

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

2024-2025

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Dear Parents, Guardians and Students of St. Vincent Ferrer School,

On behalf of the faculty and staff, I welcome you to the 2024-2025 school year! It promises to be one filled with prayer, study and discovery. We are very happy that you have joined us for another remarkable year.

The Parent/Student Handbook is provided so that parents and students are aware of the policies and values of our school. Parents are encouraged to read the handbook and share it with your child/ren. After reviewing the handbook, please sign the Parent/Student Agreement that was mailed to you in the summer packet. This agreement states that you agree to support and abide by the handbook's provisions.

Our faculty and staff look forward to working with you in providing an outstanding experience that focuses on challenging all students to be the best version of themselves: spiritually, socially, artistically, physically, and academically.

God Bless,

Mrs. Mikki Dunkley

Principal, St. Vincent Ferrer School

Forward

This handbook is prepared by the St. Vincent Ferrer School administrative staff in collaboration with the pastor, parents, school and faculty. The purpose of the handbook is to inform the school community of the philosophy, goals, policies and standard operating practices of St. Vincent Ferrer School. Given the complex nature of education and common purpose, it is impossible to predetermine a policy to cover every situation. There may be situations that the administration may be required to make judgments as to the best course of action in a given circumstance or to make revisions to this handbook. When necessary, exceptions or revision will be made with the greatest benefit to the educational purpose in mind. Please contact your child's teacher or the administrative staff if you have questions. **If after reading this handbook you feel you cannot support the established guidelines, it would be in your best interest to find a school more suitable to your expectations.** Your willingness to comply with St. Vincent Ferrer expectations is confirmed by registering your child to attend our school and by signing the "Handbook Receipt Form" at the beginning of each school year.

St. Vincent Ferrer School Mission Statement

The St. Vincent Ferrer faith community recognizes that Christ is the reason for our school. To this end, we challenge every student, faculty and staff member to grow and share the gifts God has given them. We celebrate our religiously, economically, and culturally diverse student body, and create a rigorous learning environment in which students can develop spiritually, socially, artistically, physically, and academically. Ultimately, we graduate young people of character who value and serve the world around them.

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 prepare students to be productive citizens and faithful followers of Jesus Christ.

Philosophy Statement

1. We believe Christ is the reason for our school.
2. We believe in the importance of a 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 strive to meet their educational and spiritual needs.
6. We believe in using our God-given gifts to serve our community, our Church, and our world.

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.

ADMINISTRATION

St. Vincent Ferrer School is a parish school which operates under the authority of the Pastor, Fr. Daniel Hunt under the direction of the school principal, Mrs. Mikki Dunkley.

RIGHT TO AMEND

This handbook is not a binding contract on St. Vincent Ferrer School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from St. Vincent Ferrer school solely because of race, color, national/ethnic origin or ancestry.

Admissions Policy

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, any reports regarding Tier II or III and any reports from psychological/psychoeducational testing. Permission for the child's teacher/former teacher to speak with faculty /staff of St. Vincent Ferrer School must also be given.

At the time of registration, parents are to inform the principal or intervention specialist of any known physical, academic, emotional, medical, or psychological problems of the student. Failure to do so is grounds for dismissal.

Registration Requirements for All Students

Parents or guardians are required to provide the following items at the time of registration: birth certificate, baptismal records, any legal/custody/parenting time agreements, immunization records, and the required registration fee. Students that transfer into St. Vincent Ferrer School after kindergarten are also required to sign a copy of the probationary student contract signed by the student and the parents.

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.

School Age

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Criteria and Order of Selection of Students:

1. Current families (according to the above requirements and **as long as the registration is completed by the assigned date**)
2. Siblings of current families (according to the above requirements and **as long as the registration is completed by the assigned date**)
3. SVF Parishioners
4. Parishioners from other parishes
5. Non-parishioners

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

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 requirements below.

The following criteria will be considered in the decision to accept re-registration for current students PreK-8th :

- 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 during the school day.)
- 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.*

Students may be withdrawn due to the conduct of their parent/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, or chronically disrespectful. In such cases, Principals shall contact their assigned Regional Director before the withdrawal is implemented. Steps b-e of Archdiocesan policy 408.02 shall be implemented after such contact occurs.

