



St. Vincent de Paul School  
206 East Chestnut Street Mount Vernon, OH 43050  
(740) 393-3611 [www.saintvdpschool.org](http://www.saintvdpschool.org)

# Parent & Student Handbook

For Kindergarten – 8<sup>th</sup> Grade

2023-2024



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**MISSION STATEMENT**

**Learning through Christ, the Saint Vincent de Paul School family strives to excel in knowledge, service, leadership, and faith through Roman Catholic Tradition.**

**BELIEF STATEMENT**

The philosophy of Saint Vincent de Paul School is based upon the concept of Catholic education as a means of developing the total child. The school exists to assist the parents in the religious, intellectual, psychological, social, emotional, cultural, and physical growth of each child. Cooperation among school, home and parish community will facilitate the following beliefs:

- + Providing a quality educational environment through a partnership of parents, teachers, students and parish community.
- + Encouraging individuality through various creative learning methods.
- + Building and modeling a community of faith by communicating the Gospel message of Jesus.
- + Introducing and encouraging the obligation and experience of service.
- + Providing a values-based education.

Saint Vincent de Paul School supports the Diocese of Columbus in creating and maintaining a rigorous academic climate, which provides students the best opportunity to become productive, contributing citizens of the world.

**NON-DISCRIMINATION CLAUSE**

St. Vincent de Paul School does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational, personnel, and admission policies, and in athletic and other school programs.



## **ACADEMICS**

### ***Curriculum***

Course of Study – St. Vincent de Paul School follows the Diocesan Courses of Study K-8 for each subject. These Courses of Study are revised by diocesan committees on a rotational cycle. The Courses of Study provide the philosophy and goals, program objectives, scope and sequence of instruction, and methods of assessment. State standards in relation to competency-based education are addressed through the appropriate course of study. A diocesan textbook selection process provides the resources upon which a local decision for adoption is made. Resources, including textbooks, library acquisitions, supplementary equipment, technology and materials are chosen through recommendations of teachers and other certified personnel, and approval is based on merit and available funding sources.

### ***Achievement Tests***

Standardized tests to be administered:

- **STAR** which will be completed electronically at least 3 times a year for Reading and Math.
- **ARK test** for 2nd- 8<sup>th</sup> grades for Religious Education.
- **OST** for scholarship students in fifth and eighth grades

**Students who miss days of testing due to family vacations will not be able to make up the test.**

### **ACCESS TO STUDENT RECORDS**

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older. Those who are permitted to view an individual student's records are:

1. school personnel
2. parent(s)/guardian(s) of a minor student
3. the student who is 18 years of age or older
4. non-custodial parent of an individual minor student unless denied access by a court order
5. officials of other schools to which the student transfers

Parents(s)/guardians(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.



School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

- Records will be kept for students for five years, and then they will be shredded.

### **ADMISSIONS POLICY**

1. Children of Active Participating (pledging) Parishioners will be given priority to the extent class size allows in all grades.
2. If there are more children registering for any grade than there are spaces available, the children will be accepted in the following order:
  - First – Siblings of parish families whose children currently attend St. Vincent de Paul School K-8
  - Second – Siblings of non-parishioner families currently attending St. Vincent de Paul School K-8
  - Third - Other parish families will be taken in order of their registration in the Parish.
3. Children of other/new St. Vincent de Paul parishioners will be admitted, providing the family agrees to support the parish by becoming registered and contributing parishioners.
4. Children of registered and contributing parishioners of other parishes having no school will also be admitted. Parish guidelines for tuition will be followed.
5. Children of other faiths are welcome providing the class size permits.
6. These priorities are guidelines only. The pastor and principal shall have broad discretionary authority in the application of these guidelines in specific situations.

Notes:

- The intention is to apply the policy to all grades including pre-school. Time limitations for enrollment will be published early within the parish.
- Active Participating (pledging) Parishioners is defined as those who regularly attend weekend masses and financially contribute to the parish.
- This policy also applies to the priority of awarding Jim Delozier Scholarship money after the application process.
  - Diocesan guidelines limits are 30 students in Kindergarten and 35 students in grades 1-8.
  - The pastor and principal have broad discretionary authority in the application of classroom size and variables.



### **Non-Discrimination Statement for All Students**

Attendance at St. Vincent de Paul School is made available to all students regardless of gender, race, ethnicity, religious affiliation, English proficiency or disability.

\* If a pre-existing IEP outlines services that are beyond our scope of expertise or personnel, we have an obligation to alert parents that their students cannot be appropriately served within our school.

### **ALLERGY POLICY**

At the beginning of each school year, all families must fill out an Emergency Medical Card for each child enrolled. Emergency Medical Cards are filed in a black binder located in the school office on the first row of bookcases by the sick bed. Parents and guardians must list any allergies a student may have. Once a student has been identified as having an allergy, a “Health Plan” is requested that is to be completed by the doctor and/or the parent/guardian. All students who have a food allergy will be identified visually and by name on posters in the school office and cafeteria. Each homeroom teacher is made aware of any students who have allergies. When the students leave the school grounds for field trips, teachers carry all appropriate allergy medications in a bright yellow bag along with a list of students with allergies.

### **ARRIVAL & DISMISSAL**

**The official school day is 7:45 a.m.-2:30 p.m. for Kindergarten – 8<sup>th</sup> grade.** The building opens in the morning at **7:30a.m.** Children should **report to their homeroom immediately.** Please consult the school calendar for days not in session. Students should not enter the building before 7:30 a.m. unless they are reporting to the Extended Care room.

Morning Extended Care hours for K-8 are from 7:00 a.m.-7:30 a.m. The child must be pre-registered for this program, and you will be charged for using this service according to the Extended Care Handbook.

### **School Arrival/Dismissal Procedures**

1. All students should arrive no earlier than 7:30 a.m. unless pre-registered for Extended Care.
  - a. Students should enter the building through the gym doors.
  - b. When arriving at school, students should go directly to their homeroom.
  - c. Students who are tardy should report to the secretary **before** entering the classroom in order for their name to be removed from the absentee list.



Students are considered tardy in K through 8<sup>th</sup> grade if they are not in their homeroom at 7:45 a.m.

d. Any student arriving after 9:00 a.m. will be given ½ day absence.

2. School is dismissed at 2:30 p.m.

a. Students waiting for parents must wait inside the gym or school lobby.

Students will not be allowed to wait in the school parking lot. Students will not be allowed to wait on the playground or in the gym without adult supervision.

b. Children who are walking should leave the school grounds immediately upon dismissal.

c. Parents picking up students from the office need to allow office personnel to gather children and not enter the building during dismissal.

d. All children not picked up by 2:45 p.m. will be asked to wait in the office. Any child who has not been picked up by 3:00 p.m. will be sent to Extended Care (after school care), and parents will be responsible for payment.

e. Students and parents need to vacate the building by 3:00 p.m. unless they are attending a school sponsored event or practice. This includes the school gymnasium and restroom facilities.

### **AFTER SCHOOL HOURS**

#### **Students are expected to not loiter in the school building after school hours.**

- The School Gym must be vacated by 2:45 p.m. except for athletic, arts, school or Extended Care events.
- Playground facilities for community use after school are available with parent supervision. School playground rules still apply.
- Please defer to faculty, after school care staff and/or athletic supervisor(s) for use of school facilities and grounds.
- Students are not permitted to re-enter school after 3:00 p.m. unless they are here for a school/parish activity. This includes use of the restroom and drinking fountains while using the playground, unless accompanied by an adult.
- Courteous behavior is expected to be shown to others who are using the building for scheduled events. School rules and expectations of behavior still apply. (Jumping, skating and running are not permitted through the halls or the gym).
- No students are permitted to play on the church lawn or climb any of the trees on school or church property during school or after school hours.



- No outside school doors may be unlocked or prevented from locking at any time without direct permission from the principal. Please understand this is for the safety of everyone inside the building.

**\*Please refer to student cell phone and electronic devices policy for use after school hours.**

### **ATTENDANCE AND ABSENCE POLICY**

Attending classes is a basic requirement for academic success. Any absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for scholastic work.

On this basis, the school is justified in refusing credit to any student who misses 28 days, prorated per marking period, whether the absences are excused or unexcused. (Ref. Diocesan policy 5200-5201) An exception to this would be in the case of a student who is hospitalized or suffering from an extended illness or injury and who was able to make up the work through tutoring or some other type of aid approved by the principal. Students who miss classes regularly or take extended vacation(s) during school time cannot demand the privilege of earning credits by special, individual assistance from faculty members, “make-up”, or special exams.

### **Definition and Record of Absence**

An excused absence includes personal illness, critical illness in the family, quarantine in the home, or death in the immediate family.

An **unexcused absence** includes: illegal detention by parents, truancy, or absence without prior written notice.

- If a student **misses more than 5 days in a 9-week period**, we **must** have a doctor’s excuse.

By law, a record of attendance and tardiness must be maintained as part of every student’s permanent record. Excused absences are those listed above; absences due to vacation will be considered unexcused. If work is requested before leaving on vacation, all work is due upon return. Requests for medical and dental appointments will be considered excused if they are not sought too frequently and if they do not exceed one half day each time.

**Excused and unexcused absences are marked on attendance records as a day out of school.**

- **Absence from school more than one hour will be recorded as a half-day’s absence.**





- **A student must be in school for a full day in order to attend practice, to play or participate in any after school related activity on the day of the event or to participate the next day.**
- St. Vincent de Paul School **will not tolerate excessive tardiness.** Late bus arrival aside, it is necessary to instill a sense that punctuality is important.
  1. Students who are **tardy more than four times (of their own volition)** per nine weeks' period **will lose a recess on the fifth tardy.**
  2. On the **sixth tardy**, students may be given In-School **detention.**
  3. On **the seventh tardy**, a meeting to resolve the tardiness problem will be scheduled with the parent, student, and teacher. The student will wait in the office until the next period to enter their classroom to avoid class disruption
  4. On the eighth tardy or each offense thereafter, the student will receive an in-school suspension.

**Reporting Absence(s), Student Return and Doctor/Dentist Appointments in order to meet state mandates for record of attendance**

- When a child is going to be absent, please call the school office at 740-393-3011 before 8:30 a.m. and/or leave a message on the answering machine. In compliance with the Child Safety Act, the school secretary or nurse will call or email the home or work place for anyone who has not called by 9:00 a.m.
- In addition to a phone call, the student is to bring in a written excuse upon his/her return. The note is to explain any and all days absent, and must contain the dates of the absence and the signature of parent or guardian. These notes are kept on file in the health office.

**Sign-out for Doctor/Dentist Appointments- Must be pre-approved by the school office.**

No student will be dismissed from the building until an adult comes to the school office to meet the student. A “sign-out” book is in the cabinet in the waiting room of the main office. The adult is to sign the book giving the name of the student, the date, time and reason for leaving the building. Leaving the school building or school property, other than at dismissal time, is absolutely prohibited without parental permission.

