

St. Christopher Catholic School

1840 N. Bruce Street

North Las Vegas, NV 89030

Telephone Number: 702-657-8008

Web-site: www.stchrisnlv.org



2018-2019 Parent/Student Handbook

Travel With God

St. Christopher Catholic School is a place where:

A quality, Catholic education is promoted

Teaching is student centered

Learning is reality based

Good behavior is an expectation

Success is a daily experience

Potential is continually challenged

Responsibility is promoted and modeled

Communication is a priority

And

Community pride is shared!





Principal's Message

Welcome to St. Christopher Catholic School!

Thank you for choosing Catholic education and for entrusting your children to St. Christopher Catholic School. We are committed to teach and live the Gospel message and to foster Catholic identity. Through all of this it is our goal to continue to promote academic excellence.

Please remember that you are the primary educators of your child. We, at St. Christopher Catholic School are here to support you in that role. When it comes to any needs or concerns you have for your child, please be sure to contact your child's teacher and address those questions.

This handbook is designed to provide our students/parents with important information about our school policies and procedures. Rules and regulations are necessary to maintain the best possible learning environment for our students. Please become familiar with the policies of our school and conscientiously follow the directives outlined in this handbook.

Again, I thank you for choosing St. Christopher Catholic School. We are extremely excited to be a part of your child's education. Education will better your life, but a Catholic education can be life changing.

Mr. Christopher D. Zunno, Principal

Travel With God

Notice of Non-Discriminatory Policy as to Students

The schools of the Diocese of Las Vegas operate in compliance with Title VI of the Civil Rights Act of 1964 and the nondiscriminatory requirement of Title IX of the Education Amendments of 1972 (P.L. 92-318). The Diocese of Las Vegas does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs and athletic and other school administered programs.

Co-education schools of the Diocese do not discriminate against any applicant or students because of sex in educational policies, admissions, educational programs or activities of the school.

Diocese of Las Vegas

“The Diocese of Las Vegas is a community of believers who proclaim the Gospel message of hope by serving all through evangelization, life-long formation, and worship.”

Most Reverend George Leo Thomas, Ph.D.
Bishop of Las Vegas

St. Christopher Catholic School Faculty and Staff

2018-2019 School Year

Pastor	Fr. Gene Kinney
Principal	Mr. Christopher D. Zunno
Administrative Assistant	Ms. Dulce Martinez
Kindergarten	Ms. Lucy Alcala
First Grade	Mrs. Belinda Garcia
Second Grade	Mrs. Marycruz Perez
Third Grade	Ms. Athena Figueroa
Fourth Grade, English, Reading, Religion	Mr. William McLain
Fifth Grade, Social Studies, Science, Math	Mr. Jason Casper
Sixth Grade, English, Literature	Mrs. Rhyannon Jovan
Seventh Grade, Math, Science	Mrs. Mary Gorts
Eighth Grade, Social Studies, Religion	Mr. Matthew McGinley
Physical Education, Health, AD	Mrs. Debbie Barnaby
Computers	Mr. Zach Ornelas
Art/Music	Mrs. Sheri Ornelas
Aide	Mrs. Ana Saenz
Morning Care	Mrs. Rosa Alcala
After Care	Mrs. Kari Scott
After Care	Mrs. Alma Estrada

St. Christopher Catholic School “is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provision of the Elementary and Secondary Education Authorization Act.”

School Advisory Board

The School Advisory Board is made up of five to seven members including a faculty representative. The Pastor and the Principal are ex-officio members.

The St. Christopher Catholic School Advisory Board has, as its primary goal, the spiritual, intellectual, and emotional development of the students of St. Christopher Catholic School. In keeping with this goal, the board has the responsibility of:

1. Recommending, defining and reviewing the policies which shall govern the operation of the school, and promoting the implementation of those policies.
2. Assisting with the development of policies that are in accordance with the canons, usages and customs of the Catholic Church and the Diocese of Las Vegas, including the rules and regulations of the Diocesan Office of Education.
3. Assisting with the development of long-range plans for school operations.
4. Communicating the school philosophy and program information to the school and parish community.
5. Providing counsel and advice in the operation of St. Christopher Catholic School.

In all matters, the Board is consultative to the Administration and the Pastor.

St. Christopher Catholic School Advisory Board Members

Fr. Gene Kinney – Pastor

Mr. Christopher Zunno – Principal

Ms. Dulce Martinez – School Administrative Assistant

Mrs. Debbie Barnaby – Faculty Member

Mrs. Desire Perdichizzi – PTO President

Mrs. Alma Estrada – Parent

Mrs. Janet Ronan – Parent

Mission Statement

St. Christopher Catholic School is an educational community dedicated to the academic excellence and development of Christ-centered values and principles. Teachers and staff strive to instruct the mind, nurture the faith, and foster Catholic identity in every student. This environment, along with the loving hands of God, prepares our students to take their place as leaders in the church and community.

School Philosophy

We, at St. Christopher Catholic School, strive to educate and develop each child to his/her full potential spiritually, morally, physically, intellectually, emotionally and socially. Our children are our hope and our joy, the future of the Church and of society. While the parents are the primary educators, the faculty of St. Christopher Catholic School joins them and the parish community in placing the child at the center of an educational process. This promotes academic excellence and a thorough understanding of Catholic faith and doctrine, which fosters lifelong service.

Goals

Spiritual Goals

In accordance with the statement of our philosophy, Saint Christopher Catholic School endeavors to:

- Develop in each student a life centered in Jesus Christ and to help the student maintain a personal relationship with God.
- Guide the student into an inner-directed life, capable of making choices in conformity with conscience.
- Encourage living in accordance with ethical and spiritual principles based on the teachings of the Gospel.

Ethical Goals

To teach as Jesus did, the community of Saint Christopher Catholic School strives to empower students with:

- A basic understanding of the Ten Commandments and the ability to apply them in everyday situations.
- The desire to love God with their whole heart, mind and soul.
- An ability to reach out to all people as neighbors and accept differences in each person in the understanding that all are members of God's Kingdom.

Intellectual Goals

The faculty of Saint Christopher Catholic School is committed to:

- Using age-appropriate current events and outreach projects at every level to heighten awareness and concern in matters of social injustice.
- Guiding the student toward mastery of fundamental subject matter.
- Encouraging the pursuit of knowledge for personal growth and stimulating a lifelong desire to learn.
- Providing solid academic training through a wide spectrum of subjects and instructional methods, and motivating students to excel in all areas.
- Awakening in the student a realization of the need to develop the total person spiritually, intellectually, physically and socially. Developing an understanding and appreciation of the fine arts through discovery, sensory, experience, and personal creativity.

Social Goals

We recognize the necessity of:

- Developing an understanding of oneself through a positive self-image.
- Nurturing a closer relationship between home and school.
- Developing a sense of responsibility to self, family, peers and the world community.
- Experiencing Christian family/community living as preparation for roles and participation in the larger world/Church community.

Physical Goals

We believe that each student should:

- Participate in physical activities to achieve the personal dignity and respect that contributes to physical growth and the development of specialized skills.
- Participate in a physical education and health program that will enhance the student's self-concept and life with a sound and healthy body.

