

St. Vincent Elementary School

Student/Parent Handbook

2021-2022

“Led By The Spirit”



St. Vincent de Paul Elementary School

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PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2020–2021 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration and School Board reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect. This handbook is a contract between parents, students and St. Vincent de Paul Catholic Schools. **By returning the signed form, students and parents are agreeing to abide by and support the mission and policies contained in this handbook.**

These policies and procedures most frequently address expectations of students. Obligations of the adults in the SVES community are implied. This Handbook contains both local policies of St. Vincent Elementary School as well as policies from the Archdiocese of St. Louis Catholic Education Office. Policy numbers are intended as a reference to the actual Archdiocesan Policy manual located in the elementary school office. Adults are to assist students in acting with integrity, honesty, and respect. If there is clear indication of dishonesty on the part of students or adults, the school has the responsibility to apply appropriate sanctions. It is possible that parental dishonesty or efforts to undermine school policy could breach both trust and contract seriously enough to result in the termination of the relationship between the school and the family.

While school authorities are not able to fulfill every request, we commit ourselves and our staff to listen to needs and concerns presented in a timely manner and to develop a plan of action that balances the concerns to the best of our ability. While no handbook is complete or perfect, we have attempted to provide the information you need for productive communication. The planning tools of the agenda are designed to help you take an active part in creating academic success. Successful students attend school regularly and are prepared for all classroom activities. Every student must keep an agenda throughout the year.

St. Vincent Elementary School policies are in compliance with the policies of the Archdiocese of St. Louis. **The Archdiocesan policies are the umbrella for all Catholic School policies, and as such, will be followed if a specific topic is not addressed in this handbook.** The pastor and administrator are the final resource in all policies and regulations at St. Vincent Elementary School.

WELCOME TO ST. VINCENT de Paul ELEMENTARY SCHOOL

St. Vincent de Paul Elementary School is part of a Pre-K through High School Catholic Education Program at St. Vincent de Paul Parish, Perryville, Missouri in the Archdiocese of St. Louis. Kindergarten through Sixth Grade students attend classes in the Elementary School Building. The Preschool classes are located on the east side of the Elementary building, and Grades 7 through 12 are across the street in the Junior High/High School Building. Our school offers a complete education for all grades, incorporating our Catholic beliefs and values into all aspects of the curriculum. St. Vincent Elementary School is fully accredited by the Missouri Chapter of the National Federation of Non-Public Schools.

POLICIES

All policies have been approved and adopted by the St. Vincent de Paul Catholic Schools' Board. In addition, all procedures accompanying the policies have been endorsed by the School Board.

POLICY OF NON-DISCRIMINATION

St. Vincent de Paul Catholic Schools shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school-administered programs.

VISION AND MISSION REVIEW AND REVISION PROCEDURE

The Vision and Mission Statements of St. Vincent de Paul Catholic Schools lead us in developing faith experiences, educational programs, curriculum and activities for our students. We are committed to communicating these statements annually with parents, students, alumni, parishioners, and friends of our schools. As a means of ensuring integrity and validity of these statements, a committee with individuals from all school constituencies will be formed every five (5) years for the purpose of full review and if deemed necessary, revision.

SCHOOL BOARD

PURPOSE AND FORMAT

The St. Vincent de Paul School Board works with the President, Administrators, and Pastor to set policy for Pre-K through 12th grade. In addition to setting policy, the Board also endorses procedures for the schools.

Meetings are held throughout the year generally on the FIRST Thursday of the month (in the Marillac Room) and are OPEN to the public during the general session only. Meetings are noted on the annual calendar and on the School Board web page, along with the Board President's name (for contact purposes).

VISITORS AT BOARD MEETINGS

Individual visitors sit in a designated location for any Board meeting. No communication between the visitors and the board members is allowed once a meeting begins. All visitors are required to leave during any executive session of the School Board.

ADDRESSING THE BOARD

Anyone wishing to address the St. Vincent de Paul School Board, must contact the Board President seven (7) days in advance of the next meeting. Presentations will be limited to five (5) MINUTES UNLESS OTHERWISE APPROVED BY THE Board President. The requested topic, if appropriate, will be placed on the agenda. Appropriate topics are those that directly relate to School Policy or Procedure. The Board **does NOT** listen to personnel or personnel issues, students or student discipline issues, or other matters that are confidential. No Board discussion follows the presentation. A response shall be written within one week following the Executive Board meeting (after the current meeting has ended by motion). The issues are handled at the local level through teachers and then through administrators.

VINCENTIAN PHILOSOPHY OF EDUCATION

The Vincentian Philosophy of Education seeks to proclaim the Gospel in the spirit of St Vincent de Paul and in so doing to form people that they may bring the Good News to the poor and stand with them in solidarity. The following principles are regarded as fundamental to the task of assisting young people to develop a synthesis of faith and culture and a personal integration of faith and life:

- (i) Jesus Christ sent by God, the Person in whom all human values find their fulfilment and unity, is the model of authentic human life which we offer.
- (ii) In the certainty that the Holy Spirit is at work in every person who seeks the truth we offer our catholic faith and culture to all, non-Christians included.
- (iii) Since faith is a gift of God and cannot be imposed, we proclaim the Gospel and offer a formation based on the values of that Gospel while respecting the religious freedom and personal conscience of individual students and their parents.
- (iv) Formation for living according to the Gospel message is continually fed and stimulated by its Source of life, the Saving Word of Christ. This is expressed in the Scriptures, in tradition, especially liturgical and sacramental tradition, and in the lives of people, past and present who bear witness to that Word. Mary the mother of God is a singular model and excellent example of that which we as Christians desire and hope wholly to be in faith, charity and union with Christ.
- (v) The justification for a catholic college is its sharing in the evangelizing mission of the Church; as such the mandate for our apostolic undertaking is given by the Bishops to whom we are responsible in the person of the local Bishop.
- (vi) The promotion of the fundamental equality and dignity of all persons is the basis for our preferential option for the poor, for those who, regardless of the reason, are marginalized in our society, and for those who are deprived of family help and affection.
- (vii) Since parents are primarily and principally responsible for the education of their children a Vincentian college community forms and fosters a partnership with them in the context of the local ecclesial community.
- (viii) Witness to the integration of faith and vocation in life takes place in a genuine community of faith in which the complementary vocations of lay and religious women and men are recognized, welcomed and fostered.
- (ix) A good educational environment is one where young people gradually learn to open themselves continually to life as it is and to create in themselves a clear meaning of life; hence students are to be active agents in their own formation and in the formation of their peers.
- (x) Ongoing formation of all involved in the apostolate of educating young people is a necessary prerequisite for maintaining the self-criticism needed to evaluate and improve the formation that is offered. Such ongoing formation will seek to develop the educator humanly, professionally, religiously and spiritually in the tradition of Vincent de Paul.
- (xi) The educational program is directed to the integral formation of each student so that he, whatever his ability, is extended to the fullest degree possible in an area of his formation.

VISION STATEMENT

To educate and to foster the growth of each student: mind, body and spirit.

MISSION STATEMENT

St. Vincent de Paul Catholic Schools united in Christ and guided by the spirit and educational values of St. Vincent, transforms each student through the power of faith and knowledge.

VINCENTIAN EDUCATIONAL VALUES

Excellence – places quality at the center of educational activities;

Holistic – educates the heart, spirit, and mind;

Integrated – blends the abstract with the practical;

Creative and Flexible – seeks to meet the needs of a diverse student population;

Collaborative and Person Oriented –engages in cooperative endeavors with parents, students, administration, faculty, and staff;

Focused – strives to model St. Vincent de Paul and his mission of service to the poor;

MOTTO

“Together We Serve”

2021-2022 THEME

“Led By The Spirit”

SCHOOL CREST



The St. Vincent de Paul Catholic Schools’ Crest (above) is a solid cross on top of the initials SV, representing our Catholic faith as the foremost aspect of education. On the ribbons flowing from the cross and encircling the SV are three Latin words which the Daughters of Charity initiated: *Religio, Scientia, Cultura* (religion, knowledge, and culture). The banner gives the inaugural date of our St Vincent Parish School, 1896.

SCHOOL MASCOT

Indians

SCHOOL COLORS

Blue and Gold

OUR PATRON SAINT

ST. VINCENT DE PAUL

St. Vincent was born of poor parents in the village of Pouy in Gascony, France, about 1580. He enjoyed his first schooling under the Franciscan Fathers of Acqs. Such had been his progress in four years that a gentleman chose him as sub preceptor to his children, and he was thus enabled to continue his studies without being a burden to his parents. In 1596, he went to the University of Toulouse for theological studies, and there he was ordained priest in 1600.



In 1605, on a voyage by sea from Marseilles to Narbonne, he fell into the hands of African pirates and was carried as a slave to Tunis. His captivity lasted about two years, until Divine Providence enabled him to effect his escape. After a brief visit to Rome he returned to France, where he became preceptor in the family of Emmanuel de Gondy, Count of Goigny, and General of the galleys of France. It was the Countess de Gondy (whose servant he had helped) who persuaded her husband to endow and support a group of able and zealous missionaries who would work among the poor, the vassals and tenants, and the country people in general. Vincent was too humble to accept leadership at first, but after working for some time in Paris among imprisoned galley-slaves, he returned to be the leader of what is now known as the Congregation of the Mission, or the Vincentians. These priests, with vows of poverty, chastity, obedience and stability, were to devote themselves entirely to the people in smaller towns and villages.

Later Vincent established confraternities of charity for the spiritual and physical relief of the poor and sick of each parish. From these, with the help of St. Louise de Marillac, came the Daughters of Charity, “whose convent is the sickroom, whose chapel is the parish church, whose cloister is the streets of the city.” He organized the rich women of Paris to collect relief funds for the victims of war and ransomed over 1,200 galley slaves from North Africa. He was zealous in conducting retreats for clergy. He was a pioneer in clerical training and was instrumental in establishing seminaries.

Pope Leo XIII made him the patron of all charitable societies. His Feast Day is September 27th.

STUDENT WITNESS STATEMENT: CALLED TO BE CATHOLIC

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Vincent High School will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME. I PROMISE TO LOVE GOD BY:

- Participating in the Mass and sacraments, especially Sunday Eucharist.
- Setting aside time each day for prayer to develop my relationship with God.
- Studying about the Trinity; Father, Son, and Holy Spirit - and the Church.
- Recognizing and accepting Jesus as Savior, Teacher and Friend.
- Understanding and following Gospel values as found in sacred scripture and sacred tradition.

GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:

- Accepting responsibility for modeling my life in imitation of Jesus and Mary.
- Listening to God's will in discerning my vocation in life.
- Nourishing and caring for my own body as temple in which the spirit of God resides.
- Reverencing the gift of human sexuality by living a chaste life.
- Critiquing and evaluating the culture in which I live and following the Catholic way of life.

GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:

- Using the gifts of the Holy Spirit given me to me in Baptism and Confirmation and in service to others.
- Respecting all people no matter what their differences as gifts and blessings from God.
- Living in hope as I work for justice and peace for all peoples.
- Being an authentic disciple and evangelizer, helping others know Jesus and the Catholic Faith.
- Working with the faculty and students to make St. Vincent Elementary School a place that truly reflects Catholic values and principles

POLICIES AND REGULATIONS

ADMISSION POLICY

ENROLLMENT OF STUDENTS FOR THE FIRST TIME

Parents/guardians wishing to enroll their children in St. Vincent Elementary School must first apply for admission. (4102.2)

REQUIREMENTS FOR ADMISSION

Admission to St. Vincent Elementary School at any point of entry is contingent upon:

1. The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this school includes:
 - a) Participation in the social and spiritual life of the Parish;
 - b) Support of the concepts upheld in the Parent Witness Statement;
 - c) Agreement to follow the policies and procedures of this school;
 - d) Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. The child's fulfillment of the age requirements listed below:
 - a) For admission to Kindergarten, the child should be five years of age before August 1;
 - b) For admission to First Grade, the child should be six years of age before August 1.
3. The school's ability to meet the student's educational needs; determination of this ability will be based upon:
 - a) The student's performance in another education setting; parents will be required to sign and request a copy of their child's records from their previous school;
 - b) Successful completion of the previous grade level; St. Vincent will follow the recommendations of a previous school regarding grade level placement;
 - c) Successful completion of the entrance evaluation process.
4. The parents' willingness to accept the financial responsibilities of attending the school. (4102.1)

ENROLLMENT PROCESS

After being accepted, these are the guidelines that need to be followed in order for a student to be fully enrolled and placed on a class list.

1. All parents must submit a copy of the child's birth certificate to verify age.
2. Baptismal certificates are to be submitted for Catholic students entering for the first time.
3. As required by the State of Missouri, immunization records will be required for all first time students prior to the first day of attendance at St. Vincent Elementary School. Parents must also submit a record of a physical examination and complete a health history for their children.
4. An enrollment form/tuition payment information and the registration fee needs to be signed and returned.
5. Copies of Social Security numbers are requested but optional.
6. In cases in which the parents of the student are divorce, a copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.

The principal may deny admission even if the child has met the age requirements if the child has been found to be lacking in readiness according to the Phelps Kindergarten Readiness assessment and preschool development checklist. In such cases, the principal and test administrator should recommend readiness activities or programs for the developmental needs of the child.

AFTER SCHOOL CARE

St. Vincent Elementary School offers an after school care service. A permission form must be filled out prior to a child attending this program. Two adults will supervise the children at all times. An afternoon snack and drink will be given to the children. Children are given time to do homework and play. On fair weather days, they may go outside to play. On cold and rainy days, the children will remain in the cafeteria. Students who attend After School Care are expected to follow regular building rules and handbook rules; this is for the well-being of everyone in After School Care. Students may be required to leave this service if rules are not followed. There is a fee for this service. Sign-up/permission form and fee information will be available on the Parish/School website in July in the Back to School Forms section and in the Elementary School Office.

ATTENDANCE POLICY

Students are expected to attend all classes and school activities (including but not limited to standardized testing, sports programs, field trips, et.) on days scheduled by the elementary school as days of student instruction. A student who is not present at the appointed times is designated absent. (4200)

ABSENCE

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g. field trips, enrichment and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (4201)

ATTENDANCE REGULATIONS

1. If a child is absent a parent should send a signed note (if known ahead of time) or telephone the school office by 9:00 a.m. If there is no notification, the secretary will contact the parent.
2. We **strongly prefer** if doctor or dentist appointments could be made for days off or after school. If a child does need to leave for an appointment during school hours, a parent **must** send a **written note** in the morning telling what **time** the child needs to leave and **who** will pick up the child. This is an important security concern! The child must be signed out at the office by the parent or the person designated in the note. Upon returning, the child must be signed in at the office by the parent or designated adult.
3. If a child is absent from class due to illness or an appointment, etc. he/she is expected to make up any work that is missed during the absence. When absent you have one day for each day missed to turn in completed missing assignments and homework. Homeroom teachers will send homework home upon the second day absent with a designated elementary student or to the elementary office by 2:00 p.m. to be picked up by a parent or high school sibling.
4. For an extended absence of three or more days due to illness, a doctor's note must be received by the office on the day the student returns to school.
5. If a student has been absent 5 or more days during a quarter, the child's report of progress may be marked "I" for "Incomplete" until evidence is furnished that all required work has been completed for that grading period.
6. Extended Absences of 20 or more days may result in the child repeating that grade.
7. In the above guidelines, administrative discretion may be applied in special cases.

TRUANCY

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is a serious offense and will result in a conference with the parent/guardian. Repeated truantries could result in dismissal. (4201.1)

TARDINESS

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (4202) To uphold the integrity of learning and the members of the classroom community, St. Vincent Elementary expects students to come to school on time. Students are considered late if they do not line up and enter their classroom with the teacher in the morning. If a student arrives late, they are expected to go to the office and get a Tardy Slip from the office staff and present it to the classroom teacher. Students who come late to school disrupt the classroom routine and miss instructional time. Chronic tardiness is a serious problem, and if it is a continuous issue, St. Vincent staff and families together will follow the outlined step plan to help correct the problem.

GUIDELINES FOR ATTENDANCE/TARDY POLICIES

1. Once the 7:50 a.m. bell has rung, teachers take attendance in each classroom. The teacher will mark a student absent if they are not present for roll call. This is then sent to the office via computer. Students arriving between 7:50 a.m. and 8:50 a.m. are considered tardy. A student that is absent less than 1 hour throughout the day is counted tardy. A student that is absent 1-4 hours throughout the day is counted half absent. A student that is absent 4 or more hours throughout the day is counted absent. **If a child arrives after 8:00 a.m., the parent needs to sign in the child at the office.** (SV Board Policy, 2014)
2. A written note from the parent/guardian is expected if they know ahead of time that a child will be tardy so that the teacher/office can code this correctly on the computer.

3. The office staff fills out the tardy slip for the student to present to the teacher to gain admittance to the class
4. The parent/guardian of a student who is coming in late should call the office by 8:30 a.m. to be included in the lunch tray count.
5. All tardiness is considered unexcused unless due to unavoidable circumstances or doctor/dentist appointments (repeated tardiness due to the same circumstances are not normally considered unavoidable).

5 tardies in 1 academic quarter	Step #1: Informative Letter to Family	An official St. Vincent letter will be sent home informing the family of the tardy problem. The letter is to be signed and returned.
8 tardies in 1 academic quarter	Step #2: Meeting & Family Action Contract	St. Vincent administration, homeroom teacher and family will meet to create a Family Action Plan contract outlining steps for improvement

MORNING ARRIVAL

1. School hours are from 7:45 a.m. until 2:40 p.m.
2. Students that walk or come by car should arrive between 7:30-7:45 a.m. and should enter their assigned homerooms.
3. During morning drop off, parents dropping off elementary students:
 - a. Option 1:
 - i. Stay in the right hand lane of Rosati
 - ii. The chain on Rosati will be opened and parents in the right hand drop off lane will turn right headed towards the elementary building and form a single file line
 - iii. Once on the black top, students can exit the right side of the vehicle to walk and enter their assigned homeroom
 - iv. **PLEASE NOTE:** that only high school students should be dropped off at the crosswalk
 - v. A staff member will be present at the crosswalk to assist high school students
 - vi. This procedure is established to create safe and efficient traffic flow
 - vii. If raining hard, the chain on Rosati will be opened and parents may form a single file U and drive up to drop the children off at the hall door by the Kindergarten classrooms and then exit back to Rosati by the Rectory exit
 - b. Option 2:
 - i. Elementary students may be dropped off at the dePaul building parking lot
 - ii. Students enter their assigned homerooms
4. At 7:30 a.m. the first bell will ring signaling students can enter the building and adult supervision has begun
5. At 7:45 a.m. the second bell will ring signaling the start of the school day
6. At 7:50 a.m. a third bell will ring. Students need to stop at the office to receive a tardy note to enter their homeroom.

RELEASE FROM SCHOOL

Policies and procedures have been created for the release of students, both for the normal course of events, as well as for unforeseen or emergency situations. (4203)

RELEASE FROM SCHOOL ****NOTE CHANGES****

All students dismiss at 2:40 p.m.

1. Students need to be picked by 3:00 p.m. Parents will NOT be called for any students not picked up by 3:00 p.m. and students will be sent to After School Care and charged the daily fee.
2. **It is suggested that all elementary students be picked up from the elementary either at parent pick-up #1 or #2 or go to ASC**
3. Students walking home from the elementary school who need to cross West St. Joseph Street will need to use the supervised crosswalk. Adults are asked to lead by example and use crosswalks also when walking with children.
4. **Elementary students are released before the junior high/high school students and it is suggested that elementary students be picked up first.**
5. Parents/guardians should make plans to pick up their children at:
 - a. Option 1:
 - i. Parent Pick-Up #1 is forming a single line in the right hand lane on Rosati street to turn right toward the east side of the elementary building for one child (no more than two children)
 - ii. **For the safety of everyone, please stay in your vehicle and proceed forward in the Pick-Up Line**

- b. Option 2:
 - i. Parent Pick-Up #2 is on the West side of the de Paul building for multiple children
 - ii. Parents form a single line to proceed up to the elementary staff
 - iii. Students should not wait in the DePaul building or in the church after school
 - iv. **For the safety of everyone, please stay in your vehicle and proceed forward in the Pick-Up Line**
6. For the safety of everyone, we ask that all parent/guardians do not park to walk up to pick up a student.
 - a. Please stay in your vehicle and proceed through the pick-up line
7. If you change your normal plans for dismissal, please write a message in your child's planner or send a signed note detailing where your child should go after school. For example, a student that generally walks to/from school that plans to go home with a friend or grandparent for the day needs a note stating this change. If it is not possible to send a note due to a last minute change of plans, please call the office **before 2:00 p.m.**
8. Students will not be detained longer than 10 minutes after school by teachers without notifying parents.

