

# ***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.

**Administrators:**

Mr. Zachary Stobary  
 Fr. Ranjan Lima C.M.  
 Mrs. Jamie Flores

**Position:**

President/Principal  
 Associate Principal Jr/Sr High  
 Elementary School Principal

**Email Address:**

zstobart@svdepaul.org  
 rlima@svdepaul.org  
 jflores@svdepaul.org

**Faculty and Staff:**

Mrs. Hannah Gremaud  
 Mrs. Kelsey Rice  
 Mrs. Mary Richardson  
 Mrs. Bailey Dallas  
 Mrs. Brianna Geile  
 Mrs. Sonya Dobbelare

**Position:**

Administrative Assistant  
 School Nurse  
 Learning Consultant  
 Preschool Coordinator/Teacher  
 Pre-Kindergarten Teacher  
 Director of Enrollment  
 and Advancement  
 Maintenance Director  
 Director of Technology  
 Financial Assistant  
 Kindergarten Teacher  
 Kindergarten Teacher  
 First Grade Teacher  
 First Grade Teacher  
 Second Grade Teacher  
 Second Grade Teacher

**Email Address:**

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 svenurse@svdepaul.org  
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 amartin@svdepaul.org  
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Mrs. Ashley Evans  
 Mrs. Pam Tarrillion  
 Mrs. Dani Bishop  
 Mrs. Lily Ernst  
 Mrs. Nicole Robinson  
 Mrs. Laura Heise  
 Mrs. Kayla Lauder  
 Mrs. Amy Miesner  
 Mrs. Melinda Carron  
 Mr. Jerry Lintner  
 Mrs. Jane Schnurbusch  
 Mr. Bruce Valleroy  
 Mr. Robert Hearnnes  
 Mrs. Joanna Neumann  
 Mrs. Amy Naeger  
 Mrs. Sarah Taylor  
 Mrs. Chrissy Roth

Third Grade Teacher  
 Third Grade Teacher  
 Fourth Grade Teacher  
 Fourth Grade Teacher  
 Fifth Grade Teacher  
 Fifth Grade Teacher  
 Sixth Grade Teacher  
 Sixth Grade Teacher  
 Art Teacher/ After School Care  
 Band Teacher  
 Music Teacher  
 P.E Teacher  
 Religion Coordinator  
 Elementary Custodian  
 Elementary Custodian  
 Lunch Program Manager  
 Cafeteria

aevans@svdepaul.org  
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# **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 religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this school includes:
  - a) Participation in the social and spiritual life of the Parish;
  - b) Support of the concepts upheld in the Parent Witness Statement;
  - c) Agreement to follow the policies and procedures of this school;
  - d) Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their students.
2. The student's fulfillment of the requirements are listed below:
  - a) All registration forms including registration fee must be completed online for administration review for acceptance.
  - b) For admission to Kindergarten, the student should be five years of age before August 1;
  - c) For admission to First Grade, the student should be six years of age before August 1.
  - d) For admission to Ninth Grade, the student must have successfully completed Eighth grade.
  - e) 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.
  - f) 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 Schools offers school care services. A permission form must be filled out prior to a student attending this program. Adult(s) will supervise the students at all times. Students who attend "School Care" are expected to follow regular building rules and handbook rules. Students may be required to leave this service if rules are not followed. Sign-up/permission form and fee information along with detailed information is available on [www.svschools.org](http://www.svschools.org)

Before and After School Care Times:

Before School Care begins at 7AM at SVE Cafeteria.

K-6 After School Care begins at 2:40 and ends at 5:15PM.

## **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)

### **TRUANCY**

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials (skipping classes). Truancy is a serious offense and will result in a conference with the parent/guardian and disciplinary action will be taken. Repeated truantries could result in dismissal. (4201.1) A meeting with the principal will be required if there are 10 or more absences in a semester.

