

Revised February 24th, 2021

St. Vincent de Paul Catholic School

Parent/Student Handbook

St. Vincent de Paul Catholic School

1720 East Wallen Road

Fort Wayne, IN 46825

www.school@saintv.org

Phone: 260-489-3537

Ext. 213

Fax: 260-489-5318

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

Revised February 24th, 2021

Welcome to St. Vincent de Paul Catholic School. We are a K through 8 school accredited by the state of Indiana and AdvancEd. We are members of NCEA (Nation Catholic Education Association) and INPEA (Indiana Non-Public Education Association. We are a Choice Scholarship School.

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

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

SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK:

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

POLICY FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

Revised February 24th, 2021

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's Practical Guidelines for Conduct When Interacting with a Child or Young Person. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

To this end, every employee/volunteer at St. Vincent de Paul School is subject to any or all of the following: Criminal History Checks, fingerprinting and/or any other requirement of the policy as mandated through the Diocese.

Table of Contents

Absences Counted as Present	13
Academic good standing	36
Access to Official Student Records	17
Accidents & Sickness	14
Administering of Medications	14
Admissions Procedure	8
Alcohol Policy	26
Appendix 1 to Parent/Student Handbook	43
Appendix 2 to Parent/Student Handbook	50
Attendance	11, 45
Bullying	22
Cafeteria Guidelines	18
Cell phones/smart watches	30
Cheating	25
Child abuse reporting	28
Children with Exceptional Needs	9,10
Church	19
Classroom Placement Policy	38
Consequences	21
Dangerous Weapons and/or Objects	25
Detention Procedure	23
Disciplinary Review for Students	22
Discipline Policies and Procedures	23
Dismissal	16
Drugs and Alcohol Substance Abuse	26
Emergencies	15
Excused and Unexcused Absences	13
Expected Behaviors	21
Failure or refusal of parents/guardians to Participate in Disciplinary Proceedings	23

Revised February 24th, 2021

Field Trips	34
Grading Scales	34
Habitual Truancy	13
Handbook Receipt Acknowledgment	55
Harassment Policy	26
Homework/classwork policy	35
Honor Roll	39
Inclement Weather/School Closings	39
Internet & Technology Acceptable Use Agreement	41
Interventions/consequences	22
Late Pick up & Loitering	40
Other Activities	38
Out of Uniform Days	33
Parental Legal Concern Procedure	19, 49
Parking Lot Procedures	16
Physical Education Dress Code	32
Playground Guidelines	19
Policy Committee	8
Pornography	25
Promotion and Retention Policies	39
Religious Issues	28
Report Cards	41
Schedule for the Day	10
School Social Worker	28
Seclusion and Restraint	27
Social Media	17
Sports Teams	37
Student Accused of a Non-school Related Criminal Act	28
Student Harassment	27
Student Insurance	15
Student Locker and Vehicle Searches	27
Suspension and Expulsion of Students	23
Suspension Procedures	24
Tardiness and Absence	13
Tobacco – Possession, Sale, Use, Distribution, Providing to Others	26
Tobacco Free Policy	51
Truancy Procedure	14
Tuition/Fees & Payment Plans	40
Uniform Dress Code	29-32
Vision, Mission	6
Visitors to the School	20, 49
Wellness Plan	18

Revised February 24th, 2021

The Handbook Receipt Acknowledgment must be printed, signed and returned to your youngest child's homeroom teacher. In the case of a junior high student(s), the form should be printed and signed by each junior high student and parent as acknowledgment that student and parents have received and read the handbook.

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

Revised February 24th, 2021

VISION STATEMENT

We are “Building a Community in Christ for Today and Tomorrow.”

MISSION STATEMENT

The mission of the St. Vincent de Paul Catholic School is to empower all students to live and share their Catholic faith while growing academic success in a safe and nurturing environment.

BELIEF STATEMENTS

We believe in sharing the beauty of our faith and teaching Christian values.

Through the belief that all children of God are made in the image and likeness of Christ.

Through prayer, Christ-like role models, service, and extra-curricular programs.

Through integrating the gospel values and Catholic teachings in our curriculum.

We believe ALL students can learn.

By providing a variety of instructional strategies and best practices to meet the multiple learning needs of all students.

By providing a safe, respectful, responsible and secure environment.

We believe professional growth and collaboration is the means to achieve our mission.

Through embracing the value of life-long learning spiritually and academically.

Through a school and parish community that provides a strategic plan to ensure future growth and excellence.

Revised February 24th, 2021

DEFINING CHARACTERISTICS OF CATHOLIC SCHOOLS

Working in collaboration with the St. Vincent de Paul Parish and School Community, we recognize the imperative to provide an excellent academic program within a faith-filled environment and strive to comply with the following characteristics as identified by the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (2012):

Centered in the Person of Jesus Christ

Contributing to the Evangelizing Mission of the Church

Distinguished by Excellence

Committed to Educate the Whole Child

Steeped in a Catholic Worldview

Sustained by Gospel Witness

Shaped by Communion and Community

Accessible to All Students

Established by the Expressed Authority of the Bishop

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

Matthew 18:5.

Revised February 24th, 2021

POLICY COMMITTEE (SV9901)

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

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

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

All students are required to complete academic placement tests to determine how best to meet educational needs. Students are tested in Language Arts and Math. The administration is responsible for selecting the assessments from an approved list provided by the Catholic Schools Office. The administration will schedule dates for assessment, assign the proctor(s), and evaluate the assessment data. The assessment data will be presented to the appropriate teachers for their information and to be used in determining teaching strategies.

An interview with a member of the administration is required of all new students enrolling at St. Vincent de Paul School. Exceptions are granted for Kindergarten students who meet the age requirements and have attended a certified pre-school program.

A child may be enrolled in Kindergarten if he/she is five years of age on or before August 1.

Only a person having the legal custody of the child may enroll him/her in the school. Written proof of legal custody is required in cases where a child does not reside with both natural parents. A certified copy of the student's birth certificate and a baptismal certificate shall be required for original entrance at all grade levels.

Students in grades K through 8 wishing to transfer from an Indiana public school may be eligible for a School Choice Scholarship (voucher) if family income falls within specific income guidelines. Additional financial assistance is available by applying through the FACTS Grant and Aid program.

ADMISSION TO ST. VINCENT DE PAUL SCHOOL IS ALWAYS SUBJECT TO FINAL APPROVAL BY THE PASTOR.

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

Prospective student admission will be determined in order of the following classifications with the discretion of the Pastor, Administrator and/or an appointed Admissions Committee. Maximum class size for grades 1 through 8 will be limited to 30 students per room. Kindergarten will be limited to 22 students per room. The principal can make the decision to extend a classroom capacity.

Classification A: Children of registered and active members of St. Vincent de Paul parish with siblings attending St. Vincent de Paul School and children with siblings who graduated from St. Vincent de Paul School. Active is defined as parents who are faithful to Sunday Mass and support the parish financially, regularly using the Sunday collection envelopes.

Classification B: Families who are registered and active members of St. Vincent de Paul Parish.

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

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

A deadline will be set each year for pre-registration. A deadline will also be set for completion of registration with tuition arrangements finalized. Students enrolled after the deadline for registration may be subject to a lottery depending upon seats available per grade level.

Transfer students must bring a copy of the last report card from their previous school as well as any previous testing results such as ISTEP, NWEA or other diagnostic tests administered to determine a special need, academically and/or physically. If a

Revised February 24th, 2021

student has an Individual Education Plan or Service Plan from a previous school, a copy of the plan must be presented to the administration. Incoming students' records must be obtained before grade placement is finalized. Other school records are transferred from school to school upon request of the parent.

Parents with students entering grade 4 from another school must provide official records for completion of the IREAD 3 test.

Administrators and/or grade level teachers, before admittance, will interview new students with the exception of Kindergarten. Only in special cases will a student be admitted to the eighth grade year such as the family moving into the area to live. A prospective eighth grade student may be interviewed and enrolled in the school on probation at the discretion of the administrators and/or pastor.

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

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

St. Vincent de Paul School reserves the right to enroll any student for a probationary period with a final determination by the administration for continued enrollment at the end of said period. All newly enrolled students are on a 60 day probation period.

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

Every parent/guardian is asked to sign the following statement upon registration:

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

1. *I (we) will support school policies as defined in the school handbook.*
2. *I (we) will support our children's participation in all school sponsored ceremonies and events.*

Every Catholic parent/guardian is asked to sign the following statement upon registration:

3. *I (we) will faithfully attend Sunday Mass and strive to live according to the teachings and practices of the Catholic Church.*
4. *I (we) will financially support the parish by using the Sunday collection envelopes every Sunday. Failure to do so could result in being charged the non-active parishioner tuition rate.*

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

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

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

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

Revised February 24th, 2021

SCHOOL CHOICE LOTTERY PROCESS

If St. Vincent de Paul School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. Vincent de Paul School can successfully accommodate, then St. Vincent de Paul would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for St.

Vincent De Paul School at a public meeting. Before the lottery process students must meet the following standards for admission:

Classification A: Children of registered and active members of St. Vincent de Paul parish with siblings attending St. Vincent de Paul School and children with siblings who graduated from St. Vincent de Paul School. Active is defined as parents who are faithful to Sunday Mass and support the parish financially, regularly using the Sunday collection envelopes.

