



St. Vincent De Paul Parish School

PARENT AND STUDENT HANDBOOK

August 2018

MOTTO

Keeping Christ in our mind, body, and heart

MISSION

The mission of St. Vincent de Paul Parish School is to develop young Catholic men and women with creative minds, a sense of understanding for one another, and the ability to change the world with Christ in our mind, body, and heart.

VISION

The vision of St. Vincent de Paul Parish School aims to develop independent, collaborative, and generous young students who help to create a better world through global respect and understanding, with real- world application and problem-solving strategies with Christ in our mind, body, and heart.

CORE VALUES

Charity

Faith

Collaboration

Problem-Solving

Respect

Creative



ALMAMATER

*There's a school on a hill of which proudly we feel, For she stands there resisting all foes;
And tho'you may inquire, Not a man you could hire To betray her, as everyone knows.
She's the best loved of all, Be it springtime or fall, And we've all promised faithful and true
To uphold her fair name, To spread word of her fame, Loyal sons and daughters all. Chorus*

Atop a hill in Akron

*Proudly waves the green and white, St. V's banner shouts her glory; You can see it from the height.
Ideals of highestmettle,*

*Spirit grand and sound and true, And we praise our Alma Mater Sure she's finest of all
schools.*

PHILOSOPHY OF CATHOLIC EDUCATION DIOCESE OF CLEVELAND

Sources

WE BELIEVE that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.

Catholic Education

WE BELIEVE that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in the academic, cultural, social, and civic concerns of daily life.

Catholic Schools

WE BELIEVE the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their sisters and brothers, young people in Catholic day schools form their personal response in truth, peace, justice, and love.

PHILOSOPHY OF SAINT VINCENT DE PAUL PARISH SCHOOL

Adopted: September, 1975

We, the members of Saint Vincent de Paul Parish School hold the following beliefs about our school and its purpose:

We believe the message of the Gospel to be of primary importance in arriving at truth in all the content areas and in providing a guide for a Christian way of life. We believe the message should contain a clear, up-to-date, and comprehensive presentation of Catholic doctrine.

We believe that the school has a four-fold purpose:

1. To create a Christian atmosphere in which the child internalizes his true purpose in life and comes to an understanding of the traditions of the faith in the cognitive and affective domains;
2. To stimulate and challenge each student to achieve an academic growth commensurate with his/her God-given abilities;

3. To develop in the student an appreciation for and response to the beauties in art and nature;
4. To provide the means for his/her physical, psychological, emotional, social, and spiritual well-being in as far as the school is able.

Finally, we believe that a strong Christian community is needed in order to develop in the students "a commitment to community and to social skills and virtues needed to achieve it. "This fellowship among faculty, students, and parents further helps students grow in their "commitment to the service of God, one another, the Church, and the global community."

* Quotations are taken from the Bishop's Pastoral entitled To Teach as Jesus Did.

OBJECTIVES

1. To cooperate with parents in developing Christian children of exemplary values, character, and learning.
2. To cooperate with administration in developing a school program and school community. This will foster both spiritual and academic growth in children.
3. To foster in students a positive attitude toward school and intellectual pursuit.
4. To provide a program of physical education and health designed to promote good physical development throughout life.
5. To assist the child to find and to fashion his/her own personal individuality.
6. To lead the child to appreciate the social and cultural values in nature, music, art, and literature.
7. To instruct the child in his/her rights and responsibilities as a Christian to the Church, our country, and our world, especially in a rapidly changing society.
8. To assist the child in integrating a spiritual life with a secular one.
9. To maximally develop all children in those academic areas and skills which will enhance their lives on earth and ultimately prepare them for eternity.

GENERAL ADMITTANCE POLICY

SAINT VINCENT DE PAUL PARISH SCHOOL has as its

primary purpose the development of the spiritual life of its children. We believe the message of the Gospel to be of primary importance in arriving at truth in all the content areas and in providing a guide for a Christian way of life. For this reason, it is hoped that all children of Saint Vincent Parish would have the opportunity, and use it, of being a part of our school community. Children in the parish have the first right to this school. **SAINT VINCENT DE PAUL PARISH SCHOOL** spends annually about

\$8,000.00 per student to maintain its educational program. Parish funds are used to supplement the difference between the stipulated tuition and the actual cost.

The parish is willing to continue supporting a limited number of non- parishioners.

Acceptance will be based on ability to meet admission

requirements and on enrollment in classrooms. If a student was unable to attend **SAINT VINCENT DE PAUL PARISH SCHOOL** beginning with kindergarten and now wishes to attend, said student will be accepted on the first day of a

school year only if there is room and the student have a school record of good citizenship and attendance. Upon registration, each student will provide a transcript of all grades and the most current report card. A battery of tests may be required before admission is granted and placement made. Students for kindergarten must be five years old on or before September 30. If parents request, a younger child may be given a battery of tests to determine the feasibility for early entrance. After reviewing transcripts and testing and screening scores, it may be determined that an appropriate program for the student is not available at **SAINT VINCENT DE PAUL PARISH SCHOOL**. The school will, at this juncture, attempt to suggest an appropriate alternative school or program. Students are accepted without discrimination on the basis of race, color, national or ethnic origin. Admission and readmission is on an annual basis.

PARENT RESPONSIBILITIES

Parents are recognized as the primary educators of their children; however, when a child is a member of a school community, it is imperative that the parents be cooperative with and supportive of school personnel and policies. Nothing makes education and discipline less possible than discussions at home that undermine school authority.