Educating Students with Special Needs

St. Vincent Ferrer will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll. Students with IEPs will receive quarterly progress monitoring.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Acceptance of Registration

Acceptance of registration at St. Vincent Ferrer is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. **Registration fees are not refundable, except in the case of a kindergarten registration in which the school has determined that the child will not be accepted because he or she is not ready for kindergarten.** Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

Admission Process at St. Vincent Ferrer School

1. APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.

3. ASSESSMENT of new students who wish to be considered for enrollment will need to complete an academic screening, review of records, and interviews.
4. ACCEPTANCE is determined. Once the administrator reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing by a predetermined date.
5. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.

Tuition Policy

All St. Vincent Ferrer School tuition payments are handled electronically. Parents are responsible for setting up an account through FACTS, an on-line payment processor. Tuition payments may be made via electronic funds transfer (EFT) directly from a bank account or with a credit card. Tuition must be paid in full by April 30, or report cards and record transfers will not be issued. Graduating eighth grade students cannot participate in graduation events unless tuition and other fees are paid in full. **It is the responsibility of the parent/guardian to make sure tuition is paid on time. Failure to keep current on tuition may result in dismissal from school and will result in report cards being held.** In the event of special circumstances or financial hardship, it is the responsibility of the parent/guardian to contact the parish business manager (791-9030) to arrange for an alternative payment schedule and discuss scholarship opportunities.

Voluntary Withdraw Policy

If a student withdraws from school:

- Prior to the first day of school, there is no tuition due. Any tuition paid will be refunded. The registration fee is non-refundable.
- During the 1st trimester, tuition owed equals 1/3 of student tuition owed by family. Any over payment will be refunded.
- During the 2nd trimester, tuition owed equals 2/3 of student tuition owed by family. Any over payment will be refunded.
- During the 3rd trimester, tuition owed is the full tuition amount owed by family. No refund will be granted.

Student records will be released when any amount due is paid in full.

If a student withdraws and returns to school within the same school year, tuition will be determined on a case by case basis.

It should be noted that if a student is withdrawn by their parents/guardians from St. Vincent Ferrer School that **readmission is not guaranteed and will be left to the discretion of the school principal.**

ACADEMIC PROGRAM

Academic Expectations

Students at St. Vincent Ferrer School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student’s ability and of such a nature that the student can complete the work independently. The parent’s/guardian’s role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

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.

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

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

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student’s growth toward proficiency of the standards. Grades K-8 use the Archdiocesan recommended reporting structure for recording student progress.

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

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.

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. A parent/guardian chaperone may be requested in the event that a student requires special assistance or supervision. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. **Verbal or email consent is not acceptable.**

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/Guardians' input will be considered.

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. If a student fails 2 or more major subjects in a trimester, parents will be required to attend a conference with the teacher(s) and principal to discuss plans for future academic success. **Failure in three major subject areas for two trimesters of the school year could result in retention or summer school.** Students retained in grades 4-8 may be asked to withdraw from St. Vincent Ferrer School if it is determined that the child's needs cannot be met at this school.

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.

Conferences will take place with the parents or guardians during 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. The teacher will discuss the possibility of retention with the school principal.

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from St. Vincent Ferrer School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Vincent Ferrer School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

St. Vincent Ferrer School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

St. Vincent Ferrer School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion Courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

St. Vincent Ferrer School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. The Archdiocese of Cincinnati requires that the MAP or iReady Assessments be administered each fall, winter, and spring. St. Vincent Ferrer School administers the iReady Assessment. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires all students in grades 2 through 8 take the ARK Test to assess progress in religious education. All students, regardless of religious affiliation, take the test.

Reporting Student Progress

St. Vincent Ferrer School issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via Option C. Parents are encouraged to check their child's grades regularly.