St. Christopher Catholic School

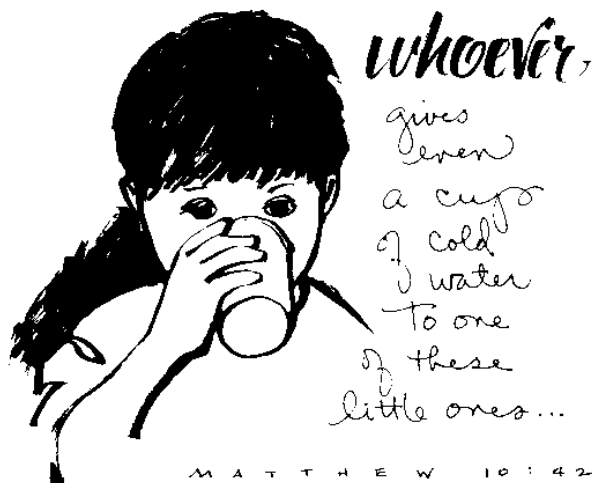
School-wide Learning Expectations

Indicators/Rubrics for Children in Kindergarten – Eighth Grade

School-wide Learning Expectations are defined as “*What students should know, understand, value, and be able to do by graduation.*” The following Rubrics will detail the manner in which we achieve these expectations as well as the rationale for this process.

A School-wide Learning Expectation of significance is an expectation that is a result of meaningful and authentic learning experiences over time. Learning will be able to exhibit a culmination of their learning in a real world context that has significant purpose and meaning for them and others. (Adapted from Fontana USD) At St. Christopher Catholic School all students will be equipped with the knowledge, competencies, and orientations needed for success in a thinking, meaning-centered curriculum.

Our School-wide Learning Expectations were revised and presented during the 2010-2011 school year. Revisions were made with input from our teachers, staff, students, parents, school advisory council representatives, and pastor. The school’s mission and philosophy provided the foundation for establishing these Learning Expectations. As you will see on the following pages, our School-wide Learning Expectations state the knowledge, skills, spiritual principles, values, and understandings students should possess upon graduation from St. Christopher Catholic School. Acquiring these Learning Expectations drives the instructional program and fully supports the operations and goals of our school.



Saint Christopher Catholic School – School-Wide Learning Expectations

Saint Christopher Catholic School Students are:

1) Active faith-filled Catholics Who:

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

2) Life-long Learners Who:

- a) love to learn
- b) use and apply basic skills
- c) develop independence in learning
- d) utilize critical thinking skills
- e) appreciate fine arts

3) Effective Communicators Who:

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

4) Responsible Citizens Who:

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

5) Culturally Aware/Global Citizens Who:

- a) “Roar” for equality
- b) respect themselves and each other
- c) are peacemakers
- d) appreciate and care for all of God's creation
- e) recognize that everyone is equal in God's eyes

ADMISSION PROCEDURES

According to Nevada State School Law (NRS 392.040), a child entering the first grade must be six years of age on or before September 30th of that year. A child entering Kindergarten must be five years old on or before September 30th of that year. All students entering First Grade must have completed an approved Kindergarten program, or have passed a competency test.

St. Christopher Catholic School maintains an open admission policy. St. Christopher Catholic School does not discriminate on the basis of race, ethnic origin, sex, age (except in Grades K and 1 per NRS stated above), or faith in the administration of its education policies, admission policies, and athletic or other activities generally accorded or made available at the school. All students attending St. Christopher Catholic School are expected to participate in all the normal religious activities regardless of faith. (This excludes reception of Sacraments.)

Pre-registration for students currently enrolled in St. Christopher Catholic School takes place beginning in February. An enrolled family may also register a new Kindergartener at this time. Through pre-registration, families of current students receive priority for classroom slots.

St. Christopher Catholic School maintains a disciplined Catholic school environment, therefore, each new student is accepted on a probationary standing. All new students will be carefully observed and monitored throughout the course of the school year. Dismissal could be warranted if a student exhibits serious behavioral or academic problems at any time during the course of the school year. (Details regarding expected behavior and discipline can be found beginning on page 23 of this handbook.)

MASS

Eucharistic liturgies are planned by the various classes in the school, keeping in mind we are united by one faith, one baptism, and one Father (Eph 6), and we praise Him through His Son, Jesus. Parents are most welcome to celebrate with the children at these Masses. We hope the children's active involvement will deepen their understanding and faith in the Mass as a personal meeting with Christ and as a celebration with other Christians of their common faith. Students attend Mass on a weekly basis at a morning Mass at 8:30 a.m. on Wednesday's. In addition, students attend Mass on Holy Days of Obligation which occur on school days.

SACRAMENTS

We, working with the Religious Department, provide an opportunity for Sacramental Preparation and Reception for Baptism, Eucharist, and Reconciliation. In order for a student to participate in any of the above Sacraments, the following procedures should be observed: Student must be registered through the Religious Education Office RCIC Program. This is a two (2) year program. The RCIC Program at St. Christopher Church is a spiritual process for un-baptized children. All un-baptized children whose parents wish them to be baptized must be registered

with the CCD department. This process will apply for all un-baptized children that are age seven years old and older.

Academic Policies

Curriculum

The curriculum at St. Christopher Catholic School is based on the guidelines and objectives detailed in the *Graded Course of Study* (a series developed and published by the Archdiocese of Cincinnati), as adapted by the Department of Education of the Diocese of Las Vegas. St. Christopher's curriculum includes: Religion, English, Literature, Writing, Mathematics, Science, Social Studies, Art, Music, Physical Education/Health, Computer Technology, and Library.

HOMEWORK POLICY

Parents are expected to review and sign homework assignments, when these are requested by teachers.

The approximate time allotment for homework assignments is as follows:

Kindergarten	15-30 minutes
Grades 1-2	30-45 minutes
Grades 3-4	45 minutes – 1 1/2 hour
Grades 5-8	1 hour – 2 hours

A required Principal/Parent/Teacher Conference will be held when a student consistently fails to complete class work or homework assignments. If the problem continues unresolved, student may be placed in *Academic Probation*, which may lead to suspension or ultimately expulsion from St. Christopher Catholic School.

If a child is spending an excessive amount of time on homework, contact the homeroom teacher and discuss the problem.

When a child is absent from school, he/she is responsible for completing any missed assignments.

Any unfinished classroom assignment will immediately become a homework assignment in addition to the day's homework assigned by the teacher.

STUDENT PERFORMANCE AND EVALUATION

All students in Grades K - 8 will receive trimester report cards. This is a means of informing parents/guardians of the student's progress, or lack of progress, in each subject. The first and the second report cards are sent home with the students. The third trimester report card will be mailed home.

In addition, Academic and SLE progress reports will be sent home with students prior to the report cards being issued. Please be sure to sign and return in a timely manner.

A student whose account has outstanding balances will not receive their report cards or diplomas until the past due balance is paid in full.

A grade of "D" or "F" in any subject or an "unsatisfactory" grade in behavior/work habits categories will keep a student from the Honor Roll using the following system:

Grades and Grade Points

A+	97-100	4.00	C+	77-79	2.00
A	93-96	4.00	C	73-76	2.00
A-	90-92	4.00	C-	70-72	2.00
B+	87-89	3.00	D+	67-69	1.00
B	83-86	3.00	D	63-66	1.00
B-	80-82	3.00	D-	60-63	1.00
			F	Below 60	0.00

PROMOTION/RETENTION POLICY

A child will be promoted to the next grade level upon successful completion of the current grade level. Successful completion will be determined by a 70% average in all major subject areas for that grade level. Students failing in two major subject areas, or not considered at grade level, will be considered for possible retention in the same grade. Students who do not receive a 70% average in all major subject areas may be conditionally placed in the next grade level, but not promoted.

