

St. Vincent de Paul's Mission Statement

St. Vincent de Paul Catholic School provides a nurturing family environment that is traditional, yet progressive. Students are valued as individuals and taught to utilize their unique abilities to master essential knowledge and skills; actively solve problems; and produce meaningful, relevant work. St. Vincent de Paul champions each student's success and teaches to honor the values of Catholic identity through moral integrity and service to others.

We, as educators and catechists of St. Vincent de Paul Catholic School, will carry out the educational goals of our Archdiocese and Parish. As Christians, we are ready to serve our students and parents by supporting, encouraging, guiding, and affirming. We will serve the Parish, community, and each other by spreading the Faith. We will support each other as faculty members by fostering community among ourselves, growing in our ability to educate, and lead our students in preparation for their future. Through strengthening of our prayer life, we will make ourselves spokespeople for our Lord. Thus, we will provide models for students and parents.

Statement Of Philosophy

To teach as Jesus did is the basis of all Catholic schools. Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. The educational ministry of the Church seeks to integrate the teachings of the inspired Word of God, the fellowship of the Holy Spirit, and service to the Christian community and the entire human community. The teaching authority of the Church determines what and how the fundamentals of the Catholic Faith are to be presented. Christian education is intended to make our faith become living, conscious, and active through the light of instruction. The Church strives to have the life of faith illuminate the knowledge, which students gradually gain of the world, of life, and of mankind.

The integration of religious truth and values with the rest of life, brought about through the Catholic school curriculum, is furthered by a staff of teachers who express an integrated approach to learning and living in their private and professional lives. The Catholic school has the opportunity and obligation to be unique, contemporary, and oriented to Christian service. Religious truth must be communicated fully and accurately to each student, to help the student achieve a vital experience of faith.

Specific steps can and should be taken by concerned parents, educators, pastor, and the local board to ensure continued improvement and perpetuity of the parish school.

Archdiocesan Philosophy Statement

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

Profile of a St. Vincent de Paul Catholic School Graduate

Our Graduates:

*Are well-rounded individuals who are respectful and productive citizens, able to communicate effectively, and work collaboratively.

*Understand being critical thinkers and lifelong learners are the keys to academic and professional success.

*Believe they have unlimited potential and appreciate the unique gifts in themselves and others.

*Are young men and women who value personal responsibility and accountability and have the ability to set and attain reasonable goals and expectations.

* Honor a Catholic Christian attitude through compassionate service to others, service to their community, and service to all God's creation.

Statement of Purpose

Today, more than ever, students are dependent on cooperation involved in the parent-teacher-student team approach to Catholic education. Since written policies help to promote stability, consistency, and efficiency in the operation of a school, it is intended that this handbook serve as a guide in policy matters concerning the operation of St. Vincent de Paul Catholic School.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook of the school. These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc).

The school and the parents are partners in the education of their children. If, in the opinion of the school administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

Pertinent information applicable to our school program is included for convenient and quick reference. An understanding of the established policies and regulations of our school should help each student live and work more happily and successfully in an atmosphere of learning.

We request that each parent and student read this handbook carefully, so each may become familiar with the policies, rules, and regulations of our school. Please keep the handbook and refer to it when you have questions regarding school matters.

It is our hope that with the cooperation of all parents, teachers, and students, St. Vincent de Paul Catholic School will continue to grow as an institution where Catholic principles and ideals flourish.

St. Vincent de Paul Catholic School serves the western suburbs of Mobile. It provides quality Catholic education in pre-school through Grade 8. Founded in 1976, the school's patron is St. Vincent de Paul.

St. Vincent de Paul Catholic School is non-discriminatory with regard to race, sex, color, and national or ethnic origin.

We recognize that teachers, principals, parents, and students are both male and female. No inference is intended by the fact that one group may be referred to as “he” or “she” in the handbook.

The Role Parents Share With St. Vincent de Paul Catholic School

A successful school year hinges on a healthy relationship between home and school working together characterized by Jesus’ command to “Love one another as I have loved you.” Parents have the God-given natural right to educate their children. They are acknowledged as the first and foremost educators of their children. Parents have an obligation to raise their children in an atmosphere of love and respect that is reinforced by the school to produce Christian citizens. (Adapted from Vatican II, “Declaration on Christian Education”)

Catholic parents should support and cooperate with Catholic schools wherever and whenever possible.

- Parents should weigh seriously their obligation to raise their children in an atmosphere of love and respect for God and man. The home is the source of education in the virtues essential to any meaningful culture. Respect for human dignity, prayer, and acknowledgments of authority are essential for Christian citizenship.
- Parents should train their children in corporate worship through family prayer, family participation in the Eucharistic celebration of the parish, and reception of the sacraments. (From Archdiocesan Administrator’s handbook)

The school has the right to expect that all parents will:

- Demonstrate Christian values that are the foundation of our faith and school.
- Send their child to school physically fit by taking care that he has sufficient sleep, is healthy, clean and properly dressed, and is provided with a well-balanced diet.
- Assist the child in his academic development by cooperating with the school’s scholastic program, by participating in parent-teacher conferences, which shall occasionally include the child, by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.
- Try to discover through supervision and companionship their child’s special interests and talents so they may be developed by parents and teachers working together.
- Inculcate in the child a respect for authority so that instruction will be obeyed promptly and cheerfully. Children should be taught to look upon their teachers, playground supervisors, and staff members as representatives of their parents. (cf. Declaration on Christian Education, n8)
- Take a responsible attitude toward the support of the school. If a parent has a problem, he/she will discuss it with a teacher or administrator and not in the parking lot or in the community.

- Will not take their child's side in a dispute with a teacher even if they disagree. Parents will schedule a conference with the teacher to discuss the issues privately. Parents will not negatively empower their child by talking about a teacher in front of them.
- Not allow their children to talk about or put down teachers or classmates. They will teach their child to respect the dignity of all human beings.
- Send a written explanation each time their child is absent, tardy, or requests an early dismissal from school. The administration reserves the right to determine what is excused. (Section 305, Title 52, Chapter II 1940 Code of Alabama as amended)
- Take an active role in the school through parent organizations and/or offer volunteer service for the enrichment or betterment of the school. (Adapted from the Archdiocesan Administrator's Handbook)

Access to Student Records

Educational records are considered confidential material available only to parents, legal guardians, students over 18 years of age, and to those members of the school staff who have a legitimate educational interest in the student. Parents and guardians shall, upon written request, be entitled to review and request copies of the education record relating to their child. The educational record includes census information, yearly averages, and standardized test scores.

Non-Custodial Parents

St. Vincent de Paul Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school must be notified of special child custody arrangements. Official documentation must be provided to the Principal. This includes, but is not limited to, information involving restrictions on who can pick up/drop off the child and visit during the school day. The school will not be held responsible for failing to honor arrangements that have not been made known to the school.

Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child. The Custody and Contact Information in an Order of Dissolution form found at the back of this handbook needs to be completed and turned into the office.

Grievance Policy and Procedure for Handling Parental Complaints

The complaint cannot be towards a person (teacher, principal, parent or student).

1. First talk with the teacher.
2. Then take your complaint to the principal if you have not received satisfaction.

3. The third step is to put in writing the specific complaint and send it to the School Advisory Committee President.
4. The Executive Committee of the School Advisory Committee first considers the complaint.
5. The Executive Board will decide if the issue is sufficient cause for the parent to appear. (Issue must be a policy or principle that has been misapplied or not applied.)
6. Executive Board determines whether the issue has been handled at the administrative level.
7. Disagreement with a teacher or principal or disagreement about how they are handling a situation is not grounds to come before the Advisory Committee. That complaint may be directed to the pastor of St. Vincent de Paul Parish.

Administration of School Business

1. **School Principal**—The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to creative learning. She is responsible for the overall conduct of the school and is the person primarily responsible for administering policies enacted by the School Board and the Office of Catholic Schools. The principal is responsible to the Archbishop, the Pastor, the Vicar of Education, and the School Advisory Committee. The Assistant Principal will act on behalf of the principal when the principal is unavailable.
2. **Pastor**—The pastor is the spiritual leader of the parish community and of the Christian educational community within the Parish. The pastor shares the work of the Archbishop of the Archdiocese. As a delegate of the Archbishop, the pastor is the administrative head of the parish Church.
3. **School Advisory Committee**—The School Advisory Committee is a policy-making and advisory board whose authority is derived from the Ordinary of the Diocese and the Archdiocesan Board of Education. Called into being by the local parish, it has the specific mission of helping to provide quality Catholic education for all those children in the parish whose parents desire to take advantage of such an opportunity.

The primary functions of this committee are to make policy that will represent the parents in helping to determine the kind of education the children will receive, to aid and support the principal and her staff, and to help create a climate that will be most conducive to maintaining the school's standards of excellence.

The local advisory committee is composed of elected members of the parish. Each year three members are elected from a slate of nominees. All meetings of the school board are open meetings unless there is a call for an executive session. Discussion is limited to those items contained in the agenda for that meeting.

Admission to St. Vincent de Paul Catholic School

Students will be admitted to St. Vincent Catholic School if they meet the following criteria:

1. The school is suited to their needs.
2. There is a vacancy.
3. The conditions for admission to the school by the state have been met (such as age, medical, etc.).
4. All required documentation has been received by the school (see below).

Withdrawal from the school will be recommended if it is found that the school does not meet the needs of the child or if information concerning the child was withheld at admission. St. Vincent is non-discriminatory with regard to race, sex, and color, national or ethnic origin.

Final Acceptance to St. Vincent

All students must pre-register each spring. It should NOT be assumed that students are automatically registered if already a student at St. Vincent's. Failure to submit any items required will constitute an incomplete registration and no place will be guaranteed until the missing items are provided. The following requirements must be met before acceptance is final:

1. Completed registration form with registration fee
2. Full payment of all fees by required deadlines
3. Signing the tuition and fees policy, returning the tuition preference form, and returning the FACTS form if applicable
4. Current blue immunization card (IMM50)
5. Kindergarten and new students must show proof of the second measles shot required after their 5th birthday.
6. Original birth certificate with state seal
7. Baptismal certificate (if Catholic)
8. Social Security Number
9. School Health Form
10. Custody and Contact Information Form
11. All records from previous schools sent to St. Vincent and evaluated by the principal.
12. Interview with the principal (new students)
13. Students who have attended another Catholic School in the Archdiocese must be in good financial standing with that institution or the application for admission may be denied.

***Please note students entering K3 must be three by September 10th; K4 students must be four years old by September 10th. Students entering kindergarten must be five years old by September 10th.**

St. Vincent de Paul Tuition and Fees Policy

The policy for fees and tuition has been approved by the principal, pastor, and school advisory committee of St. Vincent de Paul Catholic School. Parents should expect a 3% tuition increase yearly to help cover the cost of teaching salaries.

Fees Payment

The registration fee is due at the time of registration and is non-refundable unless the student is not accepted into the school. After March 1st, the registration fee increases to \$125. The academic, computer/library, PE, and archdiocesan fees are due to the school on or before May 1st. If the fees are not received by May 1st, a \$25 late fee will be assessed per student. The family assessment fee is due to the school on or before June 1st. If the fee is not received by June 1st, a \$25 late fee will be assessed per family. **All fees are non-refundable.** Any check that is returned to the school from the bank will be assessed a \$30 service charge and all applicable late fees. Any family who has more than one check returned must pay all the remaining payments by either cash or money order.

Tuition Payment

1. Contributor's Rate – This rate is granted to a family who is a registered member of a Catholic Church parish and who tithes to that parish. The pastor of any other parish must send a letter to St. Vincent verifying membership in his parish and agreeing to subsidize the student's education. It is the parent's responsibility to get that letter signed by the pastor. If you are a member of St. Vincent's Parish, the minimum required contribution to the church is \$1000 in an identifiable manner (checks/envelopes). \$500 is due to the church by June 1st and the remaining \$500 is due to the church by December 1st. Tithing rates will be checked on December 1st and tuition rates will be readjusted accordingly.
2. Non-Contributor's/Non-Catholic's Rate – This rate is granted to Catholic families who are not a contributing member of a parish. This rate is also granted to all Non-Catholic families.

