



*To know and live our faith
To lead and serve by example
To achieve success as life-long learners*

School Handbook

923 18th Street Bedford, IN 47421
Ph (812) 279-2540/Fax (812) 276-4880
Mrs. Teresa Underwood, Principal
svsbedford.org

This booklet explains St. Vincent de Paul Catholic School policies and the general operation of the school. Policy statements are necessarily general and the administration reserves the right to make a specific application as circumstances arise. We ask that you read this booklet carefully and keep it for reference during the school year.

GUIDELINE FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/Archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion.

Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to: social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

ABSENCES/TARDIES/MAKE UP WORK

Students must be in the classroom before the 8:00 am bell. This includes locker time for grades 5-8. Students arriving after 8:05 must report to the office to obtain a tardy slip before entering the classroom. Student arrival after 8:30 is recorded as a 1/2 day absence as is any student departure before 2:30 pm.

- If a child is to be absent, a parent or guardian must phone (812-279-2540) or email (getmank@svsbedford.org) the school by 8:15 am on each day of absence stating the reason for the absence. The office will notify the classroom teacher. Student arrival after 8:30 will be recorded as a 1/2 day absence.
- Class work is to be made up as requested by the teacher to receive credit for the day's work. Absence of 3 consecutive days or more requires a note from the child's doctor. If a student is absent more than 8 days during the course of the year, a doctor's excuse is needed for each additional absence. If an extended absence due to illness is anticipated, please notify the principal.
- Routine doctor, dentist, and orthodontist appointments should be made outside of school hours whenever possible. If a child must be out during school hours, a note or email must be given to the teacher prior to the beginning of the day. The child must be signed out in the office at the time of departure and signed in at time of return.
- Family vacation trips are discouraged during the school calendar. The principal and teacher must be notified of such an absence at least one week in advance. The parent will meet with the teacher before the absence to clarify expectations for making up missed work. All assignments must be turned in within the time required by the teacher in order to receive credit.

- Excessive tardiness and/or absences may result in school or classroom restrictions, to be determined by the classroom teacher and the administration.
- Students who have no absences or tardies during a given quarter will be recognized during that quarter. The distinction of Perfect Attendance will be recognized, at the end of the year, for any student who has no absences or tardies and is present every day school is in session, from opening bell to dismissal bell.

ACCIDENTS

First aid for minor accidents will be administered in the school office. If the services of a doctor are required, the parent or emergency contact will be called immediately. Student accident insurance is provided by the school at no cost to parents. This pays for charges not covered by personal insurance of the injured child.

ACCREDITATION

St. Vincent de Paul School is fully accredited by the Indiana Department of Education. Requirements for certification are met through the Archdiocese of Indianapolis, AdvancED program, which is designed to meet all state requirements. All legal standards are met yearly, and a plan for school improvement is updated and submitted prior to each school year.

ADMISSIONS

In order to ensure an orderly and equitable admission for children to St. Vincent de Paul Catholic School, this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Principal and Pastor, revisions of this policy shall supersede any prior admission policy of the School.

- A. Per the Archdiocese of Indianapolis. The school respects the personal conscience of the individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).
- B. Conference with the principal, parents, and the student has been held.
- C. Satisfactory arrangements have been made for the payment of tuition.
- D. Contact with the previous school(s) has verified good standing and academic placement.
- E. Updated immunization records have been received.
- F. Agree to abide by school policies.
- G. Parishioner Status- Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish is expected.
- H. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be

considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

- I. St. Vincent de Paul School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, athletic, and other school administered programs.

ALCOHOL, DRUGS, TOBACCO

Students shall not possess or utilize alcohol, drugs or tobacco products on school or church property. Doing so is grounds for suspension and/or expulsion. In accordance with the law, there is no smoking permitted on any school property or grounds at any time. This would include all areas of the building, the playground and parking areas.

ARRIVAL/DISMISSAL

Students are not to arrive at school before 7:45 am unless they are part of the Early care program, for which there is a fee. The first bell rings at 7:50, and students must be in the classroom by the 8:00 am bell. Anyone arriving after the bell is considered tardy. Students arriving after 8:05 must report to the office, with an adult, to be signed in and to receive a tardy slip before entering the classroom. Please see Building Security for specific entry procedures.

Extreme caution must be exercised when driving onto the playground to drop-off or pick up students. A 5-MPH speed limit is imposed at all times. During school day hours there is no parking in the upper school lot and traffic flow and movement is controlled. See Parking Lot procedures.

ASSIGNMENTS AND HOMEWORK

Assignments are given by the teacher(s) to reinforce skills, enrich projects and communicate with parents. These are components of student evaluation. Questions regarding student work should first be directed to the classroom teacher.

ATHLETICS

SVS sponsors basketball teams and a cheer squad for boys and girls beginning in grade 4. At the middle school level there are various sport activities including basketball, volleyball, track and tennis. Students are encouraged to participate and tryouts may be held to solidify commitment to a team.