Honor Roll

To obtain merit honor roll status, a student must obtain a 4.0 in the core subjects. In order to obtain first honors a student must earn a 3.9-3.5 in the core subjects. Second honors are awarded to students receiving 3.4-3.0 in the core subjects. The core subjects are: Religion, Math, Social Studies, Science, English, Reading, and Expression. A student cannot have D's or F's in any subject and still attain honor roll status. Honors are awarded on a trimester basis. Students in grades 6-8 are eligible for Honor Roll. The principal has the right to refuse honor roll status to a student based on any academic misconduct during the course of the trimester that threatens academic integrity or that is unworthy of an SVF honor student, such as cheating or plagiarism.

St. Vincent Ferrer Award

The St. Vincent Ferrer Award is given to one student from each grade level chosen by the classroom teacher at the end of each trimester. This award is given to a student that exemplifies strong character in alignment with the Catholic Christian values as demonstrated by St. Vincent Ferrer.

Student Support Programs

St. Vincent Ferrer School follows applicable guidelines for student support programs offered through these sources. In partnership with local school districts and Hamilton County ESC, the following student support services are offered:

Title 1 Reading
Special Education Intervention
Speech Language Intervention

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 Lost and Found which is located outside the Daily Buzz Studio for 30 days. After that time, they are donated to a charity.

Device Care Policies for Students

Students' use of technology at St. Vincent Ferrer is for educational activities. Laptops and desktops are made available to students through State of Ohio auxiliary funds. As such, they are the property of the State of Ohio. Normal wear and tear of the hardware is expected as part of the devices' 4-6 year life expectancy. Abnormal wear and tear caused by student misuse shortens the life expectancy and detracts from the academic experience.

Students are expected to acquire and exhibit responsible device care habits as this prepares them for them for 1-1 device settings that they will experience in high school. This document describes expectations associated with student care and use of St. Vincent Ferrer technology devices.

Care Guidelines:

1. Devices will be used during the school day and under supervision by a staff member. 2. At the end of each mobile device use, students will:
 - a. sign out of the device,
 - b. return it to the charging cart into the appropriate slot and
 - c. connect the charger.
3. Labels or tags on devices should not be removed or altered.
4. Do not place food or drink near devices.
5. When transporting a device (outside of the cart):
 - a. Lids should be closed
 - b. Device carried carefully with two hands
 - c. Walk when carrying the device (no running, jumping, etc.)
6. Do not lean or put pressure or heavy items on the device.
7. When using a mobile device:
 - a. Open lid using even pressure from side or top-center of lid
 - b. Use fingers or approved stylus on touchscreens
 - c. Do not poke or scratch the screen with anything that might damage the screen surface.

Consequences for repeated or flagrant abuse of technology may result in the student (or their families) responsible for the cost of repair or replacement of a device.

Use Guidelines

- Students do not listen to audio or watch video unless it is for a class assignment or they have been given permission from teacher.
- Acceptable Use of Technology guidelines for moral, ethical and responsible technology as signed by parent and student are understood to be in effect at all times while using school devices.

Consequences associated with misuse of technology are listed in the Acceptable Use of Technology document.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

FAITH FORMATION

Religious Education

St. Vincent Ferrer School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted, regardless of personal religious affiliation.

Sacramental Preparation

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 the 8th grade every 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.

ATTENDANCE

Arrival

School begins at 8:00A.M. Student may arrive as early as 7:45A.M. Students will be supervised in the classrooms until school begins at 8:00 A.M.

Drop-Off

Students who are car riders arriving in the morning must be dropped off at their designated door, which is determined by the grade level of the youngest child in the family.

- Preschool, PreK, and Kindergarteners and their older sibling are dropped off at the door closest to the rectory. Parents should park in the parking lot in front of the rectory and walk their child up the sidewalk to the door.
- Students in grades 1-4 and their older siblings should be dropped off through the car line at the middle doors in the main parking lot.
- Students in grade 5-8 and their older siblings should be dropped off at the office lobby doors.

Parents are required to follow the set traffic patterns of the parking lot. We ask that parents maintain the flow of traffic by having their children ready to exit the car, and at the same time exhibit patience with the cars in front of them. Please stay within the designated cones and do not cut in or out of line. Please be the example of Christian behavior in front of your children and refrain from honking, yelling, or other unkind behavior.

