

# ***St. Vincent de Paul Schools***

## ***Family Handbook***

***2022-2023***

**“Following the Path of Jesus”**



**St. Vincent de Paul Schools  
210 S. Waters (JR/SR HS)  
1007 W. St. Joseph St. (Elementary School)  
919 W. St. Joseph St. (Preschool)  
Perryville, MO 63775  
(573) 547-4300**

**[www.svdepaul.org](http://www.svdepaul.org)**

Reverend Joe Geders, C.M., Pastor and Superintendent (573) 547-4300 x100

Mr. Zachary Stobart, Head of Schools PreK-12 (573) 547-4300 x233

Mrs. Diane Unterreiner, Elementary Principal (573) 547-4300 x326

## 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.

Welcome to St. Vincent de Paul Schools. SV is a comprehensive Pre-K through 12 parish and the Archdiocese of St. Louis school system rooted in faith and tradition. Our school offers a complete education for all grades, incorporating our Catholic beliefs and values into all aspects of the curriculum.

Education is a shared responsibility, therefore, home and school communication is imperative. Parents, as first teachers, are called to pass the faith to their students. It is the role of SV schools to help parents in that calling.

Parents are expected to take an active role in the spiritual and academic growth of each student. Parents are encouraged to participate in the Mass and Sacraments with students. Parents are always invited to join us for our grade school Mass. Parents are expected to volunteer at school activities. These contributed services make the operation of school possible. In fact, it is essential to the life of this school that there are volunteers to “help us, help you” educate young people in the faith, offer quality academic programs and maintain the financial health of SV schools.

The Archdiocesan Student Safety Committee developed the “Protecting God’s Children” education program for all staff, volunteers and chaperones. This is an Archdiocese-wide program aimed at preventing sex abuse of children. Anyone who will have contact with any SV student must attend a workshop. To sign up, you must register on the Prevent and Protect St. Louis website at [preventandprotectstl.org](http://preventandprotectstl.org) a passcode will be given by the Parish or School.

This handbook contains established policies and procedures. Since it is not possible for a handbook to address every situation that may arise, the administration reserves the right to amend or revoke the policies and procedures in this handbook at any time circumstances may require. When changes are made to the handbook, parents and students will be informed of the changes in a timely manner, and this will include a statement about when the change will take place.

### PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2022-2023 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.** St. Vincent de Paul Schools 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 Schools.

### 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.

### ACCREDITATION/ VISION AND MISSION REVIEW AND REVISION PROCEDURE

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. St. Vincent DePaul High School (7-12) has been accredited since 1933 through Cognia. Cognia supports a revision on a five year rotation. St. Vincent Elementary School (PreK-6) accreditation is through St. Louis Archdiocese using the Missouri Nonpublic Schools Association

### SCHOOL BOARD PURPOSE AND FORMAT

Meetings are held throughout the year 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 Google calendar. Visitors may attend, but to address the board, the board president must be contacted 7 days prior to the meeting. The board is a policy making/review board and does not discuss personnel, disciplinary, or confidential matters.

## 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 and service to community.

## VINCENTIAN EDUCATIONAL VALUES

Excellent, Holistic, Integrated, Creative, Collaborative, Focused, and Flexible.

## St. Vincent de Paul Catholic School Prayer

*O gracious God, we thank you for the St. Vincent de Paul School community. Let us be mindful of the presence of Christ here. May we be led by the wisdom of your Holy Spirit and guided by Vincentian virtues in all we say, think, and do.*

*Keep all of us united, holding our hearts and hands open to our needy world. Please keep our school safe, O Lord. We offer this prayer through Christ our Lord, Our Lady of the Miraculous Medal, and St. Vincent de Paul, our Patron. Amen.*

## MOTTO

“Together We Serve”

## 2022-2023 THEME

“Following the Path of Jesus!”

## 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

## ST. VINCENT SCHOOL SONG

Once again here as schoolmates assembled, we fain to lift our hearts in song,  
to our High School, our Dear Alma Mater, let gladness her moments prolong.  
We are proud of her lads and her lasses, Of honors won in days gone by;  
so here's a cheer for our old High School, for our old High School, St.  
Vincent High.

Here's to our classes, Here's to our lasses, here's to the lads they  
adore;

here's to the Seniors so mighty, Juniors so flighty,  
Freshies and Sophomores; let mirth and gladness banish all sadness and as the  
days go by, you'll find us ready and steady,  
boosting for St. Vincent High.

Soon for us will our school days be ended, the dreams of youth that fade so fast,  
but we know that our hearts oft' will ponder, o'er memories of scenes that are  
past.

There are joys that will long be remembered, and friendships too that ne'er can  
die.

So here's a cheer for our old High School, for our old High School, St.  
Vincent High.

## 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 promise to love God because God loves me. I promise to live as a student of God because God created me. I promise to love others because God made me part of his family. More details are discussed in religion classes.*

## Administration, Faculty and Staff

| <b>Administrators:</b>    | <b>Position:</b>                                   | <b>Email Address:</b>  | <b>Ext.:</b> |
|---------------------------|--|--|--------------|
| Fr. Joe Geders, C.M.      | Pastor and Superintendent                          | frgeders@svdepaul.org  | 100          |
| Fr. Ben Melaku, C.M.      | Associate Pastor                                   | bmelaku@svdepaul.org   | 109          |
| Mr. Zachary Stobart       | Head of Schools, PreK-12                           | zstobart@svdepaul.org  | 233          |
| Mrs. Diane Unterreiner    | Elementary School Principal                        | dunterreiner@svdepaul.org  | 326          |
| Mr. Todd McDonald         | Parish & School Manager,<br>Director of Technology | tmcdonald@svdepaul.org   | 112          |
| <b>Faculty and Staff:</b> | <b>Position:</b>                                   | <b>Email Address:</b>  | <b>Ext.:</b> |
| Mrs. Hannah Gremaud       | Administrative Assistant                           | hgremaud@svdepaul.org  | 325          |
| Mrs. Kelsey Rice          | School Nurse                                       | svenurse@svdepaul.org  |              |
| Mrs. Krista Roth          | Preschool Coordinator/Teacher                      | <a href="mailto:kroth@svdepaul.org">kroth@svdepaul.org</a>               | 351          |
| Ms. Amy Edwards           | School Counselor                                   | aedwards@svdepaul.org  | 314          |
| Mrs. Casey Litton         | Kindergarten Teacher                               | clitton@svdepaul.org   | 320          |
| Mrs. Alyssa Ochs          | Kindergarten Teacher                               | aochs@svdepaul.org   | 322          |
| Mrs. Danielle Bishop      | First Grade Teacher                                | dbishop@svdepaul.org   | 306          |
| Mrs. Brianna Geile        | First Grade Teacher                                | bgeile@svdepaul.org  | 304          |
| Mrs. Cindy Elder          | Second Grade Teacher                               | celder@svdepaul.org  | 305          |
| Mrs. Julie Werner         | Second Grade Teacher                               | jwerner@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          |
| Mrs. Bethany Kutz         | Fifth Grade Teacher                                | bkutz@svdepaul.org   | 329          |
| Mrs. Kayla Lauder         | Sixth Grade Teacher                                | klauder@svdepaul.org   | 307          |
| Mrs. Amanda Pecaut        | Sixth Grade Teacher                                | apecaut@svdepaul.org   | 319          |
| Mrs. Melinda Carron       | Art Teacher  | mcarron@svdepaul.org   | 324          |
| Mr. Jerry Lintner         | Band Teacher                                       | jlintner@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          |
| 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  | croth@svdepaul.org   | 344          |
| Ms. Brigita Ivaska        | Drama Teacher                                      | <a href="mailto:bivaska@svdepaul.org">bivaska@svdepaul.org</a>           | 250          |
| Mr. Tim Schumer           | PE Teacher/Athletic Director                       | <a href="mailto:tschumer@svdepaul.org">tschumer@svdepaul.org</a>         | 231          |
| Mrs. Nicole Wibbenmeyer   | Social Studies Teacher                             | <a href="mailto:nwibbenmeyer@svdepaul.org">nwibbenmeyer@svdepaul.org</a> | 208          |
| Mrs. Crystal Tomlinson    | Art Teacher  | <a href="mailto:ctomlinson@svdepaul.org">ctomlinson@svdepaul.org</a>     | 211          |
| Ms. Kim Finger            | Religion Teacher                                   | <a href="mailto:kfinger@svdepaul.org">kfinger@svdepaul.org</a>           | 203          |
| Mrs. Pam Riney            | Science Teacher                                    | <a href="mailto:priney@svdepaul.org">priney@svdepaul.org</a>             | 216          |
| Mrs. Mary Richardson      | Language Arts Teacher                              | <a href="mailto:mrichardson@svdepaul.org">mrichardson@svdepaul.org</a>   | 217          |
| Ms. Billie Berkheimer     | Language Arts Teacher                              | <a href="mailto:bberkheimer@svdepaul.org">bberkheimer@svdepaul.org</a>   | 202          |
| Mrs. Melinda Huskey       | Math/History/English Teacher                       | <a href="mailto:mhuskey@svdepaul.org">mhuskey@svdepaul.org</a>           | 200          |
| Mr. John McLain           | Math Teacher                                       | <a href="mailto:jmclain@svdepaul.org">jmclain@svdepaul.org</a>           | 205          |
| Mrs. Lisa Lawrence        | Math Teacher                                       | <a href="mailto:llawrence@svdepaul.org">llawrence@svdepaul.org</a>       | 209          |
| Mrs. Linda Buerck         | Math Teacher                                       | <a href="mailto:lbuerck@svdepaul.org">lbuerck@svdepaul.org</a>           |              |
| Mr. Tom Julian            | Science Teacher                                    | <a href="mailto:tjulian@svdepaul.org">tjulian@svdepaul.org</a>           | 207          |
| Mrs. Angela Hudson        | History Teacher                                    | <a href="mailto:ahudson@svdepaul.org">ahudson@svdepaul.org</a>           | 212          |
| Mr. Brandon Roth          | Religion Teacher                                   | <a href="mailto:broth@svdepaul.org">broth@svdepaul.org</a>               | 219          |
| Mr. Jim McCullough        | Music/Campus Ministry Teacher                      | <a href="mailto:jmccullough@svdepaul.org">jmccullough@svdepaul.org</a>   | 215          |
| Mrs. Sandra DeGeare       | Spanish Teacher                                    | <a href="mailto:sdegeare@svdepaul.org">sdegeare@svdepaul.org</a>         | 213          |
| Mrs. Mindy House          | Business Teacher                                   | <a href="mailto:mhouse@svdepaul.org">mhouse@svdepaul.org</a>             | 237          |
| Mrs. Patty Wengert        | Learning Consultant                                | <a href="mailto:pwengert@svdepaul.org">pwengert@svdepaul.org</a>         | 249          |
| Mrs. Morgan Wheeler       | Administrative Assistant                           | <a href="mailto:mwheeler@svdepaul.org">mwheeler@svdepaul.org</a>         | 230          |