Classification B: Families who are registered and active members of St. Vincent de Paul Parish.

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

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

Deadline for applications to be considered for the lottery process: February 15 Lottery will be held, if needed, in February.

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

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

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

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

SCHEDULE FOR THE DAY

Personnel are not expected in the building to supervise until 7:15 am; therefore, students are not expected to enter the building before that time. Students will be directed to a classroom for each grade level and are expected to wait quietly until the 7:30 A.M. bell. **During the 2020-2021 school year, students will be directed to head directly to their homerooms at 7:15 A.M.**

The security lock on Door 9 will engage at 7:45 A.M. After that time, students should be dropped at Door 2 and proceed to the office for a tardy pass. **For the 2020-2021 school year, students will not be considered tardy until 8:00 A.M.**

<u>7:45 A.M.</u>	School begins
10:30-12:30	Classes break for lunch and recess at varying
times 12:45	Classes resume
2:15	Kindergarten Dismissal (1:45 on Wednesdays)
2:45	Dismissal of all students (2:15 on Wednesdays)

For the 2020-2021 school year, there will be a staggered dismissal of students beginning at 2:40 P.M. The schedule is as follows:

Revised February 24th, 2021

- Dismissal times- Monday, Tuesday, Thursday,
 Friday o Lot A and B CLOSE at 2:35
 o 2:15 Early K- socially distance at door 5
 o 2:35 Announcements
 o 2:40 Group 1- K leaves out door 6, 1st out door 9
 o 2:45 Group 2- 3rd out door 7, 2nd out door 9, 5th grade out back
 fire stairs then out door 6
 o 2:50 Group 3 – 4th grade out door 7, 6th grade out door 9
 o 2:55 Group 4 - upstairs JH out door 9, downstairs JH out door
 7. Dismissal times- Wednesdays
 1 Lot A and B CLOSE at 2:05
 1 1:45 Early K- socially distance at door 5
 1 2:05 Announcements
 1 2:10 Group 1- K leaves out door 6, 1st out door 9
 1 2:15 Group 2- 3rd out door 7, 2nd out door 9, 5th grade out back fire
 stairs then out door 6
 1 2:20 Group 3- 4th out door 7, 6th out door 9
 1 2:25 Group 4- upstairs JH out door 9, downstairs JH out door 7

For their own safety, children must be supervised at all times. Students not picked up by **3:05 P.M. or 2:35 P.M. on Wednesdays** or as determined by the administrators and published in the school menu, will be brought back into school to Late Pickup Care by the After School Care Director. Therefore, if you are delayed past that time, you will be required to pay a fee as set by the director of After School Care.

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

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

ATTENDANCE (P4040 see appendix 1)

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

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

Parents must call in absent students by 9 am of the day the student is absent. If the parent does not call in before 9 am then after 9 am the attendance clerk will call the parent(s) to verify the location of the child(ren). If no parent, guardian or emergency contact is reached after reasonable attempts then the child may be assumed missing and the police authorities will be called to verify the safety of the child.

Revised February 24th, 2021

A message may be left by calling the school attendance line at 489-3537, extension 214 or send an email to attendance@saintv.org. Parents must call before 9 A.M. to request make up work so it will be available by 3:10 PM in the child's homeroom. Parents may request that homework be picked up by siblings to take home.

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

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

After five consecutive days of absence, a student must have a doctor's note, or any further absence will be counted as unexcused. However, a period of extended illness (such as for the chicken pox) may be considered a single absence for this requirement. A student who has a chronic illness must complete the Diocesan Chronic Illness Form and return to the nurse.

A letter will be sent to your home noting that your child has been absent a total of 6 days and at 12 days. These letters are reminders of your child's current attendance record. However, absences totaling 15 days will be referred to the school principal. If the attendance problem cannot be resolved, then a referral may be made to Child Protective Services. **By law the school must report missing children (to the police department) and those with unexcused absences totaling 10 or more to Status Offender Court Alternative Program (SOCAP) and/or Child Protective Services (CPS).**

By law the school is not authorized to approve absences for reasons such as travel or vacation trips (P4040, see appendix 2). Any absence other than for illness or an emergency is considered a planned absence and is not recognized as an excused absence. If a planned absence is necessary, parents must document in writing the dates the child will be absent and submit copies to the office and homeroom teacher no less than (five) 5 school days prior to the absence. The first day of the absence does not count as one of the five days.

Missed assignments due to a planned absence may or may not be given to the student before the planned absence. It is the teacher's discretion as to how to manage the lessons that will be missed. Any work given to the student by the teacher before a planned absence is due immediately upon the return to school. It is the student's responsibility to see that homework is turned in on the morning of his/her return. Students will receive no credit for assignments that are turned in later than that time, but they can make up quizzes and tests that they may have missed during the absence. Time for makeup of missed quizzes and tests is determined by the teacher of the subject involved. This may require time after or before school. It is the student's responsibility to see that tests and quizzes are rescheduled. Additional instruction and materials may be presented during class time while the student is absent. The student will be responsible for all missed lessons and materials at the time of tests or other forms of evaluation.

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

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

Revised February 24th, 2021

HABITUAL TRUANCY

Defined as “excessive violations of the school’s attendance policy,” If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by state law. . (P4040)

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

TARDINESS AND ABSENCE

Students arriving late must report to attendance personnel in the school office with an excuse for their tardiness before going to their classrooms. A student is considered tardy if he or she is not present in the classroom at 7:45 A.M. **For the 2020- 2021 school year, a student is considered tardy if he or she is not present in the classroom at 8:00 A.M.**

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

ABSENCES COUNTED AS PRESENT

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

EXCUSED ABSENCES

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

UNEXCUSED ABSENCES

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

Revised February 24th, 2021

TRUANCY PROCEDURE

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

1. One offense results in a one day in-school suspension.
2. A second offense results in the student serving a three day in-school suspension.
3. Any subsequent offenses may result in referral to the juvenile authorities in accordance with state law and/or possible expulsion.
- 4.

ACCIDENTS & SICKNESS:

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

The school nurse should be notified of any serious illness, chronic condition or disabilities of a student, as well as current hospitalization, surgery, or recent injury. A doctor's release may be required to admit to school, stating diagnosis, and any restrictions/exemptions from normal activity that the student's condition warrants. *A student who has a serious injury, such as a broken bone, please report to the school nurse upon your return to school to be sure all safety considerations can be put in place.*

A student should not attend school with a contagious or communicable disease. The school nurse should be notified of any communicable disease. These include, but are not limited to **COVID-19**, chicken pox, measles, whooping cough, impetigo, MRSA, scabies, bedbugs, and lice. Students who are ill should not return to school unless they are fever free for 24 hours without medication. Students should have no vomiting or diarrhea for 24 hours without medication. On return from illness, a note or release from your healthcare provider may be requested by the school.

IMMUNIZATIONS

It is required by Indiana Law that all students entering school have completed or up to date immunizations. A valid immunization record must be provided before the first day of school. A valid immunization record must include the student's name and date of birth, the vaccine given and date (month/day/year) of each immunization. A valid record can be a record from a healthcare provider, and immunization record from another school corporation, an immunization record from the Indiana Immunization Registry (CHIRP), or a printed record from another state registry. No child will be permitted to attend school for more than twenty days beyond the date of his/her enrollment without such documentation of immunization.

Parents providing an acceptable written statement of religious or medical objections to immunization will be exempt from the policy.

HEALTH INFORMATION

Medical information forms and consents are available on the school website. As required by state law, information regarding the Human papillomavirus (HPV) and meningitis is posted for review.

ADMINISTERING OF MEDICATION

Medications which are necessary to maintain the student in school during the school day shall be administered. Medications should be given at home whenever possible. A student will not have any medicine, prescribed or over-the-counter, in his/her possession during the school day or at school functions unless prescribed otherwise by the doctor with the medication forms completed by the doctor and parent.

Revised February 24th, 2021

Such medications include Tylenol, cold medications, cough drops, eye drops, etc. By law, these medications must be administered in the clinic by properly trained school personnel with proper authorization and a completed Medication Administration Permit. **All medications must be in their original container bearing the pharmacy label with instructions clearly visible and the student's name affixed and should be brought to the school nurse by the parent or guardian.** A written consent must be on file in the clinic. Refer to the Administration of Medication Policy. **Forms are available on the school website.** Students who violate this rule will be subject to the disciplinary process.

Homeopathic Products, in concert with the National School Nurse Association Guidelines, will not be dispensed without a doctor's order. These may include herbs, vitamins, and other products.

Medications will be released only to the student's parent or guardian or to an individual who is at least 18 years of age and designated by the student's parent/guardian to receive the medications. Contact the school nurse for medication transport concerns. The parent/guardian is responsible at the end of the treatment regimen for removing the unused medication from school. All unclaimed medications will be discarded after the last day of school.

INDIANA INDOOR AIR QUALITY LAW

Questions regarding indoor air quality should be directed to the maintenance operations manager. St. Vincent de Paul School takes indoor air quality very seriously and is currently working to put policies into place such as:

- EPA recommends no furred or feathered animals be kept in schools. If the school decides these animals are a useful educational tool, and allows them in the school building, there are certain steps that should be taken to minimize students' risk of asthma, allergy attacks or exposure to pathogens.
- Proper application of routine housekeeping practices to reduce many allergens and asthma triggers making the school a healthier environment for all occupants.
- A written procedure for routine maintenance of HVAC systems.
- To improve the health of students and staff through reduced exposure to car idling emissions.
- Policies that minimize student and staff exposure to chemicals.

