

**St. Vincent de Paul
Catholic School
and the Archdiocese
of Mobile's
Policies and
Procedures
Handbook for
Parents and Students**

2008-2009

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St. Vincent de Paul's Mission Statement:

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

Statement Of Philosophy:

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

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

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

Statement Of Purpose:

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

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

The policies and regulations contained herein were developed with the context of the Archdiocese of Mobile Handbook of Policies. We request that each parent and student read this handbook carefully, so each may become familiar with the policies, rules,

and regulations of our school. Please keep the handbook and refer to it when you have questions regarding school matters.

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

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

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

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

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

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

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

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

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

- Demonstrate Christian values that are the foundation of our faith and school.
- Send their child to school physically fit by taking care that he has sufficient sleep, is healthy, clean and properly dressed, and is provided with a well-balanced diet.
- Assist the child in his academic development by cooperating with the school's scholastic program, by participating in parent-teacher conferences, which shall occasionally include the child, by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for study, and by cooperating with the school in matters of activities, recreation, and discipline.

- Try to discover through supervision and companionship their child's special interests and talents so they may be developed by parents and teachers working together.
- Inculcate in the child a respect for authority so that instruction will be obeyed promptly and cheerfully. Children should be taught to look upon their teachers, playground supervisors, and staff members as representatives of their parents. (cf. Declaration on Christian Education, n8)
- Take a responsible attitude toward the support of the school. If the parents have a problem, they will discuss it with a teacher or administrator and not in the parking lot or in the community.
- Not take their child's side in a dispute with a teacher even if they disagree. Parents will schedule a conference with the teacher to discuss the issues privately. Parents will not negatively empower their child by talking about a teacher in front of them.
- Not allow their children to talk about or put down teachers or classmates. They will teach their child to respect the dignity of all human beings.
- Send a written explanation each time their child is absent, tardy, or requests an early dismissal from school. The administration reserves the right to determine what is excused. (Section 305, Title 52, Chapter II 1940 Code of Alabama as amended)
- Take an active role in the school through parent organizations and/or offer volunteer service for the enrichment or betterment of the school. (Adapted from the Archdiocesan Administrator's Handbook)

Access to Student Records:

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

Non-Custodial Parents:

At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish to the principal a copy of any relevant court order so as to insure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child. The Custody and Contact Information in an Order of Dissolution form found at the back of this handbook needs to be completed and turned into the office.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to the school and school activities.

Grievance Policy and Procedure for Handling Parental Complaints:

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

1. First talk with the teacher.
2. Then take your complaint to the principal if you have not received satisfaction.
3. The third step is to put in writing the specific complaint and send it to the school board president.
4. The Executive Committee of the School Board first considers the complaint.
5. Board will decide if the issue is sufficient cause for the parent to appear. (Issue must be a policy or principle that has been misapplied or not applied.)
6. Executive Board determines whether the issue has been handled at the administrative level.

Disagreement with a teacher or principal or disagreement about how they are handling a situation is not grounds to come before the board. That complaint may be directed to the Superintendent of Catholic Schools.

Administration of School Business:

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

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

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

Admission to St. Vincent de Paul School:

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

1. The school is suited to their needs.
2. There is a vacancy.

3. The conditions for admission to the school by the state have been met (such as age, medical, etc.).

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

Final Acceptance to St. Vincent:

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

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

Students who have attended another Catholic School in the Archdiocese must be in good financial standing with that institution or the application for admission may be denied.

***Please note students entering pre-kindergarten must be four years old by September 10th. Students entering kindergarten must be five years old by September 10th.**

St. Vincent de Paul Tuition and Fees Policy

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

Fees Payment

The registration fee is due at the time of registration and is non-refundable unless the student is not accepted into the school. After March 1st, the registration fee increases to \$100. The academic, computer/library, and archdiocesan fees are due to the school on or before May 1st. If the fees are not received by May 1st, a \$25 late fee will be assessed per student. The family assessment fee is due to the school on or before June 1st.

If the fee is not received by June 1st, a \$25 late fee will be assessed per family.

All fees are non-refundable. Any check that is returned to the school from the bank will be assessed a \$25 service charge and all applicable late fees. Any family who has more than one check returned must pay all the remaining payments by either cash or money order.

Tuition Payment

Contributor's Rate – This rate is granted to a family who is a registered member of a Catholic Church parish and who tithes to that parish. The pastor of the parish must send a letter to St. Vincent verifying membership in his parish and agreeing to subsidize the student's education. If you are a member of St. Vincent's Parish, the minimum required contribution to the church is \$800 in an identifiable manner (checks/envelopes). \$400 is due to the church by June 1st and the remaining \$400 is due to the church by December 1st. Tithing rates will be checked on December 1st, and tuition rates will be readjusted accordingly.

Non-Contributor's/Non-Catholic's Rate – This rate is granted to Catholic families who are not a contributing member of a parish. This rate is granted to all Non-Catholic families.

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

Full payment – Under this plan, the entire amount of tuition is paid on or before July 1st directly to the school.

