

Saint Vincent Ferrer School

7754 Montgomery Road

Cincinnati, Ohio 45236

513-791-6320

Student Handbook

Confidential: For the use of St. Vincent Ferrer School only

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St. Vincent Ferrer School Mission Statement

The St. Vincent Ferrer faith community recognizes that Christ is the reason for our school. We strive to create a learning environment where the dignity of each person is evidenced by the care and concern offered to them. An academic program is provided that speaks to the needs of the individual. We seek to develop their God-given gifts, which will ultimately lead to a life of service.

St. Vincent Ferrer Statement of Beliefs

Working in partnership with the St. Vincent Ferrer faith community and the parents of the students entrusted to us, we strive to prepare students to be productive citizens and faithful followers of Jesus Christ.

1. We believe Christ is the reason for our school.
2. We believe in the importance of a Roman Catholic religious education.
3. We believe parents are the primary educators of their children.
4. We believe each child is unique and the learning environment should preserve the dignity of each student.
5. We believe all students are capable of learning, and we are responsible for meeting their educational and spiritual needs.
6. We believe we are called to develop our God-given gifts to serve others.

School Accreditation

St. Vincent Ferrer School is accredited by the *Ohio Catholic School Accrediting Association*. We are fully accredited. School accreditation is an on-going process.

School Principal's Right to Amend Handbook

The administrator reserves the right to waive and /or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Education Philosophy

St. Vincent Ferrer School is a Catholic elementary school (K-8) fully accredited by the State of Ohio. The school offers an excellent opportunity to realize the purpose of Christian education, as well as the finest secular education. Functioning within the autonomous educational system of the Archdiocese of Cincinnati, the school is manifested in three dimensions: message, fellowship, and service. These three dimensions give birth to four specific concerns of the school: Church and Mission, Community, Learning and Teaching, and evaluation.

Church and Mission

The school community recognizes that the church exists to "proclaim and to establish among all peoples the Kingdom of God." As such, the mission of the Church is to call people to a new life in God -- a life mediated especially by faith and worship. In this light, St. Vincent maintains a well-developed religious education based upon Roman Catholic tradition, and strives to foster a sense of Christian community and responsibility to serve one another in the school, the parish, and the community at large.

Community

As a Catholic institution, the Eucharistic celebration is the central expression of community. The school community actively participates in planning and celebrating mass each week.

As a community, St. Vincent attempts to maintain open communication and free-flowing interaction among teachers, faculty, parents, parish priests, and students in common concerns, questions, and development of the school and its policies. The school also recognizes the need to share interests, hobbies, family events, and out-of-school experiences.

Learning and Teaching

St. Vincent Ferrer School exists to provide the best in both Catholic and secular education. The students must be provided with the basic tools that will enable him/her to cope with the social, cultural, economic, and religious requirements of school and course structures. Consequently, each child is assured the maximum opportunity for progressing to the highest level of his/her aptitudes, abilities, interests, and skills.

Evaluation

Evaluation is an essential process to our progress at St. Vincent Ferrer School. Regular and systematic evaluation of administration, staff, students, programs, materials, and methods occurs in keeping with accepted norms and practices in order to provide for both adequacy and growth. All students in grades 2 through 7 participate in the nationally normed *Iowa Tests*. Children in grades 5 and 8 also participate in the ACRE religious education test.

Religious Education and Opportunities

Religious education is the primary focus of St. Vincent Ferrer School. In this way, the parish aims to assist parents in their task of guiding the moral and religious development of their children. It is important that parents and teachers keep this as their primary goal. Non-Catholic students are expected to attend both religious and non-religious functions.

Students currently in 2nd Grade prepare for the sacrament of Reconciliation. Students in Grades 2-8 are provided the opportunity for Reconciliation during the school year. Confirmation is celebrated for 7th and 8th graders every other year. First communion takes place in the spring for

Grade 2. Programs and events are publicized via the website, parent letter, church bulletin, and weekly school bulletin.

Admissions Policy

The school is maintained by the members of the Saint Vincent Ferrer Parish primarily to provide a Catholic elementary education to children of parishioners. Admission is nondiscriminatory in terms of race, creed, or national origin, except that the first priority is provided to children of parishioners. Acceptance of students requiring special education services will be on a case by case basis with annual review.

Points will be assigned to each criterion, with candidates who receive higher point totals receiving preference over those with lower point totals.

All students entering St. Vincent Ferrer School will be screened by the intervention specialist or grade level teacher to ensure academic success. Additionally, all students will be asked to provide a copy of their most recent report card and standardized test scores. Permission for the child's teacher/former teacher to speak with faculty /staff of St. Vincent Ferrer School must also be given.

Immunization and Health Regulation: All children entering school must be fully immunized. State health requirements for immunization are distributed at registration and are on file in the school office. Any questions about medical, philosophical or religious waivers will need to contact the school nurse.

Student Participation: All students are required to participate in the entire educational program, including the religion program.

Kindergarten

* Candidates will receive one (1) point, up to a maximum of eight (8) points, for each year that a sibling has attended school at SVF.

* Candidates who are children of parishioners will receive one (1) point up to a maximum of eight (8) points, for each year that they have been parishioners.

* Candidates whose parents attended in good standing, and graduated from SVF will receive one (1) point.

* Children of faculty and full-time parish employees may receive preference for admission.

All applicants for Kindergarten must be at least five (5) years of age by September 30 and submit proof of immunizations as required by law.

