



Parent - Student Handbook 2022 - 2023



www.visitationelmhurst.org

VISITATION CATHOLIC SCHOOL

Visitation School belongs to the Diocese of Joliet and follows the policies of the Diocesan Catholic Schools Office as well as the Illinois State Board of Education.

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school.

Mission Statement (posted in school and recited each Monday during a.m. prayers)

Visitation School is part of Visitation Parish, and a place where we learn about the lessons taught by Jesus Christ. We do our best each day to pray, worship and learn together. Our teachers help us understand the importance of respecting and serving others as Jesus did. I will work hard today and every day to follow the example of Jesus.

Our Philosophy

Visitation School, a ministry of Visitation Parish, believes that a solid Christian education is fundamental in the expression of the ministry entrusted by Jesus to the Church. The Catholic vocation calls all individuals to transform themselves and society through faith, education, community, worship, and service to others as directed in the Catechetical Directory.

Through equal partnership with parents, the primary educators of our students, we offer all children a strong faith-centered foundation while developing their God-given potential.

The purpose of a Catholic School is to develop an individual Christian who:

- ❖ Knows the Good News of the Gospel
- ❖ Reflects on Old and New Testament readings
- ❖ Develops a habit of prayer and worship
- ❖ Views the world with a Christian perspective
- ❖ Recognizes cultural diversity
- ❖ Demonstrates an awareness of their responsibility toward the School, Parish, and global community
- ❖ Acquires basic skills as an active learner in all academic areas
- ❖ Receives differentiated instruction to educate the whole child
- ❖ Fosters higher level critical thinking skills
- ❖ Participates in self-evaluation and formal/informal assessments

Admission Policy

The Joliet Diocesan Board of Education and Visitation are committed to supporting equal educational opportunities for all children, and to provide a Christian environment in which Roman Catholic truths and values are integrated with every aspect of human life.

The Admission criteria for Visitation School are:

1. No family shall be denied admission to Visitation solely on the basis of race, sex, color, national or ethnic origin.
2. All families must be registered, contributing, members of Visitation Parish.
3. First priority in admission to the next consecutive grade level will be given to children currently enrolled at Visitation.
4. Second priority will be given to families who have children currently enrolled in Visitation.
5. Third priority will be given to parents who are registered at Visitation.
6. Any child entering preschool or kindergarten must be three, four, or five years of age respectively on or before September 1.
7. Admission of students wishing to transfer into Visitation will be reviewed on an individual basis by the principal.
8. The pastor and the principal make discretionary exceptions to the above policies when, in their judgment, it is in the best interest of Visitation School.

Admission of Transfer Student

When a student who is transferring from one Catholic School in the Joliet Diocese applies for admission to another Catholic School contact between the two principals is advisable. Such contact with the former principal of any school may be needed to clarify reason for student transfer i.e. suspension / expulsion or unpaid tuition.

Finances

Parents support Visitation School through the use of Sunday envelopes, tuition payments, and school fundraisers.

No child will be denied a Catholic education for financial reasons. Any such difficulty must be discussed with the pastor.

Tuition

Visitation has partnered with Blackbaud Tuition to service tuition accounts. To enroll in the program, go to <https://enroll.blackbaud.school/> If you have technical difficulties accessing the system, call 866-395-2986. If you have general questions about the program, you can call the assistant principal, Katie McVey at 630-834-4931.

2022-2023 Tuition

Grades K – 8

1 Student	\$5150
2 Students	\$9550
3 Students	\$12,875
4 Students	\$16,000

Preschool / Kindergarten (Half)

Pre 2 Days	\$2,600
Pre 3 Days	\$3,000
Pre 4 Days	\$3,300
Pre 5 Days	\$3600

Preschool / Kindergarten (Full)

Pre 2 Days	\$3900
Pre 3 Days	\$4370
Pre 4 Days	\$4900
Pre 5 Days	\$5150

Mandatory Fundraiser Fee – Gala Raffle Tickets School families are required to participate in fundraising through our Gala Raffle. Each family will be provided \$300 worth of Gala Raffle tickets. The Gala Raffle tickets provided to each school family may be kept or sold to family & friends to recoup the cost of the tickets. The \$300 fundraising fee will be divided into two equal payments of \$150 and charged to your Smart Tuition account once in the fall (October) and once in the winter (January).

Supply and Book Fees (non-refundable)

Grades K-8:	\$450 per child
Pre 5-day (full)	\$450 per child
Pre (half-day)	\$265 per child

Tuition MUST be paid in full to date at the end of each trimester. If not, the family will not have access to SchoolSpeak.

