



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

# St. Vincent de Paul School Handbook

## 2026-27

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, 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 a.m. bell. This includes locker time for grades 5-8. Students arriving after 8:05 a.m. must report to the office to obtain a tardy slip before entering the classroom.

- If a child is to be absent, a parent or guardian must phone (812-279-2540) or email [office@svsbedford.org](mailto:office@svsbedford.org) by 8:15 a.m. on each day of absence stating the reason for the absence. The office will notify the classroom teacher.
- A student who misses 45 minutes or more of the instructional day, but does not miss the entire school day, shall be recorded as Half Day Absent. Examples include, but are not limited to: arriving 45 minutes or more after the start of the day, leaving school 45 or minutes or more before dismissal, and/or missing a cumulative total of 45 minutes or more due to late arrival, early dismissal, appointments, or other absences during the school day.
- 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 5 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. An extended leave request form must be submitted and approved by the principal at least two weeks in advance. The parent will communicate 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.
- A student is considered chronically absent if they miss 10% or more of the school year for any reason. This equals approximately 18 or more days of missed school. Chronic absenteeism will result in a plan between the school and the family to provide academic or emotional support.
- Habitual truancy is defined as 10 or more unexcused absences and requires the schools to make a report to Child

Services and the court system.

- An unexcused absence is defined by any absence not reported or not approved by the school office.
- Excessive tardiness and/or absences may result in school or classroom restrictions, to be determined by the classroom teacher and the administration.

## **ACCIDENTS**

First aid for minor accidents will be administered by the school nurse or 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, partnered with Lumen Accreditations, 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, St. Vincent de Paul 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) verifies 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 includes the use of electronic cigarettes and vaping products and pertains to all areas of the building, the playground and parking areas.

## **ARRIVAL/DISMISSAL**

Students are not to arrive at school before 7:45a.m. unless they are part of the Earlycare program, for which there is a fee. The first bell rings at 7:50 a.m. and students must be in the classroom by the 8:00 a.m. bell. Anyone arriving after the bell is considered tardy. Students arriving after 8:05 a.m. 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 (all school sponsored teams or clubs)**

SVS sponsors basketball, cross country, tennis, track, and volleyball teams and a cheer squad for boys and girls beginning in grade 5. Students are encouraged to participate to represent the school and gain valuable experience in team sports. Teams compete with local schools or other non-public schools. We encourage students and families to support our athletic program. Eligible grade levels are determined to provide enough participation to make up a full team. To participate in an organized sport or school 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 at least half of the day on the day of a game or practice in order to participate. Team coaches establish expectations and guidelines for attendance at practices, behavior and participation.

## **AWARDS**

Each semester an Honors Assembly is scheduled to recognize student achievement, outstanding effort, leadership, school spirit and cooperation.

## **BAND AND MUSIC PROGRAM**

General music education is taught at all grade levels. Students have the opportunity to participate in at least one music class period per week. Band instruction is available 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. Band students sign a "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 the band. Performances in music and band are provided several times each year and student attendance for participating students is mandatory. Unexcused absences from a performance will result in an "Unsatisfactory" grade.

## **BOOKS AND SUPPLIES**

Textbooks are provided to students on a rental basis. Students write in "consumables" 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.

## **BUILDING SECURITY**

Entrances to the building are locked at all times except during morning arrival, at which time Entries 1–3 are supervised. Any student arriving after 8:05 a.m. must access the building through Entry 1 or Entry 9, accompanied by an adult, and report to the office to sign-in. During the school day, **parents, visitors and guests must enter and check-in at the office located at Entry 9. Entry 2 will be utilized only for student arrival (6:45-8:00 a.m.) and morning preschool traffic.**

## **BULLYING PREVENTION/SOCIAL EMOTIONAL LEARNING**

St. Vincent de Paul School utilizes research and Scripture based programming with an emphasis on building a healthy school culture that creates a safe environment for learning.

### **Bullying Prevention Procedures and Rules:**

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.

### **Core Competencies of Emotional Intelligence:**

1. Developing skills and managing emotions
2. Setting and achieving positive goals
3. Feeling and showing empathy for others
4. Maintaining positive relationships
5. Making responsible decisions

## **CAFETERIA**

A government subsidized breakfast and hot lunch program is offered at school. Free or reduced cost breakfast and lunch is available to families whose income is within the guidelines of government eligibility. Applications are completed online at the start of school. Qualifying families must re-submit the application at the start of each program year. All information is confidential.