### **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.

### **GUIDELINES FOR TARDY**

#### **Elementary:**

1. Once the 7:50 a.m. bell has rung, teachers take attendance in each classroom. Students arriving between 7:50 a.m. and 9:20 a.m. are considered tardy. A student that is absent less than 1.5 hours throughout the day is counted tardy. A student that is absent 1.5 - 4 hours throughout the day is counted half absent. A student that is absent 4 or more hours throughout the day is counted absent. If a student arrives after 7:50 a.m. tardy bell, the parent needs to sign in the student at the office.
2. The parent/guardian of a student who is coming in late should call the office by 8:15 a.m. to be included in the lunch tray count.
3. A meeting with the principal will be required if there are 10 or more tardies in a semester.

### **ELEMENTARY MORNING ARRIVAL**

1. School hours are from 7:50 a.m. until 2:40 p.m.
2. Students arriving before 7:30 will be taken to Before School Care for safety purposes and a daily fee will be charged.
3. During morning drop off, parents dropping off elementary students:
  - a. Option 1:
    - Stay in the right hand lane of Rosati
    - The chain on Rosati will be opened and parents in the right hand drop off lane will turn right headed towards the elementary building and form a single file line
    - Once on
      - the black top, students can exit the right side of the vehicle to walk and enter their assigned homeroom
    - **PLEASE NOTE:** that only high school students should be dropped off at the crosswalk
    - A staff member will be present at 7:30 for the crosswalk to assist high school students

- There is no parking for parent drop off option 1 (all parking is allowed for parent drop off option 2)
  - b. Option 2:
    - Elementary students may be dropped off at the DePaul building parking lot
    - Parents may park at this drop off option 2 if parents would like to walk their child to the building
- 4. At 7:30 a.m. the first bell will ring signaling students can enter the building and adult supervision has begun
- 5. At 7:45 a.m. the second bell will ring signaling the start of the school day
- 6. At 7:50 a.m. a third bell will ring. Students need to stop at the office to check-in to get a Tardy Slip.

## RELEASE FROM SCHOOL

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

## RELEASE FROM SCHOOL PROCEDURES:

Elementary students dismiss at 2:40pm. Jr/Sr High students dismiss at 2:50pm.

1. Students need to be picked by 3:00 p.m. Students not picked up by 3:00 p.m. will be sent to After School Care and charged the daily fee.
2. It is suggested that all elementary students be picked up from the elementary either at parent pick-up #1, #2, #3, or go to ASC. For the safety of everyone, please stay in your vehicle and proceed forward in the pick-up lines.
3. If your child will be walking home from the elementary school, please notify the office for further instructions.
4. Elementary parents/guardians should make plans to pick up their children at:
  - a. Option 1 (PP1):
    - Parent Pick-Up #1 is forming a single line in the right hand lane on Rosati street to turn right toward the east side of the elementary building for one student (no more than two children)
  - b. Option 2 (PP2):
    - Parent Pick-Up #2 is on the West side of the DePaul building for multiple children
    - Parents form a single line to proceed up to the elementary staff
    - Students should not wait in the DePaul building or in the church after school
  - c. Option 3 (PP3/ Lot):
    - Parent Pick-Up #3 (Parent Driver) will be in front of the doors by the Kindergarten rooms
    - This will be reserved for all elementary students who have a sibling at the high school
    - If parents are picking up from both buildings, they will park in the elementary lot. Students will be escorted to their cars. When the high school gets out at 2:50pm, those students will come over to the elementary school to get in their car from this lot as well.
    - Cars will exit out on St. Joseph Street
    - Parent Pick-Up #3 (High School Driver) High school students picking up a sibling will enter the elementary parking lot directly across from the High School lot (by the Rectory).
    - Elementary students will be loaded in front of the Kindergarten doors
    - Cars will exit out on St. Joseph Street
    - For everyone's safety, please stay in your vehicle and wait for your child to come to you.
5. If you change your normal plans for dismissal, please write a message in your student's planner or call the office detailing where your student should go after school and the name of who is picking the student up. If it is not possible to send a note due to a last minute change of plans, please call the office **before 2:00 p.m.**

## 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, 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 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 Jupiter, you may choose this option in your account.
2. If the forecast calls for inclement weather, please create your plan ahead of time on how your student will get home.
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.