Monthly payments – Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5th or the 20th of each month. There will be a \$38 annual fee per family payable to FACTS.

Master Card or Discover - Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan charges your Master Card or Discover. The \$38 annual fee will still apply, and a convenience fee of \$2.50 per \$100 spent on tuition will also apply.

Late Registrations

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

Late Payments

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

1. Full payment – If payment is not received on or before July 1st, the family will be contacted by the principal and alternative tuition payment options will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through the FACTS payment plan.
2. Monthly payments – School families who choose the 10 month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

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

Tuition Assistance

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

Non-Admission of Students Due to Tuition Delinquency

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

1. If fees are not current by June 30th, the student will not be allowed to attend on the first day of school.
2. If tuition is not current by August 1st, the student will not be allowed to attend on the first day of school.
3. Parents will not be given a copy of their child's report card until all financial obligations have been met.
4. Students will not be eligible for semester exams until all financial obligations have been met.
5. No paperwork (transcripts, report cards, blue immunization cards, etc.) will be released until all financial obligations have been met.
6. Eighth graders will not be allowed to participate in graduation exercises until all financial obligations have been met.
7. The student will not be re-admitted into the school.

Delinquent Tuition From Previous Year(s)

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

Tuition Refunds

Families withdrawing their child(ren) prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. In the event of withdrawal once school begins and before the 2008-2009 school year is complete, tuition shall be owed to the school through the end of the month of withdrawal.

Religious Education:

Liturgy

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

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

Sacramental Life

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

- **First Confession and Reconciliation:** Children will be instructed and receive the Sacrament of Reconciliation prior to the reception of First Communion. Students in grades 3-8 will periodically receive the Sacrament of Reconciliation.
- **First Communion:** Children of the second grade level are prepared for First Communion. Preparation for First Communion usually begins after the Christmas holidays.
- **Confirmation:** Middle School students of seventh and eighth grade level are candidates for reception of the Sacrament of Confirmation. A preparation program is part of the seventh and eighth grade religion curriculum.

Other Religious Instruction:

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

During Lent, the Stations of the Cross are recited. Two Archdiocesan celebrations are held annually for various grades. In the fall, the students in grades 4-8 are encouraged to attend the Christ the King celebration downtown at the Cathedral with their families. In May, there is a special ceremony for the Crowning of Mary.

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

School Programs:

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

extend their academic horizons, develop leadership abilities, and take greater responsibility for their own lives. The academic program in middle school is structured to provide opportunities for advanced studies which facilitate success in high school and college.

- **Physical Education:** The physical education program requires active participation from all students in grades PK-8. It is designed to meet the safety, health, physical, and recreational needs of the students while fostering a Christian attitude towards good sportsmanship. It seeks to develop the child physically, to instill a sense of fair play, and to encourage him to be an active participant in various games and sports. All students in grades 5 through 8 will be required to dress out in the proper PE uniform (purchased from Katbee's).
- **Media Center:** A part-time librarian coordinates the school's instructional resource center, and its various types of media. Through her, materials are readily available to teachers and students. Students visit the library and computer lab on a regular basis and also at the discretion of the teacher for special projects. As part of the media center, a computer lab is available for the students to use to enhance their computer skills and other subjects through the use of technology. Parents and students are required to read and sign the acceptable use policy at the back of this handbook in order for students to be allowed to participate in the computer lab.

St. Vincent de Paul's Library Policies:

- 1st, 2nd, and 3rd grade students may check out one library book. Students may take their library books home.
- 4th, 5th, 6th, 7th, and 8th grade students may check out two library books. Students may take their library books home.
- During the 4th quarter, kindergarten students may check out one library book. This book must be kept in their classroom.
- All students/parents are responsible for their library books.
- Books will be checked out for a one-week loan period. The student may renew a book three consecutive times. Circumstances may vary the due date.
- The library book(s) must be returned to the library to be renewed. Students may not check out a book(s) until all library book(s) loaned to the student are returned.
- Students/parents are responsible for any damage or loss of library book(s).
- Replacement costs will be charged to the student for each library book lost. Notification will be sent to the parents, and there will be no refunds.
- Damaged book fees may vary according to the severity of the damage. A minimal fee of \$5 will be charged for damage. A maximum fee of \$20 may be charged to replace the damaged book.
- The library has a \$.25 per week, per book, late fee. After 5 weeks, the over-due book is listed as lost, and a lost book fee will be charged to the student/parent. A notice will be sent to the parents.
- The student will not be able to check out any library books until all fees are paid.
- St. Vincent de Paul School reserves the right to withhold a student's report card until all library fees are paid in full.

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

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

Parents who drive on field trips are required to attend a Child Protection class through the Archdiocese of Mobile. Each year, this certification needs to be renewed.