School Meals may not be charged. 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 student name, grade, and amount enclosed to be turned in to the classroom teacher at the beginning of the day. In the event of lost or forgotten lunch money, a meal may be provided to be paid the following school day. For any account with an outstanding balance of \$50 or more, a collection letter will be sent home in the Monday folder. The account must be paid within 10 days before meal service is suspended for the child or an alternate meal will be provided. The food service director and school administration will coordinate communications with parent(s)/guardian(s) to resolve the matter of unpaid charges, following collection and forgiveness of debt guidelines.

Students in grades 4-8 must have a positive balance to cover the cost of milk, extra helpings or other a la carte items. Students may bring cash to pay for extra items at the time of service.

**Food Allergies:** In order to accommodate any child with allergies or dietary restrictions, (i.e. 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, sports drinks, energy drinks and caffeinated beverages are not permitted. Vending machines are not accessible during school hours. Per our wellness policy, fast food meals should not be provided for school lunch. Parents can take their student out to lunch for special occasions, provided the student returns to class on time. Students must be signed out through the office.

## **CALENDAR**

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

## **CELL PHONES**

Cell phones are permitted for the explicit purpose of allowing students to communicate with parents or guardians before and after school hours. Cell phones must be muted and secured in a locker or backpack upon entering the school or classroom. In the event 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. At no time during the school day are cell phones to be used. Students must report to the school office if it's necessary to communicate with parents or others. After school hours, students must have the permission and supervision of a SVS faculty or staff in order to use a personal cell phone.

## **CLASSROOM PARTIES**

Parties are held in classrooms for Halloween, Christmas and Valentine's Day. These are generally 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.

## **COLLECTION MANAGEMENT**

St. Vincent de Paul School is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. All efforts to collect owed monies are documented. If an account is deemed uncollectible after review from Parish/School administration, the debt may be forgiven, waived, or written-off, in total or in part, upon consideration of the following conditions: **1.** It is determined that the parent or guardian of the student is unable to pay the debt. **2.** The cost to pursue collection of the debt is greater than the potential total debt collected. **3.** There are mitigating circumstances, as determined by Parish/School administration, that preclude collection of the debt.

Any uncollectible debt related to a student lunch account cannot be considered an expense to the school food service account and must be covered by non-Federal funds.

## **COMMUNICATION**

A folder is sent home with each student every Monday containing 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 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. 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 programming. Please take advantage of the opportunity for personal communication with the administration.

## **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 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 depending on the infraction:

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 the administration; student will meet with the principal.
  4. The teacher, student, administrator and parent will meet to resolve the problem.
  5. The student will appear before the Discipline Board which may include leadership team, pastor, and principal.
- 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 Slip**

A referral slip is given to students for infractions of unacceptable classroom and playground behavior. All referrals are recorded in PowerSchool. A third referral within a grading period results in a detention. Consequences for referrals will be determined by the teacher/team and/or principal.

### **Detention**

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 outlined date will have additional consequences. Detentions are served before or after school, or during lunch/recess, and are 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.

### **In-school Suspension**

In-school suspension (ISS) is 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 ISS. 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 ISS, a student may not participate in a practice, compete in a game, or attend extracurricular activities on the day the suspension

### **Out-of-school Suspension/Exclusion**

Suspension/Exclusion is used for extreme or persistent discipline violation. Out-of-school suspension (OSS) may be from

one to ten days. The suspension period begins at the time of the violation. Parents will be notified by phone and documentation is placed in the student's permanent file. Some infractions that warrant suspension/exclusion 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

Credit for school work completed during the period of an OSS will be applied at the discretion of teacher and administration. Extreme behavior challenges or offenses may lead to a student being excluded from the St. Vincent School community.

### **DRESS CODE**

Students are expected to dress for success and report to school following the dress code guidelines outlined below. Clothing should be neat, clean and comfortable, primarily for classroom work. Items may be purchased from Lands' End, Schoolbelles, or school uniform departments within other retailers: Gap, Old Navy, Kohl's, Target, Wal-Mart, etc. The approved school logo is permitted, optional and available only through Lands' End and SchoolBelles.

#### **Shirts/Pants**

- A collared polo style shirt long or short sleeve must be a solid color of white, navy blue, red, or dark green. Turtlenecks may be worn in the approved shirt colors.
- Shirttails must be long enough to remain tucked in at all times. Cap sleeves and sleeveless shirts are not permitted. No more than one button may be unbuttoned on polo style shirts.
- A pullover sweater, sweater-vest, button cardigan sweater, pullover crewneck sweatshirt, and 1/4 zip pullover 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 except on designated SVS spirit wear days.
- 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 come within 3" of the top of the knee and no longer than the bottom of the knee. Shorts are not permitted at Mass.
- Cargo pants and pants with side pockets are not permitted.
- Shorts for students (PK-5) are not permitted between Nov. 1 and April 1.
- Belts must be worn if pants have belt loops (except students in kindergarten and first grade) Belts must be solid in the following colors: black, brown, navy, and khaki. Decorative, studded, or embellished belts or buckles are not permitted.