### **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)**

## **BOOKS**

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

1. Students are required to pay for the loss or damage of text books and library books. If a lost book is found after it has been paid, the book becomes the property of the student. Refunds will not be given.
2. Library books will be checked out for two weeks at a time. A late fee is charged for overdue books. Grades will be held at the end of the year for unpaid library fines.

### **ELEMENTARY 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.

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 when necessary. The fine for an overdue book is .05 cents per day. Students will be charged for lost or damaged books. The lost/damaged book charge ranges from \$10.00-\$20.00. Jupiter will be used to notify students/parents of overdue books and fines.

## **COMMUNICATION**

Open lines of communication are essential between home and school.

1. Weekly reminders and important information will be communicated through a digital newsletter.
2. Fall and Spring Parent/Teacher Conferences are scheduled each school year to provide an opportunity to discuss the progress of your child.
3. The easiest way to reach our staff is through Jupiter messaging. It is best practice to contact your child's teacher before contacting the principal about classroom concerns.
4. St. Vincent has an active Parent Teacher Organization (PTO). We encourage at least one parent from each family to attend the PTO meetings.
5. Parish Bulletins are available after Mass every weekend. Also, information and updates will be shared on our school Facebook page, SV Catholic Schools, and our school website, [svschools.org](http://svschools.org).

## 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.

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.***

SV students strive to:

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

### ELEMENTARY CLASSROOM DISCIPLINARY PROTOCOL

When behavior infractions occur, the purpose of consequences is to give our students an opportunity to reflect and grow from the poor choice that was made.

#### Habitual Behaviors

- Repeated infractions of school expectations
- Disruption to the learning environment
- Disrespect

*\*Behaviors that fall into this category not limited to the list above*

#### Consequences

1st Offense: Teacher warning & behavior correction

2nd Offense: Classroom consequence, parent contact, and logging of behavior

3rd Offense: Classroom consequence, parent contact, and logging of behavior

4th Offense: Office referral, supervised lunch in the office, written reflection during recess, and parent contact

5th Offense: Virtuous behavior assignment during Thursday after Elementary After School Detention (2:45-3:15 pm) and parent meeting

*\*1st - 3rd offenses will be handled in the classroom, 4th- 5th offenses will be handled by the office*

*\*Principal has the right to escalate matters depending on severity of the situation*

#### Major Offenses

- Infraction of a major school rule
- Truancy
- Theft, vandalism, and/or destruction of property
- Harassment, threats, bullying, or physical acts against others
- Out of school conduct that seriously detracts from the reputation of the school
- Immoral actions or obscene language
- Plagiarism or cheating on test or other work
- Possession of or use of any instrument that might be considered a weapon – e.g. guns, knives, laser pointers, tasers
- Fighting
- Possession of, use of, or under the influence of any kind of drugs, tobacco, e-cigarettes or e-products /e-paraphernalia, or cod on school property or during school sponsored activities

*\*Behaviors that fall into this category not limited to the list above*

1st Offense: Office referral, parent conference, detention

2nd Offense: Repeated violations could result in but are not limited to: professional testing/evaluation, counseling, creation of student success plan/ probation plan, suspension, withdrawal for cause, etc.

*\*In-School Suspension has a daily fee of \$100.00.*

*\*Principal has the right to escalate matters depending on severity of the situation*

**GUM CHEWING:** To maintain a clean school there will be NO GUM CHEWING allowed

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

### **ELEMENTARY**

Cell phones and electronic devices must be turned off and stored away during the hours of 7:30-2:40 pm. Electronic devices should not be brought out until the student is with their after school ride. Such devices include but are not limited to: cell phones, iPads, iPods, e-reader, smart watches, etc. School is not liable for any cell phone/electronic devices that are not school property. Any phone heard ringing will be confiscated and turned into the office. If a student is found with a cell phone or an electronic device in their possession during the school day it will be confiscated by the teacher or school personnel and stored in the school office until the end of the school day. The procedure for violating the policy is as follows:

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

**2<sup>nd</sup> offense:** The phone or electronic device will need to be picked up by the parent in the SVE office at the end of the day and pay a \$10 fine.