The following are expected of St. Vincent de Paul Parish School Parents:

1. Comply with all that is printed in the handbook.
2. Show an interest in their child's spiritual growth and academic progress and give supervision and parental guidance and discipline as needed.
3. Have knowledge of their child's attitudes toward his/ her religion and school work.
4. Spend some time in discussing with their child his/her interests, attitudes, and problems in his/her daily school life.
5. Cooperate with the teacher and principal when problems arise.
6. Show interest in school activities and programs and when possible, take an active part in them.
7. Have knowledge of the materials outlined in the Parent Handbook including the Student Code of Discipline.
8. Support the directives as given and expect the student to cooperate and behave respectfully to school personnel.
10. Request appointments with the classroom teacher either through a note or a phone call through the school office.
11. Attend parent-teacher conferences when scheduled.

12. See that their child brings his/her books and materials to school and check the homework frequently.
13. Homework, however, should not be completed by parents.
14. Help their child develop a sense of responsibility.
15. Pay tuition and fees on time.
16. Actively support the St. Vincent de Paul Community Council.
17. Become familiar with the policies and regulations of the school.
18. Be willing to assist and support the school by volunteering time to the various activities sponsored by the school throughout the year.
19. Maintain usual hygienic practices with children including clean clothes, regular dental, optical and physical examinations.
20. Avoid making unreasonable requests of the school or teachers.
21. Minimize calls to school to give children messages.
22. Have car riders arrive at school about 7:45 A.M., but in time for the child to be in his/her classroom seat by 7:55 A.M.
23. Pick up car riders at 3:00 P.M.

STUDENT REQUIREMENTS

ACADEMIC

School should be a center for learning. It should be a place where a child can grow toward maturity. School, along with home, should help children develop life values. Therefore, the student is expected to

1. Make good use of his/her time in school.
2. Be open to opportunities to learn.
 - a. The Learning Resource Center (LRC) is an excellent resource room.
 - b. All contests are opportunities for developing creativity and always stimulate growth.
 - c. Extra assignments provide extra growth.
3. Respect the rights of others to learn.
 - a. Group instruction requires give-and-take, listening and talking.
 - b. Individual growth depends on use made of opportunities provided in the individualized programs.

- c. Be cooperative and attentive to teachers at all times.
4. Complete assigned work on the date designated.
5. Be receptive to correction and use it as an opportunity to grow.
6. View school as a place to learn.
7. Strive to become the best Christian person he/she can become.
8. Be sure that work is neat and handwriting legible. Information should be accurate, and the quality of work should be appropriate to the grade level.
9. Homework is a reinforcement of the day's work. It should be done as directed by the teacher. If a student is absent for one day, the teacher will assign the homework upon the student's return to school. He/she will have at least as many days to make up the work as the student was absent. Requests for homework assignments after the second day may be made with the office before the 9 A.M. absence phone call. Assignments requested after 9 A.M. will not be ready for pick up until the following day.
10. Special reports and projects are given throughout the year and are an important part of the academic program. In the upper grades, extra credit reports and projects are always available to those who wish to expand on topics of special interest.
11. A truly educated individual is well-read. Each student should always have a (library) book available for reading should assignments be completed.
12. The study of music deals not only with choral participation but with history, theory, and appreciation. Each student is expected to participate in this program as in any other academic subject. Choir will be an out-growth of the vocal music program.
13. The study of art, including the completion of an assignment, carries the same obligation as any other class.
14. Physical education requires proper attire to allow full participation. Regulations are made in order to maintain a high level of safety, and all are expected to comply.

BEHAVIOR

How a person behaves most nearly indicates how he thinks. Discipline is truly a virtue. A child must be led to and assisted in becoming a responsible person. Such a person is one who can select the values he wishes to live by and who can have

the self- determination to live out these values. To do this, students must learn self- control. They must live in the midst of the world without being consumed by it.

Arrival at School

- a. Students may enter the building at 7:30 a.m. with morning supervision in the Corrigan Hall.
- b. School begins at 7:55 a.m. Students are to be in homeroom at 7:55 a.m. if they are not they will be marked tardy.

1. Classroom Activities

School is a serious business and should be viewed as such by both teachers and students. At St. Vincent de Paul Parish School, school begins with prayer and with an appropriate patriotic activity.

Creative thinking and serious study cannot take place unless there is order and quiet, students are expected to:

- a. Use all class time well. Class time is precious and should not be wasted.
- b. Manifest self-control when moving around the building.
An atmosphere of quiet is of utmost importance both during and between classes.
- c. Know that gum and toys do not belong in school.
- d. For further information, see **Student Code of Discipline**

(Appendix to Handbook).

2. Cafeteria Lunchroom and Noontime

Sharing a meal with others is one of the most beautiful of human activities.

When the Lord wanted to give us the gift of Himself, He did it at a shared meal. Lunchtime can have all the aspects of a shared meal. It should never be a time of turmoil. The students, therefore, should

- a. Use proper manners in eating and in speaking while enjoying their lunches. Children are encouraged to eat all of their lunches.
- b. Use the time for lunch as a time to be refreshed in body and spirit without infringing on the right of others to do their work.
- c. Use recess time to talk to friends, to get fresh air, and to get some exercise.