Eligible grade levels are determined to provide enough participation to make up a full team. Teams compete with local schools or other private schools. We encourage student and families to support our teams. Entrance fees for games in the Shamrock Center are as follows: Students: \$1.00, Adults \$3.00. Family passes and All Sports passes will be available for sale at the beginning of each school year.

To participate in an organized sport or athletics sponsored activity, a student must maintain a "C" average with no "F" in any subject. If the overall grade average falls below a "C", a probation period with outlined restrictions may be determined by the teacher, athletic director, and the principal. Students are required to be in school on the day of a game or practice in order to participate.

All team coaches establish expectations and guidelines for attendance at practices, behavior and participation.

AWARDS

After each grading period an Honors Assembly is scheduled to recognize student achievement, outstanding effort, leadership, school spirit and cooperation.

BAND AND MUSIC PROGRAM

Music classes are taught for all grades by a specialized teacher. All students will have the opportunity to participate in at least one music class period per week.

Band instruction is available during the school day in grades 5-8. Cost of instrument rental and lesson books are the responsibility of parents. The music teacher will provide contacts with a rental company. Students in the band program may be required to pay a fee. Grades for band are given at each report card period. In mid-February, band students are given an opportunity to compete in the Catholic Youth Organization Music Contest. Each band student signs a "Band Participation Agreement" at the beginning of the year. Failure to follow expectations for attendance, practice and grades will result in the student being dismissed from band. Performances in music and band are provided several times each year and student attendance for participating students is mandatory. An unexcused absence from a performance will result in an "Unsatisfactory" grade.

BUILDING SECURITY

Entrances to the building are locked at all times except during morning arrival, at which time Entries 1 and 2 are monitored. Any student arriving after 8:05 am must access the building through Entry 1 or Entry 9, accompanied by an adult, and report to the office to sign-in. **All parents, visitors and guests must check-in at the office located at Entry 9. Entry 2 will be utilized for student arrival (6:45-8:00am) and preschool traffic only.**

BOOKS AND SUPPLIES

Hardback textbooks are provided to students on a rental basis. Some texts are "consumable" meaning that students write in them and keep them at the end of each year. Books are numbered and assigned to each student and recorded by the classroom teacher. Students are not to mark or deface rental books in any way. The cost to replace the book is the responsibility of the student/family in the event of loss or damages.

Each teacher provides a list of needed supplies at the beginning of the school year. Students are expected to replenish these as needed.

BULLYING PREVENTION

St. Vincent de Paul School will foster an environment that keeps students emotionally and physically safe by implementing the OLWEUS Bully Prevention Program. The bullying prevention procedures and rules are as follows:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. We will tell an adult at school AND an adult at home if we know that somebody is being bullied.

The complete St. Vincent de Paul School Bullying Prevention Plan may be viewed on the school website: svsbedford.org.

CAFETERIA

A government subsidized breakfast and hot lunch program is offered at school. Free or reduced cost breakfasts and lunches are available to families whose income is within the guidelines of government eligibility. Applications should be completed and turned in to the administration at the beginning of each school year. All information is kept confidential.

School meals are to be paid for in advance or on the day they are eaten. All money must be placed in an envelope and marked with the student's name, grade, and the amount enclosed and should be turned in to the classroom teacher at the beginning of the day.

Meals may not be charged. However, in case of lost or forgotten lunch money a meal may be provided and paid for the following school day. Any outstanding charges will be billed at the end of the week. In the event of an unpaid or outstanding balance, parents will be notified and a substitute meal (sandwich and a side) will be provided for the student.

FOOD ALLERGIES: In order to accommodate any child with allergies or dietary restrictions, (ie: peanut allergy or lactose intolerant) we must have a signed statement from a doctor stating that the allergy is considered a disability. With this on file we can make adjustments and provisions for the child without increased charges.

Lunch

Soft drinks and caffeinated beverages are not permitted. Vending machines are not accessible during school hours. Per our wellness policy, fast food meals are discouraged and should not be provided for school lunch.

Parents are welcome to visit a student for lunch but must provide verification of completed Safe and Sacred training. Parents can take their student out to lunch for special occasions, provided students return to class on time. Students must be signed out through the office.

CALENDAR

The St. Vincent School calendar is published in the newspaper and on the school website. Any additions or corrections will be updated electronically.

DRESS CODE

Students in grades K-8 will follow the dress code outlined below. We believe that students should be dressed for success. Clothing should be neat, clean and comfortable, primarily for classroom work. Uniforms must be manufactured by Schoolbelles or Lands' End. Each company has created a specific website to stream-line and facilitate the purchasing process. Purchase of shoes, socks, and belts are not required through Lands' End or Schoolbelles but must meet the uniform dress code.