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

1. Full payment – Under this plan, the entire amount of tuition is paid on or before July 1st directly to the school.
2. Monthly payments – Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5th or the 20th of each month. There will be a \$52 annual fee per family payable to FACTS.
3. Master Card or Discover - Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan charges your Master Card or Discover. The \$52 annual fee will still apply, and a convenience fee of \$2.50 per \$100 spent on tuition will also apply.

Late Registrations

Families registering after July 1st shall be expected to fulfill their tuition and fee obligations according to the above policies. Tuition for students registering after the first day of school shall be prorated according to the number of remaining days of school.

Late Payments

It shall be the responsibility of each school family to keep the principal informed of its need to make any changes in their preferred tuition payment plans or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. Full payment – If payment is not received on or before July 1st, the family will be contacted by the principal and alternative tuition payment options will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through the FACTS payment plan.
2. Monthly payments – School families who choose the 10 month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within 5 days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

Tuition Assistance

If you are a contributing member of St. Vincent de Paul Parish, you may apply for tuition assistance through the parish. Applications will be available in the school office. Those applications must be sent to FACTS by April 15th. If you are a member of another parish, you must apply to your local parish for tuition assistance. Requests for reductions in tuition or tithing must be directed to the pastor in writing for consideration.

Non-Admission of Students Due to Tuition Delinquency

School families failing to pay tuition according to the agreement which they have made with St. Vincent de Paul Catholic School or who have been unwilling to make suitable alternative arrangements with the school will be informed that they may incur all of the following penalties:

1. If fees are not current by June 30th, the student will not be allowed to attend on the first day of school.
2. If tuition is not current by August 1st, the student will not be allowed to attend on the first day of school.
3. Parents will not be given a copy of their child's report card until all financial obligations have been met.
4. Students will not be eligible for semester exams until all financial obligations have been met.

5. No paperwork (transcripts, report cards, etc.) will be released until all financial obligations have been met.
6. Eighth graders will not be allowed to participate in graduation exercises until all financial obligations have been met.
7. The student will not be re-admitted into the school.

Delinquent Tuition From Previous Year(s)

Registration will not be accepted for the next school year until all debts are cleared from the current year. If tuition becomes delinquent after registration, your child will be considered conditional until all debts are cleared from the previous year. All previously unpaid tuition must be paid by May 31st if a student is to be readmitted on the first day of classes for a new school year. Payments need to be made directly to the school.

Tuition Refunds

Families withdrawing their child(ren) prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. In the event of withdrawal once school begins and before the school year is complete, tuition shall be owed to the school through the end of the month of withdrawal.

Master Card or Visa Use

St. Vincent de Paul Catholic School does have the ability to take Master Card or Visa for payment of lunches, fees, after school care, field trips, SCRIP, etc. Please note that there is a 3% of the amount charged added as a convenience fee.

Religious Education

Liturgy

“The whole liturgical life of the church revolves around the Eucharistic sacrifice and the sacraments. The sacraments are ‘powers that come forth’ from the Body of Christ, which is ever-living and life-giving. They are actions of the Holy Spirit at work in his Body, the Church. They are ‘the masterworks of God’ in the new and everlasting covenant.” (Taken from Catholic Catechism.)

The Liturgy is a community celebration and with this in mind, great emphasis is to be placed on this all-important act of worship. School liturgies are usually celebrated on Friday mornings. Students, under the direction of their teachers, take an active part in selecting prayers, songs, and readings. We invite all parents to join us for our school liturgy at 8:30 a.m., on Friday mornings usually.

Sacramental Life

Parents ideally should lead their child to the sacraments. Parents are to be instructed as to their right and privilege, as well as their roles and serious responsibility, with regard to the preparation of their child(ren) for First Confession, First Communion, Confirmation, and Reconciliation. For this reason, parents are called to participate in the formal preparation of their children for the sacraments.

- **First Reconciliation:** Children will be instructed and receive the Sacrament of Reconciliation prior to the reception of First Communion. Students in grades 3-8 will periodically receive the Sacrament of Reconciliation.
- **First Communion:** Children of the second grade level are prepared for First Communion. Preparation for First Communion usually begins after the Christmas holidays.

Other Religious Instruction

The religion program at St. Vincent includes instruction by the classroom teacher and is supplemented by visits from religious personnel. It affords the opportunity to live and practice Christian principles. All students are expected to participate fully in all aspects of the religious program; however, non-Catholic students may not participate in receiving the sacraments, such as communion. The school uses the religion training begun by the parents in the home as a basis from which to foster the spirit of Christianity.

During Lent, the Stations of the Cross are recited. Two Archdiocesan celebrations are held annually for various grades. In the fall, the students are encouraged to attend the Christ the King celebration downtown at the Cathedral with their families. In May, there is a special ceremony held by the Archdiocese for the Crowning of Mary.

One component of religion instruction will include Catechesis in Sexuality. Teachers of this information will be trained from the Office of Religious Education and curriculum approved by the ORE and the Archbishop.

School Programs

- **Academics:** The academic program embodies the curriculum areas of religion, mathematics, language arts, science, social studies, and fine arts. The course of study for grades K-8 meets all the requirements of the Archdiocese of Mobile Office of Catholic Schools and the Alabama State Department of Education. The textbooks used by the students are from the recommended list issued by the Archdiocese of Mobile.
- **Early Childhood:** The Early Childhood program at St. Vincent is a link between home and school for our youngest students in pre-kindergarten and kindergarten. Students are given the opportunity to develop their abilities through age-appropriate activities in a nurturing environment. The early childhood program strives to instill in each child a life-long love of learning through fun-filled, exciting school experiences.
- **Elementary:** The Elementary School Program is designed to build the academic skills which are the foundation for all future learning. In the lower grades (1-2), students receive small group instruction as they move around the various classroom learning centers. This style of teaching makes learning personalized and rewarding and is enhanced by small class size. The academic program in the upper grades (3-5) is more challenging and demanding as students prepare to enter middle school. Emphasis is placed on sharpening critical thinking and problem-solving skills while developing specific knowledge. The program helps students to establish a solid foundation of learning in the core subjects.

- **Middle School:** The Middle School Program challenges students in sixth, seventh, and eighth grades to explore their talents, both academically and socially. During this time of rapid growth and change, students are given opportunities to extend their academic horizons, develop leadership abilities, and take greater responsibility for their own lives. The academic program in middle school is structured to provide opportunities for advanced studies which facilitate success in high school and college.
- **Physical Education:** The physical education program requires active participation from all students in grades PK-8. It is designed to meet the safety, health, physical, and recreational needs of the students while fostering a Christian attitude towards good sportsmanship. It seeks to develop the child physically, to instill a sense of fair play, and to encourage him to be an active participant in various games and sports. All students in grades 5 through 8 will be required to dress out in the proper PE uniform (purchased from Katbee's).
- **Media Center:** A part-time media specialist coordinates the school's instructional resource center and its various types of media. Through her, materials are readily available to teachers and students. Students visit the library and computer lab on a regular basis and also at the discretion of the teacher for special projects. As part of the media center, a computer lab is available for the students to use to enhance their computer skills and other subjects through the use of technology. Parents and students are required to read and sign the acceptable use policy at the back of this handbook in order for students to be allowed to participate in the computer lab.

St. Vincent de Paul's Library Policies

- 1st, 2nd, and 3rd grade students may check out one library book. Students may take their library books home.
- 4th, 5th, 6th, 7th, and 8th grade students may check out two library books. Students may take their library books home.
- During the 4th quarter, kindergarten students may check out one library book. These books must be kept in their classroom.
- All students/parents are responsible for their library books.
- Books will be checked out for a one-week loan period. The student may renew a book three consecutive times. Circumstances may vary the due date.
- The library book(s) must be returned to the library to be renewed. Students may not check out a book(s) until all library books loaned to the student are returned.
- Students/parents are responsible for any damage or loss of library books.
- Replacement costs will be charged to the student for each library book lost. Notification will be sent to the parents and there will be no refunds.
- Damaged book fees may vary according to the severity of the damage. A minimal fee of \$5 will be charged for damage. A maximum fee of \$20 may be charged to replace the damaged book.

- The library has a \$.25 per week, per book, late fee. After 5 weeks, the over-due book is listed as lost, and a lost book fee will be charged to the student/parent. A notice will be sent to the parents.
- The student will not be able to check out any library books until all fees are paid.
- St. Vincent de Paul Catholic School reserves the right to withhold a student's report card until all library fees are paid in full.

Field Trips

- Students are given the opportunity to enhance their academic and cultural development through field trips. Field trips are a privilege, not a right. Students who are disruptive in school will not be invited to attend field trips. Students who misbehave on field trips automatically exclude themselves from future field trips. Field trip fees are **non-refundable** in the event of illness, absence, or disciplinary action.

The school depends on parents for transportation for the field trips. Parents driving on field trips must meet all Archdiocesan requirements for liability insurance. A current record of insurance coverage and a valid driver's license must be on file in the school office. The Archdiocese requires children and adult passengers to use seat belts when riding in vehicles. Most automobile manufacturers recommend that children under 12 years old not occupy the front passenger seat when riding in a vehicle with airbags. While this is not yet a policy, it bears attention. Students should never be "double-buckled" in seat belts for any reason. No siblings are allowed to attend field trips. In some instances, a bus is rented with all the children paying a small amount to cover the cost. No side trips are allowed for any reason, as this jeopardizes our insurance coverage. It is also unfair to those who cannot be so generous.

Parents who drive on field trips are required to attend a Child Protection class through the Archdiocese of Mobile. Each year, this certification needs to be renewed. Date and time of monthly class is listed in the weekly school newsletter.

All students must have appropriate **school issued field trip forms** from their parents giving their child permission to participate in a field trip. Only the official school field trip form is accepted. Substitute letters and oral permissions are not valid. A blank form is included at the end of this handbook for your emergency use.

Evaluation/Assessment

- **Pupil Progress Reports:** Pupil Progress Reports are sent home with the children mid-term in each quarter. These give the parents an indication of work efforts before the report card itself is given out. The progress report is to be signed by the parent and returned to the teacher as soon as possible.
- **Pupil Report Cards:** The report card is a summary of teacher records/observations related to student learning over a period of time. Report Cards are issued quarterly. They are not returned to school.

Report cards are used to:

- clarify the expectations for student and parent by providing a basis for conversation with student, parent, and teacher.
 - provide a system of evaluation for all learners at an achievement level that is both challenging and within a framework of success
 - record a student's academic strengths and progress in learning
 - provide an evaluation of performance with regards to the student's ability
 - serve as a communication tool to be used by a student's future teachers and schools.
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- **Conferences:** At the end of the first and second quarters, parents will be given the opportunity to have formal conferences with the teachers. This conference gives the parent and the teacher a chance to discuss the child's individual progress. Other conferences may be scheduled by the parent, teacher, or principal as needs arise. Parents are required to fill out a conference form (found at the end of this handbook) and return it to the teacher in order to request a conference. Teachers will make every effort to respond to a conference request within 48 hours. Routinely, return calls will be made during school hours at the teacher's planning period. Unless there are unusual circumstances, it is expected that the conference will be scheduled within one week of the request. Parents should feel free to contact the teachers or principal when needs arise during school hours (666-8022). Teachers' e-mail addresses are available on the school website. Please do not contact the teachers or principal at home as this is their family time. Always begin with a discussion with the teacher for classroom matters. The principal is available, by appointment, to discuss all school-related matters concerning a child, provided proper channels have been followed. The principal will make every effort to respond to parent communication within 48 hours.
 - **Grades Online:** Parents of students in Grades 3-8 have the ability to go online to check their child's current grades through Solutions. Parents are given passwords to access this website. This allows parents to stay up to date on their child's academic progress. If you should lose your password, please let the school know and we will get it for you.
 - **Archdiocesan Grading Scale for Kindergarten:**
(Office of Catholic Schools Policy, adopted Spring 2004)
C = Demonstrates Consistently – After a skill is taught, a student is able to perform the skill or activity independently.