SOCIAL

We live in a complex world, constantly surrounded by other people. Interaction in a productive way is a lifelong struggle. Our world will only become a better place to live if each of us sees and assumes a personal responsibility to make it better. The student is expected to

1. Respect and obey those in authority who are working to assist each in the progress of growth to maturity:

Priest; Principal; Teachers; Secretary; Auxiliary Services Personnel; Nurse and Health Aide; LRC Aides; Cafeteria Workers; Maintenance Workers; Volunteers; Classroom Aides

Practice every day common courtesy. Respect the property of others.

Respect and obey those regulations that are made for the good of all. Respect each other's right to speak as well as to listen.

Reflect Christian attitudes and values taught and lived at St. Vincent de Paul Parish School.

Respect the other students as persons with individual worth and dignity. Strive to understand and appreciate the uniqueness of each other.

ATTENDANCE

Lawful Absence

According to the State Board of Education (ED b 215-

14,2), a child may lawfully be absent from school for the following reasons:

- a. Personal illness
- b. Critical illness in the family (Substantiated by doctor's statement)
- c. Death of a parent, guardian, grandparent or very close relative.
- d. Quarantine at home
- e. Observance of religious holidays
- f. Discretion of the principal.

Absence Procedures

- a. The teacher shall keep a careful, daily check of all students' absences.
- b. Parents are requested to phone the office when their child will be absent or tardy. These calls should be made before 9:00 A.M.
- c. If the child has been excused by a phone call for illness, it is not necessary

to call each day if illness extends over several days. However, it is important to write an excuse for the child on re- entry to school.

- c. The principal will contact the attendance department of local public schools concerning certain dubious cases of truancy or illegal detention.

Tardiness

- a. Each teacher shall keep an exact account of tardiness in the attendance register. Tardiness most often causes not only a disruption in the late student's daily educational routine but also a disruption in the planned classroom program.
- b. A child is tardy if he is not present **in homeroom** at 7:55 A.M.
- c. A child who is tardy should report directly to the office. Parents are required to bring their child into school after 7:55 A.M.
- d. Parents will be required to give an accountability for repeated tardiness. More than three times tardy is considered excessive. (See p.36 for consequences.)

Early Dismissal

1. When medical or dental appointments are necessary, the child is to present an appointment notice or note from parents before the time of the actual appointment.
2. It is suggested that parents make such appointments close to school dismissal times.
3. Parents are to come to the school office to pick up children.
4. In case of illness or accident, the child will be sent home.
5. The school will notify the parent who will make arrangements to have the child picked up.
6. The school must have on file EMERGENCY INFORMATION FORMS on which parents have indicated names of persons to contact should it be impossible for the school to reach the parents. This form is to be completed for each child each new school year.
7. No child may leave school grounds during the school day without the permission of his/her parents and the approval of the principal.
8. A child may be released from school only to his/her parents or to other authorized persons.
9. In case of family difficulties, (law suit, divorce, etc.)
the child may be released only to the parent who is the legal guardian.

10. The principal will determine the validity of the claim made by any other person requesting the release of a child. Pupils are not to be excused from school to go with a stranger or to be excused by an unidentified telephone message.
11. Pupils are not to be released from school to be interviewed by police or detectives unless the parents agree to it. No pupil will be interviewed by the police at school without the principal or some faculty member being present (and only after notification of parents).

Arrivals

Metro Buses will unload students at the curb on Maple Street.

All car riders will be unloaded from cars in the back-parking lot of the school off Walnut Street and leave by way of Maple Street, beginning at 7:30 a.m. The Walnut Street gate will close at 7:55 a.m. for arrival, and at 3:15 p.m. for dismissal. Students will need to be brought in/picked up at the front Maple Street doors after these times.

No students in private vehicles should unload on Maple Street in front of the school. Students coming from or going to cars in the lot across Maple Street will use the crosswalk at Market or Crosby Streets, or parents will accompany these students across Maple Street. Walkers will cross only at Crosby or Market Street unless accompanied by an adult. While waiting to enter the school building, students will demonstrate responsible behavior, respect one another, avoid physical contact, and not play near the curb or in the parking lot.

Departure

Bus riders will be dismissed at 3:00 P.M. Designated school personnel will be sure that students are seated on buses before departure. Students are expected to stay seated until reaching their stops. Walkers and car riders will also be dismissed at 3:00 P.M. All cars will park in the drive between the playground and school, entering from Walnut Street and exiting onto Maple Street as directed. We use two lanes of traffic for departures. No cars or other private vehicles may board students on Maple Street or Market Street.

School Entrance Doors During School Hours

As a safety precaution, doors to the school are kept locked at all times. To enter the building, visitors should ring the buzzer located to the left of the front door on Maple Street. All visitors must report directly to the office and if staying in the school, retain a name badge.

Early Pick Up of Student

Parents should send a note if they plan to pick up a child before regular dismissal time. The child will be sent to the office.

Errands

1. No child may leave the school grounds to go on errands for the staff members for personal reasons.
2. The principal and faculty members have a duty of care and, thus, are legally responsible for the child's safety from the time he/she arrives at school until he/she leaves school premises with parameters of time being from 7:30 A.M. until 3:00 P.M.
3. School personnel will not be responsible for students or property after school dismissal,

including those involved in C.Y.O. or other activities.

Vacations/School-Work Policy

St. Vincent de Paul Parish School kindly requests that vacations not be taken during the school year, as the actual instruction delivered by the teacher is irreplaceable. We do understand, however, that, at times, vacations and school do conflict with one another. Below is the policy for K-8 when a vacation is taken during the school year.