**Releasing Students from School Attendance**

- **Only the principal** can give permission for absence or early dismissal.



- Requests for absences or early dismissals should be **made in writing five days in advance**.
- In case of emergency, a student may be sent home only after the parent/guardian has been notified.
- Any student showing signs of illness or communicable disease will be sent home after parent notification.

No one (e.g., social worker, police officer) may interview a student without a court order or prior approval of a parent or guardian, and may do so only with the principal or a designated school representative present.

### **Requests for Make-up Work**

The practice of taking students out of class for appointments or for prolonged trips is, of course, something beyond the school's control since such a practice is the decision of the parent. Research shows a strong correlation with regular attendance and achievement. The lessons taught follow a progressive course of study. Many of the activities and learning experiences cannot be duplicated outside the classroom environment. **For planned absences, parents must contact the office in writing at least 5 days ahead of time and request the student's work. All work is due upon return, or the student will remain in the school office until all missing work is completed.** However, sometimes we cannot give work to the student ahead of time. In that case, we will provide make-up work upon return to school. The student will be given ample time to complete the make-up work (time given will be dependent on the extent of the assignments).

### **AUXILIARY SERVICE PROGRAM**

St. Vincent de Paul School actively participates in Ohio's State Auxiliary Service Program. This program is very valuable because of the various services available to our students. St. Vincent de Paul School has employed a clerk, remedial reading teacher(s), and a speech and hearing therapist, along with an occupational therapist and a physical therapist as well as a counselor/licensed social worker through the program. State of the art equipment and current educational materials are made possible through state funds.

### **BUS TRANSPORTATION - STATEWIDE POLICY**

1. Students will arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from where the bus stops.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Upon entering the bus, students must go directly to an assigned or available seat.



5. Students must remain seated, keeping aisles and exits clear.
6. Students must obey the bus driver promptly and respectfully.
7. Students may talk quietly only with people seated in the same seat as them.
8. Students may not use profane language.
9. Students may not eat or drink on the bus.
10. Students may not use tobacco of any form.
11. Students may not have alcohol or drugs in their possession.
12. Students may not throw items or pass things through the windows of the bus.
13. Students must leave and board the bus at positions that they have been assigned unless they have parental and administrative permission to do otherwise.
14. Students may not put their heads or arms out of the windows.
15. Animals, firearms, ammunition, weapons, explosives and other dangerous materials or objects are prohibited on the bus.

**In case of bus violations** - These violations will result in suspension or expulsion from the bus according to the standards set by the public schools supplying the transportation. They will take into account the nature of the infraction and the number of times infractions have occurred. If a child is expelled from the bus, parents may then be responsible for transporting students to and from school.

As a diocesan school, St. Vincent follows the policies and regulations as written in the Diocesan handbook.

The administration of St. Vincent School reserves the right to do what is fitting to the occasion, even where specific terms have been stated. Therefore, rules may sometimes be set aside in favor of either stricter or more lenient accountability if the situation so warrants.

### **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record with the school office. **Notify the school immediately if you have a change of address, e-mail address, home telephone number, or cell phone number during the school year.**

### **CHILD ABUSE REPORTING POLICY**

The information below is stated in the Faculty/Staff Handbook:

By law, it is the responsibility of each professional staff member to report immediately to the appropriate community agency any suspected case of child abuse and/or neglect. The teacher/staff member should make the referral with the principal present as a



witness to the phone call. If a parent suspects abuse, a report should be made to the school and the school will report.

### **CHILD CUSTODY**

The custodial parent is **required** to provide the principal with a certified copy of any child custody order or decree pertaining to a pupil.

### **COMMUNICATION**

- **FACTS** is a web portal designed to serve our school Community. This is a private website accessible only to parents, teachers and students of our school. All families will be entered into the system upon registration to the school. You will receive an onboarding email with your username and password. Please remember to add this email address to your safe sender list. If you change your email address throughout the school year, please notify the school office with your current email so you will continue to be in communication with school happenings/events.

Effective and open communication is vital to the well-being and success of any organization. Communications and forms will come through FACTS. There may occasionally be exceptions to this rule if there is an emergency notification that must be sent home in a timely manner.

The Bluestreak Bulletin, our school newsletter, will be e-mailed and posted on the school website bi-weekly and sent out through FACTS. Paper copies of the Bluestreak Bulletin are available by request. Grade level newsletters will be e-mailed.

If you have questions or concerns, please contact the classroom teachers if it is a matter that relates to them. If you wish to pursue a matter beyond the classroom teacher, please contact the school principal and then, only after you have met with the principal, should you contact the pastor.

### **CONFERENCES**

Parent-Teacher conferences are scheduled twice a year. Parents will be given the opportunity to schedule these conferences in advance. Traditional parent-teacher conferences will be held in November and February. In addition, faculty members are always available for conferences throughout the school year. Please email the teacher to schedule an appointment. **Visiting classrooms for conferences before or during class hours is not permitted unless prior arrangements have been made with the teacher.**



We welcome you to schedule a conference to discuss any matter pertaining to the welfare or progress of your child with their teachers. Appointments may be made for an after school hour by calling the school office at 740-393-3611. **Teachers should NOT be called at home unless permission has been given by the principal or requested to do so by the teacher.**

**DIRECTORY INFORMATION NOTICE**

Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, address, phone number, parent names, birth dates and grade level. Information would be released for publication for such things as honor roll, school activities/awards, sports, etc. (Dioc. Ref. #1120) The form entitled “Parents’ Consent for Release of Personally Identifiable Information” is included in the beginning of year forms online, and it must be signed by the parent of a student prior to releasing information.

**DRESS CODE/UNIFORM POLICY FOR KINDERGARTEN – 8<sup>TH</sup> GRADE**

The purpose of the St. Vincent de Paul School uniform policy for kindergarten through eighth grade (K-8) is to promote learning, encourage modesty, foster school pride, reduce the distraction and cost of fashion as well as disruptions and disciplinary problems. A clean image is to be presented at all times. Parents are primarily responsible for working with a student to make dress and grooming choices appropriate and in compliance with the policy. Teachers and staff will also take responsibility for checking a student’s uniform and grooming choices. Our dress code is non negotiable. **NAME BRANDS, LABELS OR BRAND LOGOS ARE NOT PERMITTED** on shirts, socks, pants, skirts, skorts, leggings and headbands and should not predominate on shoes. **St. Vincent de Paul School UNIFORM sweatshirt** orders may be placed in the fall on the school spirit website. ([www.svdpsw.com](http://www.svdpsw.com)). This is the **ONLY** acceptable sweatshirt students may wear as part of their school uniform.

**Uniform Apparel may be purchased from the following PREFERRED RETAILERS or from other retailers as long as clothing conforms to STV uniform guidelines:**

Land’s End  
2 Land’s End Lane  
Dodgeville, WI 53595

SchoolBelles  
2759 Martin Road  
Dublin, OH 43017

Markt Solutions  
1095 Harcourt Road  
Mt. Vernon, OH 43050



School Code: 9000-9699-1  
[www.landsend.com/school](http://www.landsend.com/school)

School Code: S0726  
[www.schoolbelles.com](http://www.schoolbelles.com)

740-397-5900  
[www.marktsolutions.com](http://www.marktsolutions.com)

## GIRLS ST. VINCENT SCHOOL UNIFORM







# BOYS ST. VINCENT SCHOOL UNIFORM





**St. Vincent spirit wear may be purchased, please see forthcoming information for website information. ([www.svdpsw.com](http://www.svdpsw.com))**

Please mark all clothing with the student's full name to eliminate lost clothing. The principal maintains discretionary decision making when addressing uniform policy issues and/or changes, additions, alterations to the current policy/code. Unless specifically noted, apparel outside the noted allowed list and picture guide is **NOT PERMITTED**.

***Dress Code Violations:***

1. Violators will be given a verbal warning once in grades K-3<sup>rd</sup>, and 4<sup>th</sup>- 8<sup>th</sup> violators will lose a token.
2. Written notice will be sent home for a second violation in K-3<sup>rd</sup>, and 4<sup>th</sup> – 8<sup>th</sup> violators will lose a token.
3. With three uniform policy violations in a month, the student will lose his/her privilege to participate in the next out of uniform (dress down) day and parent/guardian will be notified by phone.
4. Major/continual infractions will result in a student being sent home to change and become compliant.

**TOPS**

- Collared or turtleneck knit polo shirts in red or hunter green with STV approved logo on the left collar. Logo must be well-maintained and not tattered in any way.
- Sweaters (pullover or cardigan) may be in red, hunter green or navy.
- **Official STV Sweatshirts (only sweatshirt permitted) may be purchased online in early fall.**
- Shirts must be tucked in throughout the school day except during recess.
- **NO HOODIES, NO FLEECE.**

**SHOES**

- Shoes may be traditional dress, casual or tennis in plain black, navy, dark brown or dark gray. Students need to be able to run and play safely in them. Shoes must be tied or secured at all times; may be shoestring style or Velcro fastened.
- The preference would be NO LOGOS; however, if there is a logo, it should not





predominate nor be noticeable.

- NO HEELS, PLATFORMS, SANDALS, BACKLESS, FLIP FLOPS, CROCS, CLOGS, BOOTS, HIKING BOOTS, WORK BOOTS, OR COWBOY BOOTS.
- SNOW BOOTS may be worn to/from school but students WILL CHANGE into appropriate shoes during school hours.

### **SOCKS**

- May be white, black, navy. Must be able to be folded over and seen above shoe: knee high, crew or cuff/quarter ankle are permitted. NO FOOTIE SOCKS or “NO SHOW” SOCKS.
- Socks must be worn at all times.
- White, navy or red tights or leggings (for girls). BLACK LEGGINGS ARE NOT ALLOWED. LEGGINGS MUST NOT HAVE ARTWORK, WORDS OR LOGOS.
- • Nylon stockings (hose) are not permitted.

### **JUMPERS (GIRLS)**

- Girls K-8 are allowed to wear plaid round neck jumpers (purchased from listed uniform stores).
- Hem of the jumper must be knee length or longer.
- Jumpers must be worn with a red or hunter green polo shirt W/STV approved logo on the left collar.

### **SKORTS (GIRLS)**

- Plaid skorts purchased from a uniform store with hem knee length or longer. Navy skorts with hem knee length or longer.

### **SKIRTS (GIRLS 4-8 only)**

- Girls K-3 MAY NOT wear skirts.
- A-Line or pleated plaid skirt purchased from uniform store, knee length or longer. A-Line or pleated navy skirt with hem knee-length or longer.