Tuition Assistance

There is a tuition assistance program for families in need at Visitation. Assistance is provided through limited funds set aside for this particular purpose through the generosity of parish benefactors and the Sister Thomas Leo Fund. Please see the school principal or Pastor for further details about requesting assistance. A FACTS form must be completed by any family requesting tuition assistance.

Manna Program

Manna is a plan to help subsidize tuition. Certificates are sold at face value and credited to the family September to March, at that time a percentage of the amount purchased is deducted from the tuition balance.

Tuition Collection – Guidelines & Procedures

Past Due Tuition: Tuition MUST be paid in Full at the end of each trimester. If not, the family will not have access to SchoolSpeak.

- 10-Days Past Due – Initial correspondence via email and/or letter
- 30-Days Past Due – If amount due is not paid, second correspondence via phone call from Principal or Assistant Principal to understand family circumstance and develop agreed upon course of action
- 90-Days Past Due – If 30-Day course of action is not being followed, request in-person meeting and evaluate/develop revised payment plan as necessary
 - Tailor a unique payment schedule approved by Principal or Assistant Principal for tuition owed for entire academic year
 - Ensure subsequent tuition payments remain current
- Goal - Collect all past due tuition by 7/31/xx for prior academic school year and maintain 1.5% or below past due balances
- Monthly aging to be distributed to Principal, Assistant Principal, Parish Director of Business Operations and School Board Treasurer (family names to be redacted in Board aging)

- Require all families enroll in the Smart Tuition billing service
 - Request families with delinquent balances that are set-up on twice per year invoicing convert to monthly payments
 - Actively promote automatic debit feature for payments within Smart Tuition
- Pastor to be consulted regarding course of action for past due balances above \$5,000
- In rare cases, and after determination all possible payment options are exhausted, Principal and Pastor to determine if family permitted to re-enroll the following academic calendar year

Parameters: (i) high past due balances including significant amount >90-days delinquent; (ii) determination of high likelihood future amounts will become past due; (iii) family has not followed through on previously agreed upon payment plans; and (iv) uncooperative families.

Visitation Staff Directory 2022-2023

Parish Office

Very Rev. William DeSalvo	Pastor
Rev. Gregory Alberts	Parochial Vicar
Deacon Tony Spatafore	Facilities
Suzanne Noonan	Reception
Marek Latocha	Business Manager / Building & Grounds
Anne Montgomery	Protecting God's Children Coordinator
Matt Pozin	Director of Religious Education
Renee Gianni	Religious Ed

Religious Education Office

Office/Maintenance Staff

Carrie Mijal	Principal
Katie McVey	Assistant Principal
Denise McMahan	Secretary
Karen Lepke	Office Assistant (M/T/Th)
Pam Gaudio	Office Assistant
Mark Vessini	Maintenance
Ziggy	Maintenance

School Resource Staff

Janine Lezza	Assessment and remedial support
Carmen Grango	Grades 5 - 8 Math Resource
Myra Isidoro	Social Worker

Library Staff

Judy O'Sullivan	Library Aide
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Specials Teachers

Linda Roberts	Physical Education
Katy Costello	Visual Arts
Phillip Hardin	General Music
Pat McMurray	Band
Alexandra Osorio	Spanish (Gr. K - 6)
Anna Groh	Spanish (Gr. 7-8)

Classroom Teaching Staff

Preschool	Amy Janney, Heather Burnes, Molly McHugh, Ellen Seiberlich, and Mary Beth Eck
Kindergarten	Mary Esposito and Nalda Page
First Grade	Staci Butscher and Dina Kalins
Second Grade	Meghan Parney and Gail McGeever
Third Grade	Jessica Clifford and Emily Aylesworth
Fourth Grade	Sarah Vasquez and Amy Drewno
Fifth Grade	Brenda Perrone and Kelly Loudenslagel
Sixth Grade	Margaret Kari and Diane Grah
Seventh Grade	Julie Fullerton and Mary Lou Vainisi
Eighth Grade	Mike O'Brien and Tyler Hakanen

Teacher Aides

Preschool	Mary Jo Marek, Heather Ude, Liz Beckman, Elena Dunphy, Chris Wilson
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Kindergarten Erin Carillo and Linda Wilczewski

**Grades 1, 2, 3 and 4 Aides Regina Gibbons, Maggie Lawton, Sr. Alphonse,
Stacey Boykin, Mary Beth Lucas, & Mindy Hosler**