GRADUATION AND AWARDS

Eighth grade students have a formal graduation at the end of the school year at which awards are given in each subject area and for good citizenship. Several academic scholarships may also be awarded.

A student must maintain a 70% average to be eligible for graduation.

Honor Roll

High Honors

90% or higher

Honors

84% or Higher

“Lion’s Pride Awards” are given monthly after Mass on the second Wednesday of each month to provide recognition to K-8 students meeting our Schoolwide Learning Expectations.

Other awards throughout the year are presented to students participating in Forensics, Spelling Bee, Geography Bee, Science Fair, and so forth.

Some of the awards given at an Awards Assembly held at the end of the school year include:

- Scholastic awards, by subject
- Perfect Attendance
- Honor Society
- Student Council
- Sports

ARRIVAL AND DISMISSAL TIMES

Students must arrive at school between 7:00 a.m. and no later than 8:00 a.m. Our school day begins with prayer, the Pledge of Allegiance, and announcements at 7:55 am in the Hall and students are dismissed to class no later than 8:05 am. Students will be dismissed at 3:00 pm.

When dropping off students at school in the morning, please enter through the gate marked “Enter” and exit through the gate marked “Exit” on Bruce Street. Speed should not exceed 10 mph in the parking lot. *Please park only in designated areas.*

THE RED ZONE in front of the school office is a fire lane, and no parking is permitted, not even to drop off students. Please respect this zone. For the safety of our students, please park your car and walk your child(ren) to the front gate.

Children must not be dropped off before 7:00 a.m. as there is no supervision available at this time. Between 7:00 a.m. and 7:30 a.m., students will report to the Hall for morning care at no cost. Students arriving after 7:30 a.m. will also report to the Hall (at no cost) and remain until their classroom teacher escorts them to class at 8:00a.m.

If a student misses over two hours of school on a given day, he/she will be marked a half-day absent. This applies to late arrivals and early dismissals.

Students are dismissed from the individual classrooms at the end of the school day. The homeroom teacher must be kept informed of who is authorized to pick up each student. Students will not be permitted to leave with another student or alternative caregiver without prior written

permission of the parent. No child shall leave the classroom before being dismissed by the teacher.

After Care

Regular dismissal time is 3:00 p.m. If your child is not picked up by 3:15 p.m., he/she will report to a supervised area for after school extended care. Hours are from 3:15pm-6pm at a fee of \$4 per hour per child beginning at 3:15pm. Extended Care is available to parents until 6 p.m. After 6 p.m. a charge of \$1.00 per minute will be charged.

LUNCH

There will be three lunch periods for: Grades K-3 at 11:25-12:00, Grades 4-5 at 11:55-12:30 and Grades 6 – 8 at 12:25 – 12:55. Special events lunches will be offered throughout the year. Notices will be sent home prior to the event.

Please do your best to provide a nutritious lunch to your child. Nutritious lunches are encouraged; candy and “junk food” is discouraged. Carbonated drinks will not be allowed. Fast food is only permitted when the teacher is arranging a special treat for the entire class. The school cannot be responsible for storage of lunches in the office. Due to Health Department regulations microwaves cannot be used to heat up lunches.

TUITION AND FEES

In consideration for enrollment at St. Christopher Catholic School, parents/guardians agree to pay the full tuition rate applicable as listed below in a 10 monthly payment plan, and all other fees as required. The fees and tuition enable St. Christopher Catholic School to provide students with best educational environment. All fees and tuition are non-refundable. All tuition payments are due on the 1st of every month. On the 16th of the month, payment is considered late and fee of \$25.00 will be charged. Any checks that are returned for insufficient funds will be charged an additional fee of \$25.00. In the instance of three returned checks families will be required to pay with cash, credit card, or by money order. Tuition payments must be maintained current.

2018-2019 Tuition Rates

One child:	\$4290.00 per year (10 monthly payments of \$429.)
Two children:	\$5940.00 per year (10 monthly payments of \$594.)
Three or more:	\$6960.00 per year (10 monthly payments of \$696.)

Registration Fee

One child:	\$350.00
Two children:	\$500.00
Three or more:	\$650.00

HOME/SCHOOL COMMUNICATION

It is very important that maximum communication exists among parents, teachers, and administration. Often times, parents have questions, comments, or suggestions that are very helpful.

If you would like an appointment with the principal, please contact the school secretary at 657-8008 to arrange a time. Office hours are from 7:30 a.m. – 3:30 p.m., Monday through Friday. If you wish to speak with a teacher, please call the school office (657-8008) during normal school hours and request a return call. The message will be given to the teacher who will call within a twenty-four (24) hour time frame. If you have not been contacted within 48 hours, please call the school office again. A monthly and weekly calendar is sent home with the students. A newsletter, *Lion's Letter*, from the desk of the principal is published once a month and placed on the school's website, www.stchrisnlv.org. Please take the time to read these, as they contain news, reminders, meeting dates and times, notices, and so forth. A *Back to School* night is held at the beginning of the school year. This enables parents to meet their child's teacher and receive general information about the school. It also provides them with the opportunity to ask any questions they may have concerning school matters.

A required *Parent/Teacher Conference* will be scheduled prior to the first trimester progress report to discuss academic and Schoolwide Learning Expectation progress.

Parent/Teacher Conferences may also be arranged throughout the year on an individual basis. This may be initiated by either the parent or the teacher.

St. Christopher also has a school website with updates for parents and students at www.stchrisnlv.org.

CHANGE OF ADDRESS / EMERGENCY PHONE NUMBERS

Please inform the School Office of any change of address, home phone number, parent/guardian's employer or work phone. This is critical should the school need to contact a parent/guardian in an emergency. In addition, please update cellular phone numbers, and list of persons allowed to pick-up the student from school.

HEALTH/IMMUNIZATION PROGRAM

The State of Nevada requires all students attending a public, private or parochial school to have minimum immunizations against Rubella, Measles, Whooping Cough, Polio, Hepatitis A and B, and Diphtheria.

A second MMR shot is required prior to beginning kindergarten and grade 1. A child may not start school without verification of immunizations as required. Health records must be on file when a student begins school.

Health records must be current and periodically updated.

If a child is transferring from another school, his/her health records should accompany the cumulative records.

If a child has a specific health problem, such as hearing, sight, speech, allergy, asthma, etc., please notify the School Office and homeroom teacher in writing at the beginning of the school year or when the problem is discovered.

MEDICATION

Under the Nevada Health Law, a school is not allowed to administer medication to a child unless directed, in writing, by a parent. If a student requires medication during school hours, the parent/guardian must complete the Diocesan Medication Form, which can be obtained in the school office. Aspirin will not be dispensed. If a child is ill, the parent will be notified, and the child must go home as soon as possible.

Medication sent to the school with the student must be sent in the original package or container to the School Office (not the classroom). The medicine should be labeled with the child's name, grade, dosage, the time of day it should be taken, the date, and parent/guardian's signature. If the medication is to remain at the school and be given for several days, this should be noted.

(This does not apply to children who are on daily medication throughout the school year. If a child requires daily medication, please contact the School Office to fill out a consent form.)