First Grade

Children must have completed kindergarten and reached the age of six by September 30 of the year which they intend to enroll. If children are to be admitted below this age level they must have completed kindergarten or be tested successfully or recommended by an accredited institution and reached the age of six by January 1 of the year in which they intend to enroll.

All applications received by the registration deadline are combined. If necessary, the admission priorities are applied. All disputes as to student admission and approval of each applicant for admission, including admission of students with special circumstances, are subject to the final decision of the Principal, considering the advice of the School Commission.

Readmission: All students currently enrolled will be evaluated for readmission to St. Vincent Ferrer School at the end of each school year according to the above requirements.

The following criteria will be considered in the decision to accept re-registration for current students:

- A) At the time of application, all tuition and fees must be current.
- B) Students have displayed successful academic growth and appropriate behavior. (If a student is asked to enroll in summer school, re-registration may be contingent on the fulfillment of this requirement.)
- C) The primary purpose of a Catholic school is to work with the family to foster the teachings, doctrines, and practices of the Catholic faith. Parents and guardians must agree

to accept this commitment and actively participate in providing for the Church's practices and teachings outside the school setting. (Non-Catholic students are required to participate in religion classes, religious celebrations and liturgies.)

- D) The support and loyalty of our students and parents are major factors in the success of our school. Students and parents must agree to abide by: 1.) Education Commission Policies 2.) Administrative Policies and Regulations 3.) School's General Rules of Conduct and Classroom Rules.

Parents or guardians will be notified if there is any impediment to the acceptance of a student's re-registration.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. *The education of students at our school is a partnership between parent and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that will not be made lightly.*

Student Fees and Tuition

Tuition payments are done electronically, set up with your bank. Tuition must be paid in full by May 1 or report cards and record transfers will not be issued. In the event of special circumstances or financial hardship, it is the responsibility of the parent to contact the business manager (791-9030) to arrange for an alternative payment schedule.

A \$125.00 per student technology fee is charged. In addition to the technology fee a \$125.00 **non-refundable** registration fee is due at the time of registration and both must be paid before the start of classes. Tuition from previous years must also be fully paid. All bills are to be paid through the school office. Checks should be made payable to:

St. Vincent Ferrer School

7754 Montgomery Road

Cincinnati, OH 45236

School Office

The school office is open from 8:00 A.M. until 3:30 P.M. Monday through Friday when school is in session. The school office may be reached by calling 791-6320. **All visitors must report to the main office via the Montgomery Road exit, in accordance with Ohio Revised Code 313.**

Communication

A weekly newsletter will be sent home each Wednesday via E-Mail. Other important papers will be sent home in the Green Folder. In addition, you can check our website for updates: www.svf-school.org/

This school abides by the provisions of Ohio Law with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide a copy of the custody agreement to the school.

Messages

Teachers are not free to accept phone calls while teaching. Parents are welcome to leave a message via voicemail for the teacher. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially. *Educational issues should be addressed to the classroom teacher first before approaching the principal.* Teachers are not available for a conference before school on faculty meeting days.

Teachers may be contacted by email. Teachers email addresses are listed on the school website www.svf-school.org/

Meet and Greet Night

This annual event is held before the beginning of the school year. It is designed to give parents the opportunity to meet teachers, visit classrooms and learn from teachers the policies, procedures, and curriculum for the coming school year. A school open house will be planned during Catholic Schools Week.

Parent-Teacher Conferences

Parents are urged to confer with their child(ren)'s teacher(s) on a regular basis, particularly if they receive notice of academic deficiencies or conduct problems. Frequent communication is very important to gain the best results from the education process.

Parents are asked to write or email the teacher for an appointment time. Drop-in visits are much less productive as the teacher and/or principal may not be able to give parents total attention and complete information without preparation.

In the Fall and Winter, days are set aside for brief Parent-Teacher Conferences. All parents are encouraged to schedule conferences on these days.

Visitors

Any visitor, parent, former student, friend of present students, salesmen, or other persons not expressly connected with the school must report to the school office, sign in, receive permission and acquire a visitor's badge in order to go anywhere in the school. This is for the protection of all concerned and the orderly operation of the school. Persons wishing to visit members of the faculty or staff should come after 3:15 P.M. and go directly to their destination. **Parents are NOT to interrupt classes to drop off forgotten homework, lunches, gym clothes, etc. Any such items are to be brought to the office.**

Transportation

Students who live more than two miles from school should contact their local school district to request transportation or reimbursement for private transportation. Students are expected to conduct themselves in an orderly and Christian manner while riding the bus as well as at their stop. **A student's right to ride the bus will be suspended if he/she violates reasonable rules of safety and/or conduct which include the following:**

- **Students will load and unload in an orderly manner.**
- **Students will not eat, drink, or litter while aboard the bus.**
- **Students are to stay seated while the bus is in motion.**
- **Students will maintain a quiet level of conversation. Shouting or unnecessary noise is not permitted.**
- **Students may not throw or hang anything out of the bus windows.**

Misbehavior by students on a bus will result in points being assigned, which may result in further disciplinary action.

Walkers and Metro Bus Riders

Students who walk or ride the Metro Bus to school should practice good safety habits. Only students with written permission from a legal guardian will be permitted to walk home.