STUDENT INSURANCE

School related student/athlete incidents requiring medical attention should be brought to the attention of the nurse/principal/assistant principal as quickly as possible. Parents and/or legal guardians are responsible to request and initiate a student/athlete insurance claim form. This form can be obtained from the school administrative assistant, school nurse, or athletic director. This form needs to be completed by the coach, manager, supervisor or other properly delegated authority at the school with parent assistance as needed. The parent is responsible for contacting the insurance following the injury without delay. The address and a toll-free telephone number are available on the claim form. Parents should keep copies of all information submitted for processing.

EMERGENCIES

Emergency information is documented on PowerSchool and in the clinic. At registration day, all information should be updated on a physical form so it can be uploaded to PowerSchool by the PowerSchool administrator. It is the responsibility of parents to check emergency information and make changes immediately when necessary.

Parents should make provisions to have children picked up by another person in the event of illness or unexpected dismissals when parents are not available. The names of all people picking up should be listed in PowerSchool.

Revised February 24th, 2021

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

DISMISSAL

PARKING LOT PROCEDURES FOR DROP OFF AND PICK UP

St. Vincent de Paul School follows specific procedures for drop off in the morning and pick up of students in the afternoon. Kindergarten students are dropped off in the morning at Door 5. Other siblings may also be dropped at Door 5. Kindergarten students only may be picked up at Door 5 for end of day dismissal.

All other students are dropped off in the morning at Door 9 and picked up in the afternoon on the south side of the building at **Doors 7 and 9**. Door 2 (office) is NOT a drop off door. If you need to visit the school office, you must park your car and walk your child across the parking lot and into the building.

All who pick up at the end of the day in grades 1 through 8 must have a numbered parking spot in either Lot A or Lot B assigned by the parking lot committee. Carpool drivers will share a numbered spot. Contact information is available in the school menu online. **Pick up at Door 2 is allowed only for emergency arrangements and must be approved by the administration.** Parents should not come into the building to wait for children outside the office unless they have informed the administration of such a need. Cars must be parked in designated parking spots to keep the fire lane clear.

There is a late line for cars arriving after the lots close. Students will not be allowed to go to cars in the late line until all other cars have left the lots. **Students and adult drivers must follow the directions of the parking lot attendants to ensure the safety of all children.**

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

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

If you need to inform your child(ren) about a change in pick up information, call the school office at 489-3537, ext. 213 before 2 P.M. (1:30 on Wednesdays) to allow time to locate and communicate with your child. School secretaries will do all they can to make sure your child is given correct information immediately; however, office business is heavy at the end of the day.

Students may not be picked up at 2:45 at Door 2. If pick up at door 2, for an end of day appointment is necessary, the office should be notified and students must be picked up at 2:30. This alleviates congestion and confusion at the 2:45 dismissal.

Parents must park in a visitor's spot to keep the fire lane free in front of the school and walk into school to sign their child out of the building. School buses have priority at Door 2.

No Procedures for students who walk or bike to and from school

Saint Vincent's School is not equipped to allow students to walk or bike to and from school. However, certain exceptions may be made upon request by a parent or guardian to allow their child(ren) to be dismissed as a walker or biker after school. Should a request for a student to be dismissed as a walker or biker be made, the Administration has complete discretion to determine whether the request shall be granted. While numerous criteria may be considered by the Administration and the following list is not all inclusive, the following factors may be considered: the proximity to the school of the student's residence, number of streets the child(ren) will

Revised February 24th, 2021

have to cross following his/her dismissal, and/or age of the child(ren) to be dismissed. If a request for a walker or biker dismissal is approved by the Administration, there must be a written plan of dismissal signed by parent or guardian of the child(ren) and maintained in the school office for the current school year.

Should a parent or guardian wish to change the dismissal procedure for their child(ren) at any time after signing the written plan of dismissal, the parent or guardian must revoke the prior written plan of dismissal in writing at the school office with the proper school administrator.

Safety concerns

There are limited safe sidewalks around St. Vincent. St. Vincent School does not have a bike rack. Our busy location, especially at dismissal times at the corner of Wallen and Auburn Roads and the presence of the round-about, make crossing the street very dangerous.

Parents are responsible for assuring that students have a safe passage to their after school destination and that any permission has been granted for their child to travel on any private property.

For additional safety, a student's homeroom teacher should also be informed when a student will be walking off campus during dismissal procedures.

Walker procedure

Walkers will exit the building at door 9 and remain on the porch. Teachers monitoring the parking lot will give walkers the all clear when it is safe to proceed. After the all clear, students may leave the school grounds.

ACCESS TO OFFICIAL STUDENT RECORDS (P4170 see appendix 1)

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

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

In the event of a transfer or graduation to a school not in our diocese, immunization records only will be sent to the receiving school unless we are notified in writing by a parent or guardian that we are to send **ALL** health records. If a student transfers to a school within our diocese, **ALL** health records will be sent to the receiving school unless a parent requests otherwise.

POLICY SV – 0517 – SCHOOL SOCIAL MEDIAL RELEASES

Saint Vincent de Paul School shall follow the Social Media Policy of the Roman Catholic Diocese of Fort Wayne – South Bend, which can be found at:

<http://www.diocesefwsb.org/Data/Accounts/Files/1/SocialMediaPolicy2.25.15.pdf>

An "opt-out" form is available on the school website for families that want neither their children's picture, name or both used in diocesan and school publications, including the school social media accounts.

Revised February 24th, 2021

CAFETERIA GUIDELINES

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

Although the cafeteria does not serve peanut butter or other items made of nut products, it is not possible to guarantee that all lunch items served are peanut free, nor is it possible to monitor all items brought by other students from home. Students and parents/guardians are not permitted to bring fast food or party fare into the cafeteria at lunchtime. Students are not permitted to bring soda pop or beverages in glass containers with cold lunches.

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

Management of the lunch program is automated. Students receive a school ID with their picture. The school ID should be visible at all times. The ID cards are also part of the automated lunch program and should be kept at school. The cards are scanned as students proceed through the line. **Students are responsible for their name badges/lunch card at all times. Cards that are damaged or lost will be replaced and a fee will be charged. Students who do not have their card will be placed at the end of the line for their grade level as it takes time to input information by hand.**

Lunch money may be brought to school on Monday mornings for the week or for an extended period of time or you may use our online service, MySchoolAccount, to make deposits directly into your child's lunch account. Please go to the school website and select the "Parents" tab for further details on setting up a MySchoolAccount lunch account for your child. In addition to the hot lunch (\$2.50) which includes milk, you can purchase milk only for (\$.50). Students may purchase extra main entree (\$1.00) and sides (\$.50).

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

Parents are welcome to have lunch with their children; however, to ensure that the cafeteria staff is aware of how much food to prepare each day, it is requested that you let the office know in advance. **Unfortunately, for the 2020-2021 school year we are not able to allow visitors into the school.**

St. Vincent's School offers a Free and Reduced Lunch Program. Parents may fill out an application any time during the school year.

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

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

WELLNESS PLAN

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

Revised February 24th, 2021

The bottle must have a re-sealable lid and may not be glass. Birthday treats must be store bought and in the original package. See Appendix I- Diocesan Policy P1420

PLAYGROUND GUIDELINES

Recreation and exercise is essential to the academic growth of students; therefore, students in grades K-6 will be given the opportunity to have recess/playtime daily. Students are expected to adhere to the Community in Christ Responsibilities and Lifelong Guidelines when on the playground during recess. They will be required to sign an agreement of behavior at the beginning of the school year and will be held responsible to that agreement.

Junior High students are not required by law to have a recess time; however, will be given opportunity to socialize as part of the lunchtime break.

Adult playground monitors will supervise students during lunchtime recess. Students must be respectful and obedient to the requests of the monitors just as they would their classroom teacher.

CHURCH

Students at St. Vincent's have the privilege of attending Mass and other spiritual exercises. This privilege allows them to grow in their love for God, our Father; Jesus Christ, our Savior; and the Spirit, who dwells within us. Their prayer life together is what makes St. Vincent's a living Catholic Christian community.
(P4060)

All School Eucharistic Liturgy is celebrated on most Wednesdays and on Holy days at 8:00 A.M. A second Mass during the week at 8:00 A.M. is scheduled for each grade level as follows:

Monday – grades 5 & 6

Tuesday- grades 3 & 4

Thursday – grades K, 1 & 2

Friday – grades 7 & 8

For the remainder of the 2020-2021 school year, the students will not be attending the All School Eucharistic Liturgy on Wednesdays. All weekday Masses will begin at 8:15 A.M.

Parents are welcome to attend Mass with their children; however, in consideration of the younger children who may not be able to see over an adult, we ask that parents sit with their children at the rear of the section. **For the safety of our students, students may only sit with their family members and must let their teacher know before joining them.**

During the 2020-2021 school year, students will not be able to sit with family members during Mass, but must remain with their class.

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

PARENT / GUARDIAN CONCERN PROCEDURE (P2310 see appendix)

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

Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem, face to face and/or in writing)

Step 2: Address the issue with the Principal.