### **PANTS**

- Dress navy blue pants (slacks), corduroy or cotton/polyester. May not be faded.
- May not be CARGO pants, tight fitting, slim cut, skinny, knit, parachute, lycra, or stretch pants.



- K-3 may wear pants with an elastic waist. 4-8 grade MAY NOT wear elastic waist pants.
- Pants must cover the socks and not drag on the floor. Must not be sagged, baggy, rolled up, gathered, pinned or tied at the ankle.
- No decorative trim or contrasting stitching is permitted.

### **BELTS**

- • Students in grades 4-8 MUST wear solid navy, black, or dark brown belts if belt loops are present.
- NO OVERSIZED BELT BUCKLES, GLITTER OR SEQUINED OR DECORATIVE TRIM.

### **SHORTS**

- Navy blue shorts may be worn April 1st through October 31<sup>st</sup>, WEATHER PERMITTING and must be knee length. If belt loops are present, a uniform belt must be worn.
- Shorts must not be tight fitting, sagged, baggy, or rolled up.
- GIRLS ARE NOT ALLOWED TO WEAR CARGO, LYCRA, OR KNIT SHORTS.
- Boys are allowed to wear cargo shorts with proper fitting waist, length knee to mid-calf. NO LYCRA OR KNIT MATERIAL.
- Kindergarten through Grade 3 students may wear shorts with an elastic waist.

### **HATS**

- Hats, scarves or other head coverings may not be worn inside the school building or in church.

### **HAIR**

- Must be neat, clean and well-groomed at all times. Hairstyles may not be excessive or a distraction during class.
- Boys must be clean shaven. Mustaches, beards, goatees, sideburns are not permitted.
- No extreme styles (EX. Mohawks, carvings or hairstyles involving shaved sides or back of the head are not permitted)
- Highlights, dyed hair and extensions must be of a natural color. “Unnatural” colors (purple, blue, pink, etc.) are not permitted.
- Boys, hair length must not exceed the length of the ear or go beyond the



top of the collar and must be cut above the eyebrows.

**HAIR ACCESSORIES (GIRLS ONLY, BOYS ARE NOT ALLOWED TO WEAR ANYTHING IN THEIR HAIR)**

- Hair accessories must match the basic school uniform. School plaid, solid navy, solid red, solid hunter green.
- Headbands must not be wider than 2 inches. Scrunchies are for hair and must not be worn as a bracelet.
- • NO GLITTERY BOWS, BIG BOWS, LOGO/LABELED HEADBANDS.

**JEWELRY**

- May be worn but limited to one necklace, bracelet and ring. (Please see below for additional restrictions on these items.)
- Girls may wear earrings, (stud style) limited to two pair. Earrings that dangle below the lobe of the ear are not permitted. Hoop earrings of any size are not permitted. Ear cuffs are not permitted.
- Boys may not wear earrings.
- Necklaces may have a small cross or religious medal. No other necklaces are allowed.
- Hair accessories (rubber bands, scrunches, etc.) may not be worn as bracelets.
- Inappropriate jewelry will be confiscated.
- One watch may be worn; however it may not be noisy or distracting to others. No smart watches.
- No dog collars, choker style necklaces, large link chains, lanyards, other long neckwear or keys on neckwear.
- No ankle bracelets or toe rings.
- No bandannas may be worn.
- Students may not apply stickers, glitter, paint or ink to their clothing, skin or hair, except on approved days, for example Spirit Day/Crazy Hair Day.
- No other body piercings or tattoos.

**MAKEUP AND FINGERNAILS**

- Makeup on any part of the body is not permitted.
- Students will have to remove any makeup worn to school.
- Students may wear clear, unscented, chapstick type lip balm, not lip gloss.



- Girls may wear a single color nail polish if it is well maintained and is not a distraction.

### **PERFUME AND OTHER FRAGRANCES**

- Students may not wear perfume, scented lip balm or other body fragrances due to the allergy and asthma conditions of some of our students, teachers, and staff members.

### **ADDITIONAL UNIFORM/DRESS CODE ITEMS:**

- Jackets, coats, hats and other head coverings are not to be worn during school hours.
- **St. Vincent team shirts** are only permitted on game days or the Friday(s) before a weekend game. Sleeves must be worn under capped or sleeveless shirts/jerseys.
- Battle of the Books and Power of the Pen participants may wear their team t-shirts the day of, or the Friday before, a weekend competition.
- 8th grade players will be permitted to wear varsity team sweatshirts on game days and/or the Friday before weekend games.
- All shirts/tops must be long enough to tuck into pants, skirts, skirts and shorts and stay tucked in.

### **KINDERGARTEN –3rd GRADE PHYSICAL EDUCATION DRESS CODE**

K-3rd grade students will be contacted during the enrollment process. A gym shirt may be ordered or borrowed for the year to wear on gym days with their regular uniform bottoms. Only the shirt provided by STV will be considered uniform and any student not wearing the approved shirt will be considered in violation of the code and out of uniform. Tennis shoes (non-marking) and socks (as listed in the dress code) must be worn to participate.

### **4<sup>th</sup> – 8th GRADES PHYSICAL EDUCATION/GYM UNIFORM**

4h-8th grade students will be contacted during the enrollment process regarding a P.E. uniform to be worn on their scheduled P.E./Gym days. The uniform consists of: STV T-shirt, sweat pants, and shorts. This uniform may be purchased or borrowed. Only the apparel provided by STV will be considered uniform and any student not wearing the approved apparel will be considered in violation of the code and out of uniform. Tennis shoes (non-marking) and socks (as listed in the dress code) must be worn to participate.

**K-8 FIELD TRIP UNIFORM** is dictated by the activity in which the students will be



participating. Students are to adhere to dress guidelines set by the teacher.

**K-8 OUT OF UNIFORM (DRESS DOWN) DAYS:** Students are expected to follow the dress code for hair/jewelry/shoes/makeup as listed in the handbook and maintain our usual standard of appropriate dress and behavior as students will be participating in regular classroom and recess activities. Please consider safety and function of clothing and shoes during these days:

**BOTTOMS:** Jeans, sweatpants, capri pants, or shorts (April 1st through October 31st weather permitting), knee length or longer. NO SAGGING, OVERSIZE OR TIGHT BOTTOMS, NO HOLE OR UNDERGARMENTS REVEALING, NO EXERCISE, YOGA, COSTUMES, PAJAMAS, SPANDEX PANTS, NO SKINNY, TIGHT FITTING PANTS.

**TOPS:** Shirts with sleeves, t-shirts (no rude/inappropriate words/pictures), sweatshirts (no rude/inappropriate words/pictures), golf shirts. Must be long enough to tuck in and have a modest neckline. NO SLEEVELESS, MUSCLE, TANK TOPS, HALTER TOPS, BELLY TOPS, SPAGHETTI STRAPS, TUBE TOPS, TIGHT FITTING OR OVERSIZED TOPS, LOW CUT TOPS.

**SHOES:** Tennis shoes, loafers, dress or casual shoes. NO HEELS, SANDALS, BACKLESS, FLIP FLOPS, CROCS, CLOGS, BOOTS, HIKING BOOTS, WORK BOOTS, OR COWBOY BOOTS, SNOW BOOTS.

**Please contact the school office if you have questions about uniform items.**

### **DRUG, ALCOHOL AND TOBACCO POLICY**

#### **Banned Substances**

St. Vincent de Paul School follows the diocesan policy regarding banned substances. Such substances include alcohol, tobacco, and all tobacco products, illegal drugs, harmful intoxicants and any illegal substance and/or paraphernalia used in the consumption of above. Banned substances are not to be used, possessed, or sold on St. Vincent De Paul property or during all school-related events held off school property. Improper use of legal drugs and sale and consumption of so-called counterfeit drugs also fall under the banned-substance policy.

#### **Intervention**

Anyone who uses, sells or has in their possession any of the above mentioned substances shall be brought to the attention of the school principal or the principal's designated representative.



1. The student will be immediately excluded from the classroom.
2. Parents/guardians will be notified and advised as to the situation and that the authorities have been contacted. Parents will be required to report to the school.
3. Parents/guardians may be required to arrange for a professional evaluation by a licensed drug and alcoholism counselor at the discretion of the administration.
4. Re-admission to class will be considered only after:
  - Initial evaluation results have been presented and reviewed by administration (if applicable).
  - Conference held with the parents/guardian to discuss re-admission
  - Suspension as determined by the administration.
5. Recommendations of professional evaluation must be followed through. A weekly report from the Counselor must be forwarded to the school. Failure to follow through will result in immediate suspension or expulsion.
6. A repeated offense will result in immediate expulsion.
7. The use, sale, purchase, transfer, or possession of an illegal or counterfeit drug, or being under the influence of drugs, by a student while at school or school sponsored events will be reported to the appropriate law enforcement officials as required by law.
8. Counterfeit or “look-alike” drugs include, but are not limited to any marked or unmarked substance that is represented to be a substance banned under the banned substance policy.

***Diocesan Policy Reference: 5414***

**ENRICHMENT OPPORTUNITIES**

St. Vincent de Paul School provides and encourages participation in a variety of opportunities for furthering personal growth. Local resources plus diocesan programs provide precious opportunities for furthering a student’s development. Consider the following:

- Religious Ceremonies and Services
- Drama
- Scholastic Clubs (ex., Power of the Pen, Battle of the Books)
- Environmental Education Experience
- Basketball teams.....for boys and girls grades 4-8
- Track teams.....for boys and girls grades 4-8
- Volleyball teams..... for boys and girls grades 4-8
- Soccer
- Field trips during school year



- Community involvement
- Music appreciation and experience
- Art appreciation and experience
- Science Fair/STEM activities
- Knowledge Fair
- Service Projects/Family Activities
- Civics Club/Works of Mercy Club
- After School Music Lessons (piano, strings, band, choir)

The above listed enrichment opportunities are the basis of common interest furthering our education program. St. Vincent de Paul School also responds to other opportunities as they surface in the community.

### **FEEDER SCHOOL - NEWARK CATHOLIC**

St. Vincent de Paul School graduates will feed into Newark Catholic High School, which is the closest Catholic High School to our area.

