

***St. Vincent de Paul Catholic
School
Parent/Student Handbook
2009-2010***

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“I am the way, and the truth, and the life. No one comes to the Father except through me.” John 14: 6

SAINT VINCENT de PAUL SCHOOL
1720 E. Wallen Road
Fort Wayne, IN 46825-2856
260-489-3537, Ext. 213

Enrollment in St. Vincent de Paul School is subject to the approval of the Fort Wayne/South Bend Diocese and the St. Vincent de Paul School administration. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the diocese and school and comply with all policies and rules that are established by the diocese or school. **Diocesan policies and procedures take precedent over school policies. Most especially every parent/guardian and student is required to comply with rules and procedures expressly written to provide for the security and safety of all students while attending St. Vincent de Paul School.** The school retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student’s parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the school, other students attending the school, or the fulfillment of the school’s mission.

This is your copy of the Parent/Student Handbook containing the rules and regulations for the 2009-2010 school year. The handbook is also available on the school website: www.saintv.org/school. **Policies in the handbook are Diocesan policies as indicated (P##). Some are St. Vincent de Paul School Board Policies (SV##). An appendix at the back of the handbook includes other diocesan policies required by the Catholic Schools Office be included in the handbook in their entirety. A second appendix regards specific St. Vincent de Paul School Board policies.** All policies are available to be read in the school office. Each St. Vincent de Paul family is required to sign a Handbook Receipt Acknowledgment Form to be filed in the school office. Failure to read the handbook or to sign or return the acknowledgment shall not relieve parents and students of the obligation to follow all rules and guides that the school and the diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines. Students in grades 7 and 8 are also required to sign the acknowledgment.

SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK:

The principal retains the right to amend the Parent/Student Handbook for just cause at any time. Parents/Guardians will be given prompt notification in writing, if changes are made.

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“Only live your life in a manner worthy of the gospel of Christ, so that, whether I come and see you or am absent and hear about you, I will know that you are standing firm in one spirit, striving side by side with one mind for the faith of the gospel,...” Philippians 1:27.

**St. Vincent de Paul School
MISSION STATEMENT**

The mission of St. Vincent de Paul School community is to enable all the students to live their Catholic faith and to achieve academic success.

VISION STATEMENT

We are “building a community in Christ” for today and tomorrow

Belief Statements

We, the members of the school community of St. Vincent de Paul School, believe that:

1. The school community is an integral part of the Catholic church’s mission to proclaim the Gospel, build faith communities, give service to others and celebrate through worship.
2. The school’s Catholic identity is strengthened by an integrated curriculum rooted in Gospel values and Catholic teachings.
3. A positive school climate is established through the creation of a Christian environment that actively involves students, staff, administrators, parents and community members in recognizing and respecting individual differences.
4. A strong Christian environment is established through various prayer experiences, the presence of Christ-like role models and extra-curricular school programs that emphasize Christian values and service to others.
5. A positive learning environment for the school community is provided through positive communication, and it is the administrators’ responsibility to provide various methods through which students, teachers, staff and parents can communicate effectively.
6. Student academic success is assured through a wide ranging curriculum that includes a variety of experiences and opportunities provided by an instructional staff of licensed, qualified professionals.
7. Professional growth stimulates the school faculty to utilize best practices and up-to-date instructional methods to benefit student learning.
8. Students deserve an opportunity to learn in a safe and secure Catholic environment that is provided by professional educators supported by caring parents and parishioners.

Vision Statements

We, the members of the school community of St. Vincent de Paul Parish, envision the following as valuable to our future success:

1. The school community demonstrates Gospel values in all areas as its members live their Catholic faith spiritually, intellectually, emotionally and physically.
2. The school community recognizes its responsibility to respect individual differences and to provide service to others.
3. The school's administrators are visible to the school community to ensure positive communication and to foster a feeling of belonging and ownership among its members.
4. The school's curriculum provides students with the opportunity to meet and exceed state standards in all disciplines.
5. The school's teaching staff provides a variety of instructional strategies to meet the multiple learning styles of all students.
6. The school's teaching staff participates in a variety of development activities to benefit student learning by providing best practices and up-to-date instructional methods.
7. The school and parish community provides a five year strategic plan to assure funding for improved teacher salaries and state of the art facilities.
8. The school and parish community provides a safe and secure environment for all students and staff.

“Whoever welcomes one such child in my name welcomes me.”

Matthew 18:5.

POLICY COMMITTEE (SV9901)

St. Vincent de Paul School Board shall appoint a policy committee each school year to support the School Board, in accordance with the Diocesan School Board Handbook, in developing policies that will enable the school to reach its goal.

ADMISSIONS (P4010, see appendix 1) (SV9903, see appendix 2)

Saint Vincent de Paul Catholic School encourages the enrollment of all interested students without regard to color, race, gender, or national origin, and will reasonably accommodate the disabled in its educational program.

A child may be enrolled in the Kindergarten if he/she is six years of age on or before September 1 or date set by the state.

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

PROCEDURE FOR ADMISSION: (SV9911, see appendix 2).

Prospective student admission will be determined in order of the following classifications with the discretion of the Pastor, Administrator and/or an appointed Admissions Committee. Maximum class size for grades 1 through 8 will be limited to 30 students per room. Kindergarten will be limited to 22 students per room. Students wishing to enroll after all desks have been filled will be added to a waiting list.

Classification A: Children of actively participating * St. Vincent de Paul parishioners with siblings attending St. Vincent de Paul School and children with siblings who graduated from St. Vincent de Paul School. * See Classification B.

Classification B: Families who are registered members of St. Vincent de Paul Parish. In the event that there is a waiting list for any grade, the following criteria will determine placement on the list. **Regular attendance at Mass, active participation in the parish, dedication to Catholic education, length of membership in the parish, and consistent weekly financial support in parish envelopes.**

Classification C: Catholic students from other parishes with written recommendation from the parish.

Classification D: Non-Catholic students with character references from a minister or a school administrator. If a student in this category is accepted into St. Vincent de Paul School, he/she may continue through graduation. Siblings, however, will be placed in Classification D.

The Admissions Guidelines will be applied to waiting lists.

Transfer students must bring a copy of the last report card from their previous school. Incoming students' records must be obtained before grade placement is finalized. Other school records are transferred from school to school upon request.

Administrators and/or grade level teachers, before admittance, will interview new students with the exception of Kindergarten. In most cases, a student will not be admitted for the eighth grade year only unless there are extenuating circumstances such as the family moving into the area to live. A prospective eighth grade student may be interviewed and enrolled in the school at the discretion of the administrators and/or pastor.

A student may not be admitted if he/she has been involved in a serious infraction of a previous school's rules during the preceding year. This includes, but is not limited to, violation of drug, alcohol, vandalism, and smoking rules, attendance problems, harassment, threat of violence and/or violence against another, stealing, suspected gang activity, grades that reflect a preponderance of under achievement or is under supervision of the judicial system.

A student may not be admitted if he/she has been expelled from another school or has voluntarily withdrawn from another school because of threat of expulsion.

The final decision of accepting a transfer student rests in the sole discretion of the administrator in consultation with the pastor. Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or to immediately dismiss the child from the school if the discovery occurs after the child has been enrolled. **(P4020)**

Every parent/guardian must sign the following statement from the pastor upon registration:

Enrolling our child(ren) in St. Vincent de Paul School, we agree to the following:

- 1. I (we) will strive to be faithful to the teachings and practices of the Catholic Church, including regular attendance at Sunday Mass.*
- 2. I (we) will financially support the parish by using the Sunday collection envelopes every Sunday. Failure to do so could result in being charged the non-active parishioner tuition rate.*
- 3. I (we) will support school policies as defined in the school handbook.*

CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS: (P4010, see appendix 1).

Children with exceptional educational needs requiring special modifications and accommodations are accepted if their needs could be reasonably accommodated in the school. Initial enrollment will be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of the exceptional child.

Children who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

SCHEDULE FOR THE DAY

Students will not be allowed to enter the building before 7:15 A.M. They will then wait in the hallway outside their classroom until the 7:30 A.M. bell.

<u>7:45 A.M.</u>	School begins
10:30-12:20	Classes break for lunch and recess at varying times
12:25	Classes resume
2:00	Announcements
2:45	Dismissal of all students

For their own safety, children must be supervised at all times. Students not picked up by **3:05 P.M.** as determined by the administrators and published in the school menu, will be brought back into school to Late Pickup Care by the After School Care Director. Therefore, if you are delayed past that time, you will be required to pay a fee as set by the Director of After School Care.

After School Care (**SV9909**) is a program provided by the school for parents who work beyond the time for school dismissal. Families pay a registration fee at the beginning of the year to attend the program. Fees per day are assessed by the ASC Director. Hours are from after school until 6:00 P.M. Interested parents can contact the ASC Director through the school office.

“Teach them to carry out everything I have commanded you, and know that I am with you always, until the end of the world!” Mark 28:20

ATTENDANCE (P4040 see appendix 1)

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Be advised that habitual absenteeism could be regarded as educational neglect. A child who misses 10% or more school days could be considered a victim of educational neglect. Out of courtesy, the school will inform parents by letter of consequences. In unresolved situations, the school is obligated to report those situations to Child Protective Services.

Special situations as indicated by the Allen County Health Department or the State Department of Health may require changes/updates to these policies. It is important that parents/guardians adhere to any changes/updates

It is the responsibility of the parents to call the school by 9 A.M. on the day of the child's absence for illness. If the parent or guardian does not call, the school will call the parent that day to document the absence. **A message may be left by calling the school attendance line at 489-3537, extension 214. Parents must call before 9 A.M. to request make up work so it will be available by 3:10 PM in the office. Parents may request that homework be given to siblings to take home.**

A child whose absence is counted as excused for illness will be allowed to make up missed schoolwork. Normally, the following allowance is acceptable: one day missed, two (2) days to make up work; two days missed, 3 days to make up work; 4 days missed, 5 days to make up work. The formula is number of days missed plus one up to a maximum of ten (10) days allowed to make up work.

A student leaving school grounds during school hours must have written or verbal permission of the custodial parent/guardian. This permission must be communicated to appropriate school authorities. If verbal permission is given, it must be followed with a written permission slip signed by the parent/guardian submitted by the student upon his or her return to school.

For safety precautions in the necessity of a special appointment, such as with an orthodontist, etc., a signed note by the parent/guardian must be delivered to the school office on the day of the appointment with the understanding that all school work will be made up. The student needs to report to the office prior to leaving the school for any reason and report back to the school office upon re-entry.

A student who has been absent must also present a written excuse following his or her absence. This includes excuses due to illness. Such written excuses must be signed and dated by parent/guardian.

After five consecutive days of absence, a student must have a doctor's note, or any further absence will be counted as unexcused. However, a period of extended illness (such as for the chicken pox) may be considered a single absence for this requirement. A student who has a chronic illness must complete a form and file it at the school office that may exempt the student from this requirement.

By law the school is not authorized to approve absences for reasons such as travel or vacation trips (P4040, see appendix 2). Any absence other than for illness or an emergency is considered a planned absence and is not recognized as an excused absence. If a planned absence is necessary, parents must document in writing the dates the child will be absent and submit copies to the office and homeroom teacher no less than (five) 5 school days prior to the absence. Assignments and homework will be given to the student on the day prior to the planned absence and is due to the homeroom teacher by 7:45 A.M. the day of the student's return. Students will receive no credit for assignments that are turned in later than that time, but they can make up quizzes and tests that they may have missed during the absence. Time for makeup of missed quizzes and tests is determined by the teacher of the subject involved. This may require time after school. Additional instruction and materials may be presented during class time while the student is absent. The student will be responsible for all missed lectures and materials at the time of tests or other forms of evaluation.

If for any reason, teachers and administrators are not notified five (5) school days in advance of the absence, or if the student does not complete and turn in the homework and assignments by 7:45 A.M. the morning he/she returns, the student will be given a grade of zero (0) for each of the assignments during the time of absence as it will be regarded as an unexcused absence as defined by Diocesan policy 4040.

ADMINISTERING OF MEDICATION (P4210)

A student will not have any medicine, prescribed or over-the-counter, in his/her possession during the school day or at school functions. Such medications include Tylenol, cold medications, cough drops, eye drops, etc. By law these medications must be administered in the clinic by the properly trained school personnel. Students must turn all medications in to the school office **IMMEDIATELY** upon arrival. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner.

Any student taking prescribed medication must have the appropriate form signed by the parent/custodian or the student will be guilty of drug violation.

In order for medications to be administered by school personnel, a written consent must be on file in the clinic. Refer to the Administration of Medication Policy. **Forms are available on the school website.**

TARDINESS AND ABSENCE

Students arriving late must report to attendance personnel at Door 9 or, if no one is present, to the school office with an excuse for their tardiness before going to their classrooms. A student is considered tardy if he or she is not present in the classroom at the 7:45 A.M. tardy bell.

An absence of between one (1) and three (3) hours will be counted as ½ day absent. If a student is absent for three (3) school hours or more, he or she is considered absent a full day and will not be allowed to participate in any school-related extra-curricular activity that day.

