



2018-2019

St. Vincent de Paul Catholic School Parent/Student Handbook

While intended to be as complete and helpful as possible, no handbook can address all of the issues that may be encountered in a school year. The judgement of the administration will be used to decide issues not covered in this handbook. The administration of St. Vincent de Paul Catholic School reserves to itself the right to interpret, amend or change the contents of this handbook at any time. Students, parents, and guardians will be informed of any changes to this handbook.

(Updated: 8/8/2018)

Dear Parents and Students,

Welcome to the 2018-2019 school year at St. Vincent de Paul Catholic School! Thank you for making the commitment to Catholic Education and to St. Vincent's. The Parent/Student Handbook is designed and developed to clearly set out the rules, regulations, and policies of our school. This handbook serves as the contract between the school, it's students, and families. By attending St. Vincent de Paul Catholic School and signing the Handbook Agreement Form you are agreeing to follow all rules, regulations, and policies that are included within. The key to the spiritual development and academic achievement of every student at St. Vincent de Paul Catholic School is cooperation among the faculty, staff, and parents. That cooperation is only possible with a clear understanding of all the rules, regulations, and policies.

Sincerely,

Corinne Cuffle
Principal

Archdiocese of Mobile Mission Statement

Accept the challenge to participate in Jesus' teaching mission by offering opportunities for active faith life, providing quality educational programs, promoting the growth and students as active partners.

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, 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 firm academic foundation, comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

School Advisory Council

The School Advisory Council advises the Principal and Pastor on appropriate school matters and derives its authority from the Archbishop. The mission of the council is to provide quality Catholic education for children in the parish. The primary functions of the council are to aid and support the Principal, to represent parents in helping determine the kind of education the children will receive, and to help create a climate that will be conducive to maintaining standards of excellence.

18-19 Members

Mickey Unsworth	President	Robbie Henriksen	6-8 Representative
Tasha Mulkey	Vice President	Betsy Howard	Teacher Representative
Joey Imsand	Secretary	Lindsay Langley	PTO Representative
JD Dyess	Parish Representative	Mindy Maghupoy	Advancement Representative
Allie Smelley	PreK Representative	Corinne Cuffle	Principal
Marcee Hinds	K-5 Representative	Fr. Stephen Vrazel	Pastor
Michelle Parrillo	K-5 Representative	Gwen Byrd	Superintendent
Gwen Stringer	6-8 Representative		

Mission Statement of St. Vincent de Paul Catholic School

St. Vincent de Paul Catholic School, a ministry of St. Vincent de Paul Parish, strives to educate the whole child by providing a quality Catholic education in a safe and caring learning environment. With Jesus as our role model, St. Vincent de Paul Catholic School provides academic excellence in a Christian environment that instills Catholic principles and life-long values through prayer, faith, integrity, and service.

Vision Statement of St. Vincent de Paul Catholic School

St. Vincent de Paul Catholic School will create a strong, faith-based community of lifelong learners based on the teachings of the Roman Catholic Church. St. Vincent's strives to create a positive atmosphere that heartens the human spirit, values the whole person and supports family values. The members of the entire school community: Pastor, parishioners, administration, faculty, parents, students and alumni are integral parts of a collaborative effort to create a dynamic academic environment where the love of learning and pursuit of creative ideas are regularly practiced. Committed and qualified teachers will emphasize high standards of academic achievement while guiding each child to reach full potential. St. Vincent de Paul will continue to provide a safe environment where students are nurtured, respected and encouraged to become service-oriented members of the local community and faith-filled, hard-working citizens.

Accreditation

St. Vincent de Paul is accredited through the Archdiocese of Mobile by the Southern Associations of Colleges and Schools (AdvancED).

Title IX

St. Vincent de Paul Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Child Abuse Laws

St. Vincent de Paul Catholic School abides by the child abuse reporting laws of the State of Alabama. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Human Resources.

Admission to St. Vincent de Paul Catholic School

Nondiscriminatory Policy – St. Vincent de Paul Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies or athletic and other school-administered programs. As openings become available, the following priorities will be used to accept students in St. Vincent de Paul Catholic School.

1. Members of St. Vincent de Paul Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K must be three (3) or four (4) years of age by September 10th. Children entering Kindergarten must be five (5) years of age by September 10th.

At the time of registration, all new students seeking admission to St. Vincent de Paul Catholic School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health records including the State of Alabama Immunization Certificate
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP (where applicable)

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Vincent de Paul Catholic School will meet the educational needs of the students. An interview with the student and the student's family is generally part of the admission process. St. Vincent de Paul de Paul Catholic School is a participating private school in the Alabama Accountability Act and follows all policies for admitting students through this act.