### **HARASSMENT POLICY**

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member – male or female – should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
  - Offensive sexual flirtations, advances, propositions
  - Continued or repeated verbal, written or text abuse of a sexual or gender based nature





- Explicit or degrading sexual or gender-based comments whether written, verbal or text about another individual or his or her appearance.
- The display or circulation of sexually explicit or suggestive writing, pictures, or objects
- Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex.
- Graffiti of a sexual nature.
- Fondling oneself sexually or talking about one's sexual activity in front of others.
- Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature – it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with injury or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, student or visitor to the school.
5. Any person who believes he/she is subject to unlawful harassment or intimidation must contact either the principal or pastor. A complaint must be filed in writing. In the event that an individual alleges harassment by a





principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, or other staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

***Diocesan Policy Reference: 5410***

### **HEALTH, COMMUNICABLE DISEASE & INJURY OR ILLNESS**

- *Children with severe colds, coughs, temperatures or other signs of illness INCLUDING communicable diseases should **not** be sent to school as the classroom heightens the chances of spreading the germs to others.*
- Parents will be notified in writing if their child has been exposed to a communicable disease; i.e., chicken pox, lice, fifth disease.
- Parents are asked to monitor their child's treatment or exposure throughout the normal incubation period.
- If any such signs are noticed in school, parents will be notified and the child will be sent home. If your child has a fever, we ask that he/she be kept at home until they are fever free for 24 hours without fever reducing medicine.
- **Do not send a child to school with a fever.**

The school aims to enforce rules that will protect your children from accidents. If an accident occurs, first aid will be administered and action taken according to instruction given by parents on the emergency card. The parents **WILL** be notified. If it is necessary for a child to return home because of illness or accident, the student will be permitted to do so after the parent has been contacted.

In case of injury or illness, parents will be called at the judgment of the nurse or principal. It is important that emergency contact persons be placed on the emergency cards, in the event we cannot reach a parent.

### **Accommodations for the health and needs of students:**



When a student is hurt or feeling ill, he/she will be directed to the school office where a staff member will check for fever or other symptoms. A “sick bed” is located in the west corner of the office where a student can be observed to determine if parents or guardians need to be contacted. Each student has a “Medicine Permission Form” that gives the school permission to administer Tylenol/Acetaminophen, Motrin/Ibuprofen or Benadryl. Any medicine distributed, time and date will be recorded on the back of the medicine form. A family may also request the school not to administer any medicine. All medicine permission forms are located in the school office in a blue binder labeled “Medicine” on the first row of the bookcases.

### **Emergency Cards**

Emergency cards for each child are kept in the school office. They need to be filled out completely, accurately and returned the next school day. **Please call or notify the school immediately with any change of email address, phone numbers, or addresses. It is important we know how to contact parents at all times.**

**In general, good health plays an important role in the learning process. Any disability should be made known to the school. The St. Vincent de Paul School staff firmly believes in fresh air and exercise. Please do not request that your child remain inside during the recess period. If a child is not well enough to be outside for a few minutes, he/she probably should not be in school.**

### **Immunization/Health History**

Pupils enrolled in Kindergarten through Grade 8 are required to have written proof on file that they have been immunized according to the requirements by law. The school nurse will monitor these records. If immunizations are not current fifteen days after school begins, the student will be excluded from attendance.

All Kindergarten and new students need to have completed all of the following:

- Ohio School Health History
- Physician’s Report
- Dentist’s Report

### **Medication**

A student needing **prescribed medication** during school hours must have on file a signed medical authorization form from the parent/guardian, and a properly completed physician’s statement. These forms are available in the school office. All medications must be in the original container from the pharmacy with a clear label stating **child’s name, content and dosage**



Non-prescription medicine must have a signed form from the parent stating the child's name, name of the medication, how it is to be given, dosage, amount, and must be in the original container.

**NO MEDICINE MAY BE KEPT IN THE CLASSROOM OR ON THE STUDENT.**

### **Self-Medication**

Many students, for one reason or another, are able to administer their prescribed medication to themselves. In this case, it is required that:

1. Students keep their medication in the same place as students who receive prescription medication from school employees.
2. The student administers the medication in full view of an employee designated to administer medication.
3. Asthmatic inhalers are permitted to be carried by the student if it is in a closed container/ pouch, clearly labeled and not left out in the open.

### **HOMEWORK**

Homework assignments may include memorization, practice exercises, outside reading, research, art projects, and/or family activities.

The four major purposes of homework are:

1. An extension of class work – to practice and reinforce skills or concepts introduced in the classroom.
2. A preparation for class work – to prepare for in-class discussion or experiments; students are often asked to read or study materials.
3. An enrichment – to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression.
4. A basis for developing responsibility – to encourage self-discipline, to establish good study habits, and to motivate students to want to learn more.

Homework is the responsibility not only of the student, but also of the parents. Parents are not expected to do the work for the student; but their guidance and support are needed to see that the student has enough time and a suitable environment in which to do assignments. It is helpful to check on homework on a regular basis to encourage quality work and provide the parent with information regarding curriculum areas. Students in grades 1-8 will be given an assignment notebook that is to be used nightly. Parents of students in grades 1- 4 are asked to sign the assignment notebook nightly. *If a student repeatedly tells parents that he/she has no homework to do, it would be advisable for the parents to check with the teacher.* Parental interest, encouragement, and cooperation will surely help the student to feel successful and proud of his/her



completed assignments. It would be ideal on school nights for students to begin the habit of scheduling a study time whether or not there is assigned homework.

Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about “too much” or “too little” homework should contact the teacher(s) involved. Procrastination by the student could result in lengthy periods of studying. Please work with your child’s teacher to understand specific expectations. Digital Academy will be updated weekly with reminders.

If failure to complete homework becomes a chronic problem, parents may be contacted by the teacher to plan additional intervention (i.e. contracts, parent signing homework pad, etc.). Chronic problems in completing homework may be perceived and treated as an academic and/or behavior problem.

### **MIDDLE SCHOOL & ELEMENTARY DEPARTMENTALIZATION**

The faculty and staff of St. Vincent de Paul School are dedicated to providing our students with a priceless opportunity of academic excellence, intertwined with spiritual perspectives. We recognize the practice of departmentalizing as a vital mode of education, designed to meet the maturing needs of students. Elementary grades (4<sup>th</sup> -5<sup>th</sup>) receive partial departmentalization, while Middle School grades (6<sup>th</sup>-8<sup>th</sup>) switch classes for each subject.

The rich and varied skills of our faculty help to develop a student-oriented curriculum, while meeting and exceeding state standards of education. Resource persons and community facilities will deeply enhance the area of Elementary and Middle School Departmentalization.

The students in the Primary grade levels (K-3<sup>rd</sup>) will continue to participate in the familiar self-contained classroom structure of education, which provides an important quality of security while cultivating basic skills and talents.

### **PARISH SPORTS**

All Diocesan sports teams are under the direct supervision and operating guidelines of parish sports. They exist as an extension of St. Vincent de Paul Church and therefore are open to all children from both St. Vincent de Paul School as well as the parish. Students from other schools may participate in parish sports if the following conditions are met:

1. The student’s family is a registered and active member of the Parish



2. The student is enrolled in and actively attends PSR for at least 3 months prior to the sports season. (To be eligible for volleyball, the student must have attended PSR in the spring of the previous year).

### **PARTICIPATION POLICY**

Students enrolled in St. Vincent de Paul School who choose to participate in extracurricular activities must do so with the St. Vincent de Paul team if one is fielded. For example, if St. Vincent de Paul offers an academic team, such as Power of the Pen, or an athletic team, such as volleyball, students will not receive permission to participate in those programs offered by other schools (whether diocesan or public). However, a request for a waiver to this policy will be considered upon formal written submission to the principal. Failure to submit a request to the principal will result in referral to the pastor for consideration.

### **PHYSICAL EDUCATION (Kindergarten – 3<sup>rd</sup> Grade)**

Each Kindergarten through 3<sup>rd</sup> grade class will engage in a directed physical education program. It is necessary that each child has non-marking gym/tennis shoes. Students may wear their gym uniform to school on gym days.

### **PHYSICAL EDUCATION (4<sup>th</sup>– 8<sup>th</sup> Grades)**

Each class will engage in a directed physical education program. It is necessary that each child have non-marking gym/tennis shoes, and each 4<sup>th</sup> through 8<sup>th</sup> grade student will be issued a PE uniform (shirt, shorts, sweatpants) that must be worn to school all day on p.e. class days, or they will be considered out of uniform. Students are not to wear shirts, shorts or sweatpants other than the PE uniform on PE day or to PE class.

### **PROMOTION/RETENTION**

The promotion of a student in any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her best advantage. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at this grade level. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. If retention seems necessary, parents must be notified in writing by



the end of the third quarter. The principal shall have direct charge of promotions and retention. The principal shall take into consideration the ratings and recommendations of the teacher or teachers of the student under consideration. Failing to meet the standard in more than two academic subjects may result in retention.

Reporting to parents to show progress is outlined in #5320.0 of Diocesan Policy.

### **RELIGIOUS EDUCATION PROGRAM**

A comprehensive program of religious instruction is at the heart of our education program. Students participate regularly in mass, sacraments, and various liturgical activities. Religion class is part of the daily routine, as we follow the religion course of study of the Diocese of Columbus. **ALL** children are expected to participate in the religious life of the school; **all** attend mass and participate in the various services according to *Diocesan Policy#5000*.

Recognizing the unique role of the Catholic school for carrying out the educational mission of the Church, we welcome students of other faiths as well as Catholic students who express a desire for the Catholic school's program and environment.

In accepting students of other faiths, Catholic schools shall be directed by the guidelines for admission contained within diocesan regulation. Therefore, students of other faiths shall participate in religion classes, attend liturgical and para-liturgical services, and take part in the school's program of service. However, such participation shall not belie the fundamental Christian principle of the individual person's freedom and dignity. The students will participate in the religious life of the school.

A signed copy of the Participation in Religion Class and Activities must be on file for each student. A sample of this form is attached to the back of this handbook and must be completed and returned to the school office every school year.

### **WEEKEND MASS ATTENDANCE**

All students of St. Vincent de Paul School should attend Mass every Sunday or Saturday evening. This is a serious obligation and the responsibility for this attendance lies with the parents.

### **REPORT CARDS**

Progress reports are published on-line on FACTS each quarter. Parents will be notified if their child is not passing or progressing satisfactorily. Progress Reports are published on-line through FACTS to parents in grades Kindergarten through 8<sup>th</sup> between report periods. Reports of pupil progress include: information relating to academic





achievement irrespective of capacity, effort and attitude. Life skills reports are issued to individual students on an as needed basis.

**Paper copies of reports will be available.**

## **SAFETY**

### **EMERGENCY DRILLS**

- Fire drills are conducted once each month and tornado drills are conducted from April through June. Detailed escape plans are posted inside the door of each classroom.
- Tornado drills - each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures each class has an escape route to an outside area, a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a **safe, quiet, and orderly manner**. No students may be released to parents or guardians until the Tornado Warning is over.
- Medical Emergency Drills are designed to respond to a medical emergency by trained staff. Students are not to be in the hallways. (Staff to report to assigned areas).
- Security Drills – The outside doors are monitored directly and an assigned adult at the parking lot and High Street entrances to control entry into the building. Office buzzer system will not be used. This is done when heightened security is necessary.
- Controlled Release – Students report to the gym and are slowly directly released to a parent, guardian or designated person for dismissal.
- Lock Down Drills are done to keep students safe during a crisis. During a lockdown, no one will be permitted in or out of the building. **No students may be released to parents or guardians**. This is in accordance with a request from Knox County Law Enforcement and Homeland Security.
  - Modified Lockdown – No exiting or entering of the building. Activity inside the building continues. No outside recess.
  - Lock Down – Students are behind locked and possibly barricaded doors with no movement within the building.
  - Communication will be done through FACTS.



