



**Parent-Student Handbook**  
**St. Vincent School**  
**2333 South Figueroa Street**  
**Los Angeles, California 90007**  
**Phone: (213) 748-5367**  
[www.stvincentla.net](http://www.stvincentla.net)

**Mission Statement:** “St. Vincent School, in partnership with parents, will provide a transformative education embodying the Vincentian Charism of Service, to foster curious and resilient learners.”

**Our Root Beliefs:** *“We are a community that”*  
*is Christ centered.*  
*is rooted in love and respect.*  
*is in partnership.*  
*fosters a culture for learning.*

The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Here at St. Vincent School our SLEs are rooted in the seven principles of Catholic social teaching listed below:

**The seven principles of Catholic social teaching are:**

- Dignity of the Human Person.
- Call to Family, Community and Participation.
- Rights and Responsibilities.
- Preferential Option for and with People who are Poor.
- Dignity of Work and the Rights of Workers.
- Solidarity.
- Care for God's Creation.

**St. Vincent School SLEs are:**

Service to the Poor  
Excellence through Knowledge  
Respecting Rights and Demonstrating Responsibility  
Vincentian Faith Lived  
Environmental Care for God's Creation

**PHILOSOPHY**

St. Vincent Parish School is a Catholic educational institution which pursues the development of the total person within the environment of a faith community. Those who form this community recognize the need to cooperate with one another by accepting their appropriate responsibilities.

Thus, the teachers support parents who are the primary educators of their children. Likewise, the parents support the teachers who are the facilitators of their children's education.

Together they form a learning , loving, and worshiping community that seeks to nourish the students at every level: body, mind, and spirit.

In the pursuit of excellence at each of these levels the school provides the environment and motivation to acquire skills that allow the students to reach their greatest potential and lead them to be active members of Church and society.

“Consider yourself happy that God has given you charge of these little children, amongst whom there may be many who will render great glory to God.”

**St. Vincent de Paul**

“We must act on our own and teach by our actions, otherwise our advice has little effect.”

**St. Louise de Marillac**

“Our God loves us; that is our comfort. ”

**St. Elizabeth Ann Seton**



“Welcome everyone, speak to the poor with both kindness and dignity, do not make them wait. Treat them as you would treat your father, your brothers, and your sisters.”

**Blessed Rosalie Rendu**



"Lord, I am here. Tell me what you would have me do."

**St. Catherine Laboure**



This handbook is for the information and use of the parents and students of St. Vincent School. The administration reserves the right to amend this handbook at any time. Prompt notification of changes will be communicated to the parents in writing.

**Parents and child/ren are expected to read and abide by the policies in the handbook. Parents have electronically signed on TADs that they agree to uphold and cooperate with all St. Vincent School policies.**

**St. Vincent School is fully accredited by:**

Western Catholic Education Association & Western Association of Schools and Colleges Accreditation renewal, 2016.

**History of St. Vincent Catholic School**

St. Vincent School was opened in 1911 by the Sisters of St. Joseph of Carondelet in the recently closed St. Vincent College. The school moved twice before settling at its current location in 1953. The Sisters of St. Joseph of Carondelet served the school until 1986, having instilled the charism of reconciliation. From 1987 until 1996, the school was under the direction of four lay principals. In 1997 the administration of the school was transferred to the Daughters of Charity and as a result adopted the Vincentian charism.

When St. Vincent School was built, the neighborhood was upper-middle class and wealthy. Gradually, the more affluent families moved to the suburbs, and the demographics changed. In the 1970's and 1980's, many families immigrated to this area from Mexico and Central America to escape war and governmental pressure. They found work in the garment district and hotels. The nearby University of Southern California also provided a variety of jobs for families in the area.

St. Vincent School's successes and history are a result of the Daughters of Charity who built upon the stable foundation of the Sisters of St. Joseph of Carondelet. With the guidance of the Daughters of Charity, St. Vincent School's mission is to provide the finest education in an inclusive Catholic community of faith. In the fall of 2013 a transitional kindergarten opened to better serve the community. St. Vincent School will continue to minister to underserved families that cannot afford the full tuition, and educate students to lead, serve, and grow to their full potential as beloved children of God.



*St. Vincent de Paul  
(1581-1660)*



GENERAL INFORMATION

**OFFICE HOURS:**

St. Vincent School office is open Monday, Tuesday, Thursday, and Friday from 7:30 a.m. to 3:30 p.m. Thursday the office will be closed from 8:00-9:15 a.m. in observance of our School Mass. Wednesday 7:30am-1:30pm.

Parents will be notified if school is not in session or if there is a change in schedule.

**TELEPHONE INFORMATION:**

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**School Office:** 213 748-5367 (#163)

**Church Office:** 213 749-8950 (#21120 )

**PSRE** 213 741-9347 (#115)

	<b>Extention:</b>
<b>TK :</b>	#170
<b>Kinder:</b>	#171
<b>1<sup>st</sup> Grade:</b>	#172
<b>2<sup>nd</sup> Grade:</b>	#173
<b>3<sup>rd</sup> Grade:</b>	#174
<b>4<sup>th</sup> Grade:</b>	#175
<b>5<sup>th</sup> Grade:</b>	#176
<b>6<sup>th</sup> Grade:</b>	#177
<b>7<sup>th</sup> Grade:</b>	#178
<b>8<sup>th</sup> Grade:</b>	#179
<b>Principal:</b>	#160
<b>Vice Principal</b>	#161
<b>Resource Specialist</b>	#195
<b>Director of Faith</b>	
<b>Ministries</b>	#183
<b>Financial Business</b>	
<b>Manager</b>	#166
<b>Receptionist</b>	#163
<b>School Counselor</b>	#194

Family Counselor #184  
Nurse Celia #182  
Speech Therapist #181  
Computer Technology Specialist #192

**FACULTY AND STAFF E-MAIL ADDRESSES**

Principal: Mrs. Avila-Auzenne [principal@stvincentla.net](mailto:principal@stvincentla.net)  
Vice Principal: Mrs. Logan [viceprincipal@stvincentla.net](mailto:viceprincipal@stvincentla.net)  
Financial Business Manager: Mrs. Cardenas [business@stvincentla.net](mailto:business@stvincentla.net)  
Receptionist: Alejandra Sanchez: [receptionist@stvincentla.net](mailto:receptionist@stvincentla.net)  
Transitional Kinder: [cdelrio-galarza@stvincentla.net](mailto:cdelrio-galarza@stvincentla.net)  
Kinder Teacher: [emunoz@stvincentla.net](mailto:emunoz@stvincentla.net)  
1<sup>st</sup> Grade Teacher: [kgalmich@stvincentla.net](mailto:kgalmich@stvincentla.net)  
2<sup>nd</sup> Grade Teacher: [mdominguez@stvincentla.net](mailto:mdominguez@stvincentla.net)  
4<sup>th</sup> Grade Teacher: [mmendez@stvincentla.net](mailto:mmendez@stvincentla.net)  
5<sup>th</sup> Grade Teacher: [ccirillo@stvincentla.net](mailto:ccirillo@stvincentla.net)  
6<sup>th</sup> Grade Teacher: [yserrano@stvincentla.net](mailto:yserrano@stvincentla.net)  
7<sup>th</sup> Grade Teacher: [s@stvincentla.net](mailto:s@stvincentla.net)  
8<sup>th</sup> Grade Teacher: [8thgradeteacher@stvincentla.net](mailto:8thgradeteacher@stvincentla.net)  
Spanish Teacher: [spanishteacher@stvincentla.net](mailto:spanishteacher@stvincentla.net)  
Jeanette Cardamone - STEP [resource@stvincentla.net](mailto:resource@stvincentla.net)  
Sr. Linda – Religion/Faith [Faithministries@stvincentla.net](mailto:Faithministries@stvincentla.net)  
P.E. Instructor: [peteacher@stvincentla.net](mailto:peteacher@stvincentla.net)  
Computer Tech: [it@stvincentla.net](mailto:it@stvincentla.net)  
Family Resource Counselor: [familycounselor@stvincentla.net](mailto:familycounselor@stvincentla.net)