RELEASE FROM SCHOOL DUE TO ILLNESS

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached will be kept on file in the office. (4203.1)

1. Children will be sent home if they have a temperature of 100 degrees more, if they vomit, if they have lice or nits in their hair, or if they have other conditions that might constitute a threat to the health of others.
2. Parents/guardians are responsible for providing transportation for the student to leave.
3. The parent or designated adult must come to the school office and sign-out the child.
4. The child may be readmitted that day upon written verification from a qualified healthcare professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others. (4301.1)

RELEASE FROM SCHOOL DUE TO NON-ILLNESS

1. The **parent is to send a written note** in the morning stating the **time** of departure and **who** will pick up the child. Due to safety concerns for each child, we must have a signed note from a custodial parent.
 - a) The parent or designated adult in the note will need to come to the office to sign-out the child.
 - b) The child will then be called to the office.
2. In the event of an unforeseen emergency (i.e. weather, earthquakes, etc.) parents will be notified with an email from Jupiter, TV station KFVS Channel 12, the school website at www.svdepaul.org and on the SV Tribe Facebook page.
3. If the forecast calls for snowy weather, please create your plan ahead of time on how your child will get home. Young children may get nervous if we have to dismiss school early so review your plan with them before coming to school.
4. In the event of an accident or emergency, effort will be made to contact parents first. If the parent/guardian cannot be reached the designated adult on the emergency form kept on file in the office will be contacted.
5. Students will not be allowed to go home or to any other destination off school property for any reason (e.g. get a book, an assignment, etc.).

RELEASE FROM SCHOOL FOR FIELD TRIPS/ACTIVITIES

No student may participate in a field trip unless a permission form signed by the student's parent/guardian for the specific event has been received by the school. **Permission received by phone, fax, or e-mail will not be accepted in lieu of the original signed form. (5202.8)**

BOOKS

Textbooks and library books are furnished to students at St. Vincent on a loan basis and should be treated as borrowed property.

1. Students are required to pay for the loss or damage of text books and library books. If a lost book is found, any money paid will be refunded.
2. All textbooks must be covered with a book cover. Book covers will be provided at school or parents may supply their child with book covers.
3. Library books will be checked out for a week at a time. Within that week the book must be returned or checked out again. A late fee is charged for overdue books.

COMMUNICATION

Open lines of communication are essential between home and school.

1. In the event that you have a question about anything at school, please call, email, or send a note. St. Vincent has a voice mail system and you can leave a message for a specific staff member. There is a list of staff members and phone extensions on the last page of this handbook.
2. Teachers also have an e-mail address, which you may use to contact them about school business.
3. Our website is www.svdepaul.org.
4. Weekly reminders and important information will be communicated through Jupiter emails. This is the main form of communication from school to each family. Parents have the responsibility to access this information and read it. Emails will have upcoming activities, dates and reminders to help our families.
5. Two Parent/Teacher Conferences are scheduled each school year to provide an opportunity to discuss the progress of each child. However, if you want to meet with your child's teacher, please send a note, email or leave a voicemail so that an appointment can be scheduled.
6. If there is a concern, it is important to contact the teacher and address the concern in a timely manner.
7. St. Vincent has an active Parent Teacher Organization (PTO). It meets periodically throughout the year. This is another way that parents can keep informed and become involved in our school.
8. Please make sure that you pick up your Parish Bulletin after attending Mass every weekend.

DISCIPLINE GUIDELINES

St. Vincent de Paul Catholic Schools provide an atmosphere that is conducive to academic excellence, personal and spiritual growth and social development grounded in the values of a Vincentian education. To this end, high standards of attitude and behavior are required of each student. The procedures set out in the discipline section of this handbook describe the standard of behavior expected and the potential consequences if that standard is not met.

BOARD POLICY REGARDING DISCIPLINE

The St. Vincent de Paul Catholic Schools administration may determine disciplinary consequences for any student including detention, probation, suspension, and/or withdrawal for cause. The administration determines consequences based on the student's actions – verbal or physical and/or displayed attitude toward others, as outlined in the Student/Parent Handbook. For those actions or attitudes that warrant probation, suspension, or withdrawal for cause, the administration will consult the Pastor in advance of the final decision. The administration reserves the right to waive and/or deviate from the disciplinary regulation, for just cause, at its discretion.

BEHAVIOR EXPECTATIONS

The discipline model at St. Vincent Elementary School is anchored in one overarching theme:

Behave as Christ would behave.

In other words, SVE students are taught to be Christ-like every day, in every interaction and to ask themselves, "What would Jesus do?" This overarching theme is broken down into three building-wide expectations for behavior:

1. **Be respectful.**
2. **Be responsible.**
3. **Be safe.**

Students are taught what it looks like and sounds like to be respectful, responsible and safe in all areas of the school and in all parts of their daily routine. These three expectations are considered to be all-encompassing. Any misbehavior can be identified, and one of these three building-wide expectations can be then be determined as the area which needs improvement. For example, a student displaying a negative attitude towards a teacher or fellow student needs to work on being respectful. A student cheating on a test needs to work on being responsible. A student running in the hall needs to work on being safe.

CLASSROOM DISCIPLINARY PROTOCOL

For behaviors displayed that are not considered to be respectful, responsible or safe, the following classroom protocol will be following:

1. The student is given a warning.
2. If problem persists, the student is moved to the Safe Seat within that classroom.
3. If problem persists, the student is removed from the classroom and taken to a Buddy Room (an alternate classroom) to sit in the Safe Seat of that classroom. The student is given a Think Sheet to complete regarding the issue(s) that occurred.
4. If problem still persists, the student's teacher is notified and the teacher completes a Disciplinary Report. The student is sent to the office with the Disciplinary Report and the Think Sheet. The teacher documents the disciplinary write up in Jupiter.

In the event that a student is having persistent and recurring behavioral issues, the teacher is expected to make contact with the parents so that the parents are aware of the issue(s) in the classroom, regardless if the student is sent to the office. For example, if a student is consistently being sent to the Safe Seat or Buddy Room for behavioral issues parents of the student should be notified.

ADMINISTRATIVE DISCIPLINARY PROTOCOL

A student is given 3 opportunities within the classroom setting to correct misbehavior given the above outlined Classroom Disciplinary Protocol. In the event that a student does not correct his/her behavior in the classroom, a Disciplinary Report is completed and the student is referred to the office. At this time the administrator will take the following steps:

1st offense: Parent phone call. Supervised lunch with lunch recess.

2nd offense: Parent phone call. Supervised lunch, no lunch recess.

3rd offense: Parent phone call. Supervised lunch, no lunch recess, and Wednesday Detention (documented in Jupiter).

Repeated offenses: A conference will take place with the student's parents, the teacher, the administrator, and any other individual deemed necessary by the administrator to develop a plan to best help the child. The administrator will notify the Head of Schools of the concern and the plan developed. The appropriate disciplinary action will be determined by the administrator in consultation with the Head of Schools and/or pastor.

NOTE: After a student receives two Wednesday Detentions for behavioral issues, the next offense will warrant an in-school suspension. Those students who receive an in-school suspension will be required to meet with the administrator and their parents to determine if SV is the best setting for the student.

This step-by-step administrative disciplinary approach will reset at each quarter. The administrator will keep track of offenses per quarter. As previously mentioned per the board policy, the administration reserves the right to waive and/or deviate from the disciplinary protocol, for just cause, at its discretion. After numerous and serious infractions of the rules, **or after an extreme offense**, a student may be expelled. If chronic behaviors are exhibited and improvement is not made, parents may be requested to withdraw their child from school.

CONSEQUENCES FOR MORE SERIOUS OFFENSES

The following violations are considered more serious:

1. Defiant behavior towards authority
2. Acts of violence such as threats, fighting, bullying, and/or harassment
3. Threatening to or bringing guns, knives or any weapon to school
4. Damaging or stealing school property or personal property
5. Possessing/selling illegal drugs, tobacco and/or alcohol
6. Leaving the school grounds without permission or skipping school

The following disciplinary actions will be used for more serious offenses:

1st offense: A conference with the parents, teacher, and administrator will take place in order to form a plan to best help the child. The administrator will notify the pastor of this concern and the plan of action. Actions may include but not be limited to suspension, professional counseling, etc. In-School Suspension has a daily fee of \$20.

2nd offense: Repeated violations could result in but are not limited to: Professional testing/evaluation, counseling, withdrawal for cause, etc.

The pastor of St. Vincent Parish (or his designate) will have the final say in any matters regarding discipline and/or consequences. As previously mentioned per the board policy, the administration reserves the right to waive and/or deviate from the disciplinary protocol, for just cause, at its discretion. After numerous and serious infractions of the rules, **or after an extreme offense**, a student may be expelled. If chronic behaviors are exhibited and improvement is not made, parents may be requested to withdraw their child from school.

DEFINITION OF WEDNESDAY DETENTION

Wednesday Detentions are used for repeated dress code violations or for school rule violations. Detentions are held every Wednesday after school starting at 2:45 p.m. and ending at 3:15 p.m. Detention consists of service and/or study time. Misbehavior during detention may result in additional detentions. The only excuse accepted for missing a detention would be a verified doctor's appointment or a death in the family. Extracurricular activities, sports practices, or games will not excuse the student. If a detention is missed it will be reassigned to the next scheduled Wednesday Detention date.

DEFINITION OF SUSPENSION

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school administrator in consultation with the Head of Schools and/or the pastor. (4302.1)

PROCEDURE FOR SUSPENSION

*If students are placed on suspension the following procedures should be followed:

1. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
2. A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and condition of the student's return to school, and the procedure for the student making up class work. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is to be kept on file at the school and a copy is given to the family. (4302.1)
3. **The cost of an In-School Suspension is \$20 cash per day.**

WITHDRAWAL FOR CAUSE

Withdrawal for cause is the permanent end of enrollment of a student from a school. The decision of withdrawal for cause is made by the pastor of the parish, with the recommendation of the administrator. (4302.3)

When considering the decision regarding a withdrawal for cause, the parents, administrator and pastor need to realize the potential effect if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

CELL PHONE/ ELECTRONIC DEVICE POLICY

Cell phones and electronic devices are not permitted in a student's possession during the hours of 7:30-3:30, unless a teacher has requested their use for a specific class. Such devices include but are not limited to: cell phones, iPads, iPods, iwatches, etc. If a student chooses to leave their phone in their backpack or locker during the day it must be turned off. School is not liable for any cell phone/electronic devices that are not school property. Any phone heard ringing will be confiscated and turned into the office. If a student is found with a cell phone or an electronic device in their possession during the school day (other than when a teacher has requested its use for a specific class) it will be confiscated by the teacher or school personnel and stored in the school office until the end of the school day. The procedure for violating the policy is as follows:

1st offense: The phone or electronic device will need to be picked up by the parent in the SVE office at the end of the day and pay a \$5 fine.

