

Handbook

Revised: August 2023

Saint Viator High School

Mission, Vision, and Values

Saint Viator Mission

"Saint Viator High School is a Catholic, college-preparatory community of learning called to provide religious formation and an academic program of excellence to young men and women."

Saint Viator Vision

Deeply rooted in our Catholic identity, we strive to do everything well so that through us Jesus may be adored and loved. Guided by the Viatorian mission, all members of the Saint Viator family discern who God wants them to be, discover what the world needs, and transform the communities they encounter. Saint Viator High School is recognized as an exceptional institution where tradition and innovation meet.

Saint Viator Values

Catholic Identity

Fueled by the Gospel and nourished by the Eucharist, Saint Viator is ignited to express our Catholic, Viatorian faith through study, prayer, and action. Intellectually, we learn about our faith; communally, we gather around the altar; individually, we are inspired to help others through servant leadership.

Viatorian Spirituality

Saint Viator commits to the highest standards in integrity, effort, and behavior to best serve students, families, and society. Through a focus on excellence, dignity, and diligence, we proclaim Jesus Christ and His Gospel and raise up communities where faith is lived, deepened, and celebrated.

Community and Learning

The Saint Viator High School family cultivates an environment of kindness for all to feel welcomed, included, and involved. We foster success in life and prepare students to excel in college through academic rigor, engaging the intellect, creative collaboration, respect of individuals, and responsibility to oneself and others.

Educating the Whole Person

Saint Viator forms students who are faith-filled, intellectually inspired, ready to serve, and fully engaged in the Viatorian mission. We work to deepen our relationship with Christ, identify our given strengths, and purposefully meet the greatest needs of society.



Overview

The Saint Viator athletic experience, consistent with the Mission, Vision & Values of Saint Viator and The Viator Way, results from the combined and focused efforts of student-athletes, parents, and coaches. The Saint Viator athletic experience is formative, instructive, and valuable to student-athletes.

Student-Athletes

Athletics at Saint Viator brings together our Catholic mission, striving for excellence, and upholding a Viatorian commitment to integrity, sportsmanship, ethics, generosity, and service. Student-athletes at Saint Viator High School strive to do everything well so that Jesus may be adored and loved.

Saint Viator provides exceptional opportunities for personal development and athletic competition. Our student-athletes have a long record of success, whether achieving personal bests and winning championships, or expressing their commitment through leadership, teamwork, and sacrifice.

Competing as a student-athlete at Saint Viator is a privilege, not a right. A student-athlete at Saint Viator is personally responsible for:

- Dedicating time and effort to be successful in the classroom
- Maintaining a positive attitude and contributing to a positive culture in the school and on the team
- Being present and on time to required team activities and following all school and team policies
- Demonstrating great effort and attention in all competitions, practices, and meetings
- Communicating clearly and honestly with parents, teachers, and coaches
- Demonstrating respect for officials, opponents, teammates, and coaches

Academic Eligibility Requirements

Parent and Student Handbook

Students are expected to work diligently in and out of the classroom to maintain eligibility to participate as student-athletes. Student-athletes not satisfying the Illinois High School Association and Saint Viator High School academic eligibility requirements are ineligible to compete as Saint Viator student-athletes.

Review of grades will be determined on Thursday at 2:00 PM each week, unless during a shortened week when grades will be determined 1 day prior to the last day of school. Academic eligibility will not be based upon the submission of any schoolwork, but upon the grades posted as of the given review date and time.

If a student-athlete is deemed ineligible, they will serve the 7 day ineligibility period beginning the next Monday, through the following Sunday. The student-athlete will be evaluated the week of ineligibility to determine if they will be eligible to continue with their particular sport the next Monday, or if they will again serve another 7 day ineligibility period.

Sportsmanship

Any athlete or coach ejected by an official from an athletic contest for unsportsmanlike conduct, including but not limited to the use of abusive language and/or fighting, shall be ineligible for the next interscholastic contest at any level. The athlete or coach is also subject to other penalties that may be assessed by the IHSA, the East Suburban Catholic Conference and/or the school. Any ejection should be reported by the applicable head coach to the Athletic Director immediately.