We welcome the 2022-2023 School Board Members for 2022-2023:

Beth O'Reilly - President

Katie Luptak - Vice President

Katie MacKinnon - Secretary

Kevin O'Shaughnessy

Mike Sebastian

Brandy Frost

Amy Belich

Bill Beckman

Kris Buhrfiend

Marget Graham

Katie McDonough - Consultant

We welcome the 2022-2023 VPA Board Members:

President -Liz Beckman

1st Vice President- Angela Vanosky

2nd Vice President- Mary Beth Webb

Secretary- Annie Esposito

Treasurer- Amy Belich/Laura Woods

Cell phones and Electronics

No student may use a cell phone, Smartwatch or Fitbit (with a data plan) or IPod-type device during the school day unless there is explicit permission from the school office.

As it relates to students safety, however, students may have a cell phone for needed use during non-school hours outside the school building. The device must be turned off and kept in a locker/backpack during the school day. The phone should never be in a pocket, pencil case or desk. The same applies for other electronic devices, unless explicitly approved by the office.

Any cell phones or electronic devices that are visible at unapproved times will be confiscated, and consequences may result. Parents will be contacted and will need to come into the school to pick up the device.

School staff and volunteers are not responsible for any loss or damage to any cell phone or electronic device.

Daily Schedule

Early Arrival Program

Parents may sign up for our before school program that starts at 7:15 AM. Students report to an assigned room where a teacher will be on duty. Please come prepared to study or do school work until school begins. The fee for this program is \$100.00 per student per semester.

School Day

8:00 – Entry bell; There is no tardy bell.

8:10 – Morning prayers, Pledge of Allegiance, announcements

8:15 – Academic schedule begins

11:00 – End of morning Preschool and half-day Kindergarten

Lunch – Times vary by grade level

12:00 – Afternoon Preschool classes begin

3:00 – Dismissal (Students remain in homerooms until the bell rings.)

After School Care

Students who are registered are able to utilize the After School Care Program which runs from 3:00pm-5:30pm Monday-Friday. Students who participate will follow a set schedule each day including time for a snack (brought by each student), outdoor play, homework time, craft/game time, and quiet down time/book reading. More information can be found in the After School Care Program Handbook which will be provided to all registered families. This program will be run by Visitation staff members.

Communication

School App

The school website is a primary source of a variety of school information. The website is accessible via a new school app designed to work on iPhones, Androids, Windows, Blackberry and Symbian smartphones. The home screen of the app includes quick access to the school web site, School Speak, school office contact, school email, , athletics, and information about a variety of events and schedules. Click on the link below to open the app on your phone and then follow your phone's instructions to create an icon on your phone and add it to your home screen.

visschool.outsidetheboxinc.co

School Speak Program

The school's student data management system is called School Speak. It provides parents with the ability to manage their own personal and emergency contact information on-line. It also provides parents with access to student assignment grades. SchoolSpeak also has a free app for iPhone users. Go to the app store to download and login. More details about this system are available on the school web site.

Parent Visitation

A school sponsored curriculum night is scheduled early in the school year. Formal parent-teacher conferences for grades k-8 are scheduled in November. Sunday of Catholic Schools Week, parents are invited to an open-house providing the opportunity to view science fair projects and visit classrooms to see student work.

Meetings with teachers must be prearranged. Please make an appointment before coming to school to see a teacher.

Reporting Absences and Early Dismissal

Please report absences by 8:00 AM by leaving a message at 630-834-4931 x 330, or by emailing absence@visitationelmhurst.org A note from the parent must be sent to the homeroom teacher upon the child's return to school.

If your child is late upon arriving in the classroom after the bell, the student needs to get a pass from the office. The student will be marked Tardy on that day.

If your child needs to leave school early for any reason, a note must be presented in the office which the students then shows to the homeroom teacher. Students leaving school early must be signed out in the office by a parent or an authorized adult. **Any**

student missing two hours of school or more, but not all day, will be marked as a half day absence.

At dismissal time, all students should go directly home. No child will be allowed to accompany another student home unless a written note is sent to the homeroom teacher. **Please avoid calling school with last minute messages at dismissal time unless it is an extreme emergency.**

Compulsory Attendance

The State of Illinois provides for compulsory daily attendance of all children between the ages of seven and sixteen. By law, the attendance department of the local public school district of the regional Office of Education is charged with enforcing school attendance laws. Its jurisdiction extends to all schools within the district, including non-public schools. If a student is chronically or habitually absent or tardy, the case may be referred to the local truant officer.