S= Demonstrates Sometimes – The student has not yet mastered the objective and needs assistance from the teacher when asked to apply the skill or perform the activity.

N= Needs Continued Development – Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn

or choosing not to learn. It does mean that the child needs more time to develop before being able to master the skill.

Blank space = The skill was not presented during the marking period.

*Please note: No yearly averages are given at the kindergarten level.

- **Archdiocesan Grading Scale for 1st and 2nd Grades:**

(Office of Catholic Schools Policy, adopted February, 2007)

In the subjects of religion, reading, writing, math, social studies, and science:

4 = Performing above grade level independently – After a skill is taught, the student is able to perform the skill or activity independently.

3 = Performing at Grade Level – After a skill is taught, the student needs some assistance when applying the skill or performing the activity. The student is not quite independent, but is well on the way to mastery.

2 = Performing at Grade Level with Continued Assistance – The student has not mastered the objective and needs considerable assistance from the teacher when asked to apply the skill or perform the activity.

1 = Not performing at Grade Level – Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the child needs more time to develop before being able to master the skill.

Academic Areas Assessed:

Religion

Reading

Comprehension and Listening

Phonics and Word Study

Oral Expression and Fluency

Writing

Communicates Ideas

Punctuation

Spelling

Grammar

Handwriting

Mathematics

Computation

Concepts

Problem Solving

Communication

Social Studies and Science

In the subjects of physical education, art, music, and any electives:

S = Successful

N = Needs Improvement

For Discipline With a Purpose Skills (DWP):

G = Good

I = Inconsistent

U = Unsatisfactory

*Please note that the yearly average will be determined by averaging the four numbers (1-4) for each quarter. A .5 decimal will be rounded up.

- **Archdiocesan Grading Scale for 3rd, 4th, and 5th Grades:**

(Office of Catholic Schools Policy, adopted Spring 2004)

In the subjects of religion, reading, writing, math, social studies, and science:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59 and below

In the subjects of physical education, art, music, and any electives:

S = Successful

N = Needs Improvement

For Discipline with a Purpose Skills (DWP)/Conduct:

G = Good

I = Inconsistent

U = Unsatisfactory

*Please note that conduct grades will be given for each subject matter.

*The components for grades (tests, quizzes, homework, projects, etc.) will consist of 3-5 areas with no one area weighted more than 40% of the grade.

*Yearly averages will be determined by assigning 0-4 weights for each quarter (0 = F, 1=D, etc.) and averaging these four numbers.

*Averages resulting with a .5 decimal will be rounded up.

- **Archdiocesan Grading Scale for 6th, 7th, and 8th Grades:**

(Office of Catholic Schools Policy, adopted Spring 2004)

Subjects of religion, reading, writing, math, social studies, science, and PE:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59 and below

In the subjects of art, music, and any electives:

S = Successful

N = Needs Improvement

For Discipline with a Purpose Skills (DWP)/Conduct:

G = Good

I = Inconsistent

U = Unsatisfactory

*Please note that conduct grades will be given for each subject matter.

*The components for grades (tests, quizzes, homework, projects, etc.) will consist of 3-5 areas with no one area weighted more than 40% of the grade.

*Semester exams will be averaged into the 2nd and 4th quarter test component with a weight of two test grades.

*Yearly averages will be determined by averaging the percentage number grade from each quarter. A letter grade will be given for the numerical average. Averages resulting with a .5 decimal will be rounded up.

- **Academic Honor Roll:** Superior achievement will be recognized by the school at the end of each quarter for students in 3rd-8th grades. Honor roll certificates after the 4th quarter will be mailed to the students with the students' final report cards. The "A Honor Roll" is given to students who earn all "A's" for a quarter. The "A/B Honor Roll" is given to students who earn A's and B's for a quarter. No student will be placed on the honor roll if he/she has more than two "I's" in DWP per quarter. No student will be placed on the honor roll if he/she has a "U" in DWP.
- **Testing:** Kindergarten students take a readiness test at the beginning of the kindergarten year. In the spring, students in grades 2-8 will be given the Iowa Test of Basic Skills. Students in Grades 5 and 8 are given the ACRE in Religion. Periodically, students in grades 2-8 are given Archdiocesan assessments in the spring. New students in grades 1-8 may be required to take a reading inventory test for proper placement in their level.
- **Retention:** In a decision to promote or retain a student, the following six factors will be considered:
 1. Current report card grades –
 - Grades 1 and 2: At least two "1's" in Reading or two "1's" in Math for quarter grade (student yearly averages are not used in Grades 1 and 2 for this determination.)
 - Grades 3-8: A yearly average of "F" in two core academic areas (Religion, English, Reading, Math, Social Studies and Science)
 2. Past academic records, previous grade retention, standardized tests, and CoGat scores
 3. Age, emotional development and social skills of the student
 4. Present grade placement
 5. Present family history and parent support
 6. Regular attendance

7. Approval of the Principal

Discipline and Conduct

Students of St. Vincent de Paul Catholic School are expected to reflect Christian behavior at all times, in the classrooms, in church, at lunch, on field trips, on the playground, and in attendance at any other school or Archdiocesan function. Christian principles of self-discipline should be the guideline for all of their actions. Discipline is to be rooted in discipleship. Every decision made in the correction of a child should be one that strengthens their ability to follow Christ and to love as He loves us. It is assumed that parents who have enrolled their children at St. Vincent have done so because they wish their children to receive an education which will teach and reflect the living out of the Gospel values. The family and school join in partnership at the time of registration to work toward the common goal of instilling in the child Christian moral values. If the student exhibits behaviors which are in direct contradiction to the St. Vincent de Paul Catholic School philosophy and mission, the school may take appropriate disciplinary actions.

A system of discipline is necessary:

1. To allow the teacher to establish a classroom structure and routine that provide for an optimal learning environment.
2. To allow each student the opportunity to learn without unnecessary disturbances and distraction.
3. To promote the common good throughout the school day.

The only discipline that is worthwhile is that which is prompted by motives from within, with each student accepting responsibility for his own actions. Good school discipline is a cooperative effort of parents, teachers, and students demanding continuous communication and clear understanding and support among all three. Parents are asked to focus on what their child can learn from an incident rather than focusing on the technicalities of a particular incident. Parents are reminded that each incident may be viewed from many perspectives, and the administration takes this into consideration.

Disciplinary actions are intended as positive endeavors. Every opportunity and effort will be made to be fair and just in all discipline situations. Final decisions concerning discipline will be handled on an individual basis. Parents are asked to trust in the judgment of the school and support disciplinary measures taken. The principal reserves the right to determine what is fair and just. The final decision regarding punishment rests with the principal.

We reserve the right to inspect any and all property on the school campus and at all school related functions in any manner it deems appropriate to ensure a safe environment. This could include, but is not limited to, lockers, desks, book bags, cubbies, pockets, etc. These items are subject to search without notice. Students who are determined to have engaged in various forms of conduct reference here will be subject to progressive discipline, from mandatory counseling, suspension from participation in

school-related activities and privileges, to disciplinary sanctions up to and including expulsion.

- **Discipline with Purpose Program (DWP):** In order to infuse self-discipline in our school, Discipline With Purpose is used. Through this school-wide program, all students are instructed in the use of self-discipline skills that are used as a framework for making sound decisions. Through discipline, we empower children to reflect on their behaviors, attitudes, decisions, and actions so that they can choose to change, establish healthy boundaries, grow in God's love, and become productive citizens. The Basic Self-discipline Skills (Skills 1-5) are expected to be mastered in kindergarten through third grade. The Constructive Self-discipline Skills (Skills 6-10) are expected to be mastered in fourth through sixth grade. The Generative Self-discipline Skills (Skills 11-15) are expected to be mastered in seventh and eighth grade.

Fifteen Self-Discipline Skills With An Explanation of Each

1. Listening Skills: When asked to use good listening skills, children will:
 - Stop what they are doing or saying.
 - Clear away all distractions.
 - Look at or toward the person speaking.
 - Be able to tell the person what they heard.
 - Ask questions about what was not understood.
 - Do the task the speaker requested.
2. Following Instructions: When asked to follow instructions, children should:
 - Practice good listening skills.
 - Repeat the instructions to themselves, or to someone else, or write them down.
 - List or say the first three things you would need to do to begin the task.
 - Start the work on time.
 - Stay on task the entire work time.
 - Evaluate the task and how instructions were followed.
3. Asking Questions: Good questions are ones that:
 - Have not been asked before.
 - The speaker hasn't already told us about.
 - Other people might need answered.
 - Make the speaker feel comfortable and not ill at ease.
 - Help people think.
4. Sharing: There are four things that must be shared:
 - Time – wait your turn; begin tasks at once
 - Space – hallways, between desks, playground, lunchroom, restrooms are all places to keep neat so others can enjoy them too.
 - People – the teacher, friends, loved ones
 - Things – Possessions, crayons, limited resources.
5. Social Skills:
 - Use courteous manners, say please and thank you, and use good table manners.

- Dress appropriately.
 - Attend to personal hygiene.
 - Carry on conversation.
 - Give and receive compliments.
 - Use greeting and leaving skills.
 - Help visitors/newcomers feel comfortable.
6. Cooperation: Cooperation is to work and act with others for the good of everyone. In a school setting, one way to show cooperation is to follow the school rules and be willing to take the consequences if the rules are not followed. When cooperation is occurring, everyone will:
- Recognize there is a job to be done and set a goal.
 - Agree on a strategy and assign tasks to everyone.
 - Complete your share of the task on time.
 - Talk about how the group did.
7. Reasons for Rules:
- Know the rules and ask if you don't understand the reasons.
 - Acknowledge that the reasons for rules are more important than personal feelings about the rules.
 - If you don't like a rule, use the right way to suggest changes.
 - Follow the rules because you know the reasons and help teach them to younger people.
8. Accomplishing A Task:
- Younger children can accomplish this skill by following the system others put in place.
 - Older students demonstrate this skill when they begin to figure out how to do something on their own.
 - Explore ways to solve a problem.
 - Accept constructive feedback.
9. Leadership: A person is a leader who:
- Sees the needs of others and considers them important.
 - Stands on the side of truth, even if he stands alone.
 - Acts on the behalf of another even if inconvenienced.
10. Communication:
- Recognize and use proper verbal and non-verbal communication.
 - Use good listening skills.
 - Respect different points of view.
 - Avoid sarcasm, put-downs, and gossip.
 - Ask questions to discover what is important to other people.
 - End on a positive note and thank others for communicating.
11. Organization: There are four things to organize:
- Time – be aware of schedules and value them; plan ahead and follow through
 - Space – keep the environment orderly
 - People – know orderly ways to conduct meetings and gatherings
 - Things – recognize opportunities to simplify and order material things
12. Resolving Problems:

- Recognize when a problem exists and attempt to identify the cause.
 - Explore all of the facts.
 - Brainstorm possible ways to solve the conflict and use “what if” thinking to explore the consequences.
 - Discard unrealistic solutions.
 - Choose a solution, follow through, and evaluate the results.
13. Initiating Solutions: When a person takes the first step to resolve a problem, these guidelines can be helpful.
- Always go to the source of the problem.
 - Talk it through with another person.
 - When you need to speak to an adult or peer, make an appointment.
 - Put your thoughts in writing.
 - Be clear about the results you are hoping to achieve.
 - Remember, you cannot fix a problem by making a problem for anyone else.
14. Distinguishing Fact vs. Feeling:
- Admit to yourself how you feel; name your feelings.
 - Feelings are neither good nor bad.
 - Report your feelings to the person best able to help you.
 - Start your sentences with “I feel _____, when you _____.”
 - Put the conversation on hold until you have sorted the facts from feelings.
15. Sacrificing/Serving Others: A sacrifice is an act of giving something up in order to gain something equally as good or better.
- Two or more valuable things cannot be held at the same time.
 - Compare the things according to the needs of others or what is best for most people.
 - Decide which to keep and which to let go.
 - Focus on the satisfaction of the choice for the greater good or for the benefit of someone other than myself.