**DAILY SCHEDULE:**

6:45-7:15	Morning Daycare
7:15-7:30	Breakfast
8:05	<b>SCHOOL STARTS</b>
9:45-10:00	TK—1 <sup>st</sup> grade Recess
10:05-10:20	2 <sup>nd</sup> ---4 <sup>th</sup> Recess
10:30-10:45	5 <sup>th</sup> ---8 <sup>th</sup> Recess
11:30-12:10	TK---1 <sup>st</sup> Lunch
12:00-12:30	2 <sup>nd</sup> -4 <sup>th</sup> Lunch
12:35-1:05	5 <sup>th</sup> - 8 <sup>th</sup> Lunch
2:45	<b>DISMISSAL</b>

**Wednesday Lunch Schedule**

11:30-11:50	TK-3 <sup>rd</sup>
12:10-12:30	4 <sup>th</sup> -8 <sup>th</sup>

**EXTENDED DAY CARE PROGRAM:**

Morning Day Care 6:45-7:15 \$2.00 a day for 1 child  
\$3.00 a day for more than 1 child

The extended Day Care Program is for the children of working parents who do not have a suitable adult to care for them after school. Parents must enroll their child/ren and pay the following fee:

\$5.00 a day for one child

\$10.00 per day for more than one child

After school care is provided each day (Mon.,Tues.,Thur.,Fri.) from **3:20** until **6:00 pm**. Wednesday 12:45 p.m.-6:00 p.m. If a child is not picked-up on time, **There will be a charge of \$25.00 for every 5 minutes after 6:00 p.m.**

**ATTENDANCE**

**ABSENCE:**

A. Administration and teachers assume responsibility for checking the regular attendance of all pupils. Accurate records of absences are kept on the online student information system. **State law requires that students who have been absent bring a written note signed by parent / guardian with the reason for absence.** These are kept on file until the end of the official grading period. **Acceptable absences are only for illness. Excused absences are: attendance at medical or dental appointments (only if medical note is provided) and funeral services for family members.**

B. The classroom teacher must be emailed by 9:00 a.m. if the child is ill.

- C. Student missed work: All student work will be given only upon student's return to school. Teachers reserve the right to decide what work is to be made up.
- a. Self-contained classes (TK-4th): all missed work will be given to student upon their return.
  - b. 5th - 8<sup>th</sup> grade: Absent work is the student's responsibility. Student must collect absent work from the teacher.
  - c. Missed Assessments: When a student misses an assessment due to an absence, he/she must make up the test at the teacher's discretion.
  - d. Extended Absences: Vacation, death of a family member, or serious illness must be communicated to the principal and teacher. If a student has been absent for an extended period of time, arrangements should be made with teacher and administration in order to make up critical missed instruction.
  - e. For family **EMERGENCIES**, parents may take their children out of school temporarily **after consultation with the principal and teacher**. Parents must understand the possible effects of such an absence on a child. A record of the recommendations and consequences made to parents by the principal and the teacher will be kept on file.

D. If a pupil is absent for *fifteen* or more days, official grades may be withheld, do to missed instruction. The possibility of retention could also be considered. This decision is, however, left to the principal in consultation with the teacher/teachers.

E. Parents are encouraged to make all medical appointments after school or on Saturday.

F. If a pupil has **stopped attending school** without explanation, and it is impossible to contact parent or guardian, he/she will be kept on the Pupil Attendance Register as actively enrolled for the duration of the school year.

### **TARDIES:**

**California law states that children must be in school and on time every day. The law does not exempt private, charter, or religious schools.**

Students must be in the building at **8:05 A.M.** Students arriving after **8:05 A.M.** must go to the office for a tardy slip. If a student comes after **8:35** or leaves before **2:15 P.M.**, he/she is marked absent for half a day. If a student arrives up to a half hour after the bell rings he/she is considered tardy. Any student arriving after 8:35 a.m. will be considered morning absent. If a student leaves up to a half hour before dismissal he/she is considered an afternoon tardy. A record of all attendance will be kept on Grade Link.

### **PROCEDURES FOR TARDY STUDENTS PER TRIMESTER:**

**9 tardies –Parents will decide if they wish to pay \$10.00 tardy fine for each tardy thereafter, or withdraw their child from school.**



## **TRUANCY**

A student who is absent from school without a valid excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without a valid excuse) and all the resources at the school level have been exhausted, the school principal should notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without a valid excuse, should be reported again as a truant to the attendance office of the local public school district. A student who has been reported as a truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies should be notified.

## **EMERGENCY // EARTHQUAKE CARDS:**

**These cards, sent home on the first day of the school year, are the MOST IMPORTANT PIECE OF INFORMATION WE HAVE REGARDING YOUR CHILD. It is extremely important that these cards be filled out and returned to school immediately.**

**Three Earthquake cards MUST be filled out for each child. They must be kept updated throughout the school year.**

## **EARLY DISMISSAL:**

Parents, or a designated adult, must sign their child out at the school office. If anyone besides the parent will be picking up the child, this **MUST** be indicated in a note sent to the school office and classroom teacher.

**The school will NOT release a child to anyone except those listed on the emergency card.**

Students will not be given permission by the school to go home with another student, nor will they be allowed to use a cell phone for this permission. This type of arrangement should be made between parents outside of school hours. A note should be given to the classroom teacher and the Vice Principal verifying the arrangement.

**ALL NOTES MUST BE DATED AND SIGNED IN ORDER TO BE VALID AND SENT TO THE CLASSROOM TEACHER AND THE VICE PRINCIPAL FOR APPROVAL**

ANY CHILD THAT WALKS OR TAKES THE BUS MUST HAVE SIGNED PERMISSION FROM A PARENT OR GUARDIAN. THIS PERMISSION WILL BE KEPT ON FILE BY THE CLASSROOM TEACHER. ONLY THESE STUDENTS WILL BE ALLOWED TO HAVE A CELL PHONE IN THEIR BACKPACK. SCHOOL RULES MUST BE FOLLOWED.

**PARENT CONCERNS**

**SCHOOL VISITS:**

Teacher conferences can be arranged via email or telephone call. Teachers are eager to keep you updated on your child's progress but wish to do so in a meaningful time and setting that is planned to assist you. **IN THE INTEREST OF SECURITY, ALL PARENTS OR VISITORS MUST SIGN IN AT THE OFFICE.** Parents will receive a visitor's pass and **MUST** wear it at all times during their visit.

If a parent or an adult designated by the parent needs to bring anything to a child, **IT MUST BE BROUGHT TO THE SCHOOL OFFICE.** All items are to be marked with the child's name and grade.

### **PARTIES AND CELEBRATIONS:**

If your child celebrates a birthday during the school year and you wish to provide a healthy treats (yogurt, fruit, carrot sticks, juice, mini cupcakes, etc.) for the class, **please check with the teacher first (students allergies must be kept in consideration). Check at the school office before delivering treats.**

**Celebration will be held at 2:00 p.m. ONLY.** Due to time constraints NO MEAL such as pizza will be allowed. No parties are to be held during lunch time. Once again healthy treats are encouraged. Holiday celebrations are handled by the individual teacher.