Vacations

Parents/guardians are strongly discouraged from interrupting their child's academic year with trips outside prescribed school breaks or holidays. This includes leaving early or returning late at Thanksgiving, Christmas and at spring/Easter break.

Teachers are NOT responsible for assigning work which will be missed during special vacations. That work will be completed when the student returns to school.

Safety

The school is locked during the school day. **Parents/Visitors entering the building MUST use the main school entrance and report to the office. No one is allowed to go directly to a classroom or locker.**

Lunch

All students stay for lunch. An adult supervisor is assigned to each classroom while eating lunch and to each playground. No student is allowed off the school premises during this time unless a parent signs him/her out and is responsible for him/her during this time.

Any parent who delivers a lunch after 8:10 must leave it in the school office with the child's name and grade. This will be delivered to the appropriate room during the morning.

- ❖ Please no fast food at Visitation.
- ❖ Hot lunch is provided once a month, ordered monthly.

- ❖ Milk is paid once each semester, fee is paid per student.

Birthday Treats

Please do not bring 'goodie bags' or any edible treats to be passed out in the classroom.

Medication During School

If a student is ill, he/she should remain at home. Homework will not be sent home until after three full days of absence, though information about daily assignments is generally accessible via teacher websites.

If your child requires medication during the school day, this medication must be administered by a parent or an authorized adult. The school office personnel cannot administer medication except in the case of children requiring daily maintenance medication. We advise parents to schedule medication dosages at times when the child is at home.

- Only long term non-liquid prescribed medicine will be given to students during the school hours.**
- Prescription medicine must be brought to school in a pharmaceutical container, clearly marked with the student's name and doctor, and the parent must sign the School Medication Form.**

For the safety of all, students may not keep any medication, including aspirins, throat lozenges, cough drops, or over-the-counter medicine in their personal belongings or on their persons.

Accidents/Emergency Contact

When it appears an accident is of such a nature to call for a doctor's care or at least the parent's decision as to necessary care, the parent will be called. **PLEASE KEEP ALL EMERGENCY CONTACT INFORMATION CURRENT IN SCHOOLSPEAK. PARENTS CAN UPDATE THIS INFORMATION IN THAT SYSTEM AT ANY TIME.**

Illinois Health Records

Illinois State Law requires a complete physical for students entering pre-school, kindergarten, 6th or anyone from another state. Included with this physical must be an immunization record for measles, mumps, rubella, tetanus, diphtheria, poliomyelitis, and pertussis. Eye exams are also required for students entering kindergarten and grade 6.

- ❑ The state of Illinois requires that all students have proof of two doses of the measles vaccine.
- ❑ All students entering preschool and 6th grade must receive the hepatitis B and Meningococcal vaccines.
- ❑ It is strongly recommended that all students at the time of their physical be tested for tuberculosis.
- ❑ Dental exams are required for students entering K, 2nd and 6th grades.
- ❑ Students not in full compliance by October 15th may be excluded from the school until proper documentation is presented to the school office.
- ❑ It is strongly recommended that each parent/guardian keep a copy of each child's physical form for reference. The school office will not be responsible for making copies of physical records for non-related athletic, scouting events, etc.
- ❑ Students in Grades 5 – 8 who participate in our sports program must submit an annual Sports Physical Medical Form each year.

Emergency School Closings

Should severe weather or local emergency necessitate the closing of school for the entire day, or Late Start beginning at 10:00 (if forecast permits), an announcement will be made either way through the computerized information center on all major radio and television stations. An automated telephone message will ALSO be sent to all families listed in our school directory. Note that since Visitation does not use busses, we may not always close when the public schools close.

Emergency Drills

Regular fire drills & tornado drills are held, and evacuation safety procedures are posted in each classroom and periodically reviewed with students. A minimum of one lockdown drill is also held each year under the supervision of the Elmhurst Police Department.

Attire

Boys are required to wear a royal blue polo shirt (with school logo) and navy blue dress pants with a belt. Shirts must be purchased from Dennis Uniform Co. Please, no baggy or faded blue trousers, jeans or denim. Vis walking shorts and belt may be worn after

May 1st and before October 1st. All socks must be plain white, black or navy blue without any designs or logos, and rise above the ankle. Navy blue plain cardigan sweaters may be worn.

Gym Shoes will be allowed this year.