#### **Skirts/Jumpers**

- Skirts and jumpers must be solid navy blue or khaki in cotton twill or polyester. St. Vincent plaid is available only through Lands' End and Schoolbelles.
- Length of skirt or jumper must come within 3" of top of knee and be no longer than the bottom of knee.
- Unless wearing leggings or tights, spandex or bike style shorts must be worn under skirts and jumpers and may not extend below the hem.
- Leggings must be solid in one of the dress code shirt or pants colors.

#### **Shoes/Socks**

- Tennis shoes are recommended for safety on stairs and playgrounds.
- Non-tennis shoes must have solid rubber soles. All shoes must have a full back.
- Tennis shoes are required for PE class.
- Boots, open toe, sandals, heels, crocs, or open-toe shoes are not permitted
- Lights, sounds, and wheels are not permitted.
- Socks (athletic, trouser, ankle, knee-high, tights) must be worn at all times. Sock colors (solid): white, black, navy, and khaki. "No show" socks are not permitted.

#### **Hair/Accessories**

- Hair should be neat, well-groomed, and clean. Artificial hair coloring permitted in natural shades only.
- Hair must be out of students' eyes at all times. Hair style may not be distracting.
- Girls hair bands, clips, bows, and scrunchies must be solid in approved dress code shirt color or St. Vincent plaid

- (through Schoolbelles and Land's End only). Hair accessories may not be worn on the wrist.
- Other hair embellishments are not permitted.
- Stud earrings are permitted in grades PK-5. Earrings for students in grades 6-8 may not extend more than ½ inch below the earlobe.
- Smart watches are not permitted unless kept in a backpack.
- Body paint, glitter, stickers, decals, and visible tattoos (permanent or temporary) and body piercings are not permitted.

### **No Uniform Dress Code**

There are opportunities for no uniform and spirit wear days. On these days and during all school-sponsored events taking place after school hours, students are expected to follow the No Uniform Dress Code:

- Clothes should be modest and in good taste
- No inappropriate language, images, or graphics on any apparel
- No clothing with tears or holes
- Sleeveless and spaghetti strap tops/blouses/shirts are not permitted
- No bare midriffs
- Skirts, dresses, and shorts must come within 3" of top of knee
- No pajama pants
- Leggings must be worn with a top that covers the bottom

The Administration may grant exemptions from the 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. Parents are expected to ensure their child is dressed appropriately for school. Student consequences for dress code violations may include calling a parent for a change of clothes, the loss of "No Uniform" or "Spirit Wear" days, or other consequences deemed appropriate by teaching staff and administration.

### **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 [www.schoolbelles.com](http://www.schoolbelles.com)**

**2625 E. 62nd St. [sales@schoolbelles.com](mailto:sales@schoolbelles.com)**

**Indianapolis, IN 46220 School Code: S2568**

**1-888-637-3037**

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 [www.landsend.com](http://www.landsend.com)**

**1-800-963-4816 School Code: 900055120**

### **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.

### **EMERGENCY SCHOOL CLOSINGS**

SVS typically follows NLCS with regard to weather related closings or delays. 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 a.m. and posted on its website. Parents will be notified via email and text through PowerSchool. Closings/delays will be posted to the school website as soon as they are announced: [www.svsbedford.org](http://www.svsbedford.org). **All school events and activities are cancelled when school is closed.**

### **ENRICHMENT**

St. Vincent School provides many opportunities for students to extend their learning through enrichment programs. These are defined as any activity outside of 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 PTG (parent-teacher organization) contributes monies for registration, transportation and needed materials.

## **EXTENDED CARE**

### **Earlycare**

Earlycare is provided for any student arriving at school between 7:30 and 7:45 a.m. There is a daily fee per student, which includes breakfast. Students arriving for Earlycare will be admitted at Entry 3 and supervised by a staff member until released to classrooms at 7:45 a.m. Students arriving earlier than 7:30 a.m. will not be admitted into the building. **There is no Earlycare available in the event of a 2-hr delay, and students will not be admitted to the building before 9:40a.m.**

### **Aftercare**

The Aftercare program provides supervision, recreation and nutritious snacks for students staying after regular school day hours until 5:30pm. 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, 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.