### **CELL PHONE USAGE:**

**Only students who walk or take the bus to or from school may have a cell phone in their backpack.** Cell phones must be kept in students' backpacks at all times and remain **OFF** while the child is on school grounds. Students must have permission from a staff member in order to use his/her cell phone while on school grounds. No cell phones may be used for picture taking. No harassment or threatening of persons via the cell phone is permitted. Cell phones may not be used for game playing, internet or email access, gambling, or making purchases of any kind. Texting during school time and daycare is not permitted. **Cell phones will be confiscated if any of the above rules are broken. If a cell phone is confiscated it will not be returned until the last day of school.**

Commented [1]: Cathy: under snacks what about adding that if students bring Flaming Takis they will be taken away???

### **BREAKFAST, LUNCH, & SNACKS:**

Government breakfast and lunch programs are available to those students who qualify. All snacks taken outside at recess must be eaten in the designated area **under the canopy.** Children may play when these snacks are finished. **NO FOOD OR DRINK MAY BE TAKEN IN THE RESTROOMS AT ANY TIME.** Snacks may be taken away from children at the discretion of the school staff, if rules are not followed. Water may be purchased throughout the day.

**Snacks or drinks other than WATER may only be purchased during recess and lunch. Students buying snacks MUST always be accompanied by an adult. Flaming HOT snacks, Takis are NOT permitted at school and will be taken away.**

### **SCHOOL REGISTRATION:**

Registration for **NEW** students is held during the month of February. New students include transitional kindergarten students and any other students that did **NOT** attend St. Vincent School last year.

**ALL FAMILIES MUST REGISTER EACH YEAR THROUGH TADS.**

Neither race, religion, nor health prevents a child from being accepted. Parents who register their children must believe in our PHILOSOPHY of education, ACCEPT the values, and COOPERATE with the school and its policies and discipline standards.

### **GUIDELINES FOR ADMISSION**

- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- Transitional Kindergarteners should be 4 years old on or before September 5<sup>th</sup>.
- Kindergarten children must be five (5) years of age on or before September 5<sup>th</sup>.
- All students must comply with current California immunization and health requirements prior to enrollment.
- St. Vincent School will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.

**A BAPTISMAL CERTIFICATE** is required when a child is registered for the first time. For non-Catholic families, a birth certificate is required.

All new students will be tested before being accepted into St. Vincent School. Personal interviews will be conducted by the principal for all new families before they are accepted.

### **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

## **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan

Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

## **FINANCES**

**Tuition and fees:** For a total of all fees and tuition for one year refer to the parent contract.

**Tuition Collection:** Tuition and fees are paid to TADS Management System

### **PAID OVER 11 MONTHS**

#### **Service Hours: 30 hours**

**Each family is required to complete 30 service hours.**

- 20 general services hours
- 5 family services project hours

**Parents are required to do the hours themselves.**

They can be completed in any of the following ways:

Parent Meeting: 1 hr. (**Mandatory Parent Meeting Sheets MAY ONLY BE SIGNED BY THE PARENT OR A FAMILY MEMBER OVER THE AGE OF 18**)

Parent conference in Nov. (per family) 1 hr.

Participating in any fundraiser such as setting up for the dinner dance, jog-a-thon, chaperoning a field trip, donating to any fundraiser such as: oranges for the jog-a-thon, water for sports games, baking soda for the baking club, pencils, pens, books for decathlon members (club/sports), donating gift cards to Office Depot, Staples, or Smart and Final (for teachers/students)

**At the end of the school year \$ 10.00 will be charged for each hour not completed.**

#### **Family Fundraising Pledge of \$350.00:**

St. Vincent School is dependent upon parent, family and community support to remain fiscally secure. In an effort to offset these costs and ensure our sustainability, we are asking every family to make a pledge of support either through cash or fundraising. Our future depends on it.

Fundraising at St. Vincent Catholic School is a means of keeping tuition costs as low as possible. Throughout the year we will have several fundraising events to give parents the opportunity to complete the family fundraising pledge of \$350.00. You are required to **EITHER** participate in any fundraisers to add up to \$350.00 or pay the \$350.00 up front.

#### **Meetings:**

Parents are required to attend ALL meetings called by the Principal. Parents are asked to notify the school if an emergency will prevent them from attending. **A \$20.00 fee will be charged for not attending meetings and Parent-Teacher Conferences.**

### **Damaged or Loaned Property**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

### **STUDENT INSURANCE**

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day program

### **PARENT ORGANIZATION**

It is expected that each Catholic elementary school will establish an Executive Parent Board and an Advisory Consultative Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

The main function of the Executive Parent Board is to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the board shall include the pastor, the principal, the parents or legal guardians.

**Children who come to parent meetings MUST sit next to their parent throughout the meeting. In compliance with the directives of the Archdiocese of Los Angeles NO CHILD MAYBE WITHOUT ADULT SUPERVISION AT ANY TIME. NO CHILD MAY BE WITHOUT SUPERVISION IN THE PLAYGROUND AT ANY TIME.**

### **Advisory Consultative School Boards**



The general responsibilities of the Advisory Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Advisory Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of an Advisory Consultative School Board.

#### **PARENT-TEACHER CONFERENCES:**

The school year is divided into 3 trimesters, with a progress report given mid-way in each trimester. A formal parent-teacher conference will be scheduled when the 1<sup>st</sup> progress report is given and as needed for the 2<sup>nd</sup> trimester progress report. Conferences with the teacher can be arranged at any time if there are questions or concerns. Conferences can be scheduled via email or telephone call to the teacher. **If a parent fails to come to a conferences then a \$20.00 fee will be charged. In extreme cases a child may not return to school until the parent has met with the teacher.**

#### **PROCESS FOR COMMUNICATION:**

If you feel there is a problem at school **PLEASE** speak with your child's teacher **BEFORE** making an appointment with administration. Much good will and understanding can be accomplished by open and honest communication between parent and teacher. Make an appointment with administration if more clarification is needed. St. Vincent School will be using School Reach as a means of communicating via email, text, cell phone home phone.

#### **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community

must respect the privacy of all students, families, employees, the principal and the pastor.

### **PUPIL RECORDS**

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision.

Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **DIRECTORY INFORMATION**

Class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. No commercial enterprises are given access to Directory Information.

### **VERBAL / WRITTEN CONFIDENCES POLICY**

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide to a staff member verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, **except in cases where the health or safety of the student or others is involved.** If the confidence received relates to a health or safety issue, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **SCHOOL LEVEL**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

**Department of Catholic Schools Level**

If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

**UNIFORM & DRESS CODE**

**Students who choose not to abide by the uniform code will be charged \$5.00 per violation. Parents will be notified in writing the same day. This fine must be paid the next day. Students who fail to pay the next day will be benched until the fine is paid. A note, approved by the Administration, maybe written for noncompliance to the dress code however, THE NOTE WILL ONLY BE GOOD FOR ONE WEEK.**

**Boys Hair:**

- Not shorter than #2
- **NO FAD HAIRCUTS OR**
- STYLES**
- Natural color
- Clean and combed
- Bangs must be above the eyebrows
- Sides must be cut neatly around the ears.
- Back must be kept cut at the hairline.
- Above the collar

**STUDENT’S NAME MUST BE WRITTEN ON ALL UNIFORMS.**

Part of the Catholic tradition of education has been the "equality of person" proclaimed in the message of Jesus. This value is the underlying purpose of our school uniform; a reminder of our "oneness in Jesus" and our unity in Faith. The uniform is simple and practical. All students are expected to wear the uniform

with respect and pride. The school dress code emphasizes good taste, neatness, cleanliness, and modesty. If a pupil frequently offends against normal standards of dress, grooming or hygiene, and has been corrected in this regard, the cooperation of parents will be sought to correct the problem. Lack of improvement in personal appearance is grounds for dismissal of a pupil during the school day. The principal makes the final judgment on what is appropriate based on the school guidelines.