ABSENCES COUNTED AS PRESENT

1. Serving as a page in the General Assembly.
2. Serving at the polls on Election Day. (Grades 6 – 8)
3. Court appearances documented by a probation officer or an officer of the court.
4. Religious observances or instruction.
5. Homebound instruction.
6. Placement in a hospital or other juvenile facility providing instructions.
7. Doctor or dental appointment not exceeding two hours, verified by a physician or dentist.
8. Field trips, with approval from the principal.
9. Out of school suspensions.

EXCUSED ABSENCES

1. Personal illness. The principal may request a doctor's or dentist's note.
2. Serious illness in the immediate family (those living at home).
3. Death in the family.
4. Head lice or other parasitic disorder, first day (or no later than 24 hours following physician treatment).
5. The child lacks the proper immunizations (one day only).

UNEXCUSED ABSENCES

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence when more than 5 consecutive days of absence have occurred.
3. Family vacations
4. Absences other than those defined as excused or absences counted as present.

TRUANCY PROCEDURE

Truancy exists when a student is absent from school or class without knowledge or consent of the parent/guardian. Such absence is subject to disciplinary action. The school is not obligated to allow make

up of assigned work in the case of truancy.

1. One offense results in a one day in-school suspension.
2. A second offense results in the student serving a three day in-school suspension.
3. Any subsequent offenses may result in referral to the juvenile authorities in accordance with state law and/or possible expulsion.

HABITUAL TRUANCY

Defined as “excessive violations of the school’s attendance policy.” Any student who is habitually truant shall be reported to the juvenile authorities in accordance with state law. (P4040)

ACCIDENTS & SICKNESS:

In event of emergency, parents or their emergency designee will be notified. If the parents or their emergency designee cannot be found, and if, in the school's judgment an EMS must be called, the parents are financially responsible for the expenses.

Contagious diseases and communicable diseases must be reported immediately to the school office. These include, but are not limited to, chicken pox, measles, and head lice. (State and County Health Law)

STUDENT INSURANCE

School related student/athlete incidents requiring medical attention should be brought to the attention of the principal/vice-principal as quickly as possible. Parents and/or legal guardians are responsible to request and initiate a student/athlete insurance claim form. This form can be obtained from the school secretary. This form needs to be completed by the coach, manager, supervisor or other properly delegated authority at the school with parent assistance as needed. The parent should submit the completed and signed claim forms within 90 days of the date of the injury. The address and a toll-free telephone number are shown at the top of the claim form. Parents should keep copies of all information submitted for processing.

EMERGENCIES

1. Each fall an emergency card is given to parents to fill out. Please fill out all sections completely. These should be returned promptly to the office.
2. In case of a change of address or work or home telephone number, please notify the school office immediately.

Parents should make provisions to have children picked up by another person in the event of illness or unexpected dismissals when parents are not available. These names should be listed on the student emergency card.

Students will not be dismissed to someone other than those individuals designated by the parent/guardian through a note/emergency card or phone call to the school office.

DISMISSAL

If you need to inform your child(ren) about a change in pick up information, call the school office at 489-3537, ext. 213 before 2 P.M. to allow time to locate and communicate with your child. School secretaries will do all they can to make sure your child is given correct information immediately; however, office business is heavy at the end of the day.

Kindergarten students only may be picked up at Door 5. All other students are to be picked up at Doors 7 and 9 unless you have contacted the school office before 2 P.M. for permission to pick up at Door 2. Parents must park in a visitor’s spot to keep the fire lane free in front of the school. School buses have priority at Door 2.

ACCESS TO OFFICIAL STUDENT RECORDS (P4170 see appendix 1)

In accordance with the Family Educational Rights and Privacy Act (FERPA of 1975), any natural parent, guardian, or individual acting as a parent in the absence of a parent or a guardian of a student has a right “to inspect and review” his/her minor student’s education records, unless the school has been provided with a court order, State statute, or legally-binding document that specifically precludes such inspection and review. In addition, a student who has reached eighteen years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such court order or legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Such natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student, or eligible student may request the amendment of his/her student’s (or his/her own) educational records if he/she believes that such records are misleading, or otherwise in violation of the student’s privacy or other rights. If the principal decides not to amend the record as requested, such natural parent/guardian/acting parent/eligible student is entitled to a hearing on his/her request. 20 U.S.C. § 1232(g); 34 C.F.R. Part 99.

All schools shall follow the diocesan policy and procedure regarding requests for access to student educational records, in accordance with FERPA.

It is the responsibility of the custodial parent to provide school administrators with documentation involving custodial agreements and/or arrangements.

Since much school information including grades, special events, calendar, etc. is available on PowerSchool, it is the responsibility of the parents/guardians to obtain access and password information in the school office. A valid driver’s license and signature must be given to receive the information.

In the event of a transfer or graduation, **ALL** health records will be sent to the receiving school unless we are notified in writing by a parent or guardian that we are to send immunization records only.

PARKING LOT PROCEDURES FOR DROP OFF AND PICK UP

St. Vincent de Paul School follows specific procedures for drop off in the morning and pick up of students in the afternoon. Kindergarten students are dropped off in the morning at Door 5. Other siblings may also be dropped at Door 5. Kindergarten students only may be picked up at Door 5. All other students are dropped off at Door 9 and picked up on the south side of the building at Doors 7 and 9.

These specific procedures are necessary to insure the safety of the children. A transportation committee which operates as part of HASA, makes parking lot assignments and coordinates volunteers as parking lot attendants. It is extremely important that all who are coming to school to get children in the afternoon follow the guidelines.

Anyone who chooses to not follow the rules will be reported to the school office and Pastor. Continued violations could result in a report to the police. Please make sure that people who are substituting know the rules in advance of picking up children.

CAFETERIA GUIDELINES

Lunches are provided through St. Vincent’s hot lunch program. The lunch program meets all nutritional standards. We encourage our students to participate in this program.

Students and parents/guardians are not permitted to bring fast food or party fare into the cafeteria at lunchtime. Students are not permitted to bring soda pop or beverages in glass containers with cold lunches.

The menu is available online at www.saintv.org/school on Fridays for the following week. Paper copies are available in the office for those who do not have computer access.

Management of the lunch program is automated. Students receive a lunch card with their picture. The cards are kept by the homeroom teachers in grades 2 – 8 and are given to students prior to lunch. The cards are collected as students proceed through the line. **Students are responsible for their cards when in their possession. Cards that are damaged or lost will be replaced and a \$5 fee will be charged. Students who do not pay the fee for card replacement will be placed at the end of the line for their grade level as it takes time to input information by hand.**

Lunch money may be brought to school on Monday mornings for the week or for an extended period of time. It is recommended that you pay at least two weeks ahead. **Students may purchase extras with provided consent via a letter to the school.** Extras are \$.75. Milk may be purchased for \$.25 or through the student's account.

Parents will be notified when they need to refresh their student's account. Parents can inquire about payment for an entire semester or for the year by calling extension 219. **Students who have charged up to \$20 for lunches will be notified via letter and will need to bring their lunch to school or be served a milk and peanut butter and jelly sandwich until the account is current.**

Parents are welcome to have lunch with their children; however, to ensure that the cafeteria staff is aware of how much food to prepare each day, it is requested that you let the office know in advance.

St. Vincent's School offers a Free and Reduced Lunch Program. Parents may fill out an application any time during the school year. Families who are eligible for this confidential program are encouraged to do so as the school receives extra Title funds from the state based on the number of students who participate in the Free and Reduced Lunch Program.

Politeness, courtesy, and cooperation are expected at all times from the students. Students are responsible for cleaning their own areas, the table at which they are seated, and the area around it including the floor. Cleaning means assuring the area is free of paper and food products and is ready to be washed. We ask students to please be respectful of the next student who will occupy the same lunch space.

Throwing food, paper, or other items is not acceptable. Loud or unusual noises are also not permitted. All food must be eaten in the cafeteria and not carried to the playground.

WELLNESS PLAN

St. Vincent's School has a wellness plan in accordance with state requirements. Students are allowed to bring in healthy snacks as designated and described by the school nurse. Teachers will allow snacks in classrooms at times scheduled according to the teacher's discretion.

PLAYGROUND GUIDELINES

Recreation and exercise is essential to the academic growth of students; therefore, all students will be given the opportunity to have recess daily. Students are expected to adhere to the Lifelong Guidelines when on the playground during recess. They will be required to sign an agreement of behavior at the beginning of the school year and will be held responsible to that agreement.

Adult playground monitors will supervise students during lunchtime recess. It is their responsibility to provide appropriate disciplinary measures. Students must be respectful and obedient to the requests of the monitors.

CHURCH

Students at St. Vincent's have the privilege of attending Mass and other spiritual exercises. This privilege allows them to grow in their love for God, our Father; Jesus Christ, our Savior; and the Spirit, who dwells within us. Their prayer life together is what makes St. Vincent's a living Catholic Christian community.

(P4060)

All School Eucharistic Liturgy is celebrated on most Wednesday's and on Holy days at 8:00 A.M. Masses may be rescheduled according to the dictates of the weather. All School Masses may be held later in the afternoon of the originally scheduled day or may be postponed until the following morning or later in the week.

Parents are welcome to attend Mass with their children; however, in consideration of the younger children who may not be able to see over an adult, we ask that parents sit with their children at the rear of the section.

Out of reverence and respect for the Eucharist, students are requested to not wear shorts on Mass days.

PARENT / LEGAL CONCERN PROCEDURE (P2310 see appendix 4)

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).

Step 2: Address the issue with the Principal.

Step 3: Address the issue with the Pastor.

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Please telephone the school to arrange a conference or request a call back from a teacher/administrator. Do not call the teacher/administrator at home unless directed to do so by the teacher/administrator.

Teachers can be contacted at school through voice mail or on-line through email. A teacher can usually schedule a phone call during the school day and in this way, quickly clear up any situations before they become problems. A conference, however, is better for longer discussions. To assure the appropriate setting and time, it is necessary to arrange a conference appointment in advance. **Please do not disrupt the learning environment by interrupting with a "stop-in" visit.**

Parent/Teacher conferences are scheduled for all students at the end of the first quarter. The opportunity for a second and third conference at the end of the second and third quarters is available per request of parent/guardian and/or teacher. A parent/guardian may ask for a conference at any time by scheduling an appointment with the teacher. Team conference meetings for students with multiple teachers may be scheduled by appointment.

VISITORS TO THE SCHOOL: (P2410 see appendix 1) (SV9908 see appendix 2)

For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building.

Door 2 will be the only door open after 8:00 A.M. **You must park in a parking spot. Do not park in the fire lane in front of the school or in a reserved spot.** Visitors will be required to sign in, leave their car keys and wear an identification badge as designated by the Administrators. No unauthorized person may be

in the building. **This regulation is strictly enforced and is solely for the safety of your children.**

Anyone who is not wearing a badge may be stopped by a staff member and escorted to the office. Visitors who do not comply will be asked to leave. The school reserves the right to call 911 if visitors will not cooperate.

Parents who wish to drop off articles or materials for their children must leave them with the school secretaries in the school office. The secretaries will see that items are delivered to the classroom by the end of the day.

Volunteers are required to view the Bishop's Safe Environment video and complete a Diocese of Fort Wayne/South Bend Volunteer Application Fact Sheet to be filed in the school office. Under Indiana law, the Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By agreeing to volunteer at a Diocesan school, a person acknowledges that he/she can be subject to such a criminal background check. Anyone refusing the background check will not be able to volunteer in situations where children are present. **(P2430)**

In the event of special activities such as visitation for individual class plays or performances taking place during the school day, parking will be available in Parking Lot A. Attendees for special activities may park in the visitor's spots in the Wallen Road parking lot if available. **They may not park along the sidewalk because this is a designated fire lane.** Teachers will choose parent volunteers to service visitors at Door 9. (Door 7 for Jr. High students.)

Chaperones for field trips are required to park in Lot A. Teachers will choose parent volunteers to service chaperones as they arrive at Door 9. Chaperones will sign in and receive a nametag to be worn in a prominent place on their clothing while they are in the building. Loading and unloading for field trips will be from Door 9. (Door 7 for Jr. High students.)

Chaperones for field trips must follow the itinerary set by the teachers. Volunteers may not make stops at places such as restaurants, ice cream shops, coffee shops, etc. if it is not a scheduled stop.

Parents wishing to visit classrooms are welcome. Arrangements should be made with the teacher and/or administrators at least one day before the visit. Please be aware that all security procedures are applicable when entering the building. **(SV9908)**

“By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control...If we live by the Spirit, let us also be guided by the Spirit.” Galatians 5:22-23, 25

EXPECTED BEHAVIORS

Self-discipline, respect for others, and cheerful cooperation are considered basic behaviors for St. Vincent's School students, teachers and staff members through the graces given by the Holy Spirit. Those graces are granted to us through the Gifts and Fruit of the Holy Spirit.

Our discipline program incorporates the language of the Lifelong Guidelines that comes from a research-based program in line with requirements for Safe and Drug Free Schools as identified by NCLB. That language is Truthfulness, Trustworthiness, Active Listening, No Put-Downs and Personal Best.