Christian Service Hours

Parent and Student Handbook

Saint Viator student-athletes must comply with the Saint Viator Christian Service Hours requirements to maintain eligibility to compete as a Saint Viator student-athlete.

The review of service hours is determined by Campus Ministry and outlined each year. Service hours eligibility will be determined based upon the confirmation of acceptable service hours, not the date upon which such service hours is performed.

Violations of the Co-Curricular Code of Conduct

Parent and Student Handbook

A student found to be in violation of the Co-Curricular Code of Conduct, in addition to being subject to the sanctions applied by the school for serious misconduct, is also subject to the following sanctions: (1)he/she will be suspended immediately from the co-curricular activity he/she is participating in for a minimum of two weeks or (2)he/she will be dropped from the activity by the coach or moderator for the remainder of the season or school year for a serious rule infraction.

Parents

Saint Viator forms students who are faith-filled, intellectually inspired, ready to serve, and engaged in the Viatorian mission. As a community, we work to deepen our relationship with Christ, identify our given strengths, and purposefully meet the greatest needs of society. Parents are crucial partners on this journey, as they work with coaches, staff members, and the Saint Viator family to reflect school values and live The Viator Way.

The primary responsibilities of Saint Viator student-athlete parents include:

- Helping your child grow in learning to sacrifice for others and for their teams
- Promoting the spiritual and moral development of your child, and placing these above athletic achievements
- Communicating clearly with administrators, teachers, and coaches and with an understanding of the school's mission
- Refraining from negativity toward administrators, teachers, coaches, and officials
- Helping your child understand that adversity is an opportunity for growth

Coaches

Coaches are role models for Saint Viator student-athletes. In doing so, they are held to a high standard:

- The Saint Viator coach must adhere to the terms and conditions of their athletic contract signed each year.
- The Saint Viator coach must adhere to all policies, procedures, and standards of Saint Viator High School.
- The Saint Viator coach must be an example of Catholic moral teaching and the values of the Viator Way.
- The Saint Viator coach must adhere to the Behaviors of Excellence.

Expected Coaching Conduct

The following are examples of coaching behavior that protects the safety of our students and community, and adheres to the expectations of Saint Viator High School. This is a guide, not an exhaustive list:

- Abide by all school policies regarding electronic communication with athletes (no texting athletes, copy a parent on emails, etc.).
- Abide by all school policies regarding transportation to and from practices and games.
- Assure that all coaches on staff have completed required steps and paperwork for Saint Viator and the Archdiocese of Chicago prior to coaching.
- Provide an approved plan to the Athletic Director for supervision of the area near the team locker room and playing field.
- Take care of issued keys and never lend them to students or unauthorized personnel.
- Assure that doors of the school, gymnasium, locker room, shed, and storage closets are locked upon completion of practices or games.
- Students must always practice and compete with adequate and appropriate equipment.
- Do not overextend an athlete physically and be especially careful in hot weather.
- Check playing areas for hazards and make sure team equipment is in good shape.
- Do not allow students to wait unsupervised after a practice or athletic contest--at least two adults must remain present.
- The swimming pool is only to be used with qualified personnel.
- Students must receive adequate coaching prior to attempting athletic events that could be dangerous without fundamental training (ex: diving, pole vault)
- Non-school personnel must be certified and approved in order to work with Saint Viator student athletes.
- Organize and maintain proper records and paperwork.

Athletic Awards

Most Valuable Player

- The athlete whose presence, effort and production led to the greatest team impact.
- This person remained free from any significant academic or disciplinary consequences.

Lion Award

- The athlete who consistently & thoroughly lives out the six values of "The Viator Way".
- This person may or may not have had a significant impact in competitions.
- This person remained free from any significant academic or disciplinary consequences.

Golden Lion Award

 Presented by the Athletic Booster Club and given to students who have played three sports seasons for four years.

Other special recognition awards determined by program and approved by the Athletic Department

Media

It is important for the coach to respect and protect the privacy of the student-athlete, while at the same time, cooperating with the local media and college coaches by providing them information which gives a positive image of the student-athlete and the school.

A coach should follow the procedures listed below when dealing with the media and college coaches.