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

- ***From 9:00 AM to 2:45 PM the playground parking lot will be closed to through traffic.***

Dismissal

Students are dismissed at 2:55 P.M. The same traffic pattern utilized for drop off will also be used at pick up.

- Walkers and students in grades 5-8 will be dismissed from the school lobby doors.
- Students in grades 1-4 along with their older siblings will be dismissed through the center doors.
- Students in grades Preschool, preK and K and their older siblings will be dismissed from the doors closest to the rectory. A designated adult must walk to the pick up location. If you have a small child in the car, and you do not wish to get them out, please make arrangements with another parent so that your younger child is not left alone in the car.
- In grades 1-8, students will be lined up by class. Parent/guardians must have their placard displayed in the passenger side window.
- Parents will drive through the pick up line. Please do not slow traffic by stopping to talk to the parent.
- **Again, please display courtesy to other families when driving through the line by following the procedures prescribed here.**

If for any reason you are late (after 3:10) you must come into the school office and sign your student out. *If you are later than 3:10, it is imperative that you call the office and have your child picked up NO LATER than 3:30pm. If a parent is habitually late picking up their child, the principal has a right to assess a late pick-up fee. The school office closes at 3:30 and there will be no one here to supervise your child. 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.

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.

Daily Attendance

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

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.

While it is important to attend school regularly, we also recognize the importance of maintaining a healthy school environment for everyone. Therefore, **your child must be free from vomiting and diarrhea for 24 hours from the last episode, and be fever-free for 24 hours without the use of medication in order to return to school.**

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. When that is not possible, please contact the teacher and the school attendance line to inform them that your child will be out for an appointment, and please bring a note from the doctor verifying the appointment.

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.**

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 pm, and all requests for work should be made through the office by 10:00 am when the student's absence is reported. Work can also be sent home with a sibling or neighbor.

Absentees

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, such as oversleeping; traffic delays; transportation; staying home because a sibling is ill; staying home because a parent is ill; for "personal reasons"; or other reasons unrelated to the student's health or a death in the immediate family 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 and can result in the loss of Ed Choice or Jon Peterson Scholarship for the student.**

Tardiness

Any privately transported child who reports to his/her homeroom after 8:06 A.M. will be marked tardy. Tardy students must report directly to the school office, **accompanied by a parent/guardian**, 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 1:50 P.M. will be marked as one-half day absent. Accumulation of 5 tardies per trimester will result in contact regarding the tardies from the teacher. Accumulation of 10 tardies will result in a conference with the principal. A letter will be sent to parents and kept on file for students in grade K – 8 who have seven 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.

Reporting An Absence

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 message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent/guardian must send a written note to the homeroom teacher stating the reason for the absence.

An unexcused absence from school will warrant proper corrective action.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Vincent Ferrer School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage and understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is consistent with the Catholic faith may be considered by St. Vincent Ferrer School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

St. Vincent Ferrer School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Administering Medications to Students (R.C. 3313.713)

Each School shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the School adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the School. Likewise, if the School adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A School which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1. The School receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the School and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the School or its use by the student;
2. The School receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
4. The employee(s) designated by the School to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5. The drug is received by the employee(s) designated by the School to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6. Any other procedures required by the School are followed.

If the School adopts a policy permitting the administration of drugs to its students, the School shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The School shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The School also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datriil) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the School must have written approval from the student's parent or guardian.

Second, the School must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent or guardian; and
- (11) Any other special instructions from the prescriber.

The School also must have received a backup dose of the anaphylaxis medication from the student's parent or guardian. And in the event a student or School employee has to administer anaphylaxis medication to the student, the School must immediately request assistance from an emergency medical service provider.

Medical Information

At the beginning of each school year, parents/guardians will complete current medical information for the students. If information changes during the school year, parents/guardians should contact the school with the current information.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

DIABETIC CARE POLICY

St. Vincent Ferrer School complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

St. Vincent Ferrer School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;
 - f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.

- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

ST. VINCENT FERRER SCHOOL POLICY ON STUDENT USE OF MARIJUANA

St. Vincent Ferrer School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Vincent Ferrer School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes,

purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

St. Vincent Ferrer School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. All staff are considered mandatory reporters of suspected child abuse.