Hair length: Boys hair is to be tapered in the back, not touching the shirt collar or being longer than the top of the ears.

Boys are NOT allowed to wear any earrings or jewelry. No Smartwatches or Fitbits with a Data Plan.

Girls' uniform components (except navy pants and K-3 polos) are to be purchased from Dennis Uniform Co.

Grades K-3: Uniform jumpers and a plain white blouse or white or royal blue polo.

Grades 4-8: Uniform skirt and a white or royal blue polo with Vis logo.

Navy flat front pants (with logo polo shirt) may be worn in lieu of a jumper or skirt. Socks are to be plain white or navy blue without any designs or logo, and either knee or ankle length. Tights or leggings (white or navy blue) are permitted to be worn in cold weather.

Vis walking shorts may be worn after May 1st and before October 1st. Navy blue cardigan sweaters are allowed.

Skirt length: Length of girls' skirts/jumpers should be to the knee and adjusted throughout the year to accommodate student growth.

Girls are not allowed to wear any facial or eye make-up to school. Earrings, if worn, are to be petite and demure, and ONLY one set. A small cross may be worn if tucked in under student's shirt. No other jewelry, such as bracelets or rings, may be worn. No nail polish of any kind is allowed.

Girls are not allowed to wear a Smartwatch or Fitbit with any Data Plan.

Hair guidelines: 7th and 8th grade girls with longer hair must wear it pulled back. Tinting, highlighting or coloring of hair is NOT permitted.

Shoes- Students are expected to wear good, sturdy, dress shoes to school every day. Dress/school shoes must be made of solid, one-color suede (black, blue or brown) leather or leather-like with a non-marking sole. Fabric, patterned or metallic shoes are not allowed. Shoes must have a back.

Dress Shoes are encouraged, but Gym Shoes will be allowed.

Additional clarifications about shoes:

While not technically a “dress” shoe, the popular Sperry-type shoes will be acceptable, but ONLY if they are gray, black, brown or dark blue in color in leather only.

No slip-on shoes, or sneakers, such as Steve Madden or any other brand, are allowed as part of the uniform.

Moccasin shoes (that resemble a house slipper) are not acceptable.

Shoes that have embellishments like sparkles, glitter or beading are not allowed.

Gym shoes will be worn only during PE classes.

If a gym-type shoe must be worn during the school day for medical reasons, the shoe is to be a solid, dark color.

Vis Spirit Wear / Out of Uniform Days

Visitation spirit wear may be worn over school uniforms on Fridays. Visitation fleeces (from Dennis Uniform) may be worn any day. Other fleeces or sweatshirts may not be worn in school.

Students MAY NOT use ‘Out of Uniform Passes’ on Mass days. Shorts are allowed but MUST be mid-length. Leggings may be worn, but the top Must cover the bottom. No cleavage.

Spirit Wear is encouraged.

Philosophy of Discipline

Discipline encompasses all the training formation that the child receives. In order for discipline to be effective, it must occur in the context of parent-school partnership, whereby each partner works with the other to guide the growth and development of the child. Visitation school educators and parents/guardians are committed to the discipline that creates a Christian community.

Visitation school complies with the Joliet Diocesan policies #5310 and #5320 in regard to conduct and discipline.

Students are expected to act in a manner befitting the Christian philosophy and mission of the school. Consideration for fellow students and those responsible for their education must be shown. To accomplish this, students must recognize their individual responsibilities and obligations.

Conduct / Behavior

Training in self-discipline begins long before a child is old enough for school. Discipline in a school creates the proper environment for study and learning, and an orderly school life. This is very basic for learning. Proper behavior grounded on Christian principles will be expected of all students.

- Respect and obedience to all authority
- Respect for other people and their belongings
- Honesty
- An attitude that is conducive to cooperation with peers

Conduct that is disruptive to the educational process, infringes upon the rights of others, or is unbecoming of a Catholic Christian will not be tolerated, and will be handled on an individual basis by the principal.

Playground Conduct

While physical activity is encouraged, rough play or misbehavior of any kind will not be tolerated. Fighting or “pretend fighting” is not permitted. Students are to keep their hands and feet to themselves at all times. Playground conduct & procedures are explained to the children. Specific guidelines for the playground are given to the adults on duty. Students must demonstrate respect for the adult supervisors or forfeit their recess time.

Disciplinary Procedures

Discipline shall be developed in a positive manner, never through the use of force, ridicule, or sarcasm. The following disciplinary procedures are not permitted by Diocesan policy.