# POLICIES AND REGULATIONS

## ADMISSION POLICY

### ENROLLMENT OF STUDENTS FOR THE FIRST TIME

Parents/guardians wishing to enroll their students in St. Vincent Elementary School must first apply for admission. (4102.2) Contact the designated school office for more information.

### 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 students.
2. The student's fulfillment of the requirements are listed below:
  - a) For admission to Kindergarten, the student should be five years of age before August 1;
  - b) For admission to First Grade, the student should be six years of age before August 1.
  - c) For admission to Ninth Grade, the student must have successfully completed Eighth grade.
  - d) Students transferring from another school or homeschool curriculum, must submit complete records prior to admission. Records will be evaluated by the building principal and counselor.
  - e) St. Vincent Schools reserves the right to deny admission.
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 student'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 student'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 divorce decree, which verifies custody arrangements, must be provided.
7. Teacher requests may not be completely honored due to being a small school in order to provide the best instruction to all of our students.

The principal may deny admission even if the student has met the age requirements if the student has been found to be lacking in readiness according to the Kindergarten Readiness assessments and Junior/Senior Evaluation.

## AFTER SCHOOL CARE / BEFORE SCHOOL CARE (K-8th GRADE ONLY)

St. Vincent Elementary School offers school care services. A permission form must be filled out prior to a student attending this program. Adult(s) will supervise the students at all times. Students who attend "School Care" are expected to follow regular building rules and handbook rules. Students may be required to leave this service if rules are not followed. Sign-up/permission form and fee information along with detailed information is available on [www.svdepaul.org](http://www.svdepaul.org).

## 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 are not present for medical, dental, funeral, or other reasons during school hours are considered absent. If a medical note is provided or a note is provided in the event of a funeral, the absence will be considered absence excused. All other absences are documented as absences.

Students with chronic, excessive absence or planned vacations during school can be a factor in determining a student's continued enrollment in school, loss of credit, or failure in class.(4201)

### ATTENDANCE REGULATIONS

1. If a student is absent the student's parent or guardian is to call the school office to explain the situation **before 8:00a.m.** The written excuse must follow and include the date, reason for absence and signature of parent or guardian. 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 student needs to leave for an appointment during school hours, the student must be signed out at the office by the parent. Upon returning, the student must be signed in at the office by the parent or designated adult. HS parents must call to dismiss a student in the event of an appointment. HS students may sign out/in with parent verbal or written permission.
3. If a student 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. Junior and Seniors only are allowed 2 excused absences for a **college visit** with a written note from the college (1 per semester).
5. Driver's test will be an excused tardy or excused absence/half day of absence.
6. **Homework** for students who are absent 2 or more consecutive days will be gathered by the teachers and office staff and will be available in the office after 2PM or sent home with a sibling in the **same** building.
  - a. If a student is ill and absent from school, s/he has the same number of days to make-up homework and tests.
7. Elementary only: If a student has been absent 3 or more days due to illness, a doctor's note must be received by the office on the day the student returns to school and if a student has been absent 5 or more days during a quarter, the student'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.
8. Families should avoid elective vacations if possible. If a trip is necessary, we ask that the parents notify the school office as soon as possible. It is the Junior/Senior High student's responsibility to communicate with teachers regarding missed work. Vacations will count as an **unexcused** absence. Students may not take semester exams early.
  - a. NOTE: If a Jr/Sr High student goes on vacation during the school year, all homework will be given upon return. It is the student's responsibility to gather all work missed from the teacher.
9. Unexcused Absences of 10 or more days in a school year may result in retention or loss of credit.
  - a. A meeting with the principal will be required if 10 or more accumulated days of absences per year
10. 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 (skipping classes). Truancy is a serious offense and will result in a conference with the parent/guardian. Repeated trancies 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 TARDY**

Junior/Senior High School Policy (4202)

SCHOOL tardiness begins at 7:45. Students must be IN the classroom by 7:45AM.

CLASS tardiness begins once the bell has rung for the class to begin.

All tardiness (SCHOOL and CLASS) will be handled as such: consequences for tardiness are reset each quarter:

- First Tardy: Warning
- Second Tardy: Warning
- Third Tardy: Thursday Detention
- Fourth Tardy: Thursday Detention
- Fifth Tardy: Saturday Detention

If a student arrives at school after the school day has begun, he/she must report to the office to receive a pass for class. The pass from the office does not excuse a student from being tardy but permits them to enter the school and classroom. During the day, students who are tardy to class will be handled with the same consequences listed above. Teachers will keep individual logs on students.

**Elementary**

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 student arrives after 8:00 a.m., the parent needs to sign in the student 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 student 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**

- School hours are from 7:45 a.m. until 2:40 p.m.
- Students arriving before 7:30 will be taken to Before School Care for safety purposes and a daily fee will be charged.
- Students that walk or come by car should arrive between 7:30-7:45 a.m. and should enter their assigned homerooms.
- During morning drop off, parents dropping off elementary students:
  - Option 1:
    - Stay in the right hand lane of Rosati
    - 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
    - Once on the black top, students can exit the right side of the vehicle to walk and enter their assigned homeroom
    - **PLEASE NOTE:** that only high school students should be dropped off at the crosswalk
    - A staff member will be present at the crosswalk to assist high school students

- This procedure is established to create safe and efficient traffic flow
    - If raining hard, the chain on Rosati will be opened and parents may form a single file U and drive up to drop the student off at the hall door by the Kindergarten classrooms and then exit back to Rosati by the Rectory exit
  - Option 2:
    - Elementary students may be dropped off at the dePaul building parking lot
    - Students enter their assigned homerooms
- At 7:30 a.m. the first bell will ring signaling students can enter the building and adult supervision has begun
- At 7:45 a.m. the second bell will ring signaling the start of the school day
- 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.