Non-Catholic students whose parents accept the philosophy of St. Vincent de Paul Catholic School will be accepted on a space available basis.

School Hours

Grades K3 through 8: 7:45 a.m.-3:00 p.m. Students not in their homeroom at 7:50 a.m. are considered tardy. The school doors are opened for students at 7:20 a.m. At SVS, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the classroom on their own each morning.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Please do not call the office with changes in carpool information after 2 p.m. unless it is an emergency.

SVS offers a Before and After School Care Program. Students who are enrolled in the program pay a \$50 registration fee at the time of registration. Students not picked up by the end of carpool (3:15 p.m.) will be sent to After School Care. Parents are charged the daily per child rate for using this program. Additional info can be requested from St. Vincent Daycare – 251-666-4066.

School Office Hours

The school office is open on all school days from **7:30 a.m. – 3:30 p.m.**

School Visitors

Visitors on campus for any reason (parents, volunteers, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when entering the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. We will strictly enforce this regulation. The safety of your children is our utmost concern at St. Vincent.

Parent Cooperation

It is an expectation of enrollment in St. Vincent de Paul Catholic School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. 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. It is not acceptable to post negative comments about our school and/or its employees on social media. 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, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

Immunizations

All students enrolled in the Archdiocese of Mobile's PreK – 12 Catholic schools, daycare centers and Mother's Day Out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements.

Attendance

A student's absence from school interferes with academic progress. Please make every attempt to have your child attend school un-less excused because of illness. What follows are attendance regulations from the Office of Catholic Schools:

Attendance Guidelines For Grades K through 8

In cases of absences, 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: Illness, Death in the immediate family, emergency conditions as determined by the Principal, or out of town trips with prior consent of the Principal.

Students are allowed up to ***but not exceeding 10 absences*** for the school year. Should a student exceed a total of 10 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 absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team member, as determined by the Principal.

Should a student exceed a total of 20 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. The Office of Catholic Schools will be notified of all students who exceed 20 absences.

Illness

The problem of communicable disease exists among every group and SVS is no exception. Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. If a child becomes ill at school, the office (or teacher) will immediately notify a parent. The child will be kept separated from the group and remain in the office until taken home. Children will not be permitted at school with any of the following conditions:

- Fever of 100.5 °F or higher and/or the following: diarrhea, sore throat, rash, earache. Students will not be permitted back at school until they are fever free for 24 hours.
- Vomiting or diarrhea within the past 24 hours.
- Draining and/or undiagnosed rash lasting over a 24 hour period.
- Eye discharge or pink eye; children can be readmitted to school after medical diagnosis to rule out infection or 24 hours on antibiotics.
- Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.

Lice

If a child is suspected of having lice by scratching their head or acting uncomfortably, they shall be sent to the office. The child will simply be told they are needed in the office. As always kindness, humor, and reassurance will assist in lessening the fear and apprehension that children often display concerning this problem.

- If nits are found on the head of the child, the child's parents will be contacted and the child will be sent home. While waiting the child will be asked to either sit in the conference room or sick room. We will conduct a classroom check and check siblings on-campus. All parents will be notified via email as to what precautionary measures are to be taken along with identification procedures.
- A child should be nit free in order to return to school. It is preferred that the child's parent or guardian accompanies him/her into the office for a recheck. This check will be done behind closed doors.
- We ask that parents be proactive in preventing the spread of lice by informing the school if his or her child has lice.

Tardy/Early Dismissal Guidelines

Every 10 tardies and/or early dismissals, will convert to one absence. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and the principal. In addition, the local truancy authorities may be notified.

Absences

When a student is absent from school, a parent should call or email the office by 10:00 a.m. each day of the absence. A written statement giving reasons for the absence or tardiness must be brought to the student's teacher when the student returns. These statements are then turned into the Principal and kept on file. When a student is absent for two or more days due to illness, a parent may call or email the school office before 10 a.m. to arrange for homework assignments to be picked up at the school office after 2:00 p.m. For shorter absences, students should make arrangements with classmates regarding assignments or check the portals. Students may also receive missed assignments from their teachers when they return to school.

Students who are absent have one day for each day of absence to make up the missed assignments, quizzes and/or tests. For example, a student who is absent three days will be given three school days after returning to school to complete the missed work. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Parents should schedule trips or family outings during Christmas holidays, Mardi Gras, or Easter break. **Teachers are not required to give make-up tests or assignments for absences due to vacations or to give assignments in anticipation of the vacation. Missed assignments for these types of absences are strictly the student's responsibility.**

Absence During the School Day

Students needing medical appointments during school hours require a written note or email from the parent. Parents are encouraged to email the office as well. Parents are required to sign out their child in the office. If the child returns to school during the same school day, he or she must be signed back into school in the office. Students who are away from school for an appointment of 3+ hours will be counted as absent for half a day. Five early dismissals are considered a one-half day absence.