**All uniforms are to be purchased from Michael's Uniform, the company that services St. Vincent School.** Backpacks on wheels maybe used with a signed written note from a physician. Backpacks may not have graffiti, or gang language on them

**THIS IS THE ST. VINCENT SCHOOL UNIFORM DRESS CODE  
NOTHING ELSE MAY BE WORN.**

**Girls Uniform: TK-8th**

- Pants Black
- Walking Shorts Black
- Belt black, brown, white (TK and Kinder are excluded if elastic waist pants are worn)
- Polo Shirt-Green with school logo
- SVS skort, jumper, skirt not more than 3 inches above the knee
- Tights white, black or navy blue
- Socks/Knee Highs and/or socks 1 inch above the top of the shoes: ALL white, green, blue, black
- Shoes must be ALL Black or ALL white
- SVS jacket, Vneck sweater, Cardigan, Vest
- White undershirt and thermal will ONLY be allowed

**TUCKED IN AT ALL TIMES (excluding recess/lunch)**

**Girls Jewelry:**

- Watch
- Religious medal or cross
- Post Earrings or NO hoop earrings allowed.

**Girls Hair:**

- Natural color
- Clean and brushed
- Kept out off eyes and face

**MASS ATTIRE on THURSDAY and special assemblies**

- Collar blouse/Peter pan collar worn
- Girl adjustable neck banned tie (plaid or black)

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**Boys Uniform: TK-8th**

- Pants Black
- Walking Shorts Black
- Belt black, brown, white (TK and Kinder are excluded if elastic waist pants are worn)
- Polo shirt- Green with school -logo
- socks 1 inch above the top of the shoes: ALL white, green, blue, black
- Shoes must be ALL Black or ALL white
- SVS jacket, V-neck sweater, Cardigan, Vest
- White undershirt and thermal will ONLY be allowed

**TUCKED IN AT ALL TIMES (excluding recess/lunch)**

**Boys Jewelry:**

- Watch
- Religious medal or cross

**MASS ATTIRE on THURSDAY and special assemblies**

- White collar shirt
- Black bow tie or neck tie

**P.E. Uniform for ALL GRADES to be worn ONLY on P.E. day**

- ANY SVS T-shirt (ex:PE, Founders Festival, Dia de San Vicente, or SVS Sport Work Out)
- SVS Sweat Shirt
- Sports shoes, all black or all white. (For safety reasons and the lack support, NO VANS or CONVERSE on a PE Day).

**FREE DRESS:**

Free Dress will be announced. **ATTIRE:** No baggy clothes, No spaghetti straps, short shorts, low-cut tops, or fad “torn” clothes may be worn. No bare midriffs.

**SHOES:** open-toed or platform sandals (for safety reasons) may not be worn, Socks must be worn and shoes must be secured and fastened. No inappropriate pictures or sayings on shirts will be allowed. Administration reserve the right to decide what is appropriate. **A \$5.00 fine will be issued to any student NOT following the (Free Dress) dress code.**

**SAFETY / DISASTER**

**FIRE DRILLS:**

- A. It is the principal's responsibility to comply with state and local fire safety regulations, including the following:
- B. Fire drills shall be held once a month. All pupils, teachers and employees are required to leave the building.
- A. A record will be kept on file in the school office of the date and hour of each drill.
- B. Teachers will be informed on an annual basis on how to conduct fire drills.
- C. Evacuation plans are to be displayed in every room in the building, including the gym, cafeteria, multipurpose rooms, etc.

**EARTHQUAKE DRILLS:**

When an earthquake occurs, teachers will direct pupils to:

- A. Drop Duck and Cover.
- B. Stay away from windows, mirrors, lights, or objects that may fall over.
- C. Clasp one hand firmly behind the head, cover the neck, bury the face in arms to protect the head, close eyes



- D. Tightly hold onto table/desk leg.
- E. Stay in place until the quake is over and then evacuate.
- F. Follow emergency plan.
- G. Sites for pick-up:
  - Schoolyard
  - St. Vincent Church

**LOCK DOWNS/ACTIVE SHOOTER:**

When the safety of a student or staff member becomes evident, the principal, or designee in her absence, retains the right to lock all gates, doors, and passageways. Students will remain inside the locked building until safety has been established.

**PARKING, DROPPING OFF AND PICKING UP:**

Below please find some important notes and reminders about the start of the school year. Thank you in advance for your attention to the many details.

- Morning Procedures: The school will be open at 6:40a.m., school begins at 8:05 a.m.

Morning Car Line: Enter the parking lot, weave around all the way to the front STOP SIGN and then stop to let your child out. You may park in the school parking lot but spaces are limited.

- Afternoon Procedures: School is dismissed at 3:05 p.m. each day.
- Afternoon Car Line: Enter the parking lot and pull up behind the last car.

Children will be dismissed from the front of the school to their car, please do not get out of your car. The faculty/staff will assist small children as needed. You may park in the UNMARKED parish spaces and walk through the back gate. However parking in the SCHOOL LOT IS ONLY FOR SCHOOL BUSINESS.

**All students and parents MUST use the crosswalk.** No child is to be dropped off or picked up on Figueroa. **ANY CHILD THAT WALKS OR TAKES THE BUS MUST HAVE SIGNED PERMISSION FROM A PARENT OR GUARDIAN. THIS PERMISSION WILL BE KEPT ON FILE BY THE CLASSROOM TEACHER.**

**RESTROOM USE BY ADULTS:**

- **STUDENT RESTROOMS MAY NOT BE USED BY ADULTS WHEN CHILDREN ARE PRESENT.**
- **PARENTS MAY NOT ACCOMPANY THEIR CHILD INTO THE STUDENT RESTROOM.**

- **AUDITORIUM RESTROOMS ARE ALWAYS AVAILABLE FOR ADULTS**

**Animals on Campus**

Animals are NOT allowed on school property. However, under laws protecting the disabled, staff members and students with a qualifying disability may be allowed to bring a service or emotional support animal onto parish or school premises. If the animal is an emotional support animal, the staff member or student may be required to provide documentation from a medical professional that the animal provides support that alleviates a symptom or effect of the staff member's or student's disability. A pet kept for companionship is not considered a service or emotional support animal.

The staff member or student must be in control of the service or emotional support animal at all times and is responsible for its health and welfare. A service or emotional support animal may be removed if it is a direct threat to the safety of others, is disruptive and interferes with the workplace or educational program, or creates an unsanitary condition.

**CUSTODY:**

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult

legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

### **Rules for Parent/Guardian Visits**

The school may adopt rules regarding the right of any parents/guardians to visit their child during school hours. This policy must be clearly stated in the parent/student handbook.

As a general matter, it is advisable that the principal and parents/guardians work out a mutually agreeable alternative to interrupting the student's schedule at school.

### **Administrative Procedures for Handling Confidential Information**

In all situations where confidential information is shared, the principal shall implement practices and procedures to ensure students' academic, personal, psychological, health, and spiritual information remains confidential. Without parent/guardian consent, no information on confidential matters should be shared or discussed with anyone, including school employees not directly and necessarily involved.

No one should discuss specific student problems in the staff room or any place where people who are not directly involved in the matters may overhear.