St. Vincent de Paul Total School Rules

1. Show respect for God, self, others, and property.
2. Contribute to the learning environment.
3. Follow classroom procedures.

Each teacher establishes the basic expectations for his/her classroom, coinciding with common school expectations.

Discipline Process:

Behavioral Contract/Plan – a document detailing a student’s specific plan for behavioral improvement. It must be signed by the student, parent, teacher, and principal.

Behavioral Detention – Students are required to report to detention on the day assigned. Parents will be notified of a detention with a DWP form. This form must

be signed by a parent and returned to the teacher the next school day. Detention has priority over any after-school activity. Detentions may be postponed only with a doctor's notification or the administration's permission. Failure to report to detention will result in further disciplinary action. During detention, students may be assigned to help with campus cleaning duties, assigned with written packets, or assigned to perform service work. Detention will not be used to study or complete homework.

Disciplinary Conference – Meeting among student, parents, teachers, and principal and/or assistant principal in which a plan for improvement will be outlined.

Loss of Daily Privileges – Daily privileges may include but are not limited to recess/snack, sitting with classmates during lunch, etc.

Probation – A disciplinary procedure over a specific period of time during which a student is evaluated in regard to attitude and behavior by teacher and Principal, in order to determine the student's resolve to remain in the school community. A student may be on probation for any serious infraction of the school rules. If after a probation has been terminated, another serious of the Code of Conduct occurs, a conference is held immediately to determine temporary or indefinite suspension.

Exclusion – Participation in field trips, enrichment classes, special events, class parties, out-of-uniform days, and sitting with classmates during lunch, etc. will be denied to students on exclusion for an extended period of time.

In-School Suspension – Students who receive in-school suspension must serve the suspension in-school under the supervision of faculty. The student remains in isolation at school, receives no play time, and is escorted to the restroom. Assigned classwork must be completed to obtain credit.

Out-of-School Suspension – Students who receive an out-of-school suspension must serve the suspension under the supervision of his/her parents. The student must complete all work assigned by the teacher during the suspension. Parents will be notified of the suspension and the reason for it prior to the suspension. When a student is suspended, he may receive an "F" in each subject missed and may not be given the opportunity to make up the work, including tests given during the suspension. A disciplinary conference will be required before a student returns to school. A behavioral contract will be signed and implemented. Seeing a specialist may be a requirement for continued enrollment. Upon returning to class, students must submit all of the work missed during the suspension including homework. Students do not receive attendance credit for classes missed during suspensions.

Expulsion – The expulsion of a child from a Catholic school is a very serious matter, and this measure is to be used only as a last resort and when every other reasonable means of correction has failed. A written report must be made of every case in which a child is dismissed from school and a copy of this report is to be sent to the superintendent. (Policy #236)

***Note: The principal reserves the right to determine a student's eligibility for registering for the following school year after reviewing the student's discipline record, academic and attendance records, and parental cooperation.**

Conduct Infractions

Conduct infractions are broken into categories. The category in which a certain infraction occurs will determine the consequences that will be issued for the behavior. The repetition of any offense may move the student to the next category in the discipline process. Teachers, in consultation with the principal and/or the assistant principal, may invoke any category or any penalty in the discipline process for any offenses or accumulation of offenses. In an effort to meet the needs of the individual child, the principal and/or the assistant principal, in consultation with the teachers, may use alternate disciplinary procedures if it is deemed necessary and beneficial. The principal is the final recourse in all disciplinary matters and may waive any disciplinary consequence for just cause at his/her discretion.

Category I – These infractions are handled by the individual teacher with documentation on a Disciplinary Report Form. A copy of the form is sent home via the student for the parent signature. Failure to return the form equals an automatic demerit. The second copy is kept on file in the office. After two detentions, a conference will be arranged to create a plan for improvement.

Category I Infractions:

- ✓ Failure to follow a teacher's rules; excessive talking
- ✓ Teasing
- ✓ Chewing gum, eating and/or drinking without permission
- ✓ Uniform violations including writing on self, shoes, clothing, etc.
- ✓ Failure to return notes, letters, disciplinary forms, Wednesday folders, etc.
- ✓ Loitering/playing in restrooms or other inappropriate areas
- ✓ Unprepared for class without books, materials, supplies, etc.
- ✓ Possession of a nuisance item such as, toys, trading cards, electronic game/devices, walkman, CD players, MP3 players, beeping watches, beepers, cell phones, etc. during school hours (**1st offense** – item must be picked up in the school office by a parent; **2nd offense** – item may be picked up at the end of the quarter; **3rd offense** – item may be picked up at the end of the school year)
- ✓ Running
- ✓ Littering
- ✓ Loud talking/noise traveling to destinations during the school day
- ✓ Not following arrival and/or dismissal rules

Category II - These infractions are handled by the individual teacher with documentation on a Disciplinary Report Form. A copy of the form is sent home via the student for the parent signature. Failure to return the form equals an automatic demerit. The second copy is kept on file in the office.

Category II Infractions

- ✓ Severe classroom disruption
- ✓ Lying
- ✓ Bullying and/or severe teasing – No student, parent or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated. This includes cyberbullying.
- ✓ Use of profanity through language or gestures
- ✓ Disrespect of authority
- ✓ Roughhousing or being physically aggressive
- ✓ Violation of acceptable use policy
- ✓ Disrespectful behavior (physical, verbal, non-verbal, or written)
- ✓ Failure to attend a scheduled detention
- ✓ Using cell phones (includes texting), electronic game/devices, walkman, CD players, MP3 players, I-pods, beeping watches, beepers, during the school day

Category III – These offenses are handled by the principal and/or the assistant principal in the absence of the principal with documentation on a Disciplinary Report Form. One infraction will result in any of the following consequences: exclusion, suspension, Saturday School, or expulsion, as deemed necessary by the principal and/or the assistant principal.

Category III Infractions

- ✓ **Forgery**
- ✓ **Cheating** – will also result in a “0” being given on the cheating assignment
- ✓ **Fighting** - A fight is any battery (aggressive or non-consensual touching) where there is a possibility of escape that is not taken.
- ✓ **Refusing to follow the directions of an adult on duty**
- ✓ **Possession of a weapon** - It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows: **DANGEROUS WEAPON** - A dangerous weapon is a firearm (defined in section 921 of Title 18 of the United States Code) or **anything** manifestly designed, made or **adapted for** the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switch blade knife, gravity knife, stiletto, sword, or dagger; or any billy club, blackjack, bludgeon or metal knuckles. **Alabama Code**
- ✓ If a violation occurs, the principal must immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school

shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred should last to the end of the school year. The student may return to his home school at the beginning of the next calendar school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

- ✓ The following steps and procedures will be used when the Weapons Policy of the Archdiocese of Mobile is violated. They shall include, but are not limited to the following:
 - ✓
 - Immediately notify the Superintendent.
 - Contact Parents
 - Suspend child from school immediately pending investigation.
 - Complete an investigation as soon as possible.
 - Discipline student according to Archdiocesan policy
 - Should student be expelled for a firearm (as defined by section 921 of Title 18 of the United States Code) violation, it should be reported to law enforcement.
 - Should student be expelled for a firearm (as defined by section 921 of Title 18 of the United States Code) violation, it should be noted in any school records transferred to any other school.

Possession and/or consumption of tobacco, alcohol, and/or drugs - It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, controlled substances, paraphernalia or any material represented to be an imitation of alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, or controlled substances on school premises, in a school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises, in a school owned vehicle or during any school-sponsored function. Students found using or possessing drugs, tobacco or paraphernalia who arrive at school or any school-sponsored function under the influence of said drugs will be subject to disciplinary actions as outlined in the Board of Education's policies and Regulations, #238

- ✓ **Vandalism** - Parents are responsible for damage to school property inflicted by their children. Financial obligations may be incurred for those students involved in the theft, vandalism, or loss of school property or property belonging to another student.
- ✓ **Stealing**
- ✓ **Violent threats**
- ✓ **Leaving the school grounds without permission**
- ✓ **Possession and/or use of pornographic material**
- ✓ **Any behavior which could potentially and maliciously inflict harm on self or others**
- ✓ **Inappropriate sexual behaviors**
- ✓ **Sexual harassment**

- Please note: Behavior contrary or detrimental to the reputation of St. Vincent de Paul Catholic School, or any other inappropriate conduct, is subject to disciplinary action. The administration of St. Vincent de Paul Catholic School reserves the right to impose consequences for inappropriate behavior of its students that may occur off-campus and outside of school hours. The decision to do so is the sole prerogative of the school. Students who choose behaviors contrary to the prescribed guidelines do so at their own risk, knowing they are freely choosing such action, and will therefore incur the consequences. Behavior that is counter to the teachings of the Catholic Church. That adversely affects the good name and/or reputation of the school and/or brings unfavorable publicity of the school may subject the student to school disciplinary actions, including suspension or expulsion. Examples of such behavior include (but are not limited to) transgressions involving criminal or civil law, harassment, inappropriate remarks directed to or about faculty/staff members, offensive communications, inappropriate use of technology, and/or threatening remarks or actions. Parent cooperation is essential for the welfare of students. If parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

WEAPONS POLICY - CATHOLIC ARCHDIOCESE OF MOBILE

INTRODUCTION

Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

POLICY

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON - A dangerous weapon is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended.

Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
 - Should student be expelled for a firearm violation, it should be reported to law enforcement.
 - Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

Revised September 2014

St. Vincent de Paul Catholic School Bullying Policy

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith.

St. Vincent de Paul Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of St. Vincent de Paul Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

St. Vincent de Paul Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in St. Vincent de Paul Catholic School, educating students, teachers, and parents about the policy must take place annually. Therefore, St. Vincent de Paul Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

Revised October, 2015

Conflict Resolution Procedures

We believe very strongly that discussing concerns directly with the individual(s) involved is the most beneficial way to resolve concerns. All requests for parental conferences with the principal or with a teacher will be deferred until the following conflict resolution steps have been followed.

Inappropriate Behavior Off Campus

St. Vincent de Paul Catholic School reserves the right to impose consequences for inappropriate behavior that takes place campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer or cell phone) may subject the student the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers and school staff, offensive communication and safety threats.

Student Relations

1. Students are encouraged to work with the other students to resolve any conflicts.
2. The teacher in charge of duty or the classroom where the problem has arisen will help the students resolve the conflict.
3. If the parties involved in the conflict or the teacher feels it necessary, the counselor will be asked to mediate the conflict.
4. If the teacher and/or counselor deem it necessary, the parent will be involved in resolving the conflict.

Student/Teacher Relations

1. Students and teachers are encouraged to work together to resolve any conflicts. The student may request the help of the counselor.
2. If the problem persists, either the student or the teacher may request the principal to intervene to help resolve the conflict.
3. If the principal deems it necessary, the counselor may be involved in resolving the conflict.
4. If the teacher, principal, and/or counselor feel it necessary, the parent may be involved to help resolve the conflict.

Parent/Teacher Relations

1. Students (especially in grades 4-8) should be encouraged by their parents to resolve any conflicts directly with the teacher before parents become involved.
2. Parents may request a conference with a teacher to resolve any problems concerning school. The parent must complete and return the request for conference form which is found in the back of the parent-student handbook.
3. If the problem still cannot be resolved after the parent and teacher meet, the principal may be called upon to help mediate the conflict.