FINANCIAL INFORMATION

Registration Fee	\$75 on Open House Days for new families \$75 on February 1 st for existing families	\$100 by March 1 st \$125 after March 1 st
Academic Supply Fee	\$100 due by May 1 st \$100 due by June 1 st	\$200
Archdiocesan Fee	due by May 1 st	\$35
PTO Dues ** Per Family	due by June 1 st	\$15
Textbook Fee	due June 1 st	Textbook fees and list will be sent home in May

Technology and Assessment fees are included in tuition.

All fees are non-refundable.

Grades: Kindergarten – 8th	Contributor / Tithing Tuition	Non-Contributor / Non-Catholic Tuition
One Child	\$3196	\$4724
Two Children	\$4937	\$7349

* The contributor / tithing rate is granted to a family who is a registered member of a parish and contributes the minimum required contribution of \$1000 in an identifiable manner (envelope / checks) and their parish agrees to subsidize their students. If you are a member of St. Vincent de Paul Parish, \$500 is due to the church by June 1st and the remaining \$500 is due to the church by December 1st. Tithing rates are checked on December 1st and tuition is adjusted accordingly.

Grades: PK3 and PK4	Tuition	Payment Plan Options
Each child	\$4014	<ul style="list-style-type: none"> • <u>Full tuition payment</u> due on June 1, 2018 to receive \$100 discount. Payment will be paid directly to the school. No FACTS fee will be assessed.
		<ul style="list-style-type: none"> • <u>Full tuition payment</u> due on July 1, 2018. Payment will be paid directly to the school. No FACTS fee will be assessed.
		<ul style="list-style-type: none"> • <u>Ten monthly payments through FACTS:</u> Parents elect to pay tuition on either the 5th or the 20th of the month through a FACTS payment plan. This is an automatic payment plan made through your checking or savings account. The FACTS annual enrollment fee is \$52. The 1st payment month is July. Tuition payments are divided into ten monthly payments.
		<ul style="list-style-type: none"> • <u>Credit Card payments through FACTS.</u> Parents may pay monthly using Master Card, Discover, or American Express. In addition to the FACTS fee of \$52, there will be a convenience fee for each payment. The convenience fee is 2.85% per \$100 of tuition.

All financial obligations must be current for quarterly report cards to be released and to have continued access to parent portals.

Financial assistance applications are available for SDVP parishioners in the parish office.

Enrollment/Re-Enrollment

- The \$125.00 registration fee for all students must be submitted with the registration paperwork.
- Returning students must reserve their spot by paying the registration fees.
- All Fees are NON-REFUNDABLE.

- There will be a \$30 returned check fee for all checks made payable to St. Vincent School that do not clear the bank.
- Re-enrollment is not automatic and is dependent upon the status of financial obligations and the student's conduct.

Please address all TUITION questions to Karen Cunill at (251) 666-8022 kcunill@svsschool.org.

Lunch Program

St. Vincent School offers a hot lunch program daily. School lunch is \$3.00 a day for students, which includes milk. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or candy. Parents are welcome to eat lunch with their child. Hot lunches must be ordered before 9:00 a.m. each day. If a student forgets to order and remembers after 9 a.m., he or she will be asked to call home for a lunch. Students are expected to use the same manners required in the cafeteria during lunch as they would exhibit in a restaurant or at home. Courtesy toward other students and all adults is mandatory.

ACADEMIC INFORMATION

Curriculum

The State of Alabama curriculum standards are followed for the teaching of all secular subject areas. U.S. Core Curriculum standards have been adapted for language arts and mathematics. The curriculum is marked by current content and fresh approaches to methodology, incorporating advances in technology. There is emphasis on principles rather than fact and on learning through problem-solving.

Religion

Catholic doctrine and tradition, Bible study, social justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Mass is celebrated on Fridays and on all Holy Days of Obligation. Students in grades 2-8 attend Adoration each Tuesday. Students in grades 3-8 attend Stations of the Cross during Lent.