2nd offense: The phone or electronic device will need to be picked up by the parent in the SVE office at the end of the day and pay a \$10 fine. An after school detention will also be assigned for the student.

3rd offense: The phone or electronic device will need to be picked up by the parent in the SVE office at the end of the day and pay a \$20 fine. An after school detention will also be assigned for the student.

Repeated offenses: Consequences will be determined at the discretion of the administration and may result in additional detentions.

The violation of this policy and the accrued offenses does not start over after each quarter, only at the start of a new school year.

SPECIFIC CONDUCT POLICIES

The following Specific Conduct Policies are from the Archdiocese of St. Louis and will be enforced at St. Vincent Elementary School.

VIOLENCE OR THE THREAT OF VIOLENCE

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. (4303.3)

GUIDELINES REGARDING THREATS AND THE THREAT OF VIOLENCE

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and/or legal action depending on the severity of the incident.

The police will be notified of and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons will be turned over to the police. Parents of the student who made the threat will be informed that the police have been notified.

If a student engages in serious, threatening, or violent behavior the following actions will be taken:

1. The student will be removed from any contact with the school and the parents will be informed that a meeting will be held regarding the consequences.
2. The appropriate official at the Catholic Education Office in St. Louis will be contacted.
3. A review of the student's behavior will be conducted to determine if there are grounds for withdrawal for cause.

If a student is NOT withdrawn for cause, before a student can continue to attend or be readmitted to the school, the administration must receive reasonable assurance that the student does not pose a future danger to self or others. In this case, the following step will be taken:

Contact the parents and inform them that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself and to others. Appropriate forms for the release of information must be signed to allow communication between school officials and the mental health professional.

In the event of a serious threat, any staff or students (and their parents/guardians) that may have been the target of a violent threat may need counseling or other support. The school administration may need to request professional help to assist these individuals.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic school. This accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the administrator's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (4303.4)

SEARCH AND SEIZURE

Lockers, desks, etc. are property of the school and as such are subject to search by school officials. Furthermore, the school reserves the right to search any item brought onto school property, such as a student's jacket, purse, book bag, backpack, car, etc. If it is suspected of containing contraband may be opened in the process of a search without prior notice to parents or students. (4303.5)

DRESS AND GROOMING

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed. (4303.6)

HARASSMENT

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, sexual, or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause will be taken. (4303.7)

SOCIAL ACTIVITIES

Social activities sponsored by a school should be consistent with Christian values and Catholic teaching.

Social activities sponsored by the school must be developmentally appropriate for the student's age and maturity and should take into consideration the safety and welfare of the students. For example, many elementary school age students are not socially and emotionally prepared for a student dance/mixer. In addition, dances/ mixers raise many concerns regarding the safety and security of the students. There are significant challenges in supervising large numbers of students at such an event. In addition, parishes and schools could face legal and liability issues in sponsoring such a dance/mixer. In light of these concerns elementary schools should not sponsor dances/mixers and instead find alternative social activities.

BULLY PREVENTION PROGRAM

St. Vincent Elementary School has implemented a bully prevention program and supplemented it with the new VBRD (Virtue Based Restorative Discipline) program being used in the Archdiocese. Not all negative social interactions constitute bullying. Children may make a bad social choice. Bullying, however, is characterized as deliberate, consistent/ongoing, meant to cause harm or induce fear and is based on a power differential. Bullying is not: arguing, impulsive, a temper outburst, sporadic and is not a power play. The most important way to address bullying is to have a child report concerns to their parent and teacher. Parents, teachers and students need to work together to address and eliminate concerns. VBRD helps students identify the behavior that goes against our virtues, helps identify who has been wronged, and how the injustice can be corrected.

UNSPORTSMANLIKE CONDUCT, PARENT/FAN

As a Catholic School, St. Vincent prides itself on parents that are respectful and act responsibly. Any parent, Grandparent or relative of any player that harasses and/or undermines a player, coach, or other SV employee through social media, email, or other source, or verbally confronts players or other individuals at an athletic contest or other event/activity may be removed from the specific contest or event and may be banned from attending any activities throughout the year. (SV Board Policy, 2017)

CIGARETTES, TOBACCO, E-PRODUCTS / VAPING / PARAPHERNALIA POLICY

St. Vincent is dedicated to the promotion of the growth and well-being of every aspect of a student's life, and prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, as well as e-products and paraphernalia, St. Vincent High School is a smoke-free environment. The use or possession of cigarettes, tobacco, e-cigarettes (or other vaping devices or equipment), vaping liquid, concentrate, or dry herb is not allowed on school grounds or at school-sponsored functions. These products can threaten the health of young people and create obstacles to their full development. (4303.1)

DRESS CODE POLICY

Students are expected to dress in a manner consistent with accepted Christian standards of good taste and decency. A uniform is required for both boys and girls in the elementary school.

DRESS CODE GUIDELINES

1. Enforcing the dress code is the chief responsibility of the parent, but it is also enforced by the teacher. If it is necessary for a student to be out of uniform, then a note written by the parent explaining the reason should be submitted to the teacher.
2. If a student is out of uniform and without a note of explanation, students will need to change into what is available from the nurse's office. Parents may be called and asked to bring a uniform to school if the nurse does not have what is needed.
3. The girls' uniform jumper and skirt are available through Catholic Supply of St. Louis and Guys Uniforms in Cape Girardeau.
4. The boys' and girls' uniform pants, shorts, skorts (girls) and shirts may be purchased locally, from Catholic Supply or through Lands End as long as they follow the guidelines listed below. The account number for St. Vincent at Lands End is 9000-9308-9.

GIRLS' UNIFORM GUIDELINES

1. Jumper – Girls may wear a solid khaki jumper, a solid navy blue jumper, or the approved blue plaid jumper. It should be an appropriate length. Jumpers **must be 3" or less above the knee** and should not be rolled up.
2. Skort – Girls may choose to wear a plain khaki or navy blue skort. Skorts **must be 3" or less above the knee** and should not be rolled up.
3. Shirt – The girls wear plain navy blue or yellow short-sleeve or long-sleeve polo shirts. Shirts must be tucked into pants, shorts/skorts or skirts for Mass. Only a plain white t-shirt may be worn under the uniform shirt.
4. Pants – The girls wear khaki or navy blue pants or capris. **No faded or worn material.** Pockets should be inside the pants **with no "cargo" pockets.** **No stretch "jeggings,"** bell bottom, low-waisted, metal studs, leather tags, decorative stitching or slits cut in them .
5. Walking Shorts – Khaki or navy blue walking shorts are permitted in all months except December, January and February. They **must be 3" or less above the knee** and should not be rolled up or cut off. If a girl wears shorts under her skirt or jumper, they must be short enough so that they do not hang below the hemline of the jumper or skirt. These shorts should be solid colored and not have any words printed on them.
6. Socks – **Socks must match,** be black, brown, white or tan and may have a **small symbol** or "swoosh" on them-crew or half calf length. Plain tights may be worn with a jumper skirt/skort and should be navy blue, black or white.
7. Shoes – Tennis shoes, sneakers and loafers are permitted. Sandals, flip flops, boots, water shoes and shoes with open toes or open backs are not permitted due to safety concerns and keeping our building floors in good condition.
8. Sweatshirts – (All sweatshirts must have the school crest to be worn over polo shirts.) Students may wear a navy blue crew neck sweatshirt, ¼ Zip-up Fleece or hooded sweatshirt with the school crest on the upper left side while in the classroom. Zippered sweatshirts, jackets, coats or other sweatshirts may not be worn in class.
9. Jewelry – Girls may wear a wristwatch (no Smartwatches), ball earrings on the ear lobes, or a religious medal or cross on a chain inside their shirt. Dangling earrings, hoops, tattoos and other visible body piercing are not permitted.
10. Overall appearance should be neat, clean and well-groomed. No dyeing of hair. Make-up is not part of the uniform and often distracts from the learning environment. No make-up may be worn. Plain pastel fingernail polish is allowed on natural nails only. Fake nails are not permitted.
11. **Plain headbands, barrettes, and bows in navy, light blue, white, black, or plaid from uniform material may be worn. Hair decorations made with flowers, poms, and feathers are not allowed.**

BOYS' UNIFORM GUIDELINES

1. Pants – The boys wear khaki or navy blue pants. **No faded or worn material.** No bell bottom, low-waisted, metal studs, leather tags, decorative stitching or slits cut in them.
2. Shirts – Boys wear plain navy blue or yellow long or short-sleeved polo shirts. Only plain white t-shirts may be worn under the uniform shirts. Shirts must be tucked into the pants or shorts for Mass.
3. Walking Shorts – Khaki or navy blue walking shorts are permitted in all months except December, January and February. They may be **no shorter than 3" above the knee** and should not be rolled up or cut off. No "cargo" pockets.
4. Sweatshirts – (All sweatshirts must have the school crest.) Students may wear a navy blue crew neck sweatshirt, ¼ Zip-up Fleece or hooded sweatshirt with the school crest on the upper left side while in the classroom. Zippered sweatshirts, jackets, coats or other sweatshirts may not be worn in class.
5. Socks – **Socks must match,** be black, brown, white or tan and may have a **small symbol** or "swoosh" –crew or half calf length.

6. Shoes – Tennis shoes, sneakers and loafers are permitted. Sandals, flip flops, boots, water shoes and shoes with open toes or open backs are not permitted due to safety concerns and keeping our building floors in good condition.
7. Jewelry – Boys may wear a wrist watch (no Smartwatches) or religious medal or cross on a chain inside their shirt. Earrings, other visible body piercing and tattoos are not permitted.
8. Overall appearance should be neat, clean and well groomed. No dyeing of hair. Boys are expected to have their hair regularly trimmed. No ponytails or rat tails are permitted. **Hair should be neat, clean, trimmed over the eyebrow and ear and no longer than the top of the collar.** Unusual haircuts such as designs cut into the hair or Mohawks are not permitted.

DRESS NOTES

1. Boys and girls may not wear jeans or denim unless special permission is given by the administrator for a spirit day.
2. On picture days, students may wear a nice outfit or the uniform for their picture.
3. Make sure your students wear a jacket or coat on cool and windy days. The children go outside for recess and oftentimes they complain because they are cold yet they do not have their jacket or coat.
4. **Use a permanent ink marker to write your child's name on a tag inside their coats, jackets and all sweatshirts.** If you get uniforms from the Thrift Store or a relative, please make sure the "old" name is marked out and your child's name is written in. These are expensive items. If there is no name, then the items are left in lost and found. In June, the lost and found items are given to the Ladies of Charity or another charitable group.
5. If a student would like to wear a belt, it must be a plain black or brown belt.
6. Boy Scouts and Girl Scouts may wear their *full* scout uniform to school on the day of their meeting.
7. Non-uniform sweatshirts, hats, caps and scarves may not be worn in class.