### High School:

Students should ONLY be dropped off in front of the High School Gymnasium. Students that drive may park in the High School Parking lot ONLY. Students should not park in front of the High School on Waters Street.

- Students should enter the building through the gym entrance, gather belongings for the day, and then report to their first class. The warning bell rings at 7:42AM and the second bell signaling the start of the school day rings at 7:45AM

### 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)

### CAREER & TECHNOLOGY CENTER CLASS ABSENCES POLICY

Any student attending Perryville Area Career Center who does not attend his/her scheduled classes there will be considered truant unless the parent/guardian informs the office at Career Center BEFORE class. The school will contact the parents on any day a student does not report to school unless a parent has called to excuse the student. Students must return from the Career Center for mass/religious activity or an assembly in which they must participate and must be in complete St. Vincent Dress code. Students will not be dismissed from Saint Vincent de Paul until 11:55AM.

### 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 student..
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 student (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 student's planner or send a signed note detailing where your student 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.

### **VEHICLE REGULATIONS AND PROCEDURES -Jr/Sr High School**

1. **BICYCLES:** Students are permitted to ride bicycles to school if they choose. The school is not responsible for any damage that may be done to the bicycles. Bicycles should be parked in a safe area. Junior High students should park next to the fence on the west side of the high school. For the safety of others, students may not ride bicycles at any time on the school grounds.

2. **CARS:** Students driving to school should park behind school, on the side of the gym. Sitting in parked vehicles is not permitted before, during, or after regular school hours. Leaving school grounds is permitted during regular school hours **ONLY** for the following: a. Students in Christian Service and those enrolled in class(es) at the Area Career Center. Students violating this procedure may receive disciplinary action.

3. **GOING TO VEHICLES DURING THE SCHOOL DAY:** Students are not permitted to go to their vehicles during the school day unless they have specific permission from the office. If students are reported to have gone to their vehicle without permission they will receive a Detention.

4. **DROPPING-OFF/PICKING UP:** Students who are driven to school by car should be dropped off and picked up **ONLY** at the HS Gym entrance. Drivers are asked to pull close to the entry allowing other drivers to pass-by.

5. **CLOSED CAMPUS K-12:** No one goes off campus without special permission once they have arrived at school. We are responsible for the students during their attendance at school, including lunchtime.

6. **VEHICLE SAFETY:** St. Vincent High School encourages student drivers to abide by Missouri state laws regarding texting while driving, speed limits, and seat belt usage. St. Vincent does reserve the right to invite law enforcement officers to patrol vehicle laws.

7. **All parking on church/school property is permitted at the vehicle owner's own risk.** The church/school shall not be liable for fire, theft, loss or damage to the vehicle, mechanical malfunction, fire, theft, loss or damage to any personal property or article left in the vehicle, damage or loss caused by criminal acts by third parties, or incidental or consequential damages, and vehicle owner assumes full responsibility for any personal injuries that may occur while the vehicle is parked on church/school property.

### **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. A student 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 student.
4. The student 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. 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](http://www.svdepaul.org) and on the SV Tribe Facebook page. If you wish to receive text notifications from Jupiter, please select that option.
2. If the forecast calls for snowy weather, please create your plan ahead of time on how your student will get home. Young students may get nervous if we have to dismiss school early so review your plan with them before coming to school.
3. 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.
4. 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.).

### **CAREER & TECHNOLOGY CENTER ABSENCE POLICY**

Any student attending Perryville Area Career Center who does not attend his/her scheduled classes there will be considered truant unless the student brings a note from the parent/guardian to school the following day. The school

will contact the parents on any day a student does not report to school unless a parent has called to excuse the student. Students must return from the Career Center for mass/religious **activity or an assembly in which they must participate and must be in complete St. Vincent Dress code. Students will not be dismissed from Saint Vincent de Paul until 11:55AM.**

**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)**

**Jr/Sr High BELL SCHEDULES**

***Monday, Tuesday, and Friday***

|                |             |
|----------------|-------------|
| First Bell     | 7:42        |
| Period 1       | 7:45-8:35   |
| SH Period 2    | 8:38-9:23   |
| JH Break       | 8:35-8:42   |
| SH Break       | 9:23-9:30   |
| JH Period 2    | 8:45-9:30   |
| Period 3       | 9:33-10:17  |
| Period 4       | 10:21-11:06 |
| JH Lunch       | 11:09-11:34 |
| JH Period 5    | 11:37-12:21 |
| SH Period 5    | 11:09-11:54 |
| Sr. High Lunch | 11:57-12:21 |
| Period 6       | 12:24-1:09  |
| Period 7       | 1:12-1:57   |
| Period 8       | 2:00-2:45   |

***Wednesday and Thursday Bell Schedule***

| <b>Wednesday</b>       |             | <b>Thursday</b>        |             |
|------------------------|-------------|------------------------|-------------|
| First Bell             | 7:42        | First Bell             | 7:42        |
| Block 1                | 7:45-8:57   | Mass                   | 7:45-8:40   |
| JH Break               | 8:57-9:04   | JH Break               | 8:40-8:47   |
| JH Study Hall          | 9:07-9:24   | SH Club/Study Hall     | 8:43-9:00   |
| SH Club/Study Hall     | 9:00-9:17   | JH Study Hall          | 8:50-9:07   |
| SH Break               | 9:17-9:24   | SH Break               | 9:00-9:07   |
| Academic Lab           | 9:27-10:17  | Block 3                | 9:10-10:17  |
| Block 2                | 10:20-11:27 | Block 4                | 10:20-11:27 |
| JH Lunch/SH Study Hall | 11:30-11:55 | JH Lunch/SH Study Hall | 11:30-11:55 |
| SH Lunch/JH Study Hall | 11:58-12:23 | SH Lunch/JH Study Hall | 11:58-12:23 |
| Block 5                | 12:26-1:33  | Block 7                | 12:26-1:33  |
| Block 6                | 1:36-2:45   | Block 8                | 1:36-2:45   |

## **BOOKS**

Textbooks and library books are furnished to students at St. Vincent on a loan basis with the exception of college courses 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 after it has been paid, the book becomes the property of the student. Refunds will not be given.
2. All textbooks must be covered with a book cover. Book covers will be provided at the JH/SH school or parents may supply their students with book covers.
3. Library books will be checked out for two weeks at a time. Within that week the book must be returned or renewed. A late fee is charged for overdue books. Grades will be held at the end each quarter for unpaid library fines.

## **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. 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.
3. Two Parent/Teacher Conferences are scheduled each school year to provide an opportunity to discuss the progress of each student. However, if you want to meet with your student's teacher, please send a note, email or leave a voicemail so that an appointment can be scheduled.
4. If there is a concern, it is important to contact the teacher and address the concern in a timely manner.
5. 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.
6. 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.

SV Jr/Sr High has the right to discipline a student whose out-of-school conduct brings negative attention to the school and church community or which seriously detracts from the reputation of the school.

### **BEHAVIOR EXPECTATIONS**

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

**Behave as Christ would behave.**

In other words, SV 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.**

### **JR/SR HIGH SCHOOL DISCIPLINARY PROTOCOL**

#### **DISCIPLINARY PROCESS:**

1. The student is called to explain his/her actions.
2. Teacher determines if discussion is sufficient to correct the matter.

3. The teacher may assign an approved consequence, 10 minutes, Thursday Detention, Saturday Detention, dependent upon the offense. Notification should be sent via Jupiter for a 10 minute detention or Thursday detention. A call will be made to parents for a Saturday Detention.
4. If behaviors do not improve the Principal intervenes, parents are notified, and additional consequences are determined: Saturday Detention, IN-School Suspension, or Expulsion. In discipline cases that the Principal handles, s/he has the right to determine a consequence (or by- pass standard processes) if the circumstances warrant.