Shirts/Pants

- Collared polo style shirt long or short sleeve must be a solid color of white, navy blue, red, or dark green. Turtlenecks, in the approved shirt colors, can be worn under a sweater or sweat shirt.
- Short sleeves must be long enough to hit the center of the upper arm, half way between the shoulder and the elbow. Shirrtails must be long enough to remain tucked in at all times. School logo is optional and only the SVS approved logo is permitted.

- Pullover sweaters, sweater-vests, button cardigan sweaters, or pullover sweat-shirts may be worn over a collared shirt or turtleneck in one of the approved solid colored shirt colors. Hooded sweaters and sweatshirts are not permitted.
- Slacks and shorts must be cotton twill type, flat or pleated front, with elastic or a fitted waist in either navy blue or khaki. Waistline should be worn high enough to prevent undergarments from being exposed. Bottom hem must be cuffed or finished (no elastic) and may not drag on the floor. Shorts or skirts must be mid-thigh in length, but no longer than bottom of the knee. Shorts may never be worn to Mass.
- Belts must be worn if pants have belt loops (except students in kindergarten and first grade) Belts must be a solid and in the following colors: black, brown, navy, and khaki. Decorative, studded, or embellished belts are not allowed.

Shoes/socks

- Tennis shoes are recommended and preferred as they are the safest on stairs and playgrounds. The tennis shoe may not rise above the ankle.
- Non-tennis shoes must have solid rubber soles and be solid in color.
- Tennis shoes are required for PE class.
- No boots, open toe shoes, sandals, heels, or slide-on shoes, such as mules or clogs are permitted.
- Socks must be worn at all times and must be visible.
Sock styles: athletic, trouser, ankle, knee-high, and tights
Sock colors (solid): white, black, navy, and khaki
“No show” socks are not permitted.
- Shoes and socks do NOT need to be purchases at Schoolbelles or Land’s End.

Skirts/Jumpers

- Skirts and jumpers must be solid navy blue or khaki or the St. Vincent plaid, available through Lands’ End and Schoolbelles. Skirts and jumpers must be a cotton twill or polyester twill type.
- Length of skirt or jumper should be no shorter than 4” above the knee and no longer than the bottom of the knee.

Hair/Accessories

- Hair should be neat and well-groomed. Artificial hair coloring permitted in natural shades only.
- Boys hair should be above the shirt collar, and bangs should not interfere with line of vision.
- Girls hair bands and clips must be solid in black, brown, dress code shirt color, or St. Vincent plaid (through Schoolbelles and Land’s End only). Hair bows are not permitted unless part of team uniform.
- Earrings should not extend more than 1 inch below earlobe. No multiple earrings or facial jewelry.

The Principal may grant exemptions from school dress code for special days and events. The teaching staff and the administration have the authority to make decisions on appropriateness of dress as it conforms to the dress code.

Uniform Ordering Information

Schoolbelles can be accessed via a link on the St. Vincent de Paul Catholic School website or the address below. Be sure to enter our specific school code when prompted. Our school code is S2568. Entering this code will present only SVS approved dress code items. Orders may also be made via phone, fax or mail.

Schoolbelles

2625 E. 62nd St.

Indianapolis, IN 46220

1-888-637-3037

www.schoolbelles.com

sales@schoolbelles.com

School Code: S2568

Land's End can be accessed via a link on the St. Vincent de Paul Catholic School website. Simply click on the link and enter the school code when prompted. Our school code is 900055120. Entering this code will present only SVS approved dress code items. Orders may also be made via phone or mail.

Land's End

1-800-963-4816

www.landsend.com

School Code: 900055120

DISCIPLINE (cont.)

In-School Suspension

In-school suspension will be a supervised situation in which the student is isolated from the rest of the student body in the office area. The student's parents will be notified by phone and documentation of the offense will be placed in the student's file.

In-School suspensions may last from one to three days. They are to be served as soon as possible. The student will be given the daily assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. It is the student's responsibility to have materials and instructions for all work. Completed assignments will be turned in and considered eligible for full credit.

Major disciplinary violations may result in an in-school suspension. Violations include, but are not limited to:

- Three detentions
- Profane, abusive, offensive, disrespectful language or threatening language (verbal or written)
- Damage to private or school property
- Causing injury to others
- Academic dishonesty
- Truancy
- Failure to follow directions of a teacher or administrator

When serving an in-school suspension, a student may not participate in a practice, compete in a game, or attend extracurricular activities from the day the suspension is served until a full school day is completed after the suspension.

Out-of-School Suspension/Expulsion

Suspension/expulsion will only be used for extreme or persistent violations. Out of school suspension is assigned from one to five days. The suspension period begins at the time of the violation. The parents will be notified by phone and documentation

will be placed in the student's permanent file. Some infractions that warrant suspension/expulsion include but are not limited to the following:

- Stealing
- Vandalism
- Unauthorized tampering with computers, hardware or software
- Verbal or physical intimidation of another student or staff
- Drug/alcohol/tobacco offense
- Causing a false alarm
- Open defiance of school authority
- Physical aggression (as the aggressor or retaliator)
- Theft
- Possession of a weapon at school

No credit will be given for school work during the period of out-of-school suspension.