1. Corporal punishment
2. Personal indignities
3. Sarcasm and public humiliation
4. Imposition of a fine as a means of punishment

5. Indiscriminate punishment for the bad conduct of some
6. The requiring of a repetitive written exercise

Students in violation will be subject to the following:

1. Conference with pupil
2. Isolation
3. Loss of Privileges
4. Detention
5. Suspension
6. Expulsion

Weapons

Weapons and/ or “play or toy” weapons of any kind are not permitted on school property or at any school sponsored event. Any student found with a weapon and/or “play or toy” will be reported to authorities at the discretion of the pastor and/or principal. According to the circumstances involved, appropriate disciplinary action will be taken.

Safe School Environment

The environment of a Catholic School should be one where respect for individuals prevails. Acts of violence, threats, etc. must be reported. Careful investigation of alleged behavior will be taken. Every effort will be made to provide assistance for the person being mistreated. After careful investigation, it is possible that a course of action could result in an intervention resulting in the removal of the offending party from the school as well as a request for further professional evaluation. During the intervention process, the pastor/principal, in consultation with the Catholic Schools Office, retain local decision-making responsibility. Information deemed necessary and as circumstances warrant will be shared with the appropriate constituencies.

Problem-solving and Communication

When parents have concerns, it is best they are initially addressed with the teacher. If efforts to resolve the matter at that level are not successful, the principal should be consulted or involved. If at that level the matter is still not resolved to a parent’s satisfaction, the Pastor may be contacted. It is not an appropriate role for School Board members to be involved in such matters.

Rights of Custodial Parent / Legal Guardian

Visitation complies with the prevailing laws of the State of Illinois concerning the rights of custodial and non-custodial parents, and/or legal guardians. At the time of initial enrollment or at the time that this matter proves to be relevant to any child enrolled in Visitation School, the parents or adults who have been awarded custodial or legal guardianship by the court must present written proof of custody to the school administrator.

Non-Custodial Parents

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

Student Records

Visitation fully complies with the Family Education Rights and Privacy Act of 1975. If a parent / guardian or student wishes to view a record, twenty-four hour written notice is to be given to the school office. All records are to be viewed in the principal's office. Student records may not be removed from the school.

Standardized Testing

The Iowa Basic Skills Assessment series is the testing program for the Joliet Diocesan Schools. Students in grades 2-7 will be tested in the fall. Test results are then sent to the parents in December. Other tests may be given from time to time to assist in monitoring students' academic progress.

Special Services

The Visitation faculty strives to meet the academic, physical and social-emotional needs of all students, however some needs may exceed the resources available.

Visitation partners with Catholic Charities of Joliet to offer social work services the equivalent of 1.5 days per week. The social worker can work with individuals or groups on peer relationships, building a culture of compassion, individual issues, or supporting students in crisis.

Speech and language support for students with identified needs can be provided through District 205 personnel and are currently provided on Fridays on site at Visitation.

School Curriculum

Decisions concerning Visitation curriculum are made by the school principal within the rules and regulations of the Joliet Diocesan School System and the State of Illinois. The principal will consult with the pastor in these matters and may consult with the faculty, staff, and school board. Input from interested parents is welcomed and will be considered.

In order for all students enrolled in Visitation School to fully benefit from their educational experience at Visitation School, they will all be required to participate in the entire curriculum as defined by the school principal. This includes academic as well as non-academic subjects. An overview of the curriculum at Visitation can be found on the school web site.

Faith Formation

Visitation School's commitment to faith & moral development includes daily prayer, religion classes, sacramental preparation, family life classes, all-school liturgies, para-liturgies, penance services, seasonal devotions, and faith and moral values integrated into every aspect of the curriculum.

Reconciliation and First Eucharist – Grade 2 Dates to be determined

Confirmation – Grade 8 Date to be determined

Band

Visitation offers both a beginner and concert band program. Lessons for grades four and five are taught during the school day on a rotating schedule on Tuesdays and Wednesdays. Beginning in sixth grade, band lessons are offered in lieu of the student's general music class in order to prevent the child from being pulled from an academic class. Group practices for beginner and concert band will take place on appointed days during recess in the Valentino Center. Concert band has a before-school group practice on Wednesdays from 7:15-7:50 a.m.

Standards-Based Reporting

Teachers of grades K-3 use a standards-based report card developed by the Diocese of Joliet to report student progress. Report cards for grades 4-8 also reflect a standards-based reporting philosophy. Parents will receive information during the school year about the philosophy behind this shift.