Please urge your child to observe the following:

- *Use sidewalks.*
- *Avoid cutting across yards and private property.*
- *Cross ONLY at intersection and crosswalks.*
- *Go directly home.*
- *Avoid strangers.*
- *Students must walk their bikes at all times on school property.*

Arrival

School begins at 8:15 A.M. Students arriving before 8 A.M. will be supervised within the **Extended Day** classroom at a fee of \$3.00 each morning. Those students arriving after 8:00 A.M. will be supervised, weather dependent, on the playground or in the classrooms until school begins at 8:15 A.M. At that time they are to report directly to their classroom as directed by their teacher.

Drop-Off

Students who are car riders arriving in the morning must be dropped off in the lower parking lot directly in front of the rectory. Parents should not drop off on the school driveway or at the Montgomery Road entrance.

To ensure your child's safety, the following traffic patterns are maintained on school grounds:

- *Drivers are asked to enter and exit from Kenwood Road in the morning. After school drivers may exit via Kenwood or Montgomery Roads.*
- *From 10:00 AM to 3:00 PM the playground parking lot will be closed to through traffic.*

Dismissal

Students are dismissed at 3:00 P.M. Walkers and bus riders will be dismissed from the school lobby doors, and car riders will be dismissed through the center doors. Parents will utilize the playground parking lot to pick up car riders.

- **There are two lines of traffic cones** in the rear parking lot – creating a **buffer zone** between the two sets of cones.
- Student will be released into the **buffer zone** only as a pedestrian parent/guardian enters the buffer zone.
- Students are then escorted to their automobiles by parents/guardians.
- **All automobiles must remain outside the buffer zone.**

If for any reason you are late (after 3:10) you must come into the school office and sign your student out. After 3:30 your child will be taken to the **After Care Room** and will be charged

\$11. ALL Parking Areas are “No Idling Zones”. Please turn your engine off; young lungs are sensitive.

Early Dismissal

Should it be necessary for a child to leave school early, parents are requested to send a note to the homeroom teacher stating the reason for the early dismissal. Early dismissal is generally permitted for doctor’s appointments or family emergencies. Children will be sent to the school office once a parent/guardian arrives, where they must be signed out by the parent/guardian before leaving school grounds.

Attendance

Regular attendance is necessary if one is to be successful in school. Absentees and tardies miss valuable classroom instruction, discussion, and continuity of work. Parents should consider regular and punctual attendance a serious obligation. A written note is to be provided to the homeroom teacher after an absence in order for the student to be readmitted to class.

In accordance with state laws, absences and tardies are considered excused for the following reasons: illness in the family, death of a relative (three day limit), or family emergency. A doctor’s note may be required after the third consecutive day of absence.

Withdrawal of students for the purpose of vacations, trips, etc. during the school year is greatly discouraged. **Assignments cannot be given in advance. The work will be made up following the same guidelines for illness.**

Absentees

When a student is absent from school, one of the parents is required to call the office (on each morning of absence) by 10:00 A.M. and state the reason for absence. **A written excuse from the parents giving the reason for the absence must be brought to school when the child returns in addition to telephone contact.** Absences are considered excused for reason of student illness, medical appointments (which cannot be scheduled outside of school hours), or for the funeral of members of the immediate family. Absences for other reasons are considered

unexcused. Excessive absenteeism (over 20 days) may result in request for a doctor's note for all absences and a referral to the local attendance office.

****Students missing more than twenty (20) days in the school year may be retained in the grade level to which they are currently enrolled.**

Tardiness

Any privately transported child who reports to his/her homeroom after the 8:20 A.M. bell will be marked tardy. Tardy students must report directly to the school office in order to give reason for their tardiness and receive an admittance pass to class.

Students admitted prior to 10:30 A.M. will be marked tardy. Arriving after 10:30 A.M. is considered a one-half day absence. Students leaving school prior to 2:00 P.M. will be marked as one-half day absent. Accumulation of six tardies per trimester will result in the student losing a lunch recess (for grade 3 – 8). A letter will be sent to parents and kept on file for students in grade K – 8 who have six or more tardies. In accordance with state law, truancy (unexcused absence) is not permitted. Violators will be subject to disciplinary action with the possibility of referral to the local attendance office for students with excessive absences.

Make-up Work Policy

A student who has been absent is responsible for making up missed assignments. The number of days to make up work is equal to the number of school calendar days missed. Teachers are not to be interrupted during the school day in order to provide assignments. No work will be available until 3:10, and all requests for work should be made through the office when the student's absence is phoned in. Work can also be sent home with a sibling or neighbor.

Make up work policy varies for each development level as follows:

Primary/Intermediate (Grades 1 – 5)

Student work will not be sent home until the student has missed 2 consecutive days of school. Work will be sent home on the second consecutive day of absence with a sibling or designated classmate. Work can also be made available for pick up at 3:10 on the second consecutive day of absence in the school office.

Junior High (Grades 6 – 8)

- Students in junior high will be assigned a “Study Buddy” who will be responsible for tracking assignments on the day their partner is absent.
- In addition to tracking assignments, Study Buddies will also procure all books and materials to be given to the absent student via a sibling or will be put in the office for pick-up at 3:10 P.M.
- (Personal delivery of assignments, books, and materials by the Study Buddy is not expected, unless previously agreed upon by both parties.)
- Should both students be absent on the same day, the teacher will attend to books, assignments, and material being sent to the office for pick-up at 3:10 P.M.