Discipline Board

A discipline assessment team will be composed of the principal and two teacher representatives. This team shall conduct a hearing on the future status of a student in question. Determination may include readmission of the student under a discipline contract or permanent expulsion/exclusion of the student.

EMERGENCY SCHOOL CLOSINGS

SVS follows the NLCS corporation decision with regard to inclement weather. However, the principal may make a decision based on special circumstances. School closings and delays will be announced as early as possible on WBIW - 1340 AM and posted on its website.

Parents will be notified via email and text. Closings/delays will be posted to the school website as soon as they are announced. www.svsbedford.org

All school events and activities are cancelled when school is closed.

EMERGENCY INFORMATION

If you are going out of town and children will remain in school, it is advisable to sign a consent form for medical treatment for your child to be kept on file.

If a parent has an emergency that requires getting in touch with a child, the parent must call or come to the school office prior to going to the child's classroom.

ENRICHMENT

St. Vincent School provides many opportunities for students to extend their learning through enrichment programs. These are defined as any activity which is above and beyond the regular curriculum. These may be in the form of field trips, special speakers, challenges, contests, clubs, short term projects, elective classes, etc. We utilize the resources of the community extensively for these. Volunteer parents and business leaders, as well as the parish and school staff, give their time and talents for the benefit of the students. Our parent-teacher organization contributes monies for registration, transportation and needed materials. Enrichment programs may occur both in and outside of the school day, to allow maximum participation by all interested parties.

CELL PHONES

Cell phones are permitted for the explicit purpose of allowing students to communicate with parents or guardians before and after school hours. Upon entering the building, cell phones must be turned off and remain off and out of sight until the student leaves the SVS campus after school. At no time during the school day are cell phones to be used. If it is necessary for students to communicate with parents or others, students should report to the office. After school hours, students must have the permission and supervision of a member of SVS faculty or staff. Cell phones must be locked in a locker or secured in a backpack immediately upon entering the school or classroom. In the event that a student has a cell phone in use or in sight, it will be taken by an adult supervisor and held in the school office until a parent retrieves it and speaks to the principal.

CLASSROOM PARTIES

Parties are held in classrooms for Halloween, Christmas and Valentine's Day. These are scheduled for the last period of the day. Refreshments are arranged by the room parent in conjunction with the teacher. In accordance with our wellness policy, we ask that sweet treats be limited.

COMMUNICATION

A folder is sent home with each student every Monday. This contains newsletters from the school, notices of events, lunch menus, permission slips, bills and student work from the previous week. Parents are to read all information, send back requested replies, and initial the folder to verify that it was received.

Grade level meetings are held in the first weeks of school at which teachers outline all procedures and expectations for the year. At least one parent is expected to attend. Mandatory Parent/Teacher conferences are scheduled with each family at the end of the first grading period. However, a conference may be held at any time.

Parents are encouraged to first contact the teacher directly when there is a question about a child's progress or behavior in school. An appointment will be made to discuss the situation. The principal values and welcomes parent feedback about our educational programs. Please take advantage of the opportunity for personal communication with the principal.

Using the school data system, information can be communicated via email and text. We encourage all students/parents to consult the school website and Jupiter program regularly.

DISCIPLINE

The aim of discipline is to institute and maintain satisfactory learning conditions free from distracting behavior. Based on respect for authority and the welfare of the group, discipline should develop the students' ideals, attitudes and habits required to fulfill our school mission.

Discipline Procedures

Each teacher is responsible to maintain discipline for all students under the teacher's supervision. If a student exhibits behavior inconsistent with the Code of Discipline for St. Vincent de Paul School, the following procedures will be followed:

1. The teacher and student will resolve the problem. (verbal warning, one on one meeting, written warning, etc.)
2. The teacher and student will resolve the problem and the parent will be notified. (written warning sent home, phone call to parents, e-mail to parents, etc.)
3. The teacher will communicate with administration; student will meet with the administrator.
4. The teacher, student, administrator and parent will meet to resolve the problem.
5. The student will appear before the Discipline Board.

The teacher will determine whether discipline will begin at procedure 1, 2 or 3. The administrator has discretion to advance to procedures 4 or 5 if appropriate for the situation.

Referral Slips

A referral slip is given to students for infractions of unacceptable classroom and playground behavior as a communication among teacher, student, and parent. All referrals are recorded in Jupiter. The third referral will result in a detention.

Detentions

A student is subject to a detention for any violation of the basic school rules, including but not limited to:

- Three referrals
- Rude or discourteous behavior
- Not following classroom rules
- Insubordination (including repeated same referral violations, i.e. dress code)
- Disrespect
- Restroom misconduct
- Misconduct during Mass

Students earning a detention will receive a form to be returned with parent signature. Failure to return form by the date will have additional consequences.

