

# ***St. Vincent Catholic Schools***

## ***Family and Student Handbook 2025-2026***

*“Then, Now, and Beyond”*



**St. Vincent Catholic Schools  
210 S. Waters (JR/SR HS)  
1007 W. St. Joseph St. (Elementary School)  
919 W. St. Joseph St. (Preschool)  
Perryville, MO 63775  
(573) 547-4300  
[www.svschools.org](http://www.svschools.org)**

Mr. Zachary Stobart, School President PreK-12; ext 233  
Fr. Ranjan Lima C.M., Associate Principal Jr/ Sr HS; ext 233

Mrs. Jamie Flores, Elementary Principal; ext 326  
Fr. Joe Geders, Pastor SVDP Parish; ext 100

### **VINCENTIAN PHILOSOPHY OF EDUCATION**

The Vincentian Philosophy of Education seeks to proclaim the Gospel in the spirit of St Vincent de Paul and in so doing to form people that they may bring the Good News to the poor and stand with them in solidarity.

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

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

Parents are expected to take an active role in the spiritual and academic growth of each student. Parents are encouraged to participate in the Mass and Sacraments with students. We welcome families to join us for our grade school Mass each week. Parents are expected to volunteer at school activities. These partnerships help us excel in educating young people in the faith, offering quality academic programs, and maintaining the financial health of SV schools.

### **PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK**

This Student/Parent Handbook contains established policies and procedures for the 2025-2026 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. This handbook is a contract between parents, students, and St. Vincent Catholic Schools. By returning the signed form, students and parents are agreeing to abide by and support the mission and policies contained in this handbook. St. Vincent Catholic Schools' policies are in compliance with the policies of the Archdiocese of St. Louis. The Archdiocesan policies are the umbrella for all Catholic School policies, and as such, will be followed if a specific topic is not addressed in this handbook. The pastor and administration are the final resource in all policies and regulations at St. Vincent Catholic Schools.

### **POLICY OF NON-DISCRIMINATION**

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

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

As a means of ensuring integrity and validity of these statements, a committee with individuals from all school constituencies will be formed every five (5) years for the purpose of full review and if deemed necessary, revision. St. Vincent Junior and Senior High School (7-12 grade) has been accredited since 1933 through Cognia. Cognia supports a revision on a five year rotation. St. Vincent Elementary School (preschool-6 grade) accreditation is through St. Louis Archdiocese using the Missouri Nonpublic Schools Association.

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

St. Vincent Catholic Schools united in Christ and guided by the spirit and educational values of St. Vincent, transform each student through the power of faith, knowledge and service to the community.

### **VINCENTIAN EDUCATIONAL VALUES**

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

## **St. Vincent Catholic School Prayer**

*Dear God,*

*Thank You for the gift of this new day! As we begin our school day, guide our path to live out the Vincentian virtues in all we do. Grant us simplicity, that we may be honest and straightforward in our words and actions; humility, that we may recognize our need for growth and trust in Your grace; meekness, that we may treat others with kindness and gentleness; mortification, that we may practice self-discipline and make sacrifices for the good of others; and zeal, that we may serve You with passion and bring others closer to You. In Jesus' name, we pray. Amen. Saint Vincent de Paul, our patron, pray for us!*

## **MOTTO**

"Together We Serve"

## **2025-2026 THEME**

"Then, Now, and Beyond"

## **2025- 2026 SONG**

"God is on the Move" by 7th Time Down

## **2025- 2026 BIBLE QUOTE**

We will not hide them from their children, but will declare to the next generation the phrases of the LORD and His might and the wonders He has performed  
Psalms 78:4

## **SCHOOL CREST**



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

## **SCHOOL MASCOT**

Indians

## **SCHOOL COLORS**

Blue and Gold

## **ST. VINCENT SCHOOL SONG**

Once again here as schoolmates assembled, we fain to lift our hearts in song,  
to our High School, our Dear Alma Mater, let gladness her moments prolong.  
We are proud of her lads and her lasses, Of honors won in days gone by;  
so here's a cheer for our old High School, for our old High School, St. Vincent High.  
Here's to our classes, Here's to our lasses, here's to the lads they adore;  
here's to the Seniors so mighty, Juniors so flighty,  
Freshies and Sophomores; let mirth and gladness banish all sadness  
and as the days go by, you'll find us ready and steady,  
boosting for St. Vincent High.  
Soon for us will our school days be ended, the dreams of youth that fade so fast,

but we know that our hearts oft' will ponder, o'er memories of scenes that are past.

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

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

### **WITNESS STATEMENT: CALLED TO BE CATHOLIC**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Vincent School will help me grow in the Catholic Faith. I promise to love God because God loves me. I promise to live as a student of God because God created me. I promise to love others because God made me part of his family. More details are discussed in religion classes.*

### **PROTECTING GOD'S CHILDREN**

The Archdiocesan Student Safety Committee developed the "Protecting God's Children" education program for all staff, volunteers and chaperones. This is an Archdiocese-wide program aimed at preventing sex abuse of children, required for all SV Parents. All parents/guardians who have a child enrolled in St. Vincent Catholic Schools are required to attend a workshop prior to the start of the second quarter. To sign up, register on the Prevent and Protect St. Louis website at [preventandprotectstl.org](http://preventandprotectstl.org) a passcode will be given by the Parish or School.

### **ARCHDIOCESE OF SAINT LOUIS WITNESS STATEMENT**

One of the blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of the faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the following call from God to evangelize their children:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) up to keep God's commandments as Christ taught us, by love God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best teachers, bearing witness to the faith by what you say or do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these teachings, and catechizing young people becomes very difficult.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for the responsibility which is mine, I commit myself to be, in word and example, the first and best teacher of my children in the faith. Practically, this means I will: Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation; To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings; Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in the faith. Commit to speak frequently with my children about God and to include prayer in our daily home life; Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation of Catholic children; Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school; Teach my children by word and example to have a love and concern for the needs of others; Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion. Practice stewardship in support of the school and parish.

## POLICY OF REPORTING CHILD ABUSE

School personnel are required to report to the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them may be abused or neglected.