When disciplinary actions are necessary, those measures will be based on correcting inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change or reconcile the inappropriate behavior. When the inappropriate action involves conflict between two or more people, those involved will be strongly encouraged to perform an act of reconciliation.

Reconciliation may take one or more of the following forms:

1. Letter of apology.
2. Verbal apology.
3. Mediation.
4. Conference.

St. Vincent de Paul School provides counseling services at no charge to students and their families. The counselor's role in the school may include:

1. Help with specific issues that may be interfering with the student's optimal learning and may be requested by the student, parents or faculty members.
2. Help with developing skills for getting along with others; to achieve more in school.
3. Help in dealing with concerns and finding alternatives and choices.
4. Help in adjusting to a new school or new grade level.

The school counselor also provides classroom instruction in areas of self-understanding, decision-making, how to recognize and respond appropriately to bullying and/or sexual harassment, and self-esteem and responsibility. Our policy permits a child to be seen individually by the counselor one time without the written permission of the parent; however, students are free to drop in to talk with the counselor whenever they feel it is necessary. If a parent does not want his/her child to be seen-even one time- by the counselor, a note from the parent must be written to the school at the beginning of each school year.

Teachers will handle all discipline situations that occur in their classrooms. They may also discipline students outside of the classroom if behavior warrants consequences. Teachers will communicate by email or telephone with parents concerning problems so they can work together to correct these. **It is our belief that when teachers and parents work together, students are free to direct their energy and attention to learning.** There will be times when the teacher feels the behavior merits a detention or attention from one or more of the Administrators. The administrative team consists of the principal, assistant principal, dean of students and counselor.

Administrators may find it necessary to speak with a child about something that the child has witnessed involving misbehaviors. **It is inappropriate for a parent to call other students or parents to ask for an accounting of a situation or looking for witnesses.**

Refusal by a student to meet with an administrator for any reason will be an automatic suspension until a conference with the discipline team and parents can be arranged. The discipline team shall consist of a member of the administration, teacher and priest when available.

DETENTION PROCEDURE

Misbehavior or disregard of school guidelines will be handled by the supervisory adult, para-professional and/or homeroom teacher and may result in a detention or assignment of service work on school grounds. When a detention is given, the parent/guardian will be notified by a detention form sent home with the student and/or a telephone call from the student. The parent/guardian must sign the detention form and return it the next school day. **Refusal by a parent to sign the detention will not excuse the student from serving it.** It will require a conference by phone or by appointment between the parent/guardian and the administration. A detention will be served as soon as possible after the offense.

1. Students in grades 1 – 4 will serve a 30-minute detention after school from 2:45 – 3:15 P.M.
Students in grades 5 – 8 will serve a 45-minute detention after school from 2:45 – 3:30 P.M.
2. Teachers will supervise students during detentions and provide some type of work – physical

- or schoolwork.
3. Students will be released only to their parent/guardian **from the classroom** at the end of the detention time.
 4. Students must be picked up promptly at 3:15 or 3:30 P.M. (depending on the grade level) or the student will be escorted to After School Care, and parents will be assessed a fee.
 5. Failure to serve a detention or to return a disciplinary form may lead to further disciplinary action.

A second (2) detention given for misbehavior will follow the same procedure.

A third detention (3) may require a conference held with the parent/guardian, assistant principal and/or dean of students and the student as soon as possible. **A fourth detention (4) will require a conference held with the parent/guardian, assistant principal and/or dean of students and the student as soon as possible and may be an automatic suspension. Students do not receive automatic suspensions or expulsions based solely on the number of detentions or in-school-suspensions.**

OFFENSES THAT MERIT DETENTIONS

Detentions may be given to students for the following violations:

1. Deliberate disobedience, defiance or disrespect toward any person in authority, such as teachers, teacher assistants, parents, patrols, office staff, After School Care personnel, cafeteria and maintenance personnel, etc.
2. Disruptive behavior, such as inappropriately speaking out, excessive talking during class, causing deliberate distractions, horseplay and inappropriate behavior on parish property.
3. Use of profane or abusive language.
4. Ridiculing or teasing another person.
5. Deliberate disregard of the Lifelong Guidelines.
6. Gumchewing.

From this point, a student may be assigned an in-school suspension if it is determined that one is warranted. A conference may be held with the discipline team, parent/guardian, and the student as soon as possible. A recommendation by the discipline team at this time may include but not be limited to the following:

1. Behavioral contract
2. Counseling
3. Pastoral intervention

Habitual misbehavior or disregard of school rules will result in notification to parent/guardian that the student's behaviors do not conform to the standards of appropriate Christian behavior. The student may be asked to withdraw or may be expelled from St. Vincent's School if issues cannot be resolved through appropriate interventions within a reasonable time. Habitual offenders may be defined as students who have received five (5) or more detentions or who have received two (2) or more in-school suspensions. School records in such a case will be prepared for the student's transfer to another school or home schooling. A conference will be held with the discipline team, parent/guardian, and the student as soon as possible.

Immediate suspensions or expulsion may be given for more serious offenses (overriding the detention process). Any act which is in complete disregard of the safety and health of said student, another student, staff, supervisor, and volunteer may be, as determined by the discipline team, subject to the penalties of suspension and/or expulsion. Any action that is determined to violate Diocesan Policy (P4520) may result in suspension or expulsion. The discipline team will determine the consequences according to the severity of the violation.

OFFENSES THAT MERIT AUTOMATIC SUSPENSIONS

Automatic suspensions are given for the following violations:

1. Fighting with another student or aggressive behavior toward another person such as hitting kicking, scratching, etc.
2. Retaliation against another student for an aggressive action.
3. Biting another person or spitting at another person.
4. Bringing to school or having on his/her person matches, lighters, fire crackers or any other incendiary item such as shotgun shells.
5. Actions that fall under the categories as listed in Diocesan Policy (**P4520**) **specifically stealing belongings from any other person, another student, school employee, or school.**
6. Racial or Sexual statements directed toward another person.
7. Bringing to school or having on his/her person any item that could be deemed dangerous to another person or self. For example: laser pointers, knives, toy guns with projectiles, etc.
8. Having medication of any kind on their person or in their belongings.
10. Having and/or using personal electronic devices other than calculators in school. (electronics including cell phones should be checked in the office in the morning).
11. Inappropriate text messages, myspace pages, facebook pages, youtube videos, etc. that involve the school in any negative way or cause any disruption to the school or its purpose.

DISCIPLINE POLICIES AND PROCEDURES (SV9905)

St. Vincent's School uses a discipline team approach to address discipline behaviors that affect the school community. Members of the Discipline team may include but are not limited to: Assistant Principal, Dean of Students, Counselor, Priest, Teacher and/or Team Leaders, Special Education Teacher, Supervisor or Para-professional.

The Discipline team makes recommendations for consequences to the Principal and/or Pastor. In most cases, the recommendation will be followed. The Principal and/or Pastor decision is final. The consequences may include, but are not limited to:

1. Having to perform community service.
2. Exclusion from school sponsored activities
3. Exclusion from extra curricular activities
4. Detention
5. Suspension
6. Expulsion

SUSPENSION AND EXPULSION OF STUDENTS: (P4520 herein published)

- I. *The grounds for suspension or expulsion below apply to student conduct which occurs:*
 - A. *On school grounds;*
 - B. *Off school grounds at a school activity, function, or event;*
 - C. *Traveling to or from school or a school activity, function, or event; or*
 - D. *At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.*
- II. *The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.*
 - A. *Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.*
 - B. *Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.*
 - C. *Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.*

- D. *Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.*
- E. *Threatening or intimidating any individual for whatever purpose.*
- F. *Violation of the diocese's Gun-Free School Policy.*
- G. *Possessing, using, transmitting, or being under influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.*
- H. *Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.*
- I. *Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.*
- J. *Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.*
- K. *Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.*
- L. *Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.*
- M. *Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.*

Ratified: August 10, 2005
Recommended: September 2004

Diocesan Bishop
Diocesan Attorney

DISCIPLINARY REVIEW FOR STUDENTS: (P4530 herein published)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

- 1. *An explanation of what the student is accused of doing that is wrong; and*
- 2. *An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.*

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Recommended: February 19, 2003
Ratified: June 29, 2003

Diocesan School Board
Diocesan Bishop

FAILURE OR REFUSAL OF PARENTS/GUARDIANS/CUSTODIANS TO PARTICIPATE IN DISCIPLINARY PROCEEDING: (P4420 herein published)

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.

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Diocesan School Board
Diocesan Bishop

SUSPENSION PROCEDURES:

1. Suspensions will be served as soon as possible following the offense.
2. In-school suspensions will be supervised by a hired substitute or administrative designee. An administrator may decide that it is necessary to assess fees for substitute teacher wages to the parent/guardian.
3. In-school suspension time will be served in academic pursuits and/or participation in community service. Students will not bring any non-school related items, such as CD players, hand held video games, radios, or tape players. If items are brought to the assigned in-school suspension room, they will be confiscated and returned to the parent/guardian.
4. Students must bring a book to read if assignments are completed before the school day is over.
5. The student will not be allowed to participate in any school sponsored activities including all extra-curricular events, during or after school on the day of the suspension or for a longer period as determined by the discipline team.
6. The student will attend 8:00 A.M. Mass. If the suspension is assigned on an All School Mass day, the student will be allowed to participate, but will not sit with his/her class.
7. The student may bring his/her lunch or may participate in the hot lunch program, but will not sit with his/her class.

Out-of-school suspensions will be served in academic pursuits with work provided by the appropriate teaching staff members. Work must be returned within a reasonable period of time as designated by the administrators.

The following behaviors have more specified consequences because of the seriousness of their nature and their opposition to the teaching of the Catholic Christian faith.

CHEATING

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, copying from another student, plagiarism and all other forms of academic dishonesty. (The consequences below are applied to singular students and singular offenses. Issues involving multiple students and offenses will be directed to the Discipline Team. **)

1. **First offense** results in the student receiving a zero on the graded assignment, quiz, test, project, paper etc. on which the cheating occurred. The parent/guardian will be called by the student in the teacher's presence. **A detention will be given to any student breaking this rule.**
2. **Second offense** results in a zero on that particular graded assignment plus one day in-school suspension. Parents/Guardians will be notified and conference held.
3. **Third offense** results in the student being asked to withdraw or student expulsion as determined by the discipline team.

PORNOGRAPHY

Students are prohibited from possessing or generating material or accessing material via computer or other electronic device that is lewd, suggestive or pornographic in nature. Students may not bring material from email that fits this category. Students may be subject to discipline procedures if they forward to other students such material that fits this category, and it is brought to the attention of the school administrators.

1. **First offense** results in a one day in-school suspension and a meeting of the discipline team.
2. **Second offense** results in the student being asked to withdraw or student expulsion as determined by the discipline team.

**DANGEROUS WEAPONS AND/OR OBJECTS: (Gun Free Schools) (P4560
herein published)**

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. A description of circumstances surrounding any expulsions imposed under the policy;*
- II. The number of students expelled from the school under the policy; and*
- III. The types of instrument concerned.*
- IV. For purposes of this policy, the term "firearm" means:*
 - A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or*
 - B. the frame or receiver of any such firearm; or*
 - C. any firearm muffler or firearm silencer.*
- V. For purposes of this policy, the term "destructive device" means:*
 - A. an explosive, incendiary, or poison gas;*
 - B. bomb;*
 - C. grenade;*
 - D. rocket having a propellant charge of more than four ounces;*
 - E. missile having an explosive or incendiary charge of more than one-quarter ounce;*
 - F. mine;*
 - G. device similar to any of the devices described in clauses;*
 - H. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half inch in diameter; or*
 - I. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.*
- VI. For purposes of this policy, the term "deadly weapon" means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.*

See "Gun-Free School Report" in the School Administration Handbook.

*Ratified: August 10, 2005
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*Diocesan Bishop
Diocesan Attorney*

DRUGS AND ALCOHOL SUBSTANCE ABUSE: (P4570 herein published)

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian('s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the student's parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdraw from school.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

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Diocesan School Board

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Diocesan Bishop

ALCOHOL POLICY (SV9902 herein published)

The use or possession of alcoholic beverages when students are present is prohibited (a) on school premises and (b) before, during and after any school-organized or school-sponsored student field trip or extracurricular activity away from school premises. Exceptions may be granted on a case-by-case basis by the principal and/or the pastor.

TOBACCO – POSSESSION, SALE, DISTRIBUTION, PROVIDING TO OTHERS

The use of or possession of, sale of, distribution of or providing to another, any tobacco product on school grounds during school hours or at school functions is prohibited. (Tobacco is an illegal substance in regard to minors.)

1. **First offense** results in the student calling the parent/guardian in the presence of the teacher. The student will serve a one-day in-school suspension. Authorities will be notified that a minor is in possession of an illegal substance.
2. **Second offense** requires a meeting as soon as possible after the offense with the discipline team, the parents/guardians and the student. The student will serve a two day in-school/out-of-school suspension as determined by the discipline team. Authorities will be notified that a minor is in possession of an illegal substance.
3. **Third offense** will result in expulsion.