Step 3: Address the issue with the pastor

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

Revised February 24th, 2021

Step 5: Contact the Catholic Schools Office

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

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

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

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

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

For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building. **Unfortunately during the 2020-2021 school year, visitors will not be allowed in the school building during the school day.**

Door 2 will be the only door open at St. Vincent de Paul School after 7:45 A.M. You must park in a parking spot. Do not park in the fire lane in front of the school or in a reserved spot. Visitors will be required to sign in, leave their car keys and wear an identification badge as designated by the Administrators. No unauthorized person may be in the building. This regulation is strictly enforced and is solely for the safety of all children.

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

Parents who wish to drop off articles or materials for their children must leave them with the school secretaries in the school office. The secretaries will see that items are delivered to the classroom by the end of the day. **For the 2020-2021 school year, all items will be left in the vestibule at the front entrance and the secretaries will see that these items are delivered to the classroom.**

All volunteers performing services for a school must successfully complete the Diocese of Fort Wayne-South Bend Volunteer Application and Safe Environment Training. A Diocese of Fort Wayne/South Bend Volunteer Application Fact Sheet must be filed in the church office. Under Indiana law, the Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By agreeing to volunteer at a Diocesan school, a person acknowledges that he/she **will be** subject to such a criminal background check. Anyone refusing the background check will not be able to volunteer in situations where children are present. **(P2430)**

In the event of special activities such as visitation for individual class plays or performances taking place during the school day, parking will be available in Parking Lot A. **Visitors may not park in any designated fire lanes.** Teachers will designate staff/parent volunteers to welcome visitors at **Door 9 or 7.**

Chaperones for field trips are required to park in Lot A. Teachers will designate staff/parent volunteers to service

Revised February 24th, 2021

chaperones as they arrive at Door 9. Chaperones will sign in and receive a nametag to be worn in a prominent place on their clothing while they are in the building. **Loading for field trips will be from Door 9 or 7.**

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

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

“By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control...If we live by the Spirit, let us also be guided by the Spirit.”
Galatians 5:2-23, 25.

EXPECTED BEHAVIORS and STUDENT DISCIPLINE

All students deserve the opportunity to attend a **SAFE** school where **ALL** children can learn. For this to happen **parents, students and staff need to work together**. Please read the following carefully:

St. Vincent de Paul School follows a positive behavior framework called PBIS (Positive Behavior Intervention Supports, pbis.org) The focus of discipline at St. Vincent de Paul school is one of teaching students to become responsible Catholic citizens. Children will make “mistakes” while at school and we want to make such times a learning experience through reteaching expected behaviors and restorative practices. However, behavior which is defiant, significantly disruptive, and/or causes personal injury to others, will not be accepted.

CONSEQUENCES FOR SERIOUS MISBEHAVIOR

Serious misbehavior such as fighting, serious classroom disruptions, vandalism, bullying, disrespectful/defiant behavior, stealing, cheating; possession of firearms (P4560), explosives, knives, lighters, matches, drugs (P4570) or other forbidden items see (P4520) will always result in an immediate referral to an administrator. Parents will then be contacted, a conference may be held with parents, other teachers and administrators, and/or as Diocesan policy will dictate, consequences may include an in school suspension (ISS), out of school suspension (OSS) or expulsion.

Be Safe Be Responsible Be Respectful are Community in Christ Expectations for St. Vincent’s school students, teachers and staff members through the graces given by the Gifts and Fruit of the Holy Spirit.

St. Vincent de Paul School will be orderly and disciplined. Students will show respect, self-control and will be accountable for their behavior. Students will experience the consequences of inappropriate behavior. St. Vincent de Paul staff will help students understand “School-wide Expectations and Procedures.” Classroom teachers will establish “Classroom Expectations and Procedures” and review them with students. “Expectations” will be shared with parents.

TIERED BEHAVIORAL INTERVENTIONS AND SUPPORT

St. Vincent de Paul school has a tiered intervention and support model to address student behaviors. An example of a tiered approach would look something this: At level one (Universal level) all students receive training in the behavioral expectations. All positive behaviors are reinforced. Level two allows students, who need additional assistance with behaviors, receive additional training and skills practice through small group instruction with the

Revised February 24th, 2021

teacher, social worker or administrator. At level three, the most intensive supports and data analysis would occur. A behavior plan may be developed to help in reinforcing appropriate and desired behaviors.

BULLYING: (see SV1027)

It is the policy of St. Vincent de Paul School to maintain a positive learning environment that is free from bullying. Indiana law defines bullying as **overt, repeated acts or gestures**, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Community in Christ Responsibilities guide us in our relationships with others to maintain a bully free atmosphere for all students. Those responsibilities are:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

INTERVENTIONS/CONSEQUENCES FOR MISBEHAVIOR

Children will be responsible and accountable for their behavior and will experience the consequences of inappropriate behavior. Typical consequences/interventions used by staff to address and intervene in student misbehavior may include:

- | | |
|----------------------------------|---|
| - kind and firm verbal reprimand | - time in a “time out” area |
| - loss of privilege | - phone call/ behavior note to parent |
| - removal from the group | - parent/ student conference |
| - community service | - after school/ before school detention |
| - other appropriate action | - assistance from administrator |
| - assistance from social worker | |

DISCIPLINARY REVIEW FOR STUDENTS: (P4530 herein published)

Disciplinary Review for Students (Suspension or Expulsion)

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

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student’s parents, to respond to the accusations before either the principal, his or her designee, or impartial tribunal established by the school’s administration for the purpose of making a recommendation on the matter to the principal. The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal’s decision shall be final and binding on all parties.

Recommended: May 11, 2017

Ratified: October 15, 2017

Diocesan School Board

Diocesan Bishop

Revised February 24th, 2021

DISCIPLINE POLICIES AND PROCEDURES (see SV9905)

St. Vincent’s School uses a discipline team approach to address discipline behaviors that affect the school community or that are determined to be justified by the severity of the behavior. Members of the Discipline team may include, but are not limited to: Principal, Assistant Principal, Student Service Director, Social Worker, Teacher and/or Team Leaders, Special Education Teacher, Supervisor or Para-professional.

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

I.C. The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student’s improper behavior or delinquency, or if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a “child in need of services” in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to Child Protective Services.

Recommended: May 11, 2017

Diocesan School Board

Ratified: October 15, 2017

Diocesan Bishop

DETENTION PROCEDURE

Should misbehavior warrant a detention the following procedures will take place:

The parent/guardian must sign the **Behavior Data Form** and return it the next school day. **Refusal by a parent to sign the form when a detention is assigned will not excuse the student from serving it.** It will require a conference by phone or by appointment between the parent/guardian and the administration.

1. Students in grades 1 – 4 will serve a 30-minute detention after school from 2:45 – 3:15 P.M.
2. Students in grades 5 – 8 will serve a 45-minute detention after school from 2:45 – 3:30 P.M.
3. Teachers will supervise students during detentions and provide some type of work – community service or schoolwork.
4. Students will be released only to their parent/guardian as arranged with the teacher at the end of the detention time.
5. Students must be picked up promptly or the student will be escorted to After School Care, and parents will be assessed a fee.
6. Failure to serve a detention or to return a behavior data form may lead to further disciplinary action.

SUSPENSION AND EXPULSION OF STUDENTS: (P4520 herein published)

I. The grounds for suspension or expulsion below apply to student conduct which occurs:

- A.* On school grounds;
- B.* Off school grounds at a school activity, function, or event;
- C.* Traveling to or from school or a school activity, function, or event; or
- D.* At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

Revised February 24th, 2021

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.

B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.

D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.

E. Threatening or intimidating any individual for whatever purpose.

F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.

G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a nonprescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.

H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/ or educational function.

I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.

J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.

K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/ or educational function.

L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.

M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

Recommended: May 11, 2017 Diocesan School Board

Ratified: October 15, 2017 Diocesan Bishop

SUSPENSION PROCEDURES:

1. Suspensions will be served as soon as possible following the offense.
2. In-school suspensions will be supervised by a hired substitute or administrative designee. An administrator may decide that it is necessary to assess fees for substitute teacher wages to the parent/guardian if suspensions are repeated.
3. In-school suspension time will be served in academic pursuits and/or participation in community service.
4. Students will not bring any non-school related items, such as hand held electronics, hand held video games, radios. If items are brought to the assigned in-school suspension room, they will be confiscated

Revised February 24th, 2021

and returned to the parent/guardian.

5. Students must bring a book to read if assignments are completed before the school day is over.
6. The student will not be allowed to participate in any school-sponsored activities including all extra-curricular events, during or after school on the day of the suspension or for a longer period as determined by the discipline team.
7. The student will attend 8:00 A.M. Mass. If the suspension is assigned on an All School Mass day, the student will be allowed to participate, but will not sit with his/her class.
8. The student may bring his/her lunch or may participate in the hot lunch program, but will not sit with his/her class.
9. Homework may still be assigned to be completed at home following a day of in school suspension.

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

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

CHEATING/ACADEMIC DISHONESTY

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage by dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, copying from another student, plagiarism and all other forms of academic dishonesty. Consequences may include:

- A zero on the graded assignment, quiz, test, project, paper etc. on which the cheating occurred. The parent/guardian will be called by the student in the teacher's presence.
- A detention or in school suspension may be given to any student cheating.
- Repeated offenses may result in the student being asked to withdraw or student expulsion as determined by the discipline team.