EMERGENCY POLICY

St. Vincent Elementary School shall have a procedural plan in the event of fire, earthquake, tornado or other emergencies. This plan will include a warning signal for each emergency, a place of safety to which the children will be directed and frequent practice drills at irregular intervals. In an emergency situation students will be supervised until a parent or guardian arrives. Administration would like to dismiss students solely to their parents after an emergency situation but will release them to whomever the parent has listed on their Emergency Information Sheet and will **only** release them to those listed on the information sheet. The following regulations are synopses of information as expressed in a document entitled The St. Vincent Elementary School Safety and Emergency Plan. This is part of the Crisis Management policy of SVES.

THE COMPLETE MANUAL OF EMERGENCY PLANS

The complete Emergency Manual for St Vincent Catholic Schools is available in the elementary school office.

ASBESTOS COMPLIANCE

St. Vincent Elementary is compliant with the Asbestos Hazard Emergency Response Act (AHERA).

EMERGENCY PROCEDURE DRILLS

SVES Faculty, Staff and Students will participate in "Drill Days" each quarter of the school year. A "Drill Day" consists of students practicing an emergency drill at the beginning of class or throughout the day.

CHEMICAL/HAZARDOUS WASTE ACCIDENT PROCEDURE

Police, fire department officials or civil defense officials notify school if a chemical accident occurs near the school. If the event occurs within the school, the Administrator will notify authorities. The following procedures will be followed:

1. The administrator will determine the need to evacuate the building based on the recommendations of the authorities.
2. Teachers will take their First Aid/Emergency bags and use FIRE DRILL Procedures.
3. If needed and directed by authorities, dismissal information will be directed to parents via Radio, Television, and Jupiter email.

EARTHQUAKE PROCEDURE

1. As soon as the first tremors are felt, the students and teachers are required to stop what they are doing and immediately drop to the floor and take cover under their desks. If they are not in a classroom, they are to go to the nearest inside wall and drop to their knees and put their head down and cover it with their hands. An alarm will sound (continuous buzz).

2. As soon as the tremors end, everyone in the building is to exit quickly and orderly and follow the directions/locations for fire drills posted in the classrooms.

FIRE PROCEDURE

1. At the sound of an alarm (fast, short beeps), everyone in the school is to stop what he/she is doing and move quickly and silently to the nearest exit as posted in the classroom without stopping to take anything with him/her.
2. If an exit is considered blocked, those affected are to reroute without confusion to the next convenient exit. Single file lines are to move on both sides of the stairways. Once the school has been exited, everyone is to continue in a direct line away from the building and line up so their teacher can take roll.

INCLEMENT WEATHER PROCEDURE

For School closings in the event of inclement weather or an unforeseen emergency parents will be notified with an email from Jupiter, TV station KFVS Channel 12, the school website at www.svdepaul.org and on the SV Tribe Facebook page.

INTRUDER/WEAPON ON CAMPUS PROCEDURE

1. The St. Vincent Elementary School building will have doors locked during school hours. There is a monitor and bell located at the library entrance and the office entrance near the Food Pantry and St. Joseph Street. Visitors will not be allowed into the building without permission from the office. Students are prohibited from opening the doors for visitors without permission from the office or a teacher.
2. If an adult or student sees any intruder (with or without weapon) they are to report that person to the office immediately.
3. The administrator notifies all students and faculty via PA of impending danger.
4. Classroom doors will be locked with curtains drawn. Door handles will be looped with rope to prevent easy entrance of any individual.
5. When able, students will leave the building-either through windows or doors as directed by the teacher.
6. Students will go to the RALLY POINT and remain until Police direct.
7. Police will direct buses with students from the Rally Point to the Reunification (Seminary Picnic Grounds) location where students will meet parents.
8. Communication with parents will be taken on by Police.

Students will be supervised until a parent or guardian arrives at the Re-Unification location. Students will be released solely to their parents or to whomever the parent has listed on their Emergency Information Sheet.

SEVERE STORM/TORNADO PROCEDURE

An announcement will be made over the intercom or public address system or by bell signal of slow, long beeps. All students will then proceed to the lower level areas designated for their grade.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities must be approved by the administrator. These activities must have an evident educational purpose. The purpose of the activity and requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities. (5202.1)

BAND

Students in Fifth and Sixth Grade may take part in the band program. The band class will take the place of music instruction. The band instructor will have a meeting at the beginning of the school year regarding the band instrument rental program. Students who participate in the band may follow the same sports behavior and attendance expectations.

DRAMA

Students that participate in drama may follow the same sports behavior and attendance expectations.

SPORTS

1. Students in the sixth grade may participate in girls' volleyball, boys' basketball and girls' basketball under MSHSAA guidelines.
2. Students are required to have a sports physical exam with a doctor's signature.
3. These students are required to have insurance.

4. Students participating in these activities represent the school so they are expected to display good sportsmanship during the game. Students who choose to display a temper or poor sportsmanship are to be removed and may forfeit participating in the rest of the game.
5. The 6th grade teachers and the athletic director are in contact throughout the different sports seasons regarding student grades and student behavior. If academic or behavioral issues are a concern, a student may be required to sit out of a game until the issues are addressed or resolved. The teachers and athletic director will make that decision in consultation with the administrator and parents will be notified accordingly.
6. Students that are absent from school or leave school due to illness may not participate in any games or practices that day.

ATHLETIC ACTIVITIES: PROBATION AND INELIGIBILITY FOR ACADEMIC CONCERN

1. Grades will be checked at Mid-Quarter and Quarter to check eligibility for playing sports.
2. A student will be placed on academic probation if he/she accumulates 4 “demerit” points.
3. “Demerit” points for letter grades are counted as follows:

F = 2 demerits	D- or D = 1 demerit
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4. 4 “demerit” points means the athlete will sit out half a game.
5. 6 “demerit” points means the athlete will sit out the whole game.
6. All athletes will continue to dress out as a team.
7. Athletes on academic probation will have their grades monitored until the next grading period. If improvement is not seen, they may be required to sit out additional time.
8. If behavioral issues are a concern, students may be required to sit out of a game or removed from the team as per administration.
9. This process will continually be refined in order to determine the eligibility for athletic activities.

DEAD WEEK FOR SCHOOL RELATED ACTIVITIES AND SPORTS

St. Vincent Catholic School System, Pre-K through 12, will have a seven consecutive day “dead” week specifically designed for SV families wherein no sports or activities are scheduled. This week will not conflict with the MSHHAA mandated “dead” week. (SV Board Policy, 2017)

MUSIC IN PRE-, POST-, AND DURING EVENTS / ACTIVITIES / SPORTS

Catholic education values modesty and respect. While music plays an important role in education and extra-curricular education, the selection of music during any practice, event, or contest should reflect these values. The adult moderator, coach, or supervisor is responsible for previewing all songs and lyrics to determine suitability. Any music containing foul language, disrespectful words or suggestive ideas, and/or negative references to our God-given human bodies is prohibited. (SV Board Policy, 2018)

FIELD TRIP POLICY

Field Trips are planned by the teachers to provide instructional and cultural enrichment. All field trips must be approved in advance by the administration and noted in the school calendar. (5202.8)

GUIDELINES REGARDING FIELD TRIPS

1. Field trips that include dangerous activities for students, such as overnight trips, ski trips, etc. are prohibited. Trips will be evaluated as to their educational merit and impact on the school program by the administration.
2. Students will not be allowed to leave school during the day for a class trip or project without **written** permission from the parents. Oral permission on the phone, fax, or e-mail is not allowed and does not take the place of written permission.
3. Permission slips will inform the parents of the following information: Name, location and date of the event, cost to the student, mode of transportation, time of departure, estimated time of return and supervisor of the trip.
4. Rules of conduct expected in school apply on field trips. Students who have not shown responsibility in school may be asked to remain at school due to safety concerns.
5. All chaperones attending field trips are required to be **Protecting God’s Children** compliant.

FIELD TRIP TRANSPORTATION

Whenever possible, bus transportation by an insured carrier should be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are recommended:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for the minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. Drivers should be experienced drivers and demonstrate maturity necessary to provide for the safety of those they are transporting. Drivers must be at least 21 years of age.
5. Every person in the private vehicle must wear a seat belt and follow safety seat laws depending on the age and weight of the child.
6. Each driver should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities.
7. Adults should not be permitted to smoke in the vehicle.
8. All adults who will assist in transporting students must be **Protecting God's Children** compliant. Please check with the Parish Office for details.

FINANCES

Catholic Schooling is one of a number of ministries a parish undertakes to achieve its mission and purpose. The support of all ministries is the responsibility of the entire parish and not just those who may benefit from a particular service or program. All parishioners benefit from Catholic education. The entire parish has a responsibility to provide programs that assist parents in the religious education of the children of the parish.

All payment of fees, tuition, lunch money, after school care, etc. must be kept current in order for report cards to be given out. If an unforeseen difficulty arises, please discuss this with the Pastor rather than pull your child out of school. Dismissal of students may be considered if no payment schedule can be agreed upon or if the terms of the agreement are not kept. **The Parish will be using the FACTS program for collecting tuition and monies.**

The income to operate St. Vincent Schools comes from the following sources:

1. **School Tuition** – A tuition commitment form is completed before a child can enter in the Fall. The tuition covers about a half of the cost to educate each child.
2. **PTO Fundraisers** – The Parent Teacher Organization provides money to help keep fees down and to assist in other school needs. For example, the PTO raised the money to buy new desks and chairs for each classroom and the new playground equipment. The PTO will continue the regular school fundraisers and the Scrip (gift certificate) program. **All parents** are expected to participate in **all** of the PTO fundraisers.
3. **Parish Subsidy** – Tuition does not cover the full cost of educating a child at St. Vincent Elementary. The Parish subsidizes 50% of each child's education costs.
4. **Scrip** – Parents may buy Scrip. 50% of the profit will go to the Parish and 48% will go toward tuition costs of the designated family and 2% goes back to Scrip to continue purchasing gift cards.

OTHER FINANCIAL SOURCES OF ASSISTANCE

Parish Catholic Education Fund – All parishioners are encouraged to make contributions using the School Support envelopes that are included in the envelope packets that are mailed each month.