For students whose behaviors require “10 minutes”, or a Thursday or Saturday detention, notification will be sent to parents via Jupiter. Students are given a reminder notice regarding the date and time of the Thursday detention. For suspensions”, the Parent will be contacted via phone and offered a meeting to discuss the issue prior to the student serving the suspension. **After a student receives three (3) Thursday Detentions for “behavioral issues” in one year, the next offense will warrant a Saturday Detention. Students with three Saturday Detentions OR students with more than one in-school suspension in a year will be required to meet with the principal and their parents to determine if SV is the best setting for the student.**

**NOTE:** 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.

### **DISCIPLINARY CONSEQUENCES FOR COMMON JR/SR HIGH OFFENSES AT SV**

Dress Code violations oftentimes are the most common offense at SV. This includes incorrect uniforms (shirt, socks, shoes, etc.), facial hair for boys, boys hair that hangs over the collar. Violations for these are considered over the course of a year:

#### **CONSEQUENCES**

- First Violation: Ten Minutes
- Second Violation: Thursday Detention
- Third Violation: Thursday Detention
- Fourth Violation: Saturday Detention
- Fifth Violation: Probation

**GUM CHEWING:** To maintain a clean school there will be NO GUM CHEWING allowed. Teachers will collect a \$2 fine from any student chewing gum.

**DISCIPLINARY CONSEQUENCES FOR SERIOUS OFFENSES (4302)** Students may receive a Saturday detention, in-school suspension, out-of- school suspension or expulsion at the discretion of the administration based on the seriousness and degree of the offense. Other extreme offenses not covered in the list below will be dealt with in a similar manner. Extreme offenses may result in immediate expulsion.

- a. An individual infraction of a major school rule;
- b. Disrespect of authority;
- c. Truancy;
- d. Repeated infractions of school rules;
- e. Disruption of the learning environment;
- f. Theft, vandalism, and/or destruction of school property or the personal property of students, staff or others;
- g. Harassment, threats, or physical acts against others;
- h. Out of school conduct that seriously detracts from the reputation of the school;
- i. Immoral actions or obscene language;
- j. Plagiarism or cheating on test or other work ;
- k. Possession of or use of any instrument that might be considered a weapon – e.g. guns, knives, laser pointers, tasers;
- l. Fighting;
- m. Possession of, use of, or under the influence of any kind of drugs, tobacco, e-cigarettes or e-products / e-paraphernalia, or alcohol on school property or during school sponsored activities;

### **HIGH SCHOOL DANCE PROCEDURE**

Traditional High School dances include: Homecoming in the fall with and Prom in the spring. Additional dances may be sponsored as fund-raising activities by classes or school organizations with the approval of administration. Students should follow the dress code for dances. For the enjoyment and safety of all who attend our social events and out of consideration for those who work hard to prepare the dances the following policy and Dress Code are enforced:

### **Dance Permission Form and Dress Code Information**

1. All Non- St. Vincent Students must fill out a guest permission slip and turn it into the office one week before the dance. ST VINCENT students must have a permission slip for each dance signed by the parent and turned in PRIOR to the dance.
2. All school dances are from 7:00pm-10:30pm and all guests must be high school students with the exception of Prom. **Guests for all dances (including Prom) must be UNDER 21, have graduated from High School, and complete a permission form listing their high school, if applicable.**
3. Once students arrive for a dance they are not permitted to leave the building. If it is absolutely necessary for a student to return to their vehicle, a chaperone must accompany them at all times.
4. A student who wishes to leave the dance early MUST have permission from a parent.
5. Doors will open for students to enter the dance ½ hour before the advertised start time.
6. A breathalyzer test\* will be conducted by the local police force and given to each student before admittance into a dance is granted and randomly given to each student before they leave the dance.  
\* If a student does not pass the test they have broken the law and parents will be notified. The student will be punished according to the law and also receive discipline from school administration. PERMISSION forms are distributed before each dance by the moderator.

### **DRESS CODE FOR DANCES**

**In our current culture, we can easily lose sight of our personal value as God's children. SV believes there is a significant importance of guiding our students to respect themselves through what they wear. Additionally, SV wants the attire to reflect the dignity of the event.**

**Violation(s)** may result in being asked to go home and dress properly before returning. Parents will be notified. If dress code violation(s) is noticed/occurs after admittance, student/attendee may be removed from the dance and, as above, asked to go home and dress appropriately before returning...parents will be called.

Formal attire is required for Homecoming and Prom. The following dress code/restrictions will be in effect.

#### **FEMALE ATTENDEES:**

- A. Back of the dress cannot be lower than 4 inches above the waistline.
- B. The dress cannot be shorter than 4 inches above the knee cap.
- C. Only 2 inches of midriff can be visible
- D. Slits no higher than fingertip length
- E. Cleavage show must be modest
- F. Dresses must not contain see through material in inappropriate areas
- G. "See through" material is acceptable for the arms, legs below the knees, neck/collar bone area and the 2 inch midriff area. "See through" material from the knees to the upper chest is not acceptable (not including the 2 inch midriff area).
- H. Shoulder and spaghetti straps are allowed. Strapless dresses, which fit appropriately and cover the upper torso area, are acceptable
- I. Jeans or shorts are not permitted

#### **MALE ATTENDEES:**

- A. Must wear collared shirts, slacks, and tie apparel.
- B. Shirts must have sleeves.
- C. Jeans or shorts are not permitted

### **LEAVING CAMPUS WITHOUT PERMISSION**

Once a student is on the school campus, s/he may not leave without permission from the office. This includes time during the Academic Lab. If a student leaves during these times, s/he will receive a Thursday Detention.

### **FOOD/DRINK:**

No food or drink is allowed outside of the cafeteria.

### **CHEATING/PLAGIARISM: DISCIPLINE AND ACADEMIC INTEGRITY**

- A. Students will demonstrate academic integrity by completing their own work on all homework assignments, tests, quizzes, and projects.
- B. As a community, SVHS values hard work and honesty; therefore, cheating, dishonesty, negative behavior, or a lack of academic integrity will not be tolerated.
- C. Teachers will instruct students and inform them when collaboration with classmates is expected and accepted. If students are unsure if they may collaborate with classmates, they should clarify the issue with their teacher.

D. Examples of a lack of academic integrity are not limited to, but might include: plagiarizing (or not citing sources) from a book or web site, copying another classmate's assignment, or asking others about specific contents of a quiz or test.

#### **CONSEQUENCES:**

1. Loss of credit for the assignment/Test - 'F' is given (0%);
2. Saturday Detention and a \$20 fine
3. Notification of parent
4. Loss of membership in Honor Society or other Leadership positions in clubs, organizations.

#### **DRUG/ALCOHOL/SUBSTANCE ABUSE CONSEQUENCES**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. This is a serious offense and consequences may be any or a mix of the following dependent upon circumstance as determined by the Principal: Out of school suspension, In-schools suspension, loss of sports participation, loss of sports captainship. Probation. Cause for Withdrawal, Expulsion, Required drug testing, Required Counseling, and Civil authorities called

#### **HARASSMENT POLICY (4303.7)**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student 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, or visual. SVHS 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 expulsion, will be taken. PUBLIC

#### **DISPLAYS OF (Romantic) AFFECTION**

Public displays of romantic affection are inappropriate in a Catholic School and on the school grounds. These displays include, but are not limited to: hugging, kissing, hand-holding, hanging on one another, etc. First time: Warning Second time: Thursday Detention

#### **DEFINITION OF TEN MINUTES**

When verbal communication is not effective, students are required to stay after school for minor infractions for ten minutes. This usually takes place immediately after school in the teacher's classroom. At the third '10' minutes with a specific teacher in one quarter, that teacher can then assign a Thursday Detention. On the fourth 10 minutes given to a student by that same teacher in one quarter, the student receives another Thursday Detention. Following this, the student will be assigned a Saturday Detention if the behaviors continue in the same quarter.

#### **DEFINITION OF THURSDAY DETENTION**

Weekly (Thursday) Detentions are used for tardiness, repeated dress code violations or school rule violations. Weekly detention requires the student to wear the school uniform. Detentions are held every Thursday after school starting at 3:00pm and ending at 5:00pm. Detention consists of service and/or study time. Students showing up after 3:00pm will not be allowed to enter the detention room and will be reported as absent. Their detention will be reassigned to a Saturday Detention. There will be no resting/sleeping, food or drink in the detention room. Disturbing noise of any kind will result in the student being asked to leave detention, and the detention will be reassigned to a Saturday Detention. **The only reason for rescheduling a detention** would be a verified doctor's appointment made in advance or a death in the family. Should these conflicts exist, a parent should contact the office to discuss the rescheduled detention 24 HOURS PRIOR TO THE DETENTION or it will be assigned as a Saturday detention. Work, extracurricular activities, sports practices or games **will not excuse the student**. If a detention is missed it will be reassigned to the next scheduled Saturday Detention date.