Language Arts

Reading, English, Spelling, Phonics, Writing, Library Skills, and Appreciation of Literature. Handwriting is taught in grades K - 5.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I. Students in grade 7 take the Algebra Diagnostic Test in April. After taking the test, students will proceed into Algebra I for their 8th grade year if the following criteria have been met:

- "B" or higher final average in 7th Grade math
- 95th percentile in reading and math on the IOWA test
- Teacher recommendation
- Demonstrated effort and interest in mathematics

All other eighth grade math students will enroll in pre-algebra, the onlevel course for eighth grade. Students who take Algebra I in the 8th grade at St. Ignatius will automatically be placed into Geometry at McGill-Toolen. There is no option to repeat Algebra I in high school.

Physical Education

The physical education program provides opportunities for leadership, teamwork, sportsmanship, skill development, and Christian behavior in the form of athletic competition, station work, lead up games, and games of low organization. Daily participation is expected unless excused for health reasons. A note from the parent is required to excuse a student's participation in PE class. A doctor's note is required to excuse

a student for 3 or more days. Students in grades 6-8 dress in a physical education uniform purchased through Zoghby's. Dressing out is mandatory for participation. Student in grades 3-5 will change out of uniform shoes into sneakers for PE.

Social Studies

History, Geography, Civics, Alabama History, and Current Events.

Science

General Sciences, Earth Science, Physical Science, Biological Science, and Laboratory Experiences.

Fine Arts

Music, Art, and Band.

Computer Literacy

Computer literacy skills are integrated throughout the curriculum in grades K-8. Word Processing, Power Point, Spread Sheets, and integration of Microsoft Office Suite with curricular subjects.

Grading Scale

For Grades 3-8 and for grades 1-2 in Math/Language Arts:

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 59 or below.

Grades 1-2 Religion, Social Studies, Science:

4 = Meeting targets and performing above expectations

3 = Meeting targets

2 = Working towards targets with continued assistance

1 = Needs more time to develop

Report Cards

Report cards are important tools for communication and are issued four (4) times during the academic school year or approximately every nine (9) weeks. No student will be issued a report card if tuition, cafeteria accounts, library fines, or After School Care Program fees are in arrears.

Student Records

St. Vincent School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school. Parents requesting records/transcripts must make a three (school) day request to the school office. **No records will be sent to transferring schools of students whose family financial commitment is in arrears.**

Letters of Recommendation

Neither administration nor faculty will provide letters of recommendation for students who apply to other schools; this does not apply to college admission letters. Letters of recommendation, with the approval of the administration, can be provided for students who are applying for enrichment or extra-curricular programs.

Testing

- The Iowa Test of Basic Skills is given in Grades 2 through 8.
- The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Promotion Policy and Retention Policy

Retention in grades 3-8 may take place when the yearly average is "F" in two or more core academic subjects (English, reading, math, social studies, or science). In grades 1-2, a yearly average of "F" in

reading, writing, or math may result in retention. There is no pass or fail in preschool or kindergarten. Parents considering retention must notify the teacher by January 15. Frequent communication must take place on a regular basis until a final decision is made. All retention decisions must be made by May 1.

Homework

Formal home-study is assigned to help students become more self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for future lessons. If a problem arises, the teacher should be contacted.

General homework time guidelines (Exclusive of test preparation, long -range assignments, and daily reading expectations):

Grades 1-2 20 minutes

Grades 3-4 40 minutes

Grades 5-6 60 minutes

Grades 7-8 90 minutes

Students are expected to record each day's homework in the Homework Planner. Homework assignments are also posted on the portals and tests are posted on the portals calendar. These dates are subject to change at the discretion of the teacher and based on his or her time frame in covering the content area.

Honor Societies

The National Junior Honor Society Chapter of St. Vincent School is duly chartered and affiliated with the national organization. Membership is open to students who meet the required standards of scholarship, leadership, service, citizenship, and character. Standards are established by the local chapter and students are selected by a faculty council.

Students in the second semester of fifth through eighth grade are eligible for membership if they have a cumulative GPA of 95% or higher (based on full-year classes that meet daily). Participation/ leadership roles in school activities or community service are also required. To evaluate a student's character, the Faculty Council uses two forms of input.

- School disciplinary records are reviewed. Students with excessive amounts of detentions and/or disciplinary report forms will be denied acceptance.
- Members of the faculty are asked for input regarding their professional reflections on a student's character, service, citizenship, and leadership using a rubric.
- Whereas it is nearly impossible to quantify the above ideals, all students at St. Vincent School are expected to exhibit the highest standards of these qualifications and there would not be any question regarding one's admission.

A majority vote of the faculty council is necessary for selection. The Principal has the final say in a student's selection.

SUPPORT SERVICES AND PROGRAMS

Library

The school has a well-equipped library that functions as an integral component of the school program by linking information sources with the instructional program and fostering a love of reading. Students are encouraged to use the library for curricular enrichment and pleasure reading.

