

St. Vincent de Paul School Handbook 2009-2010

This handbook has been prepared to help parents and students understand and adjust to school policies and regulations. Where the term "parent" is used alone in this handbook, the intention is to mean either parent or guardian.

St. Vincent de Paul Catholic School (SVdP) functions under the auspices of the St. Vincent de Paul Catholic Church, Rogers, Arkansas. The Diocese of Little Rock has established the policies and regulations stated in this handbook. Copies of the Diocesan "Policy Manual for Elementary and Secondary Schools" are available for review in the school office.

Mission Statement – Philosophy of Catholic Education

The philosophy of Catholic education is built upon the truth that all men are created by God to know, love, and serve Him in this world, and to be with Him in the next. It is in the family, in particular, that children should be taught according to the faith received at baptism.

The purpose of St. Vincent de Paul School is to provide quality education through academic excellence, Catholic principles, and Christian values based on the Gospel of Jesus Christ. We seek to promote mastery in self-discipline, communication, creative expression, and critical thinking skills whereby the whole person will become a productive member of society. Together the staff, students and parents will live a Christ-like life growing in faith, knowledge, and service.

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SCHOOL POLICIES

IT SHALL BE THE POLICY of St. Vincent de Paul School that...

1. The school conforms to the current Diocesan policies for schools set forth in the Diocesan School Handbook.
2. All students wear the uniform of the school.
3. Fundraising is permitted, with prior pastoral approval.
4. Guidelines to determine class size and teacher/pupil ratios will be established by the Principal. The guidelines will be reviewed annually.
5. There shall be published annually a school handbook to introduce parents and students to the school and its policies. This handbook shall be given to all parents or guardians of students attending St. Vincent de Paul School.
6. In recognition of the importance of Catholic education, we encourage the promotion and development of Catholic Schools Week activities.
7. Traffic control on school property will be under the direction of the Principal.
8. A self-supporting hot lunch program under the auspices of the school administration is maintained.
9. Students who transfer to St. Vincent de Paul School from any educational program other than an accredited school shall be tested to assist in evaluating proper grade placement. All new students will be placed on a 30-day academic assessment probationary period.
10. A parent or guardian shall meet personally with his or her child's/children's homeroom teacher twice during the school year. Parents/guardians are to use the scheduled parent-teacher conferences for these meetings.
11. **All** students will be required to apply for admission during spring registration in order to help determine the number of students for the fall classes. This will assist in determining proper classroom divisions and teacher/student ratios. A nonrefundable registration fee will be assessed. Any assessed fees will be applied to the ensuing school year's budget.
12. The following sequence guidelines will be used to register students in the spring for the coming year:
 1. Families with students presently attending grades K-8
 2. Parishioners whose children are not currently attending SVdP School
 3. Non-parishioners whose children are not currently attending SVdP School
13. The School Board members will meet informally with the school staff at the beginning of each school year to become acquainted with each other.
14. Progress reports will be withheld for students whose accounts are in arrears in tuition payment or fees for books, lunches, BSC or ASC until all outstanding fees have been paid.
15. Students with outstanding financial accounts shall not register at the August registration until arrangements for payment have been made with the Pastor and Principal.
16. Violent behavior and actions will not be tolerated. It will be up to the Principal to handle each situation in a swift,

sensitive, and effective manner.

FEES AND TUITION

Spring registration for the following year is held in March. A nonrefundable registration fee per child is assessed at this time. Registration not only assures a place in class for pre-registered children, it also allows Administration to determine proper classroom divisions and teacher-student ratios for the following year. All fees are applied toward meeting school expenses, such as library fees, diocesan fees and supply fees for the ensuing year.

Tuition Schedule – 2009-2010

Tuition may be paid annually, over 10 months, or monthly. Tuition payments are due on the 1st or 15th day of the month. Automatic withdrawal is required. A \$15.00 late charge will be added to tuition payments returned due to insufficient funds.

Tuition rates for grades K-8 are determined according to the following categories of SVdP parish affiliation:

Tuition Rate A will apply to *returning* elementary families (children) currently in grades K-8 as long as the following criteria are met:

1. The child has received sacraments appropriate to his/her level of maturity, i.e., has been baptized, and, if he/she has completed the second grade, has been prepared for and has received First Reconciliation and First Eucharist.
2. Parent(s)/guardian(s) attend Eucharist regularly at St. Vincent de Paul Parish or another subsidizing parish.
3. Parent(s)/guardian(s) support the St. Vincent de Paul Parish or other subsidizing parish through regular, identifiable (i.e., stewardship envelope or check) contributions to the offertory collection appropriate to the family's income.

Note: Qualification for this category will be based on the child's sacramental records and on contribution records, as recorded by the parish office, and will be reviewed annually. The minimum amount required to be given to the Parish is \$2,000.00 annually to qualify.

Tuition Rate B will apply to individuals in the following circumstances:

1. Parent(s)/guardian(s) are registered members of St. Vincent de Paul Parish or a neighboring parish and have a child entering grades kindergarten through 8 who is the first member of his/her immediate family to enter the elementary portion of the school.
2. Parent(s)/guardian(s) are registered members of a non-subsidizing Catholic parish.
3. Parent(s)/guardian(s) are registered members of St. Vincent de Paul Parish but fail to meet one or more of the three criteria stated above for Rate A.

Tuition Rate C will apply to all non-Catholic families.