Discipline Policy

It is the policy of St. Vincent Ferrer School to adhere to reasonable rules and regulations which create an encouraging atmosphere for learning. St. Vincent Ferrer School holds to the ideal that discipline is a teaching instrument. It is our belief that discipline is what is done FOR someone not TO someone. The purpose of discipline policy and procedure is to create an environment of cooperation, understanding, and mutual respect. Students’ attitudes and actions should reflect Christian Values.

General Rules of Conduct

- Act in a responsible Christian manner while representing St. Vincent Ferrer.
- Proper respect and courtesy is expected of everyone.
- Students must walk quietly when changing from one class or location to another.
- Proper care must be given to all property, equipment, clothing and self. Any damage must be reported to the principal. Parents are responsible for damages caused by students.
- Radios, CD players, MP3 players, iPods, hand-held games and other various electronics may not be brought to school unless students are given permission by a faculty member for academic purposes. If cell phones are brought they are to be turned off and kept out of sight in the student’s book bag. We are not responsible for any electronic equipment brought to school. Electronics will be confiscated and parents will be required to pick them up at the office at the end of the day. Repeat offenders will be dealt with individually.

- Chewing gum is not permissible on school property.
- No child is to leave the school grounds without permission from the principal.
- All students shall not possess, handle, transmit, conceal, use smell of or consume any alcoholic beverage, drug, (prescription and nonprescription), inhalant or narcotic unless prescribed by a duly licensed medical practitioner and registered with the school principal. Likewise, no student shall possess, transmit, conceal, or use any counterfeit drug, rolling papers or other drug paraphernalia, or narcotic, or weapons (firearms and knives).

Violations of the school discipline code may result in actions including, but not limited to:

1. Restriction of playground privileges.
2. Silent lunch
3. In-School suspension
4. Suspension
5. Expulsion
6. Removal from class (See explanation below.)

A student will be removed from the class and referred to the office if:

- He / she is in, or place others in physical or psychological danger.
- He / she is disrespectful in language, tone, gesture, or actions to teachers, classmates or staff.
- He / she is engaged in behavior that is disruptive to the classroom learning environment.
- He / she is not responding to the teacher's disciplinary measures.

If a student is referred to the office the following will take place:

First and Second Offensive-

- Principal will meet with the student to discuss the situation. The student will be permitted to return to the classroom at the principal's discretion.
- The parent or guardian will be notified by the teacher explaining the incident.

Third or More Offensive- One or more of the following may occur:

- Parent or guardian will be contacted by the principal with the student present.
- Parent or guardian will be asked to pick their student up from school immediately.

Future Offensives may result in

- In-school or out of school suspension, or expulsion from school.

The principal is the final arbiter in all disciplinary situations and may waive any disciplinary rule for just cause at her or his discretion. This action may include a suspension or expulsion.

Student Property Inspection

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers and lockers. In addition, any personal items are subject to inspection at any time and for any reason without prior notice as a condition of bringing them onto or taking them from school's premises. Such items include but are not limited to packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Detentions

Detentions are held after school. The teacher will notify the parents of the day and time. It is the responsibility of the parents to arrange for transportation if their child is assigned a detention. Students who are assigned detention are given a written notice to be signed by their parents. The signed detention slip must be returned to school the next day. If a second detention is earned in a particular month, the student will serve two (2) silent lunches.

In-school Suspension

In-school suspension is a means of promoting positive behavior. The students will be given a suspension after being assigned three detentions during the year. Each succeeding detention would result in the student serving an in-school suspension. The student will be assigned to an area for the day. He/she will be responsible for completing all assigned work. The student is not entitled to participate in recess time and special class activities during that day. The student will eat his/her lunch in the assigned area. All assigned work must be completed by dismissal time, unless otherwise stipulated by the teacher.

Suspension

Students who are suspended for violation of the discipline code may not be permitted to return to school until a joint conference with the teacher, parents, and principal has taken place. The pastor will be notified of all suspensions. Three suspensions within a school year may result in recommendations to the pastor for expulsion. Upon approval of expulsion, a meeting will be arranged with the pastor, principal, and parents.

Parents will be notified in situations where injury caused accidentally or intentionally are incurred by a student.

Parent's Grievance Procedure

In the event of a question or conflict regarding teaching or disciplinary practices involving a specific teacher or teachers, ethics and common courtesy require that parents first approach the appropriate teacher to attempt resolution. If not resolved satisfactorily, parent(s) should next approach the principal, who will arrange and hold a joint conference with the parents and teacher. Final consultation with the pastor may be arranged at the request of the parents, teacher, or principal. Parents are reminded that the proper place for criticism or questioning of teaching methods is in a private conference with the teacher. Public discussion or belittling of a teacher's methods is not only ineffective, but in contradiction to Christian principles.

Dress Code

The purpose of coming to school is to learn. To support this atmosphere and proper school environment, the following dress code has been established. Dress code violations will result in notice to the parent and/or disciplinary action. Parents will be required to bring appropriate clothing before student can return to class. The principal reserves the right to interpret or amend this dress code at any time. A uniform exchange is available through the P.T.O.