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

Evaluation/Assessment:

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

Report cards are used to:

- clarify the expectations for student and parent by providing a basis for conversation with student, parent, and teacher.
- provide a system of evaluation for all learners at an achievement level that is both challenging and within a framework of success
- record a student's academic strengths and progress in learning

- provide an evaluation of performance with regards to the student's ability
 - serve as a communication tool to be used by a student's future teachers and schools.
- **Conferences:** At the end of the first and second quarters, parents will be given the opportunity to have a formal conference with the teachers. These opportunities give the parent and the teacher a chance to discuss the child's individual progress. Other conferences may be scheduled by the parent, teacher, or principal as needs arise. Parents are required to fill out a conference form (found at the end of this handbook) and return it to the teacher in order to request a conference. Teachers will make every effort to respond to a conference request within 48 hours. Routinely, return calls will be made during school hours at the teacher's planning period. Unless there are unusual circumstances, it is expected that the conference will be scheduled within one week of the request. Parents should feel free to contact the teachers or principal when needs arise during school hours (666-8022). Please do not contact the teachers or principal at home as this is their family time. Always begin with the teacher for classroom matters. The principal is available, by appointment, to discuss all school-related matters concerning a child, provided proper channels have been followed. The principal will make every effort to respond to parent communication within 48 hours.

- **Archdiocesan Grading Scale for Kindergarten:**
(Office of Catholic Schools Policy, adopted Spring 2004)

C = Demonstrates Consistently – After a skill is taught, a student is able to perform the skill or activity independently.

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

N = Needs Continued Development – Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the child needs more time to develop before being able to master the skill.

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

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

- **Archdiocesan Grading Scale for 1st and 2nd Grades:**
(Office of Catholic Schools Policy, adopted Spring 2004)

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

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

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

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

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

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

S = Successful

N = Needs Improvement

For Discipline With a Purpose Skills (DWP):

G = Good

I = Inconsistent

U = Unsatisfactory

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

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

(Office of Catholic Schools Policy, adopted Spring 2004)

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

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59 and below

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

S = Successful

N = Needs Improvement

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

G = Good

I = Inconsistent

U = Unsatisfactory

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

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

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

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

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

(Office of Catholic Schools Policy, adopted Spring 2004)

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

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59 and below

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

S = Successful

N = Needs Improvement

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

G = Good

I = Inconsistent

U = Unsatisfactory

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

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

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

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

- **Academic Honor Roll:** Superior achievement will be recognized by the school at the end of each quarter for students in 3rd-8th grades. Honor roll after the 4th quarter will be mailed to the students with the students' final report cards. The "A Honor Roll" is given to students who earn all "A's" for a quarter. The "A/B Honor Roll" is given to students who earn A's and B's for a quarter. No student will be placed on the honor roll if he/she has more than two "I's" in conduct per quarter. No student will be placed on the honor roll if he/she has a "U" in conduct.
- **Testing:** Kindergarten students take the Dial-3 readiness test at the beginning of the kindergarten year. The Gates-MacGinitie Standardized Test, which tests reading levels, is administered to 2nd graders each year. In the fall, students in grades 3-8th will be given the Iowa Test of Basic Skills. Students in grades 2-8 are given Archdiocesan assessments in the spring. New students in grades 1-8

may be required to take a reading inventory test for proper placement in their level.

- **Retention:** In a decision to promote or retain a student, the following six factors will be considered:
 1. Current report card grades –
 - Grades 1 and 2: At least two “1’s” in Reading or two “1’s” in Math for quarter grade (student yearly averages are not used in Grades 1 and 2 for this determination.)
 - Grades 3-8: A yearly average of “F” in two core academic areas (Religion, English, Reading, Math, Social Studies and Science)
 2. Past academic records, previous grade retention, standardized tests, and CoGat scores
 3. Age, emotional development and social skills of the student
 4. Present grade placement
 5. Present family history and parent support
 6. Regular attendance
 7. Approval of the Principal

Discipline and Conduct:

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

A system of discipline is necessary:

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

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

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

We reserve the right to inspect lockers, desks, book bags, cubbies, pockets, etc. for health and safety reasons.

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

Fifteen Self-Discipline Skills With An Explanation of Each:

1. Listening Skills: When asked to use good listening skills, children will:
 - Stop what they are doing or saying.
 - Clear away all distractions.
 - Look at or toward the person speaking.
 - Be able to tell the person what they heard.
 - Ask questions about what was not understood.
 - Do the task the speaker requested.
2. Following Instructions: When asked to follow instructions, children should:
 - Practice good listening skills.
 - Repeat the instructions to themselves, or to someone else, or write them down.
 - List or say the first three things you would need to do to begin the task.
 - Start the work on time.
 - Stay on task the entire work time.
 - Evaluate the task and how instructions were followed.
3. Asking Questions: Good questions are ones that:
 - Have not been asked before.
 - The speaker hasn't already told us about.
 - Other people might need answered.
 - Make the speaker feel comfortable and not ill at ease.
 - Help people think.
4. Sharing: There are four things that must be shared:
 - Time – wait your turn; begin tasks at once

them too. Space – hallways, between desks, playground, lunchroom, restrooms are all places to keep neat so others can enjoy

People – the teacher, friends, loved ones

Things – Possessions, crayons, limited resources.

5. Social Skills:

Use courteous manners, say please and thank you, and use good table manners.