<b>Administrators: Ext.:</b>	<b><u>Administration, Faculty and Staff</u> Position:</b>	<b>Email Address:</b>
Mr. Zachary Stobary	President/Principal	zstobart@svdepaul.org
Fr. Ranjan Lima C.M.	Associate Principal Jr/Sr High	rlima@svdepaul.org
<b>Faculty and Staff: Ext.:</b>	<b>Position:</b>	<b>Email Address:</b>
Mrs. Kelsey Rice	School Nurse	svenurse@svdepaul.org
Mrs. Sonya Dobbelare	Director of Enrollment and Advancement	sdobbelare@svdepaul.org
Mr. Eric Schweigert	Maintenance Director	eschweigert@svdepaul.org
Mr. Todd McDonald	Director of Technology	tmcdonald@svdepaul.org
Mr. Jerry Lintner	Band Teacher	jlintner@svdepaul.org
Mr. Robert Hearnnes	Religion Coordinator	rhearnnes@svdepaul.org
Mrs. Sarah Taylor	Lunch Program Manager	staylor@svdepaul.org
Mrs. Nicole Wibbenmeyer	Social Studies Teacher	nwibbenmeyer@svdepaul.org
Mrs. Crystal Tomlinson	Art Teacher	ctomlinson@svdepaul.org
Mr. Robert Hearnnes	Religion Teacher	rhearnnes@svdepaul.org
Mrs. Pam Riney	Science Teacher	priney@svdepaul.org
Mrs. Mary Richardson	Language Arts Teacher	mrichardson@svdepaul.org
Ms. Abigail Schremp	Language Arts Teacher/ A+ Coordinator	aschremp@svdepaul.org
Mrs. Julie Renaud	Language Arts Teacher	jrenaud@svdepaul.org
Mrs. Brenda Colvin-Nelson	Language Arts Teacher	<a href="mailto:bnelson@svdepaul.org">bnelson@svdepaul.org</a>
Mr. John McLain	Math Teacher	jmclain@svdepaul.org
Mrs. Louise Wibbenmeyer	Math Teacher	lwibbenmeyer@svdepaul.org
Mrs. Linda Buerck	Math Teacher	lbuerck@svdepaul.org
Mr. Tom Julian	Science Teacher	tjulian@svdepaul.org
Mrs. Angela Hudson	History Teacher	ahudson@svdepaul.org
Mr. Brandon Roth	Religion Teacher	broth@svdepaul.org
Mrs. Mindy House	Business Teacher	mhouse@svdepaul.org
Mrs. Patty Wengert	Learning Consultant	pwengert@svdepaul.org
Mrs. Morgan Wheeler	Director of Student Support Services	mwheeler@svdepaul.org
Mrs. Melanie Dodd	Guidance Counselor	mdodd@svdepaul.org

## POLICIES AND REGULATIONS

### ADMISSION POLICY

#### ENROLLMENT OF STUDENTS FOR THE FIRST TIME

Parents/guardians wishing to enroll their students in St. Vincent Schools must first apply for admission. (4102)

#### REQUIREMENTS FOR ADMISSION

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

1. The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religions requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this school includes:
  - a) Participation in the social and spiritual life of the Parish;

- b) Support of the concepts upheld in the Parent Witness Statement;
  - c) Agreement to follow the policies and procedures of this school;
  - d) Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their students.
2. The student's fulfillment of the requirements are listed below:
    - a) For admission to Ninth Grade, the student must have successfully completed Eighth grade.
    - b) Students transferring from another school or homeschool curriculum, must submit complete records prior to admission. Records will be evaluated by the building principal and counselor.
    - c) Once all records are received, administration will review within 48 hours. St. Vincent Schools reserves the right to deny admission.
  3. The school's ability to meet the student's educational needs; determination of this ability will be based upon:
    - a) The student's performance in another education setting; parents will be required to sign and request a copy of their student's records from their previous school;
    - b) Successful completion of the previous grade level; St. Vincent will follow the recommendations of a previous school regarding grade level placement
    - c) Successful completion of the entrance evaluation process.
  4. The parents' willingness to accept the financial responsibilities of attending the school. (4102.1)

### **ENROLLMENT PROCESS**

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

1. All parents must submit a copy of the student's birth certificate to verify age.
2. Baptismal certificates are to be submitted for Catholic students entering for the first time.
3. As required by the State of Missouri, immunization records will be required for all first time students prior to the first day of attendance at St. Vincent Schools. Parents must also submit a record of a physical examination and complete a health history for their children. .
4. A copy of the divorce decree, which verifies custody arrangements, must be provided in case of divorce.
5. Placement requests may not be completely honored due to being a small school in order to provide the best instruction to all of our students.

The principal may deny admission even if the student has met the age requirements if the student has been found to be lacking in readiness according to the Kindergarten Readiness assessments or additional screening tools.

### **AFTER SCHOOL CARE / BEFORE SCHOOL CARE**

St. Vincent Jr/Sr High offers after school study in the library unless communicated on specific days.

7-12 High School library is open until 4PM

### **ATTENDANCE**

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

#### **Jr/Sr High Attendance Practices**

St. Vincent Catholic Schools offers in-Person instruction and thus values the presence of its students. Regular attendance is a vital facet in the Holistic experience that students gain through their academic growth that includes through daily interactions with teachers, classes, and fellow students.

Absences from school/classes will be tracked by the school office. After 7 (seven) absences in a semester families will be notified and reminded of the school policy for absences. After a student's 8th absence in a semester, a redu

#### **TRUANCY**

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge a

nd/or consent of the parent/guardian and school officials (skipping classes). Truancy is a serious offense and will result in a conference with the parent/guardian and disciplinary action will be taken. Repeated trancies could result in dismissal. (4201.1)

## **TARDINESS**

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (4202) To uphold the integrity of learning and the members of the classroom community, St. Vincent Schools expects students to come to school on time. If a student arrives late, they must go to the office and get a Tardy Slip from the office staff and present it to the classroom teacher. Chronic tardiness is a serious problem, and if it is a continuous issue, St. Vincent staff and families together will follow the outlined step plan to help correct the problem.

## **ATTENDANCE REGULATIONS**

1. Absences of 10 or more days in a school year may result in retention or loss of credit.
  - a. A meeting with the principal will be required if 7 or more accumulated days of absences in a semester.
2. If a student is absent the student's parent or guardian is to call the school office to explain the situation **before 8:00a.m.** The written excuse must follow and include the date, reason for absence and signature of parent or guardian. If there is no notification, the secretary will contact the parent.
3. We **strongly prefer** if doctor or dentist appointments could be made for days off or after school. If a student needs to leave for an appointment during school hours, the student must be signed out at the office by the parent. Upon returning, the student must be signed in at the office by the parent or designated adult. HS parents must call to dismiss a student in the event of an appointment. HS students may sign out/in with parent verbal or written permission.
4. If a student is absent from class due to illness or an appointment, etc. students are expected to make up any work that is missed during the absence. When absent you have one day for each day missed to turn in completed missing assignments and homework.
5. Junior and Seniors only are allowed 2 excused absences for a **college visit** with a written note from the college (1 per semester).
6. Driver's test will be an tardy or absence/half day of absence.
7. **Homework** for students who are absent 2 or more consecutive days will be gathered by the teachers and office staff and will be available in the office after 2PM or sent home with a sibling in the **same** building, upon request.
  - a. If a student is ill and absent from school, s/he has the same number of days to make-up homework and tests.
8. NOTE: If a Jr/Sr High student goes on vacation during the school year, all homework will be given upon return. It is the student's responsibility to gather all work missed from the teacher.
9. In the above guidelines, administrative discretion may be applied in special cases.