Extra-Curricular Activities

Representing the school in extra-curricular activities is both a privilege and a responsibility. All students participating in an extra-curricular activity must remain in good standing, both academically and socially. If a school day, a student must be in attendance at school the day of an extra-curricular activity in order to participate.

Supplemental Programs

Grade 4 – Learn Not to Burn – Elmhurst Fire Department

Grade 5 – D.A.R.E Program – Elmhurst Police Department

Bicycle Policy

1. Students must lock their bicycles in the racks located in the south parking lot.
2. Double-locking is not allowed. Each student must have his/her own lock & chain.
3. Those disregarding this policy forfeit their bicycle privileges.
4. Grade four is the earliest a student may participate.
5. All bikers must wear helmets to & from home.
6. Permits may be obtained in the school office.

Asbestos Management

Please be advised that the Asbestos Management Plan of Visitation School by 40 CFR 763.93 is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents at the following location: 851 S. York St. Elmhurst, IL 60126

School Policies

Visitation Catholic School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies. That handbook can be viewed on the diocesan website, www.dioceseofjoliet.org

DIOCESE OF JOLIET CATHOLIC SCHOOLS OFFICE

Important Diocesan Policies

1430 MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

1440 REPORTING DRUG VIOLATIONS to AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

- a. A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; OR

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; OR

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities **immediately and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident *and* to the Illinois State Police.

Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well.

105 ILCS 5/27.1A, 5/34-8.05

1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack *and* to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

4005 EQUAL EMPLOYMENT OPPORTUNITY

The Diocese of Joliet guarantees equal employment opportunities in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, genetic information, sexual orientation, mental or physical disabilities, or any other characteristic protected by law.

In providing equal opportunities in its employment practices, the Diocese of Joliet may consider any conduct (during working or non-working hours) of an applicant/employee that may be inconsistent with his/her position or the philosophy, goals, objectives, rules and regulations of the Diocese of Joliet and/or the moral and religious teachings of the Roman Catholic Church, as determined by the Bishop of the Diocese or his designee.

In addition, there are certain “ministerial” positions in the Diocese of Joliet, and individuals filling those positions may need to strictly adhere to the foundational teachings of the Catholic faith. Those individuals may be selected according to certain criteria, such as being Catholic, male, unmarried, not part of a civil union, etc., and preference in hiring/retention shall be given to people who meet those criteria. Such preference is allowed under state and federal law, and does not constitute illegal discrimination.

5110 NON-DISCRIMINATION

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

STUDENT AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE

The Catholic Schools Office of the Diocese of Joliet and the Parish School **Visitation School** support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned handheld devices, the Internet, including Web 2.0 tools(sometimes collectively

referred to as “Technology Resources”), as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School’s goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School. Student users must also agree to and acknowledge the Terms and Conditions below. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to privately owned electronic devices, including, but not limited to cell phones and other handheld devices, laptops or desktop computers and notebooks/tablets (“Privately Owned Devices”).

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

1. Acceptable Use

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

2. Responsibility

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students’ family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the School network system.

The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and is/her decision is final.

3. Code of Conduct

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law as well as

the terms of this Agreement. Outside of School, it is expected that families bear the same responsibility for such guidance of their child(ren).

The Principal has the right to intercede when the Parish, School, their employees, volunteers, Administration or students are affected by the inappropriate use of Technology Resources or Privately Owned Devices which are governed by the terms of this agreement including, but not limited to the following:

- a. All users are to be polite and use appropriate language. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for blogging. While we encourage students to engage in debate and conversation with other bloggers, we also expect that they will conduct themselves in a manner reflective of representatives of this School.
- b. No inappropriate, obscene, or pornographic pictures or drawing are to be downloaded, displayed, printed, or communicated through any electronic or handheld device.
- c. No School related picture, video, or other digital images of students, School employees, volunteers and/or School related activities are to be uploaded to any site on the Internet, including video sharing sites, such as You Tube, without the expressed permission of the Principal or Principal's designee.
- d. No offensive, harassing or threatening remarks or comments related to another student, teacher, administrator, employee or volunteer of the School or Parish are to be placed on the Internet, personal websites, blogging sites, social networking sites, or sent via texting, instant messaging, email or on handheld devices.
- e. Cyber bullying is not tolerated. No student shall participate in communication that spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
- f. No students shall transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through Technology Resources or Privately Owned Devices.
- g. No student shall upload, download, copy, forward or transmit any copyrighted material or any portion of such copyrighted materials, including, but not

limited to music, video, photographs, teacher. pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.