In addition to the regular Thursday detention a teacher may give detentions as long as the teacher assigning the detention stays with the student for the period assigned— before or after school. The student can be required to do

work for the teacher during the detention. This detention can be used for misbehavior in the classroom or less serious offenses – missed assignments, poor effort, etc.

#### **DEFINITION OF SATURDAY SCHOOL DETENTION**

Saturday Detention will be from 7:00am -10:00am. Students must wear their school uniform and bring school work to do. A fee of \$20 will be charged to pay the supervisor for their time. Students will also do service during Saturday Detention. If Saturday detention is missed the student will be placed on In-School Suspension for one day, will be reassigned the Saturday Detention, and will still have a \$ 20 fee. If behaviors do not improve the Principal intervenes, parents are notified, and additional consequences are determined.

#### **DEFINITION FOR IN-SCHOOL SUSPENSION**

Suspension is the removal of a student from all classes for a specified period of time. Suspension will be used to deal with serious offenses. The decision to use suspension as a disciplinary action is made by the school principal. Students who are suspended will be barred from all school activities – social, athletic, extracurricular, or scholastic, during the time of suspension. This means they will not be able to attend these events on the day of suspension. Students serving an In-School Suspension will report to the high school office upon arriving at school and remain there or in a designated area in school until 2:45pm. Work will be sent to the designated supervisor of the student for the student to complete.

#### **NOTIFICATION OF SUSPENSION**

Parents will be notified of all suspensions and records kept of the notification. Written confirmation detailing the reasons for suspension will be sent after personal or telephone contact is made with the parents. The written statement to the parents/guardians will outline the reason for the suspension, the length of time, and the procedure for the student making up class work. This written statement should be signed by the parents/guardians. The original statement is kept on file at the school and a copy given to the family. The school will notify the student's teachers of the starting and ending times for the suspension and any other terms set forth by the administration. (4302.1)

#### **PROBATION**

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor. (4302.2)

#### **DEFINITION OF PROBATION FOR MISCONDUCT**

Probation is the continued enrollment of a student, but with specified conditions. The administration may determine specific reasons for placing a student on probation. If a student is placed on probation, the parents/guardians will be informed in writing. This statement will indicate the reason for the probation, the period of time of the probation, the conditions of the probation and when or under what circumstances the probation will be reviewed, continued, or ended. The parents/guardians and student should sign this statement. The original statement is to be kept on file at the school and a copy given to the family. The following generally lead to probation: 1. multiple infractions of school rules; 2. an individual infraction of a major school rule; 3. a single suspension for an infraction of a major school rule; 4. multiple suspensions for infractions of school rules. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in a withdrawal for cause.

#### **WITHDRAWAL FOR CAUSE**

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

#### **DEFINITION OF WITHDRAWAL FOR CAUSE**

Expulsion or Withdrawal for Cause is the permanent end of enrollment of a student from SV. Attendance at St. Vincent School is a privilege, not a right. For an offense in which a felony or misdemeanor might have been committed (stealing, assault, battery, use of alcohol and/or controlled substances, possession of a weapon, etc.) legal authorities may be contacted and psychiatric examinations and/or treatment may be required before re-admission into school. At school- sponsored events, parents or other authorities may be called to remove the student from the event for misconduct, especially for alcohol and/or drug use. The gravity and seriousness of the matter, at the discretion of the Principal and/or Pastor, may result in the immediate suspension or withdrawal of a student

#### **ELEMENTARY 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 a problem persists, the student is moved to the Safe Seat within that classroom.

3. If a 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 the problem still persists, the student's teacher is notified and the teacher completes a Written Report. The student is sent to the office with the Written 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.

### **ELEMENTARY 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:

**1<sup>st</sup> offense:** Parent phone call. Supervised lunch with lunch recess.

**2<sup>nd</sup> offense:** Parent phone call. Supervised lunch, no lunch recess.

**3<sup>rd</sup> offense:** Parent phone call. Supervised lunch, no lunch recess.

**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 student. 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.

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 student from school.

### **ELEMENTARY 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:

**1<sup>st</sup> offense:** A conference with the parents, teacher, and administrator will take place in order to form a plan to best help the student. 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.

**2<sup>nd</sup> 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 student from school.

### **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 \$50 cash/check per day in the Elementary and \$150 cash/check per day in the Jr/Sr High School (this pays for the ISS sub for the day).**

### **ELEMENTARY AND JR/SR HIGH 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**

#### **ELEMENTARY**

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:

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.

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

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.

#### **JR/SR HIGH**

Cell phones and electronic devices are not permitted in a student's possession in any school building, gym, or room during the school day, unless a teacher has requested their use for a specific class. If a student chooses to leave their phone in their locker during the day it must be turned off. Any phone heard ringing in a locker 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:

1<sup>st</sup> offense: The student may pick up their phone or electronic device in the High School office at the end of the school day. A \$5 fine must be paid before phone or electronic device is returned.

2<sup>nd</sup> offense: The student may pick up the phone or electronic device at the end of the school day. A \$10 fine must be paid before the phone is returned. A Thursday detention will also be assigned for the student.

3<sup>rd</sup> offense: The student may pick up the phone or electronic device at the end of the school day. A \$20 fine must be paid before the phone is returned. A Thursday detention will be assigned.

Repeated offenses will be determined at the discretion of the administration and may result in additional detentions and/or Saturday Schools.

The violation of the policy does not start over at semester, only at the start of a new school year. THOSE STUDENTS AT THE CAREER CENTER MUST RETURN AFTER SCHOOL TO HAVE THEIR CELL OR ELECTRONIC DEVICE RETURNED.

### **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**

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 student 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) **This is a serious offense and consequences may be any or a mix of the following dependent upon circumstance as determined by the Principal:**

- Out of school suspension
- In-school suspension
- Probation
- Cause for Withdrawal
- Expulsion
- Required drug testing
- Required Counseling
- Civil authorities called

### **PUBLIC DISPLAYS OF (ROMANTIC) AFFECTION**

Public displays of romantic affection are inappropriate in a Catholic School and on the school grounds. These displays include, but are not limited to: hugging, kissing, hand-holding, hanging on one another, etc.

## **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 (Elementary) or sent home or have parents bring in appropriate clothing (Jr/Sr High). Parents may be called and asked to bring a uniform to school if the nurse does not have what is needed.
3. If jeans are permitted under special circumstances, no holes, rips, or tears will be allowed.
4. Dress Down Days and/or SV Blue/Gold Days mean appropriate long or capris (under the knee) jeans that are neat as noted above and school appropriate shoes.

Dress Code violations oftentimes are the most common offense at SV. This includes incorrect uniform (shirt, socks, shoes, etc.), facial hair for boys, boys hair that hangs over the collar. Violations for these are considered over the course of a year:

### **ELEMENTARY 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** and can be any color if no-show and may have a **small symbol** or "swoosh" on them. Crew or half calf length socks must be white, black, brown, or tan and can have a small symbol or "swoosh" on them. 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, crocs, 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), or a religious medal or cross on a chain inside their shirt. Oversized 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 basic light non-bright fingernail polish is allowed on natural nails only. Fake nails are not permitted.
11. **Headbands, barrettes, and bows can be worn as long as they are not a visible distraction.**

#### ELEMENTARY 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** and can be any color if no-show and may have a **small symbol** or “swoosh” on them. Crew or half calf length socks must be white, black, brown, or tan and can have a small symbol or “swoosh” on them. Plain tights may be worn with a jumper skirt/skort and should be navy blue, black or white.
6. Shoes – Tennis shoes, sneakers and loafers are permitted. Sandals, crocs, 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.

#### ELEMENTARY DRESS NOTES

1. On picture days, students may wear a nice outfit or the uniform for their picture.
2. Make sure your students wear a jacket or coat on cool and windy days. The students go outside for recess and oftentimes they complain because they are cold yet they do not have their jacket or coat.
3. **Use a permanent ink marker to write your student’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 student’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.
4. If a student would like to wear a belt, it must be a plain black or brown belt.
5. Boy Scouts and Girl Scouts may wear their **full** scout uniform to school on the day of their meeting.
6. Non-uniform sweatshirts, hats, caps and scarves may not be worn in class.