An advanced note listing the absence dates must be received prior to the vacation. If the teacher believes advanced assignments as meaningful, they may be assigned.

However, advanced assignments may be unavailable prior to the vacation and the student must obtain materials on the first day of his/her return. Any advanced assignments are due back the day of the return. Assignments given on the day of the student's return are due the morning of the third day of his/her return. Any assignments received after the third day will not be given credit. Long-term assignments given before and due during student's absence must be handed in before he/she leaves. All missed lab work will result in a zero. All planned tests will be given after school the day the student returns by Aftercare staff (no charge). Students may call parents for pick up as soon as test/s have been completed.

Withdrawal and Change of Address

When a change of address or telephone number occurs, the parent should notify the school office and the records will be updated.

When it is necessary to withdraw a student, the following procedure should be used:

1. Call the office and arrange an appointment.
2. Settle all outstanding accounts.
3. Complete transfer form at school and sign release of records forms.
4. Request the receiving school to send for records.
5. If the school initiates the withdrawal, it will be responsible for Step 1.

ST. VINCENT DE PAUL PARISH SCHOOL DRESS CODE 2018-2019

Good grooming is important as it promotes healthy habits and enhances one's appearance. Good grooming begins with good hygiene. Parents should check their children to be sure that they have washed thoroughly, have clean clothes, and meet the dress code. All children are expected to adhere to the school's dress code. The dress code is in effect from the first day of each school year. *Catholic schools should be an example of simplicity and a united community.* School uniforms help us recognize and reinforce these important principles. The principal has the authority to make the final decision on all matters related to the student dress code.

MASS DAY UNIFORM

As Catholics, we believe that the Mass is the source and foundation of our lives, and that Jesus Christ is present in His Humanity and Divinity in the Eucharist. An outward sign of that belief is our reverent disposition and behavior when we go to Mass. There will be a specific dress code for ALL Mass days.

Most Mass days are on Friday, but several times throughout the year, Mass falls on a different day. Please pay attention to the school calendar. Students will be required to wear the following dress uniform on Mass days.

*All learners will wear the mass day uniform on scheduled mass days for the school year. During winter months, students may layer shirt with sweaters and vests ONLY; sweatshirts are not permitted.

All learners will wear a button up oxford shirt with a button-down collar.

Boys will wear uniform pants, belt, oxford shirt and plaid tie. Girls will wear uniform bottoms, oxford shirt and plaid cross-tie.

*Girls in Kindergarten through 8th grade may wear their plaid jumpers, skirts, shorts or pants. Socks covering the ankles or tights must accompany the jumpers, skirts, or shorts. Girls are also permitted to wear uniform pants with the oxford shirt on Mass days.

GIRLS ATTIRE

Girls in Kindergarten through 5th grade may wear the knee-length jumper or knee-length skorts in the SVDP Plaid, shorts, or pants with a white blouse, white polo shirt, or white turtle neck and knee-high socks only. Socks covering the ankles or tights must accompany the jumpers, skirts, or shorts.

*Girls in 6th grade through 8th grade may wear the SVDP knee-length plaid skirt or knee-length skort, knee-length shorts or pants with a white blouse or white polo shirt. All girls' tops should be loose fitting. Socks covering the ankles or tights must accompany the jumpers, skirts, or shorts.

Girls in all grades may wear navy blue uniform dress pants or shorts. (Denims, jeans like, corduroys, pants with studs or rivets, or cargo like pants are not permitted.) Plain white polo shirts, blouses, or turtle necks are to be worn with pants or shorts.

Shirts must be tucked in at all times. Socks covering the ankles must accompany school appropriate shorts.

*Belts in a solid color of black, brown, or blue are to be worn with pants.

*School approved sweat shirts may be worn.

BOYS ATTIRE

Boys in all grades may wear navy blue uniform dress pants or shorts. (Denims, jean like, corduroys, or cargo like pants are not allowed.) Plain white polo shirts with a collar are to be worn with pants or shorts. Shirts must be tucked in at all times.

School approved sweat shirts may be worn.

*Belts in a solid color of black, brown, or blue are to be worn with pants.

SOCKS

Students in grade kindergarten through 8th grade must wear white or navy-blue socks that are above the ankle.

*Girls in these grades may also wear white or navy-blue tights. If girls wear their jumpers, skirts, or skorts, or shorts socks covering the ankles must be worn.

*Students in 7th or 8th grade must wear socks in white or navy color.

SHOES

PLEASE NOTE: If in doubt, please bring the shoes to school before they are worn.

*Dress shoes are highly encouraged. Students may wear dress shoes in solid colors of brown or black. Dress shoes in oxford style, penny-loafer, saddle-shoe (black/white), or Mary-Jane style with non-marking soles are permitted. ALL style of dress shoes must be black or brown color.

*Athletic shoes in **solid colors** of white or black are permitted. (NO markings or accent colors on athletic shoes are acceptable.) The entire shoe must be a solid color shoe. This includes the sole of the shoe and the shoelaces. All parts of the shoe must be solid white or solid black.

HAIR

All students are to have haircuts which will keep their hair out of their eyes. Ladies hair should be out of their eyes and pulled back away from their face.

*All students' hair is to be neatly combed.

*Boys' hair must be off the collar, no significant change in length or hard parts.

*Hair must not be dyed or bleached.

*Distracting styles or fads are not acceptable.

*Girls' hair bows and head bands should be simple.