Dress appropriately.

Attend to personal hygiene.

Carry on conversation.

Give and receive compliments.

Use greeting and leaving skills.

Help visitors/newcomers feel comfortable.

6. Cooperation: Cooperation is to work and act with others for the good of everyone. In a school setting, one way to show cooperation is to follow the school rules and be willing to take the consequences if the rules are not followed. When cooperation is occurring, everyone will:

Recognize there is a job to be done and set a goal.

Agree on a strategy and assign tasks to everyone.

Complete your share of the task on time.

Talk about how the group did.

7. Reasons for Rules:

Know the rules and ask if you don't understand the reasons.

Acknowledge that the reasons for rules are more important than personal feelings about the rules.

If you don't like a rule, use the right way to suggest changes.

Follow the rules because you know the reasons and help teach them to younger people.

8. Accomplishing A Task:

Younger children can accomplish this skill by following the system others put in place.

Older students demonstrate this skill when they begin to figure out how to do something on their own.

Explore ways to solve a problem.

Accept constructive feedback.

9. Leadership: A person is a leader who:

Sees the needs of others and considers them important.

Stands on the side of truth, even if he stands alone.

Acts on the behalf of another even if inconvenienced.

10. Communication:

Recognize and use proper verbal and non-verbal communication.

Use good listening skills.

Respect different points of view.

Avoid sarcasm, put-downs, and gossip.

Ask questions to discover what is important to other people.

End on a positive note and thank others for communicating.

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

St. Vincent de Paul Total School Rules:

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

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

Discipline Process:

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

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

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

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

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

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

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

Probation – Students who receive an out-of-school suspension are placed on probation. Students on probation will not be allowed to register for the following school year unless adequate improvement is evident to the principal.

Expulsion – The expulsion of a child from a Catholic school is a very serious matter, and this measure is to be used only as a last resort and when every other reasonable

means of correction has failed. A written report must be made of every case in which a child is dismissed from school and a copy of this report is to be sent to the superintendent. (Policy #236)

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

Conduct Infractions:

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

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

Category I Infractions:

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

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

Category II Infractions

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

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

Category III Infractions

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

- √ If a violation occurs, the principal must immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred should last to the end of the school year. The student may return to his home school at the beginning of the next calendar school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.
- √ The following steps and procedures will be used when the Weapons Policy of the Archdiocese of Mobile is violated. They shall include, but are not limited to the following:
 - Immediately notify the Superintendent.
 - Contact Parents
 - Suspend child from school immediately pending investigation.
 - Complete an investigation as soon as possible.
 - Discipline student according to Archdiocesan policy
 - Should student be expelled for a firearm (as defined by section 921 of Title 18 of the United States Code) violation, it should be reported to law enforcement.
 - Should student be expelled for a firearm (as defined by section 921 of Title 18 of the United States Code) violation, it should be noted in any school records transferred to any other school.
- √ **Possession and/or consumption of tobacco, alcohol, and/or drugs** - "It is strictly forbidden for any student to use or possess drugs or drug and tobacco paraphernalia including alcohol, marijuana, stimulants, depressants, inhalants, hallucinogens, opiates, or controlled substances for which the student does not have a prescription from a duly recognized medical authority on school premises, in a school-owned or rented vehicle, or during any school-sponsored trip or activity. Students found using or possessing drugs, tobacco or paraphernalia who arrive at school or any school-sponsored function under the influence of said drugs will be subject to disciplinary actions as outlined in the Board of Education's policies and Regulations, #238."
- √ **Vandalism** - Parents are responsible for damage to school property inflicted by their children. Financial obligations may be incurred for those students involved in the theft, vandalism, or loss of school property or property belonging to another student.
- √ Stealing
- √ Violent threats
- √ Leaving the school grounds without permission
- √ Possession and/or use of pornographic material
- √ Any behavior which could potentially and maliciously inflict harm on self or others
- √ Inappropriate sexual behaviors
- √ Sexual harassment

* Please note: Behavior contrary or detrimental to the reputation of St. Vincent de Paul School, or any other inappropriate conduct, is subject to disciplinary action. The administration of St. Vincent de Paul School reserves the right to discipline its students for inappropriate behaviors that may occur off-campus and outside of school hours. Students who choose behaviors contrary to the prescribed guidelines do so at their own risk, knowing they are freely choosing such action, and will therefore incur the consequences. Parent cooperation is essential for the welfare of students. If parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

Conflict Resolution Procedures:

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

Inappropriate Behavior Off Campus

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

Student Relations

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

If the teacher and/or counselor deem it necessary, the parent will be involved in resolving the conflict.

Student/Teacher Relations

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

If the teacher, principal, and/or counselor feel it necessary, the parent may be involved to help resolve the conflict.

Parent/Teacher Relations

1. Students (especially in grades 4-8) should be encouraged by their parents to resolve any conflicts directly with the teacher before parents become involved.

2. Parents may request a conference with a teacher to resolve any problems concerning school. The parent must complete and return the request for conference form which is found in the back of the parent-student handbook.