## **GUIDELINES FOR TARDY**

### **Junior/Senior High School Policy (4202)**

SCHOOL tardiness begins at 7:45. Students must be IN the classroom by 7:45AM and in accordance with individual teachers classroom procedures.

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

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

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

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

individual logs on students.

### **HIGH SCHOOL ARRIVAL:**

Students should ONLY be dropped off in front of the High School Gymnasium. Students that drive may park in the High School Parking lot ONLY. Students should not park in front of the High School on Waters Street. High School Doors open at 7:15 AM.

- Students should enter the building through the gym entrance, gather belongings for the day, and then report to their first class. The warning bell rings at 7:42AM and the second bell signaling the start of the school day rings at 7:45AM. Students that are not in their designated classroom at 7:45AM are considered tardy.

### **RELEASE FROM SCHOOL**

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

-Parents can pick up their students at the Gym Entrance in their vehicles.

-Jr/Sr High students dismiss at 2:50pm. If you change your normal plans for dismissal, and it is not possible to send a note due to a last minute change of plans, please call the office **before 2:15 p.m.**

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

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

2. CARS: Students driving to school should park in the school parking lot, on the side of the gym. Sitting in parked vehicles is not permitted before, during, or after regular school hours. Leaving school grounds is permitted during regular school hours ONLY for the following: a. Students enrolled in the Area Career Center. Students violating this procedure may receive disciplinary action.

3. GOING TO VEHICLES DURING THE SCHOOL DAY: Students are not permitted to go to their vehicles during the school day unless they have specific permission from the office. If students are reported to have gone to their vehicle without permission they will receive a Thursday detention. At no point throughout the school day may a student prop a door open to walk out of the building.

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

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

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

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

8. Students who wish to park on campus, must purchase a parking permit from the office. Parking passes are \$10 for the whole school year, and \$5 for second semester.

### **RELEASE FROM SCHOOL DUE TO ILLNESS**

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

1. A student will be sent home if they have a temperature of 100.4 degrees more, if they vomit, if they have lice or nits in their hair, or if they have other conditions that might constitute a threat to the health of others.
2. Parents/guardians are responsible for providing transportation for the student to leave.
3. The parent or designated adult must come to the school office and sign-out the student.
4. In the event a student is ill, he/she should see the school nurse (K-12) or Jr/Sr High School Office and the nurse and/or office will contact the parent. In the event a parent cannot be reached, the emergency contact will be contacted.
5. The student may be readmitted that day upon written verification from a qualified healthcare professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others. (4301.1)

### SCHOOL CLOSING EVENTS

1. In the event of an unforeseen emergency (i.e. weather, earthquakes, etc.) parents will be notified through Jupiter. If you wish to receive text notifications from SIS please select that option.
2. If the forecast calls for inclement weather, please create your plan ahead of time on how your student will get home. Young students may get nervous if we have to dismiss school early so review your plan with them before coming to school.
3. In the event of an accident or emergency, effort will be made to contact parents first. If the parent/guardian cannot be reached the designated adult on the emergency form kept on file in the office will be contacted.
4. Students will not be allowed to go home or to any other destination off school property for any reason (e.g. get a book, an assignment, etc.).

### RELEASE FROM SCHOOL FOR FIELD TRIPS/ACTIVITIES

No student may participate in a field trip unless a permission form signed by the student's parent/guardian for the specific event has been received by the school. (5202.8)

### CAREER & TECHNOLOGY CENTER ABSENCE POLICY

Any student attending Perryville Area Career Center who does not attend his/her scheduled classes there will be considered truant unless the student brings a note from the parent/guardian to school the following day. The school will contact the parents on any day a student does not report to school unless a parent has called to excuse the student. Students must return from the Career Center for mass/religious **activity or an assembly in which they must participate and must be in complete St. Vincent Dress code. Students will not be dismissed from St. Vincent Catholic Schools until 11:55A.M.**

### Jr/Sr High BELL SCHEDULES

Monday			Tuesday			Wednesday			Thursday			Friday		
1st	7:45-8:30	45	1st	7:45-8:48	63	1st	7:45-8:18	33	Study Hall	7:45-8:00		1st	7:45-8:30	45
JH Break	8:30-8:35	5	JH Break	8:48-8:53	5	JH Break	8:18-8:23	5	Mass	8:00-8:46		JH Break	8:30-8:35	5
JH 2nd	8:39-9:21	42	JH 2nd	8:57-9:27	30	JH 2nd	8:27-9:27	60	1st	8:46-9:24	38	JH 2nd	8:39-9:21	42
HS 2nd	8:34-9:16	42	HS 2nd	8:52-9:22	30	2nd	8:22-9:22	60	JH Break	9:24-9:29	5	HS 2nd	8:34-9:16	42
HS Break	9:16-9:21	5	HS Break	9:22-9:27	5	HS Break	9:22-9:27	5	JH 2nd	9:33-10:11	38	HS Break	9:16-9:21	5
3rd	9:25-10:07	42	3rd	9:31-10:31	60	3rd	9:31-10:01	30	HS 2nd	9:28-10:06	38	3rd	9:25-10:07	42
4th	10:11-10:53	42	4th	10:35-11:05	30	4th	10:05-11:05	60	HS Break	10:06-10:11	5	4th	10:11-10:53	42
Club/Advisory	10:57-11:19	22	HS Lunch	11:09-11:34	25	HS Lunch	11:09-11:34	25	3rd	10:15-10:53	38	Club/Study Hall	10:57-11:19	22
HS Lunch	11:23-11:46	23	JH 5th	11:09-12:09	60	JH 5th	11:09-11:39	30	4th	10:57-11:35	38	HS Lunch	11:23-11:46	23
JH 5th	11:23-12:05	42	HS 5th	11:38-12:38	60	HS 5th	11:38-12:08	30	HS Lunch	11:39-12:02	23	JH 5th	11:23-12:05	42
HS 5th	11:50-12:32	42	JH Lunch	12:13-12:38	25	JH Lunch	11:43-12:08	25	JH 5th	11:39-12:17	38	HS 5th	11:50-12:32	42
JH Lunch	12:09-12:32	23	6th	12:42-1:12	30	6th	12:12-1:12	60	HS 5th	12:06-12:44	38	JH Lunch	12:09-12:32	23
6th	12:36-1:18	42	7th	1:16-2:16	60	7th	1:16-1:46	30	JH Lunch	12:21-12:44	23	6th	12:36-1:18	42
7th	1:22-2:04	42	8th	2:20-2:50	30	8th	1:50-2:50	60	6th	12:48-1:26	38	7th	1:22-2:04	42
8th	2:08-2:50	42							7th	1:30-2:08	38	8th	2:08-2:50	42
									8th	2:12-2:50	38			

### BOOKS

Textbooks and library books are furnished to students at St. Vincent on a loan basis with the exception of college courses and should be treated as borrowed property.