Only the principal, teachers, or administrators charged with pupil oversight may initiate a call to parents/guardians. Other staff members must have prior administrative consent. If parents/guardians have questions, teacher aides and other staff members should refer them to the principal or the appropriate teachers or administrators.

School employees may not agree to provide a parent/guardian or another person with a voluntary written or oral statement or any documents in a family or custody dispute without first obtaining permission from the person in charge, in consultation with the Office of the Legal Counsel. Employees should not volunteer to appear in any judicial proceeding. If parents/guardians are engaged in a dispute or violating a custody order, call the Office of the Legal Counsel for advice or call the police if safety is an issue. In ordinary situations, pupil records are to be handled as provided in Pupil Records.

### **CHILD ABUSE:**

The California Penal Code requires that any mandated reporter who knows or reasonably suspects that a minor (anyone under 18 years old) has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone and must follow up with a written or online report within 36 hours of the phone report. Mandated reporters include a wide range of persons

who may be in a position to observe such matters; in the archdiocese, as an example, this includes all teachers, educators, coaches, school and parish staff, and clergy.

The mandated report may involve concerns about possible abuse or neglect in the child's home or by a family member. At the school or parish, if the person making a report believes that child abuse or neglect is the case and that it is not safe for the child to return home, then the person should make the report to the local law enforcement agency, which has the resources and ability to intervene immediately.

**All school employees sign the child abuse acknowledgment form at the beginning of each school year.**

### **Interview of Students by Law Enforcement or Child Protective Agencies**

When they are investigating matters involving child abuse or neglect, law enforcement and child protective agencies are entitled under law to interview students and other minors at school or during parish activities. The person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification and must also confirm that the interview is being conducted as part of his or her professional duties.

In the archdiocese it is the policy to inform parents/guardians that such an interview will take place except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events it is the policy of the archdiocese that an adult, either a parent/guardian or school or parish staff member, will be present for any interview unless the minor being interviewed elects otherwise.

### **Student Removal by Law Enforcement**

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

### **Informing Parents/Guardians about Removal**

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a

student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

The person in charge should always obtain the following information:

- The name of the law enforcement officer or Child Protective Services representative
- The officer's badge or ID number
- The phone number of the police station
- Instructions from the officer regarding parent/guardian inquiries concerning the whereabouts of the student

#### **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a **minor under the age of 18:**

- May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

For the safety of ALL students at St. Vincent School and to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy **the sex offender registry will be checked regularly.**

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

#### **HEALTH**

##### **HEALTH REGULATIONS:**

A nurse employed by St. Frances Medical Center is usually on campus one day a week. If a child shows signs of illness, do not send him/her to school. If the child is running a temperature above normal, he/she should be kept home until the temperature has remained normal (98.6) for a day. The school office must be notified by 9:00 a.m. if the child is ill.

**LOS ANGELES COUNTY DEPT. OF HEALTH SERVICES:**

The school follows all guidelines from the State Department regarding admission to school following communicable diseases. Please call the school office if your child is absent due to a communicable disease.

California State law requires schools to administer vision, hearing, scoliosis, height and weight screenings free of charge.

- Vision screening is conducted for grades K, 2, 5, 7 and new students or referrals.
- Hearing screening is conducted for grades K, 2, 5, 8 and new students or referrals.
  
- Scoliosis screening is conducted in grades 5<sup>th</sup> for through 8<sup>th</sup> grade girls and 8th grade boys.
  
- Height and weight screening is conducted for all grades.

**IMMUNIZATION LAWS:**

Los Angeles Department of Health Services states that anyone attending school in California MUST have the required immunization. Proof of immunization MUST be provided at the time of registration.

**HEAD LICE** is **NOT** an indication of poor hygiene but is as contagious as the common cold. **INFORM THE SCHOOL IMMEDIATELY** if you discover lice in your child's hair and **KEEP YOUR CHILD HOME until treated**. The child will be checked when he/she returns to school and will be readmitted if there are **NO LICE** present in the hair. If a student has lice, the parent will be called and the student will be sent home.

**FIRST AID:**

Only minor and very basic first aid will be administered to students. Disposable gloves will be used in dealing with blood or other body fluids.

- **The school does not furnish medications.**
- **Parents/Guardians must provide a Medication Authorization and Permission form for each medication administered at school, including over-the-counter medications. The form must be completed by a medical provider and parent.** The medication order must include the name of the medication, diagnosis, dose, times to dispense, how often to administer and possible side effects. **Parents need to complete section B of the Medication Authorization and Permission Form. Medication forms are available in the school office, or online at**

**[http://handbook.laarchdiocese.org/Handbook%20Resources/medication\\_authorization\\_and\\_permission\\_form.pdf](http://handbook.laarchdiocese.org/Handbook%20Resources/medication_authorization_and_permission_form.pdf)**

- **All medications must be in the original prescription container and labeled.**
  - **All students with a history of asthma must have an Asthma Action Plan completed by a physician.** Asthma Action Plans are available at <http://www.lung.org/assets/documents/asthma/AsthmaActionPlan-JUL2008-high-res.pdf>
  - **All students with food allergies must have an Emergency Care Plan completed by a physician.** Food allergy and Anaphylaxis Emergency Care Plans are available at <http://www.foodallergy.org/file/emergency-care-plan.pdf>.
    - Our school SVS Care Plan will be updated yearly or as needed (when new prescriptions or a new diagnose is present to the child per their medical doctor).
- The SVS Care Plan is as follows:**
- -emergency care form
  - -medication authorization and permission form (per Archdiocese)
  - any new medication will need a release form that correspond to the medicine received for the child. If new medicine is received and no NEW medication authorization and permission form is given we can NOT administer medicine and the front office will return your medicine.
  - -meal plan (per Archdiocese)
  - -food allergy parent letter: signature needed
  - -family history (only filled once)
- **All forms need to be renewed annually, and anytime changes in medication or plan of care are made.**

**Self-Administration of Inhalers/EpiPens:**

- CA state law allows students to carry medication and self-medicate only for life-threatening conditions, i.e. asthma, insect stings, food allergies.
- **A written authorization from the medical provider and parent must be filed in the school office. Forms are available in the school office.**

**Please make sure that you ALWAYS keep your emergency card up to date.**

**The school is not responsible for assessment/treatment/follow-up of injuries occurring outside of school.**

**Illness:**

- If your child is ill the previous night, consider keeping them home.
- Allowing them to rest will help them recover faster and decrease the spreading of germs at school.
- Please remember the best means of preventing illness is good hand washing.
- Please remind your child to wash their hands often with soap and water.

**If your child is diagnosed with a contagious disease such as Fifth's Disease, Hand/Foot/Mouth Disease, Strep throat, Influenza, Pertussis (Whooping**

**Cough), Norovirus, Tuberculosis (TB), Infectious Mononucleosis, Herpes Zoster (Shingles), Chicken Pox, Impetigo, Ringworm, etc., please inform the school office immediately.**

**Some guidelines for when you should consider keeping your child home:**

- Fever- temperature of 100.4 degrees or higher. **Your child must be fever free for 24 hours without medication before returning.**
- Strep Throat or Bacterial Conjunctivitis (pink eye)- **Students with positive results must be on antibiotics for 24 hours before they can return to school.**
- Vomiting and diarrhea within the past 24 hours.
- Rashes and/or sores of unknown origin, or known to be contagious
- Eye drainage, pus, redness, itchiness, pain (not due to injury, or allergy)
- Constant coughing that could be disruptive to the class.
- Cold or runny nose if nasal discharge is excessive and/or not clear.