If medicine needs to go home at the end of the day, the parent/guardian should stop and pick up the medicine.

Children who are unable to participate fully in P.E. should have a written note from a physician or parents.

COUNSELING AND OTHER SUPPORT SERVICES

Counseling Services at St. Christopher Catholic School are limited. There will be a part time counselor at St. Christopher's on Wednesday's provided by United Testing Services. If you are in need of counseling, please contact the School Office for alternatives.

Clark County School District provides students at St. Christopher Catholic School with limited support services. Students in need of speech therapy are referred to CCSD personnel at C.P. Squires Elementary School.

ATTENDANCE

It is the policy of St. Christopher Catholic School to encourage maximum attendance on the part of students and require absent students to explain their absences. If a child is absent for any reason, a parent should call the school office at 657-8008 by 8:00 a.m., so that the teacher may be notified.

Upon the student's return to school, a written excuse shall be provided to the homeroom teacher. This note must contain:

Full name of the student, student's grade, date(s) for day(s) absent, reason for absence, full name of the parent/guardian (printed and signed), and telephone number where parent/guardian may be contacted. Please include any doctor's notifications, if applicable.

If a student will be out of school more than three (3) days, a doctor's note will be required. You may request homework by calling the school office. We need 24-hours notice to gather the homework from teacher(s).

Students will have one (1) day to complete missing assignments due to an excused absence for each day of school that was missed.

Students with irregular attendance (over 20 days absent) or poor work may be retained or conditionally promoted. When it is necessary to retain a student, the parents, teacher, and principal should reach a mutual agreement. However, the school has the right of not accepting the student in the next grade if the student is incapable of academically performing at that level.

Exceptions may only be made at the discretion of the principal upon recommendation by the teacher(s).

RELEASE OF STUDENTS FROM SCHOOL DURING REGULAR SCHOOL HOURS

If a student must leave school for medical, dental, funeral, or other approved reasons during school hours, a written notice from the parent or guardian must be presented to the teacher. Students are picked up for appointments through the School Office. Students must be signed out from the office and should report to the School Office upon their return to school to be signed back in.

We encourage parents not to pick up students early from school due to "parental convenience." Children miss valuable instructional time when absent from class, and it will be reflected in their grades.

CLASSROOM INTERRUPTIONS

In order for classes not be disturbed while in progress, please deliver assignments, books, and so forth to the School Office, not the student's classroom. We will see your child receives these items.

The office telephone is for official use only, and students may use it ONLY for school business.

In an emergency situation involving a student, the office will contact the parent or guardian.

Messages will not be delivered to students if we are not able to identify who is at the other end of the line.

VISITORS

Parents/guardians are always welcome on our school campus. Any parent/guardian wishing to visit the school is asked to check in with the School Office upon arrival. No other visitors are allowed; these include older siblings, cousins, friends who attend other schools, and so forth. Please check with the office before visiting any teacher. All visitors will receive an official Visitor's Pass.

UNIFORM STANDARDS

St. Christopher Catholic School encourages students to "dress for respect." The school uniform is a symbol of our wonderful Catholic school. A student's personal appearance should not disrupt or detract from the educational environment of the school. The school principal reserves the right to designate which types of dress or appearance are not acceptable and the authority to grant exceptions for special occasions. Parents are expected to ensure student compliance with our uniform standards at all times. Students grossly out of uniform will be kept out of the classroom until the parents/guardians bring the proper attire to the school.

All uniforms can be purchased at Dennis Uniform

Starting with the first day of school until October 31 of the school year and from April 1 to the end of the school year, the following "Summer" dress requirements have been established:

Shorts: Black walking shorts, no higher than 2 inches above the knee when kneeling; worn at the waist

Belts: Solid black belt, no embellishments

Polo Shirts/Blouses: Burgundy, with school emblem – must be tucked in

Socks: Boys and girls must wear white crew-length or ankle socks visible at all times

Sweaters (for cool days): solid burgundy, v-neck cardigan, with school emblem

Shoes: solid black with some white or white with some black tennis shoes with matching laces

P.E. Summer Uniform: P.E. gray shirt with logo, P.E. burgundy shorts with logo, tennis shoes that are majority black with some white or majority white with some black with matching laces and above the ankle white socks. P.E. shirts must be tucked in

P.E. Shoes: solid black with some white or white with some black tennis shoes with matching laces

P.E. Sweatshirts and sweat pants (for cool days): solid burgundy, with school emblem

From November 1 to March 31 of the school year, the following “winter” dress requirements have been established. This can be subject to change based on weather patterns.

BOYS:

- Pants: Black dress pants
- Belt: Solid black belt, no embellishments
- Shirts: White, short- or long-sleeve, dress shirts, square collar – must be tucked in
- Tie: Burgundy
- Shoes: Black dress shoes with laces
- Socks: Black dress socks only
- Sweaters: Solid burgundy, v-neck cardigan, with school emblem
- Coats or Jackets (for cold days): Student choice – Must wear school sweater underneath the jacket

GIRLS:

- Skirts and skorts: Plaid or solid burgundy; must be no higher than 2” above the knees when kneeling
- Blouses: White, short- or long-sleeve, button up with Peter Pan (rounded) collar, must be tucked in
- Tie: Crisscross snap tie, solid burgundy or school plaid
- Shoes: Flat black leather tie shoe with matching laces and soft soles for both boys and girls; girls may wear flat black “Mary Jane” type shoes with soft soles
- Socks: Solid white, burgundy, or black tights or knee high socks
- Sweaters: Solid burgundy, v-neck cardigan, with school emblem
- Coats or Jackets (for cold days): Student choice – Must wear school sweater underneath the jacket

P.E. Sweatshirts and sweat pants: Solid burgundy, with school emblem

P.E. Shoes: Solid black or white tennis shoes with matching laces

DRESS GUIDELINES FOR ALL STUDENTS

Uniforms must be neat and clean. Shirts and blouses must be tucked in at all times. Pants, shorts, sweatpants, skirts, and/or skorts must be worn at waist level.

Hair: Must be neat and combed. Boys' hair must be cut above the collar, ears, and eyebrows in length, traditional styles, only. Bows and headbands (for girls) must be appropriate to the uniform. Frosting, bleaching, dying or highlighting hair is not permitted. Unnatural hair color, Mohawks, reverse Mohawks, spirit spears, and other extreme hair styles detract from the educational setting and will not be allowed.

Hats: Hats may not be worn on campus. Hats must be removed when arriving at school. Hats are approved only as part of a team uniform or when approved by the principal for a special event.

Make up, fingernail polish, acrylic nails: These are not allowed at any time.

Jewelry: Girls may wear a watch, one small post earring per ear, and one necklace of a religious nature. Boys may wear a watch and one religious necklace. Boys may not wear earrings. In the interests of safety, only small crosses and medals on thin chains are allowed. No rings or bracelets are permitted for either boys or girls.

Coats or Jackets: May be worn to and from school and on the grounds. Coats, jackets and other outerwear should be removed in the classroom and Church.