**3<sup>rd</sup> offense:** The phone or electronic device will need to be picked up by the parent in the SVE office at the end of the day and pay a \$20 fine.

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

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

### **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 disciplinary action.

### **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.

### **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 (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)

## **DRUG/ALCOHOL/SUBSTANCE ABUSE POLICY**

The use and abuse of alcohol and other drugs are not permitted..

### **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)

Consequences for violation of this policy include, but are not limited to:

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

## **HARASSMENT POLICY**

Any unwanted or unwelcome behavior that interferes with a student's performance, creating an intimidating, hostile, or offensive learning environment is not tolerated. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment in Archdiocesan Catholic schools shall be addressed using appropriate disciplinary consequences, counseling methods, and parent/guardian contact.

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.

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.

St. Vincent Elementary has a zero tolerance approach to bullying and any violations to this policy will be dealt with according to our Discipline Protocol.

## **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, etc. First time: Warning  
Second time: Disciplinary Action

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

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.

### **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. In light of these concerns, elementary schools should not sponsor dances/mixers and instead find alternative social activities.

## **SV ELEMENTARY 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 teacher.
2. If a student is out of uniform, parents' will be called to bring in appropriate clothing.

3. Dress Code violations will be documented and communicated to parents through Jupiter
4. Failure to follow the dress code will result in the following disciplinary actions:  
First Violation: Warning  
Second Violation: Lunch Detention  
Third Violation: Thursday After School Detention  
Fourth Violation: Parent Conference

#### **ELEMENTARY GIRLS' UNIFORM GUIDELINES**

1. **Jumper** – Girls may wear a solid khaki jumper, a solid navy blue jumper, or the approved blue plaid jumper. A school uniform top must be worn under. Jumpers **must be 3” or less above the top of the knee**. Shorts/biker shorts must be worn under jumpers at all times. Polo Collared Dresses may not be worn. Plain tights/ leggings underneath (Navy, grey, blue, black or white) must be worn in the months of December, January, and February.
2. **Skort** – Girls may choose to wear a plain khaki or navy blue skort. Skorts **must be 3” or less above the knee** and should not be rolled up.
3. **Shirt** – The girls wear plain navy blue or yellow short-sleeve or long-sleeve polo shirts. Only a plain white t-shirt may be worn under the uniform shirt.
4. **Pants** – The girls wear khaki or navy blue pants. No holes, rips, or frays in pants. Pockets should be inside the pants with no “cargo” pockets. **No stretch “leggings,” form fitting khakis, and denim material may be worn.**
5. **Shorts** – Khaki or navy blue walking shorts are permitted in all months except December, January and February. They **must be 3” or less above the knee** and should not be rolled up or cut off.
6. **Socks** – Socks must match. All socks must be white, black, grey and can have a small symbol or “swoosh” on them.
7. **Shoes** – Tennis shoes, sneakers, and loafers are permitted. Sandals, crocs, flip flops, boots, water shoes and shoes with open toes or open backs are not permitted due to safety concerns and keeping our building floors in good condition.
8. **Sweatshirts** – All sweatshirts must have the school crest to be worn over polo shirts. Students may wear a navy blue crew neck sweatshirt or ¼ zip-up fleece with the school crest on the upper left side while in the classroom. Sweatshirts with any type of pocket are prohibited. **Sweatshirts with hoods are NOT permitted.** Zippered sweatshirts, jackets, coats or other sweatshirts may not be worn in class or in mass.
9. **Jewelry** – Girls may wear a wristwatch (no Smartwatches), religious jewelry, or medical bracelets. Only stud earrings may be worn. No other jewelry may be worn. Dangling earrings, hoops, tattoos, other visible body piercing are not permitted.
10. **Make-up**- Make-up is not part of the uniform and often distracts from the learning environment. No make-up may be worn.
11. **Nails**- Fake, acrylic, shellac, dipped (etc.) nails are not permitted. If non-natural nails are worn to school, students will have 24 hours to remove them.
12. **Hair and Hair Accessories**- No unnatural dyeing of hair is permitted. SV theme, navy, blue, yellow, gold, white, black, and tan headbands, barrettes, and bows can be worn.