Boy's Uniform:

- Dress shoes or gym shoes
- White dress shirt or white/hunter green polo shirt with a collar

- **Shirts must be worn tucked in.**
- Navy blue pants: cotton/polyester, corduroy, or wool in dress cut. (Jean style or cargo pants are not permitted). Pants are to be worn at the waist and above the hips. Grades 6-8 must wear a dark belt if their pants or shorts have belt loops.
- Navy blue sweater or sweat shirt with or without the SVF logo only.
- Hooded sweatshirts are not permitted to be worn during school.
- Solid white, black or navy socks
- Earrings are **NOT** permitted for boys
- Haircuts need to be conservative and not a distraction to the learning environment. (No pony tails, mohawks, colored hair, or designs carved into hair etc., hair length must be appropriate)
- ***Only plain white short-sleeved t-shirts may be worn under the uniform shirt.***

Girl's Uniform:

- Uniform jumper in school plaid for Grades 1 – 5 and uniform jumper or skirt for grades 6-8.
- Skirts must be of an appropriate length and is left to the discretion of the principal/teacher.
- Grades 6-8: Only solid black, gray or navy blue tights/leggings are permitted
- Pants and shoes: follow the same code as boys.
- Blouses: Long or short sleeve solid white dress blouse or white/hunter green polo shirt with a collar.
- ***Only plain white short-sleeved t-shirts may be worn under the uniform shirt.***
- Shirts **must** be tucked in. Junior high girls may wear the new elastic banded shirts with their uniform skirts.
- Solid navy blue sweater or sweat shirt with or without the SVF logo only.
- Hooded sweatshirts are not permitted to be worn in school.
- Excessive jewelry, makeup, are not appropriate for school and are not permitted. One pair of small pierced earrings is acceptable for female students.
- Solid navy blue, black or white socks
- Acrylic nails not permitted
- All haircuts and styles must be deemed “school appropriate”. No changes in natural hair color in any way are acceptable. No streaking, highlighting or alternation to natural color.

Summer Uniform

From the beginning of the school year through the end of October students may wear navy blue Bermuda length uniform shorts from School Bells (or equivalent). Also, from April 1st to the end of the school year students may wear navy blue Bermuda length uniform shorts. **Cargo style shorts are not permitted.**

Winter Boots

During the cold and often wet winter months of December, January and February, the wearing of **winter boots** may provide a more comfortable and safer alternative to the uniforms' black, navy and brown dress shoes. As with the other aspects of our Uniform Dress Code, Saint Vincent Ferrer also believes that clothing and physical appearance should be an outward expression of the Saint Vincent Ferrer community and should exemplify the school's distinction from other schools.

*** 3 Dress Code Violations= Grade Appropriate Consequence**

Gym Uniform

The P.E. uniform **is required** for students in **Grades 4-8** and counts for class participation points. The uniform consists of shorts and a T- shirt. No short shorts or sleeveless shirts/camis. All students must be in gym shoes. Each child is required to have their own set of clothing for class. It is recommended that primary girls wear shorts under their school jumpers on Tuesdays and Fridays.

****Scout uniforms are permitted on meeting days.**

Out of Uniform Days

On out of uniform days, student should be dressed appropriately for school. Halter tops, tank tops, and short shorts are not acceptable. Gym clothes will still be required on out of uniform days.

The following is a list of **ACCEPTABLE** clothing:

- Jeans
- Sweatpants

- Warm up Pants
- Spirit wear
- Shirts
- Blouses
- Sweaters
- T-Shirts
- Jerseys (with SVF or Sports Team Logo)
- Sweat Shirts

The following is a list of **UNACCEPTABLE** clothing:

- Baggy Pants
- Lounge Pants/Pajamas
- Old, Torn clothing such as T-shirts, Jeans, and Sweatpants, or shirts.
- Items of clothing with offensive sayings or pictures on them.
- Colored Hair.
- Paint and/or Glitter on Faces
- Midriff clothing.
- Flip-Flops
- Crocs
- Boots

Report Cards

Reports are issued each trimester for students in Grades 1 – 8. Report cards for Kindergarten are given for the second and subsequent trimester. The basic information on the progress report gives the evaluation of the child's progress in various subjects, in work habits, and in behavior. Parents and guardians are encouraged to stay in contact with teachers. Online grades are available for grades 4-8 through Ascend. This system allows parents to access a student's grades at any time. Formal interim reports will not be sent home as grades are constantly available to parents online. Interims for students in Kindergarten, first, second and third grade are sent home in the first trimester. Only deficiencies are sent home in the second and third trimester. Letter grades and criteria will be defined as follows:

Grades 4 - 8

A – Superior	93 – 100	The child is working on or above grade level and progressing well. Completes assignments and thinks critically using the skills and concepts presented.
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B – Very Good	85 - 92	The child is working on or above grade level and is progressing at a good pace. Completes assignments correctly and applies the skills and concepts in daily work.
C – Satisfactory	77 – 84	The child is working on or above grade level and is progressing at a satisfactory rate.
D – Below Average	70 – 76	Improvement needed. Child is working below level but progressing. Has difficulty in mastering concepts and skills in daily work.
F-Failing	Below 70	This child needs extensive intervention and improved effort to overcome his/her academic deficiencies.

Promotion and Retention Policies

Promotion through the elementary grades is a combination of achievement in mastering certain basic skills as well as age, maturation and social development. The student must demonstrate competency in meeting subject area objectives as stated in the archdiocesan Graded Course of Study.

The teachers will appraise each pupil in relation to his or her abilities, age, physical and social development and academic achievement. The teachers and principal will consider the following in making promotion decisions:

1. The student's cumulative average in reading, math, science, language arts and social studies.
2. The work habits and organizational skills of the student.
3. The development of basic skills in reading, math and writing.
4. The social and physical development of the student.