PORNOGRAPHY

Students are prohibited from possessing or generating material or accessing material via computer or other electronic device or any print or audio material that is lewd, suggestive or pornographic in nature. Students may be subject to discipline procedures if they forward to other students such material that fits this category, and it is brought to the attention of the school administrators. Consequences may include:

- a parent meeting including the support of a priest
- a one day in-school suspension and/or other form of community service
- technology removal or restrictions
- a student may be asked to withdraw or student expulsion as determined by the discipline team.

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

Students are prohibited from bringing a "firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an

Revised February 24th, 2021

automatic expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school discipline policy.”

DRUGS AND ALCOHOL SUBSTANCE ABUSE: (P4570)

“The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.”

ALCOHOL POLICY (SV9902 herein published)

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

TOBACCO – POSSESSION, SALE, DISTRIBUTION, PROVIDING TO OTHERS (P5430)

“All facilities buildings (which are enclosed) kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.)

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

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

HARASSMENT POLICY (P4580)

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

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

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

Revised February 24th, 2021

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

STUDENT HARASSMENT

In order to provide a Christian environment of mutual respect, tolerance and sensitivity, it is important that every member of the school community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between any two individuals or groups of individuals. Repeated behaviors such as described may be interpreted as bullying and will be subject to the bullying prevention policy (*SV 1027*).

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

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

SECLUSION AND RESTRAINT

St. Vincent de Paul School is required by the state of Indiana to have a seclusion and restraint policy. The complete policy is in the school office. St. Vincent de Paul School has several staff members trained in seclusion and restraint. Our policy includes that:

- Every effort shall be made to avoid the need for the use of restraint of a student.
- Physical restraint shall not be used except when used as a last resort and only when:
 - the student's behavior poses imminent risk of injury to self or others;
 - other less restrictive interventions are ineffective.
- A student shall never be physically restrained by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- Physical restraint of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- Every instance in which restraint is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.

STUDENT LOCKER AND VEHICLE SEARCHES (P4590)

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

Computer network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistently with acceptable uses as outlined in Diocesan Policy (*P4620*).

Revised February 24th, 2021

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

“When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.”

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

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

RELIGIOUS ISSUES (P4410)

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

CHILD ABUSE REPORTING

“It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese’s various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with diocesan Guidelines on reporting Incidents of Child Abuse or Neglect. All priests, deacons, and other personnel, employee and volunteer are subject to and obligated by this policy.”

Cell Phones/Smart Watches

Should a student need to come to school with a cell phone, the expectations are:

- Students in grades 7 and 8 may keep cell phones powered down in their locker.
- Students in grades K-6 should turn cell phones into the office for the day.
- Students will not have phones out during arrival or dismissal.
- If a student needs to use their phone, they should ask the permission of a teacher.
- Smart Watches need to remain at home, they are not allowed at school.

SCHOOL SOCIAL WORKER

St. Vincent de Paul School has a social worker that may assist students and their families. The Social Worker’s role in the school may include:

1. Help with specific issues that may be interfering with the student’s optimal learning.
2. Help with developing skills for getting along with others.
3. Help in dealing with concerns and finding alternatives and choices.
4. Help in adjusting to a new school or new grade level.

The Social Worker also provides classroom instruction in areas of self-understanding, decision-making, how to

Revised February 24th, 2021

recognize and respond appropriately to bullying and/or sexual harassment, and self-esteem and responsibility. School policy permits a child to be seen individually by the Social Worker one time without the written permission of the parent; however, students are free to drop in to talk with the social worker whenever they feel it is necessary. If a parent does not want his/her child to be seen-even one time by the Social Worker, a note from the parent must be written to the school at the beginning of each school year.

St. Vincent de Paul School is mandated by the Diocese of Fort Wayne/South Bend to provide safe environment training to every student in the building. The training follows a script provided by the Office of Family Life. The Social Worker is the

designated instructor for the school and annually provides an official report to the Diocese stating that all children have received the training.

SAINT VINCENT DE PAUL UNIFORM DRESS CODE (SV9904)

Revised 8/2020

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

Saint Vincent de Paul School enforces a uniform dress code for students in order that all students come appropriately attired for school. We recognize two companies, Lands' End and Flynn O'Hara, as the official providers of our school uniform skirts, skorts and jumpers.

The links for ordering from Lands' End or Flynn O'Hara are available on the school website www.saintv.org/school. Click on the school link to see the accepted articles of clothing for our uniform code.

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

	Acceptable	Not Permitted
Shirts	<ul style="list-style-type: none"> • Long or short sleeved unisex polo style with collar; turtlenecks also acceptable • Tucked in properly at all times • Shirts colors: white, hunter green, cardinal red, navy blue or burgundy • The approved St. Vincent Logo only • T-shirt or tank top worn under polo shirt must be plain white with sleeves not longer than polo shirt sleeves 	<ul style="list-style-type: none"> • Polo shirts that have snap closure rather than button • V-neck styles with buttons that are strictly ornamental • Cap sleeves or sleeves that are puffy, ruffled, gathered or have ornamental, ace edges • Rounded collars • Form fitting or short tails. • Logos other than St. Vincent logo
Sweaters/Fleece/Crew neck St. Vincent apparel	<ul style="list-style-type: none"> • Sweaters or St. Vincent fleeces may be worn over a uniform shirt only • Sweaters must be purchased from Lands' End or Flynn O'Hara • Sweater colors: Navy blue or gray • Fleece colors: hunter green, white, off-white, cardinal red, navy blue, black or burgundy • ALL sweaters/fleeces must have the approved St. Vincent logo 	<ul style="list-style-type: none"> • Tight, oversized • Hoods on sweaters or sweatshirts • Patterns or colors other than uniform colors • Ornamental, lacey accents or edges • Cropped, fuzzy, or faded sweaters • Non-uniform polar fleece • Outerwear such as coats, jackets, or non-uniform sweatshirts worn during class or mass
Pants/Shorts	<ul style="list-style-type: none"> • Plain or pleated front, accepted uniform style with or without side pockets • Made of twill, corduroy, or polyester • Modest fit • Solid navy blue or accepted uniform khaki • Navy blue leggings purchased from Flynn O'Hara may be worn under skirts from November 1st until April 1st • Shorts worn only until November 1st and again beginning April 1st • Length of shorts: <ul style="list-style-type: none"> ○ Minimum 6 inch inseam • No shorter than 4 inches above crease at back of knee 	<ul style="list-style-type: none"> • Pants or shorts that are frayed or torn • Tight or form-fitting pants or shorts • Sewn-on back pockets • Pants that are rolled up, tucked into socks, dragging the ground, or below waist • Pajama style pants (even under skirts/jumpers) • Shorts worn after November 1st or before April 1st • Shorts longer than the crease at the back of the knee • Shorts shorter than 4 inches above the crease at the back of the knee

<p>Skirts/Skorts/ Jumper</p>	<ul style="list-style-type: none"> • Skirts/Jumpers/Skorts must be knee length • Must be purchased from Lands' End or Flynn O'Hara • St. Vincent plaid jumper for girls grades K- 3 purchased from Flynn O'Hara • Plaid skirt for girls grades 4-8 purchased from Flynn O'Hara • Shorts should be worn under skirts/jumpers • Skorts for girls in Saint Vincent approved khaki purchased from Lands' End • Skorts must have SV logo 	<ul style="list-style-type: none"> • Form fitting • Rolling at the waist • Skirts/Jumpers/Skorts not at the knee • Shorts under skirts/jumpers that are longer than the skirt/jumper
<p>Socks</p>	<ul style="list-style-type: none"> • Girls solid color: white, hunter green, black, khaki, cardinal red, navy blue, or burgundy • Tights/knee highs color: Navy blue or white • Boys solid color: white, khaki, black, or navy blue • Styles: crew, tube socks, 1 inch cuff, knee high • Must be visible above the tops of shoes at all times. 	<ul style="list-style-type: none"> • Non uniform colors • Logos or designs • No-show socks • Lace, bows, decorations, pattern or trim
<p>Shoes</p>	<ul style="list-style-type: none"> • Tie or loafers • Gym/tennis shoes • Flat sandals with strap around heel • Socks must be worn with all shoes, even sandals 	<ul style="list-style-type: none"> • Heels over one inch • Untied shoes • Boots • Backless shoes, wedges, clogs, or slippers with fuzzy lining • Platforms, jellies, flip flops, water shoes • Extreme high tops
<p>Name Badges</p>	<ul style="list-style-type: none"> • Worn on shirt lapel • Must remain at school 	<ul style="list-style-type: none"> • Badges on lanyards • Badges taken home

<p>Accessories</p>	<p>Belts:</p> <ul style="list-style-type: none"> • Must be worn if there are beltloops • Solid colors: black, brown, khaki, or navy <p>Hair</p> <ul style="list-style-type: none"> • Student's natural color only • Boys' hair must be even with or above shirt collar • Bangs must be cut above the eyebrows • Boys must be clean shaven <p>Make-up</p> <ul style="list-style-type: none"> • 7th & 8th grade girls only may wear light makeup • Blush, lip gloss, eye shadow in neutral shades, mascara <p>Jewelry</p> <ul style="list-style-type: none"> • Modest jewelry • Earrings for girls only 	<ul style="list-style-type: none"> • Belts with ornamentation, large buckles or logos, colors or sparkles • Extreme hair styles • Symbols cut into the hair • Unnatural colors ,excessive highlights or 2 tone colors • Messy hairstyles • Artificial accessories whether detachable or woven into hair • Headbands with ears or ornamentation • Makeup that is not neutral or lightly applied • Eye liner • Tattoos • Strong perfume or cologne • Long or dangling jewelry
--------------------	---	---

PHYSICAL EDUCATION

Kindergarten, 1st, and 2nd grade students are not required to wear a P.E. uniform. On gym days, the students should wear non-marking gym shoes.