#### HIGH SCHOOL DRESS CODE

##### JUNIOR AND SENIOR HIGH SCHOOL UNIFORM

Girl’s and Boy’s shirts will be Navy or Yellow No logo is required for Junior High but can be worn (INSERT LOGO)

A LOGO is required for High School Students – choice of , (INSERT LOGO ) or “Cross with SVHS”

Shirts: The yellow or navy plain polo shirts with collar and three buttons with the designated school emblem may be worn. Only plain white t-shirts may be worn under the school uniform shirts. Shirts need to be long enough so that

the white t- shirt or camisole is not seen out the bottom. Pants: No jeans or slacks made of denim, corduroy, brushed, or worn faded materials are allowed. Slacks may not have “cargo” pockets on side/legs. Pockets should be inside bound pockets with no flaps. Hip huggers with wide belts, bell- bottoms or pants with slits cut in them are not allowed. Pants should cover underwear.

ID Badge: All students should have their school issued ID Badge on them at all times.

Backpacks: Backpacks are not permitted in the classroom under ANY circumstances unless the Head of Schools has granted permission.

Belts: No decorative, large, belt buckles. Wallet chains are not allowed.

Girls may wear: khaki or navy pants, NO CARGO POCKETS, capris, walking shorts, or plaid skirts. Plaid skirts must be no shorter than 4 inches above the knee. Girl’s hair: Clean, neat, and a “natural hair color”. In the event of a dress down day or event, shorts must be no shorter than 4 inches above the knee.

Boys may wear: Khaki or navy walking shorts or pants; NO CARGO POCKETS. Boy’s hair: Clean, neat, above the collar; No facial hair allowed. You will be asked to shave. In the event of a dress down day or event, shorts must be no shorter than 4 inches above the knee.

Socks: All crew and half calf must be solid brown, tan, navy, black, white and match; may have a small symbol. No show socks of any color are permitted.

Shoes – athletic (tennis) shoes and loafers are preferred. Sandals and shoes with open toes or backs are not permitted.

Outerwear : MUST BE NAVY and HAVE the School Logo or at the top left front. NO OTHER LOGO or BRANDING may be on outerwear. Only Navy sweaters, fleece, zip-ups, hoodies, or sweatshirts are considered the “outerwear” and may be worn in the classroom/school. A school polo must be worn under the outerwear. School letter jackets or official issued activity jackets may be worn. A sleeve print, “Together we serve” is optional on sweatshirts/hoodies.

Piercing: Girls may wear small earrings in the ear lobes. Boys are not allowed to wear any type of earring. For both boys and girls no other visible body piercing, including tongue is permitted. Covering piercing with Band-Aids is also not acceptable and students will be asked to remove Band-Aid and apparatus. Visible tattoos are not permitted.

### **JR/SR HIGH DRESS CODE VIOLATION CONSEQUENCES**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for 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 should not be allowed. The purpose of a dress code, as with all school policies, is to create a learning climate in the school which will foster self-esteem, self-discipline, and a sense of responsibility in each student. A dress code also gives a school a sense of identity and, thereby, promotes school pride as well as personal pride. All students are to be completely dressed and in dress code upon entering the building in the morning and continue to remain in dress code until 2:45pm. Students returning from the Career Center for mass/religious activity or an assembly in which they must participate must be in complete St. Vincent Dress code.

Dress Code violations oftentimes are the most common offence at SV. This includes incorrect uniform (shirt, socks, shoes, etc.), facial hair for boys, boys hair that hangs over the collar, etc.

First Violation: Ten Minutes

Second Violation: Thursday Detention

Third Violation: Thursday Detention

Fourth Violation: Saturday Detention

Fifth Violation: Probation

### **DRESS DOWN DAYS – BLUE AND GOLD DAYS**

Dress Down Days consist of blue jeans with no holes or frays and a blue or gold or blue/gold shirt, or any St. Vincent t-shirt or sweatshirt or a shirt. If the student chooses not to wear jeans, s/he may wear school pants or school shorts. No cowboy boots or work boots or flip flops, no strapless tops, or crop-tops, no advertisements of Tobacco,

Alcohol or other drugs, etc. Consequence for NOT wearing the appropriate Blue/Gold Dress attire: Thursday Detention. No boots or sandals allowed on dress down days/blue and gold days.

### **EVENING DRESS UP EVENTS**

For Band/Choir events, girls are to wear nice black pants and a white modest top. Boys are to wear dress pants, dress shirts and a tie. For other school dress up events, such as sports banquets, honors banquets, etc., girls are to wear modest dresses that follow our school dress and skirt policy. Boys are to wear dress pants, dress shirts and a tie. The administrator has the right to determine whether a dress is appropriate. Basic **Appropriate dress: no cleavage showing, no spaghetti straps – straps must be at least an inch wide; for church sleeveless dresses should have a sweater or jacket; length of the dress (or skirt) should be no more than 4 inches above the knee.** The back should not drop below the bra-line, no slits along the sides, front or back of the dress.

### **TEAM SHIRT DAYS**

Team/Activity jerseys or collared shirts may be worn **ONLY ON Fridays during the season of the sport.** Other than Fridays, these items can only be worn during the school day on special occasions designated by the moderator and approved by the Principal. All team and organization/club shirts must be approved by school administration prior to being purchased. Should these items be worn on any day other than what is stated above, student will receive a dress code violation.

## **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 school offices.

### **ASBESTOS COMPLIANCE**

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

### **EMERGENCY PROCEDURE DRILLS**

SV 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](http://www.svdepaul.org) and on the SV Tribe Facebook page.

### **INTRUDER/WEAPON ON CAMPUS PROCEDURE**

The St. Vincent de Paul School buildings will have doors locked during school hours. At the Elementary, there is a monitor and bell located at the double door entrance and the office entrance near the preschool. At the Jr/Sr High, there is a monitor and bell located at the Waters Street entrance and the Senior End Parking entrance. Visitors will not be allowed into the building without permission from the office and will need to sign in at the office. Students are prohibited from opening the doors for visitors without permission from the office or a teacher.

1. If an adult or student sees any intruder (with or without weapon) they are to report that person to the office immediately.
2. The administrator notifies all students and faculty via PA of impending danger.
3. Classroom doors will be locked with curtains drawn. Door handles will be looped with rope to prevent easy entrance of any individual.
4. When able, students will leave the building-either through windows or doors as directed by the teacher.
5. Students will go to the RALLY POINT and remain until Police direct.
6. Police will direct buses with students from the Rally Point to the Reunification (Seminary Picnic Grounds) location where students will meet parents.
7. 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 through Twelfth grade may take part in the band program. The band class will take the place of music instruction for fifth and sixth grade. 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 must follow the same sports behavior and attendance expectations.

### **HIGH SCHOOL SPORTS:**

PLEASE REFER TO SV SPORTS HANDBOOK

### **ELEMENTARY 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 6<sup>th</sup> 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



5. Every person in the private vehicle must wear a seatbelt and follow safety seat laws depending on the age and weight of the student.
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 student 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 student can enter in the Fall. The tuition covers about a half of the cost to educate each student.
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 student at St. Vincent Elementary. The Parish subsidizes 50% of each student'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 INCLUDE BUT ARE NOT LIMITED TO:**

**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 1<sup>st</sup> 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

### **HIGH SCHOOL ACADEMICS**

#### **ACADEMICS ACADEMIC GRADING POLICY FOR VO-TECH**

Students enrolled in courses through the Perryville Area Vocational Technical School will be issued credit through SVHS. Any student's course grade, while enrolled in the Career Center, will be based on the PHS grading scale and the PHS “letter” grade.

#### **ACADEMIC LAB**

The purpose of Academic Lab is to allow students the opportunity to complete any missing assignments, make up tests or quizzes and receive extra help from teachers. Any student who has a D+ or lower in any subject must attend an academic lab with that teacher. Students who are in danger of failing will go to those classes and work on any missing assignments, tests or quizzes that need to be completed. Students will also meet with the teacher and review or discuss any concerns. Students are to report to these classes they are struggling in first. They will complete all assignments, tests, or quizzes before leaving the classrooms. Student **MUST** arrive by 7:45AM. If student does not

arrive on time or does not attend Academic Lab, they will be issued a Thursday detention. All other students have the opportunity to do the following: Silently study or read in a classroom Meet with any teacher concerning academics Work quietly in the library Use the gym for activities Work in the cafeteria to complete projects with other students Use computer lab to complete assignments The stage, locker rooms, weight room, art room, and bathrooms will not be open for student gatherings. Students who need to be reminded of the correct behavior during Academic Lab may be assigned a Thursday detention.

