} 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 seriously. 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.
Lunch 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 a 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, 2nd and 6th gr. Vision exam is required for those entering Kdg and new students. ***Exclusion will occur on October 15th 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 or electronically.

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 hel
p 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 7th 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 A - F, P(Pass) and I(Incomplete) will be given to students in grades 3-8;

Grade	Cutoff (%)		Grade	Cutoff (%)
A+	98.5		C−	76.5
A	94.5		D+	74.5
A−	92.5		D	70.5
B+	90.5		D−	68.5
B	86.5		F	1
B−	84.5		I (incomplete)	0.3
C+	82.5		NG (not graded)	0
C	78.5		P (passed)	above 68

For Pre-K to grade 2 will use a developmental grade scale. It includes descriptions as such:

M = Mastered
S = Successful
E = Emerging
NY = not yet/rarely demonstrated
P = Pass

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 (1-2)

The primary teachers, Grades 1-2 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 F=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 aka PTO) 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..

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

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, track and field; grades 5 - 8 for 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 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.***

A student athlete is allowed to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion as Catholic social teaching. The modification of athletic or team uniform may include, but is not limited to, the wearing of a

hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

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 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 sports 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. Student athletes must be present during the school day on days that school is in session to be eligible to participate in athletic practices or events. Students who are not in attendance due to illness or have an unexcused absence are not eligible to participate until cleared by the school administration.
B. To understand that behavior of students during regular school day must be also exhibited at all activities.
C. To display respect, consideration and courtesy for students, staff and visitors.
D. To practice self-control at all times and accept the decision of staff.
E. To be responsible for their behavior and not influenced by the crowds.
F. Good sportsmanship should be the goal of each student at all times. Booing an opponent or official is out of order.
G. No Loitering-standing by idly, lingering aimlessly.
H. No Profanity- using language, gestures, pictures, etc. which are offensive to accepted standards of decency.
I. 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.
J. No Vandalism – destroying or defacing school property or others.
K. 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.
L. 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 or local police department may be contacted.

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: Student athletes must be present during the school day on days that school is in session to be eligible to participate in athletic practices or events. Students who are not in attendance due to illness or have an unexcused absence are not eligible to participate until cleared by the school administration.

Parents/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 the 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)

All students participating in Athletic practices and games/competitions are required to have a current IHSA Sports Physical on file prior to participation.

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 below and may be adjusted based on the number of participating athletes:

- **1st child participating in athletics**

=20 hours commitment (4 shifts @ 5 hours each)

- **2nd child participating in athletics**
  =10 hours commitment (an additional 2 shifts @ 5 hours each)
- **3rd 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 skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide the privilege of access to technology for students and staff use.

The goal of this responsibility is to 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 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 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 responsible use policy applies to both school owned and personally owned 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 owned 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 may be 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 owned 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 is 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

Students 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:

- Use 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 on your FACTS account.

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)

_____ Date _____
(Student Signature)

_____ Date _____
(Student Signature)

_____ Date _____
(Student Signature)