Counselor

A counselor serves the needs of students and parents through class and individual counseling, coordinating peer leadership programs, and consulting with teachers and parents. The school counselor may see a student without parental notification and consent. Counselor services follow the School Counseling Curriculum of the Archdiocese of Mobile.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission (including a phone calls) will not be accepted.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. All monies collected for the field trip are non-refundable.
11. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip. **All** adults in the vehicle must be CAPP trained.
12. Students and chaperones will sign a code of conduct form.
13. Parents who chaperone a field trip may not bring siblings on the field trip.
14. All chaperones must be 25 years of age or older and agree to the chaperone agreement.
15. Students will not be allowed to have their cell phones on field trips unless otherwise directed by the administration.

Sacramental Program

The sacramental life of Catholic children is an important component of the religion program. Preparation for two sacraments, Reconciliation and Eucharist, form the core of our religion program in Grade 2.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments are only conferred on students baptized in the Roman Catholic tradition. Baptismal certificates must be on file in the office.

Athletics

Football, basketball, soccer, tennis, golf, volleyball, and cheerleading are offered through the CYO sports program sponsored by the archdiocese. For information please visit their section of the school website.

St. Vincent School is a member of the Alabama High School Athletic Association (AHSAA). Students in grades 7 and 8 are eligible to participate for McGill-Toolen Catholic High School in most sports. Tryout information is available from the physical education teacher.

Lost and Found

Any items found in the school building or on the school grounds will be taken to the lost and found in the back of the Parish Hall. Lost and found items will remain there until the end of the year; then are donated to our PTO Closet.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings. Gifts delivered to students (flowers, balloons, etc.) are discouraged and will be given to the student at dismissal. Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire class or to all the boys/all the girls.

Parties

Students are permitted two class parties a year: Christmas and the end of the year. Room parents may assist the classroom teacher with these parties. Students in grades PK3-3rd may celebrate other special days at the discretion of the teachers. Please consult with the teacher before bringing birthday or other treats for the class as specific students may have special dietary considerations and/or allergies.

STUDENT CONDUCT

Conduct in School

In accordance with the stated philosophy of the school, each student will be considerate of the rights of others. Students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, and concern for the environment. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

No student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not limited to cell phones, pagers, two-way radios, iPods, smartwatches, CD/MP3 players and electronic games, or similar device between the hours of 7:20 a.m. and 3:00 p.m. while on campus.

Other items prohibited at school include the following: matches and lighters, water pistols, laser pointers, fidget spinners, water balloons, chewing gum, alcohol, cigarettes. (See separate archdiocesan policies for cigarettes, addictive substances, and weapons). The school is co-tenant of cubbies, and desks and reserves the right to search them at any time. This includes information on confiscated electronic/cellular devices.

The Principal, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of dangerous items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

Off-Campus Conduct

The school reserves the right to discipline its students for off-campus behavior that is detrimental to the reputation of St. Vincent School or counter to the teachings of the Catholic church. Unauthorized use of the school name or the school uniform on the Internet will result in disciplinary action.

Social Media

Engagement in online blogs such as, but not limited to, Twitter®, Facebook®, Instagram®, SnapChat®, YikYak®, etc. may result in disciplinary actions if the content of the **student or parent's** blog and/or post includes defamatory comments regarding the school, the faculty, other students, or the parish. St. Vincent School encourages parents to have students keep non-essential electronic devices at home to prevent any misuse involving social media.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat will face a failing grade, detention, and/or suspension.

Detention

Detention may be issued for a breach of classroom or school rules. Parents are provided with notification of the detention at least 24 hours in advance of the detention. The day, date and time of the detention are at the discretion of the school official who monitors the detention. **Detention takes precedence over appointments, practices, lessons, athletic events, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work in the office or other designated, supervised area. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all classwork and homework from the days of suspension but no credit will be given. Major tests must be made up the day the student returns to school. The Principal will determine the length of the suspension based in the infraction.

Expulsion

Expulsion is an extremely serious matter involving consultation between the Principal, Pastor and the Superintendent of Schools. Students who pose a threat to themselves or to others may be expelled from St. Vincent School.