1. Students are required to pay for the loss or damage of text books and library books. If a lost book is found after it has been paid, the book becomes the property of the student. Refunds will not be given.
2. All textbooks must be covered with a book cover. Book covers will be provided at the JH/SH school or parents may supply their students with book covers.

3. Library books will be checked out for two weeks at a time. Within that week the book must be returned or renewed. A late fee is charged for overdue books. Grades will be held at the end each quarter for unpaid library fines.

### **JR HIGH/ SR HIGH LIBRARY GUIDELINES**

The library is for student use according to individual needs. In order that our library may render optimum service to each student, the following must be observed: maintain a quiet atmosphere in the library at all times and use the library for testing, study skills, research, reference, and Accelerated Reader. Any student that is disruptive or uncooperative will be asked to leave the library. Students misusing the library and its services will forfeit the privilege of using it. All students must follow the Internet Acceptable Use Policy. The library computers are not to be used for games. Failure to do so will result in a loss of computer privileges. Every Jr. High and Sr. High students are issued a chromebook and charger at the start of the school year. If a student does not bring his/her Chromebook to school or does not adequately charge it, he/she can borrow a Chromebook from the library once per grading quarter for free. Any additional offenses in a grading quarter will be \$5 per offense. The SIS system will be used to notify students/parents/principal of offenses and fines. All fines must be paid by the end of each grading quarter or grades will be withheld in SIS.

Student checkout limit is two books. The checkout period is two weeks, but books may be renewed. Students may not remove any materials from the library without checking them out. Students are responsible for any book checked out from the library. Books are stamped with a due date. It is the student's responsibility to check this date and renew or return the book when necessary. The fine for an overdue book is \$0.05 per day. Students will be charged for lost or damaged books. The lost/damaged book charge is \$20.00. All printing must be school related and will have a \$0.05 charge per page. SIS will be used to notify students/parents of overdue books, fines and printing/copy fees. All fines must be paid by the end of each grading quarter or grades will be withheld in SIS.

### **COMMUNICATION**

Open lines of communication are essential between home and school.

1. In the event that you have a question about anything at school, please call, email, or send a note. St. Vincent has a voice mail system and you can leave a message for a specific staff member. There is a list of staff members and phone extensions at the beginning page of this handbook.
2. Weekly reminders and important information will be communicated through SIS emails. This is the main form of communication from school to each family. Parents have the responsibility to access this information and read it. Emails will have upcoming activities, dates and reminders to help our families.
3. One Parent/Teacher Conference is scheduled each school year to provide an opportunity to discuss the progress of each student. However, if you want to meet with your student's teacher, please send a note, email or leave a voicemail so that an appointment can be scheduled.
4. If there is a concern, it is important to contact the teacher and address the concern PRIOR to contacting the principal.
5. St. Vincent has an active Parent Teacher Organization (PTO). It meets periodically throughout the year. This is another way that parents can keep informed and become involved in our school. We encourage at least ONE parent from EACH family to attend the PTO meetings.
6. Please make sure that you pick up your Parish Bulletin after attending Mass every weekend and follow our school Facebook page, SV Catholic Schools.

### **DISCIPLINE GUIDELINES**

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

### **BOARD POLICY REGARDING DISCIPLINE**

The St. Vincent Catholic Schools administration may determine disciplinary consequences for any student including detention, probation, suspension, and/or withdrawal for cause. The administration determines consequences based on the student's actions – verbal or physical and/or displayed attitude toward others, as outlined in the Student/Parent Handbook. For those actions or attitudes that warrant probation, suspension, or withdrawal for cause, the administration will consult the School President in advance of the

final decision. The administration reserves the right to waive and/or deviate from the disciplinary regulation, for just cause, at its discretion.

St. Vincent Schools has the right to discipline a student whose out-of-school conduct brings negative attention to the school and church community or which seriously detracts from the reputation of the school.

### **BEHAVIOR EXPECTATIONS**

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

***Behave as Christ would behave.***

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

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

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

#### **DISCIPLINARY PROCESS:**

1. The student is called by the teacher to explain his/her actions.
2. The teacher determines if discussion is sufficient to correct the matter. The teacher will log discipline matters in the SIS system.
3. The teacher may assign an approved consequence, 10 minutes, Thursday Detention, Saturday Detention, depending upon the offense. Notification should be sent via SIS system for a 10 minute detention or Thursday detention. A call will be made to parents for a Saturday Detention.
4. If behaviors do not improve the Principal intervenes, parents are notified, and additional consequences are determined: Saturday Detention, In-School Suspension, or Expulsion. In discipline cases that the Principal handles, s/he has the right to determine a consequence (or by-pass standard processes) if the circumstances warrant.

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

**NOTE:** After numerous and serious infractions of the rules, or after an extreme offense, a student may be expelled. If chronic behaviors are exhibited and improvement is not made, parents may be requested to withdraw their child from school.

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

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

##### **CONSEQUENCES**

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

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

#### **FOOD/DRINK:**

No food or drink is allowed outside of the cafeteria. Outside food delivery (door dash, etc) is forbidden and will result in disciplinary action. ONLY clear water bottles WITH water are permitted on school campus.

### **DEFINITION OF TEN MINUTES**

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

### **DEFINITION OF THURSDAY DETENTION**

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

In addition to the regular Thursday detention a teacher may give detentions as long as the teacher assigning the detention stays with the student for the period assigned— before or after school. The student can be required to do work for the teacher during the detention. This detention can be used for misbehavior in the classroom or less serious offenses – missed assignments, poor effort, etc.

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

Saturday Detention will be from 7:00am -10:00am. Students must wear their school uniform and bring school work to do. A fee of \$40 will be collected by the High School office prior to the date of the Saturday detention. Students will also do service during Saturday Detention. If Saturday detention is missed the student will be placed on In-School Suspension for one day, will be reassigned the Saturday Detention, and will still have a \$40 fee. If behaviors do not improve the Principal intervenes, parents are notified, and additional consequences are determined.

## **CELL PHONE/ ELECTRONIC DEVICE POLICY**

**JR/SR**

**HIGH**

Cell phones and electronic devices including smart watches, are not to be used at any point throughout the school day (7:45AM-2:50PM), unless a teacher has requested their use for a specific class. Any phone or electronic device heard ringing throughout the school day will be confiscated and turned into the office.