Cell Phones

Cell phones may be brought to school, but they must be brought to the school office as soon as students arrive at school and placed in the basket. Cell phones need to be turned off when placed in basket. Cell phones can be retrieved after the last school bell rings for the day. They should not be used before 3:15. Parents may leave messages for their children in the school office during the school day (251-666-8022).

Personal Electronic Device Policy

St. Vincent de Paul Catholic School supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school. We encourage schools to embrace the use of personal electronic devices in their learning environments.

The following provisions regarding personal electronic devices should be made for the safety and well-being of all students.

- All personal electronic devices—eReaders, tablets, iPads—should be placed in airplane mode while on school property. This allows filtering of internet material through the school filtering device.
 - No downloads or purchases should be made on school property. Parents should supervise the downloading of books and other material purchased on the internet.
- The school reserves the right to further limit the use of personal electronic devices to prevent disruption of their learning environments.
- The school will provide a form that must be completed and returned to the school prior to the personal electronic device being brought to school. In this form the school will outline its parameters of use for the devices, its liability policy regarding the devices as well as repair services that will or will not be provided by the school.

The purpose of this policy is to ensure that students are made aware of the rules and to not misuse their devices on school property.

- The school is not responsible for lost or stolen devices, as well as any device that is damaged or broken on or around school grounds
- To ensure there is **no usage of the Internet including 3G service** or any

explicit/inappropriate content downloaded or read by students within the Christ-centered school, including but NOT limited to Twitter, Facebook, MySpace, IM use, Chat Rooms or any other social networking website

Homework

“Homework for young children should help them develop good study habits, foster positive attitudes toward school, and communicate to students the idea that learning takes work at home as well as at school.” (Taken from Classroom Instruction that Works by Robert Marzano)

Homework is an integral part of the school program. It is designed to supplement, complement, and reinforce classroom teaching and learning. Since individual differences cause students to vary greatly, it is impossible to say exactly how much homework is given. However, if a child working without distractions such as radio or television cannot complete the work in a reasonable amount of time, the parent and teacher should meet to discuss the problem. A reasonable amount of time for the average child would be about 10 minutes per grade level, give or take a few minutes either way. In 1st grade, an average child may spend 10 minutes. In 4th grade, an average child may spend 40 minutes, etc.

Types of homework assignments are:

1. Drill and additional practice to strengthen new skills introduced in the classroom
2. Complete unfinished classroom assignments
3. Work on long-term or short-term projects
4. Participate in research activities
5. Extended reading for enjoyment
6. Attend a concert, play, movie or watch a TV special
7. Study material for a test
8. Other assignments as specified by the teacher

Failure to Complete and/or Turn in Homework

Since students are expected to complete homework assignments, failure to do so may alter the student's grades for the term. Parents are encouraged to take an interest in homework assignments in order to detect problems in understanding, but should not feel free to do their child's homework or to excuse a child from doing homework in order that he may attend a party, a ball game, practice, or other extracurricular event. Parents (Grades 3-8) can access the internet grade program (Solutions) to see if work is missing.

Participation in sports and other extracurricular activities is encouraged, but should not interfere with performance at school. These afternoon endeavors cannot be used as excuses for inadequate preparation for class. Parents should strive to balance a child's activities to provide adequate study time as well as time for family and leisure activities.

Homework Detention

A homework detention notification form will be sent home with the student and must be signed by a parent. Students will complete the missing homework assignment(s) during this time or complete other work assigned by the teacher. If time is remaining,

students may be assigned to help with campus cleaning duties, assigned with written packets, or assigned to perform service work. Students are given a homework detention after the warning system detailed below is exhausted. The warning system begins again each quarter.

*Note – If a student gets repeated homework detentions, a homework plan/contract (a document detailing a student’s specific plan for homework completion) will be required in an effort to remedy the undesirable situation.

Traffic

St. Vincent Drive has two-way traffic at all times. A speed limit of 15 miles per hour is in effect on campus at all times.

If the oldest student in your carpool is in preschool through grade 2, you should enter the campus from St. Vincent Drive, take a right at the stop sign behind the church, and take a left between the church and the school. Your child should be dropped off under the overhang by the double doors to the Parish Hall. If the oldest student in your carpool is in grades 3rd-8th, you should enter the campus from Camelot and drop students off in front of the office. The students will follow the sidewalk by the office and enter the school through the double doors for the Parish Hall.

All drivers dropping off or picking up students should get in the traffic line. Please **do not park your car** and walk your child inside or expect your child to walk to your car. If you have official business in the school office, please park correctly in the parking spaces provided and walk into the school.

Teachers will be on duty beginning at 7:30 a.m. to assist with morning traffic. Teachers will also be on duty from 3:00-3:15 p.m. to assist with dismissal. Please obey all of the directions given to you by the teachers during morning or afternoon traffic duty. The teachers are on duty to keep the students safe. Please do not “conference” with teachers during morning or afternoon carpool times. This creates traffic problems for other parents in line. **Please do not talk on your cell phone while in car pool line.**

For the safety of your child on campus, there will be no passing of cars stopped in the morning or afternoon traffic line. **No driver should leave his/her car unattended while in the traffic line.**

Before and After School Care

Before school care begins every school morning at 6:00 a.m. at the Day Care building on Three Notch Road. After school care is held in the Parish Hall and begins at 3:15 p.m. and ends at 6:00 p.m. Additional charges apply for before and after school care. If a student is not picked up by 3:15 p.m., the student will be required to be signed into after school care, and the parent will incur after school care charges. Parents assume risk and responsibility for their child’s well-being and liability for their child’s actions if they are dropped off before or after the school’s appointed times for supervision. On half days, After School Care is provided. Parents must furnish lunches for their children on those days.

Attendance Guidelines for Catholic Schools in the Archdiocese of Mobile

Parents should make every effort to have their students arrive on time for school and remain for the full day. For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. **Any student with a fever or vomiting/diarrhea must be free of these symptoms for 24 hours before returning to school.** Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged. For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for:

1. Illness
2. Death in the immediate family
3. Emergency conditions as determined by the principal
4. Out of town trips with prior consent of the principal

Students are allowed up to but not exceeding 10 excused absences for the school year.

Should a student exceed a total of 10 excused/unexcused absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed absences.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal.

Should a student exceed a total of 20 excused/unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, a student who exceeds 20 absences may be retained in the current grade or to be placed rather than promoted to the next grade. The Office of Catholic Schools will be notified of all students who exceed 20 absences.

Arrangements for make-up work for absences will be determined at the local school level.

Tardy/Early Dismissal Guidelines

Arrival and dismissal times for school should be determined at the local school level. Every 10 tardy/early dismissals, will convert to one absence. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and an administrative team, as determined by the principal. In addition, the local truancy authorities may be notified.

Additional Attendance Guidelines for St. Vincent

If a student has an excused absence, he/she has a reasonable period of time to make up all missing assignments. It is the responsibility of the student/parent to find out what work was missed and for making up that work by the time agreed upon by the teacher. If assignments are not made up, grades or achievement levels may be affected. Parents may call the office and make arrangements for picking up absent students' homework. Please do not expect this homework to be ready before the end of the school day.

Family vacations during the school year are **strongly discouraged**. Please do not ask teachers to provide several days worth of assignments before they are covered in class. Teachers will not provide the student with assignments before the assignments are covered in class. Valuable class instruction is missed, including class discussions which cannot be replicated, when students are absent.

Additional Tardy and Early Dismissal Guidelines for St. Vincent

Official school hours are 7:45 a.m. until 3:00 p.m. Students are considered tardy after the 7:50 a.m. bell rings. A student who is tardy should report to the office to get a tardy slip and should present a note of explanation from his/her parent to the office. Parents are responsible for making sure their children are on time. Likewise, a student is responsible for finding out what work was missed and for making up that work by the time agreed upon with the teacher.

- **Early dismissal** is granted only upon written request from the parent. The reason for dismissal and time of dismissal must be stated in the note. Once the child comes to school, he or she is not allowed to leave without this permission. Before children are picked up early from school, parents must report to the office to sign the child out. Only the individuals listed on your family medical card filed in the office will be allowed to sign-out students in the office for early dismissals. If you send any other person to pick-up your child, you will need to contact the office with that information. The school reserves the right to request to see an individual's identification before releasing a student into his/her care.
- **Emergency dismissal** is in effect in the event of severe weather (snow, hurricane, extreme cold, icy roads, etc.). Announcements will be made on local radio stations as to the closing of school. Please do not call the school office for this information, as those lines need to remain open for calls from the Archdiocesan School Office.
- **Rainy Day dismissal** – Students will be asked to wait for their rides in the Parish Hall and teachers will call students as rides arrive. **In extreme weather conditions**, you will be asked to park your car and come inside of the school to get your children from their classrooms.

Communications, Messages

Only vital telephone messages will be delivered to students during class. Students may use the office telephone only in cases of emergency. Forgotten items are not an emergency. Should it become necessary for the parents to bring an item such as a lunch to school, it should be brought to the office with the child's name and grade clearly marked on it. No one is to deliver such items directly to the classrooms as this causes an unnecessary disturbance and interruption of instruction. No one is to interrupt classes for any reason, i. e. homework, book bags, and lunches. All this is handled through the office.

It is recommended that students should not bring cell phones to school. A phone in the school office is available to students should they need to call home in case of emergency. If a student needs a cell phone after school, the student should bring the cell phone to the office before school begins and place it in the basket provided. The cell phone should stay there through the school day and should be retrieved when the school day is over. The cell phone should be turned off while it is in the basket.

Notes are required from parents:

1. after every absence
2. to request an early or special dismissal
3. to explain tardiness
4. to excuse a child from physical education
5. to explain a child being out of uniform

Social Networking/Communication

All faculty, staff, and school employees are expected to maintain a professional relationship with their students. School personnel may not engage in cyber networking with children. We work hard to establish boundaries where minors and adults are not properly "friends". School employees will not accept students or any minors (under 18 or students who have not graduated from high school) who are associated with the school in their circles of friends on Facebook, Twitter, My Space, email, chat forums, blogs, texting, or other personal communication tools. These boundaries are maintained under the Safe Environment policy. Students should not be offended if their teachers do not accept these forms of communications from them. Please do not put teachers/staff in uncomfortable positions by allowing students to solicit friendships in this fashion. The school does have a Facebook page that anyone can access. Please be respectful of the privacy of others when posting pictures and information on a personal account. It is always best to contact other people who might be affected by personal information or photographs of their family that would be published. Remember that the safety of the students is what is best. As always, parent communication with teachers, faculty, and office staff is not only acceptable, but also necessary in any form that is accessible to both parties.

Invitations/Special Occasions

Birthday invitations, or invitations for any occasion, may not be distributed anywhere at school unless there is one for every child in the class or one for all the

boys/all the girls. Parents who desire to send treats for the class for a special occasion must first contact the teacher for permission.

Uniform and Grooming

The complete school uniform is the only acceptable attire for all students in grades PK-8. The purpose of the school uniform is to exhibit pride in one's self and in St. Vincent de Paul School. The complete uniform, including the proper socks and shoes, is to be worn the entire school year. Students are expected to enter the school building wearing the proper school attire, with shirts tucked in, shoes tied, etc. and to remain in uniform until they are off campus, at the end of the school day. If there is ever an occasional reason for being out of uniform, a note from the parent stating the reason and the date must be approved by the principal. A maximum of one week will be allowed to replace or repair uniforms.