Detentions are served before or after school and coordinated with the teacher and/or principal. Multiple detentions in a grading period may result in an in-school suspension and can lead to an out-of-school suspension.

EXTENDED CARE

Early Care

Early care supervision is provided for any student arriving at school between 6:45 and 7:45 am. There is a daily fee per student. Weekly invoices are sent through Jupiter on the first day of the week that includes a statement balance from the previous week's activity. Students arriving for Early care will be admitted at Entry 2 and supervised by a member of the Extended Care staff until released to classrooms at 7:45. Students arriving earlier than 6:45 am will not be admitted into the building.

There is no Early Care available in the event of a 2-hr delay, and students will not be admitted to the building before 9:40 am.

Aftercare

The Aftercare program provides supervision, recreation and nutritious snacks for students staying after regular school day hours from 11:00 AM to 5:30 Pm.

Fees are the sole support of the Extended Care program. Fees are charged on a daily basis according to duration of stay. Service may be suspended for any family with an overdue balance.

Students may not remain on school property unless attending Aftercare, Homework School, Athletics, or other school supervised and/or sponsored activity.

Any student participating in an athletic practice or event must report to Aftercare if adult supervision is not present at dismissal. Middle school students may go to Homework School and then report to Aftercare if supervision is not provided.

FAITH FORMATION

SVS respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in the religious instruction, Catholic formation, and Christian service offered at the school, except those that are intended only for students of the Catholic faith.

FIELD TRIPS

Classroom subject-related field trips are offered throughout the year. Participation is a privilege and can be denied if academic or behavioral requirements set by the teacher are not met. Any student whose behavior might jeopardize him/her or others may be required to stay at school with an alternate assignment while the class is gone.

A parent must sign a Field Trip Permission Form before a student may leave with his class for a field trip. In order to provide field trips, we rely on parents for transportation and chaperones.

Parents who are driving are required to complete Safe and Sacred training and fill out a valid license and insurance coverage form and seat belt verification form from the office. These papers are kept on file for once school year and must be updated in the event of a change in information. Drivers are expected to exercise extreme caution in driving and enforce seatbelt rules at all times. No smoking is allowed in the presence of children.

Students are expected to conduct themselves appropriately while being transported and while at their destination, as they are representing St. Vincent School. Please note that classroom trips are for the students only. Due to cost and space, siblings of students are not included unless the trip is designed for extra guests.

FINANCIAL PROCEDURES

Money sent to school should be in an envelope with the name of the student, amount and purpose of the money written on the front. To assist with record keeping, separate checks must be used for each item covered, such as: tuition, lunch, extended care, field trips, etc.

GRADES

Grades are reported four times each year, in 9-week intervals. Grades are based on participation, assignments and tests. Interim reports are sent in grades 1-8 in the middle of each report card period.

The following is the grading system adopted for the Archdiocese of Indianapolis Schools:

Kindergarten and First Grade marks:

E=Exemplary
M = Skill Mastered
PM=Partial Mastery
N=Non-Mastery
X=Standard not assessed

Grades 2-8 scale:

A 95-100
B 86-94
C 76-85
D 70-75
F 0-69

HEALTH

All health tests required by the State of Indiana are conducted in the grades required. The Lions Club provides eye exams each year, as a community service. Additional testing services are provided through NLCS including hearing and speech screening. Parents will be notified of these services by the school and/or Joint Services personnel.

HONOR ROLL

An honor roll is named after each report card grading period. Achievement requirements are as follows:

First Honors – All A's on report card

Second Honors – At least one A in a core subject, no grade lower than a B

Honorable Mention – All B's

Any grade below 76% in any subject, including conduct, can cause ineligibility for any honor roll in that grading period.

IMMUNIZATION

All students enrolling in St. Vincent School are required by law to provide proof of immunization (month, day and year on shot card or letter from doctor) in the following: (5 doses of) diphtheria, pertussis, tetanus (DPT), (4) oral polio, (2) measles, (2) mumps, (1) rubella (MMR), (series of 3) Hepatitis B, and (2) Varicella (chicken pox).

Children in grades 6-12 must also have, in addition to the above, 1 dose of Tdap given after the age of 10, and 1 dose of meningococcal vaccine. No child will be permitted to attend school unless he is either fully immunized or has begun his immunizations and produces a schedule for the completion of them. The only exceptions to these requirements are children for whom the vaccines are medically contra-indicated, or children whose parents have filed a written statement of serious objection. Written parental objections must be renewed each year.

INTERRUPTIONS

All school time should be devoted to instructional purposes. Interruptions are not permitted during classes except for urgent reasons, and then only with permission of the administration. If a child must be contacted during the day, the parent must contact the school office. Parents volunteering in the school are asked not to disturb their child(ren)'s classroom during class time.