If a student is found using a cell phone or an electronic device during the school day (other than when a teacher has requested its use for a specific class) it will be confiscated by the teacher or school personnel and stored in the school office until the end of the school day. The procedure for violating the policy is as follows:

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

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

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

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

The violation of the policy does not start over at semester, only at the start of a new school year.

### **LEAVING CAMPUS WITHOUT PERMISSION**

Once a student is on the school campus, s/he may not leave without permission from the office. If a student leaves during these times, s/he will receive a Saturday Detention (Jr/Sr High School)/disciplinary action (Elementary)

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

A. Students will demonstrate academic integrity by completing their own work on all homework and classwork assignments, reports, tests, quizzes, and projects.

B. As a community, SV Schools value hard work and honesty; therefore, cheating, dishonesty, negative behavior, or a lack of academic integrity will not be tolerated.

C. Teachers will instruct students and inform them when collaboration with classmates is expected and accepted. If students are unsure if they may collaborate with classmates, they should clarify the issue with their teacher.

D. Examples of a lack of academic integrity are not limited to, but might include: plagiarizing (or not citing sources) from a book or web site, copying another classmate's assignment, allowing one's own work to knowingly be used by another student(s) for academic dishonesty, sharing login information with another student(s) for the purpose of academic dishonesty, or asking others about specific contents of a quiz or test.

### **CONSEQUENCES:**

1. Loss of credit for the assignment/Test - 'F' is given (0%);
2. Saturday Detention and a \$40 fine (Jr/Sr High School)
3. Notification of parent
4. Immediate loss of membership in National Honor Society or other Leadership positions in clubs, sports, organizations.(Jr/Sr High School)

### **DEFINITION OF SUSPENSION**

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

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

Suspension is the removal of a student from all classes for a specified period of time. Suspension will be used to deal with serious offenses. The decision to use suspension as a disciplinary action is made by the school principal. Students who are suspended will be barred from all school activities – social, athletic, extracurricular, or scholastic, during the time of suspension. This means they will not be able to attend these events on the day of suspension. Students serving an In-School Suspension will report to the high school office upon arriving at school and remain there or in a designated area in school until 2:50pm. Work will be sent to the designated supervisor of the student for the student to complete. A \$100 fee will be assessed for in school suspension. There is a fee of \$100 for in-school suspension payable to St. Vincent Schools.

### **PROCEDURE FOR SUSPENSION**

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

1. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
2. A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and condition of the student's return to school, and the procedure for the student making up class work. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is to be kept on file at the school and a copy is given to the family. (4302.1)
3. **The cost of an In-School Suspension is \$100 cash/check per day in the Elementary and \$100 cash/check per day in the Jr/Sr High School (this pays for the ISS sub for the day).**

## **NOTIFICATION OF SUSPENSION**

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

## **PROBATION**

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

## **DEFINITION OF PROBATION FOR MISCONDUCT**

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

## **WITHDRAWAL FOR CAUSE**

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

## **DEFINITION OF WITHDRAWAL FOR CAUSE**

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

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

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

## **HARASSMENT POLICY**

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment in diocesan Catholic schools shall be addressed using appropriate disciplinary consequences, counseling methods and parent/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is repeated and habitual. One essential prerequisite is the perception (by the bully or by others) of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school shall have a comprehensive anti-bullying plan consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents/guardians and students. This plan shall also be available in the school office for parents/guardians to refer to if they have questions. This can also be in the parent/guardian/student handbook.

Sexual harassment deserves special mention. Sexual harassment is defined as any unwelcome sexual advances, un-welcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical contact of a sexual nature includes, but is not limited to the deliberate, repeated making of unso-licited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes. No student shall be subject to sexual harassment as a student. Any student or personnel who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that they are being sexually harassed shall immediately report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment will be investigated and reported by the administration to the Protecting God's Children Office if deemed necessary.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith by school officials.

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

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

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

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

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

#### **VIOLENCE OR THE THREAT OF VIOLENCE**

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

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

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

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

### **GUIDELINES REGARDING THREATS AND THE THREAT OF VIOLENCE**

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

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

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

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

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

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

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

### **INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT**

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

### **SEARCH AND SEIZURE**

If reasonable grounds exist for school officials to request that a student empty the contents of pockets, purse, jacket, backpack or allow for the examination of the interior of a student's automobile. Refusal by the student may result in disciplinary action. Lockers, desks, etc. are property of the school and as such are subject to search by school officials. With reasonable suspicion of containing contraband, items may be opened in the process of a search without prior notice to parents or students. (4303.5)

### **SOCIAL ACTIVITIES**

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

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

## **Jr/Sr High DRESS CODE POLICY**

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

### **DRESS CODE GUIDELINES**

1. Following the dress code is the chief responsibility of the parent, but it is also enforced by the teachers.
2. If a student is out of uniform, parents' will be called to bring in appropriate clothing.
3. Dress Code violations will be documented in Jupiter.
4. **Failure to follow the dress code will result in the following disciplinary actions:**  
First Violation: 10 minute detention  
Second Violation: Thursday After School Detention  
Third Violation: Thursday After School Detention  
Fourth Violation: Saturday Detention  
Fifth Violation: Probation and parent meeting with administration
5. Dress Code violations oftentimes are the most common offense at SV. Violations for these are counted over the course of a year:

\*\*\*After two length of skirt violations (in a school year) you will lose the privilege to wear a skirt. You will be required to wear navy or khaki pants or walking shorts for the remainder of the year.

### **HIGH SCHOOL DRESS CODE**

#### **JUNIOR AND SENIOR HIGH SCHOOL UNIFORM**

**Shirts:** Navy plain polo shirts with collar with the designated school crest, or SVHS cross logo may be worn. Only plain white or gray t-shirts may be worn under the school uniform shirts. Shirts must be tucked in at mass. A school crest logo is required for High School Students polo's  
-Junior High Students may wear a solid Navy polo, with or without a school crest.

**Pants:** Only loose fitting Navy and Khaki pants are allowed. Form fitting khakis, jeans, stretch leggings, jeggings, or slacks made of denim, corduroy, brushed, or worn faded materials are not allowed. Slacks may not have "cargo" pockets on side/legs. Pockets should be inside bound pockets with no flaps. Hip huggers with wide belts, bell- bottoms or pants with slits cut in them are not allowed. Pants should cover underwear.

**Belts:** Belts must be worn at ALL times while in school uniform pants or shorts. Belts must be plain black or brown.

#### **Skirts/shorts:**

**Girls may wear:** capris, walking shorts, or plaid skirts. Plaid skirts must be no shorter than 3 inches above the knee.