Boys Uniform

- Navy blue uniform pants or shorts, K4 – Grade 5
- Navy blue uniform slacks, Grade 6-8 (NO SHORTS for Boys in Grades 6-8)
- White button down oxford shirt with SVS logo, green polo, or gray polo shirt with SVS logo. White shirt is required for Church.
- Plain black leather lace-up athletic shoe with black gum sole may be worn by boys in grades PK-8. No logos or ornamentation – New Balance are recommended.
- All-Black leather nubuck oxford shoes without ornamentation may be worn by boys in grades 6-8 (lace-up), like Bass Webster style
- Navy fleece or navy sweatshirt with school logo
- White mid-calf athletic socks only; no ankle socks or blow ankle socks allowed
- Plain black belt; preschool and kindergarten boys do not need to wear belts.
- Black gym shorts and blue T-shirt required for PE in grades 5-8 only. Both have school logo. They must be purchased at Katbee's. Athletic shoes for PE, running style and socks are to be worn for students in Grades 5-8.
- T-shirts worn under uniform shirts must be solid white without writing, logos, or markings of any kind.

Girls Uniform:

- Plaid knee-length jumper, grades PK – 4th to be worn with white peter pan collared blouse
- Plaid skort, grades PK – 4th , to be worn with gray puffed sleeve polo or gray or green polo with school logo
- Plaid knee-length skirt, grades 5 – 8, with green or gray polo or white button down oxford blouse with school logo
- Navy uniform walking shorts or pants with black belt if belt loops are on item
- White blouse, Peter Pan collar in grades PK – 4th to be worn with the jumper. If girls wear pants or shorts, **the green or gray uniform polo shirt with the SVS logo must be worn with the pants/shorts.** * Please note the white blouse should be worn on all church days.

- Girls in grades 5-8 must wear the white oxford shirt with school logo for Church days. On days other than church days, the green or gray uniform polo shirt with SVS logo may be worn.
- Girls may wear black leather lace-up athletic shoes with gum soles, plain without ornamentation or logo (New Balance recommended)
- Girls in PK – Grade 2 may wear black t-strap shoes with dark soles.
- Grades 3-8 girls may wear black/white saddle oxfords.
- **White mid-calf athletic socks only**; no ankle socks or no-shows are allowed.
- White, black or navy tights may be worn with white mid-calf athletic socks in cold weather.
- Navy sweatshirt or navy fleece with school logo
- Navy gym shorts to be worn under skirts and jumpers
- Black gym shorts and blue T-shirt required for PE in grades 5–8 only. Both have school logo. They must be purchased at Katbee’s. Athletic shoes for PE, running style, and socks are needed for students in Grades 5-8
- T-shirts worn under blouses must be solid white without writing, logos, or markings of any kind.

Our official uniform company is:
Sunshine Uniforms
Picadilly Square Shops
6347-D Airport Blvd
345-7776

The uniform fleece and sweatshirt with the school logo are the only acceptable outer garments that may be worn in the classroom or on field trips. On days when heavier jackets are needed in addition to the official outerwear, they may be worn to school but not in the classroom, cafeteria, or church. These garments should be clearly marked with the student’s name.

Athletic shoes, other than plain black without any logo or ornamentation, are not acceptable for school wear except when changing for physical education in Grades 5-8. When school shoes are being repaired, a note must be presented to the principal for approval.

For days when the students are out of uniform, there is also an appropriate dress code that must be followed. Shorts will be allowed during the warm weather option **ONLY** if the shorts are walking length. The length should be no shorter than the length of the student’s out-stretched arm with fingers extended. If students abuse this rule, they risk losing this privilege. **Absolutely no shoes/sandals should be worn without socks**, no chains, no makeup, no fingernail polish, no baseball caps, no clothing with inappropriate messages written on them that do not comply with our Christian teachings (such as Confederate flags, Confederate symbols, etc.), no bare midriffs, no tank tops, no blouses with spaghetti straps, no shoes with wheels, no caps, no sunglasses, no fingernail polish. School “Spirit” shirts are a good choice for out of uniform wear. The school reserves the right to determine what is appropriate.

Personal Appearance

Students' hair should be clean, conservatively styled, neatly trimmed to a reasonable length. Faddish, extreme or exotic hairstyles, including hair coloring, are not appropriate for school and may cause a distraction. Facial hair such as long sideburns, mustaches or beards is not appropriate with the conservative image we have for our students. The school reserves the right to make proper determinations in this area and to require action when deemed necessary. The following diagram illustrates the proper hair regulations for male students:

- A. Hair should clearly not extend below the eyebrows on the forehead when it is combed or brushed down.
- B. Hair/sideburns should not extend below the middle of the ear when it is combed down.
- C. Hair should not extend below the top of the collar of the uniform shirt when it is combed down.

Students are not permitted to wear makeup or artificial fingernails to school. Girls will be limited to wearing only jewelry appropriate to the uniform, i.e. one pair of stud earrings, religious medal necklace, one ring on each hand and a watch. Boys may not wear earrings. Visible tattoos are not allowed. Cartilage piercings are not allowed. Shorts/under clothing should not be visibly hanging out from under a child's uniform.

School Lunch Program

St. Vincent's cafeteria participates in the government federally funded USDA lunch program. Hot lunches are served at a cost of \$3.00. Extra entrees cost an additional \$1.00. Free and reduced lunches are available to those who qualify. Every child is required to eat a lunch in the cafeteria during the scheduled period. If a child should forget his/her lunch or his/her money, the child will charge in the school office and must **repay the next day**. **No fast food items should be brought in for lunch**. If leftovers are sent from a fast food establishment, items must be re-packed and sent in brown bag or lunch box. Parents should not send carbonated drinks or bring carbonated drinks to school.

For the convenience of parents, lunches may be paid for by the day, by the week or by the month. Kindly place a check or exact amount of money in an envelope on Monday of each week **for each child separately**. Charging must be done through the office with repayment the next day in the office. In the event that charging becomes

excessive, students may be asked to call home and have the parents make arrangements for the children's lunches. Charging is a privilege not to be abused.

Parents are welcome to eat lunch periodically with their children. Please notify the school office when you plan on joining us so that numbers can be sent to the cafeteria for planning purposes.

Guidelines for Students in the Cafeteria

- Noise—loud noise of any kind has no place in the cafeteria during lunchtime.
- Food—all food must be eaten in the cafeteria. No food or drink is allowed on the playground.
- Lunch Line—each class has an appointed time for the cafeteria. Students enter in a quiet, single line.
- Exiting Cafeteria—students are expected to leave the cafeteria clean and in good order.
- No bottled or canned carbonated drinks are allowed.

School Services

■ **Beverages:** Juice, milk, juice bars, ice cream, chips, etc., are available at morning recess for grades PK-8. Extra milk or juice may be purchased at lunch. Exact moneys are needed at the beginning of the school day.

■ **Health:** All students **must** have a current Alabama immunization certificate or an Exemption Certificate on file before they can be admitted to school. (Alabama State Law) A health record is kept on file for each student. This record contains information about allergies and other health problems. The parent should update it when necessary. If your child has a specific medical problem, the parent is to notify the school office in writing. If it is temporary, the office must be informed in writing when the problem is resolved.

■ **Illness:** If your child becomes ill, you will be called to pick up your child. Keep the school current with any changes in home telephone number, work telephone number, beeper number, or cell phone number. Please make sure that the office always has a current emergency telephone number on file. We make every attempt to contact the parents when a child becomes ill at school. However, there are occasions when this is not possible. When parents cannot be reached, the emergency notification number is used to try to locate the parents or to find someone to care for the child until the parents can be reached. Also, when parents are out of town, and a third party is caring for their children, the necessary names and telephone numbers should be given to the school.

When children do not feel well in the morning, please keep them at home. While it is admirable that they would want to “try to make it through the day,” they may only be infecting others. Children who have had fever should be kept at home for 24 hours after the temperature has returned to normal.

If a child has head lice, the parent should report it to the school office and be treated at home immediately. Before the student may return to school, there should be no evidence of eggs still attached to the hair follicle.

If your child is suspected of having “pink eye”, the parent must take the child to the doctor to determine if “pink eye” is present and to get a prescription for it.

■ **Medication:** St. Vincent de Paul Catholic School does not have a registered nurse on duty to dispense medication. School personnel may give no medical care. Only prescription medication that specifies to be given during school hours can be administered at school. Students taking prescription drugs should leave these in the original prescription bottle in the office. The prescription bottle must be marked clearly with the child’s name, the doctor prescribing the medication, and directions for the administration. Parents must also send a note asking the school to dispense the medication. A medication permission form is found in the back of the handbook for your convenience. The school assumes no responsibility for problems arising from dispensing medication at a parent’s/doctor’s request. Band-aids may be applied to student wounds as needed. Please let the school know if your child has latex allergies so that latex-free band-aids may be applied.

■ **Lost and Found:** Should a student lose or find something, the school office is designated as the place for claiming, reporting, and depositing such articles. A box in the Parish Hall holds unclaimed clothing items. Parents should encourage their children to bring sweaters, rain gear, etc., home every day to prevent such losses. All items of clothing should be clearly marked with the child’s name. Any item found **without** a name is non-returnable and is placed in the Lost and Found box to be claimed. After a determined length of time, items in the Lost and Found box are donated to Goodwill or Catholic Social Services.

■ **Textbooks:** New textbooks should be purchased from MBSDirect (online). The procedure is outlined in a brochure given to parents in the May folders. Used books and uniforms are usually swapped or sold at the end of the school year. Individual arrangements are sometimes made between families.

Student Programs

Extra-curricular activities function according to student interest and available moderators. Students involved must exhibit good conduct as well as acceptable grades and effort. CYO coaches and club moderators work with to ensure that the academic requirements are met before the extra-curricular activities are held.

- ▶ **Student Government**—This is an organization representing all grades instituted to promote leadership and to organize and sponsor school events.
- ▶ **Altar Servers**—Requirements are good conduct, desire to serve, willingness to learn procedures and attendance at meetings and practice, and dependability in attending scheduled Masses.
- ▶ **Athletics**—Boys may participate in St. Vincent’s Parish CYO soccer, football and basketball. Girls may participate in St. Vincent’s Parish CYO volleyball, soccer, and basketball. If not enough students sign up for a specific sport, the school will help find another school team for sign-up.
- ▶ **Rainbows** - Rainbows is an addition to our curriculum and is a support group for students, PK-8, who are living in single parent families, stepfamilies, or families

that are going through painful transitions, such as a death of an immediate family member.

- ▶ **Robotics** – BEST Robotics Competition is a program which is designed to boost engineering, science, and technology for students in Grade 5-8. Students, parents, and mentors work on building a robot, creating a technical notebook, putting together a display center and delivering an oral presentation. This is done in the evenings and on Saturdays. This competition takes place in the fall of the year.
- ▶ **National Junior Honor Society** – Students in grades 6-8 are eligible for membership in NJHS if they meet the criteria set by the national organization. Once a student is inducted into NJHS, strict criteria is required. A student who does not meet this criteria will be removed from the NJHS. The NJHS meets monthly and participates in various charitable and service events.

Parent Programs—School Volunteers

Our school requires volunteers in order to function. It is essential that all families are involved. A volunteer form will be sent to you at the beginning of the school year which lists all current school needs. All volunteers are required to be certified through the Office of Child Protection each year. The first year of volunteering, the volunteer is required to take a class, offered on the 4th Wednesday of each month, at ST. Dominic's Parish, at 7:00 pm. After the first year, the volunteer can be re-certified by going online to the Office of Child Protection, reading the articles provided, and taking the test.

Ongoing volunteer opportunities include:

- ① **P.T.O.**: The P.T.O. is a service organization formed to assist teachers, involve parents, and improve the school through active participation of all families. The P.T.O keeps the spirit of our school alive with active communication between parents, faculty, and administration. It provides support to the students, parents, teachers, and administration of St. Vincent de Paul. Fund raising and recreational activities are sponsored by the P.T.O. Parents assist the principal in school fund raising activities. There are so many opportunities to get involved. Please contact your P.T.O Executive Committee to see what you can do for your school!
- ① **Room Parents**: Room parents are volunteers assigned to each homeroom. They may be asked to help with class parties, school receptions, field trips, weekend workdays, and other activities. Please let the PTO or school office know if you are interested in acting as a room parent for your child's homeroom.
- ① **Library Assistant**: Library assistants are volunteers who help the Librarian with book check-out, re-shelving of books, and story telling. Please let the school office know if you are interested in helping in the Library.