- The school registrar and the student's counselor are the only people authorized to give out a student's transcript or grade percentage. This is only permitted when the parents have furnished written permission to the school. A student's eligibility status is considered confidential between the family and the school.
- When talking with the media, a coach should refrain from discussing the eligibility status of any
 player on his/her team. Under no circumstances should a coach mention the name of a player who
 is ineligible to a reporter. This is considered a confidential matter between the student and the
 school.
- The Director of Marketing and Communications, Athletic Department and/or coaches are the designated school contact person for all media requests, on-site interviews and photography sessions.
- The Director of Marketing and Communications, Athletic Department and/or coaches coordinate any and all articles about students, parents and coaches with media.
- The President is the designated spokesperson for the school regarding matters of school policy and statements to the media.
- When college coaches visit the school for the purpose of meeting a student-athlete or a coach, they should schedule their visit at a time when neither the coach nor the student-athlete is in class.

NCAA Academic Eligibility

NCAA Bylaw I4.3 (Proposition 48) states that all high school graduates wishing to participate in athletic programs at the collegiate Division I or II levels must meet certain academic standards in order to compete in athletics during their freshman year in college. The standards are described in the NCAA Guide for the College-Bound Student-Athlete and can be found online. A link to both the NCAA & NAIA Eligibility Centers can be found on the Saint Viator Athletic website.

In January of 1993, NCAA Division I and II schools established an Eligibility Center to help determine the academic eligibility of incoming freshmen. This Center evaluates and determines the individual student's academic records and closely looks at the core courses, GPA and ACT/SAT scores.

Coaches should encourage student-athletes to meet with the College Counselor to familiarize themselves with these academic requirements as early as freshman year. Students intending to participate in college athletics at the freshman level must also fill out forms on the Eligibility Center website.

Saint Viator Athletics Development of NCAA Bound Student Athlete

Parent Meeting

Communication with the parents of student-athletes is an important key to the success of our teams. When coaches keep parents informed, everyone benefits, and the level of cooperation and support is maximized. Prior to the first athletic contest in each sport, the head coach must meet with the parents of all athletes for their respective sport. At that meeting, the head coach is expected to cover the following topics with parents:

- 1. Guidelines for tryouts
- 2. Team rules and regulations
- 3. Sportsmanship and team discipline
- 4. Proper care of issued team equipment
- 5. Transportation procedures
- 6. Attendance at practice and contests
- 7. Eligibility Academic & Service

All coaches must also allow time at the conclusion of the meeting for any questions or discussion the parents may want to address.

Early Dismissal

As a general rule, student-athletes are not dismissed early from class to participate in athletic contests. Coaches may request an exception for an early dismissal to the Athletic Director. The Athletic Director will set a time for the team to be dismissed. The athletic administrative assistant will post the appropriate team roster to inform the faculty and staff of the students who will be leaving early.

Practice Limitations

Coaches are not permitted to compete or schedule practices on the following days: Thanksgiving Day, the afternoon/evening of Christmas Eve, Christmas Day, the afternoon/evening of New Year's Eve, New Year's Day, Holy Thursday after 6:00 PM, Good Friday, Holy Saturday after 6:00 PM, and Easter Sunday. As a general rule, teams do not schedule practices or competitions on Sundays without the prior approval of the Athletic Director.

Severe Weather

Coaches must be alert for any changes in weather conditions to ensure the safety of their players. The coach in charge of a practice session should immediately cancel practice and bring the team inside if severe weather conditions develop that would threaten the health and safety of players, such as lightning or a tornado warning. Likewise, when the temperature is below freezing, coaches will not schedule outside practices. The Athletic Director and/or Athletic Trainers will cancel contests when necessary. The Athletic Department will make every effort to reschedule those contests at a later time. During periods of very hot weather and high humidity, coaches will give their teams five minute water breaks every twenty minutes and shorten practices if necessary.

Coaches will make sure there is always water available on the field for athletes during practices, and they will instruct each athlete to bring a water bottle to practice on a regular basis. Coaches are responsible for bringing a first aid kit to practice daily and to every home and away game.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United State Food and Drug Administration.

Transportation

Saint Viator provides transportation to certain away athletic contests with school vans or bus companies. Athletes are not allowed to drive to away contests without permission and documentation.