**Boys may wear:** Khaki or navy walking shorts or pants with a belt at all times (no cargo pockets). Shorts must be within 3 inches of the top of the knee

**Girl's hair:** Clean, neat, and a "natural hair color".

**Boy's hair:** Clean & neat, length of hair should not touch the top of the school uniform collar and should not fall below your eyebrows. No facial hair allowed (students will be given a dress code violation and asked to shave)

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

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

**Outerwear :** MUST BE NAVY and HAVE the School Logo at the top left front. NO OTHER LOGO or BRANDING may be on outerwear. Only Navy ¼ zip-ups, or crewneck sweatshirts are considered "outerwear" and may be worn in the classroom/school. A school polo must be worn under the outerwear. School letter jackets may be worn. Sweatshirts with hoods are NOT permitted.

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

**Hats:** Hats of any form including hoods are not allowed in the building at any time.

**Backpacks:** Backpacks are not permitted in the classroom under ANY circumstances unless the administration has granted permission.

\*\*Official St. Vincent Catholic School Uniforms can be purchased locally at H Squared or at Just Me Apparel Inc.

## **BLUE AND GOLD DAYS**

Blue and Gold Days will be uniform bottoms and an appropriate SV shirt.

## **DRESS DOWN (THEME) DAYS**

Dress Down Days are a privilege, not a right. Attire for dress down days must be clean, neat, and modest. Only blue, gold (yellow), or SV t-shirts, (Club, Athletic, Theme, SV Sponsored) may be worn unless stated otherwise by SV Administration. Shorts (no shorter than 3 inches above the knee), leggings, yoga pants, and jean shorts are not permitted. Jeans with holes, rips, or frays are not permitted. Joggers or loose fitting sweatpants are permitted.

If the student chooses not to dress down, they may wear their school uniform. Students who are not aligned with the designated THEME DAY, will be considered out of uniform for the day, be given a Thursday detention, and a call to parents to bring school uniform will be made.

No boots or flip flops are permitted, no strapless tops, or crop-tops, no advertisements of Tobacco, Alcohol or other drugs, etc.

## **Consequences for NOT wearing the appropriate Dress Down or Blue/Gold Dress attire:**

-Thursday Detention (Jr/Sr High School) / call to parents to bring in appropriate clothing.

## **TEAM SHIRT DAYS**

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

## HIGH SCHOOL DANCE PROCEDURE

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

### Dance Permission Form and Dress Code Information

1. All Non- St. Vincent Students must fill out a guest permission slip and turn it into the office one week before the dance.
2. All school dances are from 7:00pm-10:00pm. **Guests for all dances must be UNDER 21, have graduated from High School, completed a permission form listing their high school, and be approved by administration.**
3. Once students arrive for a dance they are not permitted to leave the building. If it is absolutely necessary for a student to return to their vehicle, a chaperone must accompany them at all times.
4. Doors will open for students to enter the dance ½ hour before the advertised start time.
5. A breathalyzer test\* will be conducted upon admittance into all dances for all attendees.  
\* If a student does not pass the test they have broken the law and parents will be notified. The student will be punished according to the law and also receive discipline from school administration.

### DRESS CODE FOR DANCES

SV believes there is a significant importance of guiding our students to respect themselves through what they wear. Additionally, SV wants the attire to reflect the dignity of the event.

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

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

#### FEMALE ATTENDEES:

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

#### MALE ATTENDEES:

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

When in doubt, it is wise to get apparel approved by the administration prior to purchasing.

### EMERGENCY POLICY

St. Vincent Schools has a procedural plan in the event of fire, earthquake, tornado or other emergencies. This plan will include a warning signal for each emergency, a place of safety to which the children will be directed and frequent practice drills at irregular intervals. In an emergency situation students will be

supervised until a parent or guardian arrives. Administration would like to dismiss students solely to their parents after an emergency situation but will release them to whomever the parent has listed on their Emergency Information Sheet and will **only** release them to those listed on the information sheet. The following regulations are synopses of information as expressed in a document entitled The St. Vincent School Safety and Emergency Plan. This is part of the Crisis Management policy of SV Schools.

### **THE COMPLETE MANUAL OF EMERGENCY PLANS**

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

### **ASBESTOS COMPLIANCE**

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

### **EMERGENCY PROCEDURE DRILLS**

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

### **CHEMICAL/HAZARDOUS WASTE ACCIDENT PROCEDURE**

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

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

### **EARTHQUAKE PROCEDURE**

1. As soon as the first tremors are felt, the students and teachers are required to stop what they are doing and immediately drop to the floor and take cover under their desks. If they are not in a classroom, they are to go to the nearest inside wall and drop to their knees and put their head down and cover it with their hands.
2. As soon as the tremors end, everyone in the building is to exit quickly and orderly and follow the directions/locations for fire drills posted in the classrooms.

### **FIRE PROCEDURE**

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

### **INCLEMENT WEATHER PROCEDURE**

For School closings in the event of inclement weather or an unforeseen emergency parents will be notified with an email from SIS System,, TV station KFVS Channel 12, and on the SV Tribe Facebook page.

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

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

1. If an adult or student sees any intruder (with or without weapon) they are to report that person to the office immediately.
2. The administrator notifies all students and faculty via PA of impending danger.
3. Classroom doors will be locked with curtains drawn. Door handles will be looped with rope to prevent easy entrance of any individual.
4. When able, students will leave the building-either through windows or doors as directed by the teacher.
5. Students will go to the RALLY POINT and remain until Police direct.
6. Police will direct buses with students from the Rally Point to the Reunification (Seminary Picnic Grounds) location where students will meet parents.
7. Communication with parents will be taken on by the Police.

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

### **SEVERE STORM/TORNADO PROCEDURE**

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

### **EXTRACURRICULAR ACTIVITIES**

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

### **BAND**

Students in Fifth through Twelfth grade may take part in the band program. 5th and 6th grade students are required to take band. The band class will take the place of music instruction for fifth and sixth grade. The band instructor will have a meeting at the beginning of the school year regarding the band instrument rental program. Students who participate in the band may follow the same sports behavior and attendance expectations.

### **DRAMA**

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

### **HIGH SCHOOL SPORTS:**

PLEASE REFER TO SV SPORTS HANDBOOK

### **DEAD WEEK FOR SCHOOL RELATED ACTIVITIES AND SPORTS**

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

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

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

### **UNSPORTSMANLIKE CONDUCT, PARENT/FAN**

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

## FIELD TRIP POLICY

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

### GUIDELINES REGARDING FIELD TRIPS

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

### FIELD TRIP TRANSPORTATION

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

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

## FINANCES

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

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

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

1. **School Tuition** – A tuition commitment form is completed before a student can enter in the Fall. The tuition covers about a half of the cost to educate each student.
2. **PTO Fundraisers** – The Parent Teacher Organization provides money to help keep fees down and to assist in other school needs. For example, the PTO raised the money to buy new desks and chairs for each classroom and the new playground equipment. The PTO will continue the regular school fundraisers and the Scrip (gift certificate) program. **All parents** are expected to participate in **all** of the PTO fundraisers.