Tuition rates for students in grades K-8 vary according to the number of children in the family enrolled at SVdP and SVdP parish affiliation as follows:

2009-2010 Kindergarten-8th grade Tuition Rates

<u>TUITION RATE A</u>	<u>10-Month</u>	<u>12-Month</u>	<u>Annually</u>
One Child	\$340.00	\$284.00	\$3,400.00
Two Children	\$613.00	\$511.00	\$6,130.00
Three Children	\$743.00	\$620.00	\$7,430.00
Four or More Children	\$755.00	\$630.00	\$7,550.00

<u>TUITION RATE B</u>			
One Child	\$480.00	\$400.00	\$4,800.00
Two Children	\$872.00	\$727.00	\$8,720.00
Three Children	\$1,111.00	\$926.00	\$11,110.00
Four or More Children	\$1,196.00	\$997.00	\$11,960.00

<u>TUITION RATE C</u>	<u>10-Month</u>	<u>12-Month</u>	<u>Annually</u>
One Child	\$560.00	\$467.00	\$5,600.00
Two Children	\$967.00	\$806.00	\$9,670.00
Three Children	\$1,209.00	\$1,008.00	\$12,090.00
Four or More Children	\$1,266.00	\$1,055.00	\$12,660.00

2009-2010 Pre-Kindergarten Tuition Rates

	<u>10-Month</u>	<u>12-Month</u>	<u>Annually</u>
Full Time (M-F 7:30-5:30)	\$624.00	\$520.00	\$6,240.00
Part Time (M,W,F 7:45-11:15)	\$249.00	\$208.00	\$2,490.00

School Support Hours

Each family is required to volunteer a minimum of 35 hours to St. Vincent de Paul School. Failure to complete this requirement by May 1st will result in a higher tuition payment for the first month of school. School volunteers are to sign in at the school office or with the event chairman of the activity for which they are volunteering. There will be a charge of \$10.00 per hour for any unserved school support hours. Parents who would like to prepay all or a portion of their school support hours can do so at August Registration.

DISCIPLINE POLICY

Student Conduct

Since a Catholic school student represents the school at all times, both on and off campus, it should be understood that any conduct which brings discredit to the student or to the reputation of the school and community may result in disciplinary action by the school.

The following regulations from the Diocesan Handbook form the basis of the discipline policy of St. Vincent de Paul School.

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control.
3. Emphasis is placed on positive values rather than on punishments. When violations do occur, each case will be dealt with patiently and with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.
4. Students will be held accountable for any disorderly conduct or destruction of property. Students will pay for any damage to school or parish property.
5. Serious or continuous disciplinary problems will be referred to the Principal.
6. In serious cases, if a student's behavior does not improve through any other means, or if the offense warrants such

action, the Principal will follow the procedure for Detention, Suspension, or Expulsion.

Consequences for behavior, which shows a lack of self-discipline, may be given to a student to help him/her internalize his/her behavior. Every attempt will be made to fit the consequence with the behavior and to give the consequence immediately following the inappropriate behavior. When a student is being disciplined, he/she will be informed of the reason for the discipline, and the student will be given the opportunity to tell his/her "side of the story." The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Detention is defined as a one-hour period (3:00-4:00 p.m.) after school in which a student will be required to stay as a consequence for his/her inappropriate behavior. During this time, the student will be expected to do an assigned consequence that will help the student internalize his/her actions. Detention assignments will be made by the teacher or staff personnel in consultation with the Principal. Parents will be required to provide transportation for their child at the end of the detention or pick them up from After School Care (Parents will be charged for this service if used.) Students should be picked up at the main school door.

Suspension is defined as the temporary exclusion of a student for disciplinary reasons. Suspension from school will be the decision of the Principal in consultation with the Pastor. Students may be suspended by the Principal for serious reasons for a period of time not to exceed ten (10) days. The Principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement. All academic work missed during the suspension will be made up. Students will not be allowed to attend any extra-curricular functions or After-School Care during the suspension.

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the Principal in consultation with the Pastor. Notification of the expulsion will be sent to the School Board President. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s) and to the Diocesan Superintendent. If parents wish to appeal the decision, they will contact the President of the School Board who will arrange a hearing with an arbitration committee.

The Principal has the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior. There are some extreme incidents which of their very nature may incur the penalty of immediate expulsion. The following offenses are considered examples of extreme incidents:

Proven delinquency; incorrigible behavior; setting fires; stealing; carrying dangerous weapons; serious destruction of school property; possessing, selling, using, buying, transmitting, or secreting any illegal substance, including alcohol; blatant disrespect toward any school authority; real or attempted physical assault upon any person.

Discipline Cycle for 4th – 8th Grades

Students in grades 4th – 8th Grades will follow a discipline cycle that outlines procedures for major and minor offenses.

Disciplinary Referral slips will be given to students for the following **MAJOR** violations:

1. Deliberate disobedience, defiance or disrespect toward any person in authority, such as teachers, teacher assistants, parents, office staff, cafeteria, and maintenance personnel, etc.
2. Habitual disruptive behavior, such as inappropriately speaking out, excessive talking during class, causing deliberate distractions, and inappropriate behavior on parish property.
3. Physical or verbal abuse, including intimidation of others.
4. Damage to parish/personal property, such as textbooks, equipment, furnishings, facilities, materials, etc.
5. Stealing
6. Truancy or unauthorized leaving of school.
7. Other – this includes any other incident (i.e. playground, ASC, BSC, etc.) that requires parent notification.