COSMETICS and JEWELRY

*Make-up is not permitted in any grade

Girls in Pre-K through 8th grade may only wear clear nail polish. Artificial nails are not permitted.

*Jewelry for both boys and girls should be kept simple. Girls' earrings should not dangle below the earlobe. Boys are not permitted to wear earrings.

GYM UNIFORM

Tennis shoes are required for gym class. Learners can keep their gym shoes in their lockers for the scheduled gym days.

Girls in kindergarten through 8th grade should bring or wear shorts under their uniform jumpers on gym class.

SCHOOL FINANCES

School expenditures can be divided into three large categories: building operating and maintenance costs, staff salaries, and educational program costs. We rely on the following sources of income for these basic costs: the Sunday collection, the various tuitions, per pupil educational fee, and the support of parish and school fundraisers.

School Educational Fee: This fee is used for field trips, class parties, weekly readers, consumable materials and supplies needed by the student and for programs which cannot be met by any other monies, such as the religion and art programs.

This fee is \$150.00 per student for all grades.

Tuition Status - Parishioners: A Saint Vincent de Paul Parish parishioner is recognized as **one who has active membership in the parish.** The parish community joins with the parents in supporting both morally and financially this education which is aimed at preparing future active members of our Faith.

In an effort to encourage support of the Parish and encourage new members of the Church to register, the following guidelines are utilized to define a parishioner:

1. A parent or guardian who is living outside the St. Vincent de Paul Parish boundary and has been a contributing and active member of the Parish. OR
2. A parent or guardian who is living within the St. Vincent de Paul Parish boundaries and is registered in the parish.

A parishioner who is unable to meet the payment requirements should contact either the pastor or the principal to make arrangements. **If, by March 20, bills are outstanding, and no arrangements have been made, we will assume the student does not intend to continue at Saint Vincent de Paul Parish School.**

To maintain fiscal responsibilities, it is necessary that an effort to collect all tuition be made. No report cards or transcripts will be released until payment for services is received.

Tuition Status - Non-Parishioners: Saint Vincent de Paul Parish is willing to continue to support a limited number of students who are non- parishioners. A non-parishioner is one who

1. is a member of another Catholic parish. (Some parishes may be willing to subsidize the Catholic education of students. These arrangements are the responsibility of the individual parents and their pastor.)
2. is not a contributing member of the parish
3. is not a member of a church
4. is a non-Catholic.

Admission of non-parishioners will be based on the availability of openings in enrollment, a parent interview, and the discretion of the principal.

Non-parishioners transferring children from other schools (public or private) must present evidence of having maintained a good record at their previous school. This is taken to mean a Grade C average and a record of good conduct and effort. Evidence includes transcripts, report cards, and admittance tests as requested.

In addition, an educational fee of \$150 for **each child** must be paid before May 20 of the preceding school year or when the student admitted.

Tuition Return/Rebate: In case of change of residence or withdrawal initiated by the school, prepaid tuition will be rebated on a prorated basis.

Procedure for Collection of Monies

Any money sent to school should be in a sealed envelope and labeled with the child's name, grade, room number, amount of money, and the purpose for which the money is intended. Send one envelope for each child and each purpose. The envelope need not be a new one. **All cafeteria, milk, and extended care monies are collected on Monday or the first day of the school week.** If a child is absent on the first day of the week and parents wish to place an order for him/her, please give this information to the secretary when calling to report absence. To avoid the trouble of making and trying to be sure that change gets back to parents, we ask cooperation in sending the exact amount. We do not return change.

Academics

Each student is given the books needed for his school work. Books are very expensive, and each student is required to take good care of these books. If books are lost or damaged, justice demands that the value be paid to the school, preferably by the student himself. Each child is required to have a book bag to carry books to and from school. Some textbooks are purchased with auxiliary funds and are on loan to us from the Akron Board of Education. At the beginning of the year, a list of books on loan to the student will be made, signed by the student and parent and kept on file at school until the end of the year when all books will be returned to the clerk for inventory. Lost books must be found or payment for replacement will have to be made.

Religion Program

A systematic and developmental program of religious instruction is provided for all children at St. Vincent de Paul Parish School. All teachers are expected to participate in the planning of the religious programs offered. All students participate in Holy Mass each week. The preparation of the liturgy is done by the children with the help of the teachers and is designed to be appropriate for the respective grade levels.

The entire school participates in Mass on all Holy Days of Obligation and generally all Fridays. Opportunity for Confession is provided periodically throughout the year. Special effort is made to help students enrich their understanding of the Sacrament of Reconciliation. Significant events are also celebrated throughout the year. The school attends special Lenten Services each year. May Crowning is a beautiful and moving religious experience that the students look forward to each new year.

Supervised Playground

To ensure safety, there can be no rough playing. Once on the playground, children may not return to the building until the bell rings except in the event of an emergency. At all times, children should have respect for themselves, for other children and for playground supervisors. Fighting on the playground is a major infraction of school rules.

No contact sports are permitted during the noon recess. No hard or solid items that can be thrown or swung about are allowed. This includes stones, hard balls (baseballs), snowballs, etc. Students must obey the instructions of the monitor on duty. Students are expected to leave and enter the building in an orderly manner.