3. **Parish Subsidy** – Tuition does not cover the full cost of educating a student at St. Vincent Schools. The Parish subsidizes a percentage of each student’s education costs.
4. **Scrip**- Parents and family members may buy Scrip. 50% of the profit will go to the Parish and 48% will go toward tuition costs of the designated family and 2% goes back to Scrip to continue purchasing gift cards.

**OTHER FINANCIAL SOURCES OF ASSISTANCE INCLUDE BUT ARE NOT LIMITED TO:**

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

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

**Alive In Christ Scholarship/Beyond Sunday** – Financial Aid is offered through the Beyond Sunday Program of the Archdiocese. This program is an “umbrella” with several sub-programs of financial aid. Application is online and parents are responsible to apply and provide all requested materials to be considered for any of the financial aid opportunities. Registration for the Beyond Sunday Program generally in January and ends in February.

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

**St. Vincent Schools will not collect funds or information for events or activities that are not school functions (fundraisers for project graduation, 8th grade, etc).**

<b>GRADING SCALE</b>
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**HIGH SCHOOL ACADEMICS**

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

Students enrolled in courses through the Perryville Area Vocational Technical School will be issued credit through SVHS. Any student’s course grade, while enrolled in the Career Center, will be based on the PHS grading scale and the PHS “letter” grade. ONLY semester grades will be inputted into the gradebook. Quarter grades will NOT be included in the report card and students should use the platform from Career Center to review quarter grades. SV students that attend Perryville Area Vocational Center will be eligible for honor roll based ONLY on their grades at SVHS.

**ACADEMIC CLASS RANK**

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

**VALEDICTORIAN AND SALUTATORIAN SPEECH POLICY:**

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

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

College credit courses are offered at St. Vincent High School through St. Louis University and SEMO to juniors and seniors who excel in various subjects. Students are not admitted lightly into the 1818 or SEMO program. Students must have their college texts rented within the first 2 weeks of class, or can be dropped from the course.

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **COURSE AND FAILURES POLICY**

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

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

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

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

#### **STUDENT PROGRESS - RETENTION – JUNIOR HIGH**

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

#### **RELIGIOUS EDUCATION PROGRAM**

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

#### **STANDARDIZED TESTING**

##### **High School**

A. The primary goal of the high school testing program is to provide students with information about themselves to assist in planning and organizing their high school and post-secondary lives. This testing

information also helps in evaluating and reshaping the high school curriculum to meet the educational needs of the students.

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

C. Results of tests are handled as such:

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

**Scheduled Testing is as follows:**

NWEA Assessments: Grade 8

Pre-ACT: Grade 9-10

ACT: Grade 11-12

PSAT (Pre-Scholastic Aptitude Test): Select Grade 10-11

ASVAB (Armed Services Vocational Battery): Interested Grade 10-12

\*Students can register for the ACT at [www.act.org](http://www.act.org); SVHS ACT Code is 262-590.

**COURSE CURRICULUM POLICY (4500)**

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

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

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

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

**D. *The requirements for graduation***

Religion 4 credits

English 4 credits

Mathematics 3 credits

Science 3 credits

Social Studies 3 credits

Fine Arts 1 credit

Physical Ed 1 credit

Practical Arts 1 credit

Spanish 2 credits

Health .5 credit

Electives 7.5 credit

80 hours of Service (20 hours a year in grades 9-12)

**GRADE POINT AVERAGE**

A student's Grade Point Average (GPA) will be determined at the end of every quarter based on the quality points (the value of the course) divided

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

## HONOR ROLL

Honor roll is determined by the current grade point average and is recognized each quarter.

A. Honors: GPA of 3.667 and above.

B. Honors: GPA from 3.000 through 3.66

## GRADING

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

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

### Semester grades will be figured as follows:

1st or 3rd quarter grade = 40%

2nd or 4th quarter grade = 40%

Semester exams = 20%

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

C. In the second semester, 12th grade students that earn a grade of A- or higher in a course, once all grades are entered, will be exempt from the second semester final. College and dual credit courses will have no exemptions. 12 grade students must be in good standing with attendance and discipline with the school. Exempted finals are at the discretion of the administration and can be reinstated at any time.

## HOMEWORK POLICY

### JR/SR HIGH SCHOOL:

1. Each student must do his/her own work.
2. When long-range assignments are given, they should be worked on over a period of time and not left until the end of the appointed time.
3. Students are not allowed to leave school to get their homework from home.
4. When a student is absent, it is the student's responsibility to check with his/her teachers when returning to school to get all assignments.

5. Only if a student is absent 2 or more consecutive days, then the school office will gather homework for pick-up after 2PM. **The majority of assignments for 7-12th grade students can be found on Google Classroom.**

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

## **HEALTH POLICY**

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

### **HEALTH DOCUMENTS**

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

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

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

### **HEALTH – EMERGENCY INFORMATION**

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

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

### **HEALTH PHYSICALS**

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

(4401.3) ALL high school athletes must have a MSHSAA Pre-Participation Physical Evaluation prior to the first day of practice.

### **HEALTH AND SAFETY CONCERNS**

1. Due to serious allergy concerns, we strongly advise not sending snacks that contain nut allergies.
2. Due to safety concerns, students **may not** bring laser pointers to school.

### **ADMINISTRATION OF MEDICATION**

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

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

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

### **POLICY REGARDING NON-PRESCRIPTION MEDICATIONS**

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

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

### **COMMUNICABLE DISEASES**

In the case of communicable diseases, St. Vincent Schools will follow the recommended policies and procedures established by the Missouri Department of Health. One way that parents can assist is not to send a student to school if they have a **100.4 fever**, diarrhea or if they have thrown up before school. All students must be free of the previous three symptoms **WITHOUT MEDICATION IN THEIR SYSTEM**, for 24 hours before they should return to school.

### **HEALTH SCREENINGS**

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

### **PHYSICAL PROBLEMS**

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

### **SIGNIFICANT MEDICAL CONDITIONS**

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

### **FIRST AID AND EMERGENCY GUIDELINES**

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

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

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

## HEAD LICE POLICY

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

**(First Case)**

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

**(Second Case)**

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

**(Subsequent Cases)**

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

## INSURANCE

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

## LITURGY AND SACRAMENTS

Students attend Mass weekly. Students in each grade take turns planning the liturgy. The Kindergarten students do not attend Mass until January. Parents and grandparents are also welcome to join us for the liturgy celebration but are asked to sit behind the student body.

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

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

## LOST AND FOUND

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

## LUNCH

St. Vincent Schools offer a hot lunch program for all students each full school day.