Free Dress/Spirit Days: Students are permitted "free dress" on their birthdays and on other designated days. On these days, tank tops, spaghetti straps, see-through, mesh- type, bare midriff tops, muscle shirts, and so forth are not permitted. T-shirts must not have objectionable language or pictures; any items that may be gang related or worn for the expressed purpose of identifying affiliations to gangs, thugs, punks, juvenile delinquents, hoodlums, and/or young criminals are prohibited. Skirts and shorts must be 2" below fingertip length. Fashions and fads, which become a health or safety hazard to oneself or others, such as hoop and dangling earrings, spikes or studded clothing, will not be allowed. For students with summer birthdays, their *Free Dress Day* will be on the second Thursday in May.

Discipline

Discipline is to be considered as an aspect of moral guidance – a firm, yet fair approach to discipline is the basis of our philosophy. The purpose of discipline is to promote genuine student self-development, to increase respect (for students and teachers), and to provide an atmosphere that is conducive to learning. St. Christopher is a Catholic school and the conduct for all students shall conform to this Christian philosophy. Respect for others and self is basic.

One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. At all stages of their development, young people need to experience both freedom and control. We attempt to help the students develop the kind of discipline that will enable them to grow into responsible persons.

When behavioral problems become evident, teachers and parents must work together to develop plans for improving behavior. A student's eligibility for continued enrollment at St. Christopher Catholic School shall be reviewed if parents/guardians are not supportive of attempts made to work with the student on behavioral or emotional problems, or if the student makes no attempts to improve his/her behavior.

Disruptive and uncooperative behavior seriously interferes with the learning environment and the learning process; such behavior prevents other students from learning and is, therefore, unacceptable.

Disciplinary action shall be taken when, in the judgment of the teacher, little or no improvement has been made by a student regarding an attitude or behavior. Parents/guardians' efforts to work with the teachers are essential. If a solution cannot be reached with the teacher, please consult with the Principal. Lack of parent/guardian support pertaining to serious disciplinary matters is sufficient reason for not accepting a child's registration for the following year. The school reserves the right to refuse to accept a registration and/or a re-enrollment.

Expectations For Students

At the beginning of each school year, all teachers will fully explain classroom expectations to parents/guardians and students. In addition, a written explanation will be provided for our parents at our "Open House" in August.

Should students have difficulty in fulfilling classroom/school expectations, a "Parent Notification Form" will be issued to students in Kindergarten through Grade 8. (In addition, variations of the "Clip Chart" system are used in Kindergarten through Grade 2). The purpose of the "Parent Notification Form" will be to make certain that parents are aware of the area(s) in which student growth is needed. We recognize parents as the primary educators of their children and that the school serves an extension of that responsibility. St. Christopher Catholic School provides an environment where all students are learning to be responsible for making good choices. If a "Parent Notification Form" is issued, please discuss the situation with your child - your support of our school policies is greatly appreciated.

"Parent Notification Forms" will be issued for the following reasons (and students will not have the privilege of attending their next recess):

1. Incomplete homework assignments – there is no grace period.
2. Poor effort.
3. Excessive talking during class
4. Throwing objects
5. Horseplay

6. Lack of preparedness
7. Misuse of school property/materials
8. Improper uniform, inappropriate haircut, hair colored/dyed, wearing nail polish, wearing jewelry, wearing make-up, etc. (as documented in the uniform section of this handbook).
9. Excessive tardiness (after a student has been late three times)

The following (more serious issues) would result in an immediate conference with your child's teacher and/or Principal:

10. Fighting/aggressive behavior
11. Poor conduct at recess
12. Poor conduct in class
13. Use of inappropriate language/comments
14. Lack of respect (shown to teachers, staff, adults, and/or students)
15. Vandalism
16. Violation of academic honor code (cheating or forgery).
17. Violation of Technology Use Agreement policies (Pages 36-37)
18. Possession/use of a cell phone.
19. Violation of the Respectful Learning Environment policies (Pages 38-39)

The following pages outline the most serious behavioral issues/actions (resulting in suspension/expulsion).

Merits/"Paws-itives"

In addition to the "Parent Notification Form" St. Christopher also uses a system of merits, referred to as "Paws-itives" to notify parents of each child's outstanding behavior/work! "Paws-itives" are awarded for the following accomplishments/reasons:

1. Outstanding academic achievement/accomplishment
2. Making good choices
3. Achieving high score on tests/quizzes
4. Following directions
5. Improvement (in effort, behavior, grade(s))
6. Outstanding participation (in class discussion, academic competitions, challenging assignments, and at school Masses)
7. Displaying exemplary behavior – students who exemplify our life skills and are kind, tolerant, respectful, cooperative, responsible, caring, curious, and patient
8. Problem solving and/or coming up with innovative ideas
9. Volunteering/assisting in the classroom, at school functions, or anywhere on the school/parish grounds
10. Producing consistent good work (example: consistent completion of homework, completion of extra credit assignments, always prepared, completion of a job well done, etc.)

Detention

Students will be required to attend detention after receiving five “Parent Notification Forms” and/or notification of more serious behaviors (such as poor conduct in class or during recess, inappropriate language, fighting, violation of academic honor code, etc.). Please note: one “Paws-itive” erases the issuing of one “Parent Notification Form.” Parents/guardians will be notified at least one day in advance when a student is assigned a detention, and are expected to cooperate. Students will serve detention under the supervision of the Principal.

Detentions may also be automatically assigned for reasons such as:

1. Inappropriate/unacceptable classroom behavior
2. Non-compliance with school rules and regulations
3. Poor conduct at recess
4. Fighting
5. Inappropriate language
6. Violation of academic honor code
7. Violation of Technology Use Agreement policies (Pages 36-37)
8. Possession/use of a cell phone
9. Violation of the Respectful Learning Environment policies (Pages 38-39)

Upon receipt of a third detention, and each one thereafter in a single trimester, the student will be required to serve a one-day suspension. Following the suspension, a conference will be held with the parent/guardian, student, teacher, and Principal. A Disciplinary Referral form will detail the course of action to be taken and specify corrective measures needed. Three Disciplinary Referral Notices may result in expulsion.

Suspension/Expulsion

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

- A. Violation of any Federal, state or local laws.
- B. Conduct that harms the good name of St. Christopher Catholic School.
- C. Violation of school policies, rules or regulations such as:
 1. Disrespectful attitudes:
 - a. Inappropriate or disrespectful comments/actions or arguing with a teacher/staff member.
 - b. Questioning a teacher’s/supervisor’s authority.

- c. Harassing/bullying fellow students (please refer to the Respectful Learning Environment policies pages 37-38).
2. Violent fighting (parents/guardians are called immediately and students sent home-out of school suspension):
 - a. Causing physical harm or injury (or attempting to injure).
 - b. Provoking a fight.
 - c. Losing control (temper tantrums).
3. Disruption/disturbance of class:
 - a. Ignoring classroom rules.
 - b. Ignoring playground and/or lunchtime rules.
4. Profane language:
 - a. Using vulgarity or profanity (whether written or spoken).
 - b. Using profane or vulgar signs or actions.
5. Repeated refusal to do or complete required work.
6. Stealing or cheating (includes plagiarism).
7. Vandalism (deliberate destruction or damage of property-parish, school, staff or student).
8. Violation of Technology Use Agreement policies (Pages 35-36).
9. No improvement following a Disciplinary Referral.

Prohibition of Bullying, Intimidation and Harassment

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

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

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

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

or any similar means of communication, and includes any written, verbal, or pictorial information.

- Behavior that may not qualify as bullying, harassment, and/or or intimidation may nevertheless be inappropriate and subject to disciplinary action.