### **Extended Care Billing**

Weekly invoices are available digitally in PowerSchool on the first day of each week that includes a statement balance from the previous week's activity. Hard copy invoices will be provided at the first of each month.

## **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 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 Parish 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 one 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. (more detailed information in the Volunteer Handbook)

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

### **Kindergarten - Second Grade:**

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

### **Grades 3-8 scale:**

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

## **HEALTH**

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

## **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

## **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 immunizations and produces a schedule for the completion of them. The only exceptions to these requirements are students for whom the vaccines are medically contraindicated, or students 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 may not disturb their child(ren)'s classroom during class time.

## **LIBRARY**

Each class has a scheduled time to visit during the week. Library volunteers help with lessons on the use of the library, organize and maintain the collection of books, and help 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 in November. 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 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, located in the hallway outside of the classrooms. Each student should purchase a combination lock, which is to be used to secure the locker. If a lock is not being used the school is not responsible for missing or stolen property.

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 or the PTG uniform collection. Please label clothing to assist with returning items to owners.

## **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 prescriber's name, child's name, name of the medication, and the dosage and times. It is the responsibility of the child to come to the office or visit the nurse 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.

## **OFF CAMPUS CONDUCT**

School administration reserves the right to discipline SVS students for off-campus behavior that is not in line with regular school day behavior expectations. This includes but is not limited to cyber-bullying.

## **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.

## **ONLINE INSTRUCTION GUIDELINES (Digital Learning)**

- Students must be respectful of the teacher and other students.
- Correct names must be used.
- Students must be dressed appropriately-no pajamas.
- Students must be seated in a chair or at a desk-not in bed.
- Cell phone usage is not permitted during instruction.
- Eating is not permitted during instruction.
- It is understood that sessions are recorded.
- Sharing log-in information is not permitted. Only students enrolled in the class may participate.
- Pets should not be in the learning session.

## **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. The PTG is formed with parent representatives from each grade level and meets periodically during the year. The PTG chair/team 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. Please pull all the way up to the door with the awning.
- Vehicles dropping off students in grades PK-5: Follow the white arrows and lane lines. There is room for up to 5 cars at a time; please pull all the way up to the next available space. Do not stop in front of Entry 2 unless there are multiple vehicles ahead of you. This includes students in grades PK-K.
- Students may only exit the vehicle from the passenger side and will use the safety lane next to the building as a walkway to either entry. At no time should a student exit on the driver's side of the vehicle or cross in front of a car in the line.

- Vehicles with both middle school and elementary students: Follow the PK-5 procedures.
- Students must be ready to exit the vehicle upon arrival. If a child is not able to exit quickly and independently, drivers should use parking spots next to the church or across the street and accompany the student to the door. Adults and/or drivers do not exit a vehicle during morning drop-off unless parked in one of those spots. If your child is not able to exit independently, do not use the drop-off lane.
- Vehicles may never pull out of the arrival lane behind another stopped vehicle. Follow the drop-off pattern all the way through to exit.
- Foot traffic during morning arrival should cross the parking lot at the basketball goals and use Entry 2.
- 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 a.m.
- All students arriving for Early Care must use Entry 3.

#### **Dismissal Pre-School & Kindergarten**

- Vehicles for Preschool and Kindergarten pick-up will enter at “I” Street.
- Vehicles will use the white lane lines, 5 cars deep. Students will be released to the appropriate vehicle using the white safety lane next to the building.
- Dismissal for Preschool is 2:30 pm.
- Dismissal for Kindergarten is 2:45 pm.

#### **Dismissal Grades 1 through 8**

- Vehicles will enter from “I” Street and will form six single file lanes. Lane 1 begins next to the retaining wall. Vehicles should fill each lane before starting a new one to ensure maximum use of space.
- The first vehicle in each lane should pull all the way up to the orange safety cones.
- Parents should be ready to receive their children as students exit school doors.
- Once students are in vehicles, the supervisor will release each lane individually. All vehicles must exit via the lane in front of the Shamrock Center and turn right onto 17th Street.
- Students who walk after school are supervised in a designated area until all vehicles have been dismissed.
- Parents who walk up to get a child after vehicles begin moving must remain with the walkers until the first two lanes are dismissed.
- Parents 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 exit the parking lot there is no foot traffic until the walker group is dismissed by the supervisor.**

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 a picture taken for the 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 social media pages. Parents who do not allow their child’s photo to be used in this manner should complete the digital non-consent form.

#### **PLAYGROUND**

Students in grades PK-8 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.