Disciplinary Referral slips will also list **MINOR** violations, which require parental notification. These violations may include:

1. Leaving the classroom without permission.
2. Inappropriate language

3. Unauthorized candy/gum/food
4. Unauthorized toys or electronic devices (i.e. computer games, cell phones, etc.)
5. Inappropriate behavior in:

Hallways	Church	Restroom	Classroom	Other (i.e. Cafeteria, Playground, etc.)
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After receiving **five** Disciplinary Referral slips for minor violations, a student will be issued a referral slip for a Major violation.

Referral Procedures are as follows:

1. The adult issuing a Disciplinary Referral slip will provide the student’s homeroom teacher with all three copies. The homeroom teacher is then responsible for assigning the appropriate consequence, noting it on the referral form and distributing one copy to the students and one copy to the office.
2. When a student is issued a Disciplinary Referral slip, a copy will be sent home to the student’s parent/guardian. This form is to be signed and returned the next school day. The student’s homeroom teacher will then keep the form on file.
3. Consequences for each Major violation referral will occur in the following order:
 - First Referral: Detention
 - Second Referral: Detention and conference with student, parent/guardian, teacher(s)

The Principal will be notified from this point forward.

- Third Referral: In-school Suspension
- Fourth Referral: In-school Suspension and conference with the Principal, teacher(s), parent/guardian, and student
- Fifth Referral: Extended Out of School Suspension, with possibility of Expulsion, Conference required with Principal, teacher(s), parent/guardian, and student prior to readmission to classes.

If a student does **not** receive additional referrals for any Major violations for a period of **eight or more weeks** then the next Major referral would result in a repetition of the most recent consequence.

Harassment

All persons have the right to be treated with dignity. All demeaning behavior is prohibited. It shall be a violation of this policy for any student to discriminate against or harass another student through disparaging conduct or communication. Harassment includes, but is not limited to, words (spoken or written) or actions that negatively impact an individual or group.

SCHOOL DAY SCHEDULES

The St. Vincent de Paul School calendar follows the local public schools calendar as closely as possible. The school day runs from 7:55 a.m. to 3:00 p.m. Students will be allowed in the building at 7:40 a.m. Students should be in their rooms and ready for class to begin at 7:55 a.m. On the first Tuesday (**Early Out Tuesday**) of every month, the school day ends at 2:00 p.m. for Teacher Professional Development.

In the interest of safety, it is important that children be picked up after school as quickly as possible. Any child walking home from school must have a note on file in the school office giving him/her permission to leave school alone and to walk to another location.

Any child not picked up at the conclusion of car line will be sent to ASC and charged the appropriate rate.

Eucharistic Celebrations

Eucharistic celebrations will be attended by all students according to the following schedule:

- Kindergarten, 1st & 2nd Grade.....Friday
- 3rd, 4th and 5th Grades.....Tuesday & Friday
- 6th, 7th and 8th Grades.....Thursday & Friday

Parents are welcome at all times, but they are asked to sit **with** their child’s class during Mass.

Recess

Students will go outside for recess each day that weather permits. If for health reasons a student is to remain indoors during recess, a note is required from the parent to the teacher stating the reason for the excused recess time. If the child must be excused from outside recess for an extended period, a note from the doctor is required.

Parents/guardians are responsible for providing clothing for their child/children appropriate for weather conditions.

Before-School Care (BSC)

Before-School Care will be provided for SVdP School children from 6:45-7:40 a.m. each school day. STUDENTS MUST BE REGISTERED FOR THIS PROGRAM. Only children enrolled in BSC will be admitted to the school building before 7:40 a.m. The Before-School Care fee is \$5/week paid IN ADVANCE for one child and \$10.00 week for two or more children.

After-School Care (ASC)

After-School Care for SVdP School children is provided as a service for parents on days that school is in session. ASC is available from 3:15-5:30 p.m. on regular school days or from 2:15-5:30 p.m. on early dismissal days. A "late fee" per child will be charged after 5:30 p.m.

To participate in the ASC program, parents must complete a registration form and pay a membership fee for their child(ren) at the school office. Children may be registered for ASC during the August registration period.

Fees are charged at a daily rate. Fees for After-School Care must be paid IN ADVANCE. Unpaid balances will disqualify the student for future attendance.

Snow Days

Announcements of school closings for Rogers Public Schools for inclement weather should be interpreted as announcements for closing St. Vincent de Paul School. If schools are closed due to inclement weather, no After School programs will be available.

St. Vincent de Paul School closing for inclement weather (snow days) will conform to the Rogers Public Schools closings. Radio and television announcements specifically for St. Vincent de Paul School will be made ONLY for closing or openings that DIFFER from those of the Rogers Public Schools.

ADMISSIONS

St. Vincent de Paul School will admit students of any race, color or national origin to all the rights, privileges, programs and activities generally accorded or made available to our students.

Admission Policy

The following sequence guidelines will be used to register students in the spring for the coming year:

1. Families with students presently attending grades K-8
2. Parishioners whose children are not currently attending SVdP School
3. Non-parishioners whose children are not currently attending SVdP School

Entrance Age

- **Kindergarten** - No child will be admitted unless he/she has attained the age of five (5) years on or before September 1 of the school year.
- **Pre-Kindergarten** – No child will be admitted unless he/she has attained the age of four (4) years on or before September 1 of such school year.