Parents may drive their athletes home from away contests if prior arrangements have been made with the coach. The coach must know the student-athlete is leaving with his/her parents.

Coaches supervising a team on a bus or van must:

- 1. Coaches must return the van bag immediately after their trip.
- 2. Know how many students are on the van/bus. Attendance must be taken before leaving Saint Viator and before leaving the location of the away contest.
- 3. Make sure that all students in the school vans have their seat belts on and that they have not brought food or drink on the bus or van.
- 4. Leave the bus or van clean when returning from a trip. Close all windows and lock doors in the vans. Verify cleanliness of the van before leaving premises.
- 5. Report any irregularities to the Athletic Department.
- 6. Athletes must use seat belts in vans and buses when available.
- 7. Coaches and student-athletes may not travel on a one-to-one basis. There must be either two coaches with one student, or two students with one coach.

Illinois state law mandates that only 14 people ride in the school vans. (13 students and 1 driver.) To carry more than 14 people is a state traffic violation and MAY VOID our insurance coverage. Violation of this law would place both the school and the driver at undue risk of a lawsuit in the event of an accident.

Travel - Postseason, overnight and out of season

Application

Any trip, coordinated by a Saint Viator employee(s) or in which a chaperone includes an employee of Saint Viator High School and Saint Viator students, must be approved and sanctioned by the Administration **prior** to any announcement of the trip. The Administration reserves the right to limit the number of trips Saint Viator High School sponsors during any given year, the dates of travel and the frequency of any group traveling.

All athletic groups seeking approval for domestic or international travel must submit the Overnight Domestic & International Form.

- All documents must be submitted and approved at least:
 - o Domestic Travel 6 months in advance to travel dates
 - o International Travel 1 year in advance to travel dates

All proposals and contracts must be submitted to the Athletic Director (Athletics)

All necessary forms must be completed and carried with the coach on the trip.

Tryouts and Squad Reduction

Tryouts are an important time for coaches to look at and evaluate the talent of those individuals who are trying out for a school team. Selecting a team is a difficult responsibility for coaches, who must make difficult decisions while remaining sensitive to the needs and feelings of the young athletes who are trying out for the team.

When tryouts begin, coaches are expected to explain to students how they will select the team. At the conclusion of tryouts, coaches are then expected to speak privately with each student who did not make the team as to why they did not. Coaches should never post the names of students who did not make a team.

ACKNOWLEDGEMENT

I acknowledge that: 1) I have read and understood the foregoing, 2) I agree to abide by its terms, and 3) I agree that the failure to abide by these terms may result in [my/my student's] exclusion from participation in Saint Viator athletics, in part or in whole.

Date:	
	Student Signature
Date:	
	Parent Signature

Health/Medical/Safety Appendix Authorization and Background Check

Volunteer:

Register and complete online the Criminal Background check for Volunteers at www.virtusonline.org under First Time Registrant tab. To begin the registration process. Select Organization "Chicago Archdiocese", Create a User ID, select the primary location "St. Viator High School" (Arlington Hts), Check VOLUNTEER, complete registration.

A. Download and complete

- a. DCFS form
- b. Code of Conduct
- c. Declarations pages
- d. Return a copy of all forms to Donna Benedict in the business office.
- B. Register and attend the Virtus workshop and return a copy of the certificate to the business office.
- C. Complete the Volunteer Background check.
- D. You will be e-mailed monthly bulletins from VIRTUS, complete them as you receive them.

Employee:

A. Online Criminal History Check

- **a.** Create an online VIRTUS account before completing other compliance requirements at www.virtusonline.org.
- **b.** First Time Registrant tab. To begin the registration process. Select Organization "Chicago Archdiocese", Create a User ID, select the primary location "St. Viator High School" (Arlington Heights).

B. Fingerprinting

- **a.** School employees must submit to digital fingerprinting within three business days of hire. In addition, they must also complete the Virtus online registration and criminal background check.
- **b.** Fingerprinting must be done through Accurate Biometrics for the Archdiocese of Chicago. Fingerprinting done for any other purposes cannot be accepted.
- **c.** You must present to Accurate Biometrics the Fingerprinting form that is given to you by Saint Viator High School.