Immunizations

St. Vincent Ferrer complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Vincent Ferrer complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction, objection, or by revoking a previous exception.

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.

Safety Plan

St. Vincent Ferrer School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Vincent Ferrer School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

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. A

community lockdown is when no one leaves the building or enters. Students are free to move about **in** the school building during this lockdown.

Reverse Evacuation Drill

In the event that school staff perceives a threat to students safety while on the playground, staff will issue a reverse evacuation alert. This is one long sustained blow of the whistle until all students are in the building. Students are directed to look for an open school door attended by a staff member and enter the building quickly and quietly, regardless of whether this is their assigned door. Students will need to proceed in response to the directions given by the staff.

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, One Call will be activated to alert parents.

Wellness Plan

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. Parents are re
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.

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.
- Provide safe snacks for your child to keep in the classroom.
- Inform bus service of the plan, if appropriate.
- Educate your child in the self-management of his/her food allergy.

Wellness Policy

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.

STUDENT CODE OF CONDUCT

St. Vincent Ferrer School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Vincent Ferrer School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Vincent Ferrer School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, St. Vincent Ferrer School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school or when they represent the school. Any violations of the Student Code of Conduct may result in consequences issued by the school administration.

St. Vincent Ferrer School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

St. Vincent Ferrer School Harassment, Intimidation, and Bullying Policy

It is the policy of St. Vincent Ferrer School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and

- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
- Posting slurs on the Internet, websites, blogs, or social media/networks;
- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in

disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

Code Of Conduct

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member. **This includes not only cell phones, but also "smart watches" such as Apple watches. If cell phones are brought to school, they are to be turned off and kept out of sight in the student's book bag for the duration of the student's time on school property. This includes before and after school in the school parking lot. Students must request permission from a staff member to use their cell phone to contact their family about pick-up arrangements.** 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.
12. Chewing gum is not permissible on school property.
13. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
14. Students shall not possess, handle, transmit, conceal, use, inhale, 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 narcotics.

15. Students are to be orderly in the halls and classrooms at all times, so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
16. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s) or guardian(s). Students must also obtain the permission of the principal or teacher before leaving the school.

Bus Transportation

St. Vincent Ferrer School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Consequences of Violations of the Behavior Code:

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

1. Accumulation of behavior points.
2. Restriction of playground privileges.
3. Silent lunch
4. Detention
5. In-School suspension
6. Suspension
7. Expulsion
8. 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.
- He/she has accumulated 15 or more points on the student behavior card.

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

First and Second Offense-

- 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 or the principal explaining the incident.

Third or More Offense- 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 Offences may result in

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

Detentions, Suspensions, Expulsions

Detentions

Detentions are determined by individual teachers and will be communicated as needed to students and parents. Detentions are scheduled from 3:00-3:45 on Tuesdays and Thursdays, or according to the discretion of the staff.

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 a two-day 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. Intervention services will still be provided. 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. Two 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. Students will be required to complete all work missed during the suspension period. Like any unexcused absence, this work will not be given to the student until their return to school. The student will have same number of days to make up the work as the number of days missed.

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A conference will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then a conference will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Finality of Decisions

In consultation with the pastor, the principal will make the final decision on all cases. Notification will be given in writing to the parents/guardians of the disciplined student.

Search And Seizure

St. Vincent Ferrer School reserves the right to search and inspect school property used by students at any time. St. Vincent Ferrer School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken. **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.

Cheating and Plagiarism- Academic Integrity

Academic integrity is held in the highest regard at St. Vincent Ferrer School. Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

Parents' 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 in person or via social media is not only ineffective, but in contradiction to Christian principles.

GENERAL INFORMATION

School Office

The school office is open from 7:50 A.M. until 3:20 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

The best educational atmosphere is one in which parent/guardian, teacher, school, and church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

A weekly newsletter will be sent home each Friday via E-Mail. In addition, you can check our website for updates: www.svf-school.org/. Additionally, it is good to frequently check our school social media for updates.