School Visitation Policy

Every effort is made to insure that students receive a quality education in a safe and distraction free environment. The validation of school visitors is necessary to protect the safety of students, to protect privacy and confidentiality rights of students, and to protect uninterrupted, quality teaching time. Parents are welcome to make classroom visits, have lunch with their children, and attend all special school activities held during school hours as long as they follow the correct procedure.

Anyone visiting the St. Vincent campus must sign in at the front office and receive a visitor's pass. Visitors without a pass will be escorted to his/her destination. Former students or siblings visiting during school hours must be under supervision at all times. Former students serving as volunteers must have permission from the principal to be on campus and must be under the direct supervision of an adult while on campus. Non-enrolled students or children may not be in the classroom during instruction or assessment.

We ask that all families be understanding of our responsibility to protect our students in every way possible. Therefore we have a system of monitoring the presence of visitors to our campus. Parents, visitors, and volunteers must obtain permission to enter classroom and playground areas of the facility, by signing in at the school office during the school day. A visitor's nametag will be issued and worn at all times while on campus. Name badges must be worn clearly visible on your clothing at all times while in the hallways. Please refrain from standing in the classroom hallways or outside the classroom doors and office. This can be distracting to the school routine. Visitors to the classrooms must have a prearranged appointment with the teacher and visitors should not be in the classroom during instructional time unless serving as a classroom volunteer or prearranged educational observer.

Parents are always welcome to visit. Please make arrangements with the classroom teacher ahead of time. All visitors who enter the school for any reason must go the office and state the reason for their visit. Each visitor must sign in with the school secretary and wear a visitor's badge. All visitors must sign out when leaving the building. **No parent, or other visitor, is permitted to go directly to the classroom without speaking first with the school secretary - even if an appointment has been prearranged.** Failure to observe these regulations may result in asking said adult(s) to leave the school grounds. All those who enter the school are asked to remove sunglasses and hats and quiet cell phones.

Lunch Visitors

1. Visitors wishing to eat lunch should call ahead to the school office to provide adequate preparation by the cafeteria and to obtain the correct time at which lunch is served.
2. Lunch prices for visitors are available upon request and are subject to yearly price increases.

Participation in Special School Activities

Visitors should report to the office for sign-in for a visitor's badge and then to the area on campus where the activity is to be held. Visitors should remain in the area on campus where the activity is to be held

Crisis Management Plan

St. Vincent de Paul Catholic School has developed a Crisis Management Plan in accordance with the policies of the Archdiocese of Mobile. The administration, faculty, and staff have been trained in the implementation of this plan.

Child Abuse Reporting

The Faculty and staff of St. Vincent de Paul Catholic School comply with the child abuse or neglect reporting laws of the State of Alabama. Reporting procedures established by the Mobile Archdiocese is followed when making reports to the Department of Human Resources.

Counseling Services

School counseling services are available at St. Vincent de Paul Catholic School. Students and faculty may see the counselor on an as needed basis. The School Counselor also provides classroom services and follows the Mobile Archdiocesan School Counseling Curriculum.

Psychological Testing

If psychological testing is deemed necessary for your child, the Office of Catholic School and Mobile County Public School System provide this service. Please contact the Principal to make arrangements for this service.

Title I Services

St. Vincent de Paul Catholic School is a Title I school. Through this federally funded program, a Resource teacher is assigned to the school to work with those students who are working below average in Reading or Math. Students assigned to this program must meet the criteria set by Title I.

St. Vincent de Paul Catholic School Wellness Policy

St. Vincent de Paul Catholic School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To comply with this policy, St. Vincent de Paul Catholic School adopts the following goals:

1. St. Vincent de Paul Catholic School's Nutrition Program complies with federal, state and local requirements. St. Vincent de Paul School's Child Nutrition Program is accessible to all students.
2. All St. Vincent School's school-based activities are consistent with the local wellness policy goals.
3. St. Vincent de Paul Catholic School will provide nutrition education that is appropriate for students and reflects students' cultures. Nutrition education will be integrated into students' curriculum to teach and foster life-long healthy eating. Nutrition classes will be conducted once a month under the supervision of the Certified Physical Education teacher in conjunction with the Cafeteria Director, and a Licensed Dietitian.

4. St. Vincent de Paul Catholic School will provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short- and long-term benefits of a physically active and healthful lifestyle.
5. All foods and beverages provided to students during the school day will be consistent with the Current Dietary Guidelines for America. *See St. Vincent de Paul Catholic School Dietary Guidelines.
6. St. Vincent de Paul Catholic School will provide a safe, comfortable, pleasing school environment that allows ample time and space for eating meals. Food and/or physical activity will not be used as a reward or punishment.
7. Students may not be denied a meal, or part withheld, as a form of punishment.
8. The Wellness Committee is comprised of Parent(s), Child Nutrition Staff, and School Advisory Board member, School Administration, Physical Ed. Teacher and Health Professional(s) (Licensed Dietitian). Our committee will be meeting in the fall and spring of each school year.

St. Vincent de Paul Catholic School Wellness Policy Guidelines Nutrition/Nutrition Education Goals

Nutrition topics are included in the Alabama Courses of study for science, health and family/consumer sciences. These will be taught in the classroom, in an interactive manner, promoting skills students need to adopt healthy eating behaviors. Where possible, teachers will integrate nutrition education into the other curriculums at all grade levels. The subjects of math, science, social studies, language arts and art all include concepts that can be taught while reinforcing good nutrition. Examples include graphing number of fruits and vegetables eaten in a day, week or month; using fractions with food recipes; journal recordings of food advertisements; planting and taking care of school gardens.

The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program. Preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program specific activities and instructional techniques and strategies designed to promote healthy eating habits.

Nutrition education information will be reviewed by a qualified nutrition professional who is specialized in school-base nutrition.

The school cafeteria serves as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom.

Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community through our website.

St. Vincent de Paul Catholic School will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

Students will be encouraged to start each day with a healthy breakfast.

As required by the State Board of Education's July 12, 2005 resolution, all school staff will attend a minimum of one teacher in-service per year focused on nutrition and physical activity. The goal of these trainings will be to give teachers skills for interactive learning strategies for instruction; help teachers assess and improve their own eating practices; and reinforce their importance as role models to students.

The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.

Lunch periods are scheduled as near the middle of the school day as possible.

Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.

Dining areas are attractive and have enough space for seating all students.

Drinking water is available for students at meals.

Food will not be used as a reward or a punishment for student behaviors

The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

The school will strive to increase participation in the available federal Child Nutrition programs (e.g. school lunch and school breakfast).

St. Vincent de Paul Catholic School will employ a food service director, who is properly qualified, certified and/or credentialed according to current Federal and State professional standards to administer the school food service program and satisfy reporting requirements.

All Child Nutrition Programs staff will have earned a high school diploma or G.E.D. certification.

All food service personnel shall have adequate pre-service training in food service operations including training on Hazard Analysis Critical Control Points (HACCP).

A child's need for nutrients does not end when school does. Therefore, it is encouraged that CNP assist with operating a summer food service program for children and adolescents who are eligible for federal program support.

Guidelines for reimbursable school meals shall be according to and not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C 1758(f)(1), 1766(a)(0), as those regulations apply to schools and those regulations established by the Alabama State Board of Education.

All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

For the safety and security of the food and facility access to the food service operations are limited to Child Nutrition staff and authorized personnel. For further guidance see the US Department of Agriculture food security guidelines.

St. Vincent de Paul Catholic School Dietary Guidelines

Students' lifelong eating habits are greatly influenced by the types of foods and beverages made available in their daily environment. St. Vincent de Paul Catholic School has established the following guidelines for all foods and beverages sold or served to students during the school day (School day is defined as the time a student arrives on a campus until the end of the last scheduled class.):

1. Beverages in School

Elementary School/Middle School: An Elementary School is defined as a school where the majority of students are in grades Pre-K through 5. A Middle School is defined as a school where the majority of the students are in grades 6 through 8. No carbonated soft drinks shall be available for sale to students at any time during the school day. No item considered to be in the category of carbonated soft drinks may be provided free of charge to students. No food or beverage item that has high fructose corn syrup or sugar listed as the first ingredient may be made available during the school day. No other competing food/beverage sales are to be available to students during meal service time. Items that may be sold include non-carbonated flavored and unflavored water, 100% fruit juices, and milk. Juice may not exceed 15 calories per ounce. Juice sizes should not exceed 10 ounces.

2. Foods of Minimal Nutritional Value in St. Vincent de Paul Catholic School

In addition to the restrictions regarding the sale of carbonated beverages listed above, no one on the school campus may provide access to "for sale" or "free" foods and beverages of minimal nutritional value as identified under USDA regulations 7CFR

210 Appendix B, Categories of Foods of Minimal Nutritional Value until after the end of the last scheduled class. These classifications are as follows:

- Water ices, including frozen sickles, ices and slushes, except those ices containing fruit juice.
- Chewing gum, flavored or unflavored from natural or synthetic sources
- Certain candies, processed predominately from sugar or corn syrup sweeteners or artificial sweeteners combined with a variety of ingredients including but not limited to:
 - Hard candies, sour balls, fruit balls, candy sticks, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops
 - Jellies and gums, such as gumdrops, jelly beans, jellied and flavored fruit slices
 - Marshmallow candies or other aerated sugar, corn syrup, or invert sugar confections
 - Fondants, such as candy corn, and soft mints
 - Licorice
 - Spun candy, cotton candy
 - Candy coated popcorn

3. Food Items and Beverages Sold Through School Store at St. Vincent de Paul Catholic School

St. Vincent de Paul Catholic School shall review its offerings of foods in the school store and develop a plan for phasing out low nutritive foods. All schools shall develop a plan to replace those foods with high nutritive foods. St. Vincent will develop a plan with the guidance of the superintendent or his/her designee that allows for input by students, teachers, and parents. Foods and beverages approved by the local committee shall not be in conflict with the state board policies. The guidelines for school stores are listed below.

Snack items sold or provided are to follow the guidelines listed below: In single servings, these snack foods are:

- Low or moderate in fat (10% or less Daily value of total fat)
- Have less than 30 grams carbohydrate (10% or less Daily Value of total CHO)
- Have less than 360 milligrams sodium
- Contain 5% Daily Value (DV) or more (10% is healthiest) of at least one: Vitamin A, Vitamin C, iron, calcium, or fiber (5% daily value)

Additionally, the portion sizes shall follow these requirements.

- Chips, (baked or containing no more than 3 to 7.5 grams of fat per bag), crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, and pretzels. Not to exceed 1 and ¼ ounces.
- Low-fat cookies/cereal bars. Not to exceed 1 and 1/3 ounces

- Low-fat bakery items (examples; pastries and muffins). Many low fat items replace the fat with sugar. Check the label for carbohydrate content. Not to exceed 2 ounces.
- Frozen dairy desserts, such as low fat ice cream, and pudding “Jello” fruit bowls, 4 oz maximum
- Yogurt, (low fat) less than 30 grams total carbohydrate, 8 oz. maximum
- Reduced fat milk (1 percent or less), flavored and unflavored. Flavored milks may contain no more than 30 grams total sugar per 8 ounce serving. Not to exceed 16 ounces.
- Beverages should include water in any size container. Other beverages may include sports drinks (12 ounces or less), 100% fruit juice (12 ounces or less), and low sugar fruit smoothies (12 ounces), and (1) percent or less fat milk as stated above (16 ounces). 12 ounces except as noted.