HARASSMENT POLICY (P4580 see appendix I)

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

In the case of suspected sexual or racial harassment, the employee or student who is identifying the behavior is encouraged to file a written report with the administration at St. Vincent's. Forms are available in the school office.

The entire listing of procedures to follow in the case of suspected sexual or racial harassment is available in the school office.

STUDENT HARASSMENT

In order to provide a Christian environment of mutual respect, tolerance and sensitivity, it is important that every member of the school community recognize certain guidelines for appropriate behavior.

Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between any two individuals or groups of individuals.

Listed are some examples but do not include all examples of inappropriate behavior:

- obscene or suggestive remarks or jokes, verbal abuse, insults
- display of explicit, offensive or demeaning materials
- threats; intimidation
- comments that are demeaning with respect to race, religion, ethnic origin, gender
- threats or offensive material sent through email, by texting or posted to the internet that is deemed by teachers and/or administrators as interfering with the educational setting.

Students should follow this procedure if they feel they have been harassed and be assured that the concern and response will be treated with appropriate confidentiality:

1. Let the offending person or persons know you want the behavior to stop. Say NO firmly! Look directly at them with a straight face to give a clear message about how you feel. Do not apologize.
2. Promptly contact someone at school about the situation: supervisor, teacher or faculty member, administrator. The response will include an investigation into the concern and the facts of the situation, and appropriate remedial action if harassment is found to have occurred.

STUDENT LOCKER AND VEHICLE SEARCHES (P4590 see appendix 1)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

For purposes of school security, the principal, another member of the administration and/or teacher may conduct random searches of student lockers and/or book bags during the school year. Specific searches will be made when there is reasonable cause. Reasonable cause for a search means circumstances which would cause a reasonable person to believe the search of a particular person, place or thing will lead to the discovery of anything which represents a danger of physical harm or illness to students, teachers, assistants or others, whether on school property, at a school-sponsored or school-supervised event, or otherwise.

If a single locker is to be searched and the student assigned to that locker is on the school premises at the time, the student, whenever possible, will be notified before the locker is searched and given the option of being present.

The principal, a member of the administration, and/or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause.

School officials will attempt to contact and inform the parents/guardians of a specific search as soon as reasonably possible.

Computer network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistently with acceptable uses as outline in Diocesan Policy (4620).

STUDENT ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT: (P4550 herein published)

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation with the Pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

See P4520 – Grounds for Suspension or Expulsion of Students

*Recommended: February 19, 2003
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*Diocesan School Board
Diocesan Bishop*

RELIGIOUS ISSUES (P4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

Pregnancy – Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the student(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided the opportunity to complete his/her education in the Catholic school without interruption.
- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- D. The pastor and principal should seek to assist the young people to ensure that the child is cared for properly before and after birth.

Because pregnancy is a public matter, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

SAINT VINCENT DE PAUL UNIFORM DRESS CODE (SV9904 see appendix 2)

Revised 6/11/09

The current Uniform Code is always the identified by the latest date as printed in the Parent/Student Handbook and/or as published on the school website.

Saint Vincent de Paul School enforces a uniform dress code for students in order that all students come appropriately attired for school. We recognize two companies, Land's End and School eLements, as the official providers of our school uniform.

A link for ordering from Lands End and School eLements is available at the school website www.saintv.org/school. Click on school links to see the accepted articles of clothing for our uniform code.

The uniform dress code is written to defer focus on social situations that do not support our Community in Christ. Students are expected to dress in a manner that indicates they are engaged in serious educational business. The Uniform Dress Code for all Saint Vincent's students is as follows:

Shirts: Shirts must be polo style with collar. Girls shirts must have buttons that can be buttoned all the way to the collar. They may be long or short sleeve. **They must be tucked in properly at all times.** A T-shirt or tank top may be worn under the shirt as long as it is plain white and the sleeve length is not longer than the sleeve length of the shirt. Shirts are permitted in the following solid colors: white, hunter green, red or navy blue. The approved St. Vincent Logo only is permitted. No other logos will be permitted.

The following are not permitted: Polo shirts that have snap closure rather than button, v-neck styles with buttons that are strictly ornamental, cap sleeves, shirts that are form fitting or have short tails.

Sweaters: Sweaters are to be of traditional length in cardigan or vest. Collars are to be v-neck or crew neck style. Flat or traditional cable knit permitted. They must be of modest fit and not tight or oversized or longer than hip length. Sweaters are permitted in the following colors: hunter green, white, red or navy blue.

Fleece jackets: Fleece jackets must be the logo jackets sold by School eLements in the accepted colors for sweaters and polo shirts.

Turtlenecks: Turtlenecks are to be long sleeved and plain textured. They must be of modest fit, not tight or oversized. Turtlenecks are permitted in the following colors: hunter green, white, red or navy blue.

The following are not permitted: Turtlenecks or sweaters that are cropped or ribbed, nubby, fuzzy or fad sweaters. No unauthorized polar fleece jackets are permitted. No hooded garments are permitted.

Slacks: **Slacks must be purchased from Land's End or School eLements.*** Slacks are to be plain, or pleated front, accepted uniform style. They must be of the Dockers style. They may be made of twill, corduroy, or polyester. Slacks are to be solid navy blue or accepted uniform khaki (a color swatch is available in the office). They must be hemmed or cuffed and may not touch the ground. They must be of a modest fit and not tight or oversized. Pants must be worn at the waist.

***Levi Dockers and French Toast in the uniform style will be accepted for school year 2009-2010.**

The following are not permitted: Slacks that are not the accepted khaki color, ie. stone. Leggings only may be worn under skirts or jumpers for warmth at recess during the winter months. **Pajama style pants are not**

allowed. Slacks may not be rolled up or worn tucked into socks or dragging the ground. Fad, cargo, hip huggers, pajama style or bell-bottom pants are not permitted. Pants may not have a slit at the bottom or be frayed. Pants may not be worn sagging below the waist or on the hip.

Shorts: Shorts must be purchased from Land's End or School eLements.* Shorts are to be plain or pleated front, accepted uniform style. They may be made of twill, corduroy, or polyester. Shorts are to be solid navy blue or accepted uniform khaki (a color swatch is available in the office). They must be of a modest fit and not tight or oversized. Shorts may be worn from the beginning of the school year until November 1 and from April 1 until the end of the school year. Shorts may be no longer than the crease at the back of the knee and no shorter than four inches above the crease at the back of the knee or have a minimum 6 inch inseam. Shorts must be worn at the waist. **Out of reverence and respect for the Eucharist, shorts are requested to not be worn on Mass days.**

***Levi Dockers and French Toast in the uniform style will be accepted for school year 2009-2010.**

The following are not permitted: Shorts that are not the accepted khaki color, ie. stone. Fad, cargo, hip huggers, short shorts of the softie style.

Uniform Jumper: Girls in grades K-3 (jumper optional in gr. 4) may wear a Saint Vincent approved plaid jumper. They are available at School eLements and may also be purchased used at registration or Back to School Night.

Uniform Skirt: Girls in grades 4-8 (skirt optional in gr. 4) may wear a Saint Vincent approved plaid skirt. They are available at School eLements and may also be purchased used at registration or Back to School Night.

Uniform Skort: Girls in grades K-8 may wear a flat front twill skort purchased from Land's End Uniform Catalog or from School eLements. French Toast skorts are not acceptable with the exception of the plain version. Skorts must be the knee length style offered by the uniform companies and may be no longer than the crease at the back of the knee and no shorter than four inches above the crease at the back of the knee. Skorts may not be rolled up at the waist. The skort may be worn all year, but may need to be replaced as the year progresses to conform with acceptable uniform lengths. Skorts may not be formfitting.

The following are not permitted: Corduroy, front zip entry, Fad, cargo, hip huggers.

Skirts and Jumpers: Girls must begin the school year with their skirt or jumper hemmed so that it reaches the top of the knee both in front and in back. Please consider growth of your child over the school year. Skirts and jumpers are to be no shorter than 2 inches above the crease in the back of the knee at any time during the school year. If shorts are worn under the skirt or jumper, they may not extend below the length of the hem. Skirts must be worn at the waist not on the hips. Skirts shall not be rolled up at the waist.

Shoes: Safety is the main concern. Tie or loafers, leather, gym/tennis shoes are permitted. Sandals that are securely attached to the foot and have a strap around the heel may be worn. Heel height should not exceed two inches. **Shoes with laces must be tied securely on the top of the shoe.**

The following are not permitted: No boots, backless, clogs, platforms, jellies, flip-flops, water shoes, roller shoes or shoes with rollers or Teva shoes. **Work shoes or work boots especially with steel or reinforced toes.** Snow boots may be worn to school when exchanged for regular shoes at the classroom.

Socks: Solid color socks of white, hunter green, khaki, red or navy blue must be worn with the uniform skirt/jumper/skort, pants or shorts. Acceptable styles are crew, tube socks, **short socks with 1 inch cuff**, knee high, or opaque tights. Tights suffice as socks. Socks must be visible above the tops of shoes at all times.

The following are not permitted: Socks with lace, bows, decorations, logos or trim. Footies, anklets or sport socks with logos are not permitted. Colors such as pink, purple, orange, etc., are not permitted.

Belts: Belts must be worn if there are belt loops present. Belts must be solid black, brown, khaki, or navy with no ornamentation.

The following are not permitted: Belts with large or ornate buckles. Belts with large metal ornamentation. Colors such as pink, purple, white or sparkle.

Hair: Hair should be of the student's natural hair colors only, i.e. blond, brown, etc., clean and styles must be appropriate - no extreme styles. Colors not permitted are blue, purple, etc. No unnatural two-tone hairstyles are permitted. Boys' hair should be even with or above the collar. **Bangs must be cut above the eyebrows.** No symbols of any type may be cut into the hair. Boys must be clean-shaven.

Make-up: Light make-up is acceptable and a privilege for the 7th and 8th grade girls only.

The following are not permitted: Heavy foundation make-up is not permitted. Bright eye shadow, dark lipsticks and sparkle make-up is not permitted. Any girl wearing heavy make-up will be asked to wash it off and will receive a uniform code violation.

Jewelry: Excessive jewelry may not be worn.

The following are not permitted: Large or large dangling jewelry, including earrings that are larger than a quarter. No body pierced jewelry may be worn except for in the ear lobes of girls. No cartilage piercings. No tattoos are allowed. Boys may not wear earrings.

Other: No strong perfume or cologne may be worn. Coats, jackets, and sweatshirts may not be worn during class unless the sweatshirt is the dress code approved Saint Vincent sweatshirt or the accepted polar fleece jacket. These garments must be worn over a uniform code shirt, not over a T-shirt.

PHYSICAL EDUCATION

Kindergarten students are not required to wear a P.E. uniform. On gym days, the students should wear non-marking gym shoes.

Shorts: All students must wear the PE uniform shorts which will be sold at Orientation and Back to School Night.

Shirts: Uniform T-shirts must be worn by all students. They must be of modest fit and not too tight or oversized. T-shirts will be sold at Orientation and Back to School Night. Shirts must be tucked at all times.

Sweat Pants: Students may wear navy blue or gray, plain colored sweat pants. Sweat pants are to be plain in style. No stripe lines on the sides or tops and no logos.

The following are not permitted: Pants made of flannel, nylon or fleece. No pajama bottoms are to be worn for physical education.

Shoes: A pair of gym shoes must be kept at school to be used only for PE. These shoes must have backs and be labeled as non-marking soles. Shoes must be tied properly at all times.

OUT OF UNIFORM DAYS

Occasionally for holy days, holidays, spirit week, etc., students will be allowed to not wear their uniform. Instructions for what may be substituted for the uniform will be given by the teacher/principal. **The school uniform may be worn on any of these days.**

The following guidelines will prevail:

Dress-Up: These days are held periodically to accentuate important school days. **Clothing on girls must be chaste in keeping with our Christian values.** Clothing worn on these days should be clothing that

would be worn on a special occasion, i.e. dress shirt (ties may be worn). Dress pants for the boys; dresses, blouses and skirts or dress pants for the girls. All clothing must be of modest fit and not tight or oversized. **Normal shoe and sock dress code prevails. Girls may wear hose or nylons.**

The following are not permitted: Shirts, blouses, or dresses that have spaghetti straps, low cut necklines, cut-outs, or are backless, off-the-shoulder or strapless are not permitted. Dresses and skirts must be of modest length and not be transparent or see through. Shirts that do not cover the abdomen are not permitted. No shorts are to be worn on dress up days. Cargo pants are not permitted.

Dress Down: Clothing worn on these days is of a more casual nature. It must be neat and not torn. All clothing must be of modest fit and not tight or oversized. **Normal shoe and sock dress code prevails.**

The following are not permitted: Any clothing with inappropriate pictures or messages may not be worn. Shirts, blouses, or dresses that have spaghetti straps, low cut necklines, cut-outs, or are backless, off-the-shoulder or strapless are not permitted. **Dresses, skirts and shorts must be of modest length. A good judge of measurement is to make sure they extend past the fingertips when arms are stretched straight. They must not be transparent or see through.** Shirts that do not cover the abdomen are not permitted. All clothing must be of modest fit and not tight or oversized. Pajama style pants are not permitted.