Non-Custodial Parent

According to Federal regulations, non-custodial parents have the right to receive information regarding their children and to see the children's records. This is prohibited ONLY if specified in the divorce and custody decrees. In order to protect you and your child, divorced or separated parents are required to furnish the school with a notarized copy of the custody section of the divorce decree.

Messages/Concerns

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. The best way for parents to deal with concerns is to first approach the person with whom there is a problem. Thus, if the concern is about something a teacher has done, approach the teacher first. Only after efforts to deal with the teacher have failed should the principal or other administrator be contacted. If the difficulty is with the principal, the parent should contact the principal and try to achieve a solution that is acceptable to all concerned. If a good faith resolution with the principal cannot be reached, the pastor can be contacted. Teachers are not available for a conference after school on faculty meeting days. *At all times, parents should be the model of responsible and respectful social media usage. Please do not publicly air concerns about the school, our teachers, or other students on social media outlets.*

Teachers may be contacted by email, and have a 24 hour period to respond to emails during the week, and a 48 hour period over the weekend, and the teachers have the right to define their “cut-off times” for checking emails. Teachers email addresses are listed on the school website www.svf-school.org/

Parent Information 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.

Privacy and Confidentiality

- 1) All students, families and staff within the school have an expectation of privacy relative to their school experience. The expectation includes, but may not be limited to, behaviors noted during the day, performance on assignments or projects, and involvement in any special program.
- 2) Many activities require the help of volunteers in order for us to complete our educational mission. Volunteers may, as a result of performing their duties, come to know information about our students, families and staff. Class project results, fundraising results and behaviors observed while helping in a classroom are all examples of information a volunteer might be exposed to in the normal course of his or her duties. All information learned as a result of performing those duties is expected to be kept completely private and confidential. Sharing of information learned in the performance of volunteer duties, however incidental, is a violation of the privacy expectations of our students, families and staff. The volunteer should never discuss such information, even though it might become public in some other

fashion. Rather, the volunteer should simply decline to discuss the information, neither confirming nor denying the information if it comes up in a conversation, with someone else.

- 3) All requests for information should be referred to the teacher or office. Questions regarding activities and practices in the classroom should be referred to the teacher. Parents asking about their own children should also be referred to the teacher.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Vincent Ferrer School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.
- *At all times, parents should be the model of responsible and respectful social media usage. Please do not publicly air concerns about the school, our teachers, or other students on social media outlets.*

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. St. Vincent Ferrer School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Extra-Curricular Activities and Sports

There are a number of extracurricular activities that are offered at St. Vincent Ferrer School. At all times, the School Code of Conduct is to be followed, and students and parents are subject to the same rules and expectations as school.

A student who is suspended from school will not be allowed to participate in athletics at St. Vincent Ferrer School during such suspension. The suspended student will not be allowed to begin participating in St. Vincent Ferrer School sports until the date that he/she is eligible to start school after the suspension.

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, Fine Arts Activities, Student Council, etc., during after school hours, he or she is expected to be respectful and behave as a student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Emergency Closings

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.

Birthdays/Treats

Students may bring individual treats for their classmates on their birthday. Do NOT send any drinks or **soft drinks** to school. Birthday treats may be in the form of individually portioned treats, such as cupcakes, ice cream bars/cups, or cookies. Cakes and balloons are not permitted. A full party is not allowed. Replacement of the school lunch, such as a pizza party as part of the celebration is not allowed. Parents and/or other relatives are not permitted to hold the party in the classroom or serve the students. (Students cannot pass out party invitations on school grounds unless everyone in the class is invited).

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.

Lost and Found

All personal items must be clearly marked with the student's name. "Found" articles are kept in Lost and Found which is located outside the Daily Buzz Studio for 30 days. After that time, they are donated to a charity.

Lunch Program

Hot lunches are available through St. Albert Nutrition Services. (www.sansvs.com) Parents can view register their child's account and view their child's lunch balance at www.payschoolcentral.com Students may also pack a lunch. Soda is prohibited.

No fast-food is to be brought to the student by parents.

We are NOT able to heat lunches unless a doctor's note requires it.