**If your child has been sent home from school because of illness, please make sure they are completely recovered before sending them back.**

**Sending a child to school that is ill, not only endangers the health of all others, but also increases the likelihood of contracting illnesses they may be exposed too.**

**COUNSELING POLICY**

The mission and purpose of the school is education. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. However, through the children's counseling center at St. Francis Medical Center, counseling services are available for St. Vincent students. Parents must sign a consent form for these services. In emergency situations a counselor may see a student without parental consent.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;



- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
  
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

## **ACADEMICS**

St. Vincent School curriculum is designated by the Archdiocesan Office of Education in compliance with state requirements. It includes a sequential program of learning in Religion/Family Life, Reading, English, Handwriting, Math, Social Studies, Science, Health/Physical Education. Children who do not complete the curricular requirements for their level may be considered for retention, after parent-teacher consultation. Students are strongly encouraged to use the public library on a regular basis. Students are encouraged to read daily. At various times during the school year, students have the opportunity to participate in classroom and outside contests and other mind and spirit-building activities.

### **Primary Education**

Transitional kindergarten (TK) and Kindergarten in a Catholic school is part of the primary education program. Kindergarten and TK are subject to the same guidelines as a private school for 1st grade through eighth grade. In addition, TK and Kindergarten must follow an established common curriculum that distinguishes it from a licensed early childhood program and a one-year kindergarten program. TK and Kindergarten emphasizes both socio-emotional development and academic readiness and foundations.

### **Homework Philosophy**

Our school recognizes that homework is an important part of a student's educational experience. Teachers must be able to evaluate, through homework, a student's understanding of information presented in class. Further, we believe that consistent completion of homework assignments enhances a student's learning experience and helps to build necessary academic skills as they advance in their schooling. At the same time, we recognize that homework may be a source of significant stress for some students and their families. We recognize the

desired need to strike a balance between academic rigor and student well being with our homework policy.

Our school recognizes that a different approach to homework is required. Beginning in the 2019-2020 school year, our school will be implementing a new homework policy. Our goal is to create a set of procedures that respect the needs of the students and families we serve, while honoring the effectiveness of homework in guiding instruction and building necessary academic skills for the future. We believe that this policy will help us better meet the needs of our students and families. Please review this document carefully.

### **Purpose of Homework**

The purpose of homework is to:

- Strengthen critical learning skills and concepts taught in the classroom through independent practice
- Provides an opportunity for the teacher to acquire an increased level of awareness of student's areas of strengths and areas for growth
- Improve the student's skill and ability to follow directions, organize, plan, and manage time
- Allows ample time for meaningful and purposeful student opportunities to demonstrate application of knowledge and skills
- Benefit from credited or non-credited tasks for continued learning and growth
- Display confidence and become more self-reliant and responsible
- Own their academic, physical, social strengths and challenges
- Exercise self-advocacy by asking questions and learning from mistakes

### **Teachers' Role in Homework**

In following the Homework Policy, teachers will:

- Evaluate individual student's strengths and challenges
- Acquire a perspective of how each student learns and for teachers to make adjustments in utilizing teaching strategies if necessary
- Provide immediate and constructive feedback regarding student progress
- Identify the purpose of each homework assignment (pre-learning, checking for understanding, practice, processing, reinforcement, and more)
- Make certain that students of different abilities know how to complete homework

### **Parents' Role in Homework**

In following the Homework Policy, parents should be able to:

- Recognize and celebrate their child's strengths and accomplishments
- Feel empowered to taper their level of involvement based on their child's developmental needs, independence, and level of ability
- Acquire a better understanding of their child's learning style

- Receive feedback from their child regarding what they are learning and how he or she is progressing toward the goal of content mastery

We ask that parents:

- Provide a quiet space, free from distraction, with the basic materials for homework completion
- Allow technology and other helpful materials to be used as tools for work completion
- Support their child in managing time wisely, meeting deadlines, and developing good study habits
- Monitor student time management, efficiency, and productivity
- Check and review all school provided materials
- Encourage your child at the earliest opportunity to communicate with their teacher if they are having consistent issues with homework

### **Scheduling Time and Parameters**

Homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including studying, in the time outlined below. (This does not include independent reading or work on long-term projects). These times are general guidelines.

- *Early Childhood no homework/occasional family activities*
- *Kindergarten-1 approximately 10 minutes*
- *Grades 2-3 approximately 20 - 30 minutes*
- *Grades 4-5 approximately 30 - 50 minutes*
- *Grades 6-8 approximately 50 - 80 minutes*

### **Assistance for Homework**

It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies to improve student success with homework.

### **Homework Grading**

Homework is graded on a credit/no-credit basis. Homework will not be graded in detail, because students are not expected to display mastery in their homework, as homework is considered the practicing of skills taught in the classroom. In order to receive full credit, homework will need to be completed, in detail, and turned in on time. Homework percentage weight will be worth no more than 10% of their overall grade.

**Brain Breaks Text**

There is a great deal of information regarding daily schedules for students, including the incorporation of brain breaks to improve student attention in the classroom. The reality is that children need time to play. It is an important part of their psycho-educational development, and studies show that multiple brain breaks throughout the day promotes more effective learning. This came into focus even more on our recent trip to study the educational system in Finland. Several Finnish educators attributed it as a key factor to their students’ success. With that in mind, our cohort of schools are incorporating brain breaks for our students with a fifteen minute break for every forty-five minutes of instruction. Each school will make site-based decisions in regards to structured or unstructured breaks within their respective schedules, but the philosophy of 45/15 will remain the same throughout.

- 45 minutes of instruction with a 15 minute “break” for students and teachers to decompress and relax
- “Schedule” will be site-specific, principals know their teachers and communities best. A schedule can be prescribed, or teachers can be left to implement a schedule as they see fit
- Brain breaks can be taken inside the classroom or outside, with consideration for other classes in session and shared space
- Teachers can decide if students are able to use technology during the brain breaks
- If students are not actively working for 45 minutes, the brain break may be withheld at the teacher’s discretion, also a site-based decision

**GRADE MARKING CODES:**

**TK TO 3<sup>RD</sup> GRADES:**

E = Exceeds grade level expectations  
 M = Meets grade level expectations  
 T = Time needed to meet grade level expectations

**4<sup>TH</sup> TO 8<sup>TH</sup> GRADES:** A = 93 – 100%      B- = 85 – 86%      C- = 70 – 74%  
 B+ = 90 – 92%      C+ = 80 – 84%      D = 65 – 69%  
 B = 87 – 89%      C = 75 – 79%      F = 64% and below

**TESTING PROGRAM:**

The STAR will be administered during four testing windows, scheduled by the Archdiocese, throughout the year. This is prescriptive testing in order to assist parents and teachers in assessing individual strengths and areas of concern so that effective curricular programs can be planned to meet the needs of individual students. The Assessment of Catechesis Religious Education

(A.C.R.E.) is administered to the fifth and eighth grade students in January of each school year.

## **TECHNOLOGY**

Students have the opportunity for computer instruction from teachers' integrating instruction in the classroom. Guidelines for **computer use / internet access and videos** will be sent to parents at the beginning of each school year.

## **GUIDELINES FOR PUBLISHING STUDENT WORK ON THE WORLD WIDE WEB**

As part of your child's educational program, he/she will have the opportunity to publish documents and participate in projects on the World Wide Web. These documents might include a personal web page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally.

By signing the contract you have agreed to the following guidelines.

### **School Web Publishing Guidelines:**

- Published documents will never include a student's picture, name, phone number, street address, or information about other family members.
- References to e-mail addresses will be restricted to faculty, staff, and authorized members only.
- Documents will never include any information indicating the physical location of a student at a given time other than attendance at school or participation in school activities.
- There will never be links to student or faculty off-site web pages.
- Documents must conform to applicable diocesan and school policies and established school guidelines.
- Documents to be published on the World Wide Web must be approved by a referring teacher and the school administration or its designee before publication.
- All original student produced work that is published on our website will be considered as protected by US copyright in the name of the student and school, and will be identified as such on the website.