It is the responsibility of parents to assure that their children are following the uniform code. In all situations, the rule is to follow the Christian values of modesty and chastity. Academic time should not be engaged by teachers for enforcing the guidelines. With parental assistance, there should be few violations; however, should violations occur, they will be handled according to the guidelines in this handbook. Rulings by the administration are final.

Should violations occur, they will be handled as follows:

- 1ST offense** Uniform Code Violation form sent home, signed by parents and returned to the issuing adult.
- 2nd offense** Uniform Code Violation form sent home, signed by parents and returned to the issuing adult.
- 3rd offense** Uniform Code Notification form sent home, signed by parents and returned to the issuing adult. Student will call parents when third notification is filed.
- 4th offense** Conference with Dean of Students and parent/guardian.
- 5th offense** Student will spend a period of 30 minutes after school involved in some type of service activity within the school facility or school grounds.

If at any time it is determined by faculty members or administrators that a violation is being repeated deliberately by a student or students, it may be perceived as defiance or deliberate disobedience and will be treated as a behavior violation subject to regular discipline procedures which may include suspension of out of uniform days for that student or students.

Clothing that is determined to be immodest or offensive to the Christian value of chastity will require a parent call. The child will not return to class until he/she has changed into appropriate clothing.

Should changes and/or clarifications to the St. Vincent's uniform code be needed, parents/guardians and students will be informed. All students are obligated to follow this uniform code from the first day through the last day of the school year, unless otherwise stipulated by the administration.

FIELD TRIPS (P4320)

School-sponsored field trips shall be limited to activities which meet Diocesan policy and applicable Indiana law by promoting the educational philosophy and goals of the school and facilitate attainment of

specific educational objectives in a particular course. Students in grades 1 and 2 will not attend field trips in accordance with Indiana state law governing car restraints unless the field trip is made on state approved buses or the proper number of car restraints are available to accommodate each student.

Teacher requests must be submitted in writing and approved by the school administrator. Field trips that involve long distances shall follow Diocesan guidelines. **(P4320 procedures.)**

Field trips are for instructional and educational purposes and are planned during the school day. Therefore, if a student does not accompany the class, he/she is expected to be in school to study. Written consent of a parent/guardian is required before the student is permitted to participate in a field trip.

EXTRA-CURRICULAR ACTIVITIES (SV9906 see appendix 2)

St. Vincent's School is concerned with helping all students reach their full potential spiritually and academically. Realizing that extra-curricular activities encourage personal growth by challenging students to be the best they can be, we encourage students to participate in extra-curricular activities over and above their regular curriculum requirements. However, participation in the extra-curricular activities offered at St. Vincent's is a privilege for which reasonable standards are established and enforced for the educational and personal welfare of the students who participate. If students cannot successfully pass a normal load of class subjects and demonstrate self-discipline while simultaneously undertaking the extra demands upon time and energy required by extra-curricular activities, they should concentrate on achieving in the classroom. Based on this, St. Vincent's School sets forth the following academic policy for extra-curricular activities:

Students who receive two D's or one F on an interim or report card are not permitted to participate in school sponsored extracurricular activities (reference list below) for a two week period including 10 school days, after which time the student will be re-evaluated by the teacher. During this period, the student is not allowed to attend practices, as after school time should be used appropriately for academic purposes.

Students should not attend games in uniform if ineligible.

After 10 days, grades that made a student ineligible will be re-evaluated, and the student will be declared eligible if he/she has no F's and only one D in those subjects that made him/her ineligible. An "Incomplete" also removes a student from extra-curricular activities for a two week period including 10 school days or until the "Incomplete" is complete. When an incomplete is completed, then the above rule applies regarding an F.

The student is responsible for obtaining a release form from his/her homeroom teacher on Reinstatement Day and getting it completed by the teacher and an administrator. Coaches will not allow a student to begin participating again unless the release form has been obtained, properly signed and a copy given to them.

It is recommended that all students who receive 2 D's or an F on an interim or report card participate in an academic intervention to acquire strategies that will prevent the student from experiencing eligibility problems at a future date. Teachers may request such an intervention whether the parents have elected to participate or not.

All rules regarding eligibility are at the discretion of the administration. Ineligibility does not carry over the summer vacation. Every student starts the new year with eligibility.

St. Vincent's School sponsors the following extra-curricular activities for all students, these include but are not limited to:

SPORTS TEAMS

Football

Boys

Grades 5/6 & 7/8

Volleyball	Girls	Grades 5/6 & 7/8
Cheerleader	Girls	Grades 5/6 & 7/8
Basketball	Boys Girls	Grades 5/6 & 7/8 Grades 5/6 & 7/8
Soccer	Boys Girls	Grades 5/6 & 7/8 Grades 5/6 & 7/8
Track	Boys Girls	Grades 5/6 & 7/8 Grades 5/6 & 7/8
Softball	Girls	Grades 5/6 & 7/8
Golf	Boys Girls	Grades 7/8 Grades 7/8
Cross Country	Boys Girls	Grades 5-8 Grades 5-8

OTHER ACTIVITIES

All Students

Band	Grades 5/6/7/8
Choir	Grades 5/6/7/8
Student Council	Grades 5/6/7/8
School Plays	All Grades
Academic Clubs/Competitions	All Grades

Extra-curricular activities also include any school related activity that would remove a child from the classroom, such as play practice, and yearbook committee to name a few. Co-curricular activities such as junior high choir and band that are included on the grade card, will require that students participate during the daily class period, but not participate in outside school activities for the ineligibility period.

Even if a child is ineligible, he/she may try-out for a sport, but not participate on a team until he/she has become eligible through the eligibility process.

Non-letter grades (E, S, N, U) do not count towards eligibility.

GRADING SCALES

Grades K through 2 operate under a grading scale of:

E = Excellent
S = Satisfactory
N = Needs to improve
U = Unsatisfactory

In grades 1 & 2, the letters correspond to the following percentages:

E = 100-99	S- = 83 - 77
E- = 98 - 97	N = 76 - 70
S+= 96 - 90	U = 69 or Below
S = 89 - 84	

Grades 3 through 8 operate under the same grading scale of:

A+ = 100	C+ = 83
A = 99 - 94	C = 82 - 76
A- = 93	C- = 75
B+ = 92	D+ = 74
B = 91 - 85	D = 73 - 71
B- = 84	D- = 70
	F = 69 or Below

An Incomplete is given when requirements for a grading period are not completed at the time grades are averaged by teachers for the report cards. A student receiving an Incomplete for any subject on the report card will have two weeks to complete the required materials. If work is not completed within the required time period, the grade will convert to an F. Incompletes due to absences at report card time that have not been given the required makeup time do not contribute to ineligibility.

Art, music, physical education, languages and computer classes are graded on the E, S, N, U system in grades K – 6.

Art, music, physical education, languages and computer classes are graded on the letter (A-F) system including I (incomplete) in grades 7 and 8.

Band and Choir classes are graded on the E, S, N, U system in grades 5 & 6 and the letter (A-F) system including I (incomplete) in grades 7 & 8.

CLASSROOM PLACEMENT POLICY (SV9907 see appendix 2)

A placement form will be posted for parents in the spring to give information about their child(ren). Requests for certain teachers are not appropriate and will not be honored. Teachers and administrators make every effort to place students in an environment that will be most optimal to each child's learning.

PROMOTION AND RETENTION POLICIES (P4130)

Retention:

If the teacher believes that he/she may have reason to retain a student, the teacher will notify the principal and the parent/guardian by the end of January. A conference will be set up with the teacher, principal, and the parent/guardian. During the conference, the teacher will notify the parent/guardian of the reason why the student may be retained and indicate what the parent/guardian and the child can do to improve the student's achievements.

During the second semester, the teacher will re-evaluate the student's achievement. If the teacher still believes that the student needs to be retained, the teacher will recommend retention to the parent/guardian during another conference scheduled before the end of May.

The recommendation for retention will be presented to the parent/guardian in written form from the

administration and homeroom teacher. The parent/guardian has a choice of agreeing to the retention, agreeing to an assignment, or refusing retention. If the parent/guardian refuses the retention, they must sign the letter indicating that they refused the retention against the recommendations of the school professional staff. This letter will be placed in the student's permanent file.

Assignment to the Grade:

Assignment to the next grade indicates that the teacher and administration have concerns about the student's ability to achieve at the next grade, but they feel that the student should be given the opportunity. When the principal and teacher decided upon assignment, the teacher may recommend extra work for the summer (for example: reading clinic, individual tutoring, daily reading, etc.).

Upon return to school the following school year, the child will be placed on probation in the next grade level for a six (6) week period.

At the end of that time, the principal, teacher, and parent/guardian will hold a conference to determine if the child is ready to continue at that grade level. The conference committee will determine the placement of the child. However, if the parent/guardian disagrees with the recommendation of the principal and teacher, then the parent/guardian will sign a letter indicating his/her action.

Promotion:

Promotion indicates that the child has mastered the skills and content at the present grade level and is capable of continuing at the next grade level.

REPORT CARDS

Report cards are issued every nine (9) weeks. Grades during each grading period are available online through PowerSchool. Parents and students can receive PowerSchool access through the school office.

Interims are not sent home, but ineligibility for extra-curricular activities are based on the student's grade as reported on PowerSchool the morning of the date as posted for ineligibility.

If a student is failing any subject at interim time, it will be the responsibility of the parent/guardian to contact the school office to schedule an Academic Intervention meeting. Attending the meeting will be the Academic Intervention team, consisting of the student, parent/guardian, appropriate teacher(s), remediation specialist, and an administrator.

The Academic Intervention team will discuss the student's circumstances on an individual basis and recommend a remedial plan of action such as; organizational skills, recommended third party referrals, special needs, study habits, and extracurricular activity (i.e., cheerleading, play, sports, student council talent show, or yearbook activities). Action can be taken at any interim time, grade card time, or sooner, if necessary.

All meetings are confidential with trust in the Academic Intervention team to make a good decision with the emphasis on what is best for the student.

HOMEWORK EXPECTATIONS

Homework is meant to reinforce the skills which have been introduced to the student throughout the course of the day. It should not exceed 30 minutes for grades 1 - 3 inclusive; 45 minutes for grades 4 - 6 inclusive; and 90 minutes for grades 7 - 8.

When time assigned for study during school hours is not used appropriately, the length of home study time will naturally be extended.

Assignments are expected to be completed on time.

Grades 5-8 have a specific homework policy regarding work that is not completed on time.

1. 1st day late, the assignment loses 10%
 - example: an assignment due yesterday was 95% correct, but the assignment is recorded as an 85%
2. 2nd day late, the assignment receives only half credit
 - example: an assignment due 2 days ago was 90% correct, but the assignment is recorded as 45%
3. 3rd day late, the assignment receives only half credit
 - example: an assignment due 2 days ago was 90% correct, but the assignment is recorded as 45%
4. 4th day late, the assignment receives a 0%
5. **ALL homework is expected to be turned in.**

When a student is absent, homework is expected to be made up within a reasonable time in accordance with the time of the absence. For example, if a student is absent one day, the work is expected to be completed within two days, five days (5), it is reasonable to expect the work to be made up within 10 days. Beyond five days, the decision will be made on a case-by-case basis after consultation with the student's classroom teacher and the administrator.

HONOR ROLL

Students in grades 4 through 8 are eligible for the honor roll at the end of each nine week grading period. High Honors is achieved if the student receives all A's on the report card, with no 3's or U's. Honors is achieved if the student receives all A's and B's during a nine week period, with no 3's or U's.

INCLEMENT WEATHER / SCHOOL CLOSING

Listen to WOWO (1190 AM), WAJI (95.1) or any of the local television stations for information regarding school closings or delays. **St. Vincent de Paul School will be announced separately. We will no longer follow Bishop Dwenger beginning August, 2009 and through the year.**

In case of delay, students should not arrive prior to the longest delayed starting time.

Students in Kindergarten will automatically operate on an alternate schedule with all students attending the full day and dismissing at the regular end of day time.

LATE PICK-UP & LOITERING

Students should leave the school building and grounds promptly after classes or extra-curricular activities are dismissed. There should be no loitering before or after school. Brothers and sisters and/or car pool riders should not attend after-school activities in which they are not involved. After school activity sponsors are not responsible for supervision of children who are not members of the activity.

Children not picked up by a designated time after dismissal will be taken to the After School Care Program where their parent/guardian must come to pick them up. The designated time will be published in the school menu shortly after the beginning of the school year. A fee per incident will be charged according to guidelines set by the After School Care Director.

Non-registered St. Vincent students are not permitted on campus at any time, unless they are signed in as official guests in the office and are wearing a visitor's badge.

NON-SMOKING POLICY (P5430 herein published)

Effective January 1, 1995, all facilities (buildings which are enclosed) where kindergarten, elementary,

and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

*Recommended: February 11, 2004
Ratified: December 14, 2004*

*Diocesan School Board
Diocesan Bishop*

TOBACCO FREE POLICY (SV9912 herein published)

St. Vincent de Paul School shall be tobacco free.