#### **ELEMENTARY BOYS' UNIFORM GUIDELINES**

1. **Shirt** – The boys wear plain navy blue or yellow short-sleeve or long-sleeve polo shirts. Only a plain white t-shirt may be worn under the uniform shirt.
2. **Pants** – The boys wear khaki or navy blue pants. No holes, rips, or frays in pants. Pockets should be inside the pants with no “cargo” pockets. No denim material may be worn.
3. **Shorts** – Khaki or navy blue walking shorts are permitted in all months except December, January and February. They must be 3” or less above the knee and should not be rolled up or cut off.
4. **Socks** – Socks must match. All socks must be white, black, grey and can have a small symbol or “swoosh” on them.
5. **Shoes** – Tennis shoes, sneakers, and loafers are permitted. Sandals, crocs, flip flops, boots, water shoes and shoes with open toes or open backs are not permitted due to safety concerns and keeping our building floors in good condition.
6. **Sweatshirts** – All sweatshirts must have the school crest to be worn over polo shirts. Students may wear a navy blue crew neck sweatshirt or ¼ zip-up fleece with the school crest on the upper left side while in the classroom. Sweatshirts with any type of pocket are prohibited. **Sweatshirts with hoods are NOT permitted.** Zippered sweatshirts, jackets, coats or other sweatshirts may not be worn in class or in mass.

7. **Jewelry** – Boys may wear a wristwatch (no Smartwatches), religious jewelry, or medical bracelets. Other jewelry, visible body piercing, and tattoos are not permitted.
8. **Hair** – No unnatural dyeing of hair is permitted. Boys are expected to have their hair regularly trimmed. No ponytails or rat tails are permitted. Hair should be neat, clean, trimmed above the eyebrow and ear and no longer than the top of the collar. Unusual haircuts such as designs cut into the hair, mullets, or Mohawks are not permitted.

**\*Enforcement of uniform guidelines is up to the discretion of the administration**

## **ELEMENTARY DRESS NOTES**

1. If a student would like to wear a belt, it must be a plain black or brown belt.
2. Non-uniform sweatshirts, hats, caps and scarves may not be worn in class.

## **BLUE AND GOLD DAYS**

Attire for Blue and Gold days is appropriate SV, blue, or gold/yellow shirt and uniform bottoms.

## **DRESS DOWN DAYS**

Attire for Dress Down Days must be clean, neat, and modest. Shorts shorter than 3 inches above the knee, jean shorts, jeans with holes, rips, or frays are not permitted. Leggings may be worn if tops are long enough to cover the backside. No cowboy boots or work boots or flip flops, no strapless tops, or crop-tops, advertisements of Tobacco, Alcohol or other drugs, etc. **Consequences for NOT wearing the appropriate dress down attire will follow dress code violation disciplinary actions.**

\* If the student chooses not to dress down, they may wear their school uniform.

## **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. Students will only be released to contacts on the Emergency Information Sheet. The following regulations are synopses of information as expressed in a document entitled The St. Vincent Elementary School Safety and Emergency Plan. This is part of the Crisis Management policy of 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 month 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 Jupiter.

## **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 Jupiter, TV station KFVS Channel 12, and on the SV Facebook page.

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

The St. Vincent de Paul School buildings will have doors locked during school hours. At the Elementary, there are cameras installed in the hallways and a monitor/ bell located at the double door entrance and the office entrance near the preschool. 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.
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.

**Students will be supervised until a parent or guardian arrives at the Re-Unification location. Students will be released 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 and go to the designated area for their grade. Students and staff will remain in shelter until the storm has passed.

## **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**

All fifth and sixth 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 must follow the same sports behavior and attendance expectations.

### **DRAMA**

Students in third through sixth grades may participate in our after school drama program. Students that participate in drama must follow the same sports behavior and attendance expectations.