## **FIELD TRIPS**

NO STUDENT may attend a field trip without a **SIGNED PERMISSION SLIP** by the parent. **TELEPHONE CALLS DO NOT MEET LEGAL REQUIREMENTS FOR PERMISSION!** Children are not allowed to stay home if they are not participating in the field trip. **Grouping on fieldtrips will be left to the discretion of the teacher.**

**RETENTION:**

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon consideration of the overall welfare of the pupil, i.e. made by carefully weighing academic, emotional, and social factors. In the event that retention is under consideration, the following guidelines will be applied:

A. The teacher is responsible for consistent evaluation and early assessment of student performance. The teacher will provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If this help proves to be inadequate, the teacher will advise the parents to arrange for outside remedial help, such as professional tutoring.

B. The teacher will make the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher should regularly inform the parents during the continuing trimester of the pupil's progress or possibility of retention. Copies of communications and reports regarding the student's progress will be kept on file. Although the opinion of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.

In the case of a pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that a recommended transfer might be necessary.

**EXTRA CURRICULAR STUDENT ACTIVITIES**

**ST. VINCENT SCHOOL EXTRA-CURRICULAR PARTICIPATION POLICY:**

In order for students to participate in any extra-curricular activity including try-outs or practice, they must have a participation slip signed by all of their classroom teachers parent/guardian, and the principal.

Students may not have a "D" or "F" in academics or conduct. The teacher will monitor the student's progress. **The classroom teachers or principal can suspend participation privileges at any time during the trimester if that student's academic performance is below level or if their behavior is inappropriate.**

**STUDENT ACTIVITIES**

Students who wish to participate in extra-curricular activities may choose from the following opportunities:

- CYO Sports (5-8 only) Little Eagles



- Crochet Club
- Student Council
- Altar Serving
- Yearbook Committee
- School Choir
- Vincentian Marian Youth (3- 8 only )
- NJHS (6-8 only)
  
- Academic Decathlon
- Lego League

Daycare  
Dance

### **STUDENT COUNCIL**

Student Council is under the direction of a Faculty/Staff Moderator.

In order to remain on Student Council a student must have a “C” average in Academics and a “B” average in Conduct. If a student council member receives disciplinary action, he/she will be placed on probation for two weeks. This will be followed by a conference with the student’s teacher and the faculty advisor. A second incident will result in removal from office.

Students who wish to run for office must carefully follow the guidelines given in the spring of each year.

### **DISCIPLINE**

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Effective classroom management
- Constant encouragement of acceptable classroom conduct
- Consistent follow-through

**Students enrolled at St. Vincent School accept the consequences for their inappropriate behavior.**

Parents are expected to support the teachers and staff of St. Vincent School in their efforts to provide a safe, healthy and effective learning environment for their children. Parents who feel they cannot support school policy should consider an alternative educational setting for their children. Lack of support demoralizes the teachers and weakens their ability to provide a quality education for children.

**CLASSROOM CONDUCT AND BEHAVIOR:**

Classroom conduct and behavior will be communicated to parents on a regular basis.

**ACADEMIC DISHONESTY:**

Cheating and/or plagiarism is not tolerated. If a student is caught cheating or plagiarizing, the student will receive an "F" on the assignment and a conference with parents.

**SCHOOL RULES:**

Rules are made for the efficient and effective running of the school program as well as for the safety and protection of the students. **Students are expected to KNOW and KEEP these rules. "NOT KNOWING" a rule does not exempt a student from consequences.**

**ST. VINCENT STUDENTS WILL:**

- A. Refrain from playing or gathering on the breezeway or near the bathroom.
- B. OBEY all teachers, aides, playground monitors, and staff.
- C. WALK inside the school building/auditorium.
- D. **Stop Playing and Walk** to their line after the whistle blows.
- E. NOT bring toys, magazines, comic books, trading cards, lasers, radios, CD's, DVD's or other electronic equipment to school UNLESS given permission by a teacher. Items will be confiscated and not returned until the last day of school.
- F. NOT bring or ride skateboards to school.
- G. NOT use a cell phone without staff permission.
- H. Abide by the dress code.
- I. Know that buying, selling, and betting among students for profit IS NEVER allowed on school premises.

**J.** Not leave the school grounds without permission after arriving in the morning or before school is dismissed or during daycare.

**GUM POLICY:**

**Students who choose to chew gum before, during, or after school will be charged a fine of \$5.00 payable the same day or at the latest the next day. Failure to pay the following day will result in suspension from school until the fine is paid.**

**DISCIPLINARY CONFERENCES:**

Occasionally, continued misbehavior will necessitate a conference including the student, his/her parents, teachers and the principal. The purpose of the conference is to determine whether the student will continue at St. Vincent School and, if so, what good faith commitments will be required.

**Issues to be discussed or decided:**

- A.** Offending behavior.
- B.** Positive action the student can take to change the situation.
- C.** Positive action parents can take.
- D.** Positive actions the faculty and staff at St. Vincent's can take.
- E.** If the student really wants to be at St. Vincent School.
- F.** If the St. Vincent experience is beneficial to the student.
- G.** What the student will be required to do to show good faith.
- H.** When behavior will be reviewed and what will be expected at that time.

**CONDITIONS OF SUSPENSION**

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.

Notice of suspension must be given to the parents/guardians by telephone or in a conference.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.

In no case will a teacher on his/her own authority suspend a student.

### **Right to Make Exceptions**

The principal, in consultation with the Administrative team, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **Following Suspension:**

If a student has been suspended from school but continues to have behavior problems, then he/she will be placed on a behavior contract for the remainder of the school year which may include the following:

- A. Development of a behavioral STEP plan
- B. Counseling requirement established for student.
- C. Immediate expulsion

### **Time of Expulsion**

An expulsion may be made immediately if the reasons are urgent.

Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.

If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

### **Reporting of Expulsions**

All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of

Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.

The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

### **Expulsion**

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher or any adult working at the school.
- Continued willful disobedience.
- Use, sale or possession of narcotics, any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
  
- Smoking or having tobacco.
- Stealing
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
  
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
  
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference,
- Principal, Vice principal, and teacher will reach a final decision.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### **Written Record**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

### **Cases Involving Grave Offenses**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

### **Home Study**

Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on home study until the case is resolved.

### **GANGS: MEMBERSHIP / INVOLVEMENT**

A gang is defined as “three or more persons having as one of its primary activities the commission of one or more criminal acts.” (A Primer on Law for Administrators and Boards, Commissions & Councils of Catholic Education, Shaughnessy, Mary Angela, NCEA, 2000.) Membership, active involvement, or affiliation in a gang or group responsible for threatening or violent activity is grounds for expulsion.

### **GRAFFITI**

In order to discourage the appearance of graffiti on campus and school property, the principal of St. Vincent School will have it removed immediately whenever it appears. Penalties will include restitution as well as the possibility of expulsion. Students are expected to respect their school and the property surrounding it and keep it clean.

### **HARASSMENT, BULLYING AND HAZING STATEMENT OF POLICY:**

St. Vincent School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be clearly communicated to faculty, staff, volunteers, parents/guardians, and student.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.

- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Websites.
- Using someone else's username to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.



- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
  
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Please note, that even if you delete personal information, it still may be stored (on a website's server and/or phone) for a longer period. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example.