Entrance Documentation

- Immunization
- Birth Certificate
- Social Security Number

Documentation of State-required immunizations plus a birth certificate and social security number are to be presented at the time of registration for all beginning transfer students. Students who transfer from an in-state or out-of-state school may be admitted conditionally for a maximum of 30 calendar days while immunization documentation is being obtained and presented to the school. If current, complete documentation is not presented to the school by the end of the conditional period, the child/children will be excluded from the school. Exemption to the immunization law may be made only by a certificate issued by the Director, Arkansas Department of Health.

Immunization Requirements

The Arkansas Department of Health requires the following immunization requirements before a child may be admitted to school.

<u>Vaccine</u>	<u>Dose</u>	<u>Timeline</u>
Polio Vaccine	4	The last dose must be AFTER the child's 4th birthday.
DPT Vaccine	5	The last dose must be AFTER the child's 4th birthday.

<u>Vaccine</u>	<u>Dose</u>	<u>Timeline</u>
Hib	3-4	One last dose AFTER the child's 1 st birthday
Measles, Mumps, Rubella (MMR)	1	The dose must have been given AFTER the child's 1st birthday. Booster at age twelve (12).
Hepatitis B	3	These three doses are required before completing Kindergarten.
Varicella (Chicken Pox)	1	The dose must have been given AFTER the child's 1st birthday.

Baptismal Certificate

Catholic students should present their Baptismal Certificate at the time of registering at SVdP School.

ATTENDANCE

Students should be in attendance at all times when school is in session unless illness or emergency prevents it.

Regular attendance is essential to a student's success in school. In grades K-8, most skills are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for students and teachers and is regarded as a very serious problem. The following are recognized as EXCUSED absences:

- Illness of the student
- Serious illness in the immediate family
- Death in the family
- Appearance in court
- School-sponsored activities

Absences due to family vacations or trips ARE NOT excused absences, as they are an option. If trips are taken during scheduled school days, schoolwork will not be given out in advance. All concepts/work covered during the child's absence is the responsibility of the student and parent upon their return to school.

When a student returns to school after an absence, he/she should bring a written note from the parent stating the reason for the absence.

A parent should give written notice to the school prior to his/her child leaving school for dental or medical appointments. When picking up a student during the school day, the parent must go to the school office and "sign out" the child, recording the name of the person assuming responsibility for the child and the time the child was picked up. If the child is returned to school the same day, the parent should "sign in" the child at the school office and record the time of return.

When a child accumulates ten (10) absences per semester, parents will be contacted by the school to arrange a conference to evaluate the student's standing. Diocesan Policy 2.04 states that a pupil who accumulates twenty-five (25) days of absence during the school year will be required to attend summer school to make up the work missed or to repeat the grade.

Student attendance will be recorded using the following attendance policy dated JANUARY 1, 2002:

- **Tardy/Leave Early**
This includes any time that a child misses class for up to two (2) hours, whether it is for leaving early in the afternoon, arriving late in the morning, or being gone in the middle of the day. While all of these will count against a child's perfect attendance record, EVERY THIRD TIME THAT A CHILD IS TARDY OR LEAVES SCHOOL EARLY WILL COUNT AS A FULL DAY'S ABSENCE. Exceptions will be made for children with doctor/dentists appointments if a child returns to school with a written note signed by the doctor/dentist. Notes must be received by the next day.
- **Half-Day Absence**
This includes any time a student accumulates 2-4 hours of absence from school in a single day. No exceptions will be made in this category.
- **Full-Day Absence**
This includes any time a student accumulates more than four (4) hours of school missed in a single day. No exceptions will be made in this category.

Field Trips

Permission for a child to attend class field trips must be given IN WRITING by the child's parent on an official Diocesan permission slip for each field trip. Phone calls will not be made from the school to ask for parental permission for the child to participate in field trips. An official, signed form submitted by fax will be accepted. **Permission slips shall be retained on file for one (1) year after the trip.** The Principal may deny a student participation in a field trip for disciplinary reasons.

In the event private vehicles are used to transport students to off campus activities, the following requirements must be enforced:

- The driver must be at least twenty one (21) years old.
- The driver must attend a VIRTUS training seminar and submit to a background check.
- No felony convictions or convictions related to the sexual abuse of a child can be evident.
- The vehicle must be insured for the limits required by the school's insurance carriers.
- Students must wear seatbelts at all times.
- Children under the state age and weight limit must be strapped into approved booster seats.

DRESS CODE

A neat personal appearance is an incentive toward a positive learning environment, better discipline, and a good self-image. The school has adopted the following uniform policy for students:

Girls – Grades K – 5

- **Uniform Jumper:** SVdP plaid jumper is available at The Toggery or can be purchased from the used uniform closet at school. Shorts must be worn under uniform jumper but cannot hang below the jumper. Jumper should be no shorter than 2” above the knee.
- **Blouses:** White short or long sleeve blouse with Peter Pan collar will be worn with the jumper. During the months of **August, September, October, April, May, and June**, a white knit shirt with or without SVdP logo may be worn with navy uniform shorts or a plaid skort. Knit shirts cannot be worn under jumper. No trims allowed on blouses or knit shirts. Shirts must be tucked in.
- **Turtlenecks:** During November through March, white turtleneck shirt may be worn with the school jumper.
- **Shorts/Skort:** Navy uniform shorts (pleated or flat front) with cuffs or a plaid skort may be worn with the knit shirt. The shorts/skort must be mid-thigh in length and may not hang below the knee.
- **Socks:** White socks that cover the ankle (1 ½ inch band at top); white or navy knee socks with no logos or trims; OR navy tights or navy slim cut leggings may be worn. Sweatpants may be worn under the school jumper for P.E. class and recess only – NOT in the classroom.
- **Sweater:** Navy Crew Cardigan with or without SVdP logo may be worn.
- **Sweatshirt:** Navy SVdP logo sweatshirt – NO hoodies - may be worn.
- **Shoes:** Flat heeled, leather, tie or loafer style, or gym/tennis shoes may be worn. Shoes with soles that leave scuffmarks on the floor are NOT allowed. Shoes with wheels, boots, OR sandals or other “open” style shoes may NOT be worn. No crocs allowed.
- **Belts:** A solid black, brown, or navy solid belt is encouraged to be worn with shorts.
- **Hair:** Hair should be clean and hairstyles must be appropriate – no extreme styles.
- **Make-up:** Make-up and tattoos are not permitted.
- **Jewelry:** Only small post earrings may be worn.