LIBRARY

The library is a necessary part of the school program, and each class has a scheduled time to visit during the week. A part-time librarian is employed to help with lessons on the use of the library, to organize and maintain the collection of books, and to plan for purchases.

All library books must be treated with care. Books checked out and not returned or damaged will be fined to the student for its replacement cost.

LITURGY

All students in grades 1-8 attend regular Wednesday and Friday liturgies and on some special religious holidays during the school year. Kindergarten attends Friday Mass, beginning Nov. 1st. Friday liturgies are planned by the students with the guidance of a teacher and cooperation of the pastor. Students are given opportunities to take part in readings, offertory and other leadership roles in the Mass. Other worship and prayer services are encouraged in the classroom or at special events during the year. Attendance and participation at school Mass is expected for all students.

LOCKERS

Lockers are provided for each student in grades 5-8. They are located in the hallway outside of the classrooms. Each student must purchase a combination lock, which is to be used to secure the locker. No other locks may be used. If a lock is lost or broken, the student is responsible for replacement. A student's lock combination is to be kept private.

Students may visit their lockers to retrieve belongings only at designated times during the day. Posters, stickers, or other forms of decoration are not permitted on the outside of a locker and students are to keep lockers neat. The principal may inspect the contents of a locker if necessary, at any time.

LOST AND FOUND

Any items found and not claimed will be hung in the cafeteria in a designated area. Periodically, unclaimed items will be sent to the St. Vincent de Paul Society. Please label clothing to assist with returning items to owners. Dress code and PE uniforms all look the same.

MEDICATION

School personnel are not permitted to dispense medication to a student unless given written permission from a parent or guardian, with specific instructions. All medication must be in a proper prescription bottle with the child's name, name of the medication and the dosage and times. It is the responsibility of the child to come to the office at the proper time. The school provides a medication release form that is kept on file for this reason. It should be used for any long-term prescriptions.

MIDDLE SCHOOL PRIVILEGES

Spirit Wear

On Thursdays, middle school students may wear jeans or dress code bottoms and a St. Vincent de Paul spirit wear shirt. Eligibility for this privilege is in concurrence with all policies regarding discipline, dress code, academics, and attendance.

Hooded SVS sweatshirts are permitted only on designated spirit wear days.

NON-DISCRIMINATION STATEMENT

The philosophy of St. Vincent de Paul School is based on the Christian social principles of the Gospel message-- to love and to respect the rights of all people.

The Catholic schools of the Archdiocese of Indianapolis welcome students who wish to apply for admission, regardless of race, sex or national origin. The local board establishes policies for admission of Catholic and non-Catholic students.

Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. Students who are not of the Catholic faith will be expected to assume their portion of the financial responsibility for their education through tuition, since they do not participate in the contributory subsidy from Catholic parishes. This school has completed self-evaluation of compliance with Title IX of the Elementary and Secondary Education Act Amendments of 1972. The school is in full compliance with this act.

OFFENSIVE LANGUAGE

Profanity, vulgarity, offensive language and malicious gossip written or spoken are not acceptable at SVS. Therefore, such talk and speech will not be tolerated and students will be disciplined. Parents are asked to assume the responsibility in supporting this effort at home.

PARENT TEACHER GROUP (PTG)

This organization promotes a positive relationship between home and school, provides support to parents and teachers in school experience, and conducts fundraising projects to provide needed equipment, materials and programs to benefit the teachers and students in the school. A PTG Board is formed with parent representatives from each grade level. The board meets periodically during the year and is responsible for communication with the parents it represents.

PARKING

Because the parking lot is used as a play area for students at lunchtime, and at some times for PE classes, we ask all visitors to park in either the parking lot on I Street, 18th Street, or the gravel lot behind the convent.

PARKING LOT PROCEDURES

Morning Arrival

- Vehicles will enter from "I" Street using the far right lane.
- Vehicles dropping off middle school students only: Use the exit lane in front of the Shamrock Center and release students at Entry 3.
- Vehicles dropping off students in grades Preschool through 5: Follow the white arrows and lane lines. Lanes are designated for the release of students 5 cars deep. Once all 5 vehicles have released and evacuated the lanes, the next 5 cars will proceed.
- Vehicles with both middle school and elementary students: Follow the PK-5 procedures.
- Students may only exit vehicles from the passenger side and will use the safety lane next to the building as a walkway to either Entry 1 or 2. At no time is a student to cross in front of a car in the lane line.

- Students must be ready to exit the vehicle upon arrival. If a child is not able to exit the vehicle quickly and independently, parents should use parking spots next to the church or across the street and accompany their student to the door.
- Foot traffic during morning arrival should cross the parking lot at the basketball goals and use Entry 1.
- All traffic using the white lane pattern will exit back to I Street. There will be no parked vehicles in the upper lot during arrival.
- All entries are supervised beginning at 7:45 am.
- All students arriving for Early Care must use Entry 1.