Cafeteria

Hot, home-cooked meals are prepared and served each day in our cafeteria. Student lunches are ordered and paid on the first day of the week. No refunds. We employ a small cafeteria staff who are our chief cooks and are responsible for ordering food, planning the menus and preparing the lunches. The cost of the lunches varies according to our government subsidy. Since we receive

government help, we are able to offer free or reduced-price lunches to those who are eligible. Letters of explanation and current criteria of eligibility are sent to all at the beginning of each school year. These forms must be completed each year. There is no automatic carryover from year to year. One of the indispensable needs of our lunch program is the volunteer assistance of our parents. We are grateful for the wonderful help we have had in the past, and we encourage others to consider this area of volunteer help.

Milk A separate milk program is available for students who carry a lunch.

Lunch Charge

A student who forgets lunch or lunch money may charge on that day. Students are not permitted to owe for more than **one** day.

Akron Public School Bus

Bus safety regulations are necessary for the protection of the children.

Therefore, junior high students will sit in the rear of the bus to monitor the behavior of younger children and the primary grade

children will sit in the front of the bus closer to the driver. Children must be ready when the bus arrives.

There will be obedience to the driver at all times, and misconduct will be reported to the principal. If students disobey bus rules, they may forfeit the privilege of riding.

Applications are requested through APS Bus Garage. Bus stops, drivers and other regulations are determined by the Akron Board of Education. Please note: Children not officially approved by the Akron Board of Education may **not** ride this bus.

PARENT INVOLVEMENT

Our parents are one of the greatest assets we have at St. Vincent de Paul Parish School. Without them, our program would not be as rich and beneficial, and we would be missing a very vital part of our school community.

Parent and Teacher Conferences

When parents and teachers work together, they create an atmosphere that is most beneficial to the children and the learning situation. During the school year, there are opportunities for two planned parent-teacher conferences when a student may need additional academic support. Parents may choose a time which is most convenient for them. At any other time, they are encouraged to meet with the teacher as often as they think necessary; however, this should be preceded by a phone call or note. Parents may leave phone messages for teachers at the school, teachers will respond within 24 hours.

Report Card

Reports to parents are made quarterly during the year. Interim reports are sent between report cards. A copy is sent for the parent to sign and return ASAP.

Volunteer's must be VIRTUS trained.

Parental Concerns

If parents have a concern, they should call the teacher. Sometimes, there may be a situation that warrants the involvement of the principal. A phone call, note, or conference can be arranged through the school secretary.

Communications to Parents

Communication will be provided through various means: emails, newsletter, school website, church bulletin and phone.

Parent Organization

The parent organization is one of the most important groups we have at St. Vincent de Paul Parish School. We urge all to become **active** members.

Room Mothers

St. Vincent de Paul Parish School has a group of mothers designated each year as a source of assistance in the daily functions of the school. These mothers are known as room mothers. The room mothers assist in direct communication with parents. This telephone/email task is a time-consuming one, and we ask that there is cooperation with the women when they call. They help mobilize volunteers and also act as a reminder of special events. They often assume volunteer work in the school as a special project.

Field Trips

Field trips are used to enhance the curriculum areas studied during the year. These trips are related to the curriculum for each grade level and are geared to the children's maturity level. A **signed** permission slip from parents is required.

Health Services

All students must have an emergency card filled out by the parent and on file in the office. All children must have proper immunization as required by law.

During the school year, the hearing and eyesight of all children will be tested. A health record is kept on each child. There is a visiting nurse available to the children one day per week. If a child needs to see the nurse, please make a re-quest through the office.

A health aide is on duty when the nurse is not at school. The health aide is responsible for following **written** directives from **physicians** for dispensing prescriptions, written directives from parents for dispensing non-prescription drugs, administering first aid, and assisting the school nurse as required. No medication may be taken by any child in the classroom. If a child needs medication, parents should send directions in writing. The medication must be taken to the school office and administered from there or the health room.

Parents will be called if it is determined that the child is too ill to remain in school. No child will be sent home unless a parent or someone designated by the parent comes for the child.

Volunteers

It is **expected** that every parent will be willing and ready to give time and talent for the benefit of the school. **Each year** parents are requested to review our needs and complete a volunteer slip. Then, each year we will be able to update our information.

School Pictures

Each year the school enters into a contract with a photography company for school pictures. Pictures are optional. We hope no one feels obligated to purchase them. Every year, a yearbook is available.

St Vincent De Paul Parish School Code of Discipline

Rights and Responsibilities

St. Vincent de Paul Parish School is a Catholic school in the finest tradition. The faculty, staff, and student body aspire to adhere to the philosophy stated in the Student and Parent Handbook. This code specifies the school's requirements for student behavior; however, the list is not all inclusive. The school has the right to expect positive behavior from students.

The rules apply to student behavior or conduct at school, on school and church property, on school buses, and during attendance at any school-related or sponsored activity. Conduct which causes or may cause disruption or interference with any school function or may interfere with health, safety, well-being or rights of other students or staff members is prohibited. It must be clearly understood that St. Vincent de Paul Parish School is established and maintained by the Parish Community of St. Vincent de Paul, primarily for children of parishioners. We open our doors and welcome those who are willing to support the school with prompt tuition payments, help with fund-raising activities, volunteer, and cooperate with school policies. Hopefully, we can encourage one another to bring the children entrusted to our care to a fullness of Christian understanding and concern while we are educating and preparing these children for their adult lives.

Students engaging in any prohibited behaviors will be in violation of our School Code. Disciplinary action decided upon by the administration and staff will result and may take any or all of the following forms: counseling, parental conference, noon detention, after-school detention, in-school suspension, out-of-school suspension, recommendation for expulsion, referral to community service agencies, expulsion from school, and/or other appropriate measures.