4. School Fundraisers in All Schools

All fundraising activities that involve the selling of food during school hours or as students gather on the school campus before school begins or as students wait on transportation or otherwise exit the school campus following school dismissal should reinforce food choices that promote good health. Sales during school hours shall not include those foods listed above as Foods of Minimal Nutritional Value or exceed those portion sizes identifies as allowable. This also means that all events outside the school day are not affected by this requirement and that booster clubs, etc., are free to select items for sale for specific fundraising and concession sales as long as the activity does not conflict with this position.

We are a SMOKE FREE CAMPUS.

Handbook Changes

St. Vincent de Paul Catholic School administration reserves the right to alter, amend, modify, change, or terminate any of the policies in this handbook after providing students and parents notification of the change. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice of changes.

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Highlights of Calendar Events 2015-2016

*Please note some calendar events may change during the course of the year. Please continue to check the monthly calendar sent home to you in the Wednesday envelopes for the most recent calendar dates.

<p style="text-align: center;">August</p> <p>8/16 -SVS “Move-in” Day from 12:00 – 2:00 p.m. 8/17 – School begins – Noon dismissal 8/25 – SVS Open House/PTO Meeting – 6:30 p.m.</p>	<p style="text-align: center;">September</p> <p>9/7 – Labor Day – No Classes 9/12 – Robotics Kickoff at Davidson HS 9/15 - School Pictures taken 9/12 – Robotics Kickoff 9/22 – PTO Meeting 6:30 p.m.; Kickoff for Fundraiser 9/23 – Progress Notes go home</p>
<p style="text-align: center;">October</p> <p>10/16 First quarter ends 10/17– PTO Fall Festival 6:00 p.m 10/22– Report card conferences 3:30-6:30 10/23 – Noon Dismissal 10/24 – Robotics Game Day at Mitchell Center 10/30 – Faculty In-Service; No Classes</p>	<p style="text-align: center;">November</p> <p>11/1 – All Saints Day 11/2-11/6 – Scholastic Book Sale 11/3 – PTO Meeting 6:30 p.m. 11/18 – Progress Notes sent home 11/25 11/26, 11/27– Thanksgiving Holidays – No Classes</p>
<p style="text-align: center;">December</p> <p>12/1, 12/2,12/3 – Santa’s Secret Shop 12/9 – Christmas Program 6:30, OLL 12/12 Breakfast with Santa 8:00-10:00 12/18– Second quarter ends; Noon Dismissal 12/19-134 – Christmas holidays; No Classes</p>	<p style="text-align: center;">January</p> <p>1/4 – School resumes 1/7 - Report card conferences 3:30-6:30 1/8 – Noon Dismissal 1/18 – Martin Luther King, Jr., Holiday – No Classes 1/26 – PTO Meeting 6:30</p>
<p style="text-align: center;">February</p> <p>2/4 – Spelling Bee 3:30 St. Pius X 2/8 -2/9 – Mardi Gras; No Classes 2/10 – Ash Wednesday 2/15 – Presidents’ Day; No Classes 2/17 – Progress Notes sent home</p>	<p style="text-align: center;">March</p> <p>3/8 – Spring Pictures taken (out of uniform) 3/11 – Third quarter ends 3/19 – Easter Eggstravaganza 8:00-10:00 3/23 – Report cards sent home 3/24 – Holy Thursday; Living Stations 3/25-4/3 – Easter Break; No Classes</p>
<p style="text-align: center;">April</p> <p>4/6 – 4/22 – ITBS Testing 4/20 – Progress Notes sent home 4/30 Friendship Day for Grade 2</p>	<p style="text-align: center;">May</p> <p>5/6 – PTO Meeting 6:30 p.m. 5/25 – 8th Grade Graduation 6:00 5/26 – Used Uniform & Book Sale 3:30-6:30 p.m. 5/27– Last Day of School; 10:00 dismissal; 4th quarter ends; report cards will be mailed home</p>

*Please note that lunch will not be served on half days of school. If your child attends after school care, you will need to pack him/her a lunch.

St. Vincent de Paul Catholic School Parental Agreement

As a parent or guardian of a student enrolled in St. Vincent, I have read and discussed the contents of the St. Vincent handbook with my child concerning policies and rules governing the students of this school. I intend to support these policies and rules in an endeavor to encourage the students of St. Vincent to strive for excellence.

I understand my responsibilities for my child's education, and I agree to encourage the academic excellence of St. Vincent by reviewing all papers brought home by my child, signing and returning promptly all school related papers which require a parental response, maintaining mutual responsibility with my child for arriving and leaving school promptly, providing a suitable time and place for homework, ensuring that homework is completed, and helping my child to understand his/her responsibility for his/her education. By doing my part, I will help my child receive the best possible education.

I also intend to cooperate and work with the faculty and administration of St. Vincent in a positive manner. I understand that if a concern should arise with a teacher or class, I am to discuss the situation with the teacher first. If an agreement cannot be reached or if I have further concerns, I am then to discuss the situation with the principal.

As a member of the St. Vincent Community, I realize that I play a vital role in the overall success of our school. I understand and fully accept my responsibility to support and participate in school events. I further understand my responsibility for acting on recommendations provided by the teachers and principal of St. Vincent. These recommendations may be for testing, counseling, medical examinations, tutoring, structured study periods at home, etc. Teachers work with the individual needs of students and rely on the experts (psychometrists, doctors, counselors, etc.) to assist them in understanding individual needs when necessary.

We are a team: parent, teacher, student, and administration. We must all strive to work together for the good of the children. It is through respect, mutual support, and communication that our children will attain their fullest potential.

By signing this agreement, I am making a personal commitment to St. Vincent de Paul Catholic School to support the teachers, staff, and administration, and to do all that I can to meet the goals and challenges stated in this agreement.

Parent's signature and date

Names and grades of all students attending St. Vincent

****Please sign and return to the office no later than the second week of school.****

St. Vincent de Paul Catholic School

Computer, Network and Internet

St. Vincent de Paul Catholic School is pleased to offer students a computer network designed to provide access to instructional software and the Internet. These opportunities are being provided to enhance the delivery of the educational program. To access the network and the Internet, all students must comply with the guidelines as set forth in the St. Vincent School's Acceptable Use Policy.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature, and school rules for behavior and communications apply.

By signing below the user acknowledges his/her responsibility and agrees to abide by our Acceptable Use Policy. Violation of these guidelines will be cause to terminate a user's privilege and could result in disciplinary consequences.

The system administrator will use the Acceptable Use Policy to determine what constitutes inappropriate use.

Remember your password.

Deleting files without teacher permission is not allowed.

Respect all school computer equipment (hardware and software).

Be sure to document the source of your information, cite all references, giving credit to the creator/author.

Do alert the teacher if you encounter anything suspicious on the Internet.

You must check with a teacher before downloading. Downloading games is not permitted.

Always act in a considerate and responsible manner on the computer network.

Violating copyright laws is not allowed.

Be polite; use appropriate language.

Using another's password is not allowed.

Trespassing in another's folders, work or files is not allowed.

Intentionally wasting limited resources is not allowed.

You may not load any software on school computers.

Computer network resources are to be used solely for academic purposes. The network is not for personal or commercial use. Storage space is limited.

Sending and receiving Electronic mail (e-mail) is not allowed for students, e-mail accessed by faculty, parents or parishioners on school grounds is not guaranteed to be private.

Parent Signature _____

Student Signature _____

I have read and understood the Acceptable Use Policy. I hereby give my permission for my son/daughter to use the Computers, Network, and Internet provided by St. Vincent de Paul School and understands that he/she is required to follow the above policy. I further understand that every reasonable effort will be made on the part of the faculty and staff of St. Vincent School to restrict access to inappropriate information, but that my son/daughter is ultimately responsible for restricting himself/herself from this information.

CATHOLIC MUTUAL... "CARES"
PARENTAL/LEGAL GUARDIAN PERMISSION SLIP FOR FIELD TRIP
PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from St. Vincent de Paul Catholic School. A brief description of the activity follows:

Curriculum Goal:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

If you would like your child to participate in this activity, please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Parents' Name/Signature

Address

Emergency Phone Number

Please return this entire form by _____

MEDICATION PERMISSION FORM

STUDENT NAME

I, the parent/guardian of the above named student, do hereby give my permission for school personnel to administer the following medication to my child:

medication
number

prescribing physician's name and phone

dosage

administration time of medicine

I further agree that the original prescription bottle of medicine will be labeled with my child's name and instructions for the administration of the medicine. Your instructions will be followed regarding the schedule designated as closely as possible. The administration of medication shall be recorded on the student's medication chart.

I have read the above information and have read the parent-student handbook policies regarding medication and agree to all of the conditions. I relieve the principal, staff, and school of any responsibility relative to the giving and effects of the medication.

Parent/Guardian Signature

Date

Address

Telephone

Custody and Contact Information in an Order of Dissolution

Names of Children Attending St. Vincent:

1. _____
2. _____
3. _____
4. _____

Home Addresses of Children Listed Above:

1. _____
2. _____
3. _____
4. _____

Parent Addresses and Phone Numbers:

The school program, unless otherwise decreed by a court order, will make available to both parents notices of school program functions, progress reports, appointments for parent-teacher conferences, etc. Please provide the names, addresses, and phone numbers of both biological parents. **Please list the custodial parent first.**

1. _____
2. _____

Authorization of Step-Parent or Other Adult:

Please list the name, address, and phone number of step-parent(s) or other adult(s), and name of biological parent(s) for whom the step-parent or other adult is acting.

Step-parent or other adult: _____

Address: _____

Phone Number: _____

Biological Parent for whom this person may be acting in place of:

(Printed Name): _____

(Signature): _____

(Date): _____

***A copy of divorce decree and/or other legal court orders associated must accompany this form.**

St. Vincent de Paul Catholic School's Disciplinary Report Form

Student/Grade/Date _____

The purpose of this form is to notify you of a disciplinary incident involving your child. You are urged to support the action taken by the school and discuss the matter with your child. Please sign and return the bottom two copies of this form to the teacher on the next school day.

Category I Infractions:

Failure to follow a teacher's rules; excessive talking	Unprepared for class without books, materials, supplies, etc.
Teasing	Possession of a nuisance item
Chewing gum, eating and/or drinking without permission	Running
Uniform violations	Littering
Failure to return notes, letters, disciplinary forms, Wednesday folders, etc.	Loud talking/noise traveling to destinations during the school day
Loitering/playing in restrooms or other inappropriate areas	Not following arrival and/or dismissal rules

Other: _____

Disciplinary Action taken by the school: _____

Category II Infractions:

Severe classroom disruption	Use of profanity through language or gestures	Violation of acceptable use policy for the computer
Lying	Disrespect of authority	Disrespectful behavior (physical, verbal, non-verbal, or written)
Bullying and/or severe teasing	Roughhousing or being physically aggressive	Failure to attend a scheduled detention

Other: _____

Disciplinary Action taken by the school: _____

Category III Infractions:

Forgery	Fighting	Possession of a weapon	Vandalism	Violent threats	Possession and/or use of pornographic material	Inappropriate sexual behaviors
Cheating	Refusing to follow the directions of an adult on duty	Possession and/or consumption of tobacco, alcohol, and/or drugs	Stealing	Leaving the school grounds without permission	Inappropriate harmful behavior	Sexual harassment

Other: _____

Disciplinary Action taken by the school: _____

Teacher Comments: _____

Parent Comments: _____

Teacher Signature: _____

Student Signature: _____

Parent Signature: _____

Conference Request Form

Parent Name and date: _____

Student Name: _____

Teacher Name: _____

Reason for Request: _____

(Please be as specific as possible.)

Preferred dates and times:

1. _____
2. _____
3. _____

(Please check with the school secretary for teacher availability.)

Have you previously met with the teacher for this concern? YES NO

Parent contact phone number: _____

Thank you for your request for a conference! We will contact you as soon as possible to schedule a mutually convenient date and time for the conference.