Fundamental skills are acquired in the primary grades. Retention should be in these grades if at all possible. Promotion and retention in the primary grades will be the teacher's decision with the approval of the principal, based primarily on reading and math ability and social development.

Promotion and retention in grades four through eight will depend on overall scholastic achievement. Failure in three major subject areas could result in retention. Graduation

requirements are successful completion of required course work, conduct which is acceptable for St. Vincent Ferrer students in keeping with the guidelines set for our school and regular participation in classes, with only necessary and excused tardies.

Several conferences will take place with the parents or guardians early in the year so that school and home may work together in helping the student experience greater success. A decision to retain a student will not take place until all aspects of the student's academic, physical and social development have been considered and additional options such as testing, summer school and tutoring are considered. Parents or guardians will be part of the decision making process and the decision will be made as early as possible. The teacher will discuss the possibility of retention with the school principal.

Honor Roll

To obtain first honors a student must earn a 4.0-3.5 in the core subjects. The core subjects are: Religion, Math, Social Studies, Science, English, Reading, and Expression. Second honors are awarded to students receiving 3.4-3.0 in the core subjects. No D's or F's in any subject. Honors are awarded on a trimester basis.

Grades K – 3

Students will be graded using the following codes in accordance with Archdiocesan policy:

- 4- Consistently Demonstrates Proficiency
- 3- Frequently Demonstrates Proficiency
- 2- Progressing Toward Proficiency
- 1- Demonstrates Limited Progress Toward Proficiency
- N/A- Not Assessed This Grading Period
- *Modified Standards

Homework

Homework is given as a help to the students. Assignments evolve out of class experiences and are geared to the needs and abilities of students. One of the values of homework is to help

students acquire good study habits and self-discipline. Homework gives the pupils a chance to prove to themselves that they can work independently.

The time spent daily on homework will vary from student to student, but should follow these Archdiocesan guidelines:

Grade 1	about 15 – 20 minutes
Grades 2-3	about 20 – 30 minutes
Grades 4-5	about 40 – 50 minutes
Grade 6	about 60 minutes
Grades 7 -8	about 60 – 90 minutes

If a child consistently spends more time on homework than suggested above, it is the responsibility of the parent to contact the teacher to learn the reason. Children are to keep a written record of assignments in their plan books, which parents should frequently consult. Parents may provide guidance and encouragement, but remember that homework must be the work of the student.

Materials

All books that go home must be covered and transported in a book bag. Students will be held responsible for damage to or loss of school property, including school and library books. All personal items must be clearly marked with the student's name. "Found" articles are kept in the teacher's workroom for 30 days. After that time they are donated to a charity.

Health and Safety

Students becoming ill during the school day should report to their classroom teacher or the principal, or any teacher. In the event that it is necessary for the student to go home, parents will be contacted according to the information provided on the school's emergency card. Any chronic, serious, or contagious illness must be reported to the principal immediately in order to safeguard the health of all students. A medical authorization form for each student is to be completed annually and will be kept on file in the office. Parents will be notified in situations where injury caused accidentally or intentionally are incurred by a student.

School Health Screenings

Hearing and vision screening will be performed on students in the following grades: Kg, 1, 3, 5, 7, as well as all new students. Postural (spine) screenings will be performed on all students in the following grades: 5, 6, 7, and 8. These screenings are required to comply with the Ohio Department of Health Guidelines and National Scoliosis Research Society Recommendations. Screenings promote early detection of potential health problems, but are not a substitute for professional examination and care. Parents can opt out of screening activities at any time by notifying the school in writing. Parents will be notified by telephone or mail if a student fails a screening.

Immunization Records

By state law, complete immunization records or an immunization waiver form are required by the 15th day of school attendance or the student will be excluded until the requirement is met.

Tdap:

Based on Ohio's immunization requirements, all students must have received a booster dose of the Tdap or Td (an adult vaccine for **T**etanus, **D**iphtheria, **P**ertussis) **before entering the 7th grade.**

Tuberculosis Screening Policy

This policy is based on requirements from the Hamilton County Public Health TB Control Unit in accordance with Ohio Revised Codes 3313.71 and 3701.13, and Ohio Administrative Code 3701-15-02.

1. The following students must provide documented evidence of having a negative TB test within 90 days of their first day of enrollment in the school.
 - All foreign-born, newly enrolled students who have been in the USA for 5 years or less

- The TB test that is required must be either a Mantoux Test 5 TU PPD (skin test) or a QuantiFERON blood test.

If the TB skin test or blood test is positive, the student may remain at school. The student and his/her family will receive further directions from the nurse.

2. Any student with either: (1) a documented history of tuberculosis, or (2) a positive PPD or blood test and a normal chest x-ray, must provide documented proof of the absence of TB symptoms, as determined by symptom screening by a licensed physician or nurse.
3. Any currently enrolled student who travels **at any time** to a high-risk country, in a non-tourist capacity, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel.

Medications

In accordance with state law, medications (prescribed or over-the-counter) will NOT be administered without a completed medication authorization form giving the written authorization of the physician and the parent. All medications must be sent to the office in the original childproof container which contains the name of the medication, dosage, times of administration, and possible side-effects. Medication forms are available from the office.