## **ELEMENTARY SPORTS**

1. Students in the sixth grade may participate in girls' volleyball, boys' basketball and girls' basketball under MSHSAA guidelines.
2. Students are required to have a sports physical exam with a doctor's signature.
3. These students are required to have insurance.
4. Students participating in these activities represent the school so they are expected to display good sportsmanship during the game. Students who choose to display a temper or poor sportsmanship are to be removed and may forfeit participating in the rest of the game.
5. The sixth grade teachers and the athletic director are in contact throughout the different sports seasons regarding student grades and student behavior. If academic or behavioral issues are a concern, a student may be required to sit out of a game until the issues are addressed or resolved. The teachers and athletic director will make that decision in consultation with the administrator and parents will be notified accordingly.
6. Students that are absent any amount of time from school may not participate in games/activities that day. This includes any appointments. Students must be present at least a half day to participate in practices.

## **ELEMENTARY ATHLETIC ACTIVITIES: PROBATION AND INELIGIBILITY FOR ACADEMIC CONCERN**

1. Grades will be checked at Mid-Quarter and Quarter to check eligibility for playing sports.
2. A student will be placed on academic probation if he/she accumulates 4 "demerit" points.
3. "Demerit" points for letter grades are counted as follows:  
F = 2 demerits                      D- or D = 1 demerit
4. 4 "demerit" points means the athlete will sit out half a game.
5. 6 "demerit" points means the athlete will sit out the whole game.
6. All athletes will continue to dress out as a team.
7. Athletes on academic probation will have their grades monitored until the next grading period. If improvement is not seen, they may be required to sit out additional time.
8. If behavioral issues are a concern, students may be required to sit out of a game or removed from the team as per administration.
9. This process will continually be refined in order to determine the eligibility for athletic activities.

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

St. Vincent Catholic School System, 6th through 12th grade, 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.

## **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, suggestive ideas, and/or negative references.

## **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.

## **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 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.

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

Balance of fees, tuition, lunch money, after school care, etc. must be paid in order for report cards to be given out. If an unforeseen difficulty arises, please discuss this with the 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. 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.

Additional scholarship opportunities are available each year, more details will be provided.

St. Vincent Schools will not collect funds or information for events or activities that are not school functions.

## GRADING SCALE

### STANDARDIZED TESTING

#### Elementary:

St. Vincent Elementary School administers the following tests which are in compliance with the Archdiocese of St. Louis testing expectations. K-6 will take the NWEA Map Growth test three times a year, measuring achievement and growth in Reading, Language, and Math.

### GRADING

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

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

K-6th grade evaluates specific skills using the following code:

+ Proficient

S Shows Improvement

N Needs Improvement

Blank Skill not assessed

## HOMEWORK POLICY

### ELEMENTARY:

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

1. Homework should be relevant to the class lesson and designed to enhance or practice the lesson taught at school.
2. Teachers should avoid undue amounts of homework. Departmental classes in grades 4-6 should coordinate assignments in order to avoid excessive amounts on any given day.
3. In general, older students should not have more than 60 minutes of homework per evening. Very young students may have less homework than the older students. It is a good habit to establish a regular routine and time for doing homework. If a student does not have homework, this time should be used for reading and/or studying math facts so that the study routine becomes a habit.

4. Students work at different speeds so there may be variation in the length of time it takes your student to complete homework. However, if a parent feels that a student repeatedly spends an excessive amount of time on homework, please contact your student's teacher.
5. Long range assignments should be worked on over a period of time and not left to the last minute. A long-range goal of Accelerated Reading points for the quarter may be assigned to your student. This reading should take place all quarter.
6. When a student is absent, the teacher will see that the homework is sent to the office. It is the parents' responsibility to see that the work is picked up. It is the student's responsibility to make sure that all assignments are made up.
7. Normally homework is not assigned over the weekends. However, some students may need to do homework to make up for missing work. Some students may need to study spelling or definitions to help with weekly tests.

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

## **HEALTH POLICY**

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

### **HEALTH DOCUMENTS**

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

1. Completed emergency form;
2. Medical history form indicating special needs
3. If needed, an action/care plan, and/or medication administration form;
4. Prior to the first day of school, all new students must have a completed physical and a copy of up-to-date immunizations or signed immunization exemption form on file in the office. If completed vaccination records or exemptions are not shared with school by August 29th, then your child will not be able to attend school until we receive these documents.