Investigation of Reports

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

Duration of Suspension

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

Admission Following Suspension

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

Expulsion

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

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

Procedure to be followed with regard to Expulsion

Expulsion procedures follow Diocesan regulations. These include:

1. The Principal shall make a recommendation for expulsion to the Pastor.
2. Notification of the Superintendent, Diocese of Las Vegas.
3. Notification of the parents/guardians.
4. If parents/guardians so request, a meeting with the Pastor and the Principal will take place at which time the reasons will be made known (as stated in written form). Documentation for the incident(s) leading up to the recommendation for expulsion shall be presented.
5. Following the meeting, the Pastor and Principal, after consulting with the Superintendent of Catholic Schools, will make the final decision regarding the recommended expulsion.
6. Parents/guardians will be notified of the decision in writing.

Proper Grievance Procedure

If a parent/guardian is dissatisfied with a child's status or progress, the proper procedure is:

1. Consult with the respective teacher(s).
2. If the problem cannot be solved by mutual agreement, consult with the Principal.
3. If that doesn't appear to alleviate the situation, consult with the Pastor or his representative.

Be aware that the person with whom you wish to consult will advise you to refer to the previous step if it has been omitted, prior to meeting with him/her.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of our instructional program. Each class may take one or more field trips per year, and students may be required, at the time of the trip, to pay the fees to cover transportation and/or other expenses. In rare instances, transportation will be by parent drivers. Parents will be informed about these trips in advance, and a permission slip must be signed and returned to the school in order for a child to participate in the field trip. Verbal permission or handwritten notes cannot be accepted. If parents are driving children on the field trip, proof of insurance, Safe Environment training, fingerprint clearance, and a current driver's license must be submitted to the office prior to the trip.

LOST AND FOUND

Students are encouraged to be responsible for their personal belongings. Please mark your child's clothing in some way, and mark book bags and lunchboxes on the outside to ensure that if an item is lost, it can be returned to the proper person. Gym clothes and sweaters are easily misplaced. Please make sure all sweaters and sweatshirts have names in them.

Lost and Found is located in the School Office. Unlabeled items left in Lost and Found for more than one week may be sold for a nominal fee or given to Catholic Charities.

SCHOOL PROPERTY

If through carelessness or premeditation, furniture, equipment, etc. is damaged or destroyed, the family will be expected to make good on the expense involved. Willful damage to school property may result in suspension or expulsion from school.

Lost or damaged library books and textbooks must be replaced at the student's expense. Final Report Cards will be held until any book fees are paid.

LOCKERS

Students in grades 4 through 8 will have the use of a book locker. No unauthorized sharing or switching of lockers is permitted. A combination lock must be provided and the combination given to the teacher. Valuables are not to be placed in lockers as the school assumes no responsibility for the loss of items from lockers. Lockers are to be kept neat and free of graffiti. Food is not allowed in lockers, except a child's lunch contained in a lunch box or bag. Do not leave food or drinks overnight. Stickers, pictures, and so forth are not to be placed on lockers. School lockers are the property of St. Christopher Catholic School, and school authorities have the right to examine the contents of lockers without notice for reasons of health, safety, and security.

Searches/Inspections/Seizures

Students do not have a right of privacy in their lockers, bags, backpacks, computers, or in any other property belonging to St. Christopher Catholic School/ Diocese of Las Vegas, that is brought onto the property of St. Christopher Catholic School/ Diocese of Las Vegas or at any Diocesan event. Property belonging to St. Christopher Catholic School/ Diocese of Las Vegas includes, but is not limited to: lockers, desks, storage areas, computers, and or other work and educational space. Personal property brought onto Diocesan/ St. Christopher Catholic School premises includes, but not limited: backpacks, purses, bags, computers, I-pods, Gameboys, cell phones, other electronic devices, and vehicles. The Diocese of Las Vegas/ St. Christopher Catholic School reserves the right to search any and all such property at any time, without warning, to ensure compliance with our policies, including without limitation, policies on safety,

theft, drug and alcohol use/possession, etc. Accordingly, no student or other person on the St. Christopher/Diocese of Las Vegas premises should have an expectation of privacy while on St. Christopher/ Diocesan property or while attending a school event at another location. Failure to cooperate in searches or inspections may result in disciplinary action up to and including expulsion.

NUISANCE ITEMS

Electronic devices for paging or communications, cell phones, tape players, iPods, radios, video recorders, cameras, collectors' cards, and any other non-school related items are not permitted on campus. School staff will confiscate these items and return only to a parent or guardian. Since these items should not be on campus, the school will not be held responsible if they are lost or stolen. If any of these items are found, the teacher will confiscate them and the student will receive detention.

TECHNOLOGY

Every student and parent attending St. Christopher Catholic School is required to read and sign the Diocese of Las Vegas Acceptable Internet User Policy Form. This form must be returned to school before your child(ren) can use the school's computer lab. The school has implemented several safeguards to restrict access to inappropriate material; however, it is impossible for the school to restrict access to ALL internet sites where inappropriate material and images can be accessed. Therefore, the school cannot be responsible for such materials. Students are responsible for good Christian behavior when using school computers. Vandalism or internal modification of system settings will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student. All students must respect all copyright laws. Students also have a responsibility to report any inappropriate behavior that they see another student doing.

CELL PHONE POLICY

There is a zero tolerance policy for the use of cell phones during school time. In spite of knowing that cell phones are not to be used in the classrooms, many students choose to violate that rule. Any student caught handling a cell phone in class will have that phone confiscated by the teacher. The phone will be brought to the office where it will be labeled with the student's name and grade. It will be held until the student's parent or guardian comes into the office to claim it. There will be no exceptions to this procedure. Also, disciplinary actions will be taken which include, but not limited to, detention, suspension, and expulsion.

Cell phones are to be kept in backpacks or in lockers, not in desks or on their person. During morning and after care, cell phone use of any kind is not allowed and the above rules also apply.

EXTRA-CURRICULAR ACTIVITIES/ATHLETICS

Many extra-curricular activities are available to our students at St. Christopher Catholic School. These include, but are not be limited to:

Honor Society	(Grades 6 - 8)	Choir	(Grades 3-8)
Forensics	(Grades 7 - 8)	Geography Bee	(Grades 6-8)
Sports	(Grades 4 - 8)	Chess Club	(Grades K-8)
Student Council	(Grades 4 - 8)	Cheerleading	(Grades 4 -8)
Spelling Bee	(Grades 5 – 8)	Yearbook	(Grades 4-8)
Science Fair	(Grades 6 – 8)	Art Club	(Grades 4 – 8)

Students wishing to participate in any extra-curricular activity, including sports, must maintain a 75% grade in all subjects. Students must also maintain satisfactory grades in citizenship and behavior. Grades and conduct will be assessed with each progress report and trimester report card.

Sports Program

St. Christopher Catholic School sponsors teams to participate in the Catholic School Sports League. The student must have written permission from their parents/guardians and teachers. Teachers will determine eligibility for participation in “Student Activities” as outlined in this handbook. In addition, parents will be expected to attend meetings with team Coaches and the Athletic Director prior to the start of each sport/season. Such meetings will detail rules, coaching philosophies, expectations for parents and athletes, playing time, and practice/game schedules.