Shorts: All students grades 3-8 must wear the PE uniform shorts sold at Orientation and Back to School Night.

Shirts: PE uniform T-shirts must be worn by all students grades 3-8. They must be of modest fit and not too tight or oversized. T-shirts will be sold at Orientation and Back to School Night. Shirts must be tucked at all times.

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

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

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

Revised February 24th, 2021

OUT OF UNIFORM DAYS

	Acceptable	Not Permitted
Dress Down	<ul style="list-style-type: none"> • Casual clothing • Neat and modest fit • Socks must be worn • Same shoes as school uniform • Jeans, sweatpants, capris, shorts (must meet dress code requirements for length) • T-shirts, sweatshirts, jerseys, fashion tops • Leggings <u>IF they are worn with a top long enough to be worn without the leggings.</u> • Acceptable length of tops or dresses for girls: make sure they extend past the fingertips when arms are stretched straight at 	<ul style="list-style-type: none"> • Inappropriate pictures or messages • Writing on the rear of pants or sweatpants • Spaghetti straps, low cut necklines, tops with cut-outs or backless, off the shoulder or strapless tops • Mid-rif tops or tops that do not cover the abdomen • Transparent or see through clothing • Tight or oversized clothing • Frayed or torn clothing, rips or holes • Pajama style pants (except on a designated pajama day) or yoga pants
Dress Up	<ul style="list-style-type: none"> • Clothing worn on a special occasion that is chaste • Dress shirts (ties may be worn) • Dress pants for boys • Blouses, skirts, dresses of modest length or dress pants for girls • Nylons or hose • Normal shoe dress code except girls may wear modest heels • Skirts and dresses longer than the tips of the fingers when arms are extended at their sides 	<ul style="list-style-type: none"> • Tight or oversized clothing • Cleavage showing • Spaghetti straps, low cut necklines, cut-outs, backless, off the shoulder or strapless tops or dresses • Transparent or see through clothing • Mid-rif tops or tops that do not cover the abdomen • Shorts • Cargo pants • Flip flops or backless sandals
St. Vincent Team Jerseys	<ul style="list-style-type: none"> • Game jersey worn <u>over uniform shirt</u> • Game jerseys worn on the game day or on the Friday before a weekend game 	<ul style="list-style-type: none"> • Game jersey worn by itself, without a uniform shirt • Game jersey worn on days other than game day or the Friday before a weekend game • Other team apparel such as hoodies, t-shirts and jackets worn during the school day

PROCEDURES/CONSEQUENCES

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

Should violations occur, they will be handled as follows:

1ST offense Uniform Code Violation form sent home, signed by parents and returned to the issuing adult.

2nd offense Uniform Code Violation form sent home, signed by parents and returned to the issuing adult.

3rd offense Uniform Code Notification form sent home, signed by parents and returned to the issuing adult.

Revised February 24th, 2021

4th offense Student will meet with administration and parents will be contacted. Uniform choices may be limited.

5th offense Student will spend a period of 30 minutes after school involved in some type of service activity within the school facility or school grounds.

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

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

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

FIELD TRIPS (P4320)

School-sponsored field trips shall be limited to activities that meet Diocesan policy and applicable Indiana law by promoting the educational philosophy and goals of the school and facilitate attainment of specific educational objectives in a particular course. Students in grades 1 and 2 will not attend field trips in accordance with Indiana state law governing car restraints unless the field trip is made on state approved buses or the proper number of car restraints are available to accommodate each student.

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

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

GRADING SCALES

St. Vincent de Paul Grade Scale – Grades K-1

- 4 Meets standard with excellence
- 3 Meets standard with proficiency
- 2 Is approaching proficiency with standard
- 1 Is below proficiency with standard
- X Not yet introduced

Fort Wayne & South Bend Primary Grade Scale – Grade 2

- O 95-100
- S+ 87-94
- S 80-86
- S- 70-79
- N 60-69

Revised February 24th, 2021

U 59 and below

Fort Wayne & South Bend Elementary Grade Scale – Grades 3-8

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

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

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

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

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

HOMEWORK/CLASSWORK POLICY-

It is a good educational practice to give students the opportunity to practice new academic skills independently. This helps to build academic confidence and aptitude. This independent work is done during the school day in class and sometimes it needs completed at home as “homework”. Balancing schoolwork and life outside of school can be tricky and requires patience and perseverance. St. Vincent de Paul School understands that a certain amount of rigor and insistence helps to develop independent, life-long learners. *“Rigor is the result of work that challenges students' thinking in new and interesting ways. It occurs when they are encouraged toward a sophisticated understanding of fundamental ideas and are driven by curiosity to discover what they don't know.”* *What Works in Education*, accessed, June 21, 2016.

Participation in your child’s homework is encouraged especially as they are still learning how to plan how to accomplish their tasks on their own. If your child is struggling at home with concepts, please contact the teacher immediately so that the concepts can be retaught and reinforced at school. Time management can be difficult for some students. If your child continually goes over these suggested homework times, please contact the teacher for assistance. Grades K-2, 20 minutes; Grades 3-4, 30-35 minutes; Grade 5, 45 minutes; Grade 6, 60 minutes; Grades 7-8, 75 minutes.

Completing homework on time and following through at school to “turn-in” the completed work to the teacher are common struggles students face. In order to deter students from late assignments or not turning them in at all, teachers and grade level teams may have “homework” expectations such as:

Revised February 24th, 2021

- 1 day late: the assignment loses 10%
- 2 or more days late: the assignment loses 20%
- 3 or more days late: early arrival to school (7am) or stay after school (til 3:15) to complete the assignment

No student should have the opportunity to “opt-out” of an assignment by not doing it or choosing to do it so poorly they receive a very low grade.

No homework should be given over Christmas and Spring break. This does not include long term assignments/projects previously given and include ample time to complete before or after the break, if the student chooses. Most teachers also limit homework on the weekends.

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

ACADEMIC GOOD STANDING- (SV9906)

Ensuring that all St. Vincent de Paul students achieve academic success is part of our school mission. Academics are the priority when developing a well-rounded child in a school environment. Being able to participate in extracurricular activities is a privilege that helps a student develop skills that will shape the child and prepare them for juggling their future successes. It is the responsibility and mission of the school to help all of our children achieve this academic success.

Any student that has two D’s, (D or D-, 60%-66%) and/or one F, (59% and under) or an attendance rate less than 80% at any progress reporting time is not in good academic standing and is ineligible for sports and other extracurricular activities. To prevent student failure and ineligibility, the school adopts a tiered intervention of supports to the student and family. Tiered interventions may include the following, but not limited to:

Level I:

- All students and parents have access to online grading reports through Powerschool in grades 3-8
- The SIT (Student Intervention Team) coordinator will check grades for students in grades 3-8 every Monday or first school day of the week beginning with the 4th week of the quarter.
- The athletic director, school extracurricular moderators and Bishop Dwenger High School extracurricular moderators (or designee) are copied on the Monday report.
- Teachers will notify parents immediately via email that their child is not in good academic standing and that the student is NOT eligible to participate in St. Vincent School and/or BDHS extracurricular activities until they get back in good standing. Students in activities will also be notified by a note that goes home.
- Grades are checked every Monday. Any student that returns to Academic Good Standing before the next grade check, will be reinstated when they print their Powerschool grades and have them verified by the SIT coordinator AND the principal or assistant principal.
- The SIT coordinator will notify the athletic director and BDHS moderators of any change in eligibility. The athletic director notifies coaches.

Level II:

- Student will be assigned a Check In Check Out (CICO) person in the building
- Student will check in at the beginning of each day and at the end of each day with their CICO mentor. Goals for the day are discussed and reviewed.
- A SIT meeting could be held involving the student, parents, teacher and SIT coordinator where a plan will be developed.

Revised February 24th, 2021

- Small group instruction could be recommended in the form of Social Academic Instructional Groups, (SAIG)
- Student could be assigned a specific CICO mentor for one on one assistance.

Level III

- A functional behavioral assessment will be completed with the FBA team which may include an administrator, special education teacher, social worker, teacher and parents.
- A Behavior Intervention Plan will be written as a result of the FBA including teachers, parents, and administration
- Student could be placed on academic probation and a probationary contract will be written.

Failure to meet the goals and/or improve their grades and/or attendance rate shall result in the student placed on academic probation/ineligibility.

A student placed on academic probation/ineligibility shall be suspended from co-curricular activities, such as athletic teams, athletic clubs, school clubs, and student council until the next quarter or mid-quarter report. Coaches and extracurricular monitors shall be notified of the suspension.