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. Students must finish lunch before they exit to the playground after lunch recess.

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 principles of good sportsmanship. Respectful and courteous behavior to supervisors is expected.

Social Media

St. Vincent Ferrer School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved photos or statements pertaining to school or school events.

Student Directory

St. Vincent Ferrer School publishes a student directory for its families. Parents have the opportunity to opt out of participation in this by signing the document that PTO issues through the summer packet. Absence of a signature on this document implies consent to be included in school publications.

Technology

Use of the internet at St. Vincent Ferrer School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While St. Vincent Ferrer School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Vincent Ferrer School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Theft or Loss of Personal Property

St. Vincent Ferrer School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings

to school or to a school-sponsored function, the student, not St. Vincent Ferrer School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Vincent Ferrer School will report to authorities and prosecute all thefts or vandalism to property.

Tuition

Tuition for St. Vincent Ferrer School is set every year after deliberations by the Building and Finance Committee of St. Vincent Ferrer Parish with recommendations submitted to the Parish Council and final approval by the Pastor of St. Vincent Ferrer Parish.

Tuition Aid forms, FACTS Payment Plan forms, and tuition information and deadlines for the next school year can be found in the appendix.

Use of Student Pictures/Information

Parents have the right to request that their child's likeness not be included in school publications by signing the document provided online prior to the school year. Absence of a signature on this document implies consent for your child to be included in school publications.

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 3:05 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. Classroom observation by parents/guardians is not permitted.**

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

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the SafeParish Training, an electronic (on-line) background check through Selection.com and remain current with the scheduled SafeParish

training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form prior to volunteering.

SCHOOL UNIFORM CODE

Parent/Guardian cooperation to enforce the dress code is essential. Parents/Guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

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. Light up shoes or shoes that make electronic noises are not permitted.
- White dress shirt or white, hunter green, or navy blue 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 or hunter green sweater or sweat shirt with or without the SVF logo only.
- Spirit wear is permitted only on designated Spirit Wear days, and should not be worn as a part of the daily uniform.
- Hooded sweatshirts are not permitted to be worn during school.
- Solid white, black, navy or SVF Spirit socks
- Earrings are **NOT** permitted for boys.
- Smart watches may not be worn to school.
- Haircuts need to be conservative and not a distraction to the learning environment. (No pony tails, mohawks, colored hair, or words or messages or designs carved into the hair inappropriate for the school environment etc. Hair length must be appropriate and may not extend below the collar.)
- ***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.
- Only solid black, white, gray or navy blue tights/leggings are permitted. Leggings are only to be worn under skirts or jumpers, not as a substitution for uniform pants.
- Pants, shoes and socks: follow the same code as boys.
- Blouses: Long or short sleeve solid white dress blouse or white, hunter green, or navy blue 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 or hunter green sweater or sweat shirt with or without the SVF logo only.
- Spirit wear is permitted only on designated Spirit Wear days, and should not be worn as a part of the daily uniform.
- Hooded sweatshirts are not permitted to be worn in school.
- Excessive jewelry, makeup, are not appropriate for school and are not permitted.
- Smart watches may not be worn to school.
- One pair of small pierced earrings is acceptable for female students.
- Solid white, black, navy or SVF Spirit socks
- Fingernails should not extend 1/8 of an inch past the tip of the fingers.
- 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 November, December, January and February, March the wearing of **winter boots** may provide a more comfortable and safer alternative to the regular shoes. Boots with excessive fur, sequins, or decorations are not permitted. 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. Dress code violations will result in an accumulation of behavior points.

Gym Uniform

The P.E. uniform **is not required** for students. The uniform consists of shorts and a T- shirt. However, all students must be in gym shoes. 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. For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted. Halter tops, tank tops, and short shorts are not acceptable.

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). No SVF team uniform are to be worn.

- Sweat Shirts
- Leggings may be worn only with a longer shirt.
- Shorts must extend to the end of the fingertip of the middle finger when hands are to your side.

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

Spirit Wear Days

Once a month there will be a Spirit Wear Day when students are allowed to wear SVF “spirit” tee shirts, sweatshirts with their uniform jumper/bottoms.