“For who is greater, the one who is at the table or the one who serves? Is it not the one at the table? But I am among you as one who serves.” Luke 22: 27

TUITION/FEES AND PAYMENT PLANS (SV9910 herein published, amended 10/1/08)

Annually St. Vincent de Paul School, with support and assistance of the School Board, and with the prior approval of the Parish Finance Committee and the Pastor, shall establish tuition for students attending the school. Collection of tuition shall be the responsibility of the administration. Tuition information shall be outlined in the Parent/Student Handbook.

St. Vincent de Paul School is dependent on several sources of income: donations through the church envelopes, tuition and fees. Student's parents/guardians are expected to use their church envelopes and donate on a WEEKLY basis to the church and are expected to meet their financial obligations of tuition and fees.

Tuition credit may be earned through participation in the SCRIP program. (SV0114, see appendix 2)

- A. **A pre-registration fee is charged for each returning student. This fee is due in January, in order to maintain your child in the school for the coming school year.** This fee is in addition to the book fee charged for the upcoming school year. Any child not pre-registered will be placed on the waiting list for entrance to the school during the upcoming school year, with no guarantees on whether the child will be admitted during the upcoming school year.
- B. Books are rented by students through the school's book fee. Book fees are charged on a per child basis. Book fees must be paid in full by July 1st, unless other arrangements through the FACTS tuition management program have been made or the child may not be enrolled in the school. Extra fees will be assessed for damaged and/or lost books at the total cost of repair or replacement.
- C. Tuition is assessed based on the number of children in the family. The school has contracted with the FACTS tuition management program. Tuition may be paid in one payment directly to the school, or in two to ten payments as contracted with the FACTS program. An agreement is signed prior to the school year, indicating which method of payment will be utilized.
- D. A tuition committee has been set to help those who are unable to meet their financial obligations of tuition or book fees. Families needing financial assistance should contact the Pastor or Business Administrator of the parish for assistance for the following year or prior to July 1st. If tuition and fees have not been paid or arrangements made, students will not be able to start school in August.
- E. Tuition must be kept current. Any tuition fees that are not paid or unless special arrangements have

been made through the church office by the Pre-registration Date in January will result in the child(ren) being unable to pre-register for the following year. The student's name will be placed on a waiting list until tuition is current and pre-registration fees have been paid.

- F. All fees owed to the school including library fines, athletic fees, After School Care fees, etc., must be paid or arrangements must be made through the school office before the end of each grading period or report cards will be withheld for the grading period. If any fees are not paid by the end of the year for 8th grade students, records will not be transferred to high schools.
- G. Supply lists for each classroom are sent home in the summer mailing to enable parents to use summer sales. Some supplies are available from the library during the year.
- H. Other fees collected during the year include special field trips, some special projects, and daily planners for the students.

INTERNET AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

The school shall follow the Diocesan Internet Policy [P4620]. A copy of the policy is available in the school office during business hours. (P4510)

Use of computers and Internet access are important parts of St. Vincent de Paul School's curriculum. We believe that the Internet in particular provides vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

As a user of the St. Vincent de Paul Catholic School computer network, I hereby agree to comply with the stated rules, terms and conditions, honoring all relevant laws and restrictions.

I understand that my use of the Internet connection in the school is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The school administration determines appropriate use in compliance with Diocesan Policy (P4620) and law enforcement agencies. Disciplinary actions for violations to the agreement are outlined in the Parent/Student Handbook. When applicable, law enforcement agencies may be involved after consultation with Diocesan legal counsel.

I understand that I am expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Network Etiquette

1. Be polite. Do not send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address and phone number private and do not reveal the phone numbers of students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Use the network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator of any security problem immediately.
9. Inform the technology facilitator of any unsolicited on-line contact immediately.

I understand that the following are not permitted:

1. Sending or displaying offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
2. Using violent, abusive, obscene or sexually explicit language.
3. Sending harassing, insulting, or threatening messages.
4. Damaging computers, computer systems, or computer networks, or attempting to harm or destroy data of another user.
5. Loading unauthorized software to any computer.
6. Violating copyright laws.
7. Unauthorized use of another's password.
8. Trespassing in other's folders, work or files.
9. Intentionally wasting resources.
10. Employing the network for commercial purposes.
11. Transmission of any material in violation of any US, state or local law.
12. Obtaining software or data fraudulently or illegally.
13. Revealing one's own or another's personal address or phone number.

Equipment that is brought to school for use with a computer such as but not limited to an IPOD or PDA must be approved by administrators. The school is not responsible for the loss of personal equipment brought to school by students.

This is the home copy of the St. Vincent de Paul Internet and Technology User Agreement containing the rules and regulations for our 2009-2010 school year. Another copy will be sent home requesting a signature from parents and each student enrolled in the school. Students will not be allowed to use the Internet without parent permission or an agreement to comply with the school rules and regulations for using school technology.

Media Center Policy Handbook

The St. Vincent de Paul School media center serves the students and staff of the school. The collection includes approximately 11,000 items. These include books, videos, audiotapes, computer software, and magazines. Audiovisual equipment such as slide projectors, audio tape player, and digital, 35 mm and video cameras are available for staff check out. The media center is fully automated using Winnebago/Spectrum Suite from Sagebrush Corporation as the automation program.

Mission

The mission of St. Vincent de Paul School community is to enable all the students to live their Catholic faith and to achieve academic success.

Information Power: Building Partnerships for Learning (1998), the national school library guidelines, states:

“The mission of the library media program is to ensure that students and staff are effective users of ideas and information.”

Schedule

The media center is open on school days from 7:30 A.M. to 3:10 P.M. and until 11:45 A.M. on

half days. It is closed during a 30 to 40 minute lunch period. Occasionally the media center staff attends professional development workshops and may close the library for part of the day. Advance notice is always given in these instances.

The media center has a fixed schedule with classes in grades one through six coming weekly. Junior high students use a study hall to visit the library as needed. Flexible time is available for classroom teachers and the media specialist to collaborate on units or for students with research needs to use media center resources.

Media Center Policies

Students are expected to checkout age appropriate materials. The maximum number of materials a student is allowed to checkout are as follows:

Grades 1-2	3 - no videos and limited audio and magazine titles
Grades 3-8	5 - one magazine, audio, and/or video

Students may renew most books as needed. Magazines and videos may not be renewed. A student may not check out materials if he or she has an overdue book or outstanding fine.

Overdue and fine notices are given to students at least weekly. After receiving three notices and a student still has not responded, as a fourth notice, a bill will be mailed home to the parent with an additional \$.50 mailing fee. Students are urged to live up to the Lifelong Guideline's Lifeskill of responsibility.

Loan Period:	two weeks
Fines:	five cents a day for each overdue material

Students are responsible for the materials they check out. Students who lose and/or damage materials will be charged the purchase price. If a book is lost, then found and returned, the student's money will be refunded less the appropriate fine. If a book was paid for with a personal check, either the check will be returned and the student charged the appropriate fine or a new check will be issued from the office less the appropriate fine. If a book is returned the following school year, no money will be refunded.

Media Center Rules

Students are expected to conduct themselves according to the principles of the Lifelong Guidelines while in the media center.

Students are expected to:

- be respectful of people and materials
- enter the library quietly
- refrain from using the computers for games, email, or chat
- speak in a quiet voice
- return materials and pay fines in a timely manner

Selection Policy

The purpose of the school library media center is to provide developmentally appropriate instructional materials and recreational materials so that each student has the potential to develop to the best of his or her ability, mentally exploring the widest possible opportunities. The collection should support the curriculum in all disciplines as well as provide appropriate recreational reading materials.

Book purchase requests may be made by faculty, parents, or students. The library media specialist will make the final purchase decision after consulting a variety of selection aids.

The following questions will be used to aid in the selection process:

- Does the item support the curriculum?
- Is it age/developmentally appropriate for the patrons?
- Is the material timely? Will it be outdated quickly?
- Is the material an award winner? (Newbery, Caldecott, Coretta Scott King, Young Hoosier Book Award)

- Is the material accurate? Is it written or edited by an authority on this subject?
- Do recommendations or review sources support the material? (*School Library Journal*, *Booklist*, *Horn Book*, professionals in the field of children's literature, etc.)
- Is the scope of the material adequate? Are there views not represented?
- Is the material visually pleasing and readable? Are the illustrations supportive of the text?
- Are there user aids such as a bibliography, glossary, or index?
- Is the current collection already heavy in this area?
- Will the material be widely used?

Collection Maintenance

Materials will be reviewed and pulled from the collection for the following reasons:

- to make space for more valuable items
- to provide a more appealing, more up-to-date collection
- to make the library easier for patrons and staff to use
- to provide reliable information

The following guidelines recommended in *The CREW Method*, a nationally recognized tool for intelligent de-selection, are used to help determine which books should be taken from the collection. The **MUSTY RULE** will be employed. Usage statistics will also be reviewed to help determine if the material is valuable to the collection.

M = Misleading material or obsolete, out of date, or factually inaccurate.

U = Ugly Material is in poor physical condition, worn out, and beyond repair.

S = Superseded by newer or much better information or copies available.

T = Trivial--Material is inappropriate for the collection or has no literary, scientific, or curriculum merit.

Y = Your collection has no use or room for the item. It is irrelevant to the needs of the school.

Gift Policy (SV0819, see appendix 2 regarding all material donations)

Monetary gifts for the purchase of library media materials are welcome.

Material donations are accepted under the condition that it meets the same standards as purchases. The media specialist decides whether to use the gift, give it to a classroom teacher, donate it to a charity, or refuse to accept the donation. All donations are on a permanent, no-return basis. The library media specialist or any other personnel does not appraise gifts.

Procedures for Reconsideration of Materials

Occasional objections to some materials may be voiced despite the care taken in the selection process and despite the qualifications of persons selecting materials.

If a complaint is made, the following procedures should be observed:

1. The person challenging an item must present it in writing by filling out a Statement of Concern form.
2. A committee including the library media specialist and members of the administration will:
 - Reexamine the challenged material.
 - Survey appraisals of the material in professional reviewing sources.
 - Assess the material as a whole, weighing merits against alleged faults.
 - Discuss the material and make a decision concerning the complaint.

Accelerated Reader

Accelerated Reader, a reading incentive program produced by Renaissance Learning, is used at St.

Vincent and managed by the library media specialist. Students read books they, or occasionally a teacher, have chosen, then take Reading Practice quizzes. These quizzes are designed to determine if a student has read and understands a book. This provides a means to measure the amount and quality of reading practice the students are getting. Literacy Skills tests offer teachers a different type of assessment. They are designed for occasional use and assess the students' knowledge of 24 literacy skills. These tests measure a student's understanding of concepts, such as identifying the main idea, recognizing details, and drawing conclusions. A list of Accelerated Reader quiz titles can be found on the St. Vincent website and at the Dupont branch of the Allen County Public Library.

STAR Reading assessment is a norm-referenced reading test given to students in the media center and is used to assess students' reading progress. It aids in assigning reading levels for students using the Accelerated Reader program.

“I have fought the good fight, I have finished the race, I have kept the faith.” 2 Timothy 4: 7

ST. VINCENT DE PAUL SCHOOL ATHLETIC POLICY

Amended March 16, 2009

SECTION 1.

1. 7th and 8th grade sports programs will be governed by the written rules and regulations of the Fort Wayne Catholic Youth Organization. (C.Y.O.)
2. St. Vincent Athletic Committee shall be supportive of the F. W. C.Y.O. and will work to improve the organization. This support will extend to all grade school sports and programs under the direction of the C.Y.O.

SECTION 2. ST. VINCENT PARISH AND SCHOOL

1. All grade school sports programs and participants will adhere to and be guided by the policies of both St. Vincent de Paul Parish Council and the school administration.
2. The school Administration and the St. Vincent Parish Council, including parents of grade school sports participants, will use the Athletic Committee as the mediator for the purpose of handling disputes and/or criticisms regarding the coaches, players, and officials. This section pertains to the actual contest, as well as all practices. All discussions to the Athletic Committee must be first sent in written form, and the individual shall be put on the agenda for the next meeting.

SECTION 3 BASIC PHILOSOPHIES

1. C. Y. O. Theme: “It is not important who wins; it is important that students participate.” This league does not exist for the establishment of records. Every reasonable effort should be taken not to run up scores on opposing teams. A strong suggestion from the C.Y.O. is all coaches should play as many players as possible, especially during regular season play.
2. Our program here at St. Vincent is centered in the philosophy that our participants are “Christian, Student, Athletes”, and that they are Christians first, Students second, and then Athletes. Coaches need to remember this as they plan their programs and handle their players.
3. Every player kept on a team should be made to feel that he/she is a part of the team. All players should get equal practice time, instruction, and attention from the coaches in practice.
4. The purpose of 5-6 grade sports is to teach fundamentals of the sport, provide game strategy, wholesome competition and peer interaction. Therefore, every student athletes will play at least one full quarter or the equivalent in each regular season game if they have been faithful to practice and the coach's rules.
5. The purpose of the 7-8 grade sports is to continue teaching the fundamentals of the sport, and provide

game strategy. In addition the philosophy of producing competitive players and teams will be further emphasized. Player numbers on a team will be reduced and playing time may be rewarded for the more talented and those working harder in practice.