Dismissal Pre-School & Kindergarten

- Vehicles for Preschool and Kindergarten pick-up will enter at “I” Street.
- Vehicles will use the white lanes lines, 5 cars deep. Students will be released to the appropriate vehicle using the white safety lane next to the building.
- Dismissal for morning Preschool is 10:50 am. Dismissal for afternoon Pre-school is 2:30 pm.
- Dismissal for Kindergarten is 2:40 pm.

Dismissal Grades 1 through 8

- Vehicles will enter from “I” Street and will form six single file lanes starting along the retaining wall on the south side of the main parking area (Lane 1). Vehicles must fill each lane before starting another to ensure maximum use of space. The first vehicle in each lane will proceed to the respective orange cone or all the way to the blue line. Each column will be filled until six lanes exit out using the lane in front of the Shamrock Center.
- As students exit school doors, parents should be ready to receive their children.
- Once students have reached their respective vehicles, the traffic director will release each lane individually. Once released, all vehicles must exit via the lane in front of the Shamrock Center.
- Vehicles waiting on students late to the parking lot must pull up and park in the upper lot and wait to exit until all other vehicles have been dismissed.

At no time is a vehicle to back out of the parking lot or from the dismissal pattern. Once cars begin to dismiss from the parking lot there will be no foot traffic until the walker group is dismissed by the parking lot supervisor. Parents who walk up to get a child may not exit, once the dismissal of cars is initiated, until all rolling traffic ceases.

Dismissal will begin at 3:00pm. At 3:05 PM, any student who has not been picked up will go to Aftercare, and Extended Care fees will apply.

PHONE CALLS

Phones located anywhere in the building may be used by students only with permission of the teacher and office personnel. Emergency phone messages will be delivered to the student.

PHOTOS

School pictures are taken each fall. Orders for picture packages and money are to be turned in prior to the picture day. All students have picture taken for school composite and yearbook. Package purchases are optional.

In the spring, two proof-photos will be taken of each child, and families may order these if they wish. These pictures are optional.

Some school photos may also be used in printed promotional materials and the school website or Facebook page. If you **DO NOT** want your child's photo to be used in this manner, please submit a written request to the school office to that effect.

PLAYGROUND

Students in grades pre-school through eight use the upper and lower playground areas on a rotating basis. Guidelines for safe play are enforced by staff personnel. Students are to remain outdoors during recess time. Once recess begins, students may not enter the building for drinks, restroom, etc. or leave the play area without permission from the teacher on duty. Good sportsmanship and cooperation should be shown at all times. Fighting, foul language and disrespect of others may result in recess and playground restrictions. No student is to be on any playground equipment after school unless supervised by school staff personnel.

PROMOTION

Students are promoted to the next grade based on overall growth and performance during the academic school year. Retention is only recommended when there is evidence to suggest that it will benefit the student. Social, emotional, moral and physical factors, as well as academic achievement will be considered. A student may be assigned to the next grade if retention would not be in the child's best interest. This determination is made based on the recommendation of the teacher and with support from the principal.

RELIGIOUS INSTRUCTION

The school provides daily religious instruction, along with opportunities for prayer and worship.

Preparation for the Sacraments of Reconciliation and Eucharist is offered in the second grade for all Catholic students. Confirmation preparation will be done in 7th grade.

As the primary educators of their children, parents are invited to support religious instruction by modeling their own faith through participation in worship, prayer, and service.

SAFE AND SACRED

All volunteers in the school and classrooms, chaperones for school events and field trips, employees, and coaches must complete a child abuse and neglect safety course sponsored by the Archdiocese, which includes a background check. This training is available on line and a certificate will be issued upon completion. Safe and Sacred training must be renewed every 3 years.

SCHOOL COMMISSION OF THE PASTORAL COUNCIL

This 9-member commission is appointed from the St. Vincent church and school community and meets to support programs, marketing, and development for St.

Vincent School. This body meets on the second Thursday of each month. Anyone wishing to place an item on the agenda should contact the Administrator and the School Commission Chairman, whose contact information can be made available through the office.

SCHOOL COUNSELOR

A school counselor is available on a regular basis to meet with students who have need of services. Parents and/or students may request this service or a recommendation may be made by a teacher and the administration.

SCHOOL PROPERTY

Proper care of desks, floors, walls and all school property is each person's responsibility. Intentional destruction to property belonging to an individual or the school is cause for disciplinary action. All students, staff, and faculty share the responsibility of keeping our school clean.