### **ACADEMIC CLASS RANK**

Class rank is determined by a student's cumulative grade point average, which is determined by his/her semester grades with extra values given to honors courses. To be considered for Valedictorian or Salutatorian, a student must attend SVHS for all four years of high school. Valedictorian / Salutatorian A. Valedictorian is awarded to the student with the highest 49 GPA and has attended SVHS for his/her entire high school career. Salutatorian is awarded to the student with the second highest GPA and has attended SVHS for his/her entire high school career. B. Salutatorian and Valedictorian are determined at the end of Quarter 3 using the grade point average on the Quarter 3 cumulative GPA calculation.

### **VALEDICTORIAN AND SALUTATORIAN SPEECH POLICY:**

The Valedictorian and Salutatorian, representing St. Vincent, will provide a speech and welcome (respectively) that is befitting this honor. The Valedictorian and Salutatorian are responsible for working with the Senior Moderator to write the speech. The speech will include reference to Jesus Christ, our faith, and our Mission as a school. It will also include the value of a Catholic education and the practical applications of their learning experience at St. Vincent. The Principal, in consultation with the Pastor, will determine suitability of the annual address.

### **ADVANCED COLLEGE CREDIT (1818 AND SEMO)**

College credit courses are offered at St. Vincent High School through St. Louis University and SEMO to juniors and seniors who excel in various subjects. SEMO will NOT allow students to take their courses unless the student takes the SEMO course for DUAL credit. College credit through SLU 1818 may be attained in English and Social Studies. Students are not admitted lightly into the 1818 program. College Credit is also available through SEMO in College Algebra and Trigonometry, Sociology and Psychology. Students must have their college texts rented within the first 2 weeks of class, or can be dropped from the course.

**COURSE SELECTION POLICY (4104)** In the spring of each year, parents/guardians, teachers, advisors, counselors, and administrator's work cooperatively to assist each student with course selection. The course selection process includes a review of the school's offerings, an evaluation of the student's progress toward earning the credits required for graduation, and an analysis of the student's post high school educational plans. Changing Courses: Selection of courses should be done after serious and thoughtful consultation among students, parents, advisors, teachers, and counselors. Every effort is made to assist students in the selection of an appropriate course of study according to their abilities, interests, career aspirations, and recommendation of teachers and the counselor. Once you choose your courses, after consulting those listed above, and your selection is approved by parents and school personnel, your schedule is set. A request to change a course must occur at least 2 weeks prior to the start of a semester. Each request must have a significant educational purpose and approvals are not guaranteed.

### **COURSE REGISTRATION PROCEDURE AND CONFLICTS**

Registration for courses for the following year takes place in the spring. Because a student registering for a course does not guarantee that they will be assigned to that course. Students are scheduled according to the order in which their registration forms are returned to the school office and to the availability of courses in the master schedule.

1. Selection of Courses: Selection of courses is done only after serious and thoughtful consultation among student, parents, advisor, teachers, and counselor. Once a student chooses his/her courses and the selection is approved by the office the student will not be permitted to change course selections.
2. There are only a few legitimate reasons for schedule changes. A few of the changes are:
  - A) Misplaced academically by teacher or counselor.
  - B) Students given an alternate other than those they listed without being consulted.
  - C) Student wishes to take a more academically challenging course.
  - D) Failing a prerequisite the previous semester.
  - E) Other legitimate reasons at counselor's or administrator's discretion.
3. Deadline for a Schedule Change: legitimate changes to a student's schedule should be done during April & May.
4. Special Notes: Class changes must not overload any class and deadlines for changes will be closely adhered to.
5. Conflicts and Scheduling: The counselor sets the schedule for each year. Upon occasion, when the counselor develops the student schedules a difficulty arises requiring uncommon schedule decisions. Although rare, this type of circumstance requires the counselor to consult with the principal. A

determination (counselor and principal) will be made as to the means by which the student will achieve the needed course/credit. Options may include online courses for High School credit or College credit. The cost of any online course will be paid by the parent/student, and the student is expected to complete the course within the timeline set by the administration.

### **ELECTIVES, WEIGHTED COURSES, DUAL ENROLLMENT AND AP CLASSES**

**Electives:** Students should select elective courses based upon need, interest or intended career goals. Performance or achievement in a particular subject is a good way to determine whether to select advanced electives in that subject. In addition, electives are used to complete diploma requirements. It is recommended that students who plan to go to a four-year college take four years of math and science. Students who want to be considered for athletic scholarships must take certain classes to satisfy NCAA Clearinghouse requirements.

**Weighted Courses:** Weighted Courses are for students who have demonstrated high achievement in given subject areas. These students are taught more intensely with emphasis on quantity and depth of material learned.

**Dual Enrollment:** 1818 Courses, or Dual Enrollment courses, are taught in affiliation with St. Louis University and Southeast Missouri State University by trained St. Vincent faculty. Juniors and seniors can receive college credit for these courses. Additional fees are paid to SLU and/or SEMO. Students must have their college texts rented within the first 2 weeks of class, or can be dropped from the course.

**Advanced Placement:** Advanced Placement (AP) Courses are equivalent to regular college courses. Students in these courses may choose to take Advanced Placement exams in May. Most universities accept an exam score of 3 or higher as credit.

**Online and Co-teaching Courses:** These courses will be scheduled with a St. Vincent High School teacher and will be completed on-line and through co-teaching with a Southeast Missouri State University instructor. Additional fees will be paid to SEMO

**CHRISTIAN SERVICE REQUIREMENT** Each student in grades 9-12 are required to complete 20 hours of Christian Service each academic year. A total of 80 hours, (20 per year in grades 9- 12) is required. Students should complete seven hours of service by the end of first quarter, a total of fourteen hours by the end of second quarter, and a total of twenty hours by the end of third quarter. Sophomores, juniors, and seniors cannot do service for their family or relatives. If a student does not complete the hours for the quarter their religion grade will be lowered one full letter grade. Should a student complete 40 hours or more per year they will receive a special Christian Service Award at the end of the school year. If they complete 100 or more hours at the end of each year they will receive a Christian Service Medal at the end of the year.

### **ARCHBISHOP JOHN L. MAY AWARD**

Each year the Archdiocese of St. Louis recognizes and celebrates service with the Archbishop John L. May Service Award. One Senior from SVHS will be nominated for their outstanding service contributions and honored at a special ceremony in St. Louis.

### **COURSE AND FAILURES POLICY**

Any High School student that earns a failing semester grade must make up that course in summer school before attending school the following year. Information on Summer Credit Recovery is available through the Counseling Office.

- A. Students must pass every course attempted.
- B. Failed courses needed for graduation must be retaken regardless of the number of credits earned.
- C. Failed courses can be retaken in summer school or through correspondence with an accredited school or learning center with the approval of St. Vincent High School.
- D. All make-up courses must be pre-approved by the principal and counselor.
- E. Students needing to make up more than two credits while at SVHS will not be able to return for the next school year.
- F. Students with a cumulative GPA below 2.0 (at semester) will be placed on academic probation for the following semester. (See Academic Probation)
- G. Students on academic probation for more than one year may not be able to return to St. Vincent High School.

### **STUDENT PROGRESS – JUNIOR HIGH 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 – JUNIOR HIGH**

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)

## **RELIGIOUS EDUCATION PROGRAM**

St. Vincent schools recognize our Religious Education Program as the basis for all other educational programs. Religious formation is the foundation of our educational goals. Goals of Religious Education include: 1. To help students know, understand and love the Catholic faith and its traditions. 2. To provide opportunities for students to experience God's love for them through a variety of activities including: prayer, liturgy, discussion, retreats, service and study. 3. To help students develop a better understanding of the Church's liturgies including active participation in the Eucharist, sacraments, and other forms of prayer. 4. To help students learn ways to carry out the Christian message by learning to serve others.

## **STANDARDIZED TESTING**

### **Elementary:**

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

1. Grades 4, 6 and 8 take the Iowa Assessment and Cognitive Abilities Test (ITBS).

### **High School**

A. The primary goal of the high school testing program is to provide students with information about themselves to assist in planning and organizing their high school and post-secondary lives. This testing information also helps in evaluating and reshaping the high school curriculum to meet the educational needs of the students.