A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

### **SCHOOL LUNCHES**

Parents are asked to see that their child is provided with a nutritious lunch, which adequately meets the bodily needs of maturing children. White and chocolate milk are available at a nominal fee. Pop/soda is **NOT** permitted in the student lunches. Glass containers of any kind are not permitted in lunches. Eating habits reflect the home environment, and it is expected that each student conducts herself/himself in a neat and orderly manner in the cafeteria.

Hot lunches will be served Monday through Friday. Lunches will be noted on a monthly menu calendar on FACTS and our school website. **NOTE –one milk is included in the cost of a hot lunch. The cost for Hot Lunch is \$3.00 per lunch. Extra servings of the main entrée will be 75 cents and must be pre-ordered in the morning.** Milk is sold separately for 35 cents for students packing their lunches or wanting an extra milk with their hot lunch. School lunches should be paid for through the FACTS portal using your credit card or in the school office using cash or check. Multiple school lunches may be purchased ahead of time.

It is the policy of St. Vincent de Paul School that no child shall go hungry at lunch, regardless of free/reduced eligibility. Students who have an outstanding lunch charge will be offered the same meal as other students. Past due accounts will be resolved in the school office at the end of each quarter. If necessary, parents will be offered a payment plan.

As St. Vincent de Paul School is a Catholic school where tuition is paid, families with an outstanding lunch charge at the end of the current school year will not be eligible for re-enrollment in the upcoming school year until the lunch fee has been paid and/or a plan has been made with the school principal to reconcile their balance.

### **SCHOOL MASSES**

School Masses are scheduled each Wednesday at 8:30 a.m. Each grade plans and fully participates in the Mass on a rotational schedule. Parents are urged to attend. A variety of para-liturgical experiences also highlight the school year. Recitation of the Rosary in October, Stations of the Cross during lent, May Crowning, Reconciliation, Advent and Lenten services and individual class Masses are some of the scheduled events.





### **SNOW DAYS/DELAYS**

If there is a need to cancel or delay school due to weather conditions, school families can receive this information in the following manner:

- Posted on FACTS.
- Receive email/text via FACTS if the family has chosen that option
- Listen to 1300 WMVO AM or 93.7 WQIO FM
- Watch channels 4, 6, 10 or 28
- School website [www.saintvdpschool.org](http://www.saintvdpschool.org)

Please listen for St. Vincent School. Do not assume that we will follow the other area schools.

Please see the *Preschool Handbook* for Snow Day/Delay policy.

### **STUDENT BEHAVIOR AND CODE OF CONDUCT**

Students will show proper respect to teachers, staff, other students, visitors, and themselves. All students are to maintain appropriate conduct with respect to the following actions and any other rules found in the St. Vincent de Paul School handbook or designated by teachers, playground, cafeteria workers and/or adult supervisors.

Students should respond to teachers and other adults in a positive and respectful manner.

- Students are to be respectful of the building, supplies, materials and facilities at all times. This includes after school hours and during extracurricular activities. A student shall not attempt nor cause damage to school property, supplies, materials or private property.
- A student shall not commit an act of dishonesty: cheating, stealing, plagiarism or forgery.
- A student shall not engage in the use of profanity: written, verbal, or gestures.
- **A student shall not threaten or cause physical injury to any person** (Diocesan Policy 5402 This will result in immediate withdrawal from our school.
- A student shall not commit an act of dishonesty including deliberately making false reports of harassment, intimidation, or bullying, and any student found to have deliberately made false reports will be subject to the disciplinary procedures as outlined in this handbook.
- Students shall not use derogatory language on the basis of religion, race, socio-economic status, etc, will be tolerated.
- A student shall not handle or possess any object that could be a potential weapon(Diocesan Policy 5402)



- A student shall not be in possession of any alcohol, drug, or tobacco product. (See Drug, Alcohol, and Tobacco Policy.)
- Students are expected to be reverent and give meaningful participation in liturgy and other religious activities.
- A student shall not be absent or tardy from school without both parental consent and school authorization.
- A student shall not fail to adhere to dress code regulations. (See page 10, Dress Code Violation Policy.)
- A student shall not occupy the building once he or she has left without permission from a teacher or other authorized personnel.
- Students are expected to participate in the learning process of the classroom, complete assignments on time and in an acceptable manner and cooperate with teachers and others.
- Students are expected to conduct themselves with dignity at all times in and out of the classroom, library, lunchroom etc.
- Students are expected to use recess in a manner that demonstrates respect for others, fair play, and concern for safety.
- Students are expected to accept corrections with respect.
- Walking is required in all areas of the school.
- Our hallways are quiet areas.
- Public displays of affection are not appropriate on school grounds or school events.
- Our school is a Christian school, and our behavior will reflect this fact.
- Chewing gum is NOT permitted in the building or on the premises.

**\*All the above applies while on the school premises at any time, day or night.**

**GENERAL CLASSROOM RULES:**

1. Listen and follow the teacher's directions the first time.
2. Stay in your seat unless given permission.
3. Raise your hand and wait to be called on before speaking.
4. Keep your hands, feet and other objects to yourself
5. Be kind – no teasing, tattling or abusive language
6. All school work and homework must be done with effort and when assigned.

**CAFETERIA RULES:**

1. Students will enter the cafeteria quietly.
2. Students will raise hand for teacher assistance



3. Students will remain seated during lunch period.
4. Students will dispose of garbage at dismissal.
5. All students are responsible for cleaning the table and floor where they are sitting.
6. Students sitting next to each other may carry on quiet conversations.

### **PLAYGROUND RULES:**

Use the playground equipment the way it is meant to be used.

#### 1. Swings

- Are for one person only
- Are for sitting upon
- Are for going straight, back and forth
- Should be pushed only from behind
- Should be stopped before you get off

#### 2. Slides

- Are for going down only
- Are for one person at a time
- Are for feet first
- Are for people, not rocks, balls, or other objects

#### 3. Monkey Bars

- Are for hanging, not climbing on top

Snowballs are not to be made or thrown.

Do not leave the fenced area without permission, even to get a ball.

Rocks and mulch must remain on the ground.

It is dangerous to play around the trash container, doors and parked cars. Please avoid these areas.

Wrestling, fighting, tackle games and other rough play are not allowed.

Students are to stay where you can see a teacher at all times.

Students are to stay off the grass, out of the bushes and off the church sidewalks.

### **FIELD TRIP RULES:**

- Students will follow all rules set by the supervising teacher.
- Students will behave in a manner that will reflect positively on St. Vincent de Paul School.
- Students will act respectfully towards all adults chaperoning the trip.
- Students will respect the rights and property of others.



- Students who meet the height and weight requirements for booster and/or car seat regulations must be in one and must provide their own to be permitted to travel on a field trip.
- All students are required to wear a seat belt when traveling to and from a school sponsored trip.
- Students may not sit in the front seat with an airbag.

**EXTRA-CURRICULAR ACTIVITY RULES:**

- Students will behave in a manner that will reflect positively on themselves, their families and St. Vincent de Paul School.
- Students will respect the rights and property of others.
- Students will be responsible for all assignments.
- Students will need to make arrangements to be picked up on time.
- Students will respectfully follow the rules set by the supervising teacher, coach, or other adults.
- Gum is never allowed at extracurricular events.

**DISCIPLINARY ACTIONS-** Students who break the school rules will be subject to:

1. Verbal warnings or loss of token.
2. Time out/detention (during or after school).
3. Notes, phone calls or emails to parents.
4. Loss of recess, field trips or other special events
5. Life Skills Report sent home.
6. Conference with principal/pastor, teacher and parents.
7. In-School/ out of school Suspension
8. Expulsion may occur when:
  - Continual behavior which reflects a disregard for school rules, combined with a lack of cooperation from the student's parents, will result in the expulsion of the student from the school.
  - Continued use of inappropriate language.
  - Vandalism of property
  - Level III expulsion considered
  - Level IV immediate suspension with expulsion process being followed refer to **Diocesan Policy 5405-5407**
  - the discretion of the principal and pastor
9. Any other punishment or requirement, which, in the opinion of the teacher, principal and pastor applies to the particular situation.



- approved school/community service
- referral to Juvenile Court and/or other appropriate law enforcement agency
- expulsion from school following suspension
- diversion programs

**Code of Conduct Infractions Descriptors and Consequences**

**Level I**

Disorderly Conduct, Disrespect, Class Disruption, Dress Code Violation, Failure to Report to Detention, False/Misleading information, Profanity, Tardiness, Skipping Class, Repeated Misconduct, Other misconduct

**Level II**

Fighting/Minor in nature, Vandalism, Minor In-subordination, Gambling, Intimidation Threats, Bullying, Bus Misconduct, stealing (under \$10), Repeated misconduct, Forgery, Plagiarism, Cheating and Other misconduct, Disrespect, Vulgarities beyond curse words; references to sex, drugs or violence in a non-threatening way.

**Level III**

Battery, Fighting/serious in nature, Destruction of property, Breaking & entering, Extortion/Threats, Bullying, Firecrackers/Fireworks, Gross Insubordination, Open Defiance, Smoking Tobacco products, Stealing (over \$10,) Trespassing, Possession of Contraband, Other Serious Misconduct, Disrespect,

**Level IV**

Possession, use, transmission or being under the influence of drugs/alcohol, Arson, Assault/Battery, Employees or Students, Bomb Threats/Explosives, Gun threats, False Fire Alarm, Theft/Robbery, Sexual Offenses, Inciting/leading/participating in major disruption, repeated misconduct of a serious nature, firearms or other weapons, other serious misconduct, repeated act of violence against another student.



### **Possible Consequences**

#### **Level I**

*Parent contact, counseling and direction, verbal reprimand, withdrawal of privileges, return of property, payment for damages, detention*

#### **Level II**

Parent contact, In-School suspension (1-10 days), detention, confiscation of contraband, return of property, payment for damages, suspension from bus (1-10 days)

#### **Level III**

Parent contact, assignment to alternative program, return of property, payment for damages, In-School suspension (1-10 days), removal from extra-curricular activities, referral to treatment program, expulsion from bus, suspension from school (1-10 days)

#### **Level IV**

Parent contact, mandatory 10-day suspension, referral to alternative school, referral to substance abuse program, referral to an appropriate agency, expulsion, 1 semester-1 year, probation plan or expulsion.