Summary of inhaler law : (Am. Sub. H.B. 121) and epinephrine auto injector law (ORC 3313.718)

These laws permit a student to carry asthma inhalers and epi-auto injectors with the consent of the physician and parent. In addition, the bills would grant immunity to school districts, community schools, and chartered non-public schools, and their employees for good faith actions in connection with this permission.

Children with Special Medical Needs: It is the parents' responsibility to include any information pertaining to the special medical needs of their child/children on the school medical forms.

Parents are also asked to make a special effort to see that teachers are told of the child's condition and what the teacher is to do in case of an emergency.

Accidents at School: Student or staff accidents on the playground or in school and parish buildings must be reported promptly to the school office. Parents or guardians will be notified of the accident.

AIDS: Archdiocesan policy stipulates that, “Each instance of AIDS involving a student or an employee shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being and individual privacy and needs.” State law does not require parents to divulge that their child is infected with the HIV virus. Employees of the parish/or school are not required to divulge such information about themselves. The Diocesan Handbook includes administrative procedures for student or employees with AIDS.

Policy for Handling of Blood and Body Fluids in School: Blood and other body fluids may harbor a number of organisms besides the HIV that are potentially infectious to others. The following simple precautions contain the necessary elements for handling spills of body fluids (blood, saliva, and vomit).

The use of barrier precautions prevents direct skin or mucous membrane contact with body fluids that are visibly contaminated. Following these precautions will protect against any harmful infectious organisms.

- Wear impermeable gloves
 - Remove visible waste with absorbent disposable towels
 - Hard surfaces soiled with blood, feces, vomitus etc. should be thoroughly cleaned with soap and water, then disinfected with an EPA approved disinfectant or a solution of bleach and water *(1/4 cup bleach per gallon of water). This solution should be freshly prepared for each use.
 - Rugs or carpets should be cleaned with sanitary absorbent agent according to directions.
 - Mops should be cleaned in disinfectant solution.
 - Place paper towels and gloves in a plastic bag and dispose of as normal trash.
 - Wash hands with soap and water, or use gel hand sanitizer after removing gloves.
- *If bleach is unavailable, other common products can be used for disinfection, such as peroxide (1 part peroxide to 1 part water) or rubbing alcohol (full strength).

For any injury that results in bleeding, such as nosebleeds, menstrual accidents, etc., the person assisting the child should wear gloves whenever possible. Direct contact with blood is potentially

infectious when there are breaks in the skin, as in chapping or eczema conditions. Proper hand washing significantly reduces the risk of infection from contact with all potentially infectious body fluids, whether gloves are worn or not.

For questions or concerns contact:

Ohio Department of Health

AIDS Activation Unit

Communicable Disease Division

614-466-5480

Hand Washing Policy

- Hand washing guidelines are posted near restrooms and sinks.
- Hand washing guidelines will be taught to students.
- Staff and students will wash hands according to the following protocols:

When to Wash

Students

- Before eating
- After using the bathroom
- After coughing, sneezing, or blowing the nose
- Whenever hands are visibly dirty

Staff

- Same as above for students
- After caring for ill or injured child
- After cleaning
- Before and after dispensing medications
- After using gloves for any purpose

How to Wash

- Wet hands and apply a small amount of liquid soap to hands
- Rub hands together until lather appears, and continue for at least 20 seconds. Scrub between fingers, under nails, and the backs and palms of hands
- Rinse under running water. Let the water run while drying hands.
- Dry hands with paper towel. Avoid touching the faucet handles or towel holder with clean hands.
- Turn off the faucet using towel.
- Throw the towel in the trash can.

- Hand sanitizers may be used if washing is not an option.

Food Allergy Policy:

Food allergies can be life threatening. Because these are becoming more common and severe, a Food Allergy Policy is in place here at St. Vincent Ferrer School. Summary of parent responsibility:

- Parents will notify the school of the food allergy on the Emergency Medication Form.
- Work with the school to develop a plan.
- The child's physician fills out the Food Allergy Action Plan (form available in school office), and both physician and parent sign this form.
- Provide EpiPen and / or antihistamine medication to school if needed.
- Inform bus service of the plan, if appropriate.
- Educate your child in the self-management of his/her food allergy.

Child Protection Policy:

*All suspected instances of child abuse or neglect shall be reported by the principal/staff member to a designated governmental agency for investigation and action as may be appropriate.

Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certified personnel and school employees.

*If the alleged child abuser is a member of the extended school staff, all such incidents shall be reported to the archdiocesan authorities as well. This report shall be made to the Archdiocesan Director of Educational Services, or his designee. If the individual is a cleric or religious, the Director for Educational Services shall notify the Chancellor and or/religious superior.

Fire and Tornado Drills

Drills will be held at required intervals as directed by law. These are important safety precautions. It is essential that when the first signal is given, everyone follow directions promptly and silently. Directions will be given in each room at the beginning of the year and posted in a visible place. We ask that all adults who are in the building at the time of a drill follow the safety rules.

Shelter in Place Emergency

Shelter in Place is a safety procedure designed to help protect the staff and students at our school during a serious airborne hazardous material emergency. It means taking shelter inside the school until the danger has passed. The goal of the Shelter in Place is to prevent contaminated outside air from entering the school for the duration of the incident. Incidents usually last a few hours, not days or weeks. It is important to keep students in school during a hazardous material emergency. During this time no student will be allowed to leave the building nor will anyone be allowed to enter. If this situation should arise, you will be notified through **One Call**.