Disciplinary Warnings

When assigned a Disciplinary Warning, a student needs to inform parents, obtain a signature, and bring back the signed slip the next day. If the student fails to return the signed slip the next day, the student will receive another Disciplinary Warning. An accumulation of 3 Disciplinary Warnings in a semester will result in a detention.

Disciplinary Warnings will be issued for actions that may include, but are not limited to:

1. Disturbing Class
2. Out of Seat
3. Running
4. Failure to Observe Classroom Rules
5. Littering
6. Restless/Inattentive
7. Personal Grooming in Class
8. Gum Chewing/Eating in Class

Detention Policy

When assigned a detention, a student needs to inform parents, obtain a parent signature, and bring the signed slip back the next day. If the student fails to bring the signed slip back the next day, a call home to the parent will be made. If a parent does not sign the slip, the student will still serve a detention during a 4-day lunch detention. Detention will be from 3:15-4:15 PM in a designated place.

Students not picked up on time will be escorted to our After-Care Program (after school program) where parents will need to pay the after-school fee when picking up their child. During a detention, the student is not allowed to communicate with other students. If a student is disruptive during a detention, then that student will be issued another detention.

A detention will be issued for actions that may include, but are not limited to:

- 1.) Disrespectful behavior toward an adult or student. Disrespectful behavior includes, but is not limited to, defiant language and/or actions and disruptive behavior.
- 2.) Three (3) Dress Code Violations
- 3.) Dishonesty/Cheating/Plagiarism
- 4.) Inappropriate language (spoken, written, picture, or gesture) 5.)
Inappropriate physical contact with another person
- 6.) Possession of cell phone or another personal electronic device 7.)
Violation of the Acceptable Use Policy
- 8.) Stealing
- 9.) Vandalism, destruction or defacing school property, school materials, or personal property. Depending on the severity of the offense, another disciplinary action may be taken.

Accumulation of Detentions

If a student receives two detentions in a semester, parent notification will be made. If a student receives three detentions in a semester, that student will receive an in- school suspension**.

End of Semester

At the end of each semester, students' records will be "wiped-clean" of all detentions. The student will have the opportunity to begin a new semester with a clean slate. Suspensions will accumulate throughout the year.

Suspension

The administration has the right to suspend or expel a student from school for a violation of school rules (whether habitual offenses or for a single infraction). Suspension is the exclusion of a student from school or class for a specified time. No school activity, including after school clubs or activities, will be permitted on the day of the suspension.

Grounds for suspension may include but are not limited to:

- 1.) Receiving three detentions
- 2.) Tobacco or alcohol possession, usage, transmission, or sale on school grounds, at school related activities, or on school buses.
- 3.) Possession and/or usage of drugs
- 4.) Possession and/or usage of weapons, firearms, explosives, or incendiary devices. Please see Weapon Policy under Diocese of Cleveland Legal Policies.
- 5.) Bomb threats and false alarms
- 6.) Profanity or obscene language (written, oral, or pictorial) directed to school personnel/students. This includes obscene gestures or signs.
- 7.) Insubordination in refusing to comply with the directions of school personnel or school volunteers.
- 8.) Theft of school property, another student's personal property, or the personal property of school personnel.
- 9.) Vandalism or Destruction of Property (Restitution is required.) 10.)

Fighting

- 11.) Youth gang activity
- 12.) Falsifying by using, in writing, the name of another, or changing records of school data (including report cards)
- 13.) Bullying of another student or adult
- 14.) Harassment/Extortion/Intimidation
- 15.) Misconduct after an in-school suspension 16.) Any incident deemed serious by the principal

In-School Suspension**

When assigned an in-school suspension, the student is present for school all day. The student is responsible for working on and completing all missed work for that day. It is the student's responsibility to give each teacher the work at the beginning of class the day after suspension. Students must consult with individual teachers if a test was missed due to the suspension. The highest grade that can be received for any work completed as a result of the in-school suspension will be a "C". Tests will be made up with the respective teacher and graded accordingly.

Out-of-School Suspension**

When assigned an out-of-school suspension, the student is responsible to obtain the missing class work from the teachers when the student returns back to school after the suspension. The student will have the same number of days as the days designated for the out-of-school suspension to complete and turn in the work to the individual teachers. The highest grade that can be received for any work / tests completed as a result of the out of school suspension will be a "C".

Special Circumstances

An immediate suspension is given if the student's presence poses a clear and present danger, or if the student is inherently disruptive to person, property, or the educational process. An immediate suspension will occur in, but not limited to, the following circumstances: truancy, fighting, bullying, threats, possession of alcohol, tobacco, or drugs, possession of weapons, incendiary devices, and sexual harassment. The student will call parents to come and provide transportation home. A conference with the administration will take place at this time. The student will have an out-of-school suspension the following day. This decision is the right and responsibility of the school administration.

Immediate Suspension**

When sent home from school immediately, the student cannot make up any work missed that day. Upon returning to school, the student must consult with individual teachers about making up tests that were missed because of the suspension. The highest grade that can be received for any tests completed as a result of the immediate suspension will be a "C". The student may not attend any after school activities that day. If the immediate suspension is followed by an out- of-school suspension the following day, then the same guidelines apply for the out- of-school suspension as previously mentioned.

** Any student suspended may not attend any planned school activity or field trip that day, nor can they attend or participate in any after school-sponsored activities for that day.