Ohio Revised Code stipulates inclusion of the following statement in the handbook:

The district administration semi annually provides the president of the district board

a written summary of all reported incidents and posts the summary on its web site, if the district has a web site, to the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974”.

### **STUDENT RESPONSIBILITY OF SCHOOL PROPERTY**

Students are responsible at all times while on premises for whatever reason for the proper care of all school property and equipment. Their responsibility includes books, supplies, computers, I-pads, furniture, the facility, lockers and grounds. Students who damage, disfigure, or destroy school property and /or equipment will be required to pay for the repair or replacement of the item. The parents will be notified of the replacement cost of the item. Payment for the item must be made in order for report cards or records to be released.

**St. Vincent de Paul School will enforce and support the following Diocesan Policies:**

- **Diocesan Policy 5100.0 RIGHT TO A CATHOLIC EDUCATION** Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese. Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extracurricular activities. Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal. Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law. Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. Catholic schools are schools of choice that are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or a pastor at the elementary level and the principal and /or superintendent at the high school level to leave the school. Understanding that policy attendance at St. Vincent School is based on a mutual contractual agreement by both parties. St. Vincent de Paul School has the right not to enter into or to terminate an agreement.
- **Diocesan Policy 5402** The Diocese of Columbus defines behavior as the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or misbehave the student takes upon him/her the consequences of that chosen behavior. The school shall ensure rules and consequences are understood by students. Punishments are constructive and related work of an academic nature is not punishment. and reconciliation with the offended party if applicable. Teachers shall uphold school's rules and receive continued instruction regarding acceptable behavior. Corporal punishment in any form is not acceptable.





A person employed or engaged as a teacher, principal or administrator in a school may use a physical response to “obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or the protection of persons or property.” (Ohio Law 3319.41)

- **Diocesan policy 5411** The diocese of Columbus Schools and their staff shall not tolerate any bullying on school grounds or at any school activity on or off campus. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.
- **Diocesan Policy 5404** The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.
- **Diocesan Policy 5406-5407** Serious misconduct is cause for suspension or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teacher, administrators, damages property or flagrantly or repeatedly violates regulations or policies of the diocese or St. Vincent de Paul School. For such conduct, the principal may IMMEDIATELY SUSPEND THE STUDENT FROM SCHOOL. The student may be sent home during the school day, if necessary provided parents have been notified. Suspension may take place as an in-school suspension or an out of school suspension. depending upon the severity of the infraction. The principal will make that decision at his/her own discretion. The suspension period is not to exceed 10 days.

Expulsion will not occur except as a result of first following the suspension process. The expulsion process mandates the parents be notified in writing, clearly stating the reason(s) for action. When a student is expelled, public school authorities shall be notified and the regular transfer procedures used for records.

### **Pupil Progress**



**Diocesan Policy 5300** Each elementary school shall use the diocesan system for reporting pupil progress. This should include: progress reports, interim reports, and Life Skills Reports.

- Reports of pupil progress should be based on evidence from multiple assessments which demonstrate a student’s understanding of the different academic content standards, teacher observations, and Life Skills Reports when appropriate.
- An evaluation must be provided for each of the following curricular areas:
  - a. Religion
  - b. Language Arts
  - c. Mathematics
  - d. Social Studies
  - e. Science
  - f. Health
  - g. Art
  - h. Music
  - i. Physical Education
  - f. Foreign Language
- Provisions must be made for the spiritual and moral education of the child. However, the subject of religion must be evaluated and interpreted as indicating mastery of vocabulary, concepts and behavior.
- The domains of each curricular area are listed on the progress report.
- Because of the differences among primary, intermediate, and middle school levels, there are some variations in the wording of the standards for the various curricular areas.
- Progress reports will reflect student attendance.
- Progress reports must be furnished to the parents four times a year and are a reflection of the Student’s progress over time or mastery of a skill.
- Interim reports are sent to parents between progress reports. These reports are a reflection of the student’s graded work, not their progress or mastery of the standards.
- Life Skills Reports, which indicate negative behaviors or deficient study skills, are sent as needed to alert parents to problems that are developing. This parent communication should initiate early intervention to resolve a problem that is impacting academic subjects, as well as the social climate of the classroom.

### **RETENTION**



It shall be mandatory to consider various factors when making a retention determination. Primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, possible learning disabilities, and social and emotional maturity. When Reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports, standardized testing, Academic Support Plans, Service Plans, and Written Plans. A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics, religion, social studies, and science (Grades 4-8) should be considered as a possible candidate for retention. **Diocesan Policy 5320**

**All Grade Levels** Certain issues concerning retention apply to all grade levels.

Although the elementary school principal makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student:

1. The student's lack of progress must be clearly documented and communicated to the parents by the teacher.

2. Lack of student progress toward meeting a significant number of the benchmarks must lead to an intervention process, based on the flow chart in the Diocesan binder "Procedures for Identifying Special Needs Students".

3. A meeting with the parents, teachers, and school administration at the beginning of the third quarter should address student progress in meeting the benchmarks. The Intervention plan should be reviewed at this time to determine if the plan has been followed and if retention should be considered as an intervention.

4. A meeting with the parents, teachers, and school administration is required by the interim of fourth quarter to determine if retention is the appropriate intervention at this time. School requirements for summer intervention should also be made at this meeting. Reporting to parents about academic progress is outlined in Policy 5320.

References to all Diocesan Policies can be made at [Policies - Office of Catholic Schools - Diocese of Columbus - Columbus, OH \(columbuscatholic.org\)](https://www.columbuscatholic.org/Policies-Office-of-Catholic-Schools-Diocese-of-Columbus-Columbus-OH)

### **Student Cell Phone & Electronic Devices Policy**

**We strongly discourage students from bringing cell phones/personal electronic devices of any kind (such as i-pods, ipads, smart watches, pagers, electronic games, etc.) to school.** If students must bring a cell phone to school, they do so at their own risk. The school will not be held liable for any lost or damaged electronic device. Students must keep their cell phone/electronic devices in their school locker or it may be



given to the homeroom teacher; younger students must keep their cell phone in their backpacks. All cell phones/personal electronic devices must be turned off during school hours and must not be used during the school day for any reason. We advise all students to turn in their cell phone and/or electronic devices to their homeroom teacher for security reasons. **If a student is found using any electronic device from 7:00 a.m. until the child is picked up from school, the item will be confiscated and sent to the office and returned only to a parent. This policy also applies to school field trips and all after school functions.** Phones and other electronic devices must not be used for any reason by students after school while waiting for an extracurricular activity to begin or while waiting to be picked up. Students needing to call home may do so from the school office. If a parent needs to give a child a message during the school day, please contact the school office.

### **STUDENT SEARCH POLICY**

St. Vincent de Paul School Personnel has the right to search any student's locker, desk or personal belongings, as well as the student's person, provided that the school faculty has a reasonable belief that the student has violated a written school rule or the law. Personal belongings are taken to mean such items as book bags, purses, lunch boxes, hoodies, coats and the like.

#### ***Search Policy Procedures***

Whenever possible, school personnel should conduct searches with the involvement of the school principal, with another faculty member present, and only after an effort is made to contact the student's parent/guardian. Searches should be conducted only when staff members believe them necessary to obtain an offending item. School personnel should document all actions taken in the conduct of a search. This policy is effective during all school-related functions.

***Diocesan Policy Reference: 5500***

### **ST. VINCENT de PAUL TECHNOLOGY ACCEPTABLE USE POLICY OVERVIEW**

All students and parents must sign a Technology Acceptable Use Policy agreement according to the Columbus Diocese for acceptable use of the Internet. This means you will be subject to the consequences for violations of that policy and the school policy. A summary of the policy Concerning Use and Care of Computers and Equipment & the Acceptable Use Policy of Internet and On-line Resources

#### **Do:**

- Sign in



- Take care of equipment
- Ask for help with printer problems
- Print just one copy of a document (School related only!)
- Use the Internet for educational pursuits
- Treat teachers and fellow students with respect while using equipment
- Ask before you enter a site that you think might be questionable
- Immediately back out of any questionable sites and report to the teacher.
- Follow instructions of teachers, aides, and lab assistants
- Close applications by going to File and quit and then sign off when you are finished.
- **I agree to replace equipment if damaged because of improper use/ care or abuse.** (computers, laptops, ipads, printers, headphones, docking stations, speakers, and headphones)

**Don't:**

- Have food or drink around equipment
- Share any passwords
- Access or download any inappropriate material
- Access chat rooms, newsgroups, list-services, or instant messaging
- Access or download games, game cheat codes, MUD's, MOO's or simulations
- Harass others in any way this includes any school activity on or off campus, committed in person, written or electronically submitted. (Refer to Diocesan Policy 5412).
- Submit or reveal your name, any personal information or phone numbers of yourself or others
- Change any electronic settings, hardware, parts or cabling
- Access or manage a personal web page on school computers
- Download without permission

**Technology Acceptable Use Policy**

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn and publish information. These network resources provide students and staff access to electronic resources and are to be used for education purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

**TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

**Acceptable Use of the Internet:**

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

**TECHNOLOGY**

- Do not view, send, or access abusive, obscene, or harassing materials. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUD's, or MOO's, download or play games; subscribe to or access list-serves; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers, or credit card information pertaining to them or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way, which disrupts the service or its operation for others.





### **Consequences for Inappropriate Use of the Internet:**

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation, may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

### **Conclusion:**

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system.

***Diocesan Policy Reference: 2600***

### **Parent Volunteer Hours for K-8<sup>th</sup>**

The cost to educate each K-8<sup>th</sup> student at St. Vincent de Paul School is \$7,300 per year. Parent volunteers help defray that cost by donating their valuable time and talents. In addition, volunteering helps families connect with other families and school personnel, and become fully a part of the school community. Parents who are unable to volunteer at least 25 hours may choose the financial option of increasing tuition by \$800 (\$66.67 per month).

\*A “**Participating**” member is someone who is actively attending and financially supporting St. Vincent de Paul Church or a neighboring Roman Catholic Church.

There is an annual non-refundable **Registration Fee** of \$125 per family. The fee must be paid and a Registration Form must be completed in order for a student to be officially registered.

### **TUITION ASSISTANCE**





The Diocesan Tuition Assistance Fund and The Jim Delozier Tuition Assistance Fund are programs providing tuition assistance for eligible families. Requests for this assistance will only be made after a FACTS form; a free and reduced lunch application and a Diocesan Tuition Assistance Fund application have been completed and submitted.

Parents who are unable to meet established tuition must complete a Diocesan Tuition Assistance Form on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com). The form is completed prior to the school year - usually in February or March. If you have a unique financial situation that merits additional aid, you must make an appointment to discuss a plan with the principal prior to July 1. Additionally, all families must first apply for the Ed Choice Scholarship before requesting additional assistance (including a parish subsidy).