C. CANTS Form

a. Must be completed and submitted at the time of hire, and then annually.

D. VIRTUS

- a. Participants must pre-register at www.virtusonline.org.
- b. Training must be completed within 15 days of being hired.
- c. You will be e-mailed monthly bulletins from VIRTUS, complete them as you receive them.

E. Mandated Reporter Training

- a. Participants must register for training at https://mr.dcfstraining.org/UserAuth/LoginPage.action .
- **b.** All school employees and clergy are Mandated Reporters by State law and must have a signed CANTS-22 (CANTS-22A for clergy) in personnel file.
- **c.** Training must be completed within 5 days of being hired.
- d. Recertification every three (3) years Mandated Reporters.

F. Archdiocesan Code of Conduct

a. Must be read and signed at the time of hire as part of orientation.

G. All forms and certificates must be returned to the Business Office.

Bloodborne Pathogen Control

Coaches are classified into the category that includes people who routinely are not exposed to body fluids or blood, but who may incur an occasional exposure as a condition of their job description. Exposure may result from injury, C.P.R., mouth-to-mouth resuscitation, handling of soiled uniforms or towels, or by contact to open wounds. Potentially infectious body fluids include blood, saliva, semen, vaginal secretions or any fluids, feces or vomit visibly contaminated with blood.

IHSA rules require certain procedures to be followed when an athlete has a uniform stained with blood or the athlete is bleeding. The medical kit for each team includes a "blood kit" containing gloves, pads, disinfectants and bags for the proper treatment and disposal of blood contaminants. Each team must have a "blood uniform" with them at all contests to use if the blood cannot be removed from the injured athlete's uniform. Any bloodied material must be brought back in the sealed biohazard bag to the training room for proper disposal. Under no circumstances should an athlete be allowed to practice or play if bleeding cannot be stopped. Likewise, no coach should allow his/her team to compete against an individual who continues to bleed or if the uniform contains blood which has not been removed properly.

The coach must make sure that all individuals coming in contact with blood borne pathogens practice proper cleaning and disposal of any contaminated material. If the packets in the kit have been used, a solution of I-I00 parts of sodium hypochlorite (bleach) with water or 70% isopropyl alcohol may be used.

Emergency Medical Procedures

The Athletic Trainer, coach, and/or Athletic Director are responsible for contacting the parents of injured athletes at all home contests. The athletic trainer and/or Athletic Director will make every effort to contact the adults listed on the emergency procedure sheet before they call paramedics. Copies of each athlete's emergency forms will be available to the athletic trainers for use in an emergency. If it is an emergency, life-threatening situation, the paramedics will be called immediately.

When traveling to all away athletic contests, the coach must take the emergency release forms for all players in the event of an emergency situation. The coach will give the appropriate form or forms to the paramedics if a player must be transported to a local hospital. It is the responsibility of the coach to place a copy of the emergency treatment form in his/her file in the athletic office within 24 hours after returning to the school and to fill out the appropriate Injury Report Form with the Athletic Trainer.

When the athletic trainer and/or Athletic Director is present at a game where an injured athlete must be transported to the hospital, they will accompany the injured person to the local hospital. They will give the hospital personnel the emergency treatment form while also attempting to notify the parents. When the athletic trainer or athletic director is not present at an away event, one of the coaches will accompany the injured player to the hospital. If only one coach is available at the contest site, a responsible adult will be asked to accompany the injured student to the hospital until a parent arrives.

Coaches may also reference the Emergency Manual for Athletics that each coach receives.

Medical Forms

A current medical certificate must be on file in the Athletic Office before an athlete is allowed to participate or practice with the team. All necessary forms regarding eligibility and parent emergency data must also be on file. **Coaches must carry these with them to events and practices.**

Drug and Alcohol Policy

Parent and Student Handbook

Procedures for Coaches

If a student-athlete's safety is at risk (under the influence of drugs/alcohol or risk of harm to self/others):

- Call the parents immediately to pick up the student; do not leave the student unattended. No student can be sent home on their own if the coaches know they are under the influence of drugs or alcohol. If a student is not with an employee, contact still needs to be made (see below).
- If a parent cannot be reached, local police can be called to do a wellness check or Text-A-Tip hotline can be utilized.
- Document and notify the following people:
 - o school administrator
 - student's counselor

The coaches may be liable if they do not take action.