B. Standardized tests are used at St. Vincent to gain knowledge about each student's progress in basic skills and to support teacher evaluation of each student through informal means.

C. Results of tests are handled as such:

1. Scores are given to the students with explanations regarding what was tested. Results are given in comparison with national, state or local norms when available.
2. Areas of strength and weakness are made available to the administration and/or faculty.
3. Test results are recorded on the student's cumulative record and in the guidance office.
4. Test results are filed by the principal and counselor.

Planned Testing is as follows: 7th, 8th 9th, 10th grade: ACT-ASPIRE, 11th - 12th grade: (Pre-ACT Test), PSAT (Pre-Scholastic Aptitude Test), ASVAB (Armed Services Vocational Battery) and Career Interest Inventory. Students can register for the ACT at [www.act.org](http://www.act.org); SVHS ACT Code is 262-590.

## **COURSE CURRICULUM POLICY (4500)**

The curriculum of St. Vincent High School is designed to meet a wide range of student abilities, interests, and career goals. Additionally, the curriculum is designed to provide courses to challenge students on all ability levels. A required core curriculum includes courses that meet or exceed the credit requirements of the State of Missouri. Each student may also select from a variety of elective courses that are offered at each grade level. In addition, for eligible students, college credit is offered in several upper-level courses in English, mathematics, and social studies. All courses offered at St. Vincent High School are issued credit on a semester basis. Most of the academic courses require two semesters of instruction.

A. Revised course descriptions are published annually, along with prerequisites, and registration requirements.

B. Students enrolled in courses through the Perryville Area Vocational Technical School will be issued credit through SVHS. The letter grade given to the student is placed on the report card as well as the Career Center percentage (BASED ON THEIR GRADING SCALE)

C. Students who take Algebra I in 8th grade (whether at SV or in another grade school) are given a 'P' for passing and the credit. (i.e. the grade is NOT incorporated into the HS grade point average, but the credit will count toward graduation requirements.

D. St. Vincent High School students have the potential to earn 32 high school credits with 30 credits being the minimum for graduation (29 if attending the Career and Technology Center). Students are not allowed to graduate early and will take a full 8 credit hours per semester.

### **E. *The requirements for graduation***

Religion 4 credits

English 4 credits

Mathematics 3 credits

Science 3 credits  
 Social Studies 3 credits  
 Fine Arts 1 credit  
 Physical Ed 1 credit  
 Practical Arts 1 credit  
 Spanish 2 credits  
 Health .5 credit  
 Electives 7.5 credit  
 80 hours of Service (20 hours a year in grades 9-12)

**GRADE POINT AVERAGE**

A student’s Grade Point Average (GPA) will be determined at the end of every quarter based on the quality points (the value of the course) divided by the credits attempted. This will determine if the student is eligible for Honor Roll for the quarter. A student’s Career GPA is the overall grade point average since they began high school. GPA and Class Rank will be adjusted at the end of each semester when course credits are given. ONLY LETTER grades for Career Center and Transfer students will be noted on the permanent record. These letter grades will be calculated within future grade point averages using the St Vincent grade point system.

**GRADING**

A. Academic progress is indicated by letter grades A through F; a letter grade of D- or higher is required for credit. The following chart indicates the percentages, weighting and transcript symbols.

| Letter Grade | % Range      | Grade Point | Honors/AP Equivalent |
|--------------|--------------|-------------|----------------------|
| A            | 95-100       | 4.0         | 5.0                  |
| A-           | 93-94        | 3.67        | 4.67                 |
| B+           | 91-92        | 3.33        | 4.33                 |
| B            | 89-90        | 3.0         | 4.0                  |
| B-           | 87-88        | 2.67        | 3.67                 |
| C+           | 84-86        | 2.33        | 3.33                 |
| C            | 81-83        | 2.0         | 3.0                  |
| C-           | 78-80        | 1.67        | 2.67                 |
| D+           | 75-77        | 1.33        | 2.33                 |
| D            | 72-74        | 1.0         | 2.0                  |
| D-           | 70-71        | 0.67        | 1.67                 |
| F            | 69 and below | 0           | 0                    |

**Semester grades will be figured as follows:**

1st or 3rd quarter grade = 40%  
 2nd or 4th quarter grade = 40%  
 Semester exams = 20%

B. There are times when a student may receive a quarter grade of “I” (incomplete). The principal, in consultation with the teacher involved, determines the conditions under which work will be completed. Ordinarily, incomplete work is to be resolved within one calendar week after the end of the quarter. Incompletes not resolved in the manner agreed upon will result in a failure.

**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

## **HOMEWORK POLICY**

### **JR/SR HIGH SCHOOL:**

1. Each student must do his/her own work.
2. When long-range assignments are given, they should be worked on over a period of time and not left until the end of the appointed time.
3. Students are not allowed to leave school to get their homework from home.
4. When a student is absent, it is the student's responsibility to check with his/her teachers when returning to school to get all assignments.
5. Only if a student is absent 2 or more consecutive days, then the school office will gather homework for pick-up after 2PM.

### **ELEMENTARY:**

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 students may have less homework than the older students. It is a good habit to establish a regular routine and time for doing homework. If a student 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. Students work at different speeds so there may be variation in the length of time it takes your student to complete homework. However, if a parent feels that a student repeatedly spends an excessive amount of time on homework, please contact your student'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 student. This reading should take place all quarter because so that students find enjoyment in reading.
6. When a student 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 student'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 student repeating his/her current grade level.

## **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 de Paul Schools 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 student, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. **If you want your student 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 Schools 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 student 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 student has a specific physical problem regarding hearing, sight, speech, allergies, respiratory, etc., the parent should notify in writing, the student'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 emergencies 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 student, 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 student 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 student 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.

## 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

Students attend Mass weekly. 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 student 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 Schools offer 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.
  - a. Lunches brought in from home will need to be ready to consume without any preparation at school
2. The cost for lunch each day is determined yearly which includes a lunch and one milk. Students may purchase an extra carton of milk.
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 student 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 student's name. Checks need to be made payable to ***St. Vincent Cafeteria***. This money will be deposited in your student's account. Each time your student buys a lunch or milk, the money will be subtracted from his/her account. Occasionally a student's account will run out of money and a note will be sent home if your student owes money.
6. If a Jr/Sr High School student does not bring their lunch card, they will have to go to the back of the lunch line.
7. Lost or broken ID cards cost \$5.00 to have replaced. A note will be sent to the parent if this happens.
8. The lunch menu will be posted in Jupiter each month and will be sent through email as well.
9. Our food director 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 Schools 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.
8. Jr/Sr High Students may not have food brought in from a restaurant/drive-thru.

### **MOVIE POLICY- Elementary**

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 student'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 students. Parent and teacher participation is vital for the success of this school.

### **PARTIES- Elementary**

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 student's teacher ahead of time to protect students 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.

### **Elementary RECESS and ASC**

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.
2. Elementary outside playground rules
  - Wait your turn to go down the slide and off for the next person to go
  - Hang on monkey bars and stay off the top of equipment
  - Use all sport equipment on black top or grassy areas
    1. Sport equipment will be retrieved off the roof at the end of each quarter
  - Use open area black top for playing running games like tag
  - Enjoy your own snacks
  - Follow directions from the recess supervisor on duty to keep everyone safe and stay in designated play area with your class

## **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. Young children through 6th Grade must sit with and have direct parental supervision at ALL SPORTING EVENTS. Students will not be allowed to roam freely throughout the stadium/gym. Failure to follow these guidelines will result in
7. The burning of candles is prohibited.
8. 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 student near or on the last day of school and will be available on the school website. It is expected that every student 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 student. This designated adult must sign the student out at the office.

## **STUDENT PROGRESS- Elementary**

### **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- Junior High and Elementary**

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 student 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 student 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 student.
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 student being retained in the Elementary, the parents will be notified no later than the end of the third quarter or at the third quarter parent teacher conference time.
5. For Junior High students at risk of failing a course(s) for the academic year, teachers will notify the student and parent at mid-quarter of 4th quarter. Multiple failures may result in being retained, attending summer school, or withdrawal for cause.
6. Summer school or tutoring may be required in order to be promoted to the next grade.
7. 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 student. (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 student's record and information regarding their student'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 student'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 student's custodial parent.
7. In the event that a student 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 student'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 student.

### **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 student 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 student if we get out early.

## 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.**

**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 student 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.