### **TUITION PAYMENT OPTIONS**

Tuition payment must be done through FACTS Tuition Management Company, or you may opt to pay tuition in full to the school by the month of June prior to the school year. Families using FACTS must complete the necessary paperwork and return it to the school to be considered registered.

All tuition **must** be paid in full by June of the current school year.

### **TUITION REFUND POLICY**

It is the policy of St. Vincent de Paul School to work with an individual if a situation should occur which may warrant a refund. Please contact the school to discuss such issues. They will be handled on an individual basis.

### **TUITION SPECIAL CIRCUMSTANCES**

Each family is expected to fulfill its moral obligations of regular parish support and prompt tuition payment. It is the responsibility of the parents to notify the principal and/or pastor of any financial difficulty and request modification of the tuition rate of the payment plan. The Pastor and Principal will review any requests for modification of the tuition rate or payment plan due to financial difficulty.

### **CONSEQUENCES OF NON-PAYMENT**

All or part of the following practices will be applied to families not fulfilling their financial obligation to St. Vincent de Paul School:

1. Any family who has not paid tuition in full to the school and has not registered with FACTS must do so by the first Friday of the school year.



2. A family, whose account has become delinquent with FACTS and has caused their removal from the program, must schedule a meeting with the principal or pastor within two weeks of being notified by FACTS. Arrangements will be made at that time to bring their accounts up-to-date and determine payment for the remainder of the school year. Those families who do not make the past due payments and/or fail to meet with the principal or pastor will be asked to withdraw their child from St. Vincent de Paul School.
3. Any student whose tuition from the previous year is not paid in full will not be allowed to return the following school year.
4. Records of any student whose tuition is not paid in full will not be forwarded to the school of transfer.
5. **Student records will be held until all financial obligations to the school are met.**

### **VISITORS**

**By law, any visitor MUST** report to the school office upon entering the building. Parents visiting the building, dropping off lunches, picking up homework, meeting children for appointments, etc., must report first to the office.

Parents are welcome to visit classes for special presentations, if they have taken the Protecting God's Children Workshop and have a fingerprint (BCI) report on file in the office. Drop in visits are discouraged and tend to be disruptive. When parents wish to see a student during the school day, they must first stop at the office and the student will be called to the school office.

### **VOLUNTEER GUIDELINES**

**As part of the family agreement to attend St. Vincent de Paul School, all families are required to donate a minimum of 25 hours of volunteer service per year to the school or pay \$800.00 fee. In order to volunteer at the school, a person must attend a "Protecting God's Children" Workshop and have a BCI fingerprint report on file.** Volunteer hours help to keep tuition increasing to a minimum. Each family can log their volunteer hours in their FACTS family portal. These log sheets will be periodically checked and letters will go home at the end of the Second Quarter, Third Quarter and middle of the Fourth Quarter stating how many hours have been worked. One of St. Vincent's main goals as a school is to instill a sense of community in its students. There is no better example to the students than parents who volunteer their time to make our school a better place. **However, volunteer hours do influence a family's eligibility for the "Participating Tuition Rate", assuming other qualifying factors are also met.**



**All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the “Protecting God’s Children” Workshop and abide by the Volunteer Code of Conduct behavior. Additional information on sexual abuse training is available on the virtue website.**

It is imperative that we establish a comfortable relationship between the parents and the school community. All parents are urged to assume an active interest and participate in activities that bridge home and school.

### **VOLUNTEER CODE OF CONDUCT**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to the children and youth of St Vincent de Paul School and Parish. Failure to adhere to Code of Conduct, a volunteer may be removed from any role that elevates them as an example to students at the discretion of the principal and parish pastor.

#### **As a Volunteer and Supervisor of Students at all school/parish functions, I will:**

- Safeguard children and youth entrusted to my care at all times by following the Diocesan two deep policy (never work with youth alone).
- Work with the pastor, principal, teacher and/or other supervisor associated with the student activity.
- Represent and set the example of the teachings of the Catholic Church in both word and action.
- Treat everyone including the students with respect, loyalty, patience, integrity, courtesy, dignity, and action.
- Avoid situations where I am alone with children and/or youth at church or school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refrain from giving expensive gifts to children and/or youth without prior approval from the parents or guardian, pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and /or youth.



- Obey all traffic laws when driving children and youth as well as following diocesan regulations.
- Diocese of Columbus Cell Phone policy while driving. Calls or texts both incoming and outgoing are not permitted both on hand held or hands-free devices.
- Drivers must carry the required insurance coverage \$100,000 per person/\$300,000 per occurrence. Drivers must have a valid Ohio, Kentucky or West Virginia driver's license and vehicle registration.
- Vehicle driven is in good working condition and in compliance with inspections. Seatbelts, car seats and booster seats are used according to Ohio Law.

**As a Volunteer, I will not:**

- Pose any health risk to children and /or youth (i.e. no fevers or contagious situations)
- Strike, spank, shake or slap children and/ or youth.
- Humiliate, ridicule, threaten, or degrade children and/ or youth.
- Touch a child and /or youth in a sexual or other inappropriate manner.
- Humiliate, ridicule, threaten, or degrade another adult in the presence of children/or youth.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering with children.
- Use, possess or be under the influence of illegal drugs at any time.
- Use school or personal social media to be critical of school or parish

**WEAPONS**

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under their control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto school grounds. A valid conceal/carry license does **not** authorize the licensee to carry a weapon onto school grounds.

**WELLNESS**

Catholic Schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence of life, self-respect, and respect for others.



St. Vincent de Paul School (SVDP) has adopted a wellness policy that encompasses nutrition education, physical education, school-based activities and nutritional guidelines. The implementation of the wellness policy will be done through Diocesan Graded Course of Study in Health, Physical Education and Religion. **Diocesan Policy 7000**

### **St. Vincent de Paul School Wellness Policy**

#### **1. Goals for nutrition education, physical activity and other school-based activities that promote wellness**

##### a. Nutrition education

- SVDP School will implement the health objectives relating to diet, nutrition and exercise as stated in the 2023 Diocesan Graded Course of Study for Health.
- Nutrition guidelines, food pyramid charts, portion plate charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria. (Suggestions: SVDP could exhibit posters or student-made signs in the hallways or cafeteria.)
- School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day. (Considerations have been made for how long students will be expected to wait from breakfast to lunch. SVDP's first lunch period begins at 10:45 a.m. (Kdg) and the last lunch period begins at 11:40 a.m. (6<sup>th</sup>-8<sup>th</sup> grade) Each period runs for 20 minutes.)
- Recess and healthy snack/water breaks will be scheduled for students as needed to maintain energy levels.

##### b. Physical activity

- All students will participate in the SVDP physical education program. Upon presentation of a doctor's note, students will be permitted to sit- out of PE for the length required by a physician due to varying health, injury, or sickness reasons. Physical education programs will implement the objectives of the 2012 Diocesan Graded Course of Study for Physical Education. All classes will have access to recess according to the school's schedule. Recess periods are for 20 minutes in the morning for elementary grades with an additional recess following the lunch period for 20-30 minutes. 5<sup>th</sup>-8<sup>th</sup> grade students are permitted to have recess daily before or after their



lunch period until 12:05p.m. Discipline may be administered in ways other than depriving a student of recess or physical education class. (Students could be required to walk, run laps or do appropriate physical activities in lieu of free play time.) Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

c. Other school-based activities

The school further encourages teachers and parents to provide healthy snacks and to minimize sugary treats for classroom celebrations.

(Moderation is the key in any healthy diet.)

SVDP School will provide parent education on nutrition and the benefits of physical activity through newsletters and parent meetings during the course of the school year.

Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning and appropriate for classrooms. (Teachers are encouraged to have students use the chalk/white boards regularly, use Brain Gym activities or other body/brain movements.)

**2. Nutrition guidelines for all foods available on school campus during the school day**

The SVDP School lunch program will follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services. The Food-Based Menu Patterns for lunch in elementary grades must include daily:

8 oz. of fluid milk (low-fat plain must be offered)

½ -¾ cup of vegetables

½ cup of fruit

2 oz. of meat or meat alternate

1 serving of grain/bread (8 per week for Traditional)

SVDP School will evaluate food products sold on their premises, and set nutritional guidelines for all food and beverages available on campus.

Water fountains are available along with a water bottle refill station.

**3. Guidelines for reimbursable school meals**

Schools will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch, breakfast or special milk programs.

**4. Plan for measuring implementation of the local wellness policy**



SVDP Physical Education Program participates in the Blue and Gold Physical Fitness Challenge (using the former Presidential Physical Fitness challenge standards). These results are monitored and recorded. Some physical education classes have students regularly monitor heart rate as part of their physical fitness programs. This information could be part of the evaluation. Number of students participating in extracurricular activities and the amount of time spent on those weekly could be included in evaluating the policy.

The wellness policy will be reviewed annually to revise, update, or amend the policy as needed. The “bottom line” is the overall health and well-being of the student.





## **REQUIRED FORMS**

**The following form copies are for your reference ONLY. THE MOST UP TO DATE FORMS WILL BE AVAILABLE ELECTRONICALLY ON FACTS.**

Most Required Forms must be completed online. To access these forms, parents must log in to their FACTS account. The forms are under the School Forms tab on the left column. Do not print the forms; instead, simply complete and submit them online. The following online forms must be completed within one week after school starts in August:

- **Emergency & Inclement Weather Announcement Contact**
- **Cell Phone Policy & Volunteer Driver Information**
- **Acknowledgement**
- **Medicine Permission**
- **Parents' Consent for Release of Personally Identifiable Information**
- **Participation in Religion Class**
- **Volunteer Code of Conduct**
- **Emergency Card**
- **Authorization to Disclose Medical Information (for new students only)**



**Contact Information for Emergency and Inclement Weather Announcements**

Voice message, text, and email will be sent at or around the same time for time-sensitive information.

Mother's First and Last \_\_\_\_\_  
Names:

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Father's First and Last \_\_\_\_\_  
Names:

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Students' Names

1. \_\_\_\_\_

Grade: \_\_\_\_\_

2.: \_\_\_\_\_

Grade: \_\_\_\_\_

3.: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_

5.: \_\_\_\_\_

Grade: \_\_\_\_\_



**CELL PHONE POLICY & VOLUNTEER DRIVER INFORMATION**

Accident statistics show that the use of cell phones while driving distracts a driver's attention from traffic conditions. To promote driver safety and to help reduce the possibility of vehicle accidents in connection with cell phone use, the Catholic Diocese of Columbus has adopted the following cell phone policy applicable to all employees and volunteers:

- Cellular phone calls, both incoming and outgoing, are not permitted at any time while driving a vehicle for diocesan business.
- Diocesan business includes travel between the employee's work site and external meeting locations and between external meeting locations and the employee's work site.
- Accidents occurring while a driver is using a cellular phone may be considered preventable, and subject to disciplinary action.
- A cellular phone's voicemail feature should be activated to store incoming calls while driving.
- This policy applies to both hand-help and hands-free phones.
- All non-emergency calls should be made once the vehicle is safely parked.