Girls – Grades 6 – 8

- **Uniform Skirt:** Plaid pleated skirt or khaki skirt may be worn. The plaid skirt is available at The Toggery or can be purchased from the used uniform closet at school. Shorts must be worn under uniform skirt. Skirt should be no shorter than 2” above the knee.
- **Shirt:** A red or navy knit shirt with or without a SVdP logo may be worn with the skirt, shorts, or pants. The shirt must be tucked in.
- **Pants:** Khaki pleated or flat front twill uniform pants may be worn from **November through March**. No low rise or capris may be worn.
- **Shorts:** Khaki pleated or flat front cuffed shorts may be worn during **August, September, October, April, May, and June**. Shorts must be no shorter than 2” above the knee and may not cover the knee.
- **Socks:** White socks that cover the ankle (1 ½ inch band at top); white or navy knee socks with no logos or trims; OR navy tights or navy slim cut leggings may be worn. Sweatpants may be worn under the skirt for P.E. class and recess only – NOT in the classroom.
- **Sweater:** Navy Crew Cardigan with or without SVdP logo may be worn.
- **Sweatshirt:** Red logo sweatshirt – NO hoodies – may be worn.
- **Shoes:** Flat heeled, leather, tie or loafer style, or gym/tennis shoes may be worn. Shoes with soles that leave scuffmarks on the floor are NOT allowed. Shoes with wheels, boots, OR sandals or other “open” style shoes may NOT be worn. No crocs allowed.
- **Belt:** A solid black, brown, or navy solid belt must be worn with pants or shorts.
- **Hair:** Hair should be clean and hairstyles must be appropriate – no extreme styles.
- **Make-up:** Make-up and tattoos are not permitted.

- **Jewelry:** Only small post earrings may be worn.

Girl Scouts may wear official dress scout uniform on meeting days.

Parents are strongly encouraged to clearly label the inside of sweatshirts, coats, uniform jumpers, etc. with their child's name.

Yearly Adjustments

2009-2010 No white shirts for girls in grades 6 – 8. No change for girls in grades K – 5.

2010-2011 No navy skirts, pants or shorts for girls in grades 6 – 8. No change for girls in grades K – 5.

2011-2012 No navy logo sweatshirt for girls grades 6 – 8. No change for girls in grades K – 5.

Boys - Grades K – 5

- **Pants:** Navy pleated or flat front twill uniform pants.
- **Shorts:** During the months of August, September, October, April, May, and June, navy pleated or flat front twill uniform shorts may be worn. Shorts must not hang below the knee. No cut off uniform shorts.
- **Shirts:** A white knit short or long sleeved shirt with or without SVdP logo may be worn with navy uniform shorts or pants. Shirts must be tucked in.
- **Socks:** White or navy socks that cover the ankle (1 ½ inch band at top) with no logos or trims.
- **Belt:** A black, brown, or navy belt is encouraged to be worn with pants.
- **Shoes:** Leather, tie or loafer style, or gym/tennis shoes may be worn. Shoes with soles that leave scuffmarks on the floor are NOT allowed. Shoes with wheels, boots, OR sandals or other “open” style shoes may NOT be worn. No crocs allowed.
- **Turtlenecks:** During November through March, a white turtleneck shirt may be worn with the school uniform pants.
- **Sweatshirt:** Navy SVdP logo sweatshirt – NO hoodies - may be worn.
- **Hair:** Hair should be clean and hairstyles must be appropriate – no extreme styles. Hair should not touch collar of shirt.

Boys – Grades 6 – 8

- **Pants:** Khaki pleated or flat front twill uniform pants.
- **Shorts:** During the months of August, September, October, April, May, and June, khaki pleated or flat front twill uniform shorts may be worn. Shorts must not hang below the knee. No cut off uniform shorts.
- **Shirts:** A red or navy knit short or long sleeved shirt with or without SVdP logo may be worn with khaki uniform shorts or pants. Shirts must be tucked in.
- **Socks:** White or tan socks that cover the ankle (1 ½ inch band at top) with no logos or trims.
- **Belt:** A solid brown, black, or navy solid belt is to be worn with pants and shorts.
- **Shoes:** Leather, tie or loafer style, or gym/tennis shoes may be worn. Shoes with soles that leave scuffmarks on the floor are NOT allowed. Shoes with wheels, boots, OR sandals or other “open” style shoes may NOT be worn. No crocs allowed.
- **Sweatshirt:** Red SVdP logo sweatshirt – NO hoodies - may be worn.
- **Hair:** Hair should be clean and hairstyles must be appropriate – no extreme styles. Hair should not touch the collar of shirt.

Boy Scouts may wear official dress scout uniforms on meeting days.