1. Students may either buy the lunch offered in the cafeteria or bring their lunch to school. Students that bring their lunch may buy milk on a daily basis.
  - a. Lunches brought in from home will need to be ready to consume without any preparation at school. The Jr/Sr High School offers a microwave to students that need to warm their food.
2. The cost for lunch each day is determined yearly which includes a lunch and one milk. Students may purchase an extra carton of milk.
3. If a student has a food allergy to a certain type of food or milk, or if they have special dietary needs, please notify the school nurse in a written note with documentation from your family doctor. We strongly advise you to not send foods that contain peanuts or tree nuts, due to allergies.
4. Each student will be issued a cafeteria ID number and ID card. This card will be swiped when your student buys lunch or milk. This ID card works like a debit card. Parents need to send money to school at the beginning of the week or month in an envelope marked "cafeteria" or "lunch money" and with your student's name. Checks need to be made payable to **St. Vincent Cafeteria**. This money will be deposited in your student's account. Each time your student buys lunch or milk, the money will be subtracted from his/her account. Occasionally a student's account will run out of money and a note will be sent home if your student owes money.
5. If a Jr/Sr High School student does not bring their lunch card, they will have to go to the back of the lunch line.
6. Lost or broken ID cards cost \$5.00 to have replaced. A note will be sent to the parent if this happens.
7. The lunch menu will be posted in SIS each month and will be sent through email as well.
8. Our food director, Sarah Taylor, is in charge of the lunch program. If you have any questions, you may reach her at the High School at 547-4300 or leave her voice mail at ext. 247.

The St. Vincent Schools cafeteria rules are as follows:

1. Soda is not permitted during school hours.
2. No food delivery by outside sources to students (doordash, cargo, dominos, etc)
3. Students should wash their hands and use the bathroom during the lunch period.
4. Students are expected to be quiet and courteous in line while waiting their turn to be served.
5. Students are to remain at their tables and to speak in low tones to each other while eating. Proper table manners are expected.
6. Students may choose to sit outside in designated areas for lunch.
7. Students do not trade food or eat from another student's plate.
8. Food or drink of any kind is not permitted on the school grounds during lunch recess.

## PARENT TEACHER ORGANIZATION (PTO)

Every parent and teacher of St. Vincent de Paul Catholic Schools is automatically a member of the PTO. This group gathers together periodically during the year to provide communication on school activities and to help raise money to support St. Vincent Schools. Guest speakers may also be scheduled to assist parents in their important role as primary educators of their students. Parent and teacher participation is vital for the success of this school. We encourage at LEAST ONE parent from each family to attend their annual meetings.

## SAFETY AND HEALTH GUIDELINES

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

**The following guidelines have been established to avoid possible injury:**

1. No running or horseplay is permitted in our buildings.

2. All unsafe conditions must be reported to a teacher or administrator immediately.
3. The use of or being under the influence of liquor or controlled substances on school property or at school sponsored events is prohibited.
4. Standing on desks, chairs, or boxes is prohibited.
5. All necessary PPE equipment must be utilized if needed for class or an activity. For example, all lab science classes require goggles.
6. Young children through 6th Grade must sit with and have direct parental supervision at ALL SPORTING EVENTS. Students will not be allowed to roam freely throughout the stadium/gym. Failure to follow these guidelines will result in parents being contacted to take students home.
7. The burning of candles is prohibited.
8. Game Supervision: There will be an appointed game supervisor at each game. As a game supervisor, you have the same authority as a faculty member in a classroom. Steps for problems at games:
  - a) Give a warning
  - b) If no improvement occurs, ask person(s) to leave.
  - c) Contact local law enforcement authorities.
  - d) Give a full report to the administrator.
  - e) Be visible and observant. This method usually prevents 99% of problems.

## SECURITY & VISITORS

1. All parents and visitors should report to the school office and sign-in. No one should go directly to a classroom.
1. Class interruptions are to be avoided if at all possible. It is for this reason that we ask that all messages or forgotten items for students be brought to the school office.
2. For the safety of our students, all doors will be locked during the school day. **After 3:15 (Jr/Sr High School) no one is available in the office to answer the doorbell and unlock the doors.**

### **For safety purposes, the following procedures are in place:**

1. Visitors during the day at the Jr/Sr High School should park on Waters Street and ring the bell at the Waters Street entrance. All visitors must sign-in at the Office. Please do not knock on an outside classroom door to be admitted.
2. Students and teachers are prohibited from opening a door for visitors. All visitors must ring the doorbell to enter.
3. If a student must leave early, a **written note or prior call** from the parent or guardian must be sent to the office telling the **time** and **who** will be picking up a student. This designated adult must sign the student out at the office (ES) or give permission to student to drive (students 16+)
4. Parents picking up students from After School Care can use the cafeteria door facing the gas station.

## STUDENT RECORDS

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

### **SCHOOL RECORDS – ACCESS TO STUDENT RECORDS BY PARENTS**

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

1. Parents/guardians may call or write a note requesting an appointment to view student records.
2. The administrator will set up an appointment with the parent/guardian.
3. The administrator will keep a log documenting the name, date and time that student records were viewed. In the event of custody questions, the administrator will require written documentation from the court or the custodial parent prior to giving any access to student records.
4. In the event the parents are separated or divorced with joint legal custody of the student, both parents are entitled access to their student's record and information regarding their student's

education. This information includes but is not limited to report cards, progress reports, notices of disciplinary action and similar information.

5. In the event that the payment of tuition is a shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards and the admission of the student for the next school year. A parent needs to know the status of overdue balances in the event that the parent wishes to make the payments, preventing a disruption in the student's education.
6. In the event the student's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court of the student's custodial parent.
7. In the event that a student is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the student's custodial parent.
8. A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the student.

### **STUDENT RECORDS – TRANSFER OF RECORDS**

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

### **SUPERVISION**

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

### **SUPERVISION – QUESTIONING OF STUDENTS**

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

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

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

### **SUPERVISION – MEDIA AND THE SCHOOL**

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

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

### **SUPERVISION – DISTRIBUTION OF MATERIALS TO STUDENTS**

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

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

### **SUPERVISION – MAILING LISTS**

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

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

### **TECHNOLOGY/INTERNET**

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

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

### **TELEPHONE**

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

1. The phone line needs to remain free to conduct office and school business.
2. Students may call home with permission from the administration in only unusual circumstances.
3. **Students are not allowed to use cell phones at school, on school trips or in after school care.** If a student has a cell phone, it is recommended that he/she leaves it at home. If it is brought to school it should remain off and left in the backpack and/or locker. School is not liable for any cell phone/electronic devices from home.
4. During the winter, if we need to leave due to bad weather such as snow, the office is flooded with phone calls. It would help if parents could make their "snow plan" ahead of time and send a written note 24 hours prior or day explaining what should happen with your student if we get out early.