Please initial each item below to verify information:

I have read and \_\_\_\_\_ understand the cell phone policy as outlined above.:

I have a valid Ohio, \_\_\_\_\_ Kentucky, or West Virginia driver's license.:

I have a valid Ohio, \_\_\_\_\_ Kentucky, or West Virginia registration for the vehicle.:

My vehicle is insured for \_\_\_\_\_ at least \$100,000 per person/ \$300,000 per occurrence.:

Auto Insurance Company: \_\_\_\_\_

I certify that the information given above is true. I understand that I am required to have the above insurance coverage in effect on any vehicle used to transport students. I realize that it is my responsibility to notify the school if there is a change in any of the above information.

- I will be responsible to see that each student being transported in my vehicle is wearing a seatbelt.
- I will follow the preferred route(s) to be traveled, if any.
- I will be responsible for seeing that I have been given the emergency medical form corresponding to each student assigned to my vehicle.

First and Last Name:

Signature:

\_\_\_\_\_  
\_\_\_\_\_



**PARTICIPATION IN RELIGION CLASS**

Diocese of Columbus Policy #6400

Student(s) and parents or legal guardians must sign below. Parental or legal guardian signatures indicate you are granting permission for your child, regardless of religious faith, to participate in religion class and activities at St. Vincent de Paul School.

Students:

I have read the Diocesan Department of Education Participation in Religion Class and Activities Policy #5110.5 and I agree to follow the rules contained in this policy.

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parents/Guardian Signature Section:

As the parent or legal guardian of the student(s) signing above, I have read the Diocesan Department of Education Participation in Religion Class and Activities Policy #5110.5 and grant permission for my child to participate in Religion Class and activities associated with the Religion Class.

Parent Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

This form must be signed in order to attend St. Vincent de Paul School.

**St. Vincent de Paul Acknowledgement Form**

Parents: Please initial each acknowledgment, then sign at the bottom of the form.

Students: Please initial each acknowledgement

My child(ren) agrees to take full responsibility for all textbooks assigned to him or her. On the first day of school, teachers ask students to verify that the books given to them are in good condition. After the student verifies the condition of the books, the student and parent are responsible for ensuring that the books come back to school at the end of the school year in the same condition as when issued on the first day of school. If a book is damaged or lost, parent and student will be notified of the replacement cost of the book(s). Payment must be made for report cards to be released.

Text Book \_\_\_\_\_ \*

Acknowledgement: \_\_\_\_\_

Student Initial: \_\_\_\_\_ \*

My child(ren) agrees to take full responsibility for all iPads assigned to him or her. The student will be held liable for any misuse or damage to the Pad during the school day. Parents and students will be notified of the replacement cost of the Pad. Payment must be made for report cards to be released.

iPad Acknowledgement: \_\_\_\_\_

Student Initial: \_\_\_\_\_

The school handbook can be found on the school website (saintvdpschool.org). If you cannot access this site, please contact the school office.

We acknowledge that we have read the St. Vincent de Paul Parent/Student Handbook.

Handbook \_\_\_\_\_

Acknowledgement: \_\_\_\_\_

Student Initial: \_\_\_\_\_

Parent: I have read the policy (6142.1, found in the school handbook) and grant permission for my child(ren) to have access to all Diocesan Department of Education technology resources available for student use. I understand that my child will be held liable for violations of this agreement. I understand that the Diocesan computer systems are intended for educational purposes. I also understand that it is difficult for the school to restrict access to all controversial materials, and I will not hold the Diocese responsible for materials acquired on the network.

Student: I have read the policy, and I agree to follow the rules contained in this policy. I also understand the consequences if I choose to violate any of the rules.

Technology Acceptable Use \_\_\_\_\_ Policy:

Student Initial: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/ Legal Guardian: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**MEDICINE FORM**

Dear Parents,

We are requesting that you send in a bottle of pain reliever marked with your family name on the bottle. You may send any of the pain relievers listed below in liquid, chewable or adult strength, whatever you give your child at home. You also have the option of allowing your child to take Benadryl in case of an allergic reaction or rash, etc.

Please complete this permission form, and then bring the container of pain reliever on the first day of school. Your child will not be given pain relievers unless this form is completed and you have sent in your preferred medicine. You may call or email the school office to check to see if you have any leftover medicine from the previous year. A separate form must be filled out for each child.

Thank you for your cooperation and support in this matter.

Sincerely,

Mrs. Cecelia Pitt, Principal

Student Name \*

Initial next to your approved medicines, and indicate a dosage amount

Please Select One \*

YES, I give permission for my child to take the medicines checked below.

NO, I do not give permission for my child to take medicine at school.

Tylenol/ Acetaminophen \*Yes No

Children's Strength Dosage Amount

Junior Strength Dosage Amount

Adult Strength Dosage Amount

Motrin/ Ibuprofen \*Yes No

Children's Strength Dosage Amount

Junior Strength Dosage Amount

Adult Strength Dosage Amount

Benadryl \*Yes No

Children's Strength Dosage Amount

Junior Strength Dosage Amount

Adult Strength Dosage Amount

Parent Signature \*

Date

\_\_\_\_\_

(MMDD/YYYY) \*

No, I do not give permission

for my child to receive medicine at school.

**ST. VINCENT DE PAUL SCHOOL VOLUNTEER CODE OF CONDUCT**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to the children and youth of St. Vincent de Paul School and Parish.

**As a Volunteer I will:**

- Safeguard children and youth entrusted to my care at all times
- Work with the pastor, principal, teacher and / or other supervisor associated with the student activity
- Represent the teachings of the Catholic Church in both word and action.
- Treat everyone including the students with respect, loyalty, patience, integrity, courtesy, dignity, and action.
- Avoid situations where I am alone with children and / or youth at church or school activities. • Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refrain from giving expensive gifts to children and/or youth without prior approval from the parents or guardian, pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Obey all traffic laws when driving children and youth as well as following the Diocese of Columbus Cell Phone Policy while driving. Calls or texts both incoming and outgoing are not permitted both on hand held or hands-free devices.

Drivers must carry the required insurance coverage \$100,000 per person/ \$300,000 per occurrence. Drivers must have a valid Ohio, Kentucky or West Virginia driver's license and vehicle registration. Make sure my vehicle is in good working condition and in compliance with inspections. Seatbelts, car seats and booster seats are used according to Ohio law. • Communicate to the appropriate faculty/ staff with any concerns that may arise so that they may be addressed.

I will check that the doors are secure and lights are off if I am the last supervising adult in the building.

**As a Volunteer I will not:**

- Pose any health risk to children and/or youth (i.e. no fevers or contagious situations) • Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or otherwise inappropriate manner.
- Humiliate, ridicule, threaten, or degrade another adult in the presence of children or youth. • Use, possess or be under the influence of alcohol at any time while volunteering with children.
- Use, possess or be under the influence of illegal drugs at any time.
- Post any information or comments that will reflect negatively upon St. Vincent de Paul School, students or faculty.
- Leave a student/ athlete unattended. I will make sure all the students under my supervision have been picked up or are being chaperoned.
- Use any discipline that frightens or humiliates children and/or youth. • Use profanity in the presence of children/youth.

I have read and understand the above Code of Conduct and committed to uphold their code in all aspects of my contact with faculty/staff, parents, and students of St. Vincent de Paul School.

**BOTH PARENTS, IF APPLICABLE, MUST SIGN**

Parent/Guardian Signature: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_



**Parents' Consent for Release of Personally Identifiable Information 2023-2024**

Parents, please sign below and check the box next to each child for whom you give St. Vincent de Paul, Mount Vernon, Ohio consent to release the following personally identifiable information. Picture, name and/or description of the activity the student is participating in. This is a general release of information to the local newspaper regarding out curricular and extracurricular activities. The information released may be transferred to a third or subsequent party.

Student Name: \_\_\_\_\_ \*

Grade: \_\_\_\_\_ \*

Check to Give Consent: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Check to Give Consent: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Check to Give Consent: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Check to Give Consent: \_\_\_\_\_

No, I do not give consent

If you do not give consent \_\_\_\_\_ for release,  
please initial here.: Parent Signature: [required]  
[required]

Parent \_\_\_\_\_ Signature: \*

**AUTHORIZATION TO DISCLOSE IMMUNIZATION INFORMATION**

Name of Child: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ (MM-DD-YYYY)  
Parent/Guardian Name: \_\_\_\_\_

Name of Provider(s)/School: \_\_\_\_\_ \*

As the parent or guardian of the above named child, I hereby authorize the named Provider to disclose the specific and individually identifiable immunization records of the above named child to the school, for the specific purpose of presenting written evidence, satisfactory to the person in charge of admission, that the above named child has been immunized by a method of immunization approved by the department of health as required by section 3313.671 of the Ohio Revised Code.

This authorization will expire upon the presentation of written evidence sufficient to comply with section 3313.671 of the Ohio Revised Code or for the period of time needed to fulfill its purpose. I also understand that I may revoke this authorization, in writing, at any time and that I may be asked to sign the Revocation Section at the bottom of this form. I further understand that any action taken by the above named Provider(s) or School in accordance with this authorization prior to it being revoked is legal and binding.

I understand that my information may not be protected from re-disclosure by the requester of the information unless otherwise provided for by state or federal law. Please note: medical records provided to schools that receive federal funding are protected by the Family Educational Rights and Privacy Act (FERPA).

I also understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment, payment for services, or my eligibility for benefits: however, if a service is requested by a non-treatment provider (e.g. insurance company) for the sole purpose of creating health information (e.g. physical exam), service may be denied if authorization is not given.

I also understand that my refusal to sign this authorization may prevent the school from verifying that the above named child has been immunized. I further understand that if the school cannot verify and cannot provide satisfactory written evidence that the above named child has been immunized, the child may be excluded from school pursuant to section 3313.671 of the Ohio Revised Code.

I further understand that I may request a copy of this authorization.

Signature of Personal [required] [required] [required] Representative: \_\_\_\_\_  
Relationship/Authority: \_\_\_\_\_

Revocation Section [[Edit this Section](#)]

Note: This Authorization \_\_\_\_\_ (MM-DD-YYYY) was  
revoked on the following date:

Signature of Staff: \_\_\_\_\_

**Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.**

**I have read and agree to abide by the policies contained in the Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.**

Signed: \_\_\_\_\_

We, the parent(s) and student who are signing this student handbook for St Vincent de Paul School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function. By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

Signed: \_\_\_\_\_