Middle School Discipline Policy (Grades 6-8)

Any referral, notice of concern or otherwise written document from a teacher will be recorded in the student's discipline file. Each form has a place for a parent signature. Referrals will count as demerits - Category 1 infractions count as 1 demerit each, Category 2 infractions count as 5 demerits each, and Category 3 infractions count as 10 demerits each. The Principal will complete the form and make the final determination with regard to demerits. Any serious offense (fighting, gross/costly vandalism, etc) will count as 10 demerits. Once a student reaches 10 demerits, he/she will be placed on disciplinary probation and a parent conference will take place with the Principal and the teacher(s). At 15+ demerits a hearing will be scheduled to determine the student's future enrollment at St. Vincent School. There are major offenses that supersede this system. These include, but are not limited to, drinking/ possessing alcohol or being under the influence of alcohol on campus; using/possessing illegal drugs on campus or being under the influence of illegal/illicit drugs on campus; major theft as determined by an administrator; behavior that is in severe opposition to the teachings of the Catholic Church; violent behavior toward any adult staff member or other offenses as determined by the Principal.

Policy on Harassment/Bullying for Catholic Archdiocese of Mobile

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 of 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. The bullying report form can be found at www.svsschool.org under "parent information" or can be obtained from the office, guidance counselor, or the Principal.

Definition of Harassment/Bullying

St. Vincent de Paul Catholic School will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not harass, bully or intimidate another student through words or actions, written, drawn or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting, pushing, or shoving; threats, verbal assaults, such as repeated teasing or name-calling; and social isolation or manipulation either in person or via any social media (cell phones, text messages, internet, and social websites). This definition applies to students on school grounds, while traveling to and from school and school events, while arriving in morning or waiting for afternoon car pool, and at any school-sponsored activities whether on or off campus. This definition and the entire policy apply to conduct occurring off campus and after school hours which manifests itself at school. Students who violate this policy will be subject to serious consequences including expulsion for the most egregious offenses.

Steps and Procedures

The steps and procedures used when the policy is violated include, but are not limited to the following:

- Any violation shall be reported to the Principal.
- An investigation follows as soon as possible.
- Consequences shall be determined by the Principal

Weapons 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 is defined as follows:

- 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, blackjack, bludgeon or metal knuckles. (Alabama Code)

If a violation 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 shall determine whether the student shall be expelled or suspended. Suspension should last to the end of the current 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 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 records transferred to any other school.

Cell Phone Policy

Cell phones (or other electronic devices) brought to school must be kept in the OFF (not vibrate) position from 7:20 a.m. until 3 p.m. Cell phones are not allowed to be on one's person. Students should turn in their cell phones in the office each morning as they arrive.

Cell Phone Policy

1st Offense: Phone/device is confiscated and brought to the office. A parent or legal guardian must retrieve it. Student receives a disciplinary report form, 5 demerits (Category 2 infraction), and a one hour detention.

2nd Offense: Phone/device is confiscated and brought to the office. Student receives a disciplinary report form, 5 demerits (Category 2 infraction), serves two one-hour long detentions, and pays a \$25 fine for parent or legal guardian to retrieve the phone.

3rd Offense: Phone is confiscated and returned at the end of the semester. Student is suspended for 2 days. Parent must pay \$50 fine to retrieve phone/device.

Addictive Substances Policy

It is strictly forbidden for any student to use or possess drugs, including marijuana, alcohol, stimulants, depressants, hallucinogens, opiates, or controlled substances for which the student has no prescription from a duly recognized medical authority on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. Students may also not use or possess cigarettes, pipes, e-cigarettes or any facsimile of these or any facsimile of drugs or drug use devices.

Students violating the policy will be suspended immediately. Within three school days, the Pastor and the Principal will meet with the student's parents to present a final decision regarding continued enrollment in St. Vincent School.

If a student is allowed to return to school, the student and the student's parents must adhere to all conditions and restrictions imposed by the school. Failure to do so can result in expulsion from the school.

WEAPONS POLICY - CATHOLIC ARCHDIOCESE OF MOBILE INTRODUCTION

Our Lord Jesus Christ came that we might have life and have it in all 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, employee, volunteer, or visitor 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 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.

PARENT INFORMATION AND POLICIES

Parent's Role in Education

We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Vincent School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality in your family life.

It is essential that a child take responsibility for grades he or she has earned and be accountable for homework, long-term assignments, major tests, and projects. This responsibility also extends to times of absence. Please remember that it is your child's turn to go to elementary school. You have already had

that opportunity. By all means, guide your child, but know when to let him or her proceed without your influence even when the outcome might be less than what you would prefer.