The following rules apply to all sporting events:

1. All players must be dressed in P.E. or team uniforms. Those who are not in uniform are not allowed to play.
2. Students will not be permitted to participate in activity under the following conditions: if students are absent, tardy (arriving after 8:30 AM), become ill during the course of the school day, or are serving a suspension. Dentist/doctor appointments are the exception to this rule.
3. Gum is not allowed at any school sponsored functions throughout the Diocese of Las Vegas. We ask that parents/guardians abide by this directive also.
4. Rides to and from games/practices should be arranged prior to the day of the game.
5. Diocesan Permission Forms must be completed for all sporting events.

6. Due to the ever-increasing costs in sports, each student participating in the Catholic School Sports League will be charged \$20.00 per sport in which he/she participates.

Parents/guardians who are interested in coaching any sport are encouraged to call the school office or contact our Physical Education Teacher, Mrs. Barnaby.

TESTING PROGRAM

The Terra Nova Test will be administered annually in the fall to all children in Grades 2 - 8. The results of these tests enable the teacher to know how the class stands in relation to general standards, how much progress a child has made since the previous testing and they also provide a means for diagnosing a particular weakness. Parents are invited to review Terra Nova test results, discuss student growth and needed support as required.

If a teacher feels a child needs more testing, over and above our capabilities, he/she will recommend testing with our school counselor (through United Testing Services). Prior parent approval will be required.

WITHDRAWAL FROM SCHOOL

Parent/guardian is requested to come to the School Office to withdraw a student before the student transfers from our school. Student records cannot be released until all textbooks are returned, and all debts are settled.

Emergency Evacuation Procedures

In the event of an emergency situation that would require the evacuation of our school, all students and teachers from St. Christopher Catholic School will be directed to the North Las Vegas Recreation Center located at 1638 North Bruce Street. This would become the evacuation pick-up point for our students.

FUNDRAISERS

There are several fundraisers conducted throughout the school year to supplement the income from tuition revenue. Each family is expected to actively participate and contribute, particularly to the annual Bazaar held during the first weekend in October. A total of 4 hours must be served by each family at the Bazaar. This is a four day event with set-up beginning on Friday, Bazaar is held Saturday and Sunday, and tear down on Monday. This is a fun event to volunteer for. Volunteers may also be any family member or friend (18 years old or older) that will work hours to fulfill your family hours by signing up in your child's name. If you are unable to help at the Bazaar, your family will be assessed a fee of \$25.00 for every hour not credited. The minimum amount of fundraising per family is \$500.00(exclusive of the Bazaar). There will be several opportunities to work towards the \$500.00 amount. If you have not met your fundraising commitment, the difference will be applied to the end of the year balances.

PARENT VOLUNTEER PROGRAM

St. Christopher Catholic School would not be able to provide many “extras” for our students without the assistance of parents who volunteer their time and talent to aid the teachers, students, and school in various ways. It is the policy of our school to require each family to serve a minimum of twelve (12) hours annually, with four (4) of these hours at the Church-sponsored Bazaar. We appreciate your personal involvement and look forward to working with each one of you during this school year.

Kindly review the Diocesan policy regarding volunteerism, which states, in part, as follows:

(1) The Diocese of Las Vegas has the following requirements for all adults who are employed or volunteer in our Catholic communities. Each volunteer must participate in the Safe Environment Training through CMGConnect. In addition to this training, each person must be fingerprinted. This process must be renewed every five (5) years. All volunteers are required to read the Diocese of Las Vegas Volunteer Handbook, complete the Diocese of Las Vegas Volunteer application, and sign the acknowledgement form which can also be obtained through our School Office. All handbooks, applications, and information can be found in the Volunteer Folder of our school’s web-site.

(2) Field trip volunteers must fill out and return the following diocesan forms:

- Field Trip Liability Waiver
- Field Trip Questionnaire
- Field Trip Driver Information Sheet (All Drivers must be a minimum of 25 years of age. The Diocesan Office will run a DMV check.)

Some of the many activities in which you may get involved include:

- Homeroom Helpers – ask a teacher what you can do!
- Attend parents/principal meetings – scheduled once a month
- Mailings - see office manager for details
- Picture Day(s)
- Field Trip Chaperones
- Fundraisers – particularly the annual bazaar in the fall
- Lunchroom/Kitchen – help feed the hungry little ones!
- Lunch/Recess Supervision – be someone to watch over playtime!
- Coaches and Assistant Coaches – without you, we cannot field our teams!
- Book Fair – Book yourself a time to help!
- Christmas Bazaar – pictures and shopping, what fun at Christmas time!
- Other Special Events as announced throughout the year.

PTO

The Parent Teacher Organization assists the students and school to enhance the children's education and school experience. Parents are encouraged to join in order to network with other parents, gain new friends, voice ideas and solutions, and just have fun.

Research shows that when parents are involved in their children's education, the children are more likely to:

- earn better grades
- score higher on tests
- pass their classes
- attend school regularly
- have better social skills
- show improved behavior
- be more positive in their attitude toward school
- complete homework assignments
- graduate and continue their education

***** THE ADMINISTRATION RESERVES THE RIGHT TO REVIEW, EDIT, AND REVISE THIS HANDBOOK, AS NEEDED, THROUGHOUT THE CURRENT SCHOOL YEAR*****



St. Christopher Catholic School

A ministry of Saint Christopher Roman Catholic School



Technology Acceptable Use Policies

- 1. Catholic, Christian Behavior:** Students are responsible for good Catholic, Christian behavior on the school computer networks, just as they are in a classroom or on the playground. General school rules for behavior apply in the use of the school technology equipment. The use of computers is a privilege, not a right. Disciplinary action will include, but is not limited to, revoking computer use privileges, suspension, and/or expulsion.
- 2. Network:** Vandalism or intentional modification of system settings will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student, including the fee for a technician to restore the systems. Students are aware that they are not permitted to change local work station settings, such as screen savers and desktop settings.
- 3. Filtering:** Technology access is designed for educational purposes. It is impossible for the school to restrict access to all controversial materials and cannot be held responsible for materials acquired in use. Although every precaution and use of filtering has been incorporated, students may still encounter inappropriate material.
- 4. Appropriate use:** Students understand what appropriate usage is and are responsible and trusted to use technology in an appropriate manner. Students are expected to use the Internet for directed educational searching as their teachers assign work. Students are not to use the Internet for games unless the game is authorized by a teacher for academic use. Further, students are not permitted to use the Internet for private interest (music, sports, etc.) or personal searches (checking home e-mail accounts, use of social networking sites - “social network” web sites include, but are not limited to, *Facebook, Twitter, MySpace, Xanga, and Pinterest, and Tumblr*. The use of the St. Christopher Catholic School name may not be used or referenced (this includes pictures/video) on any social networking site at any time or for any reason unless authorized by the Principal.
- 5. Plagiarism:** Plagiarizing is considered a violation of the academic honor code and will be subject to disciplinary action as described in the Parent/Student Handbook. Plagiarism takes many forms, some of the most common include:
 - “Cutting and pasting” to create a paper from several sources.
 - Downloading and use of free research papers.
 - Copying an article from the Web or an online or electronic database.
- 6. Copyright:** Students must respect all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law. Students cannot bring software programs from home to load on school computer equipment. Students will not copy school software programs to take home.
- 7. Passwords:** The work of all users is valuable; therefore, students will protect the privacy of others by not trying to learn or access their passwords. Never share your password or account with anyone. You have full responsibility for the use of your account and will be held responsible for any violations that are traced to your account. Students will not copy, change, read, or use files from another user. Copying another student’s computer files to present as their own work is a violation of the academic honor code and will be subject to disciplinary action as described in the Parent/Student Handbook.
- 8. Unauthorized use of technology:** Students are not authorized to use cell phones or cameras (cell phone cameras, digital cameras, video, any ancillary devices, etc.) while on school property. The only exception to

this would be with the approval of a teacher when taking pictures/video for specific lessons, assignments, or special events. Such use will result in the loss of computer privileges as well as disciplinary action.