School Endowment Fund – A fund has been set up so that memorials or donations can be given to the schools. The schools never use the money from the principal but only the growing interest that this money generates.

Alive In Christ Scholarship/Beyond Sunday – Financial Aid is offered through the Beyond Sunday Program of the Archdiocese. This program is an “umbrella” with several sub-programs of financial aid. Application is online and parents are responsible to apply and provide all requested materials to be considered for any of the financial aid opportunities. Registration for the Beyond Sunday Program generally begins February 1st of each school year and ends the last day of February. (We are assuming these dates will remain the same for the 2018-2019 year.)

Only parents that apply to the Beyond Sunday Program will be eligible to request additional financial aid through the parish.

GRADING SCALE

St. Vincent Elementary School uses the following grading scale for grades 1-6:

A	= 95-100	C	= 81-83
A -	= 93-94	C-	= 78-80
B+	= 91-92	D+	= 75-77
B	= 89-90	D	= 72-74
B-	= 87-88	D-	= 70-71
C+	= 84-86	F	= 69 or below

Kindergarten evaluates specific skills using the following code:

- + Acceptable Progress
- S Showing Improvement
- N Additional Practice Needed
- No mark means the skill has not be introduced

HEALTH POLICY

St. Vincent Elementary School has a health room and personnel to assist in the maintenance of the health programs and student health records. (4401.1)

HEALTH DOCUMENTS

As a part of the registration process, appropriate medical information will be collected on each student and maintained in a secure area. All students should have:

1. Completed emergency form;
2. Medical history form indicating special needs;
3. If needed, an action/care plan, and/or medication administration form;
4. Prior to the first day of school, all new students must have a completed physical and a copy of up-to-date immunizations or signed immunization exemption form on file in the office.

School health records will be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. (4401.2)

HEALTH – EMERGENCY INFORMATION

St. Vincent Elementary School has procedures for the emergency handling of injury and sudden illness of a student occurring on parish property and during school sponsored events. (4401.21)

1. The school maintains basic first aid supplies.
2. The school maintains and AED (Automated External Defibrillator).
3. The school maintains an emergency form for each student. This form will be updated yearly and must bear the signature of the parent or guardian.
4. First aid kits and emergency forms are taken on field trips.

HEALTH PHYSICALS

Students should have a complete physical examination upon entrance to kindergarten, third grade and sixth grade. All new entrants at any grade level need a physical examination if they have not had a physical in the past 12 months. The completed forms should be turned in to the school office prior to the first day of school. (4401.3)

HEALTH AND SAFETY CONCERNS

1. As part of our wellness plan, healthy snacks for parties are encouraged. Due to serious allergy concerns, do not send snacks containing peanut butter or nuts.
2. Due to safety concerns, students **may not** bring laser pointers to school.

ADMINISTRATION OF MEDICATION

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school is required for all medications whether prescription or over the counter;
2. Written consent of the parent/guardian and physician on the Physician Consent Form for school personnel to administer the medication;
3. The medication must be in the original container; (not a baggie or envelope);
4. Proper training of personnel on medication administration.

All medication sent to school will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on themselves, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given. (4401.4)

POLICY REGARDING NON-PRESCRIPTION MEDICATIONS

Only physicians, physician's assistants and nurse practitioners have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. **If you want your child to have Tylenol, cough medicine or any other non-prescription medication, a parent/guardian must follow the same guidelines listed above for prescribed medicine.** (4401.4)

A record must be maintained on all medications given. Documentation will include the name of the medication, the student's name, date, time, dosage, and the initials/name of the person administering it.

COMMUNICABLE DISEASES

In the case of communicable diseases, St. Vincent Elementary will follow the recommended policies and procedures established by the Missouri Department of Health. One way that parents can assist is not to send a child to school if they have a fever, diarrhea or if they have thrown up before school. All students must be free of the previous three symptoms **WITHOUT MEDICATION IN THEIR SYSTEM**, for 24 hours before they should return to school.

HEALTH SCREENINGS

At various times during the school year, there may be various screenings for vision, hearing, scoliosis, dental, speech and head lice by trained professionals. Parents are notified of findings which may indicate a need for further checking by their family doctor.

PHYSICAL PROBLEMS

If a child has a specific physical problem regarding hearing, sight, speech, allergies, respiratory, etc., the parent should notify in writing, the child's teacher and the school nurse at the beginning of the school year or when the problem is discovered (Medical History form). If a student is directed by a physician or medical professional to refrain from certain physical activity due to illness or injury, written consent is needed stating what activities are restricted and the duration of those restrictions.

SIGNIFICANT MEDICAL CONDITIONS

A student enrolled in a Catholic school that has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (4401.6)

FIRST AID AND EMERGENCY GUIDELINES

The school has the responsibility for the handling of injuries and sudden illness occurring during school, on parish property, and during school sponsored events.

The following procedures are used in the handling of emergency due to injury or sudden illness.

1. The school has on hand basic first aid supplies. Several faculty and staff members are trained in CPR and First Aid procedures, and the use of AEDs (Automated Electronic Defibrillators) (policy on file).
2. The school maintains an emergency form for each student indicating the parents' preference in physician and dentist for handling emergencies for their child, noted health conditions and medications in the event emergency help is needed, information as to phone numbers or alternate means of contacting parents, or other people assigned to assume responsibility in an emergency.
3. The emergency form shall also give the school the right to secure an ambulance to take a child to the emergency room at the hospital if a parent cannot be reached or due to the seriousness of the emergency or the immediate need for help.
4. The school maintains an emergency medication consent form for each student indicating the parents' preference for their child to receive (or not receive) emergency medications (epinephrine pre-filled auto syringes and asthma-related rescue medications) for emergency use by the employed school nurse or other trained and supervised (by school nurse) employee.

HEAD LICE POLICY

1. If a student is found to have nits (10 or less) only, he/she will be treated as follows:
 - Parents will be notified.
 - A letter will be sent home with instructions on how to remove nits.

- The parents must send a written note verifying treatment upon the return to school.
 - Student will be checked by designated school staff/nurse upon returning to school, if several nits are still present, parent will be notified immediately and student will be sent home for nit removal.
2. If a student is found to have live head lice or more than 10 nits, he/she will be treated as follows:

(First Case)

 - Parents called immediately.
 - Student will be sent home.
 - The parents must send a written note verifying treatment upon return to school.
 - Student will be checked by designated school staff/nurse upon returning to school, if live lice or more than 10 nits are still present, parent will be notified immediately and student will be sent home.

(Second Case)

 - Parents called immediately.
 - Student will be sent home.
 - The parents must send a box-top of medication applied along with a note verifying treatment upon the return to school.
 - Student will be checked by designated school staff/nurse upon returning to school, if live lice or more than 10 nits are still present, parent will be notified immediately and student will be sent home.

(Subsequent Cases)

 - Parents called immediately.
 - Student will be sent home.
 - A note from the Family Physician or the Health Department verifying no nits upon the return to school.
 - Student will be checked by designated school staff/nurse upon returning to school, if live lice or more than 10 nits are still present, parent will be notified immediately and student will be sent home.
 3. The nurse should develop a standard letter that informs parents what to look for and how to treat for head lice.
 4. If widespread cases of head lice are detected, a letter should be sent home to all parents.
 5. When head lice are found on a student, the entire homeroom will be checked.
 6. To minimize the risk of spreading head lice, school staff/nurse shall not perform treatment or nit removal at school.

HOMEWORK

Homework assignments are an important and integral part of the students' learning experience at St. Vincent Elementary School. Homework is considered part of their instructional program and for this reason students are expected to do and turn in all homework as assigned.

1. Homework should be relevant to the class lesson and designed to enhance or practice the lesson taught at school.
2. Teachers should avoid undue amounts of homework. Departmental classes in grades 4-6 should coordinate assignments in order to avoid excessive amounts on any given day.
3. In general, students should not be given more than 60 minutes of homework per evening. Very young children may have less homework than the older children. It is a good habit to establish a regular routine and time for doing homework. If a child does not have homework, this time should be used for reading and/or studying math facts so that the study routine becomes a habit.
4. Children work at different speeds so there may be variation in the length of time it takes your child to complete homework. However, if a parent feels that a child repeatedly spends an excessive amount of time on homework, please contact your child's teacher.
5. Long range assignments should be worked on over a period of time and not left to the last minute. A long-range goal of Accelerated Reading points for the quarter may be assigned to your child. This reading should take place all quarter because so that students find enjoyment in reading.
6. When a child is absent, the teacher will see that the homework is sent to the office. It is the parents' responsibility to see that the work is picked up. It is the child's responsibility to make sure that all assignments are made up.

7. Normally homework is not assigned over the weekends. However, some students may need to do homework to make up missing work. Some students may need to study spelling or definitions to help with weekly tests.

Missed assignments will be handled at the discretion of each classroom teacher. If missing homework assignments become excessive, a meeting may be set up with the principal, classroom teachers, parents, and/or student to create a Care Plan for improvement. Excessive missing homework assignments may result in a drop in letter grades which could result in the child repeating his/her current grade level.

INSURANCE

Student Accident Insurance coverage is made available to parents at the beginning of the school year. Parents may sign up on-line or pick up a form at the SVES office. Students participating in the sports program must be covered by an accident insurance plan either through their parents' plan or in the student plan offered at the beginning of the year. Parents are financially liable for medical expenses resulting from accidents at school.

LITURGY AND SACRAMENTS

Children attend Mass on Wednesdays at 8:00 a.m. Students in each grade take turns planning the liturgy. The Kindergarten students do not attend Mass until January. Parents and grandparents are also welcome to join us for the liturgy celebration but are asked to sit behind the student body.

The Sacrament of Reconciliation is offered during the year either at Advent and/or Lent. Students should also go to this sacrament frequently at other times during the year with their family.

Normally the students in the Second Grade will receive Reconciliation and First Holy Eucharist. Parents are required to attend informational meetings prior to the children receiving each Sacrament.

LOST AND FOUND

A Lost and Found box is located outside the office. Lost articles will be kept in this box until the end of the school year. After the last day, these items will be given to the Ladies of Charity or other charitable organizations. ***We recommend that articles, especially sweatshirts and jackets, be clearly marked with the student's name.*** In this way, these articles can be returned to the rightful owner.

LUNCH

St. Vincent Elementary School offers a hot lunch program for all students each full school day.