Accumulation of Suspensions

If a student receives two suspensions in a school year, parent notification will be made. The school administration will meet with the student and his/her parents in order to plan for the best course of action for the student. If a student receives three suspensions during the school year, then the process toward expulsion will be taken. A meeting with the school administration and parent(s) will take place.

Expulsion

Expulsion of a student from school is a serious matter. In some cases, the principal and/or pastor

may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. If expulsion is contemplated, notification will be provided to the student's parents. A conference may be held with the student, parents, pastor, and principal and/or assistant principal.

Grounds for expulsion may include, but are not limited to:

- 1.) Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
- 2.) Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia.
- 3.) Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school-sponsored activity.
- 4.) Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total restitution is required for any repairs or replacement costs.
- 5.) Failure to comply with behavioral contract. 6.)

Bullying of another student or adult

- 7.) Repeated violations of school or classroom rules after disciplinary actions have been attempted.

Anti-Harassment, Intimidation, and Anti-Bullying Policy

St. Vincent de Paul Parish School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Vincent de Paul Parish School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Vincent de Paul Parish School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee

or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Definition

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and,
 - Using Web sites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser responded.

Complaint Procedure

St. Vincent de Paul Parish School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. (See attachments.)

The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form (see attachment). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form (see attachment). Information received during the investigation is kept confidential to the extent possible.

St. Vincent de Paul Parish School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion. Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

Cell Phones and Electronic Devices (iPods, MP3 players, tablets, CD players, etc.)

These devices are prohibited in school. The school will not be held responsible for the safety of such equipment. A teacher has the right to confiscate and ask parents to come to school to pick up the equipment to ensure its safe return home. A detention will be issued.

Extended Care Program

Purpose: The Extended Care Program is a supportive service for the working families of St. Vincent de Paul Parish School students. This program provides a range of activities conducted within a Catholic environment, under the direction of certified teachers. This program compliments the philosophy and values taught by both the family and school. Parents who use this program must pre- register and follow the extended-care guidelines established by the school.

DIOCESE OF CLEVELAND LEGAL POLICIES

AIDS Policy Regarding Students

Our school supports the AIDS policy as adopted by the Diocese of Cleveland. Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K thru 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic activities.
2. The child behaves acceptably; in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

At St. Vincent de Paul Parish School, the pastor and principal will confer with the appropriate persons and consult with the regional superintendent before the pastor and principal make the final decision on each case in the school. Parents have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS related complex), or other illnesses caused by HIV (human deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

Family Custodial Situations Relationships with the School

Two Parent

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices and communication regarding the child and that information is shared by and between the parents. The information includes, but is not limited to, conference appointments, report cards, progress reports, discussion with school personnel, and tuition statements.

Separation

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievements and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors, or demands of a parent. Requests will be acted on only with the appropriate documentation.

Custodial Parent

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship to the school, and the final page bearing the judge's signature are to be submitted to the principal.

Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent.

St. Vincent de Paul Parish School will, unless instructed by a court order, release such records upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, parents should realize that unless restricted by court order any non-custodial parent has the right to attend any school activity of the child including sports activities and class programs.

Parents should keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your children.

Joint Custody

In cases of “joint custody” entitling both parents access to school personnel and activities, it is assumed that one copy of communication and information will be sent home with the child and this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment will be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of the child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning the restatement of procedure or circumstances that you feel necessitate other arrangements, please contact the principal personally.

Separately Mailed Information to Non-Custodial or Joint Custody Parents

If a non-custodial parent or a joint custodial parent wants progress reports, report cards, or a school calendar mailed to them, it is necessary for them to provide self-addressed stamped business envelopes to the homeroom teacher of their child during the first full month of the new school year. Otherwise, it will be assumed that information is being shared as stated in the above policy of St. Vincent de Paul Parish School.

Search and Seizure

Student lockers, desks, cabinets, and similar property are the property of St. Vincent de Paul Parish School and provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

Sexual Harassment and Sexual Violence Policy

Purpose

The administration and staff of St. Vincent de Paul Parish School are firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Vincent de Paul Parish School expressly prohibits sexual harassment and sexual violence in the school environment. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment

For the purposes of this policy, sexual harassment includes but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures, or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter will be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Verbal warning/reprimand and apology to the victim,
- A parent/student/principal conference,
- Written warning/reprimand and parent notification, entered in the student's file,
- Detention or removal from selected school activities and/or extracurricular activities,

- Behavior/probation contracts, possibly requiring professional intervention,
- Suspension, and
- Expulsion.

Student Threats Policy and Procedure

- a. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- b. Whoever hears the threat should report it immediately to the principal, teacher, or staff person.
- c. Police should be notified immediately.
- d. The student should be kept in the principal's office under supervision until the police arrive.
- e. The parent/guardian of the student who has made the threat shall be notified immediately.
- f. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- g. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The mental health care professional shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed, and parental permission is granted.

Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

Weapons Policy

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, St. Vincent de Paul Parish School policy expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, any dangerous object or object used as a weapon (look-alike weapon), knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C. 2923).

Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas-propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that the policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in- or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

Youth Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any actions that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attributes denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

Other Diocesan Policies

St. Vincent de Paul Parish School adheres to the following Diocese of Cleveland Policies:

- No. 5135 Students – Pregnancy Policy
- No. 5118 Possessions, Use or Abuse of Drugs, Alcohol, Hallucinogens, Controlled Drugs, or Drug Paraphernalia.