SECTION 4. ATHLETIC COMMITTEE AND ADMINISTRATION

1. The Athletic Director with the help of the Athletic Committee is responsible for establishing, arranging, and carrying out all the athletic programs for the students of St. Vincent de Paul Catholic School.

A.) The Committee shall consist of seven (7) members to include the Athletic Director and the following:

1. Men's Club representative
2. Board of Education representative
3. Board of Education representative
4. Asst. Athletic Director/Faculty Representative
5. Booster Club (Registration Chair)
6. Booster Club (President or designee)

Each group will select from its membership a representative who will be a member and serve a 3 year term. The Committee will choose one member to act as Secretary for the Committee for a one year term.

2. The Athletic Director is ultimately responsible for the selection and supervision of all coaches. As such the Athletic Director, Asst. Athletic Director, or a Committee Member appointed by the Athletic Director will have free access to all games, practices, locker rooms, or meetings of any and all of the St. Vincent's teams.

3. Travel by any team for a sports event, scheduled or otherwise, involving a St. Vincent's team or person is limited to a radius of 50 miles from St. Vincent de Paul Parish. Exception to this policy must be submitted in writing to the Athletic Director, the St. Vincent's School Principal, and the Pastor and approved by the Athletic Director, Principal and/or Pastor. Their decision is final.

4. The Men's Club's role is that of providing financial support for all of the interscholastic athletics at St. Vincent's.

5. St. Vincent's Athletic Director will prepare a budget to be submitted to the Athletic Committee, School Board and Principal by February 1.

A. Each coach prepares a list of equipment and supplies that would require replacement for the next season. This task will be accomplished within two weeks of the end of the season and shall be submitted to the Athletic Director.

B. Items to be purchased must be submitted to the Athletic Director by April Committee meeting.

C. The Athletic Director shall submit the cost estimates for the supplies and equipment to the Athletic Committee for review and approval at the April Athletic Committee Meeting.

6. The role of the Athletic Booster Club is to 1) be logistical support for the coaches, players, and the Athletic Committee 2) promote school and team spirit and 3) provide financial support for the athletic programs at St. Vincent's

7. Academic Eligibility Policy: Refer to the Parent/Student Handbook. This policy does not apply to non-letter grade courses.

8. All segments of the Athletic Program will properly and efficiently support the academic eligibility rule.

9. Head coaches are not eligible to be Athletic Committee members.

10. At any home athletic event that generates cost to St. Vincent's for referees, the Athletic Committee and Booster Club will offset these costs by arranging to collect an entrance fee and/or selling concessions for that event.

SECTION 5. SPORT/TEAM RULES

1. Grades 5-6 boys will be given football, basketball, soccer, wrestling, and track.

Grades 5-6 girls will be given volleyball, basketball, track, and cheerleading and softball.

Grades 7-8 boys will be given football, basketball, soccer, wrestling, track and golf.

Grades 7-8 girls will be given volleyball, basketball, soccer, softball, track, and cheerleading.

2. All teams in all sports except football, wrestling, track and softball are cut sports.

3. All teams will maintain a ratio of one coach for every 10 players. Even one player beyond a number divisible by ten will require an additional coach. (Example: 11 players would require 2 coaches.)

4. All teams except football, wrestling, softball and track will be limited as to the number of players on the team. If the number of students trying out for a team is equal to or higher than the maximum number allowed on the team, the coach will select the maximum number of students to be on the team. If the number of students trying out for a team is less than the maximum, all students will be selected for the team.

The following is the maximum players allowed per team:

Volleyball	5th grade	18	6th grade	18
	7th grade	15	8th grade	15
Basketball	5th grade	15	6th grade	15
	7th grade	12	8th grade	12
Soccer	5th grade	22	6th grade	22
	7th grade	22	8th grade	22
Cheerleading	5th grade	12	6th grade	12
	7th grade	12	8th grade	12

5. The 5th and 6th grades and the 7th and 8th grades will be combined teams for football. 5th and 7th grade players may play up a grade and still play on their regular team. There will be one head coach for the 5th & 6th grade teams and one head coach for the 7th and 8th grade teams. Each of these two coaches will have assistant coaches.

6. The number of players on the basketball and volleyball teams will be such that:

- a. 15 athletes = 1 team
- b. 18 athletes = 2 teams, 1 roster
- c. more than 18 athletes = 2 teams, 2 rosters.

7. Start dates and tryout dates for each season (for all sports) will be determined and scheduled by the Athletic Director and given to the coaches.

8. The 5th and 6th grade cheerleaders will have two seasons: a fall and a winter season. This will give the girls a chance to play a fall sport or a winter sport or they can do cheerleading both seasons. Cheerleaders will not be able to do both cheerleading and a sport in the same season.

9. Cheerleading for 5th and 6th grade is a “no cut” sport.

SECTION 6. STUDENT ATHLETE RESPONSIBILITIES

1. All fees, physical and liability forms must be submitted on or prior to, the first try out.
2. Students at St. Vincent’s will be given an opportunity to participate in interscholastic sports for St. Vincent’s.
3. All student athletes shall have a physical examination between May 1 and your first practice (turned in at registration).
4. Student athletes are to respect and obey the coach’s instruction.
5. Student athletes are to demonstrate good sportsmanship and a Christian attitude.
6. Student athletes are to play only on their own grade level except on combined teams. They shall not be moved up or down. When teams are designated combined teams, players can play from either grade. Current combined teams are 5th and 6th football, 7th and 8th football, 7th and 8th softball, if needed, and 7th and 8th girls soccer, if needed.
7. If a student is suspended from school, that student is also suspended from the sport in which he/she is participating for the duration of the suspension.
8. If a student is absent for three (3) hours or more, he or she is considered absent a full day and will not be allowed to participate in any school-related sports activity that day.
9. All shirttails shall be tucked in and uniforms kept in a neat and clean condition, (Unless otherwise by manufacture’s design). If equipment is not returned, or not returned in good condition, the student will be prohibited from participating in future athletic programs.
10. Student athletes are responsible for returning all equipment issued to them in a neat and clean condition.
11. Student athletes shall not purchase any part of a uniform except practice jersey, practice pants, shoes, gloves, kneepads, and mouthpiece without prior approval of the Athletic Director.

12. Players are not to arrive earlier than ten minutes before scheduled practice and are to be picked up within ten minutes of when practice is over.
13. Student athletes are responsible for maintaining good academic standing (*SV 9906 published herein*)

“Students who receive two D’s or one F on interim or report card are not permitted to participate in school sponsored extracurricular activities: football, Volleyball, Cheerleader, Basketball, Soccer, Track, Softball, wrestling, Golf, and Cross Country for a two week period including 10 school days, after which time the student will be re-evaluated by teacher. During his period, the student is not allowed to attend practices, as after school time be used appropriately for academic purposes.

Students should not attend games in uniform if ineligible. After 10 school days, grades that made a student ineligible will re-evaluated, and the student will be declared eligible if he/she has no F’s and only one D in those subjects that made him/her ineligible. An “Incomplete” also removes a student from extra-curricular activities for a two week period including 10 school days or until the “Incomplete” is complete. When an ”Incomplete” is completed, then the above rule applies regarding an F.

The student is responsible for obtaining the re-instatement form from the School Office on the reinstatement day and getting it completed by his/her teacher and administrator. Coaches will not allow a student to begin participating again unless the form has been obtained, properly signed and a copy given to them.

All rules regarding eligibility are at the discretion of the administration. Ineligibility does not carry over the summer vacation. Every student starts the new school year with eligibility.

Even if a child is ineligible, he/she may try-out for a sport, but may not participate on a team until he/she has become eligible through the eligibility process.

A student is ultimately responsible for completing the reinstatement paperwork in order to return to the team.

SECTION 7. COACHES’ RESPONSIBILITIES

1. All coaches shall attend a pre-season coaches’ meeting and view the Bishop’s Safe Environment video.
2. The 5th & 6th grade coaches have to plan ahead so that they can work out a schedule of playing time so as to get each athlete at least one full quarter or equivalent of playing time in each regular season game.
3. The Athletic Director and the Athletic Committee are responsible for the actions of all coaches and assistant coaches during sports programs and practices. Coaches and assistants shall act in a professional, positive, and supportive manner toward their players. Remember, you are a Christian role model. The coach’s primary mission is to teach the fundamentals, sportsmanship, and camaraderie among the players.
4. Profanity, abusive language, displays of temper and smoking by coaches before, during, and after games and practices where it can be observed by the players will not be tolerated. Coaches may need to help players learn through constructive criticism, but must avoid putting them down or humiliating them in front of others.
5. Coaches shall be responsible for the conduct of team members during games and practice. Coaches will not allow players to use profanity at practice or games. Players will not use unsportsmanlike behavior or trash talk to other players or officials.
6. At least one prayer is suggested at each practice, game, or team gathering.
7. All practice and game schedules shall be provided to the Athletic Committee before the beginning of the season.
8. All practice and game schedules for the month must be passed out at least one week prior to the 1st of the month.
9. A first aid kit and all St. Vincent’s parent permit slips shall be on hand at all practice and games. Each head coach will be issued a first aid kit at the beginning of the season. The coach is expected to return the kit at the end of the season.
10. Coaches are responsible for all equipment that is distributed to their team.
11. It is suggested to contact all opposing non C.Y.O. coaches at least three (3) days in advance to verify site and time of scheduled game.

12. Coaches will be familiar with and support all Athletic Committee, School, Parish, and C.Y.O. policies.
13. All coaches must know the school and church building security and after school policy.
14. All coaches shall have a parent meeting with an Athletic Booster or designee present to distribute all appropriate handouts and discuss team policy before any games are played.
15. Coaches will hand out written team rules to players and parents at the parents' meeting. A copy shall be submitted to the Athletic Committee.
16. Head coaches will submit a list of assistant coaches to the Athletic Director at the pre-season coaches' meeting.
17. All coaches must be observant and immediately notify the Athletic Director of any problem with the building, its contents, and/or the athletic equipment in use.
18. Contracts for games with non C.Y.O. schools will be given to the coaches for their approval of the day, time, and location. The contract will then be given to the Athletic Director to be signed and returned to the other school.
19. Because school closings happen so early in the day, and weather conditions often change before games and practices are scheduled, coaches may decide to have their game or practice. The responsibility for making the decision is the coaches, but if the coach decides to have the practice or game, he/she must contact the Athletic Director and get his/her final approval.
20. At the end of the season, coaches should inform the Athletic Committee of any needed equipment or uniforms for the next season.
21. Cheerleader coaches will make every effort to get the cheerleading squads to all scheduled C.Y.O. regular season and tournament games.
22. Coaches are expected to dress in an appropriate manner consistent with the Christian values that St. Vincent's School and Parish supports.
23. The Athletic Director will notify the coaches of any students on academic probation.
24. The coaches are responsible to submit their team selection criteria to the Athletic Director prior to tryouts. (Reference section 11)
25. Head Coaches are not permitted to be on the Athletic Committee.

SECTION 8. COACHES' RIGHTS

1. Coaches have a right to adequate supplies and equipment for instruction, practice and games. However, any of these requirements must be addressed with the Athletic Director with ample time to acquire said supplies and equipment.
2. Coaches have a right to respect and cooperation from members and parents.
3. Coaches have the right to select the coaching philosophy and the plays to be used in accordance with section 3 of this policy and other applicable school policies.
4. Coaches have the right to correct players, as well as removing them from practice and games.

SECTION 9. PARENTS' RESPONSIBILITIES

1. Since our parents represent St. Vincent's, they are expected to conduct themselves in a proper Christian manner. They are to be in control of themselves and refrain from abusive language and displays of temper at all times.
2. Parents should give respect and cooperation to the coach and the Athletic Committee.
3. Parents should get the athletes to and picked up from games and practices at the appointed times.
4. Parents with students participating in St. Vincent's athletics are expected to share in the work required to field games and tournaments. The type of work requested includes, but is not limited to: concession stand, line judges, yard markers, admission table, scoreboard, gym set up and gym clean up. Team parents are also expected to work with team coaches and coordinate volunteer assignments, uniform collection, team party planning, and award distribution. Parents are expected to comply with work assignments or find a replacement.
5. Parents should support the Men's Club fund raising event whenever they have the opportunity.
6. If a complaint is received about a parent's conduct at a sporting event in which a St. Vincent's sponsored team is participating, an Athletic Committee member should observe that parent at the next event involving that team. If there is a second occurrence, the parent should be reminded of the St. Vincent's Sportsmanship

Policy and be requested not to attend the next game. A third occurrence by a parent will result in that parent being prohibited from attending games in which a St. Vincent's sponsored team is participating for the remainder of the school year. Such parent's child(ren) will not participate in any game at which such parent is in attendance. Coaches will be responsible for periodically advising parents of this policy.