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

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

SPORTS TEAMS

Football	Boys	Grades 5/6 & 7/8
Volleyball	Girls	Grades 5/6 & 7/8
Cheerleader	Girls	Grades 5/6 & 7/8
Basketball	Boys	Grades 5/6 & 7/8
	Girls	Grades 5/6 & 7/8
Soccer	Boys	Grades 5/6 & 7/8
	Girls	Grades 5/6 & 7/8

Revised February 24th, 2021

Track	Boys Girls	Grades 5/6 & 7/8 Grades 5/6 & 7/8
Softball	Girls	Grades 5/6 & 7/8
Golf	Boys Girls	Grades 5/6 & 7/8 Grades 5/6 & 7/8
Cross Country	Boys Girls	Grades 5-8 Grades 5-8

OTHER ACTIVITIES

Band Grades 5/6/7/8

Choir Grades 5/6/7/8

Student Leadership - Grades 5/6/7/8

Drama Club Grades 5-8

Robotics Grades 4-6

Academic Clubs/Competitions All Grades

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

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

Non-letter grades (O, S, N, U) may or may not count towards eligibility. It is a teacher/administration decision on a case by case basis.

CLASSROOM PLACEMENT POLICY (SV9907 see appendix 2)

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

Once placement in a classroom has been established on Orientation Day, students will not be changed unless due to extraordinary circumstances as determined by the administrative team. Placement will not be changed based on parent or friendship requests.

PROMOTION AND RETENTION POLICIES (P4130)

Retention:

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

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

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

***Assignment to the Grade:**

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

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

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

Promotion:

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

REPORT CARDS

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

HONOR ROLL

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

INCLEMENT WEATHER / SCHOOL CLOSING

Please be aware of the following guidelines for weather delays or closings.

- **The best way to receive important school related information is through SchoolMessenger. This is an automated email, text and phone messaging system. Please check the school website under 'Parents' for sign up information.**
- St. Vincent de Paul School will be listed on TV stations 15, 21 and/or 33 across the bottom

Revised February 24th, 2021

of the screen or on the station websites.

- The school will also be announced on radio stations Majic 95, WLDE, WLBC, and WOWO and on the station websites.

As a parent, you have the right to make a decision that it is too dangerous for your family to drive to school if you live in an outlying area. Call the school attendance line 489-3537, ext. 214 to speak with the attendance clerk or leave a message. Your students will not be counted tardy if we are notified by you immediately. In case of delay, students should not arrive prior to the longest delayed starting time.

LATE PICK-UP & LOITERING

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

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

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

TUITION/FEES AND PAYMENT PLANS (SV9910 herein published, amended 2/15/21)

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

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

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

- A. A registration fee is charged for each returning **student**. This fee is due **at completion of online enrollment** in order to maintain the child's place in the school for the coming school year.
- B. Tuition **rates are** based on the number of children **each family has enrolled in the school**. **There are also fees to cover particular cost items associated with the education of students. Fees are charged on a per-student basis.** Additional fees will be assessed for damaged and/or lost books at the total cost of repair or replacement.
- C. **All tuition and fees must be paid through the FACTS tuition management system; each family must have an account set up for tuition payment through FACTS.** Tuition may be paid in one or two (semester) payments, or in **eight, ten, or twelve monthly payments** as contracted with the FACTS program. An agreement is signed prior to the school year, indicating which method of payment will be utilized.
- D. Tuition payments must be kept current. Unpaid tuition and fees could prevent your child(ren) from re-enrolling for the following year. All fees owed to the school including athletic fees, After School Care fees, etc., must be paid or arrangements must be made through the school office before the end of each grading period or report cards will be withheld for the grading period. If any fees are not paid by the end of the year for 8th grade students, grade records will not be transferred to high schools.

Revised February 24th, 2021

- E. If you are unable to afford tuition payments, St. Vincent's School offers several forms of tuition assistance as described below. Parents are responsible for understanding their financial circumstances and applying for assistance as needed. The school office is more than happy to assist with application, but parents must initiate the application process. Applications for all tuition assistance will be made through FACTS Grant & Aid at <https://factsmgt.com/financial-management/grant-and-aid-assessment/>.
- F. St. Vincent de Paul is an Indiana Choice School. Families may apply for an Indiana Choice Scholarship if they meet one of the eligibility **tracks and fall within the income limits**. More information can be found at www.doe.in.gov/choice. Parents will need to **apply through FACTS Grant & Aid**. **A copy of the tax return for all persons living in the household who filed a tax return is required**. The application period begins in March and ends September 1st.
- G. The Scholarship Granting Organization (SGO) scholarship is given through a non-profit fund established by our diocese. **SGO Awards are available to families who meet the household size and income requirements as established by the Indiana School Choice program. An SGO award can provide a pathway into the School Choice program for those who meet the income requirements but do not have a track. Parents should apply through FACTS Grant & Aid. A copy of the tax return for all persons living in the household who filed a tax return is required**.
- H. Parish funded tuition assistance is made possible by the generosity of St. Vincent's Parishioners. Applications for parish funded tuition assistance are made through FACTS Grant & Aid. A copy of the tax return **for all persons living in the household who filed a tax return is required**. Applications should be made by July 1 for the subsequent school year. Applications are reviewed by a Tuition Assistance Committee to allocate available assistance funds based on need.

INTERNET AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

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

St. Vincent de Paul School – Procedures for iPad Use

The following are the general expectations concerning iPad use and are in addition to any teacher requirements for its use inside and outside the classroom.

A. Ownership

1. The iPad and the iPad case is the property of St. Vincent de Paul School until a determined date. All licensing for apps and parent/guardian Apple ID belong to St. Vincent de Paul School.
2. Parents are responsible for paying for a replacement iPad and protective case if loss or stolen.
3. Parents are responsible for replacing lost iPad chargers.
4. Parents are responsible for providing earbuds.
5. Parents are responsible a \$50 deductible for repair costs of accidental breakage.

B. General Procedures

1. The iPad has an identification label with the student's name. No other writing or stickers may be placed on the iPad, iPad case, and iPad carrying bag. Do not remove the identification tag on the case or back of the iPad.

Revised February 24th, 2021

2. The school's technology department has adjusted the profile settings on the iPad. Any removal of profiles will result in disciplinary action.
3. iPad security restrictions set on the iPad are determined by the school.
4. Loss or stolen iPads must be reported to the homeroom teacher.

D. Care and Maintenance Responsibilities

1. Students are responsible for keeping the iPad in good working order. Any damage must be reported to your homeroom teacher immediately.
2. iPads need to come to school fully charged each day.
3. iPads must remain in the school-provided case at all times.
4. iPad Homeroom classroom rules must be followed.
5. Failure to bring the iPad does not release the student's responsibility for class work.
6. Habitual offenses concerning care and responsibility may result in disciplinary action and parents will be notified.

E. Acceptable Usage

1. Digital citizenship violations such as on-line bullying, on-line gossip, and inappropriate language or content online will be investigated by school personnel and may result in parent contact, and/or disciplinary action and/or notification to the civil authorities (ICAC) Internet Crimes Against Children Task Force.
2. The iPad Home and Lock screen images must be appropriate. Inappropriate images, including those depicting violence, are not permitted.
3. Students will not access the MAIL app to read or send email during school hours.
4. Students will not use the iPad or access apps other than what has been directed by the teacher.
5. Photo and Video footage stored on the iPad is for school purposes only. School data storage accounts are the property of St. Vincent de Paul school and may be viewed or accessed by school personnel.
6. Students know it is inappropriate for one student to access another student's iPad or personal accounts without permission.

F. Disciplinary Actions

1. Disciplinary actions are determined by homeroom teacher and/or administration. Offenses are logged for documentation and parents are notified. Consequences may result in additional restrictions being placed on the iPad.
2. **Offenses that are more serious** such as profile removal, cyber-bullying, intentional damage, lewd material or the attempt to obtain inappropriate material, etc. will warrant school administration attention.

Appendix 1 Parent/Student Handbook St. Vincent de Paul School

ENROLLMENT (P4010) update. School Admission Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Office of Catholic Education. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements

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

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

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

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

V. Kindergarten Age Requirement

Revised February 24th, 2021

Schools shall follow state law guidelines in enrolling Kindergarten students.

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

A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

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

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

VII. Children with Exceptional Educational Needs

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

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

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

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

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

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/ guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to

Revised February 24th, 2021

significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

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

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

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

Recommended: February 11, 2016
School Board Ratified: July 15, 2016

Diocesan
Diocesan Bishop

ATTENDANCE (P4040)

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

I. Parent/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents

must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - the student and the student's parent or guardian and the principal agree to the withdrawal; and
 - 1. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 - 2. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the

- order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years whichever occurs first.

Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
1. Serving as a page for or honoree of the Indiana General Assembly;
 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
 3. Court appearances pursuant to a subpoena;
 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year; or participation in civil air patrol as a member of the Indiana wing of civil air patrol for not more than five(5) days in a school year.
 5. Placement in a short-term inpatient treatment program which provides an instructional program;
 6. Homebound instruction;
 7. Religious observances.
 8. Approved educationally related non-classroom activity per I.C. 20-33-2-17.5
 9. Participation or exhibition in the Indiana State Fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five(5) instructional days in a school year.
 - 10.
- B. Excused Absences
1. Illness of the student (with written statement by parent/ guardian or doctor)
 2. Funerals
 - for death in the immediate family
 - for persons outside of the immediate family with parental permission
 3. Out-of-school suspension

4. Medical and legal appointments – Such appointment should be scheduled after school hours when possible.
5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.