The education of a student is indeed a partnership between the parents and the school. Therefore, the school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken. Once you have chosen to enter into a partnership with us at St. Vincent School, we trust you will be loyal to this commitment. During these formative years (PreK to 8), your child needs constant support from both parents and faculty in order to develop moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach full potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

As partners in the educational process at St. Vincent School, we ask parents to set rules, times, and limits so that your child:

- Gets proper rest on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money in his or her account or a nutritional snack and lunch daily.
- To actively participate in school activities such as Parent/Teacher Conferences and PTO;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
 - To notify the school with a written note when the student has been absent or tardy;
 - To notify the school office of any changes of address or important phone numbers;
 - To meet all financial obligations to the school;
 - To inform the school of any special situation regarding the student's well-being, safety, and health;
 - To complete and return to school promptly any requested information;
 - To read school notes, Wednesday folders, newsletters, parent portals information regarding grades, assignments, tests, and to show an interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat school staff members and faculty with respect and courtesy in discussing student problems.

Rights of Non-Custodial Parents

Unless prohibited by order of the court or other **legally** binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to the school and school activities. **At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights.** In addition, parents shall furnish to the Principal a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of

any changes 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.

Out of state non-custodial parents must present all inquiries and questions in writing. All in-state requests from non-custodial parents must be handled through the office. A \$25.00 postage and handling fee is required for duplicate mailings.

Parent/Teacher/Student Conferences

Parent-Teacher-Student Conferences are held each year at the end of the 1st and 3rd quarters after report cards are sent home. Conferences are required for students that have a “D” average or below in any subject area(s). Student attendance with parents is encouraged. Parents requiring additional conferences during the school year may make arrangements with the individual teachers or through the school office. **Parents are expected to discuss all classroom issues with the teacher before involving the Principal.**

Teacher Communications

In order to respect our teachers’ and their time with their families, teachers will not respond to parent communications during the hours of 7:00 p.m. and 7:00 a.m., on weekends, and holidays. Faculty members should respond to emails within 24 hours of receiving them unless the email is sent after 7:00 p.m. on Friday evening or on a Saturday or Sunday. In these cases, the teacher will attempt to respond within 48- 72 hours. Faculty members are not permitted to share their personal cell phone numbers with students and/or parents.

Volunteers

As per the Office of Child Protection for the Archdiocese of Mobile, all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child and Adolescent Protection Program (CAPP) training and the annual online retraining thereafter. All individuals who wish to volunteer as chaperones on field trips or in the classroom during the school year, must attend one of the volunteer meetings in August or December.

All volunteers are expected to dress appropriately. Volunteers should wear modest attire, refrain from wearing athletic clothes, and avoid using cell phones while on campus and/or at fieldtrip locations.

Younger siblings are not allowed to accompany parent volunteers to school.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, St. Vincent School uses a Wednesday folder system for grades PK3-8. Official envelopes containing all correspondence are sent home on Wednesdays and should be returned the following day. There is a \$2.00 replacement charge for lost blue folders.

Students in grades PK3-3rd have a daily folder with a “Keep” and “Return” directive; however, school information will only come home on Wednesdays.

School Property

The parent(s) of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dosage & Date

The school assumes no responsibility for problems arising from dispensing prescription medication at a parent's request.

Emergency Drills

State Law requires that fire drills be held monthly. Tornado drills and lockdown drills are held each semester. Should you be in the building during any type of drill or real emergency, we ask that you cooperate fully with school personnel. We ask your patience and appreciate your cooperation.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local radio and television stations and a message will be sent through parent portals, and social media.

CAR POOL PROCEDURES

In order to ensure a safe and efficient carpool, please remember to **drive slowly, do not use your cell phone, have children exit from the PASSENGER side only, and pass slowly to the left.** Younger students will be picked up by the eldest sibling and taken to the 3-8 car line in front of the main building. Students grade PK3-2 will be picked up between the primary and main buildings.

UNIFORM AND GROOMING

Uniform components are purchased at Zoghby's Uniforms. All students (PK3-8) must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year. A dress code for such days is included. If there is a time when the prescribed uniform cannot be worn, a note from the parent/guardian must be written or emailed to the Principal. Students who are out of uniform without an excuse will be sent to the office and the parent will be called to bring the proper clothing.

Uniform Guidelines

All students – Clean, conservatively styled, neatly trimmed and well-groomed. Faddish or extreme hairstyles, including unnatural colors, are not appropriate for school.

St. Vincent School reserves the right to make proper determinations in this area and to require corrective action when deemed necessary by school authorities.

Boys' hair should not extend below: the eyebrows on the forehead, below the top of the collar of the uniform shirt, or below the middle of the ear when it is combed down. Hair should not be teased out, matted, or put in any other extreme fashion.

Girls' hair is to be neat and out of the eyes. Extreme hair coloring or styling is not permitted. This includes unusual hair dye (Kool-Aid, dual colors).