SECTION 10. FEES

1. A fee of \$30 per student athlete per sport will be assessed for all interscholastic sports, except cheerleaders, who will pay a fee of \$60. A late fee of \$30 will be assessed for any student not registered by the registration date for the sport to be played. Registration means fees are paid and all paperwork is completed and turned in.
2. No student will be denied an opportunity to participate in athletics due to financial hardship.

SECTION 11. CUT SPORTS TEAM SELECTION

1. Cut sports team selection will be conducted by a committee consisting of the Head Coach, Athletic Director and two additional coaches who are to be appointed by the Athletic Director. The team shall be selected using the selection criteria developed by the Head Coach.

SECTION 12. SOLICITATION POLICY

1. St. Vincent's has a policy regarding solicitation of funds on behalf of a school sponsored sport or activity which prohibits such solicitation without prior approval. Obviously, as a private institution which looks primarily to one source of funding for its athletic and performance programs, it is imperative that this policy be strictly observed.

SECTION 13. MANAGERS

1. Teams may have and are encouraged to have two managers per team. However, they will not detract from playing or practice time for the players on the team. Therefore, they will not be allowed to participate in practices or games. The managers must be from the same grade.

SECTION 14. MULTIPLE SPORTS

1. Student athletes can only participate in one sport per season except for track. Student athletes may participate in track and one other sport during the spring season.

Appendix 1 to Parent/Student Handbook St. Vincent de Paul School 2009-2010

ENROLLMENT (P4010)

- I. *School Admission Policy*
Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.
- II. *Nondiscrimination Policy*
Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its

educational programs.

III. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

IV. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old on or before Sept. 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation

can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VII. *Students or prospective Students with Diseases*

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;*
- B. the duration of the risk – how long the carrier is infectious;*
- C. the severity of the risk – the potential harm to third parties;*
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and*
- E. whether a reasonable accommodation exists and/or is required.*

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

*Recommended: February 19, 2003
Ratified: June 10, 2003*

*Diocesan School Board
Diocesan Bishop*

ATTENDANCE (P4040)

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

- I. *Parents/Legal Guardian Responsibility*
Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:
 - A. *Graduates; or*
 - B. *Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:*
 1. *the student and the student's parent or guardian and the principal agree to the withdrawal; and*
 2. *at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; or*
 - C. *Reaches the age of eighteen (18) years, whichever occurs first.*
- II. *Absences from School*
Absences from school shall fall into one of the three following categories:
 - A. *Absences which are counted as present.*
 1. *Serving as a page for or honoree of the Indiana General Assembly;*
 2. *For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;*
 3. *Court appearances pursuant to a subpoena;*
 4. *Active duty with the Indiana National Guard for not more than ten (10) days in a school year;*
 5. *Placement in a short-term inpatient treatment program which provides an instructional program;*
 6. *Homebound instruction;*
 7. *Religious observances.*
 - B. *Excused Absences*
 1. *Illness of the student (with written statement by parent/ guardian or doctor)*
 2. *Funerals*
 - a. *for death in the immediate family*

- b. *for persons outside of the immediate family with parental permission*
 - 3. *Out-of-school suspension*
 - 4. *Medical and legal appointments – Such appointment should be scheduled after school hours when possible.*
 - 5. *School/college visits (2 days) – Parents/guardians need to check with the individual school’s policy when arranging such visits.*
- C. *Unexcused Absences*
 - 1. *No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.*
 - 2. *No physician’s note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).*
 - 3. *Family vacations*
 - 4. *Absences other than those defined as excused or absences counted as present.*

III. *Truancy*

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- A. *Refusal to attend school in defiance of parental authority.*
- B. *Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.*
- C. *Three (3) or more judicial findings of truancy.*

IV. *Reporting an Absence*

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student’s absence is unexcused or the student is truant.

V. *Frequent or Prolonged Illness*

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician’s statement may be required in order for the student to return to school.

VI. *Response to Irregular Attendance*

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. *Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.*
- B. *After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.*
- C. *After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.*
- D. *After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.*

*Recommended: February 19, 2003
Ratified: June 10, 2003*

*Diocesan School Board
Diocesan Bishop*

ACCESS TO OFFICIAL STUDENT RECORDS (P4170)

ANNUAL NOTIFICATION OF PARENTAL ACCESS RIGHTS TO STUDENT'S RECORDS Family and Educational Rights and Privacy Act

Any natural parent, guardian, individual acting as parent in the absence of a parent or guardian of a student of a diocesan school, or a student or former student who has reached eighteen (18) years of age or is attending an institution of post-secondary education has the following rights (unless there is a court order, State statute, or other legally-binding document precluding these rights):

- 1. *Inspect and review the student's educational records;*
- 2. *Request the amendment of the student's educational records if he/she believes that they are not accurate,*
- 3. *Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the Family Education Rights and Privacy Act and the FERPA Regulation 99.31 authorize disclosures without consent, and*
- 4. *File with the U.S. Department of Education a complaint under 34 C.F.R. § 99.63 and § 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part.*

Procedure for Inspecting and Reviewing Education Records

A parent/guardian/individual acting as a parent/eligible student may inspect or review the student's education records through a written request submitted to the school's principal which specifies the specific education records to be inspected or examined. In the event the principal cannot determine the exact records as

described, the principal or his/her designee shall immediately contact the parent/guardian/individual acting as a parent/eligible student by letter or otherwise to determine the desired scope of education records to be inspected.

Compliance with all requests to access education records will occur without unnecessary delay, and in no case, more than 45 days after a request has been made. If requested, a parent/guardian/individual acting as a parent/eligible student must be given access to the student's pertinent education records before any meeting regarding an individualized education program or pending disciplinary hearing.

All inspections of education records shall be made during regular business hours.

Procedure for Requesting Amendment of Educational Records

In the event that a parent/guardian/individual acting as a parent/eligible student believes that information in the student's education records is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may submit a written request to the principal for amendment of such records.

The school shall decide whether to amend the records as requested within a reasonable time after it receives the request.

If the school decides not to amend the record as requested, it shall inform the parent/guardian/individual acting as a parent/eligible student of its decision and his/her right to a hearing.

A parent/guardian/individual acting as a parent/eligible student may request a hearing regarding amendment of the student's education records in writing to the school principal.

Disclosure of Education Records to School Officials

The school may disclose students' education records to school officials, including teachers, who are determined to have a legitimate educational interest in the records without prior consent from the parent/guardian/individual acting as a parent/eligible student.

The school considers the following criteria in determining who constitutes a school official: A "school official" is any person in the Catholic Schools Office, or the school where the student (whose educational records are at issue) is attending, or has attended, who holds a position that involves 1) administering the school attended by that student, or several schools, including the school attended by that student; 2) teaching at a school attended by that student; or 3) providing guidance or counseling services to students at the school attended by that student.

The school utilizes the following criteria for determining what constitutes a legitimate educational interest: A "legitimate educational interest" is an interest in viewing a student's educational records relating to: 1) the student's academic history and performance; 2) the student's disciplinary history; 3) obtaining information relating to guidance counseling or providing academic, personal, or other guidance to the student; and 4) the administration of the school attended by that student or Diocesan schools in general.

See Procedure P4170.

See "Record of Access and Review of Official Student Records" form in the School Administrative Handbook

See Guidelines for Transcripts and Health Records, IDOE January 1997; Care of Indiana Public School Records: A Records Creator's Guide, IDOE, September 1995.

PARENT / LEGAL CONCERN PROCEDURE (P2310)

Community Relations, Parent/Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).

Step 2: Address the issue with the Principal.

Step 3: Address the issue with the Pastor (elementary schools only).

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Policy

Recommended: March 7, 2001

Ratified: April 3, 2001

Diocesan School Board

Diocesan Bishop

VISITORS TO THE SCHOOL: (P2410)

For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building.

See: School Health and Safety Manual available in the school office.

Policy

Ratified: June 16, 1998

Recommended: March 7, 2001

Ratified: April 3, 2001

Diocesan Bishop

Diocesan School Board

Diocesan Bishop

HARASSMENT POLICY (P4580)

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

See Procedure to P4580

See P3630-Legal Issues: Harassment Prohibition (Personnel)
See forms to report Harassment in School Administrative Handbook

Ratified: August 10, 2005
Recommended: September 2004

Diocesan Bishop
Diocesan Attorney

STUDENT LOCKER AND VEHICLE SEARCHES (P4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

I. Persons and Personal Belongings

The school reserves the right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

II. Student Lockers

All lockers, school desks, cloak rooms, etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

III. Vehicles

[REMOVED – NOT APPLICABLE TO ELEMENTARY SCHOOLS]

IV. Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.

Recommended: February 19, 2003
Ratified: June 30, 2003

Diocesan School Board
Diocesan Bishop

Appendix 2

to Parent/Student Handbook

St. Vincent de Paul School

2009-2010

POLICY SV-9901 – POLICY COMMITTEE

St. Vincent de Paul School Board shall appoint a policy committee each school year to support the School Board, in accordance with the Diocesan School Board Handbook, in developing policies that will enable the school to reach its goals.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9902 – ALCOHOL POLICY

The use or possession of alcoholic beverages when students are present is prohibited (a) on school premises and (b) before, during and after any school-organized or school-sponsored student field trip or extracurricular activity away from school premises. Exceptions may be granted on a case-by-case basis by the principal and/or the pastor.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9903 – ADMISSION POLICY

St. Vincent de Paul School shall maintain a consistently applied admissions procedure. The procedure shall give preference to children of actively participating parishioners with siblings who are currently attending or that have graduated from St. Vincent de Paul. All other applicants will be given consideration provided there is availability with practicing Catholic families given preference.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9904 – UNIFORM CODE POLICY

St. Vincent de Paul School Board shall have a uniform code. The uniform code shall enhance the learning environment and be reflective of the school's Christian values.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9905 – DISCIPLINE POLICY

St. Vincent de Paul School shall maintain a discipline procedure that shall reflect Christian values and support the school’s mission. It must be fair and consistent, and in all cases, the consequences shall be appropriate for the infraction. The procedure shall be published in the Parent/Student Handbook.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9906 – EXTRACURRICULAR ACTIVITIES

The primary purpose of St. Vincent de Paul School is to provide a quality academic experience in a Catholic Christian environment. St. Vincent de Paul School’s Parent/Student Handbook shall maintain standards that students must achieve in order to be eligible to participate in extracurricular activities.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9907 – STUDENT CLASSROOM PLACEMENT POLICY

St. Vincent de Paul School Board shall have a formal written student classroom placement process that encourages the participation of the parents/guardians.

Original issue. Last review completed by School Board May 7, 2008

POLICY SV-9908 – VISITATION POLICY

St. Vincent de Paul School Board shall maintain a procedure that welcomes parents/guardians to visit their child(ren)’s classroom(s).

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9910 – TUITION POLICY

Annually, St. Vincent de Paul School , with support and assistance of the School Board, and with the prior approval of the Parish Finance committee and the Pastor, shall establish tuition for students attending the School. Collection of tuition shall be the responsibility of the administration. Tuition information shall be outlined in the Parent/Student Handbook.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9911 – CLASS SIZE POLICY

St. Vincent de Paul School shall have a maximum class size of 30 (thirty) students per classroom, except on a case-by-case basis where specifically authorized by the pastor or principal.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9912 – TOBACCO FREE POLICY

St. Vincent de Paul School Board shall be tobacco free.

Original issue. Last review completed by School Board June 4, 2008

POLICY SV-0013 – SOLICITATION POLICY

All non-school sponsored solicitation at St. Vincent de Paul School shall be for the enrichment of the children and sponsored by a non-profit organization.

Original issue. Last review completed by School Board June 4, 2008

POLICY SV-0114 – SCRIP POLICY

Each family participating in the SCRIP program is eligible to receive credit toward the family's tuition fees. The HASA Executive Board shall determine the procedures as to how this credit is earned and all bookkeeping associated with it. The HASA Executive Board is responsible for the implementation of this policy.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-0517 – SCHOOL MEDIA RELEASES

Photographs of students may not be posted on a St. Vincent de Paul School website or a teacher-created website unless parents/guardians have provided written consent for the posting. If photographs are used, student names and other student identifying information shall not be posted or contained in any file name.

Last revision ratified by Pastor: October 1, 2008

POLICY SV-0819 – DONATIONS TO THE SCHOOL

St. Vincent de Paul School shall establish and maintain a procedure, consistent with applicable accounting and controllership standards, for the appropriate documentation and recording of the donation of any items to the school, as well as management of the donated items as an asset of the school. The procedure shall include documentation, recording and management of any items donated (a) for use by a school in general and/or (b) for use by any teacher or staff member in particular if the donor's intent is to donate the item to the school and not to the teacher or staff member personally.

Original Issue ratified by Pastor: October 1, 2008

Handbook Receipt Acknowledgment

All families at St. Vincent de Paul School are required to sign this form and return it to school by Friday, September 18, 2009.

By signing below we acknowledge that we have received a copy of the St. Vincent de Paul School Parent/Student Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne/South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Please review the Handbook with your student(s). We require that junior high students sign this form also to acknowledge that you have reviewed the handbook with them.

Student Name Printed. Grade 7/8

Family Name Printed

Student Signature

Parent Signature

Student Name Printed. Grade 7/8

Date

Student Signature

Diocesan Policy P4510