- 9. Unacceptable Use of Outside Technology:** The school expects students to use information technology (including but not limited to the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Catholic moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as *MySpace* and *Facebook*. “Social network” web sites include, but are not limited to, *Facebook, Twitter, MySpace, Xanga, and Pinterest, and Tumblr*.
- 10.** Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Catholic moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school’s name (or common names associated with the school) or any likeness or image of the school or its employees is strictly prohibited.
- 11.** Failure to comply with these rules may result in disciplinary actions, up to and including dismissal from school, and the loss of the privilege of using computers, and other equipment or technology services, and/or accessing the Internet at St. Christopher Catholic School.

As a user of the St. Christopher Catholic School computer network, I hereby agree to comply with the above stated rules detailed within this agreement.

Student’s Signature: _____ Grade: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as the Internet. I support the above stated rules detailed within this agreement.

Parent’s Signature: _____

Date: _____



Respectful Learning Environment

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

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

On July 1, 2010, NRS 388.123-139 became law. It prohibits bullying in general and cyberbullying specifically. The definition set forth in Policy 4260 (Prohibition of Bullying, Intimidation, and Harassment) states:

Harassment, intimidation, or bullying— is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

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



**Diocese of Las Vegas
Respectful Learning Environment**

We believe all Diocese of Las Vegas students should:

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

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

We believe all Diocese of Las Vegas parents should:

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

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

Student Signature

Date

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

Parent Signature

Parent Signature

Date _____



St. Christopher Catholic School

A ministry of Saint Christopher Roman Catholic School



PHOTO RELEASE AND AUTHORIZATION 2018-2019

Parent (Family) Last Name: _____

I (we) the parent(s) and/or guardian(s) of my (our) minor child(ren):

Name Child #1

Name Child #2

Name Child #3

Name Child #4

do hereby consent and authorize the release, publication, dissemination, distribution, use and/or reproduction of any and all photographs taken of my (our) son/daughter during the **2017-2018 school year** by an employee, agent or representative of Saint Christopher Catholic School or by an independent contractor.

This Release and Authorization acknowledges that all photographs, negatives, positives and prints shall constitute the property of Saint Christopher Catholic School or by the Department of Catholic Education of the Diocese of Las Vegas for any purpose determined by their discretion, without further notice or without any compensation to me (us) or to my son(s)/daughter(s).

Parent and/or Guardian

Date

Parent and/or Guardian

Date

CONSENT FOR MEDICAL TREATMENT 2018-2019

Emergency Medical Treatment:

I/We hereby warrant that to the best of my/our knowledge, my/our children enrolled at Saint Christopher Catholic School are in good health, and I/we assume all responsibility for the health of my/our children. In the event of an emergency, I/we hereby give permission to transport my/our children to a hospital for emergency medical or surgical treatment. I/We wish to be advised prior to any further treatment by the hospital or doctor.

Family Name: _____ Phone: _____

Emergency Person Contact: _____ Phone: _____

Family doctor: _____ Phone: _____

Family Health Plan Carrier: _____ Policy #: _____

Medications: If my/our children need to take medication, I understand that I/we need to fill out the Parent Request and/or Physician Request Forms that available from the office. No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life threatening and emergency treatment is required.

Name Child #1

Name Child #2

Name Child #3

Name Child #4

THIS RELEASE MUST BE SIGNED BY BOTH PARENTS. If only one parent signs this document, that parent presents and warrants to the Diocese that he/she is the sole custodial parent of the student participant with the authority to sign this waiver and release form.

Signature of Father: _____ Date: _____

Signature of Mother: _____ Date: _____



August 23, 2018

Dear Parents:

Re: Auto-injectable epinephrine (Epi Pens)

The following details our school policies and information regarding Auto-injectable epinephrine (Epi Pens). Auto-injectable epinephrine, given for the treatment of life-threatening allergic reactions (anaphylaxis), comes as a pre-filled automatic injection device. Each school is required to maintain a minimum of two doses which must be replaced upon use or expiration. All auto-injectable epinephrine medication must be maintained and stored in the School Office, secure but unlocked, for easy access.

Epinephrine, also known as adrenaline, is a hormone and neurotransmitter. Epinephrine has many functions in the body, regulating [heart rate](#), [blood vessel](#) and air passage diameters, and metabolic shifts. Epinephrine release is a crucial component of the [fight-or-flight response](#) of the [sympathetic nervous system](#), allowing the body to respond to a perceived threat.

The injections of any dose of epinephrine is not life threatening. Epinephrine provides temporary relief and the individual receiving the dose will be transported to the hospital immediately. All teachers, educational administrative staff and trained unlicensed assistive personnel with knowledge of the device at St. Christopher Catholic School will have access to the auto-injectable policy at all times. The policy and procedures are kept in their emergency folders for quick access. Teachers, educational administrative assistants, and staff are trained with the procedure.

Below is a permission slip for you to sign in compliance with the Nevada State Law to allow use of the auto-injectable epinephrine pen if deemed necessary, by a teacher or educational administrative staff member, for your child. Please do not hesitate to contact us if you have any questions or concerns. Our goal is to provide a safe and healthy school environment for your child.

Sincerely,
Christopher D. Zunno
Principal

Permission Form Auto-injectable epinephrine (Epi Pens)

Student Name(s) _____ Grade _____

Student Name(s) _____ Grade _____

Student Name(s) _____ Grade _____

Student Name(s) _____ Grade _____

Please allow my child(ren) to receive appropriate doses of the Auto-Injectable Epinephrine if deemed necessary.

Check one: Yes _____ **No** _____

Parent Signature: _____

Date: _____

**St. Christopher Catholic School
Parent-Student Contract
2018-2019 School Year**

WE, the undersigned Parent(s) and Student(s), have read the Parent-Student Handbook for this school year and **AGREE** to work with the School in upholding its **CATHOLIC PHILOSOPHY**. **The Parent-Student Handbook is available for your review at our school's web-site www.stchristnly.org.**

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

- A. Support the School in its directives, codes and guidelines.
- B. Be faithful in our religious commitments.
- C. Strive to develop strong prayer lives.
- D. Be punctual and responsible with tuition and fees.
- E. Support home and school functions.
- F. Present legitimate concerns to the Teachers and Principal.

Further, we have read and will fully comply with the directives stipulated in the St. Christopher Catholic School "Technology-Acceptable Use Policy" – included on pages 36-37 of this Handbook and the "Respectful Learning Environment Policy" – included on pages 38 - 39 of this Handbook.

Parent Signature	Date	Parent Signature	Date
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Student Signature(s): Grade(s):

PLEASE SIGN AND RETURN THIS PARENT-STUDENT CONTRACT BY
WEDNESDAY, SEPTEMBER 4, 2018. THANK YOU.