#### **POWERSCHOOL**

SVS uses PowerSchool for its SIS (Student Information System). Using the school data system, information can be communicated via email and text. We encourage all students/parents to consult the school website and PowerSchool

regularly for information related to grades, school calendar, etc. Parents are responsible for setting up their PowerSchool account. Directions will be sent from the school office at the start of each program year.

### **PROBATIONARY ACCEPTANCE**

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Vincent de Paul School. The recommendation and decision of the school is final. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from St. Vincent de Paul School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Vincent de Paul School is made by the school, the student's tuition due would be prorated.

### **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 is provided through the Religious Education program for Catholic students who are 13 years of age or older. 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 PARISH**

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. Online training is available and a certificate will be issued upon completion. Safe Parish training must be renewed every (5) years. [Safe Parish Training](#)

### **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 SVS. This body meets bi-monthly. Anyone wishing to place an item on the agenda should contact the Administrator and the School Commission Chairman.

### **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 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. Progress on the plan is monitored yearly and reports are made to the St. Vincent School Commission and Pastoral Council.

### **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 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.

**SCHOOL SCHEDULE**

7:50 a.m. First Bell, Students to Homeroom  
8:00 a.m. Second Bell, Classes begin  
2:30 p.m. PK Dismissal  
2:45 p.m. K Dismissal  
2:55pm Last Bell, Gr. 1-8  
3:00pm Dismissal, Grades 1-8

**LUNCH SCHEDULE**

10:45-11:10 a.m. Grades PK/K lunch  
11:15-11:40 a.m. Grades 1-3 lunch  
11:45 a.m.-12:10 Grades 6-8 lunch  
12:20-12:45 Grades 4-5 lunch

**SERVICE HOURS**

Volunteers and parent support are vital components of the school program, providing assistance to the teachers by offering clerical help, helping with school events, driving for a field trip, or participating in class projects. School functions and athletic activities are good opportunities for service as well. School volunteers 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 to sign in and out. There is a 10-hour minimum requirement for each school family as part of the stewardship commitment to our school.

**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 of 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.

**SOCIAL MEDIA**

Engagement in online blogs such as but not limited to: Facebook®, Instagram®, Snapchat®, TikTok®, X®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Parents should refrain from creating a class/grade level Facebook®, Instagram®, Snapchat®, TikTok®, X® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent or student social media page may result in the student/parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

St. Vincent School works to protect the confidentiality rights of all students. The Family Education Right and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. SVS adheres to these laws in an attempt to protect the privacy rights of all students. Parents of students enrolled at SVS are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on any personal social media page. Such postings are a violation of the school's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from SVS.

**SPECIAL EDUCATION SERVICES**

Special individual testing in the area of academic achievement, intelligence, specific disabilities, speech and hearing is available in collaboration with North Lawrence Community Schools. 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 NLCS.

**TECHNOLOGY**

The use of educational technology is an integral part of instruction at St. Vincent School. Each classroom has access to Promethean Board technology and students in grades PK-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 a parent or guardian before use of the internet is permitted.

**TESTING**

As an accredited school, St. Vincent de Paul administers all state-wide standardized testing. Additionally, an Archdiocesan test of religious knowledge and practices is administered in grades 3, 5, and 7.

**TEXTING**

At no time during the school day should students be texting. Consequences for texting may include lunch or afterschool detention, suspension, and/or exclusion from the school.

## **TITLE I PROGRAM**

Title I services are provided in grades K-6 to students identified with a need for additional Language Arts or Math 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.
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 consultation with the previous school to determine appropriate educational placement before admission is granted. The administration must have 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.
  - 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, licenses, support and maintenance. All book and technology fees are included in the voucher scholarship and are non-refundable. 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 or within the first two weeks of the program year. Failure to meet financial obligations will result in assessment of late fees and/or withholding report cards/records and/or dismissal of students. Through SGO support and the State Voucher program, tuition assistance is available. To request additional information, 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 Parish 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 includes 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 and value volunteers for their faithfulness and their example of Christian service to our student body. (see Volunteer Handbook)

## **VOUCHERS**

The Indiana Choice Scholarship program provides scholarships to eligible Indiana students in grades K–12 to offset tuition costs at participating schools. The Choice school has access to an electronic application used to submit the student's Choice application. As the voucher program is 'universal' there are no longer income eligibility guidelines in place. Students must have a legal settlement in Indiana and be at least five (5) years of age on or before October 1 of the school year. When a student is approved for a Choice Scholarship, the school will provide the parent/guardian with a copy of the award letter. This award letter will detail the estimated amount of the Choice Scholarship. Please save this letter for your records.

## **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.