If the problem still cannot be resolved after the parent and teacher meet, the principal may be called upon to help mediate the conflict.

Homework

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

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

Types of homework assignments are:

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

Other assignments as specified by the teacher

Failure to Complete and/or Turn in Homework

Since students are expected to complete homework assignments, failure to do so may alter the student's grades for the term. Parents are encouraged to take an interest in homework assignments in order to detect problems in understanding, but should not feel free to do their child's homework or to excuse a child from doing homework in order that he may attend a party, a ball game, practice, or other extracurricular event.

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

Homework Detention

A homework detention notification form will be sent home with the student and must be signed by a parent. Students will complete the missing homework assignment(s)

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

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

Traffic

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

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

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

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

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

Before and After School Care

Before school care begins every school morning at 6:00 a.m. at the Day Care building on Three Notch Road. After school care is held in the Parish Hall and begins at 3:15 p.m. and ends at 5:30 p.m. Additional charges apply for before and after school care. If a student is not picked up by 3:15 p.m., the student will be required to be signed into after school care, and the parent will incur after school care charges. Parents assume risk and responsibility for their child’s well-being and liability for their child’s actions if they are dropped off before or after the school’s appointed times for supervision.

Attendance Guidelines for Catholic Schools in the Archdiocese of Mobile

(Office of Catholic Schools Policy, adopted May 2004)

For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged.

Absences will be excused for the following reasons:

illness of the student and/or immediate family

death in the immediate family

emergency conditions as determined by the principal

out-of-town trips with prior consent of the principal (such as a wedding in the immediate family)

An **unexcused absence** is any absence not included in the reasons above even though parents notify the school authorities prior to the absence or send a note on return of the student.

Students are allowed up to but are not to exceed ten excused absences for the school year. Should a student's absences exceed ten days, the parent/guardian will be contacted by the principal in order to determine the reasons for the additional absences. Should it be determined by the principal that these additional absences are due to chronic illness, family difficulties, or other extenuating circumstances, the principal may make exceptions to the ten absences allowed for the year.

Should a student's absences exceed ten days and the additional absences are not determined extenuating, the Office of Catholic Schools will be notified. Should unexcused absences exceed ten days, the local truancy authorities will be notified. Judge Edmond Naman is asking schools to report to his office the names of students who exceed the allowed number of absences or tardies, unless there are extenuating circumstances. There will be consequences for parents of these students could result in being contacted by a truancy officer, requiring attendance at parent classes, or being sent to jail. The principal will follow the recommendations of the truancy authorities.

Additional Attendance Guidelines for St. Vincent

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

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

Tardy and Early Dismissal Guidelines
for Catholic Schools in the Archdiocese of Mobile

(Office of Catholic Schools Policy, adopted May 2004)

Parents should make every effort to have their children arrive on time for school and remain for the full day. After fifteen tardies/early dismissals, the Office of Catholic Schools and the truancy authorities may be notified.

Additional Tardy and Early Dismissal Guidelines for St. Vincent

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

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

Communications, Messages

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

Students should not bring cell phones to school. A phone in the school office is available to students should they need to call home in case of emergency. If a student

needs a cell phone after school, the student should bring the cell phone to the office before school begins and place it in the basket provided. The cell phone should stay there through the school day and should be retrieved when the school day is over.

Notes are required from parents:

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

Invitations/Special Occasions

Birthday invitations, or invitations for any occasion, may not be distributed anywhere at school unless there is one for every child in the class, or one for all the boys/all the girls. Parents who desire to send a treat for the class for a special occasion must first contact the teacher for permission.

Uniform and Grooming

The complete school uniform is the only acceptable attire for all students in grades PK-8. The purpose of the school uniform is to exhibit pride in one's self and in St. Vincent de Paul School. The complete uniform, including the proper shoes, is to be worn the entire school year. If there is ever an occasional reason for being out of uniform, a note from the parent stating the reason and the date must be approved by the principal. A maximum of one week will be allowed to replace or repair uniforms.

Boys Uniform

- Navy blue uniform pants or shorts
- White oxford shirt with SVS logo or green polo shirt with SVS logo. White shirt is required for Church.
- All-Black leather nubuck oxford shoes without ornamentation, grades 6-8 (lace-up) like Bass Webster style or look alike, or plain black leather lace-up athletic shoe with black gum sole, grades PK-8. No logos or ornamentation.
- Navy fleece or navy sweatshirt with school logo (one is required)
- White mid-calf athletic socks; no ankle socks allowed.
- Plain black belt
- Red gym shorts and blue T-shirt required for PE in grades 5-8 only
- T-shirts worn under uniform shirts must be solid white without writing, logos, or markings of any kind.
- Athletic shoes for PE, running style
- **Girls Uniform:**
- Plaid knee-length jumper, grades PK – 5th to be worn with white blouse.
- Plaid knee-length skirt, grades 6 – 8
- Navy uniform walking shorts or pants
- White blouse, Peter Pan collar in grades PK – 5th, to be worn with the jumper. If girls in grades PK-5 wear pants or shorts, **the green uniform polo shirt with the**

SVS logo must be worn with the pants/shorts. * Please note the white blouse under the jumper should be worn on all church days.