Examples of Unacceptable Uses – SVS students are not permitted to:

- Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material.
- SVS students must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- SVS students must not knowingly or recklessly post false information about persons, students, staff, or the school.
- Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Harm the good will and reputation of the school or school employees.

The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities.

Violation of the policy will be dealt with by the administration of the school and result in the following:

Disciplinary action:

1. Suspension
2. Behavior Contract
3. Dismissal

but not limited to legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

### **STUDENT THREATS**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

### **SCHOOL SEARCHES**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

### **PUPIL PREGNANCY:**

A primary purpose of Catholic Education is to guide our students' growth in Catholic values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual

activity is contrary to these values. However, when pregnancy occurs outside of marriage, the total school community should seek to offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. This situation is to be treated in a Christian manner.

When pregnancy is known to school personnel by whatever means, the principal must meet with the girl and her parents/guardians. The student will be encouraged to begin appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and newborn child. If the father is identified, and if he is a student in a Catholic school, the principal of that school must meet with him and his parents and require that he be involved in a counseling program similar to that provided to the mother. The school should assist the pregnant student to make arrangements for continuing her education by referring the student to an alternate program. The principal, in consultation with the superintendent and the pastor, shall review all aspects of each case and make a determination based upon its unique circumstances as to the date when the young mother/father are to leave the school.

#### **ABORTION:**

The teaching of the Catholic Church is clear regarding the right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the immorality of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Catholic Church and the mission of Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent or guardian's son or daughter will also be dismissed.

**Suggested Procedural Guidelines:** In accord with the above policy, each situation regarding abortion will be handled on an individual basis, applying these guidelines.

**A.** If it becomes known to any member of the school community that a student is contemplating or planning an abortion, the school community member is to advise the student to contact the administrator, teacher, staff member, or counselor. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.

**B.** If the student proceeds with the abortion, or if a student makes known that she has undergone an abortion, or that he or she has assisted in procuring an abortion, the administrator, teacher or counselor to whom this fact is made known is to contact the Archdiocesan Regional Supervisor or the Associate Superintendent of Schools for further guidance as to handling the situation.

**Without jeopardy to the above guidelines, the school retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.**

#### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

**The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.**

**It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.**

**These Christian principles further include, but are not limited to, the following:**

**Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.**

**Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.**

□ Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

□ Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

□ These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

**The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.**

**Recommended Transfer Resulting from Parental Attitude:**

Under normal circumstances a pupil should not be deprived of Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude or

abusive behavior of parents might diminish the effectiveness of the educational process of the school in acting in *loco parentis* (in place of the parents) that continuation of the pupil in school might be impossible. In such a case, the regulations governing recommended transfer would then be applicable. The decision will be made with the consultation and advice of the pastor.

### **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and

**VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

**Good-Touch/Bad-Touch** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded Joan Vienna, Coordinator of Safe Guard the Children at (213) 637-7227.

### **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL**

#### **ACTIVITIES OR EVENTS**

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

**Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.



- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

**BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL  
YOUTH WORKING OR  
VOLUNTEERING WITH CHILDREN OR YOUTH**

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

**PARENT’S AUTHORIZATION TO USE CHILD’S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

*This section to be completed by Archdiocese/School/Parish*

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity,

date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

*This section to be completed by Parent/Legal Guardian:*

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child’s name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

Image/visual likeness:	yes	no	Voice:	yes	no
Name:	yes	no	Work:	yes	no

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

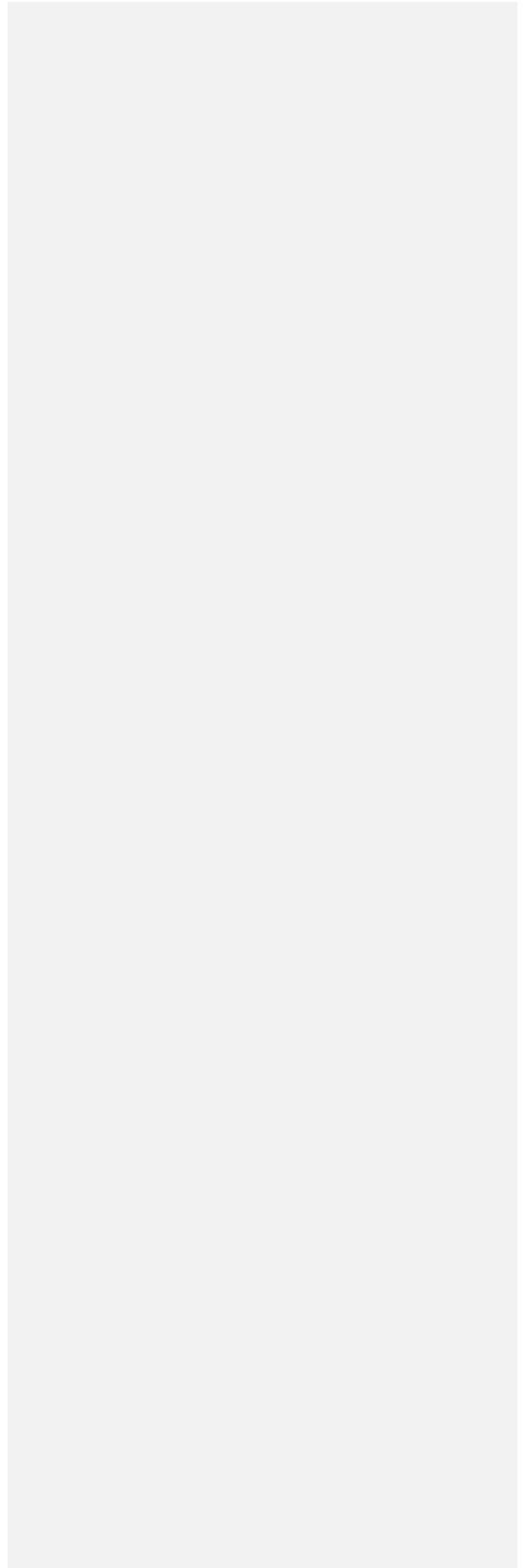
Relationship to Child:

Address:

Telephone:

Name of Child:

Age:



**ST. VINCENT SCHOOL  
PARENT AND STUDENT COMMITMENT PAGE**

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the \_\_\_\_\_  
School Parent/Student Handbook. We understand, and agree to follow the  
policies and procedures stated in the Handbook. We acknowledge that the  
school has the right to amend the Handbook during the school year as needed  
and we agree to follow the policies and procedures as may be added or  
amended.

We understand that we may be asked to withdraw our child(ren) from the school  
or our child(ren) may not be invited to return the following year, if we fail to  
fulfill our responsibilities under the Handbook and any additions and amendments  
that may be made. Our signatures below indicate our commitment to fulfill our  
obligations according to the requirements of the Handbook.

**Students enrolled at St. Vincent School accept the consequences for their  
inappropriate behavior.**

Parents are expected to support the teachers and staff of St. Vincent School in  
their efforts to provide a safe, healthy and effective learning environment for their  
children. Parents who feel they cannot support school policy should consider an  
alternative educational setting for their children. Lack of support demoralizes the  
teachers and weakens their ability to provide quality education for children.

**I agree to:**

- **Pay all fees and Tuition using the TADS financial management system**
- **Attend all mandatory meetings called by the school administrator or  
teacher**
- **Support the school philosophy, mission, values, and philosophies as  
defined in the parent/student handbook.**

Father's Signature \_\_\_\_\_ Date  
\_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date  
\_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_\_



Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files.

**“Educating through Christ to lead and to serve.”**

**St. Vincent de Paul**

**Faith**

**Compassion**  
**Integrity**

**Justice**  
**Responsibility**