Parents are strongly encouraged to clearly label the inside of sweatshirts, coats, etc. with their child's name. Tattoos are not permitted.

Yearly Adjustments

2009-2010 No white shirts for boys in grades 6 – 8. No change for boys in grades K – 5.

2010-2011 No navy pants or shorts for boys in grades 6 – 8. No change for boys in grades K – 5.

2011-2012 No navy logo sweatshirt for boys grades 6 – 8. No change for boys in grades K – 5.

Free Dress Day – There are several days throughout the school year designated by the Principal as “free dress days.” On such days the attire should follow these guidelines:

- Shorts (not shorter than two inches above knee) may be worn during “short season.”
- Jeans, sweat pants, slacks, dresses/skirts (not shorter than two inches above the knee) may be worn.
- NO sundresses, halters, sleeveless shirts or clothing with inappropriate words or pictures may be worn at any time.
- Shoe policy as stated above.

Uniform samples and order forms are available in the school office.

ACADEMICS

Curriculum

Subjects in the SVdP School curriculum include: Religion, Language Arts (Reading, English, Spelling, Library, Penmanship), Mathematics, Social Studies (History, Geography, Government, Economics), Science, Physical Education, Health, Technology, Spanish, Library, and Fine Arts (Music, Art).

All students in Kindergarten through 8th grades are given nationally-normed achievement tests each year, usually in April.

Report Cards

Report cards will be printed and issued at the end of each quarter. Each quarter is approximately nine weeks long. At the end of the first and third quarters, parents should obtain the report card during the parent-teacher conference at school. Report cards are to be signed by parents and returned the next day.

Grades

In grades 1st through 8th, letter grades are used to indicate a student’s progress. The following interpretation shall be used:

A	Superior Achievement	93-100%
B	Above Average	85-92%
C	Average	77-85%
D	Below Average	70-76%
F	Failure	Below 70%

Kindergarten report cards will show the following letters for all areas:

O	Outstanding
S	Satisfactory
N	Needs Improvement

Grades 1st through 8th will use the letters O, S and N in the grading of Art, Music, PE, Library, and Penmanship.

Grades for students in grade 1st through 8th may be viewed on Pinnacle (<https://svdp.gradebook.net/pinnacle/piv>) with a password obtained from SVdP. Grades will be posted in a timely manner. Any questions on the grades must be addressed by the student with the teacher. If this does not resolve the question, then the parent may address the teacher concerning the grade.

Promotion

A child is promoted each year on the recommendation of his or her teacher. The considerations included in the teacher’s evaluation for promotion are: academic, social, and emotional development.

Home Study (Homework)

Home study is essential for reinforcing learning and achieving mastery in academic skills and concepts. Home study consists of both written and study assignments. In addition to supplying the student the necessary materials with which to work, parents need to provide the student a QUIET PLACE and a DEFINITE TIME to accomplish the work. The time required for home study varies according to the needs of the individual student. However, recommended amount of time allotted for study are:

- Grades 1 and 2 – 30 minutes
- Grades 3 through 6 – 60 minutes
- Grades 7 and 8 – 90 minutes

Students will be given a failing mark for any assignments not turned in at the time established by his/her teacher. Students will be given time to complete assignments they missed due to absence. Generally, the time to complete assignments will be equal to the number of days absent. The teacher is not obligated to give homework or report cards to vacationers before a trip. It is the student's obligation to find out what he/she has missed due to an illness or vacation and to do the work in the time frame stipulated by the teachers. Work for absent students may be picked up at the school office between 3:15-3:30 p.m. or be sent home with a sibling.

Library Books/Audio-Visual Materials

The following policies must be adhered to in order to allow the Library staff to serve all students.

1. Reference books may be taken to the classroom during the day but must be returned to the Library at the end of each school day.
2. Kindergarteners may check out one book at a time. After Christmas and for the remainder of the school year, kindergarteners may check out two books at a time.
3. Students in grades one through eight may check out a maximum of three books at a time. Additional books may be checked out when previously checked-out books are returned.
4. Students must return to recheck books each week. If a book has not been returned at the end of two weeks, the student will be reminded he or she checked out the book and asked to return it to the Library.
5. Books damaged or not returned will be paid for by the student before his or her report card will be issued. If a book is found within two weeks, money paid for the book will be reimbursed.
6. The minimum charge for lost library books is \$10 for a paperback book and \$20 for a hardback book.
7. Audio-Visual materials may be used only by the St. Vincent de Paul Staff.

Technology Lab

A technology lab is available to staff and students during regularly scheduled computer classes. Each class will have scheduled computer time each week. All users will be required to sign and abide by the St. Vincent de Paul Catholic School Acceptable Use Policy for Internet Usage

Textbooks

Class textbooks are provided for students' use during the school year. Students are expected to care for the textbooks assigned to them. Students are REQUIRED to cover textbooks, use a book bag, and to respect school property both at home and at school. A fee will be assessed for damaged textbooks.

Supplies

A supply list is sent home in the spring for the following school year; students are responsible for necessary supplies to be prepared for class. Supplies should be brought to school on the first day of classes in August. Some of these supplies may need to be replenished throughout the school year.

Tan Tuesday Folders

On Tuesdays, students take home a tan-colored folder. Tan Tuesday folders are used to keep parents informed of activities,

special events, and other items of interest. The folders are a vital communication link between home and SVdP School. The school makes every effort to limit notice sending to Tuesdays. Your child's teacher may request that the folder be signed by a parent to assure that the parent is aware of the information coming from school.