- Girls in grades 6-8 must wear the white oxford shirt with school logo for Church days. On days other than church days, the green uniform polo shirt with SVS logo may be worn.
- Grades PK-5 girls wear navy or black leather lace-up athletic shoes with navy or black gum soles, plain without ornamentation or logo. Keds brand or look alike. (PK girls may also wear navy t-strap with dark sole.)
- Grades 6-8 girls wear black leather nubuck oxford, like Bass Webster style or look alike or plain black leather athletic shoe with black gum sole.
- White mid-calf athletic socks; no ankle socks allowed.
- White or navy tights may be worn in cold weather.
- Navy sweatshirt or navy fleece with school logo
- Navy gym shorts to be worn under skirts and jumpers
- Red gym shorts and blue T-shirt required for PE in grades 5–8 only
- T-shirts worn under blouses must be solid white without writing, logos, or markings of any kind
- Athletic shoes for PE, running style

Our official uniform company is:

**Sunshine Uniforms
Picadilly Square Shops
6347-D Airport Blvd
345-7776**

The uniform fleece and sweatshirt are the only acceptable outer garments that may be worn in the classroom or on field trips. On days when heavier jackets are needed in addition to the official outerwear, they may be worn to school but not in the classroom, cafeteria, or church. No other logo other than the official school logo may be worn. These garments should be clearly marked with the student's name.

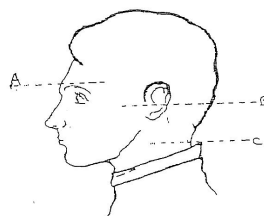
Athletic shoes, other than plain black without any logo or ornamentation, are not acceptable for school wear except when changing for physical education. When school shoes are being repaired, a note must be presented to the principal for approval and other leather dress shoes must be worn. Brand names or designer shoes are not allowed.

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

Personal Appearance

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

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



Students are not permitted to wear makeup or artificial fingernails to school. Girls will be limited to wearing only jewelry appropriate to the uniform, i.e. one pair of stud earrings, religious medal necklace, one ring on each hand and a watch. Boys may not wear earrings. Visible tattoos are not allowed. Cartilage piercings are not allowed.

Shorts/under clothing should not be visibly hanging out from under a child's uniform.

School Lunch Program

St. Vincent's cafeteria participates in the government federally funded USDA lunch program. Hot lunches are served at a cost of \$2.50. Extra entrees cost an additional \$1.00. Free and reduced lunches are available to those who qualify. Every child is required to eat a lunch in the cafeteria during the scheduled period. If a child should forget their lunch or their money, they will charge in the school office and must **repay the next day**. No fast food items should be brought in for lunch. Parents should not send carbonated drinks.

For the convenience of parents, lunches may be paid for by the week or by the month. Kindly place a check or exact amount of money in an envelope on Monday of each week **for each child separately**. No change will be given in the classroom. Charging must be done through the office with repayment the next day in the office. In the event that charging becomes excessive, students may be asked to call home and have the parent make arrangements for the child's lunch. Charging is a privilege not to be abused.

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

Guidelines for Students in the Cafeteria:

- Noise—loud noise of any kind has no place in the cafeteria during lunchtime.
- Food—all food must be eaten in the cafeteria. No food or drink is allowed on the playground.
- Lunch Line—each class has an appointed time for the cafeteria. Students enter in a quiet, single line.
- Exiting Cafeteria—students are expected to leave the cafeteria clean and in good order.
- No bottled or canned carbonated drinks are allowed.
- Students may only purchase drinks from the soda machine after 3:15 p.m.

School Services:

- **Beverages:** Juice, milk, juice bars, ice cream, chips, etc., are available at morning recess for grades PK-8. Extra milk or juice may be purchased at lunch. Exact moneys are needed at the beginning of the school day in the homeroom.
- **Health:** All students **must** have an Alabama immunization certificate or an Exemption Certificate on file before they can be admitted to school. (Alabama State Law) A health record is kept on file for each student. This record contains information about allergies and other health problems. The parent should update it when necessary. If your child has a specific medical problem, the parent is to notify the school office in writing. If it is temporary, the office must be informed in writing when the problem is resolved.
- **Illness:** If your child becomes ill, you will be called to pick up your child. Keep the school current with any changes in home telephone number, work telephone number, beeper number, or cell phone number. Please make sure that the office always has a current emergency telephone number on file. We make every attempt to contact the parents when a child becomes ill at school. However, there are occasions when this is not possible. When parents cannot be reached, the emergency notification number is used to try to locate the parents or to find someone to care for the child until the parents can be reached. Also, when parents are out of town, and a third party is caring for their children, the necessary names and telephone numbers should be given to the school.

When children do not feel well in the morning, please keep them at home.

While it is admirable that they would want to “try to make it through the day,” they may only be infecting others. Children who have had fever should be kept at home for 24 hours after the temperature has returned to normal.