C. Unexcused Absences

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

II. Truancy

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

The following may be evidence of habitual truancy:

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

III. Reporting an Absence

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

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

Revised February 24th, 2021

V. Frequent or Prolonged Illness

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

VI. Response to Irregular Attendance

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

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

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age, but less than 15 years of age and is truant more than 10 times in one school year, the student shall be designated as a habitual truant and reported to the Bureau of Motor Vehicles as provided by state law.

Recommended: May 11, 2017 Diocesan School Board
Ratified: October 15, 2017 Diocesan Bishop

Diocesan Schools Wellness Policy P1420

All schools of the Diocese of Fort Wayne – South Bend shall be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle, recognizing the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with individual school health goals to positively influence students' health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Diocese of Fort Wayne – South Bend that:

1. Each school shall incorporate into the curriculum nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students will have opportunities, support and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable

Revised February 24th, 2021

and appealing foods that meet the health, nutrition needs, and accommodate the religious requirements of students. Each school shall provide a clean, safe and pleasant setting and adequate time for the students to eat. It is recommended that students have at least 20 minutes to actually eat their meals.

4. To the extent practical, the schools will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs must meet the nutrition recommendations of the Indiana Code of the United States Department of Agriculture.
6. Each school shall engage students, parents, teachers, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the School Wellness Plan.

Recommended: May 8, 2014

Diocesan School Board

Ratified: July 23, 2014

Diocesan Bishop

PARENT / LEGAL CONCERN PROCEDURE (P2310)

Community Relations. Parent/Legal Guardian Concerns Procedure

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

Step 1: Address the issues with the classroom teacher (face to face or in writing)

Step 2: Address the issue with the Principal.

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

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

Step 5: Contact the Catholic Schools Office.

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

Recommended: April 23,, 2015

Diocesan School Board

Ratified: July 24, 2015

Diocesan Bishop

VISITORS TO THE SCHOOL: (P2410)

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

All visitors must be required to enter into the school visitor log their name and purpose for their visit. Any visitor allowed into areas of the building outside of the school office must be issued a visitor tag.

Recommended: April 23, 2015

Diocesan School Board

Ratified: July 24, 2015

Diocesan Bishop

Revised February 24th, 2021

POLICY SV-9907 – STUDENT CLASSROOM PLACEMENT POLICY

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

Last revision ratified by Pastor: _____, 2018

POLICY SV-9908 – VISITATION POLICY

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

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9909 – AFTER SCHOOL CARE POLICY

St. Vincent de Paul School shall provide an after-school care program. Such program shall accommodate students not picked up punctually after school dismissal.

Last revision ratified by Pastor: _____, 2018

POLICY SV-9910 – TUITION POLICY

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

Last revision ratified by Pastor: _____, 2018

POLICY SV-9911 – CLASS SIZE POLICY

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

Last revision ratified by Pastor: October 1, 2008

POLICY SV-9912 – TOBACCO FREE POLICY

St. Vincent de Paul School shall be tobacco free.

Last revision ratified by Pastor: _____, 2018

POLICY SV-0013 – SOLICITATION POLICY

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

Last revision ratified by Pastor: _____, 2018

POLICY SV-0114 – SCRIP POLICY

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

Last revision ratified by Pastor: October 1, 2008

Revised February 24th, 2021

POLICY SV-0115 – TEACHERS’ BENEFIT POLICY: REIMBURSEMENT FOR COLLEGE CREDIT

St. Vincent de Paul School shall provide a program of teacher reimbursement as described in but not limited to Diocesan Policy P3360. The procedure for this type of reimbursement will be described in the Faculty Handbook.

Ratified by the Pastor: October 1, 2008

POLICY SV – 0517 – SCHOOL SOCIAL MEDIAL RELEASES

Saint Vincent de Paul School shall follow the Social Media Policy of the Roman Catholic Diocese of Fort Wayne – South Bend, which can be found at:

<http://www.diocesefwsb.org/Data/Accounts/Files/1/SocialMediaPolicy2.25.15.pdf>

Adopted and Approved: October 4, 2016

Last revision ratified by Pastor: , 2018

POLICY SV-0618 – RECORD RETENTION

The committees of St. Vincent de Paul School shall publish the minutes only to their committee members and the school board. The summary of the committee minutes will be included in the school board minutes only after being approved by the school board.

Last revision ratified by Pastor: , 2018

POLICY SV-0819 – DONATIONS TO THE SCHOOL

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

Original Issue ratified by Pastor: October 1, 2008

POLICY SV-0820 – KINDERGARTEN HANDBOOK

St Vincent de Paul School shall maintain a Kindergarten Handbook that reflects Catholic doctrine, the mission statement of the School, and the School’s policies. The Kindergarten Handbook shall provide for the health and safety of the School’s Kindergarten students and the proper order of the Kindergarten. Content, distribution, parent acknowledgements, and periodic submission to the Diocesan Catholic Schools Office shall comply with Diocesan policies governing the Parent/Student Handbook, including but not limited to P4510, “Parent/Student Handbook,” to the extent such policies may reasonably be applied to the School’s Kindergarten Handbook.

Ratified by the Pastor: October 1, 2008

POLICY SV-0821 – COMPUTER EQUIPMENT AND INFORMATION

St Vincent de Paul School shall maintain a procedure, which shall be set forth in the School Faculty Handbook, for management and use of the School’s computer equipment and information. Such procedures shall contain, but not be limited to, instructions and guidelines for (a) physical accounting and security of such equipment, (b) proper use and control of information used and/or stored in such equipment, and (c) proper disposal of the equipment and of the information loaded in such equipment.

Ratified by the Pastor: October 1, 2008

Revised February 24th, 2021

POLICY SV-0922- CRISIS RESPONSE PLAN

St. Vincent de Paul School shall maintain a crisis response plan. This plan will address the various crises that might occur in the school, including, but not limited to, fire, severe weather, bomb threats, intruders, or mass illness. This plan shall incorporate information received from federal, state and local authorities, as well as the Diocesan School Office. The School Board shall periodically review the crisis response plan as a part of its regular, on-going review of school policies and procedures.

Ratified by the Pastor: February 2, 2010

POLICY SV-0923-EQUIPMENT USE BY OUTSIDE GROUPS

St. Vincent de Paul School allows the use of its materials and equipment by parish groups, even those not directly affiliated with the School. The administration shall maintain procedures to allow those groups to access the School's equipment and materials in a manner that does not interfere with the School's use of these items. These procedures should ensure the safe and timely return of the items lent to these groups. It should also provide a mechanism for holding these groups accountable for any damage done to the loaned materials.

Ratified by the Pastor: February 2, 2010

POLICY SV-1025- Athletics POLICY

St. Vincent de Paul School will maintain Athletic guidelines and procedures that support and promote the school's mission. These guidelines and procedures shall adhere to the regulations put forth by the Catholic Youth Organization (CYO) for the Diocese of Fort Wayne-South Bend. In particular, these guidelines should emphasize sportsmanship for students, coaches, and parents. The guidelines should contain procedures for addressing misconduct on the part of students, coaches, or parents, and should provide for regular reviews of all coaches, both during the season and after the season. These guidelines and procedures shall be published in the Parent/Student Handbook.

Original Issue: June 02, 2010

Ratified by the Pastor: June, 30, 2017

POLICY SV-1026- DOCUMENT RETENTION POLICY

The administration shall maintain a document retention plan which outlines how long the school will retain the various types of documents which the school uses in the ordinary course of business. All faculty and staff shall maintain documents in compliance with this plan. At a minimum, the procedures will address:

1. The need to retain documents in a consistent manner by all faculty and staff;
2. the location where various documents shall be maintained;
3. the length of time each type of document should be retained;
4. the proper time and procedure for destroying each type of document;

Revised February 24th, 2021

5. the need to treat documents consistently based upon their content, regardless of whether the document is in paper or electronic format; and

6. the need to maintain the confidentiality of certain document.

Original Issue: June 02, 2010

Ratified by the Pastor: June 30, 2010

POLICY SV – 1027 – SCHOOL WELLNESS POLICY

Saint Vincent de Paul School shall implement and adopt a school wellness plan that promotes the students' health, well-being, and ability to learn by supporting healthy eating and physical activity at all grade levels. The School Wellness Plan shall be made available to students and families by means of the school's website.

Adopted by School Board: October 3, 2017 Ratified by Pastor:

Revised February 24th, 2021

Handbook Receipt Acknowledgment

All families at St. Vincent de Paul School are required to sign this form and return it to school. By signing below, we acknowledge that a copy of the St. Vincent de Paul School Parent/Student Handbook is available online. A printed copy of the handbook is available upon request in the school office. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne/South Bend.

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

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

School Year 20__ - 20__

Student Name Printed. Grade 7/8

Family Name Printed

Student Signature

Parent Signature

Student Name Printed. Grade 7/8

Date

Student Signature

Date

Diocesan Policy P4510