Book Bags

Each student is asked to have a book bag and to bring it to school each day. Regular use of book bags helps to keep textbooks neat and clean and provides an effective means of transporting homework assignments to and from school. Rolling backpacks will not be permitted unless a medical issue warrants its use.

LUNCH PROGRAM

Lunch shifts begin at 10:50 a.m.

We will not knowingly let a child go without food for lunch.

St. Vincent de Paul School participates in the National School Hot Lunch Program. A free or reduced price lunch program is available to qualifying families. Forms for this program are available in the school office or from the cafeteria manager. Participation in and personal information concerning the reduced/free programs is strictly confidential.

A daily hot lunch program is available to all students. A menu schedule for the following month is sent home at the end of each month.

Lunch accounts (including lunches and milks) must be set up in advance.

A notice of the need to replenish lunch accounts will be sent home when the child has a negative balance. We encourage families to replenish accounts in increments of \$49.00 (20 lunches) or \$5 (20 milks) plus the cost of the current deficient balance.

Lunch money should be sent to school in an envelope on which is printed each child's name, teacher's name, what is being purchased and the designation "Hot Lunch."

Each child must have his/her own lunch/milk account.

Lunches are not sold on a daily basis. If lunch accounts are updated with cash, parents should keep a record of when and how much was paid. Although SVdP is not equipped to prepare "special" diet foods, if a child has dietary restrictions, the parent should talk with the cafeteria manager.

Extra milk with lunch or milk only will be charged to a student's lunch account. 2% white milk and 1% chocolate milk are available.

Visitors wishing to eat school lunch must contact the school office by 9:00 a.m. They will be charged \$3.00 if they eat a meal from the cafeteria.

Children registered in Pre-K are not required to have lunch accounts.

Children who do not purchase lunch should bring a sack lunch with their name clearly marked on the outside of the lunch box or sack. If a child forgets his or her lunch and a parent delivers it to the school, it should be brought to the school office before 10:50 a.m.

Canned soft drinks and carbonated drinks in thermoses are not permitted with sack lunches.

Children should be able to open any food or drink container they bring to school. Except for special occasions, bringing "fast food" lunches to school is strongly discouraged.

Student lunches may not be heated in the microwave or kept in refrigerators at school.

SUPERVISION

SVdP School assumes responsibility for the supervision of ALL enrolled students in attendance during regularly scheduled school days **fifteen (15) minutes before classes convene** and **fifteen (15) minutes after school is dismissed**. The school assumes responsibility for students registered for and in attendance in the SVdP Before-School Care and After-School Care programs according to the hours stipulated for those programs. (See the Before-School Care and After-School Care sections in this handbook.)

At times, other than those listed above, parents are responsible for the safety of their children. Children dropped off before 7:40 a.m. or not picked up by 3:15 p.m. will be sent to Before- or After-School Care, and parents will be charged at the daily rate.

Teachers are responsible for supervising students throughout the school. Children are not left unattended on the school campus.

The Principal will provide for adequate supervision of students on playgrounds, in the cafeteria, in the library, and at all places where scheduled learning takes place.

SAFETY

The following steps have been taken to assure student safety.

1. Vehicular traffic patterns have been designated to reduce the risk of injury to children during before-school drop-off and after-school pickup times. Parents must adhere to the traffic plan as shown in the diagram on the back of this handbook.
2. Evacuation plans are posted in each classroom.
3. Fire drills are held each month.
4. Tornado drills are held several times during the year.
5. Fire extinguishers are located strategically throughout the building.
6. First-aid supplies are available at all times.
7. Recess periods are supervised for the safety of students.
8. To help avoid accidents, and to show consideration for others, students are expected to walk – not run – inside the building at all times (with the exception of supervised Physical Education activities in the gymnasium).
9. All visitors to the school must enter through the main entrance and check in at the school office.

HEALTH SERVICES

The physical health and safety of students is of prime importance to the staff of SVdP School.

To reduce the risk of students transmitting communicable diseases, children who have been absent due to illness need to be free of fever for a minimum of 24 hours before returning to school.

First-aid will be provided in the event of illness or accident. Minor health-related incidents will be attended to by teachers or school staff. In the event of serious accident, teachers or office staff will follow the parent's instructions as noted on the emergency information on file for each student in the school office.

Vision and hearing checks are provided for students in grades K, 1, 3, 5 and 7. Parents will be notified in writing of a failure on either screening and asked to have their child further evaluated by a physician. Height and weight checks may be provided for students in these grades also.

Scoliosis checks will be performed each year for sixth and eighth grade girls and eighth grade boys. The school shall send the report to parents and to the Arkansas Department of Health.

Since medical bills resulting from accidents to students at school are the responsibility of the parent/guardian, an opportunity is given each year to purchase student accident insurance through the school.

MEDICATIONS

Parents should schedule the giving of all medications at home, if possible. If students must receive medication during school hours, the medication must be sent to the school office in the original or a well-marked container that shows the following information:

1. Child's name
2. Amount of dosage
3. Signature of parent
4. Date and time medication is to be taken

No medications (cough drops, etc.) may be kept in classrooms.

VOLUNTEERS

Volunteers provide enrichment opportunities that enhance the educational experience for students while supporting our teachers and staff. As you enhance and support the academic programs, it is important to also help students be excited about life – to have a positive attitude that will get them through challenging times as they grow and learn. We urge you to become a strong advocate by sharing your positive experiences with others and encouraging them to become involved.