- h. No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.
- i. The use of the School network shall not disrupt the work of other users and this includes, but not limited to disrupting the School network's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.
- j. The personal address, phone number or social security number of any student, administrator, teacher, volunteer or staff member is not to be used in email or on the Internet.
- k. The School network may not be used for the purchase of any type of merchandise, services, copying of copyrighted material or to send material or communication likely objectionable to the recipients.
- l. At School, no user shall be involved in or participate in, chat rooms, blogs or discussion groups without the express permission and/or supervision of the teacher/system administrator.
- m. No student shall post or send defamatory comments regarding the Diocese, School, administration, faculty, staff, or other students comments or materials that could damage the reputation of the Diocese, School administration, faculty, staff or other students.
- n. No student shall install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT administrator or IT staff.
- o. No student shall use or disclose someone else's code or password without authorization.

4. Safety

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.

5. Internet Filtering

The school will use technology protection measures in compliance with the **Children's Internet Protection Act (CIPA)** to protect minors and all users against access through such computers to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

6. Privacy

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

7. Consequences for Inappropriate Use

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

8. Web Pages

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

9. Handheld Devices

The use of hand-held devices for educational purposes is limited solely to those devices approved by or distributed by the School. All rules of conduct shall apply. The beaming of information that is considered threatening, unwelcome or inappropriate shall be reported to the teacher or Adult supervisor immediately

10. Personal Electronic or Cellular Devices

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

11. Indemnification

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

12. Financial Obligations

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

13. Limitation of Liability

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/ Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

Rev 3/2010

DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such

videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.

I. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.

II. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.

III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.

- A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.

IV. Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.

V. Forms of release for videotaping and photographing of students are not required from the parent/guardian when:

1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.

2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.

3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
5. Video cameras are in use to monitor public areas of a school/church facility or bus.

**PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF
PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK
JOLIET DIOCESAN SCHOOL SYSTEM
(Filled out ONLINE)**

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e. Website), digital or still photograph productions that may involve the use of students' names, likenesses or voices. Such productions may be used for the educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students is permitted without parent permissions as stated in the Videotaping and/or Photographing of Students Agreement. Parents/guardians have the right to object to the use of the child's /children's name, picture, or voice in these media and may do so by completing the form below and returning it to the principal of the school to be kept on file there.

I object to **Visitation School**

publishing my child's/children's personally identifiable image and work in places and via electronic, video, auditory, print, and any other media accessible by the public (including said School/Parish/Diocese; bulletins, newspapers, websites and other print publications).

Family Name

(Please Print)

Name of child/children

(Please Print)

Permission Denied

(Signature of Parent/Guardian)

Date _____

OR

Permission Granted

(Signature of Parent/Guardian)

Date _____

Rev. 3/2010

DIOCESE OF JOLIET CATHOLIC SCHOOLS
Acceptable Use Acknowledgement
(Filled out ONLINE)

The Schools within the Diocese of Joliet believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other network services available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of all our students.

Acceptable and ethical uses of technology are devoted to activities that support teaching and learning. The following is an agreement for the use of technology at **Visitation School**. This agreement is an abbreviated version of the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use ("Student Agreement"). By signing below, the student, parent/guardian acknowledges receipt of and agrees to be bound by the Acceptable Use Agreement.

Using the computer and the school network correctly and responsibly is very important. I will follow these rules:

1. I will use the computer carefully and listen to the directions of my teacher.
2. I will only work on the programs and web pages that my teachers tell me to use.
3. I will ask for help, if I don't know what to do or which key to press.
4. I will tell my teacher if I read or see something on the computer that makes me afraid or uncomfortable.

5. I will not use the computer to be hurtful to others.
6. I will not give any information about my family, other students or myself to anyone on the Internet.
7. I will print only when my teacher tells me to.
8. I will only access my file or my own folder in the documents or on the student server.
9. I understand that if I do not follow, or break one of the rules, I may not be able to use the computer and may be otherwise disciplined.

I will sign my name to show that I will follow these rules.

Student Name (Print)_____

I have read and agree to this Acceptable Use Acknowledgement and the Diocese of Joliet's Student Agreement for Internet Access and Related Technology Use and have discussed them with my child:

Parent/Guardian Name (Print):_____

Parent/Guardian Signature:_____

Date:_____

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*****NEED ONE PER STUDENT. **DO NOT** ADD ALL STUDENTS ON ONE FORM