No cosmetics, colored lip balm, nail polish, or artificial nails; no tattoos; no body piercing except pierced ears.

Girls may wear one pair of earrings in the lower ear lobe not larger than a dime and without hoops. Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring and simple crosses or holy medals. Watches with a beeping device should be disconnected during the school day. Smart watches are not allowed.

The uniform should be clean and pressed with all buttons attached and the hem intact. Shirrtails must be tucked in. Belts must be worn at all times. Girls' skirts and jumpers should be no shorter than 2 -2 1/2 inches above the middle of the knee front and back.

Out of Uniform Guidelines

Students may wear:

- *jeans
- *khakis
- *tennis shoes
- *shorts (PK-2 only)
- *any SVS spirit shirt or physical education shirt
- *T-shirts with non-offensive logo/advertising

Students may not wear:

- *flip-flop sandals
- *open back shoes
- *leggings
- *tank tops
- *biker shorts
- *make-up
- *pajama pants
- *hats
- *athletic pants
- *sweat pants
- *tennis shoes that convert to roller skates
- *nylon pants
- * jeans with holes and rips in them
- *T-shirts with inappropriate writing

Good Rule: If you think you shouldn't wear it, don't! Just wear your school uniform.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND/OR VICE-PRINCIPAL

Outerwear for all

All approved outerwear is sold by Zoghby's.

McGill-Toolen Apparel

7-8th graders who participate for McGill-Toolen Catholic High School may wear their team shirt in place of their uniform shirt on their game days (except for Fridays). These students may also wear McGill-Toolen outerwear in place of the SVS Uniform Outerwear. Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day.

UNIFORMS GUIDELINES 2018

Girls PreK3-Kindergarten

Jumper with White Shirt with Peter Pan Collar

Skort

White Oxford Shirt (K4 & Kindergarten)

Green or Gray Polos

Navy Fleece

White Ankle Socks w/SVS Logo

Black Velcro Mary Jane or Navy and White Saddle Tennis Shoe

*PreK3 & PreK4 Velcro Shoes Required

*Kindergarten students can wear black athletic shoes that tie ONLY if they know how to tie their shoes

Boys PreK3-Kindergarten

Navy Blue Elastic Shorts or Pants

Green or Gray Polos

White Oxford Shirt (PreK4 & Kindergarten)

Black Velcro Athletic Shoe

Navy Fleece

Black Crew Socks

*Kindergarten students can wear black athletic shoes that tie ONLY if they know how to tie their shoes

1st & 2nd Grade Girls

Jumper with White Shirt with Peter Pan Collar

Skort

Green or Gray Polos

White Oxford Shirt

Ankle Socks w/SVS Logo

Navy & White Saddle Tennis Shoe

Navy Fleece

1st & 2nd Grade Boys

Navy Shorts or Pants
White Oxford Shirt on Friday
Green or Gray Polos
Navy Fleece
Black Crew Socks
Black Lace Up Athletic Shoe
Black Belt (Optional)

3rd-5th Grade Girls

Skort
White Oxford on Fridays
Green or Gray Polos
Navy Fleece
White Ankle Socks w/SVS Logo
Gray & Black Saddle Shoe
*Need Athletic Tennis Shoes for PE

3rd-5th Grade Boys

Navy Pants
Black Leather Belt
White Oxford on Fridays
Green or Gray Polo
Navy Fleece
Black Crew Socks
Black Buck Shoe, Black Loafer, or Black Lace Up Athletic Shoes
*3rd Graders can wear navy shorts with the black leather belt

6th-8th Grade Girls

Plaid Skirt
White Oxford Shirts
Navy Blue Blazers w/Patch on Fridays and Fieldtrips from Zoghby's
Navy Fleece
Gray & Black Saddle Shoes
White Ankle Socks w/SVS Logo
*PE - Navy sweatshirt from Zoghby's & navy sweatpants if weather is cold
*Will need athletic shoes for PE
*PE - Black shorts & T-Shirt from Zoghby's

6th-8th Grade Boys

Gray Pants
Navy Blazer w/Patch on Fridays & Fieldtrips from Zoghby's
White Oxford Shirts
Ties on Friday's and Fieldtrips from Zoghby's

Plain Black Leather Belt

Navy Fleece

Black Crew Socks

Black Buck Shoe or Black Loafer

*PE - Navy sweatshirt from Zoghby's & navy sweatpants if weather is cold

*PE - Black shorts & T-Shirt from Zoghby's

*Will need athletic shoes for PE

*Can change into white crew socks for PE only