Emergency Lock Down

A Lock Down would occur if there is immediate danger outside the school building or if an intruder has entered. During this time all students are locked in their classrooms and no one is allowed to leave or enter the building.

School Closing

School closings or delays due to inclement weather will be reported via One Call and on local television Channels 5, 9 and 12. Parents should check for these reports. If your child's public school transportation is on a delay, your child will not be considered tardy if you choose to send them on the bus.

Emergency School Closing

Should an emergency arise which would cause cancellation or postponement of school a phone chain will be activated to alert parents. Each parent must relay information immediately and accurately to the next parent on the phone chain.

Lunch

No fast-food is to be brought to the student by parents. In order to provide a safe and pleasant environment, courtesy and order are expected in the lunchroom. Students are to sit at their assigned tables. No throwing of food or objects will be tolerated. Students are to clear tables when finished.

Playground

Before or after lunch students are released to the playground where they are supervised by a teacher and parent volunteers. Students are expected to cooperate with the directives of the playground supervisors and to behave in accordance with the school code of conduct and principals of good sportsmanship. Respectful and courteous behavior to supervisors is expected.

Library

The school library is open during school hours. Students visit the library once a week for forty minutes with their respective classes. Grades K-5 may check out books for one week and grades 6-8 check out books for two weeks. Students and parents will be notified if a book is overdue. Any lost or damaged book must be paid for.

The library collection includes books to support the curriculum, as well as a large number of accelerated reader titles.

Field Trips

Field trips that have been planned by any teacher are an important part of a child's instruction in a particular area of knowledge or experience. Although individual classes will be making these field trips throughout the year, no child may attend unless a permission slip has been signed by the parents and returned to the teacher. **Verbal or email consent is not acceptable.** These slips will be provided by the school. Field trips are a privilege, not a right. Teachers may refuse, or restrict this privilege, to a student who has shown disregard for school rules. A parent/guardian chaperone may be requested in the event that a student requires special assistance or supervision.

Parent-Teacher Organization

Your support of the school through membership and participation in the PTO provides not only "extras" (field trips, materials, etc.) for the students, but many opportunities for parent involvement in the school. Whether you volunteer for a BIG job or a little one, there is no better investment of your time than your children. Call any of the board members or specific chairpersons to see what YOU can do!

Volunteers

Requirements for Volunteers: VIRTUS Training

All people who work or volunteer within the Archdiocese of Cincinnati must attend a live VIRTUS session AND read their monthly bulletins. Volunteers have to do a background check through Selection.com from within their VIRTUS account.

Definition of a volunteer: Any person who volunteers at the school, in the classroom, or with any activity.

You must pre-register with VIRTUS before attending. Walk-ins are not permitted. To register, follow the instructions found on the Archdiocese website <http://www.catholiccincinnati.org/> under Protecting Our Children.

Birthdays/Treats

Students may bring individual treats for their classmates on their birthday. Do NOT send any drinks or **soft drinks** to school (Students cannot pass out party invitations on school grounds unless everyone in the class is invited).

School Wellness Policy of St. Vincent Ferrer School

Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical activity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood:

Whereas, only 2% of children ages 2-19 years of age eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores and snack bars, include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies , and snack cakes;

Whereas, schools around the country are facing significant fiscal and scheduling constraints;

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, St. Vincent Ferrer School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. Vincent Ferrer that:

- The school will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, and monitoring nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Food service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and staff; will accommodate for those needing special meal planning (such as those with food sensitivities or allergies, with a note from the Doctor) will provide clean, safe, and pleasant settings and adequate time for students to eat.
- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish links between health education and related community services.

A. Nutrition education;

1. St. Vincent Ferrer School will implement the health objectives related to diet, nutrition, and exercise as stated in the 2015 Archdiocesan Graded Course of Study for Science, Health and Physical Education.
2. Programs related to proper nutrition, tobacco education, and drug/alcohol education will also be presented to the seventh and eighth grade students as an extension of their basic curriculum.
3. Community resources will be utilized to enhance regular health curriculum.
4. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day, and to allow 15-20 minutes to sit and eat.
5. Recess or snack breaks will be scheduled for students as needed to maintain energy levels.
6. Appropriate education about food allergies will be presented to those involved with students with allergies, and sharing of food and beverages will be discouraged due to food allergies.

B. Physical activity:

1. All students will participate in the school's physical education program.
2. Physical education programs will implement the objectives of the 2015 Archdiocese Graded Course of Study for Physical Education.
3. All students will have access to recess according to the school's schedule.
4. Students and families will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

C. Other school-based activities:

1. The use of non-food items or healthy food items will be encouraged for rewards for student behavior.
2. St. Vincent Ferrer School encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
3. School organizations are encouraged to consider healthy food and non-food fundraisers.
4. Hand washing equipment will be available in all restrooms and students will be encouraged to wash hands before eating.

5. Restrooms are available to accommodate tooth-brushing regimens of students with special oral health needs.
6. Designated areas will be provided and monitored as necessary for students with special dietary needs.
7. Fully operational and clean drinking fountains will be available throughout the school.

D. Nutritional guidelines for foods available during the school day:

1. The school lunch program will follow the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services/
2. The school will set nutritional guidelines for all food products sold on the school premises, and will encourage PTO and Athletic Association to do so, also.

E. Guidelines for Reimbursement School Meals:

1. St. Vincent Ferrer will follow state and federal guidelines and procedures for reimbursement for lunch and milk programs.