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

- **Medication:** St. Vincent de Paul School does not have a registered nurse on duty to dispense medication. School personnel may give no medical care. Only

prescription medication that specifies to be given during school hours can be administered at school. Students taking prescription drugs should leave these in the original prescription bottle in the office. The prescription bottle must be marked clearly with the child's name, the doctor prescribing the medication, and directions for the administration. Parents must also send a note asking the school to dispense the medication. A medication permission form is found in the back of the handbook for your convenience. The school assumes no responsibility for problems arising from dispensing medication at a parent's/doctor's request. Band-aids may be applied to student wounds as needed. Please let the school know if your child has latex allergies so that latex-free band-aids may be applied.

- **Lost and Found:** Should a student lose or find something, the school office is designated as the place for claiming, reporting, and depositing such articles. A box in the Parish Hall holds unclaimed clothing items. Parents should encourage their children to bring sweaters, rain gear, etc., home every day to prevent such losses. All items of clothing should be clearly marked with the child's name. Any item found **without** a name is non-returnable and placed in the Lost and Found box to be claimed.
- **Textbooks:** New books should be purchased from Ander's Book Store located on Old Shell Road before school starts in June-August. The procedure is outlined in a letter given to parents in the July mailing. Please do not write any names in new books until you are certain they are the correct books. Ander's Book Store will not refund new books with names written in them. Used books and uniforms are usually swapped or sold at the end of the school year. Individual arrangements are sometimes made between families.

Student Programs

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

- ◆ **Student Government**—This is an organization representing all grades instituted to promote leadership and to organize and sponsor school events.
- ◆ **Altar Servers**—Requirements are good conduct, desire to serve, willingness to learn procedures and attendance at meetings and practice, and dependability in attending scheduled Masses.
- ◆ **Athletics**—Boys may participate in St. Vincent's Parish CYO soccer and basketball. Girls may participate in St. Vincent's Parish CYO volleyball, soccer and basketball. In the spring, an Archdiocesan Field Day is sponsored by the CYO and held at an appropriate location that will be announced. Students are encouraged to participate in track and field events and other contests against other Catholic schools.
- ◆ **Rainbows** - Rainbows is an addition to our curriculum and is a support group for students, K-8, who are living in single parent families, stepfamilies, or families that are going through painful transitions, such as a death of an immediate family member.

- ◆ **Robotics** – BEST Robotics Competition is a program sponsored by the University of South Alabama which is designed to boost engineering, science, and technology for students in Grade 6-8. Students, parents, and mentors work on building a robot, creating a technical notebook, putting together a display center and delivering an oral presentation. This competition takes place in the fall of the year.

Parent Programs—School Volunteers

Our school requires volunteers in order to function. It is essential that all families are involved. A volunteer form will be sent to you at the beginning of the school year which lists all current school needs. Ongoing volunteer opportunities include:

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

School Visitation Policy

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

Procedure for Classroom Visitors

1. Parents/visitors who wish to visit the classroom, must request visitation prior to the date of the visit, to assure that students are not being tested, scheduled to be out of their classroom, etc. The principal, at her discretion, may approve or deny a request for classroom visitation.
2. Visitors must report to the school office prior to the classroom visit. Visitors must sign in with the secretary and obtain a visitor's badge used as a classroom pass.
3. The secretary will notify the classroom teacher that visitor has arrived.

4. Teachers should immediately notify the office of any visitor not having an approved office pass. Visitors without a badge will not be allowed to enter a classroom.
5. Visitors should remain as unobtrusive as possible while in a classroom. Classroom instruction may not be interrupted.
6. If needed, a private conference should be scheduled with the teacher and principal to discuss observations.

Lunch Visitors

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

Participation in Special School Activities

Crisis Management Plan

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

Child Abuse Reporting

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

Counseling Services

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

Healthy School Environment Guidelines

Nutrition Education

- Students in Grades K4 – 8 receive nutrition education that teaches the skills needed to adopt healthy eating behaviors.
- Students receive consistent nutrition messages throughout schools, classrooms, and cafeterias.

- Health education curriculum standards and guidelines include both nutrition and physical education.
- Nutrition is integrated into health education or the core curricula (e.g. math, science, language arts).

Physical Education

- Students receive opportunities for physical activity during the school day through physical education classes, daily recess periods, and the integration of physical activity into the academic curriculum when appropriate.
- Time allotted for physical activity is consistent with research, national and state standards.
- Adequate equipment is available for students to participate in physical education.
- Physical education includes the instruction of individual activities, as well as competitive and non-competitive sports to encourage life-long physical activity.
- Students are given opportunities for physical activity through a range of before and/or after school programs.
- Parents and guardians are encouraged to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Dining Environment/Time

- We provide a clean, safe, enjoyable meal environment for students.
- We provide adequate time for students to eat.
- We have drinking fountains available so that students can get water at meals and throughout the day.
- We encourage students to participate in our school lunch program and protect the identity of students who eat free and reduced price meals.
- We schedule lunch time as near to the middle of the school day as possible.