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, dental, 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, parents will be notified immediately and students 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.
  - Students 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, parents will be notified immediately and students 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**

Students participating in the sports program must be covered by an accident insurance plan or through their parents' plan. 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. 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.

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 is located outside the office. Lost articles will be kept 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. Microwaves will not be made available for students.
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 Catholic Schools*. 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 1st - 6th grade 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 Jupiter 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
3. Students are expected to be quiet and courteous in line while waiting their turn to be served.
4. Students are to remain at their tables and to speak in low tones to each other while eating. Proper table manners are expected.
5. Students do not trade food or eat from another student's plate.
6. Food or drink of any kind is not permitted on the school grounds during lunch recess.
7. Students are to remain outside until the completion of recess.

### **MOVIE POLICY**

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

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

## **PARENT TEACHER ORGANIZATION (PTO)**

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

## **PARTIES**

Parties to celebrate special events during the year may be held. Homeroom teachers may have a sign-up form asking parents to help with a party. These parties may include Halloween, Christmas, and Valentine's Day. Only Kindergarten may dress up for the Halloween party. Classroom teachers may also choose to do a classroom celebration for Easter. If you volunteer to bring in a snack, keep in mind food allergies exist in many classrooms. Ask your student's teacher ahead of time to protect students who suffer from these allergies. Foods containing nuts and tree nuts are prohibited.

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

## **PARTY INVITATIONS**

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

## **RECESS and ASC**

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

1. Indoor recess will be held when the temperature or wind chill is below 20 degrees Fahrenheit.
2. Elementary outside playground rules
  - Wait your turn to go down the slide and off for the next person to go
  - Hang on monkey bars and stay off the top of equipment
  - Do not share snacks
  - Follow directions from the recess supervisor on duty to keep everyone safe and stay in designated play area with your class

## **SCHOOL SUPPLIES**

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

## **SECURITY & 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 3:30 p.m. 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 are required to park at the DePaul building and enter through the double doors by the music room. 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 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 PROGRESS**

### **STUDENT PROGRESS -- PROMOTION**

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

### **STUDENT PROGRESS -- RETENTION- Elementary**

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

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

## **STUDENT RECORDS**

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

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

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

### **ELEMENTARY SUPERVISION DURING THE DAY**

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

1. Staff members are scheduled to supervise students before school, after school, and during indoor and outdoor recesses.
2. One teacher in grades 4, 5 and 6 will supervise the locker areas at one time.

### **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. Cooperate with the caseworker in regards to this request.
3. Follow up with the parents as the situation allows

### **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.

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.

## TOYS/ SPORTS EQUIPMENT

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

### August Prayer: Act of Contrition

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

### September Prayer: Our Father

Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,

as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

### October Prayer: Hail Mary

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

### November Prayer: The Morning Offering

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

**December Prayer: Hail, Holy Queen**

Hail, Holy Queen, Mother of mercy,  
our life, our sweetness, and our hope.  
To you do we cry, poor banished children of  
Eve.

To you do we send up our sighs,  
mourning and weeping in this valley of tears.  
Turn then, Most Gracious Advocate,  
your eyes of mercy toward us,  
and after this our exile,  
show unto us the blessed fruit of your womb,  
Jesus.

O clement, O loving, O sweet Virgin Mary!  
Pray for us, O Holy Mother of God,  
that we may be made worthy of the promises of  
Christ. Amen.

**January Prayer: Glory Be**

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

**February Prayer: Vocation Prayer**

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

**March Prayer: Prayer of the Holy Spirit**

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

**April Prayer: Angel of God**

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

**May Prayer: Memorare**

Remember, O most gracious Virgin Mary,  
that never was it known  
that anyone who fled to your protection,  
implored your help,  
or sought your intercession was left unaided.  
Inspired by this confidence, I fly unto you,

O Virgin of virgins, my Mother.

To you I come, before you I stand,  
sinful and sorrowful.

O Mother of the Word Incarnate,  
despise not my petitions, but in your mercy,  
hear and answer me. Amen.