SCHOOL SCHEDULE

7:50 am First Bell, Students to Homeroom
8:00 am Second Bell, Classes begin
9:30 am Recess for Grades 1, 2, 3
10:50 am Dismissal, AM Pre-school
2:30 pm Dismissal, Pre-school then K
2:55 pm Last Bell, Gr. 1-8
3:00 pm Dismissal, Grades 1-8

LUNCH SCHEDULES

10:50-11:15 Pre-school and K
11:20-11:45 Grades 1-3
11:50-12:20 Grades 4-5
11:55-12:25 Middle School

SCHOOL IMPROVEMENT PLANNING

As part of the requirement for accreditation with the State of Indiana and the Archdiocese, the school prepares and carries out a School Improvement Plan (SIP) over a three year period. Documentation of data supporting the needs for improvement, as well as a detailed plan for interventions to be taken and professional development needed, are included. Each year progress on the plan is monitored and reports are made to the St. Vincent School Commission and Pastoral Councils. The plan is kept in the school office and is available upon request.

SCHOOL SAFETY AND CRISIS MANAGEMENT PLAN

In accordance with federal and state regulations, St. Vincent School has a written safety plan to protect our students and staff in the case of fire, tornado, earthquake, dangerous intruders, and other natural or man-made crises. Drills for fire, tornado, and lockdown in case of threat are held on the required schedule. The School Commission and School Safety Team are responsible for maintenance and revision of the plan.

SERVICE LEARNING

It is part of the identity of a Catholic School to teach students to respond to their faith through service to others. For this reason, students of all age levels are educated in awareness to the needs of the community, with the expectation that they contribute their time and talents to addressing those needs. There is a special effort to provide opportunities to combine learning and service activities. Each classroom

adopts at least one service activity per year, in addition to those taken on by the whole school.

SPECIAL EDUCATION SERVICES

Special individual testing in the area of academic achievement, intelligence, specific disabilities, speech and hearing is available through the Joint Services Department, whose office is located at 15th and N Streets in Bedford. Students may be referred for testing by their parents or teacher, after classroom intervention techniques and strategies have been implemented and documented over time.

Students shown to be in need of special services such as speech and hearing, learning disabilities or emotional counseling can receive such services at St. Vincent School through a specialized teacher provided by Joint Services.

SERVICE HOURS

Volunteers and parent support are vital components of the school program, providing assistance to the teachers by offering clerical help, tutoring groups of students, or participating in class projects. In addition, volunteers are asked to share their knowledge and talents to enhance the learning of the students. All volunteers and visitors must report to the office on arrival and departures. The volunteer will sign in and out. There is a 20 hour minimum requirement for each school family as part of the Stewardship commitment to our school.

TECHNOLOGY

The use of technology for learning is an integral part of instruction at St. Vincent School. Classroom computers are available in grades pre-5. Grades 5-8 utilize 1:1 technology with chromebooks. A digital citizenship policy is in place for all students and staff, which must be signed by each student and his/her parent or guardian before use of the Internet is permitted.

TESTING

As an accredited school, St. Vincent administers all state-wide standardized testing. Additionally, an Archdiocesan test of religious knowledge and practices is administered in grades 5 and 8.

TITLE I PROGRAM

Title I services are provided in grades K- 5 to students identified with a need for additional Language Arts support, based on teacher recommendation and test results. A specialized teacher is provided for this service.

TRANSFER STUDENTS (students registering during school year)

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
3. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, or Individual Catholic Education Plan (ICEP).
4. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consulta-

tion with the previous school to determine appropriate educational placement before admission is granted.

5. The principal or his/her designee has enough information to determine if the student and parents can meet the goals, religious mission and expectations of the School. A conference between all parties may be deemed necessary to determine this ability.
6. Updated immunization records have been received. Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

TUITION AND FEES

Fees include rental of hardback books, purchase of consumable student materials used during the year, and technology support and maintenance. All book and technology fees must be paid in full by the start of the school year.

Payment of tuition may be made in full at registration or an automatic withdrawal monthly payment plan is available. Invoices and credit card options are available, as well. Tuition payment plans must be made at registration, prior to the first day of school. Failure to meet financial obligations will result in assessment of late fees and/or withholding report cards/records and/or dismissal of students.

Through generous donations to the Guardian Angel program, SGO support and the State Voucher program, tuition assistance is available. To request an application, please call the school office.

VISITORS

All visitors must check in with the office located at Entry 9. Parents that wish to visit classrooms must pre-arrange the visit and have approval of the administration and classroom teacher. During regular school hours visitors must sign in at the office in order to proceed beyond the office area.

VOLUNTEERS

All volunteers must complete and maintain SAFE AND SACRED training, which includes a background check. This program is completed online and is designed to empower organizations and people to better control risk and improve the lives of those who interact with the school.

As a school volunteer, one should also assume a professional code of ethics. That is, dress, manner, and confidentiality regarding students. We ask that volunteers be on time and consistent in their attendance and be knowledgeable of school rules and procedures.

We recognize volunteers for their faithfulness and their example of Christian service to our student body.

WELLNESS POLICY

The Federal government and the State of Indiana require the formation of a Wellness Policy for schools. The Office of Catholic Education has assumed the responsibility for the creation of this policy for our schools as a whole. Each school is responsible for the designation of an individual responsible for the implementation of the policy. The Wellness policy outlines the healthy foods that must be served in the school.