Athletic Training

Athletic Training Handbook Concussion Management

Saint Viator High School retains the services of fully certified athletic trainers who are generally available weekdays from lunch periods, afternoon study halls, and flex hour until the end of practices or home matches. On Saturdays, an athletic trainer is usually present for home contests.

The athletic training room is open for treatment only when the athletic trainer is present. No equipment is to be taken from the athletic training room without the permission of the athletic trainer. All injuries must be reported to the coach and athletic trainer. When the injury is reported to the athletic trainer, the athletic trainer will inform the appropriate coach about the nature of the injury and rehabilitation procedures, if necessary. The athletic trainer will make a referral to the appropriate medical doctor if the injury deems necessary. When an injured athlete visits a physician on his/her own without a referral from the athletic trainer, the athletic trainer will not start any rehabilitation therapy without written permission from the doctor.

Saint Viator High School will make every effort to provide an athletic trainer for all practices. If an athletic trainer cannot be on site, one will be available via telephone/email. In a case of an emergency, please dial 911. Saint Viator will provide an athletic trainer for all athletic events.

AED on-site

Department of Children and Family Services

All employees of Saint Viator High School, as a condition of employment, agree to adhere to the terms and conditions of the policy regarding mandatory reporting of child abuse and/or neglect and all the other stated implications of the policy for employees.

Whenever there is a case of suspected child abuse or neglect, the employee shall immediately inform the President or Principal. A thorough investigation shall be made and the findings shall be discussed with the reporting employee. All evidence of child abuse or neglect shall be reported to DCFS (1-800-252-2873) by the employee. Failure to file a report with DCFS may result in penalties and fines imposed on the employee. The report shall include the name and address of the child and his/her parents or others having custody, the child's age, the nature of the child's condition, including (if available) any evidence of previous injuries or disabilities, any other information that might be helpful in establishing the cause of such abuse or neglect, and the identity of the person believed to have caused such abuse or neglect.

If the employee has any questions about how to file a report, they can reach out to a School Administrator or the student's School Counselor.

Hazing

Any activity created with the intention of causing another student mental, emotional or physical discomfort, embarrassment or ridicule is considered hazing and is not tolerated under any circumstance. Incidents of hazing should be reported immediately to the Athletic Director and/or Dean of Students.

Corporal Punishment

Such persons shall never employ corporal punishment or inflict physical abuse with respect to anyone with whom they might work or the students with whom they might come in contact.

Sexual Abuse

In accordance with the law of the State of Illinois and with the values found in our Catholic tradition, any form of sexual abuse, sexual exploitation or other similar action is explicitly prohibited. Personnel in the employment of Saint Viator High School or acting on behalf of Saint Viator High School in its programs and activities are reminded of this prohibition. Contact of this nature is absolutely forbidden and is cause for immediate dismissal.

<u>SPECIAL NOTE</u>: Saint Viator High School and/or the Clerics of St. Viator will not assume any responsibility or liability for any person who inflicts bodily or personal injury consisting of or arising out of corporal punishment, sexual or physical abuse, sexual exploitation or any other similar act, harm, injury, or damage to any person in the care of its employees or others acting in its behalf whether or not committed by or with the knowledge or consent of any injured.

Contact Information

President Athletic Director Assistant Athletic Director Athletic Administrative Asst.. Athletic Trainer Strength and Conditioning

Ryan Aiello Mr. Mike Obsuszt Mr. Dave Archibald Mrs. Miranda Behrens Dr. Arika Smetana Mr. Eric Krasich raiello@saintviator.com 224-625-1230 mobsuszt@saintviator.com 224-625-1214 darchibald@saintviator.com 224-625-1237 mbehrens@saintviator.com 224-625-1251 asmetana@saintviator.com 224-625-1270 ekrasich@saintviator.com 224-625-1317

Web Addresses

Saint Viator High School:
Saint Viator Athletic Website:
East Suburban Catholic Conference:
ESCC
Illinois High School Association:
Athletic Schedules

Saint Viator
Athletics
ESCC
IHSA
Schedule