1. Students may either buy the lunch offered in the cafeteria or bring their lunch to school. Students that bring their lunch may buy milk on a daily basis.
2. The cost for lunch each day is \$3.50 which includes a lunch and one milk. Students may purchase an extra carton of milk for \$0.50.
3. The Federal government offers meals at a free or reduced rate for families that meet the criteria. These guidelines are based on salary and size of a family. This criteria and an application is available to all families on the St. Vincent de Paul website. If your family status changes during the year, applications are always available on the school website. This information is confidential so please return the form in an envelope marked "Cafeteria". **We encourage all families to fill this out because it helps our school to have as many applicants as possible.**
4. If a student has a food allergy to a certain type of food or milk, or if they have special dietary needs, please notify the school nurse in a written note with documentation from your family doctor.
5. Each student will be issued a cafeteria ID number and ID card. This card will be swiped when your child buys a lunch or milk. This ID card works like a debit card. Parents need to send money to school at the beginning of the week or month in an envelope marked "cafeteria" or "lunch money" and with your child's name. Checks need to be made payable to ***St. Vincent Cafeteria.*** This money will be deposited in your child's account. Each time your child buys a lunch or milk, the money will be subtracted from his/her account. Occasionally a child's account will run out of money and a note will be sent home if your child owes money.

6. Lost or broken ID cards cost \$5.00 to have replaced. A note will be sent to the parent if this happens.
7. The lunch menu will be posted in Jupiter each month and will be sent through email as well.
8. Tami Lohmann is in charge of the lunch program. If you have any questions, you may reach her at the High School at 547-4300 or leave her voice mail at ext. 247.

The St. Vincent Elementary cafeteria rules are as follows:

1. Soda is not permitted during school hours.
2. Students should wash their hands and use the bathroom during the lunch period.
3. Students are expected to be quiet and courteous in line while waiting their turn to be served.
4. Students are to remain at their tables and to speak in low tones to each other while eating. Proper table manners are expected.
5. Students do not trade food or eat from another student's plate.
6. Food or drink of any kind is not permitted on the school grounds during lunch recess.
7. Students are to remain outside until the completion of recess.

MOVIE POLICY

The St. Vincent Elementary School Policy on the use of films, videos, digital media content, and television for student viewing:

1. Only G and PG rated movies/digital media or television presentations will be shown to students at St. Vincent Elementary School.
2. Any movie shown in the classroom must have a clear tie to curricular objectives.
3. PG movies must be approved at the school site level before being shown.
4. Prior to showing a movie, teachers must send home a notice to parents at least 48 hours in advance.
5. Parents who wish to withhold permission for their students to see movies may do so by notifying their child's teacher at the time the notice comes home. (SV Board Policy, 2018)

PARENT TEACHER ORGANIZATION (PTO)

Every parent and teacher of St. Vincent de Paul Catholic Schools is automatically a member of the PTO. This group gathers together periodically during the year to provide communication on school activities and to help raise money to support the Elementary School. Guest speakers may also be scheduled to assist parents in their important role as primary educators of their children. Parent and teacher participation is vital for the success of this school.

PARTIES

Parties to celebrate special events during the year may be held. Homeroom teachers may have a sign-up form asking parents to help with a party. These parties may include Halloween, Christmas, and Valentine's Day. Only Kindergarten may dress up for the Halloween party. Grades K-2 may also have a low key celebration for Easter. These parties should be kept simple in the area of food and entertainment. Healthy snacks are encouraged such as fruits, veggies with dip, cheese sticks, yogurt items, etc. Also, keep in mind food allergies exist in many classrooms. Ask your child's teacher ahead of time to protect children who suffer from these allergies. Foods containing peanut butter are prohibited.

1. In order to maintain a clean school and grounds, gum is not allowed in school or on the school grounds. Please keep this in mind when planning a party or sending a treat.
2. If special circumstances are present, permission from the Administrator is needed for additional parties. Students may bring a treat for their birthday, but no drinks. Treats on birthdays are strictly optional.
3. Anyone attending a class party is required to be Archdiocese Safe Environment compliant with completing
 - a. Protecting God's Children
 - b. Prevent and Protect on-line training
 - c. Background Check

PARTY INVITATIONS

Individual invitations to birthday parties, etc. may be given out at school only if the whole class, or all the boys, or all the girls in that class are invited. However, if only a few children from a class are invited, we ask that these invitations not be sent out at school in order to avoid hurt feelings and social concerns.

RECESS

St. Vincent Elementary has established best practices regarding extremely low temperatures as these relate to outdoor and indoor recess. The guideline is:

1. Indoor recess will be held when the temperature or wind chill is below 20 degrees Fahrenheit.

SAFETY AND HEALTH GUIDELINES

St. Vincent has the responsibility for the handling of injuries and sudden illness occurring during the school day, on school property, and during school sponsored events. This includes provisions for first aid as well as set policies on distribution of medicine, handling of health documents, immunization and physical examination requirements.

The following guidelines have been established to avoid possible injury:

1. No running or horseplay is permitted in our buildings.
2. All unsafe conditions must be reported to a teacher or administrator immediately.
3. The use of or being under the influence of liquor or controlled substances on school property or at school sponsored events is prohibited.
4. Standing on desks, chairs, or boxes is prohibited.
5. All necessary PPE equipment must be utilized if needed for class or an activity. For example, all lab science classes require goggles.
6. The burning of candles is prohibited.
7. Game Supervision: As a game supervisor, you have the same authority as a faculty member in a classroom.
Steps for problems at games:
 - a) Give a warning
 - b) If no improvement occurs, ask person(s) to leave.
 - c) Contact local law enforcement authorities.
 - d) Give a full report to the administrator.
 - e) Be visible and observant. This method usually prevents 99% of problems.

SCHOOL SUPPLIES

A list of needed supplies for the next year will be given to each child near or on the last day of school and will be available on the school website. It is expected that every child has the necessary supplies throughout the school year. It is recommended that these supplies be labeled if possible.

SECURITY CONCERNS

Due to security concerns the following procedures are in practice.

1. Visitors during the day are required to park at the DePaul building and enter through the double doors by the library. All visitors must sign-in at the Office. Please do not knock on an outside classroom door to be admitted.
2. Students and teachers are prohibited from opening a door for visitors. All visitors must ring the doorbell to enter.
3. If a student must leave early, a **written** note from the parent or guardian must be sent to the office telling the **time** and **who** will be picking up a child. This designated adult must sign the child out at the office.

STUDENT PROGRESS

GRADE CLASSIFICATION

The normal progression through elementary school is nine years with a student being classified from Kindergarten through grade eight in successive years. At St. Vincent, Kindergarten through grade five students are located in the elementary school building and grade six students are in the de Paul building. Grades seven and eight form the Junior High School and are located in the Junior High/High School building.

It is important to remember that children are individuals who operate within their own time schedule for physical growth, emotional maturity and academic ability. They do not always function like other children of the same age. Children cannot be forced to learn faster than their God-given abilities permit. They must be allowed time to complete one level of material satisfactorily before they proceed to the next level. This is especially true in the primary grades where a solid foundation is required for future skills.

STUDENT PROGRESS -- PROMOTION

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. (4501.1)

STUDENT PROGRESS -- RETENTION

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level. (4501.2)

1. A child may be retained in a grade if his/her performance in two or more core subject areas such as reading and math is considerably below the expected achievement level. If a child receives an "F" on his final average in two or more core subjects, he/she is subject to be retained.
2. Excessive absences of more than 20 days may necessitate a need to retain a child.
3. The decision to retain a student at the current grade level is made by the school after thorough consultation with all appropriate members of the faculty and administration and after extensive communication with the parents/guardians.
4. If there is a possibility of a child being retained, the parents will be notified no later than the end of the third quarter or at the third quarter parent teacher conference time.
5. Summer school or tutoring may be required in order to be promoted to the next grade.
6. If an incoming student is being retained or promoted by his/her previous school, St. Vincent Elementary School will recognize that school's retention or promotion.

STUDENT RECORDS

The school administration shall maintain and supervise the active and inactive files of the students ensuring that all records are accurate, complete, and available. These student files shall be maintained in a place safe from fire, theft, vandalism, or loss through misplacement. (4600)

SCHOOL RECORDS – ACCESS TO STUDENT RECORDS BY PARENTS

Parents/guardians have the right to inspect and review the official active file of their children. (4601.2)

1. Parents/guardians may call or write a note requesting an appointment with the administrator to view student records.
2. The administrator will set up an appointment with the parent/guardian.
3. The administrator will keep a log documenting the name, date and time that student records were viewed. In the event of custody questions, the administrator will require written documentation from the court or the custodial parent prior to giving any access to student records.
4. In the event the parents are separated or divorced with joint legal custody of the student, both parents are entitled access to their child's record and information regarding their child's education. This information includes but is not limited to report cards, progress reports, notices of disciplinary action and similar information.
5. In the event that the payment of tuition is a shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards and the admission of the student for the next school year. A parent needs to know the status of overdue balances in the event that the parent wishes to make the payments, preventing a disruption in the student's education.
6. In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court of the child's custodial parent.
7. In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.
8. A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

STUDENT RECORDS – TRANSFER OF RECORDS

A copy of student records will only be released to another school, institution or individual with written consent of a parent/guardian or a subpoena from the court. Records are not released to parents or individuals but are transferred directly from the school to the designated party. (4601.4)

STUDENT RESPONSIBILITIES

All students of St. Vincent Elementary School are expected to carry out their daily responsibilities of being on time for all classes and being prepared for class each day by bringing their books, completed work and supplies. Students are expected to show love and respect to God and others through their words and actions. Each student is required

and expected to know the policies and regulations that are stated in this handbook and those that the teacher sets for each classroom.

SUPERVISION

Schools shall ensure that appropriate policies, administrative rules, and procedures be developed and implemented to provide for the supervision and safety of students. (4402)

SUPERVISION DURING THE DAY

St. Vincent has the responsibility for providing appropriate supervision of students before and after school as well as throughout the school day at school and on school-sponsored events off campus. (4402.1)

1. Staff members are scheduled to supervise students before school, after school and during indoor and outdoor recesses.
2. One teacher in grades 4, 5 and 6 will supervise the locker areas while the other teacher at that grade level supervises the classrooms.

SUPERVISION – QUESTIONING OF STUDENTS

Except at the direction of a caseworker from the Division of Family Services (DFS), no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact a parent/guardian and provide them the opportunity to be present. (4402.2)

Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse “hotline” report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations the administrator will take the following steps:

1. Ask the caseworker to share appropriate identification;
2. Request permission to contact a parent/guardian prior to questioning;
3. If permission is denied, this will be documented and then request permission for school personnel to be present;
4. Cooperate with the decision of the caseworker in regards to this request.