Nutrition Guidelines

- St. Vincent de Paul School has set guidelines for beverages that are sold during the school day in the vending machine.
- We have set guidelines for refreshments served at parties, celebrations and meetings during the school day.

Consistent School Activities and Environment

- The school promotes all fund raising efforts to be supportive of healthy eating.
- We provide opportunities for on-going professional training for foodservice staff and teachers in the areas of nutrition and physical education.
- We offer referrals to students and staff with nutrition-related health problems to appropriate services for counseling and/or medical treatment.

St. Vincent de Paul School has a Wellness Committee that plans, implements, and assesses on-going activities that promote healthy lifestyles.

Handbook Changes

The school administration retains the right to amend this handbook for just cause. Students and parents will be given prompt notification if changes are made.

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St. Vincent de Paul School Parental Agreement

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

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

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

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

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

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

Parent's signature and date

Names and grades of all students attending St. Vincent

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

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

Dear Parent or Legal Guardian:

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

Curriculum Goal:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

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

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

Parents' Name/Signature

Address

Emergency Phone Number

Please return this entire form by _____

MEDICATION PERMISSION FORM

STUDENT NAME

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

_____ medication
number

_____ prescribing physician's name and phone
number

_____ dosage

_____ administration time of medicine

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

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

_____ Parent/Guardian Signature

_____ Date

_____ Address

_____ Telephone

Custody and Contact Information in an Order of Dissolution

Names of Children Attending St. Vincent:

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

Home Addresses of Children Listed Above:

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

Parent Addresses and Phone Numbers:

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

- 1. _____
- 2. _____

Authorization of Step-Parent or Other Adult:

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

Step-parent or other adult: _____

Address: _____

Phone Number: _____

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

(Printed Name): _____

(Signature): _____

(Date): _____

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

Highlights of Calendar Events

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

<p style="text-align: center;">August</p> <p>8/11 -SVS “Move-in” Day from 1:00-3:00 p.m. 8/12 – School begins – Noon dismissal 8/19 – SVS Open House/PTO Meeting – 7:00 p.m. 8/29 - Teacher In-Service – No Classes</p>	<p style="text-align: center;">September</p> <p>9/1 – Labor Day – No Classes 9/9 – PTO Meeting 7:00 p.m. 9/17 – Progress reports sent home 9/26-10/1 – ITBS Standardized testing</p>
<p style="text-align: center;">October</p> <p>10/10– First quarter ends; Cake Decorating Contest 10/11 – Dinner Dance 6:30 p.m. 10/21-10/23– Gates-MacGinitie Standardized Reading Testing for 2nd grade 10/16 – Report card conferences 3:30-6:30 10/25 – PTO Fall Festival 7:00 p.m.</p>	<p style="text-align: center;">November</p> <p>11/4 – PTO Meeting 7:00 p.m. 11/10 – Teacher In-Service - No Classes 11/11 - Veteran’s Day – No Classes 11/14 – Progress reports sent home 11/26 – Noon dismissal for Thanksgiving holidays 11/27-11/28– Thanksgiving Holidays – No Classes</p>
<p style="text-align: center;">December</p> <p>12/6 – Toy Bowl 12/10 – SVS Christmas Program 6:30 p.m. 12/11-12/12 – Santa’s Secret Shop 12/13 – McGill-Toolen Placement Test 12/19 – Second quarter ends; Noon Dismissal 12/19-1/5 – Christmas holidays – No Classes</p>	<p style="text-align: center;">January</p> <p>1/6 – School resumes 1/15 – Report card conferences 3:30-6:30 p.m. 1/19 – Martin Luther King, Jr., Holiday – No Classes</p>
<p style="text-align: center;">February</p> <p>2/4 – Progress Notes sent home 2/20 Faculty Retreat – No Classes 2/23 -2/24 - Mardi Gras holidays – No Classes 2/25 – Ash Wednesday</p>	<p style="text-align: center;">March</p> <p>3/13 – Third quarter ends 3/25 – Report cards sent home</p>
<p style="text-align: center;">April</p> <p>4/10 – Good Friday – No Classes 4/13-4/17 – Spring Break – No Classes</p>	<p style="text-align: center;">May</p> <p>5/1 – Big Field Day – No Classes 5/25 - Memorial Day – No Classes 5/28 – Used Uniform & Book Sale 5/29 – Last Day of School; fourth quarter ends; report cards will be mailed home</p>

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

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

Student/Grade/Date _____

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

Category I Infractions:

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

Other: _____

Disciplinary Action taken by the school: _____

Category II Infractions:

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

Other: _____

Disciplinary Action taken by the school: _____

Category III Infractions:

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

Other: _____

Disciplinary Action taken by the school: _____

Teacher Comments: _____

Parent Comments: _____

Teacher Signature: _____

Student Signature: _____

Parent Signature: _____

Conference Request Form

Parent Name and date: _____

Student Name: _____

Teacher Name: _____

Reason for Request: _____

(Please be as specific as possible.)

Preferred dates and times:

1. _____

2. _____

3. _____

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

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

Parent contact phone number: _____

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