Each volunteer is expected to complete a volunteer application which can be obtained from the School Office. Also, Diocesan policy states that: **VIRTUS** training must be completed before the volunteers can begin work in the school. A background check will be completed. Volunteers will also be required to read and sign a copy of the Policy on Suspected Abuse. All volunteers must be at least 18 years of age or under the supervision of an adult.

MISCELLANEOUS

Telephone Calls

Students may not use the school telephone during school hours unless it is an emergency. The office telephone may be used only when a student has a signed note from the teacher. Students will not be called to the telephone, however, messages from a parent or guardian will be given to a student at break time.

Party Invitations

Party invitations may be passed out at school only when ALL children in the class or ALL BOYS or ALL GIRLS in the class are invited to the party.

Snacks, Candy, Gum

Students may bring nutritious snacks to eat during morning recess. Gum should not be brought to school AT ANY TIME.

Toys and Games

Toys and games are not to be brought to school unless requested by an individual teacher.

Cell Phones

Cell phones should not be visible nor may students make or receive calls during the school day. If a phone is used by a student or rings, it will be confiscated by the teacher and can be picked up in the school office by the parent at the end of the day. **An automatic detention will be given for a violation of this policy.**

COMPLAINTS

Any person with a complaint concerning any matter connected with St. Vincent de Paul School will contact the individual concerned before discussing the matter with other patrons.

The following steps outline an appropriate course of action in resolving an area of concern:

1. For a complaint about a teacher, the individual making the complaint will first go to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the Principal for an appointment to discuss the matter.
3. If the problem is still not resolved, the person will contact the Pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the Superintendent.
5. School Board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the Principal.

FUNDS AND GIFTS

Through the gifts we receive, the Lord continues to bless our school and the children.

We all share an inherent responsibility for the education of our children. Parents' responsibility is made visible through your tuition payments. Fortunately, responsibility to others is not overlooked by many other committed and far-seeing individuals.

St. Vincent de Paul School is especially dedicated to serve all Catholic children throughout Benton County. To help in the realization of that commitment, St. Vincent's has set up major ways of giving.

Adopt-A-Student Fund

The purpose of the Adopt-A-Student fund is to make Catholic education immediately available to parishioner students who otherwise may not be able to meet tuition obligations. The fund is a response to our Christian commitment to provide quality Catholic education to any Catholic child who wants it, regardless of race, creed or financial status.

St. Vincent de Paul School Endowment & Educational Trust Fund

The St. Vincent de Paul School Endowment and Educational Trust Fund was established to provide a permanent flow of revenue to ensure the continuation of quality Catholic education. The fund is made of many gifts—some small, some large—money contributions, gifts of insurance, stocks and bonds, a bequest through wills, gifts of real estate, and memorials. The corpus (donations) shall be used to obtain income, and only the income generated from the corpus will be used to supplement school funding. All donations are tax deductible.

The St. Vincent de Paul Endowment and Educational Trust Fund for St. Vincent de Paul School was founded in 1984. The intent of this fund is to accumulate a principal sum of \$1,000,000. Earnings from this principal sum would then be used to provide a permanent flow of supplemental revenue to help insure the continuing operation of our school.

Five (5) trustees appointed to serve staggered four-year terms administer the fund. Trustees are appointed by the St. Vincent de Paul Church Pastor in consultation with the existing trustees.

Contributions may be made to this fund through the School Office.

Gifts

Each year families who are active in the school, parishioners, Rogers and Bentonville residents and businesses that have a gift to share make donations to the School in a variety of forms. For more information about making donations, contact the Principal.

SCHOOL'S RIGHT TO AMEND

St. Vincent de Paul School retains the right to amend this Handbook for just cause. Parents will be notified promptly in writing of any changes.

ST. VINCENT de PAUL CATHOLIC SCHOOL BOARD

The main purpose of the St. Vincent de Paul Catholic School Board is to assist the Pastor and the Principal in providing quality Catholic education. Unlike school boards of public schools, the Catholic School Board is not autonomous. According to the new Code of Canon Law, all parish boards are advisory. Actions of the Board become effective only upon the approval of the Pastor.

The role of the School Board members DOES NOT include relating specific concerns of parents to teachers or administrators. A concern or complaint should first be discussed with the person directly involved. If after such a meeting the concern is not alleviated satisfactorily, the Principal may need to become involved. If the concern is still not resolved, the Pastor may become involved. (See the "Complaints" section in this Handbook).

School Board members are elected for a term of three years. An election is held in the spring to fill vacancies. The SVdP School principal is an ex-officio, non-voting member and acts as Executive Secretary.

2009-2010 School Board Members

- Alfred Rodriguez – President
- John Purvis – Vice-President
- Vic Miles – Secretary
- Terrence Matthews
- Karen Peters
- George Spear
- Sandra Stephens

PARENT-TEACHER ORGANIZATION

The St. Vincent de Paul School Parent-Teacher Organization (PTO) has as its purpose the fostering of communication between parents/guardians of students, the Pastor, and the school faculty.

The PTO Executive Board members are elected by the membership for a stated term. Officers conduct business of the organization according to the Constitution and By-laws of the organization. Parents/guardians of SVdP students are eligible for membership in the PTO. Annual dues of \$10 per family may be paid at school registration.

2009-2010 Parent-Teacher Organization Executive Board

- Cindy Maas – President
- - Vice President
- Ginny Storey – Secretary
- Amy Bray – Treasurer
- Ronnie Hoyt – Member-at-Large