SUPERVISION – MEDIA AND THE SCHOOL

Members of the media should be on school property only as invited guests and will not be allowed to interview students on matters unrelated to the purpose for which they were invited. (4402.3)

At the beginning of the year, parents/guardians are asked to fill out a permission slip giving the school permission to use the student photos or interviews in marketing materials.

SUPERVISION – DISTRIBUTION OF MATERIALS TO STUDENTS

St. Vincent Elementary School will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners but are not formally sanctioned by the parish or school.

The school may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary schools or high schools or the municipality in which the school is located. (4402.4)

SUPERVISION – MAILING LISTS

Names, addresses and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to sales persons or commercial enterprises. Elementary schools should not provide lists of names, addresses and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

St. Vincent will not make available on the school website any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which may be posted on the school’s website. (4402.5)

TECHNOLOGY/INTERNET

The development of the Internet provides students and teachers with unprecedented resources of information, ideas and materials to enhance learning. Both students and faculty are expected to use this resource appropriately and in keeping with principles that guide our schools and applicable laws.

Students and parents will be asked to sign an Acceptable Use Policy indicating acceptance of the policy at the beginning of the school year. After this form is returned the student will be allowed to use school computers. This policy will state the expectations of our school and the consequences for inappropriate behavior on the Internet or computers.

TELEPHONE

In justice to the students, it is important that all school time be devoted to instructional purposes. Therefore, no teacher or student will be called to the telephone during class time except in the case of an emergency. Parents may leave a voicemail message for a teacher through the appropriate extension.

1. The phone line needs to remain free to conduct office and school business.
2. Students may call home with permission from the administration in only unusual circumstances.
3. **Students are not allowed to use cell phones at school, on school trips or in after school care.** If a student has a cell phone, it is recommended that he/she leaves it at home. If it is brought to school it should remain off and left in the backpack and/or locker. School is not liable for any cell phone/electronic devices from home.
4. If a student uses a cell phone at school, it will be taken to the office. The phone will need to be picked up by the parent at the end of the day and pay a \$5.00 fine.
5. During the winter, if we need to dismiss due to bad weather such as snow, the office is flooded with phone calls. It would help if parents could make their "snow plan" ahead of time and send a written note explaining what should happen with your child if we get out early.

TESTING

St. Vincent Elementary School administers the following tests which are in compliance with the Archdiocese of St. Louis guidelines:

1. Grades 4 and 6 take the Iowa Assessment and Cognitive Abilities Test (ITBS).

TOYS/ SPORTS EQUIPMENT

Toys and sports equipment are not allowed at school, as they are most often a source of distraction to students. Electronic devices are not allowed. Such devices include but are not limited to: cell phones, iPads, iPods, iwatches, etc. See the "Cell Phone/Electronic Device Policy" under "Discipline Guidelines" for more information. School is not liable for items that are not school property.

TRANSPORTATION

No bus transportation is available at St. Vincent.

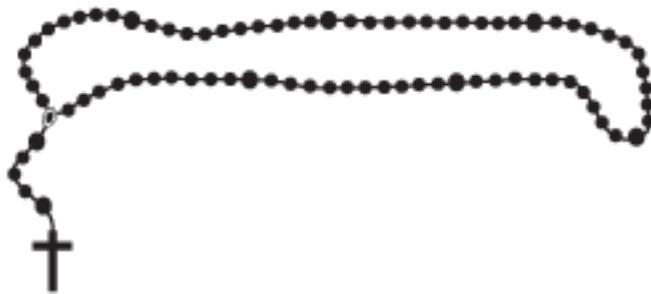
VISITORS

All parents and visitors should report to the school office and sign-in. No one should go directly to a classroom.

1. Class interruptions are to be avoided if at all possible. It is for this reason that we ask that all messages or forgotten items for students be brought to the school office.
2. For the safety of our students, all doors will be locked during the school day. If you need to come into school during the day, please park at the de Paul building and walk to the double doors by the library and ring the doorbell. Please do not make deliveries to the classroom outside doors.
3. Parents picking up students from After School Care can use the cafeteria door facing the gas station.
4. **After 4:00 p.m. no one is available in the office to answer the doorbell and unlock the doors.**

WEATHER INFORMATION

In the event of snow or ice, school closings will be announced on KBDZ – 93.1 and K – 103 radio stations and on the KFVS – 12 television station. We will also post school closings on our website at www.svdepaul.org and send out an email through Jupiter.



Administration, Faculty and Staff

Administrators:	Position:	Email Address:	Ext.:
Fr. Joe Geders, C.M.	Pastor and Superintendent	fjgeders@svdepaul.org	100
Fr. Bemnet Melaku	Associate Pastor	@svdepaul.org	109
Mrs. Sarah Cato	Head of Schools, PreK-12	scato@svdepaul.org	233
Mrs. Diane Unterreiner	Elementary School Principal	dunterreiner@svdepaul.org	326
Mr. Todd McDonald	Parish & School Manager, Director of Technology	tmcDonald@svdepaul.org	112
Faculty and Staff:	Position:	Email Address:	Ext.:
Mrs. Hannah Gremaud	Administrative Assistant	hgremaud@svdepaul.org	325
Mrs. Kelsey Rice	School Nurse	svenurse@svdepaul.org	328
Mrs. Krista Roth	Preschool Coordinator/Teacher	kr Roth@svdepaul.org	351
Miss Casey Litton	Kindergarten Teacher	cmclanahand@svdepaul.org	322
Mrs. Alyssa Ochs	Kindergarten Teacher	aochs@svdepaul.org	320
Mrs. Danielle Bishop	First Grade Teacher	dbishop@svdepaul.org	306
Mrs. Brianna Geile	First Grade Teacher	bgeile@svdepaul.org	
Mrs. Cindy Elder	Second Grade Teacher	celder@svdepaul.org	305
Ms. Julie Baer	Second Grade Teacher	jbaer@svdepaul.org	313
Mrs. Ashley Evans	Third Grade Teacher	aevans@svdepaul.org	327
Mrs. Pam Tarrillion	Third Grade Teacher	ptarrillion@svdepaul.org	312
Mrs. Amanda Martin	Fourth Grade Teacher	amartin@svdepaul.org	317
Mrs. Amy Miesner	Fourth Grade Teacher	amiesner@svdepaul.org	308
Mrs. Terrie LaRose	Fifth Grade Teacher	tlarose@svdepaul.org	321
Miss Kaitlin Yates	Fifth Grade Teacher	kyates@svdepaul.org	329
Mr. Creston Moore	Sixth Grade Teacher	cmoore@svdepaul.org	307
Mrs. Amanda Pecaut	Sixth Grade Teacher	apecaut@svdepaul.org	319
Mrs. Melinda Carron	Art Teacher	mcarron@svdepaul.org	324
Mr. Timothy Kratochvil	Band Teacher	tkratochvil@svdepaul.org	201
Mrs. Jane Schnurbusch	Music Teacher	jschnurbusch@svdepaul.org	309
Mr. Bruce Valleroy	P.E Teacher	bvalleroy@svdepaul.org	323
Mrs. Kim Finger	Religion Coordinator	kfinger@svdepaul.org	203
	Instructional Aide		NA
Mrs. Sheri Rollet	Instructional Aide	srollet@svdepaul.org	NA
Mrs. Brooke Bachmann	Preschool Instructional Aide	bbachmann@svdepaul.org	NA
Ms. Brenda Cobb	Preschool Instructional Aide	bcobb@svdepaul.org	NA
Mrs. Cheryl Miller	Preschool Instructional Aide	cmiller@svdepaul.org	NA
Mrs. Joanna Neumann	Elementary Custodian	jneumann@svdepaul.org	NA
Mrs. Amy Naeger	Elementary Custodian	anaeger@svdepaul.org	NA
Mrs. Tami Lohmann	Lunch Program Manager	tlohmann@svdepaul.org	247
Mrs. Chrissy Roth	Cafeteria	NA	344
Mrs. Samantha Brown	Cafeteria	NA	NA

August Prayer: Act of Contrition

My God, I am sorry for my sins with all my heart.
In choosing to do wrong
and failing to do good,
I have sinned against you
whom I should love above all things.
I firmly intend, with your help,
to do penance, to sin no more,
and to avoid whatever leads me to sin.
Our Savior Jesus Christ suffered and died for us.
In his name, my God, have mercy. Amen.

September Prayer: Our Father

Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come,
thy will be done
on earth as it is in heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass against us;
and lead us not into temptation,
but deliver us from evil. Amen.

October Prayer: Hail Mary

Hail, Mary, full of grace,
the Lord is with thee.
Blessed art thou among women
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners,
now and at the hour of our death. Amen.

November Prayer: The Morning Offering

Dear God,
as I begin this day,
keep me in your love and care.
Help me to live as your child today.
Bless me, my family, and my friends in all we do.
Keep us all close to you. Amen.

December Prayer: Hail, Holy Queen

Hail, Holy Queen, Mother of mercy,
our life, our sweetness, and our hope.
To you do we cry, poor banished children of Eve.
To you do we send up our sighs,
mourning and weeping in this valley of tears.
Turn then, Most Gracious Advocate,
your eyes of mercy toward us,
and after this our exile,
show unto us the blessed fruit of your womb, Jesus.
O clement, O loving, O sweet Virgin Mary!
Pray for us, O Holy Mother of God,

that we may be made worthy of the promises of
Christ. Amen.

January Prayer: Glory Be

Glory be to the Father,
and to the Son,
and to the Holy Spirit.
As it was in the beginning, is now,
and ever shall be, world without end. Amen.

February Prayer: Vocation Prayer

God, I know you will call me
for special work in my life.
Help me follow Jesus each day
and be ready to answer your call. Amen.

March Prayer: Prayer of the Holy Spirit

Come, Holy Spirit, fill the hearts of your faithful
and kindle in them the fire of your love.
Send forth your Spirit and they shall be created
and you shall renew the face of the earth.
O God, who instructed the hearts of the faithful
by the light of the Holy Spirit,
grant us in the same Spirit
to relish what is right
and always rejoice in your consolation.
through Christ our Lord. Amen.

April Prayer: Angel of God

Angel of God, my Guardian dear,
to whom God's love commits me here,
ever this day be at my side,
to light and guard, to rule and guide. Amen.

May Prayer: Memorare

Remember, O most gracious Virgin Mary,
that never was it known
that anyone who fled to your protection,
implored your help,
or sought your intercession was left unaided.
Inspired by this confidence, I fly unto you,
O Virgin of virgins, my Mother.
To you I come, before you I stand,
sinful and sorrowful.
O Mother of the Word Incarnate,
despise not my petitions, but in your mercy,
hear and answer me. Amen.